

Blackboard Collaborate Ultra Group Tutorial

One of the features of our Blackboard upgrade for the 2019 calendar year is the ability for our faculty to activate Blackboard Collaborate Ultra in student groups. This feature enables students to host their own Collaborate sessions, independent of the instructor. With the Collaborate option enabled for your student teams/groups in Blackboard, they can work together online and in “real time” (synchronously), just as they might hold group study/work sessions in the library or at a coffee shop.

In this document, we have described how to add the Collaborate feature to existing groups and how to apply the option when creating a new group. For information on how to prepare for, participate in, and moderate Collaborate sessions, users should visit the following Blackboard support sites:

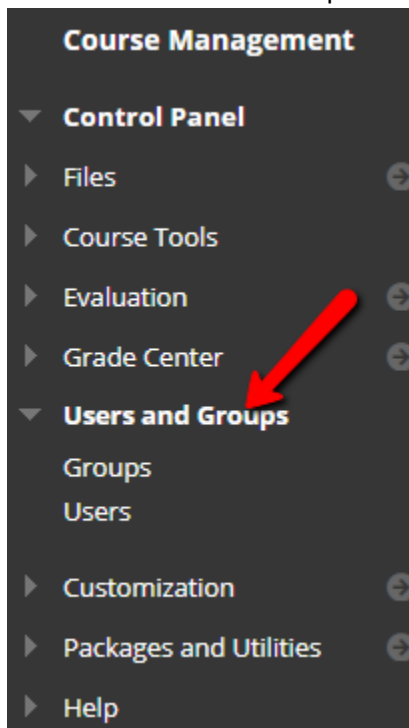
[Collaborate Ultra Help for Participants](#)

[Collaborate Ultra Help for Moderators](#)

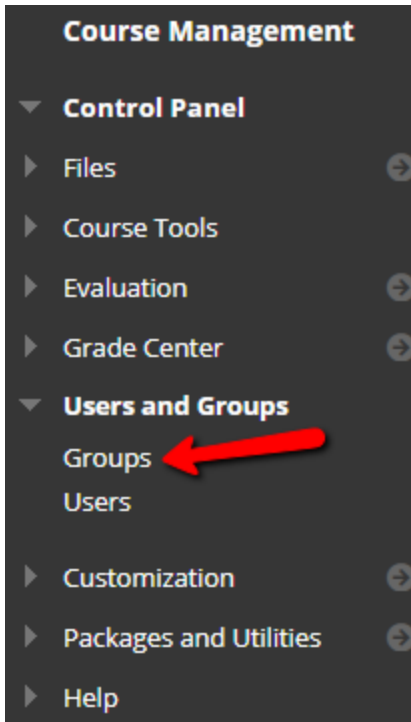
Part 1 – Adding Collaborate to Existing Groups

The following tutorial will cover how you can enable the Collaborate feature in a group that you have created.

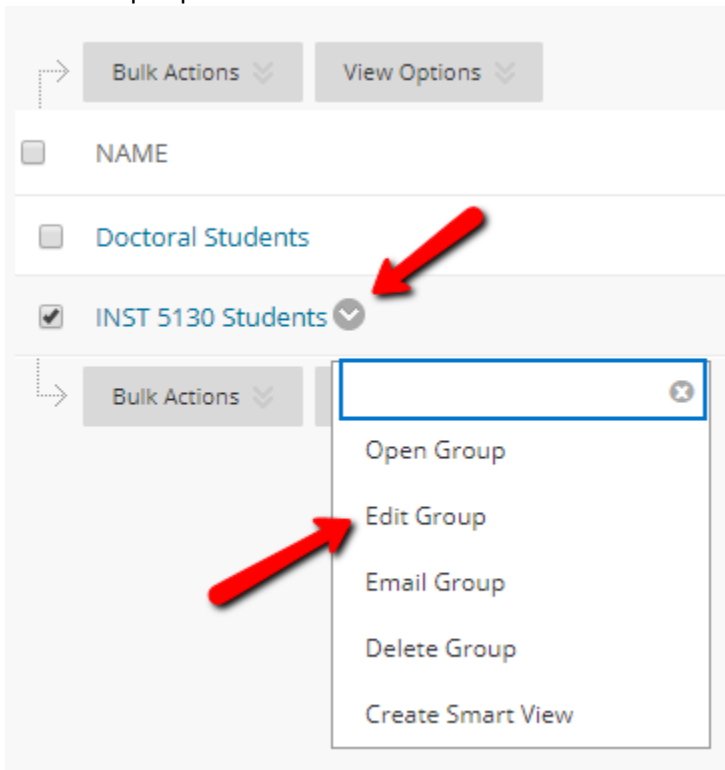
1. Enter the desired course, navigate to the Course Management menu (the lower menu) and select the “Users and Groups” menu item.



2. Then select the “Groups” option.



3. On the "Groups" screen, mouse over an existing group, select the chevron icon and select the "Edit Group" option.



4. In the "Edit Group" screen, scroll down to the "Tool Availability" section and locate the "Blackboard Collaborate Ultra" tool.

TOOL AVAILABILITY

Blogs

- No grading
- Grade: Points possible:

Discussion Board

- Allow any group members to create forums.
- Do not allow student group members to create forums.

Email

File Exchange

Journals

- No grading
- Grade: Points possible:

Tasks

Blackboard Collaborate Ultra

- Allow all group members to create and access session recordings.
- Do not allow student group members to create or access session recordings.

Content Market Tools

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- No grading
- Grade: Points possible:

5. Select the check box to the left of the tool. As shown below, you also have the option of allowing group members to record sessions and access those recordings later.

Blackboard Collaborate Ultra

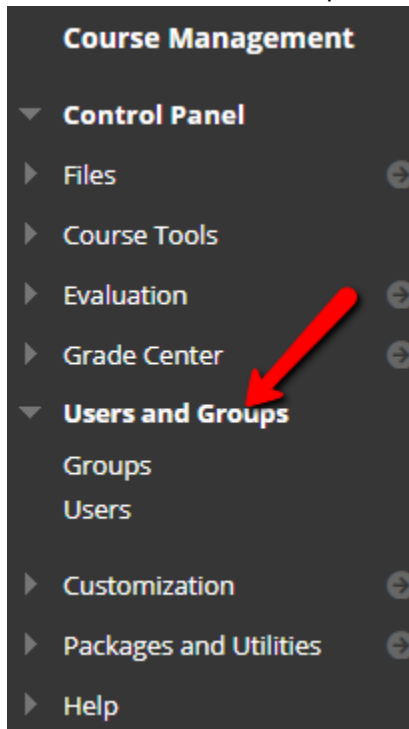
- Allow all group members to create and access session recordings.
- Do not allow student group members to create or access session recordings.

6. Click the Submit button, located at the bottom right of the page, to complete the process.

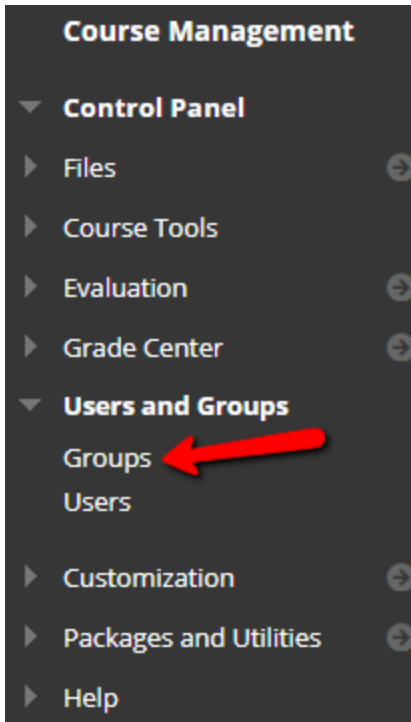
Part 2 – Adding Collaborate While Creating New Groups

The following tutorial will cover how you can create a new Group and enable Blackboard Collaborate Ultra for the Group.

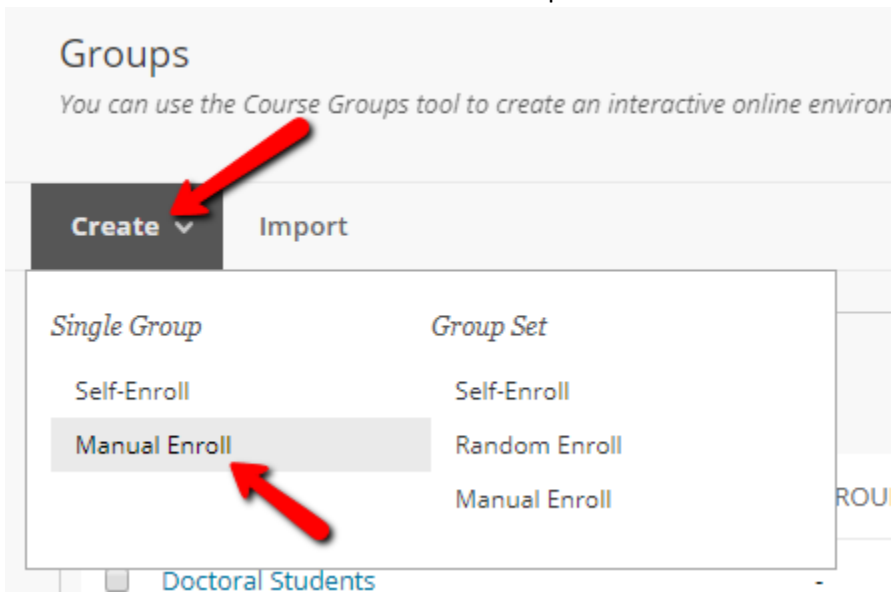
1. Enter the desired course, navigate to the Course Management menu (the lower menu) and select the “Users and Groups” menu item.



2. Then select the “Groups” option.



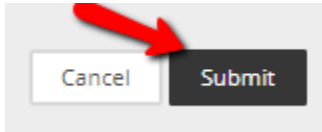
3. On the "Groups" Screen, mouse over the "Create" button and select the desired group type. In this tutorial we will use the "Manual enroll" option.



4. On the "Create Group" screen, enter a name for the new group name and then scroll down to the "Tool Availability" section.
5. Under "Tool Availability," select the "Blackboard Collaborate Ultra" checkbox. As shown below, you also have the option of allowing group members to record sessions and access those recordings later.

- Blackboard Collaborate Ultra
- Allow all group members to create and access session recordings.
- Do not allow student group members to create or access session recordings.

6. Select the "Submit" button to complete the process.



For more information about, or tips for making effective use of, Blackboard Collaborate, please contact the Support Center. Your inquiry will be routed to your designated Instructional Designer (ID), who can then schedule a consulting session to discuss your Collaborate needs. You may contact the Support Center by email at supportcenter@uhcl.edu or by telephone at (281) 283-2828.