

# 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. If your instructor has the Collaborate option enabled for your teams/groups in Blackboard, you can work together online and in “real time” (synchronously), just as you might hold group study/work sessions in the library or at a coffee shop.

In this document, we have described how to access the Collaborate feature in groups, and some directions on how to use the features once in a session. For information on how to prepare for, participate in, and moderate Collaborate sessions, users should visit the following Blackboard support sites:

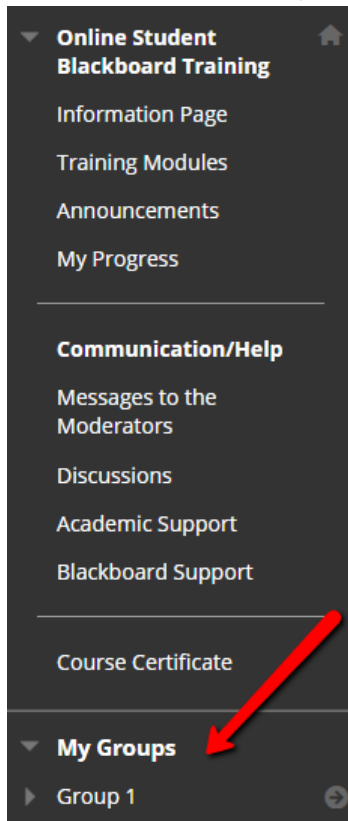
[Collaborate Ultra Help for Participants](#)

[Collaborate Ultra Help for Moderators](#)

## Part 1 – Accessing Collaborate in Blackboard Groups

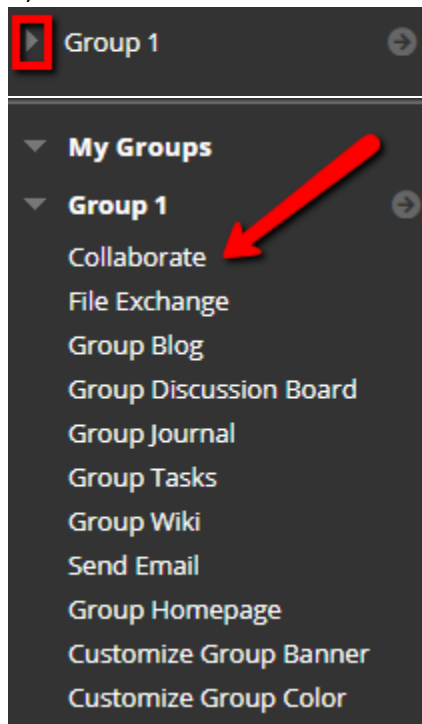
The following tutorial will cover how you can access the Collaborate feature in a group within Blackboard.

1. Enter the desired course, navigate your group in the Course Menu (at the very bottom).

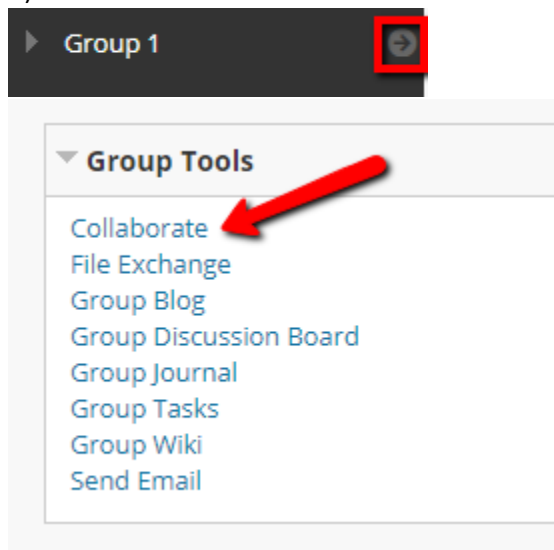


- From here you can either A) click the arrow to the left of your group name, and then select Collaborate, or B) you can click the arrow to the right of the group name to take you to the group Homepage where you can select Collaborate from the Group Tools area.

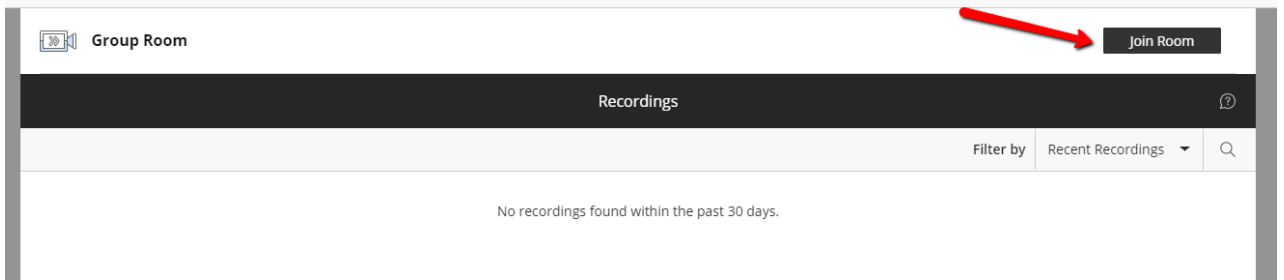
A)



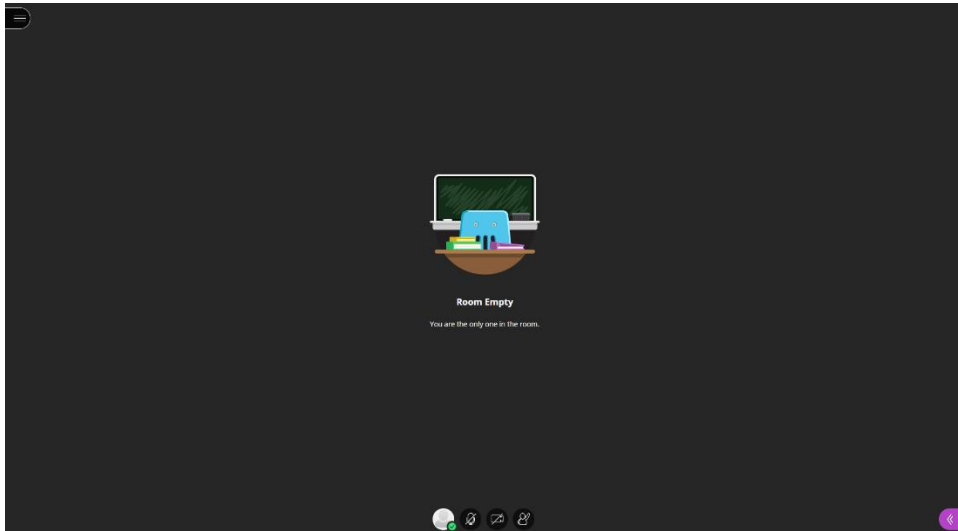
B)



- Once you have clicked Collaborate in either place, you will be taken to the Collaborate room for your group. Once there, you can click "Join Room" to enter into a Collaborate session with your group members.



4. After clicking “Join Room”, you will be taken to the Collaborate space for your group, which will look something like the image below.



## Part 2 – How to Record Sessions, Share Materials, and Access Chat

The following tutorial will cover how you record a Collaborate session (if your instructor has recording enabled), share materials with your group members, and access the chat in a Collaborate Room.

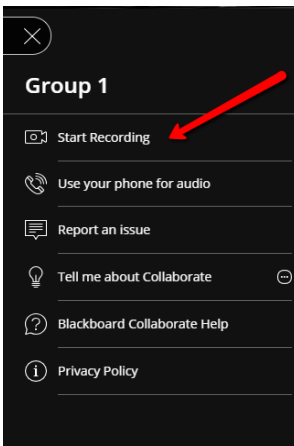
### Recording a Session

If your instructor has recording enabled for group Collaborate sessions, you will see an option to record in the Collaborate Menu.

1. You can access the Collaborate menu by clicking the icon that looks like three horizontal lines in the top left corner of the screen.



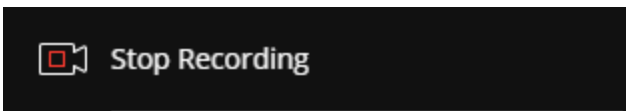
2. After clicking this, the menu will appear, and you can click “Start Recording”. If you do not see the “Start Recording” option in the menu, your instructor does not have it enabled for group Collaborate sessions in the course.



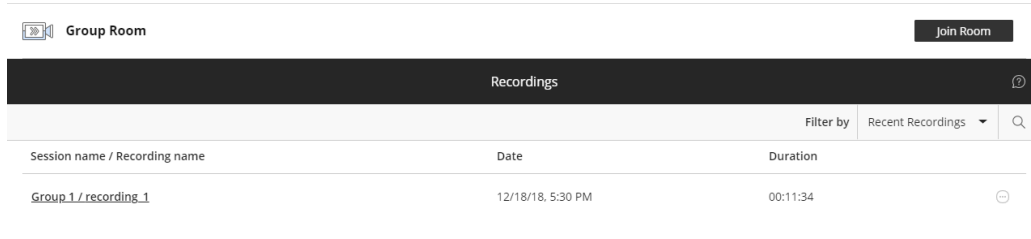
3. To verify that your session is recording, you can look at the Menu icon in the top left corner. If it looks like the one below, your session is recording.



4. Once you have finished your session, you can stop your recording by going back to the menu and clicking “Stop Recording”.



- To go back and view your recording later, you will need to follow the steps from above to navigate to the Collaborate room from Part 1. The recording will appear in the section below the “Join Room” button. **Please Note: The recording will take some time to appear, depending on length. If it does not appear immediately, give it some time.**



Session name / Recording name	Date	Duration
Group_1 / recording_1	12/18/18, 5:30 PM	00:11:34

### Sharing Materials with the Group

While you are in the Collaborate room, you will notice a purple icon in the lower left corner that has two left pointing arrows. Clicking this icon will open the Collaborate Panel.



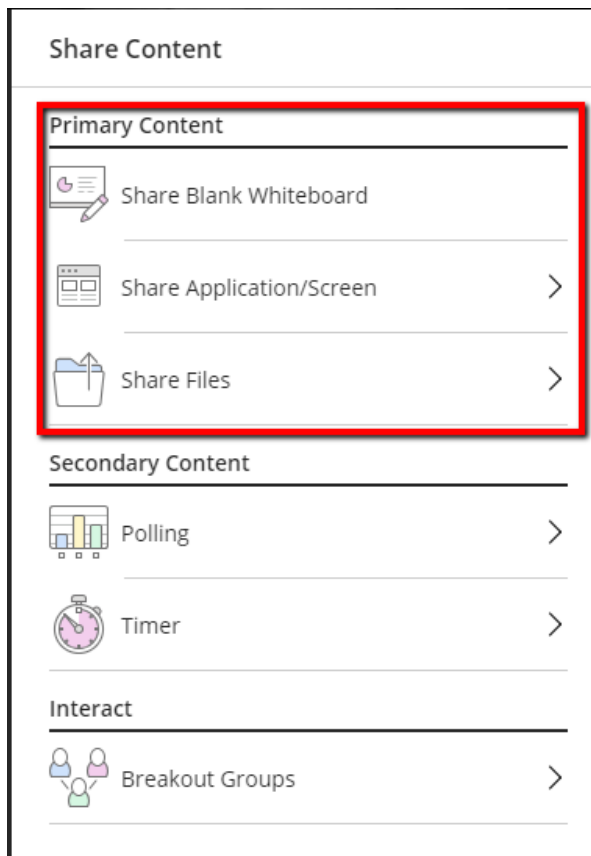
- Once the Collaborate panel is open, you will see several options along the bottom of the screen.



- To get to the Share Content menu, click the icon below.

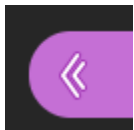


- In the Share Content menu, you will see several options. If your instructor does not have recording (moderating) allowed, you will only see the three options inside the red box below. More information on these items can be found [here, on the Blackboard Collaborate Help site.](#)

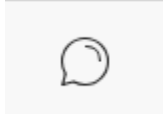


### Using Chat within a Collaborate Session

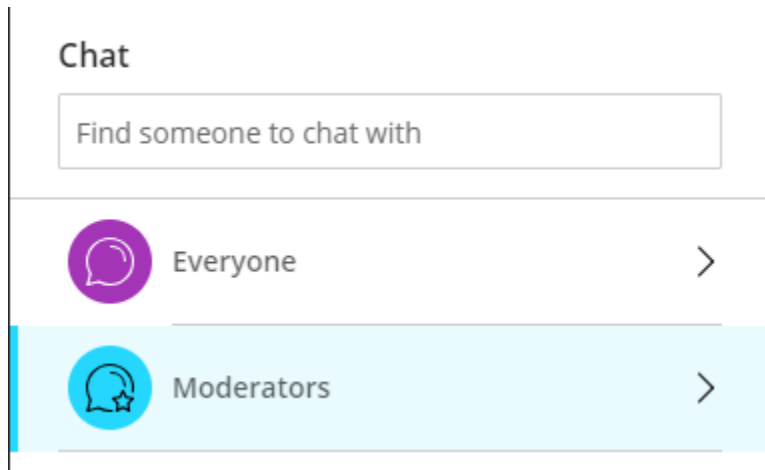
Finally, to chat with other group members in your Collaborate room, you will need to access the Collaborate Panel as well.



1. This time, you will need to click the Chat bubble icon at the bottom of the Panel.



2. Here you will find options to search for an individual to chat with, the room to chat with everyone present, and (if your instructor has recording, and therefore moderating on) with moderators.



For more information about, or tips for making effective use of, Blackboard Collaborate, please contact the Support Center. Your inquiry will be routed to one of the Learning Technology Administrators (LTAs) so that we can assist you. You may contact the Support Center by email at [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu) or by telephone at (281) 283-2828.