

# Announcing Blackboard Collaborate now available in all of your courses!

Use this link to take a tour of Blackboard Collaborate: <http://bit.ly/Bbcollaborate>

## What is Blackboard Collaborate?

Blackboard Collaborate is a real-time web conferencing tool where you can engage in a virtual classroom as if it were face-to-face.

- \*\*Collaborate works best with Google Chrome\*\***
- In each course there is a “course room”, always available that students access
  - Faculty can also schedule new “sessions” as needed

## Where to find Blackboard Collaborate

**Faculty:** In your course click Course Tools, then click Blackboard Collaborate Ultra. You’ll see the screen below.

**Students:** Use URL provided by your instructor. Or, in your course click Tools, then click Blackboard Collaborate Ultra. Student view is similar to faculty view, but cannot adjust settings.

## Features of Blackboard Collaborate

Instructors can:

- Draw on a virtual whiteboard
- Share and draw on files
- Share your audio
- Share your video
- Record sessions or make a recording to share with the class

If sharing audio, students can listen via telephone

Students can post chat messages

## Uses of Blackboard Collaborate

- Online office hours or teaching sessions
- A place where students can meet virtually and synchronously to work on group projects
- Record your screen or yourself to explain a concept
- Request a test course to set up private meetings

The screenshot shows the 'Sessions' page in Blackboard Collaborate. At the top, there is a search bar and a 'Show All Upcoming Sessions' dropdown. Below this, there is a 'Course Room' section with a 'join room' button. A table lists upcoming sessions, including one named 'Exam Review Session' starting on 8/5/16 at 2:42 PM and ending at 3:42 PM. A context menu is open over the 'Exam Review Session', showing options like 'Get guest link', 'Edit settings', 'View reports', and 'Disable course room'. Several callout boxes provide instructions: 'Click to toggle between sessions and recordings' points to the hamburger menu; 'Course room (in all courses) Click Join room to enter' points to the 'join room' button; 'Create additional sessions as needed Click on session name to join' points to the 'Exam Review Session' link; 'Click to get guest link, edit settings, etc.' points to the context menu; and a large box at the bottom provides contact information for support.

Click to toggle between sessions and recordings

Course room (in all courses)  
Click Join room to enter

Create additional sessions as needed  
Click on session name to join

Click to get guest link, edit settings, etc.

Name	Starts	Ends
<a href="#">Exam Review Session</a>	8/5/16, 2:42 PM	8/5/16, 3:42 PM

For help with Blackboard Learn for face-to-face courses, contact CELT at [celtsupport@cuw.edu](mailto:celtsupport@cuw.edu) or 262-243-2358.  
For fully online and dual credit courses contact OCDE at [blackboardsupport@cuw.edu](mailto:blackboardsupport@cuw.edu) or 262-243-4327.