

Using Blackboard Collaborate



Creating a Session

Your BB
course



Course
Management



Course
tools



Blackboard
Collaborate Ultra

The screenshot shows the Blackboard Collaborate Ultra interface. The left sidebar contains navigation options: Course Home, Start Here, Course Content, Announcements, Resources, Discussions, Blackboard Collaborate Ultra, and Course Tools. The 'Create Session' button is circled in red. The main content area displays 'Sessions' with a 'Course Room Unlocked (available)' and a list of sessions including 'test' and 'Using BB collaborate'.

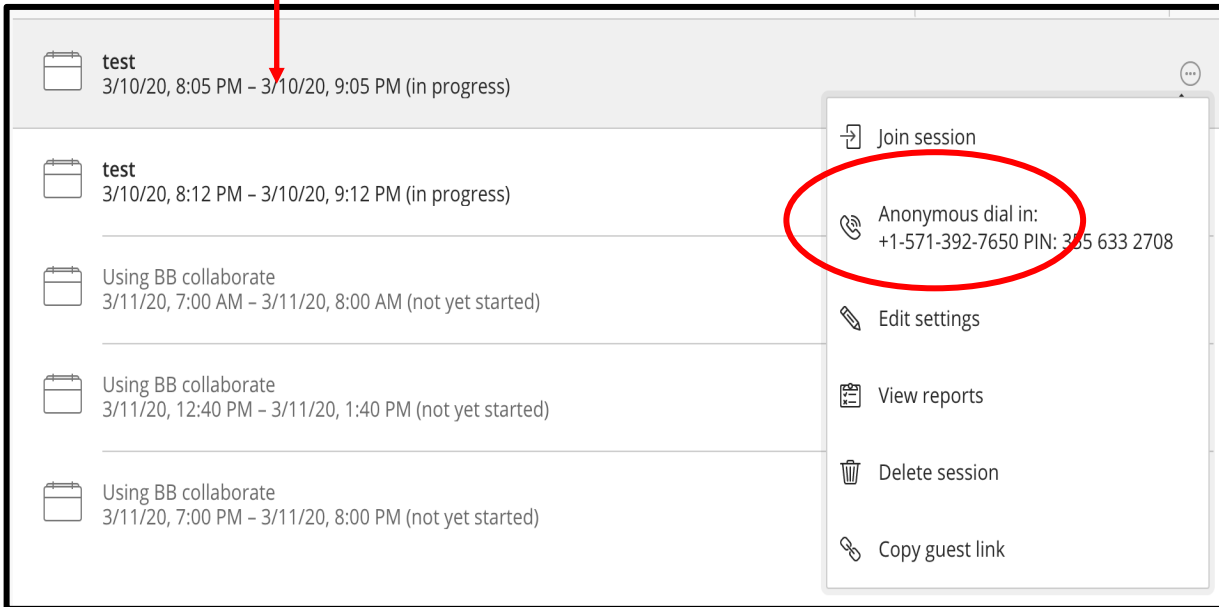


The 'New Session' dialog box is shown with the following fields and options:

- Event Details** (expandable)
- Start**: 3/10/20, 8:12 PM
- End**: 3/10/20, 9:12 PM
- No end (open session)
- Repeat session
- Early Entry**: 15 min before start time
- [Provide a description](#)
- Warning**: Please type a session name before saving.
- Buttons**: Cancel, Save

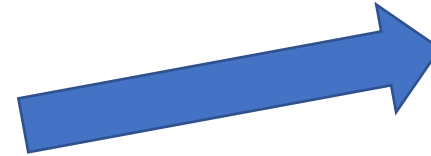
Joining Session

List of sessions created



The screenshot shows a list of sessions in a web application. The first session is titled 'test' and is in progress. The second session, also titled 'test', is also in progress. A context menu is open over the second session, with the 'Anonymous dial in' option circled in red. The menu options are: Join session, Anonymous dial in: +1-571-392-7650 PIN: 355 633 2708, Edit settings, View reports, Delete session, and Copy guest link.

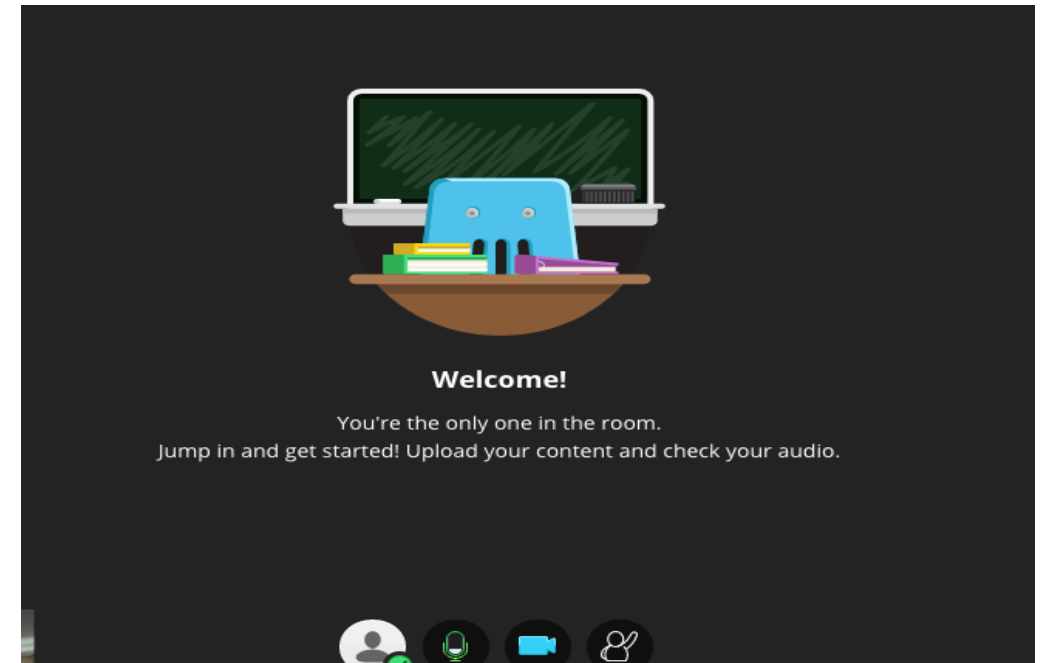
Session Title	Time Range	Status
test	3/10/20, 8:05 PM - 3/10/20, 9:05 PM	(in progress)
test	3/10/20, 8:12 PM - 3/10/20, 9:12 PM	(in progress)
Using BB collaborate	3/11/20, 7:00 AM - 3/11/20, 8:00 AM	(not yet started)
Using BB collaborate	3/11/20, 12:40 PM - 3/11/20, 1:40 PM	(not yet started)
Using BB collaborate	3/11/20, 7:00 PM - 3/11/20, 8:00 PM	(not yet started)



Prompted to Start Audio and Start Video



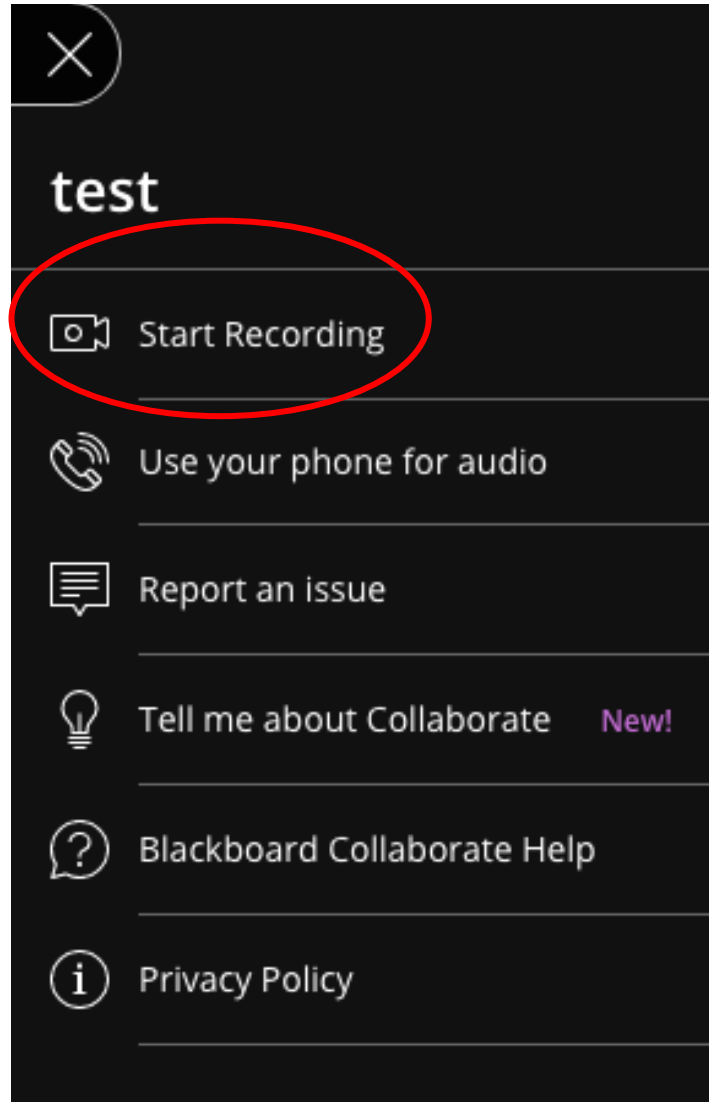
Share



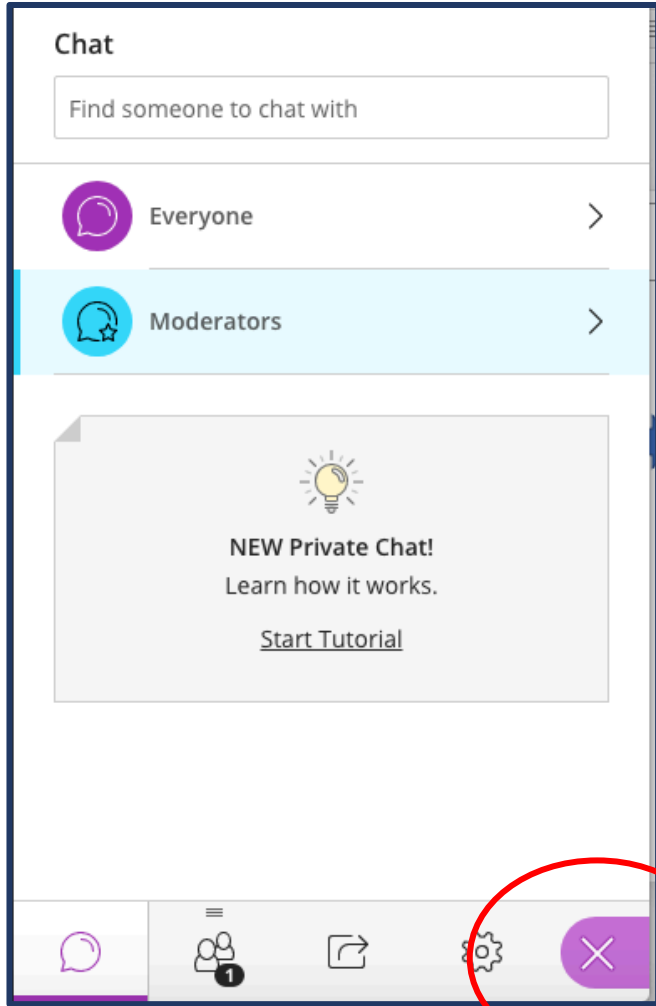
The welcome screen features a central illustration of a laptop with a blue chair and books in front of it. Below the illustration, the text reads: 'Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio.' At the bottom, there is a navigation bar with icons for a person, a microphone, a video camera, and a person with a plus sign.

Starting the Session Recording

Session name

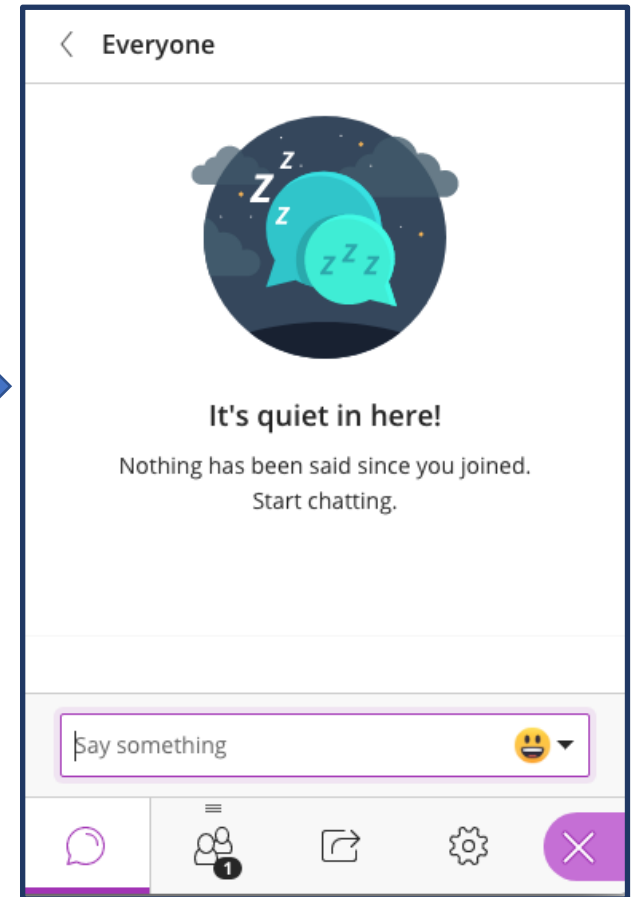
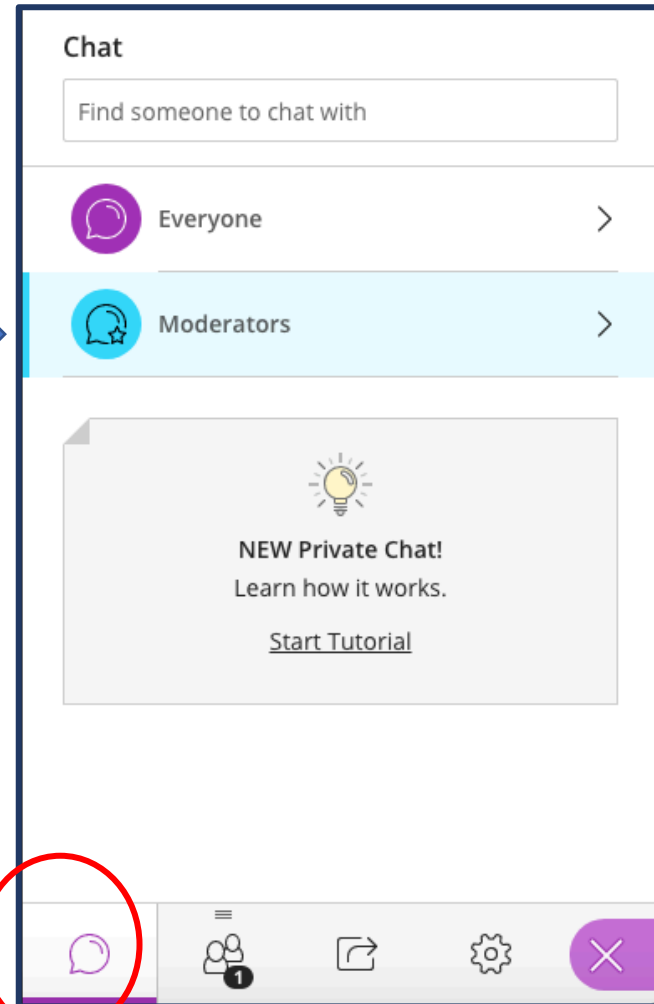


Menu of Four Features



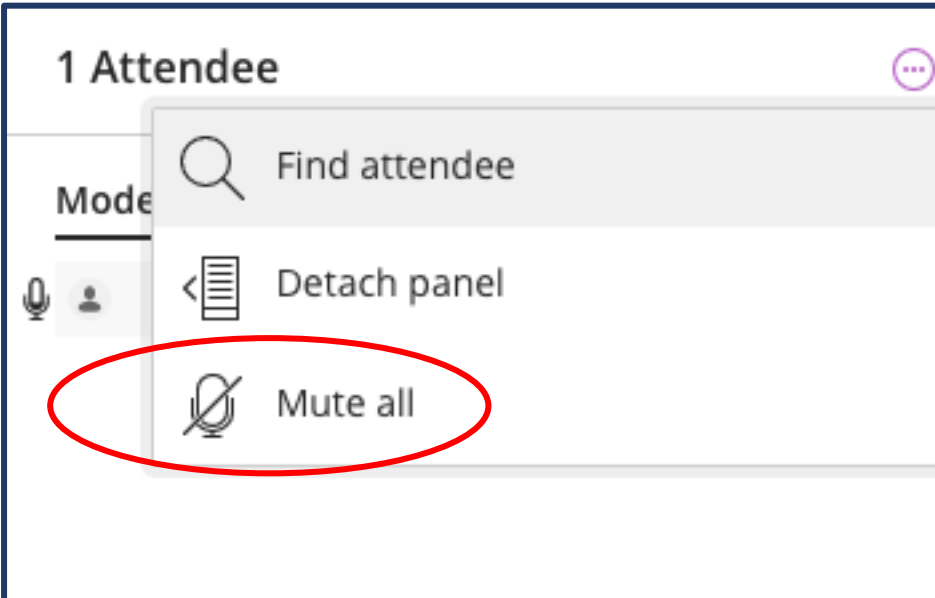
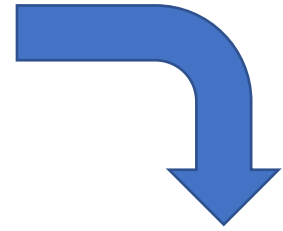
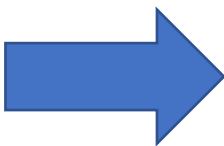
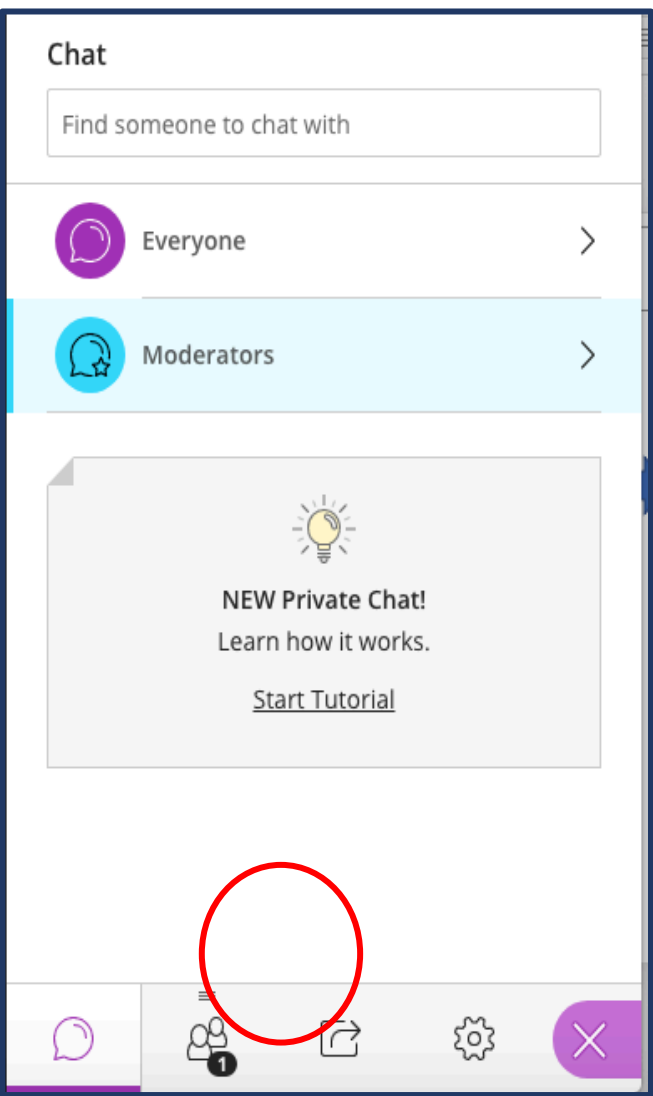
Select to make features menu visible

Feature 1: Chat



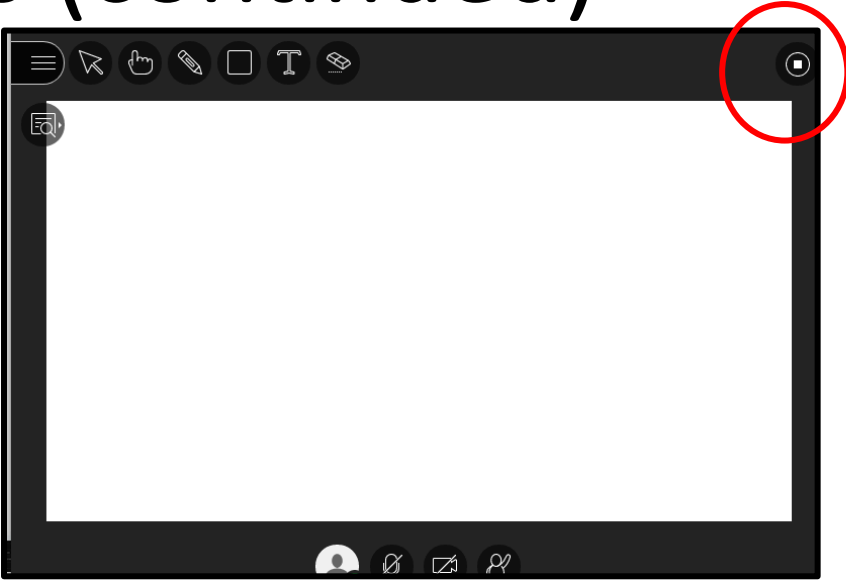
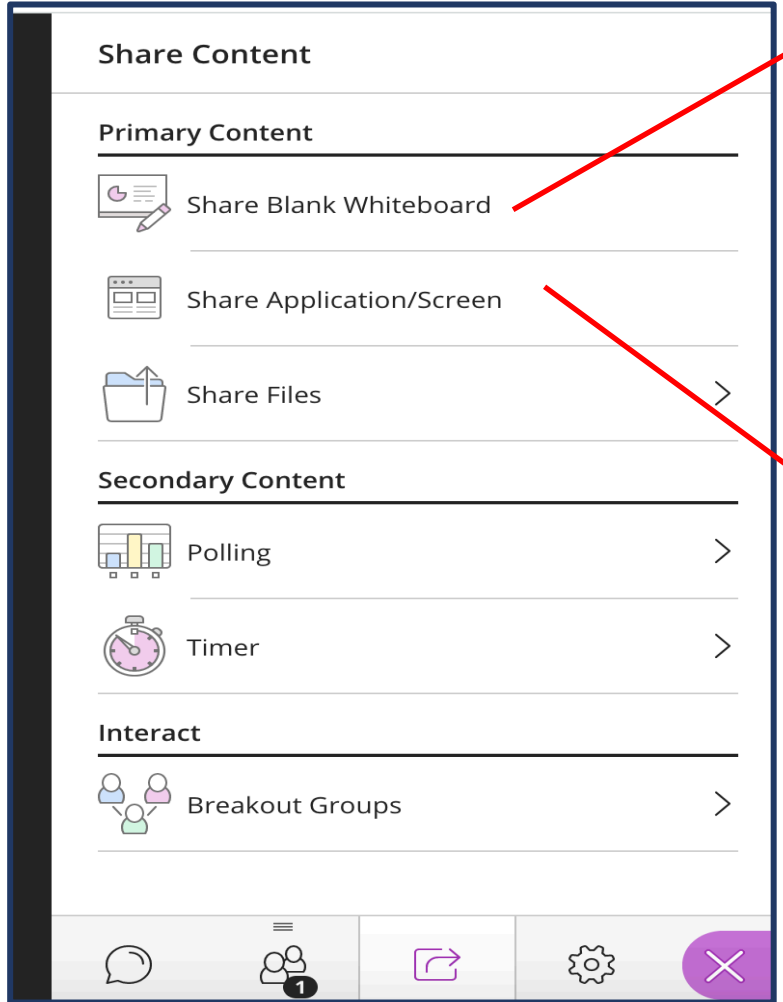
Menu of Four Features (continued)

Feature 2 : Attendees

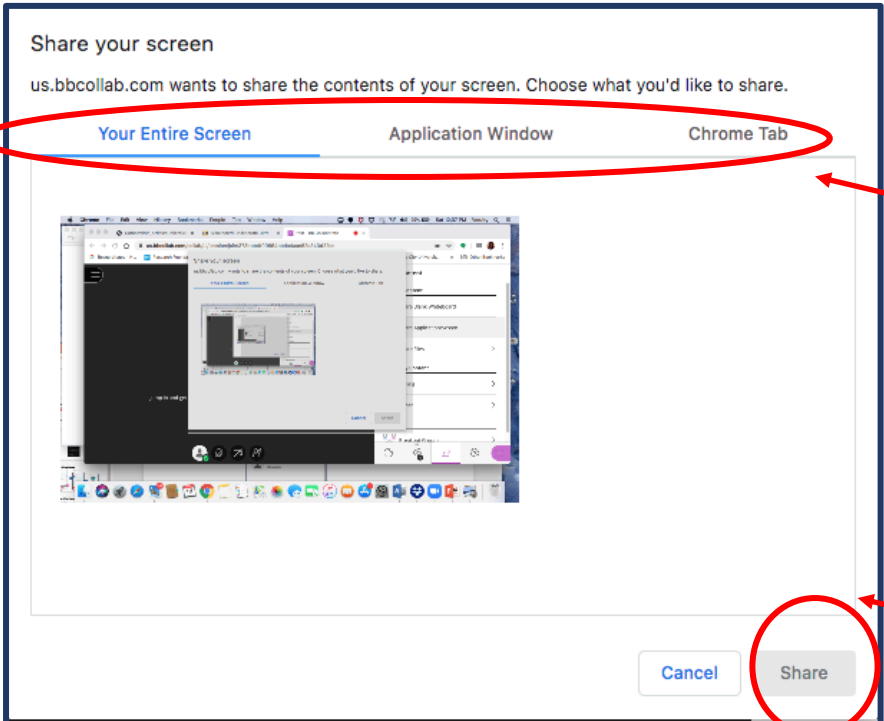


Menu of Four Features (continued)

Feature 3 : Share Content



Stop share

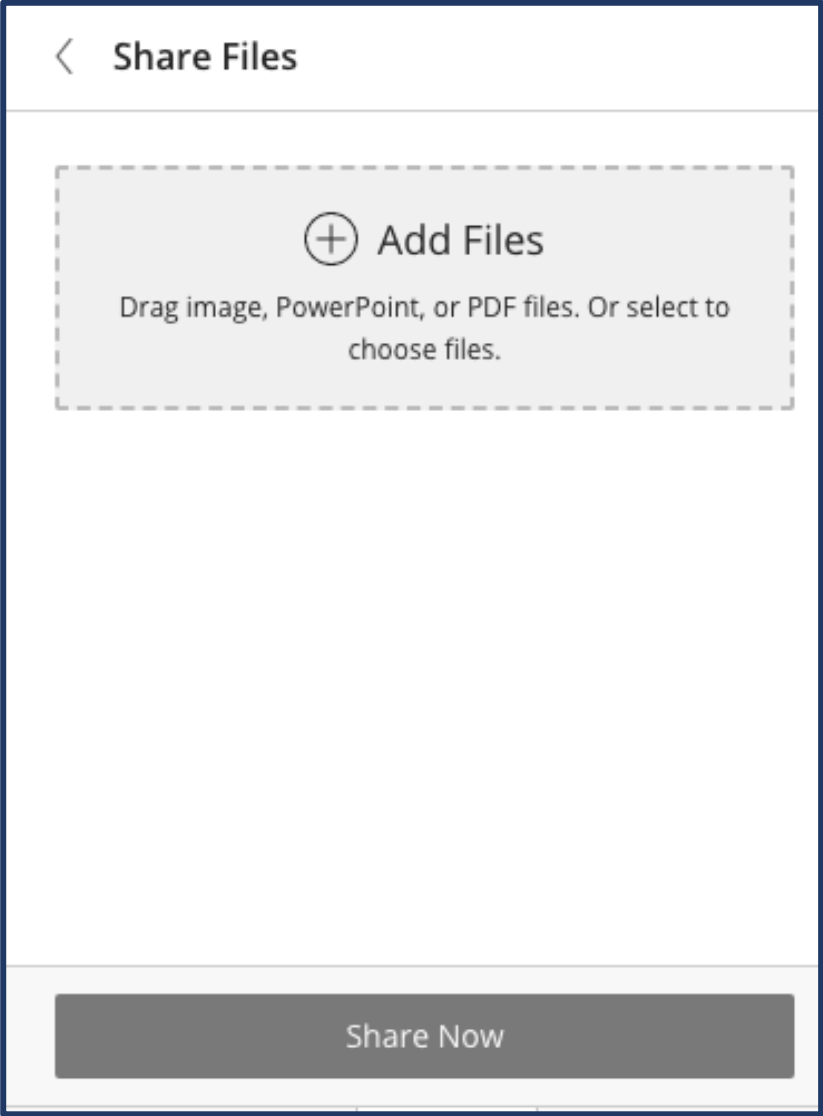
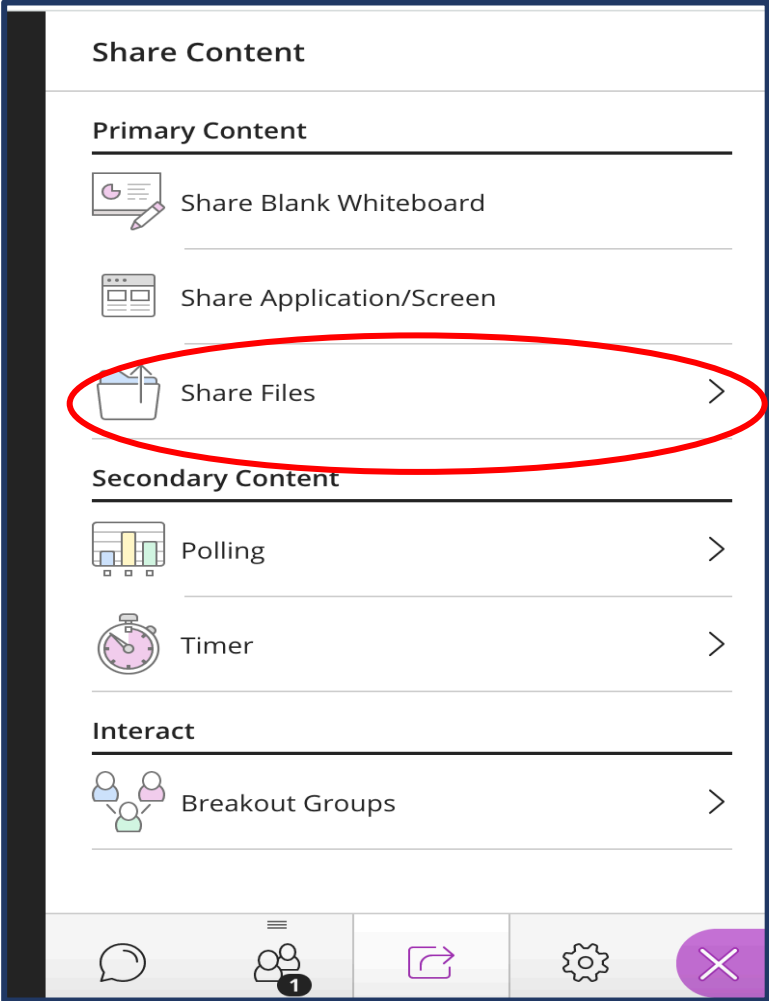


Select option of what you want to share

Select share

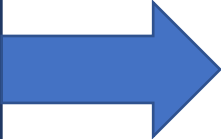
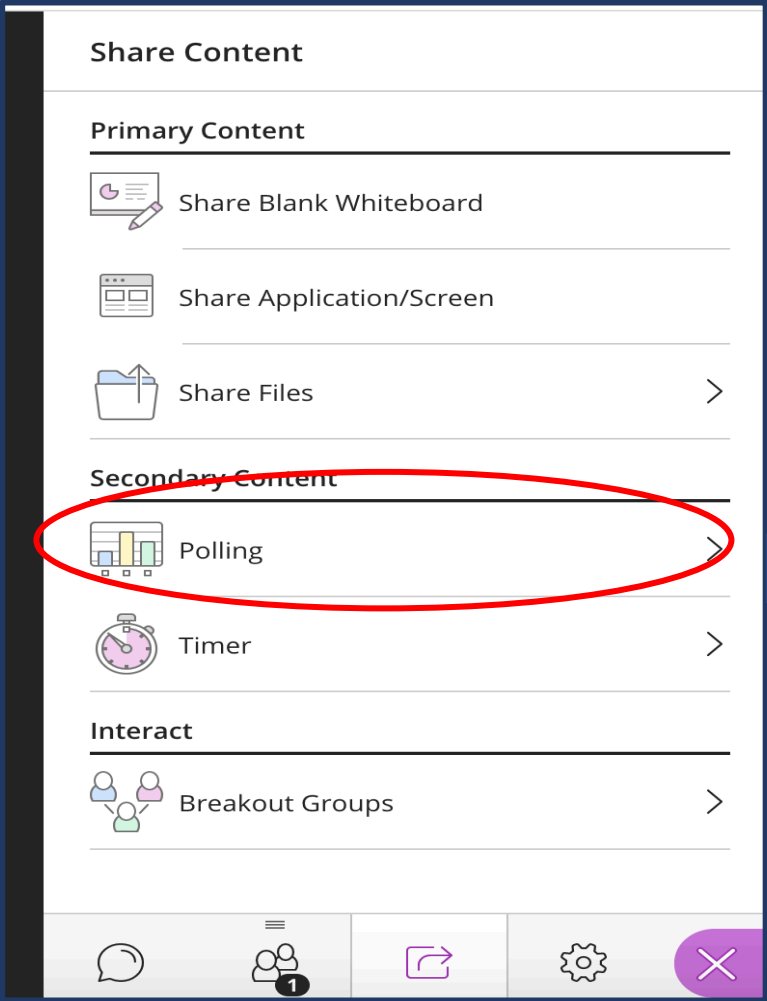
Menu of Four Features (continued)

Feature 3 : Share Content

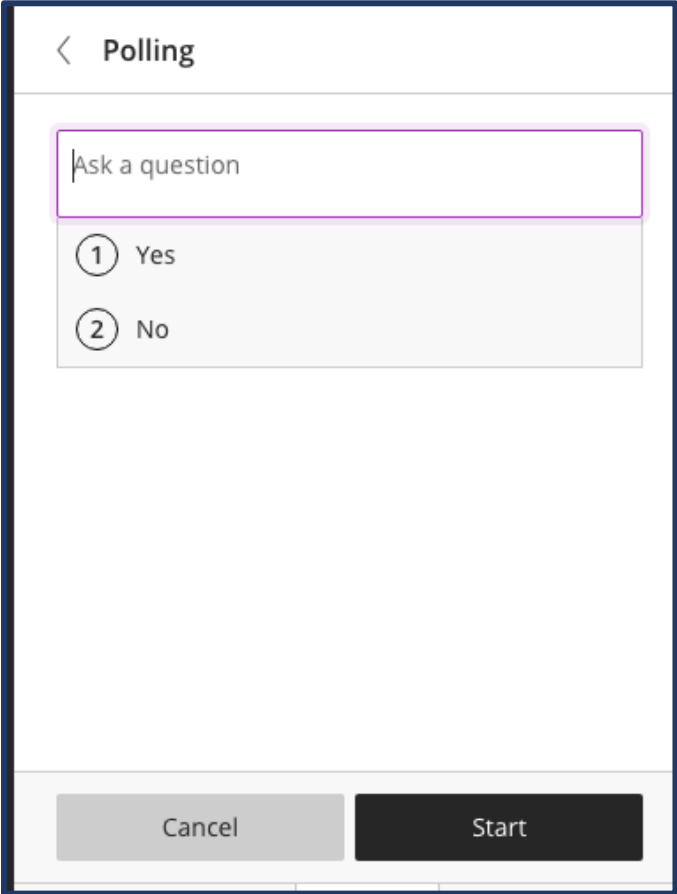


Menu of Four Features (continued)

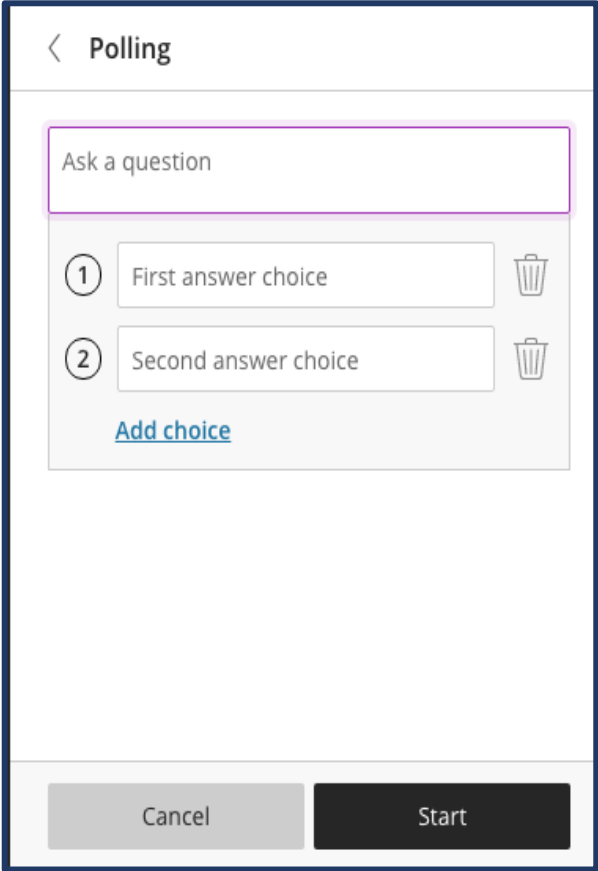
Feature 3 : Share Content



Option 1- Yes/ No question

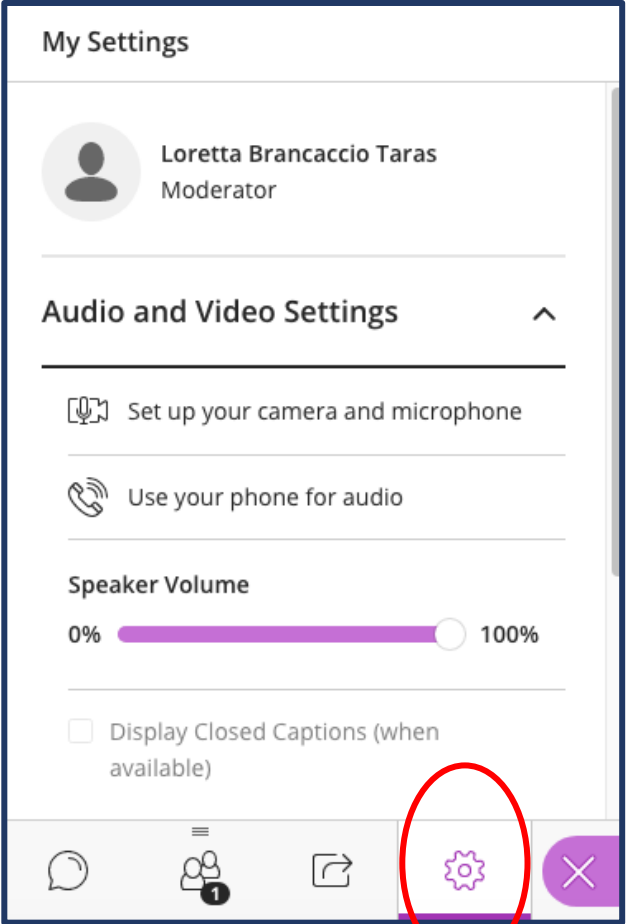


Option 2- Multiple Choice

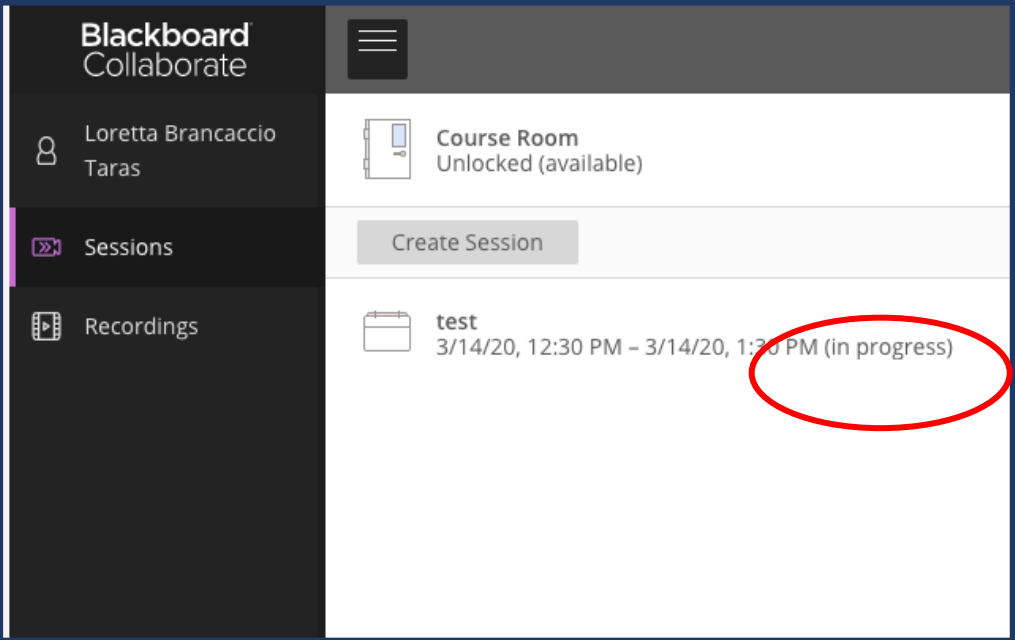
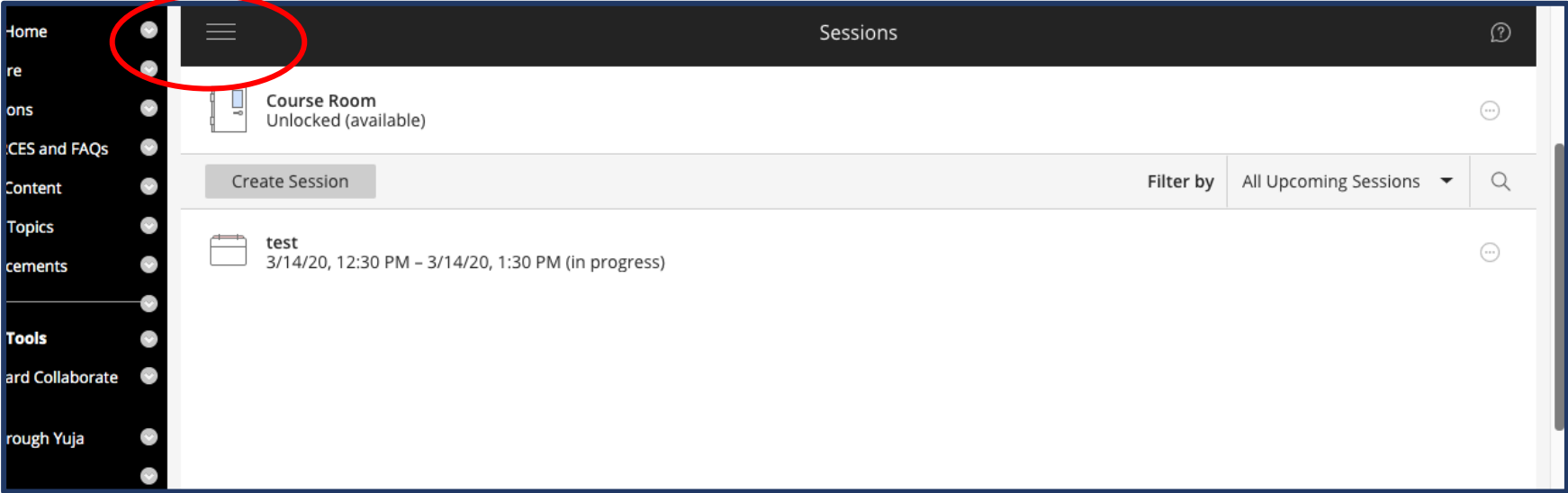


Menu of Four Features (continued)

Feature 4 : Settings



Accessing Recordings

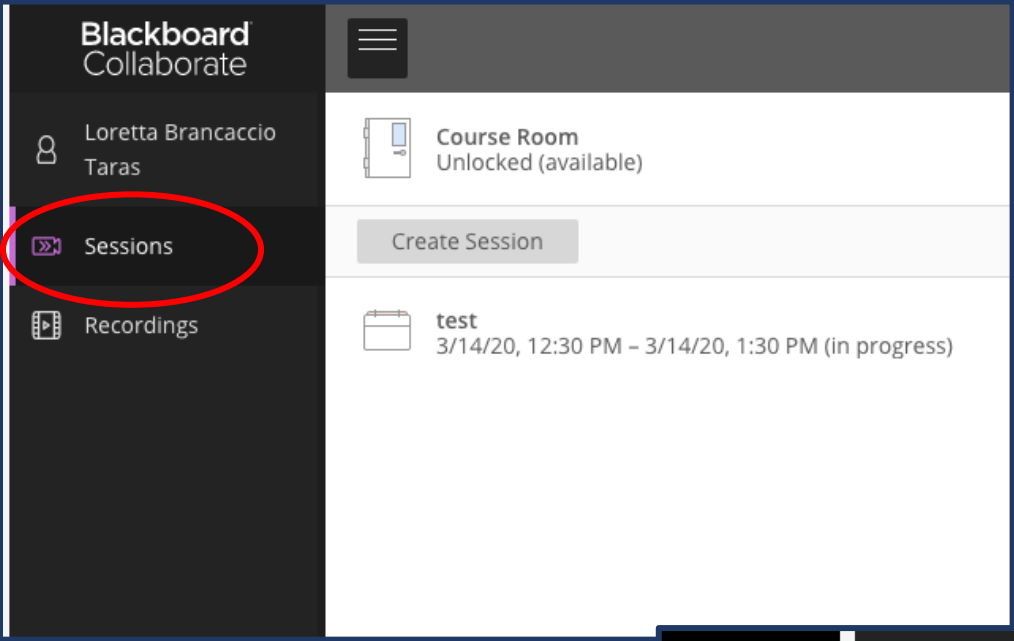


Accessing Recordings (continued)

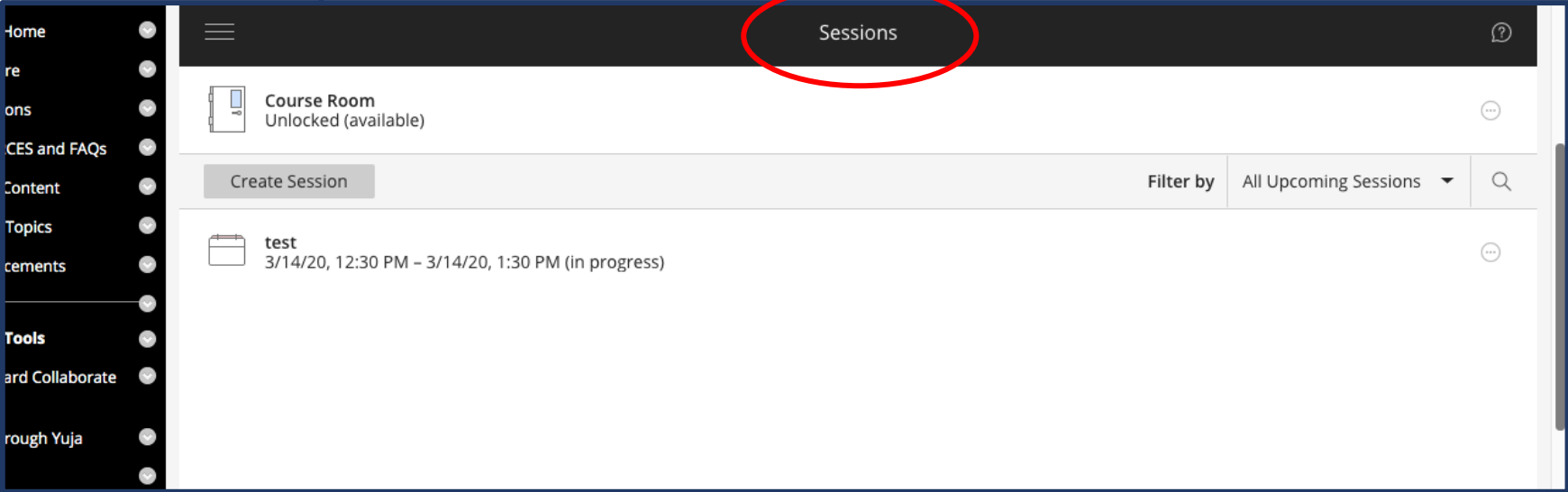
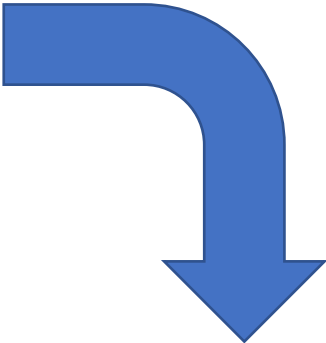
Your list of recording

Recordings			
		Filter by	Recent Recordings
Session name / Recording name	Date	Duration	
Using BB collaborate / recording_1	3/11/20, 7:46 PM	00:00:07	⋮
Using BB collaborate / recording_1	3/11/20, 12:33 PM	00:00:26	⋮
KCC01 KCEL Support for Teaching with Blackboard Dev / recording_1	3/11/20, 12:25 PM	00:00:05	⋮
Using BB collaborate / recording_4	3/11/20, 7:54 AM	00:00:38	⋮
Using BB collaborate / recording_3	3/11/20, 7:25 AM	00:00:09	⋮

Accessing Session Reports



This screenshot shows the Blackboard Collaborate interface. On the left sidebar, the 'Sessions' menu item is circled in red. The main content area displays 'Course Room Unlocked (available)' with a 'Create Session' button and a session entry for 'test' on 3/14/20 from 12:30 PM to 1:30 PM (in progress).



This screenshot shows the Blackboard Collaborate interface with the 'Sessions' button circled in red. The main content area displays 'Course Room Unlocked (available)' with a 'Create Session' button and a session entry for 'test' on 3/14/20 from 12:30 PM to 1:30 PM (in progress). A 'Filter by' dropdown menu is visible, set to 'All Upcoming Sessions'.

Accessing Session Reports (continued)

Sort by All Previous Sessions

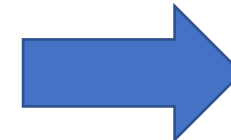
Course Room
Unlocked (available)

Create Session

Filter by All Previous Sessions

- test
Ended: 3/10/20, 2:44 PM
- test
Ended: 3/10/20, 9:05 PM
- test
Ended: 3/10/20, 9:12 PM
- Using BB collaborate
Ended: 3/11/20, 8:20 AM
- Using BB collaborate
Ended: 3/11/20, 2:00 PM

1 2



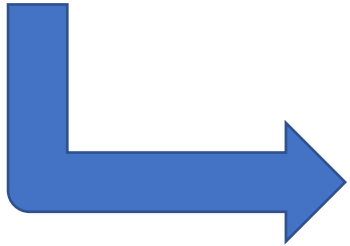
- Join session
- Anonymous dial in:
+1-571-392-7650 PIN: 106 294 1472
- Edit settings
- View reports
- Delete session
- Copy guest link

Accessing Session Reports (continued)

Reports: Using BB collaborate

Filter by All Reports

Start time	End time	Attendees	Duration	Attendance
3/11/20, 8:19 AM	3/11/20, 8:25 AM	1	00:05:41	View report
3/11/20, 6:45 AM	3/11/20, 8:01 AM	18	01:15:02	View report



Using BB collaborate Report

Wednesday, March 11, 2020
6:45 AM — 8:01 AM

Attendees
18

Average time in session
00:19:37

Tools
Export Report
Printable
Export to CSV

Support
Session ID
id:e6625ebb1cee492f81db80ea

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
[REDACTED]	Moderator	Integration	6:46 AM	7:55 AM	01:09:48	1
[REDACTED]	Moderator	Integration	6:52 AM	7:33 AM	00:40:24	1
[REDACTED]	Moderator	Integration	6:52 AM	7:33 AM	00:40:18	2
[REDACTED]	Moderator	Integration	6:53 AM	7:33 AM	00:39:25	1
[REDACTED]	Moderator	Integration	6:55 AM	7:32 AM	00:34:49	3
[REDACTED]	Moderator	Integration	7:01	7:30	00:28:24	1



Number of joins
Indicates possible technical issues