University of Technology, Jamaica
Office of Distance Learning (ODL)
Academic Affairs Division
Facilitating Technology-Mediated Educational Opportunities for Diverse Learners
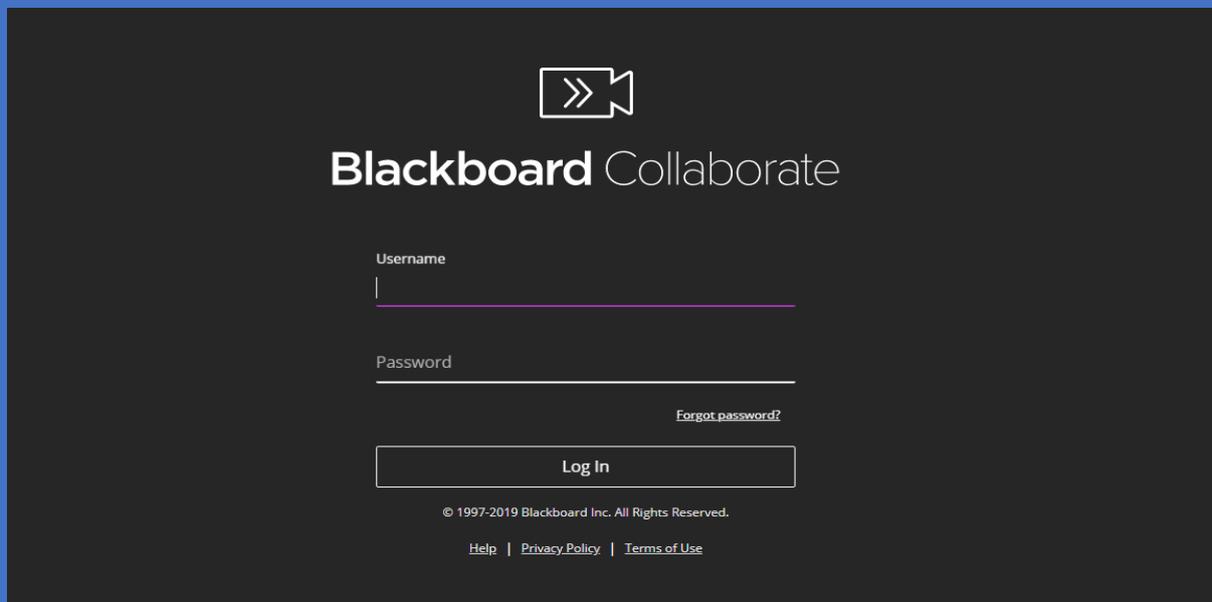
Learning Activity:

BlackBoard Collaborate Ultra Web-Conferencing (Moderator's Guide)

Prepared: March 16, 2020
By: Mickalia S. Peck, DTLO

N.B.: While Collaborate supports all browsers, ChromeTM or Firefox® gives you the best experience.

Step 1:

Click here to access BlackBoard Collaborate's website to create meeting room for Lecturer. Enter your login credentials as below, then click log in button.

Step 2:

Click the *Create Session* button. Enter session details in the right panel and then click *save.* Scroll down on same right panel as pictured in second image below and select *Invitation,* then click the **+** icon. As referenced in third image below, enter details for the Lecturer you are creating the session for then click *Invite Attendee.* Lecturer should be assigned **Presenter** role. Lecturer will receive an email with link to meeting and a guest link to be shared with their students.
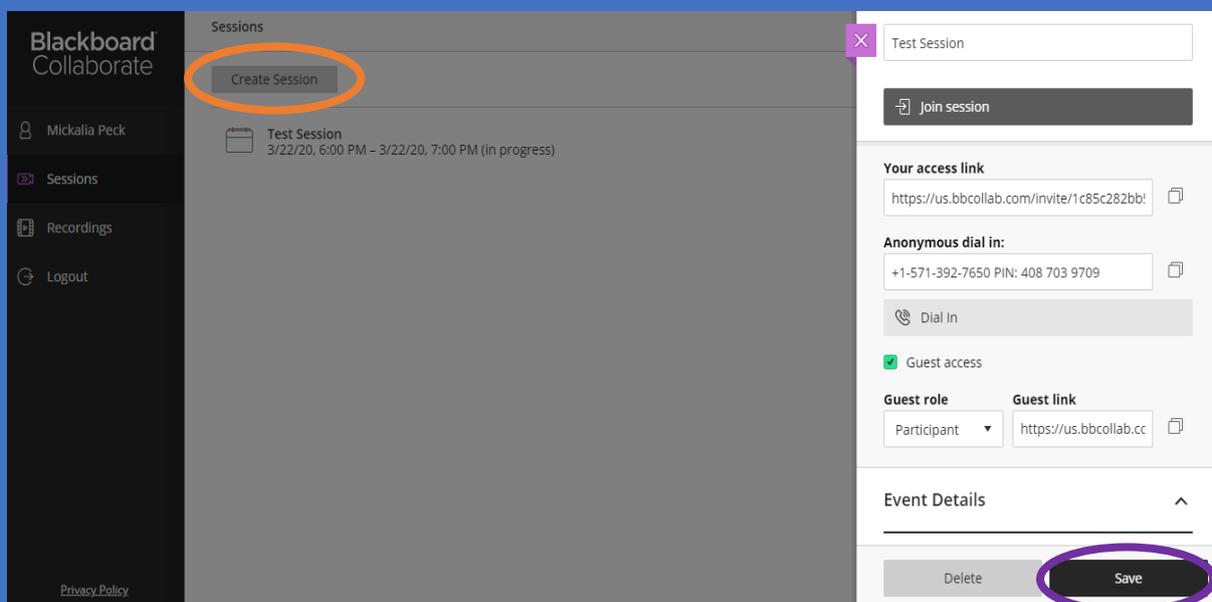
Blackboard
Collaborate

Mickalia Peck

Sessions

Recordings

Logout

Create Session

Test Session
3/22/20, 6:00 PM – 3/22/20, 7:00 PM (in progress)

+1-571-392-7650 PIN: 408 703 9709

Dial In

☑ Guest access

Guest role   **Guest link**

Participant ▾   https://us.bbcollab.cc

Event Details   ⌄

Invitations (1)   ⌃

You (Moderator) Mickalia.Peck@utech.edu.jm

Session Settings   ⌄

Delete   Save

Privacy Policy

Sessions

Create Session

Test Session
3/22/20, 6:00 PM – 3/22/20, 7:00 PM (in progress)

Invite Attendee

Test Session

Full Name

Dr. John Doe

Email

johndoe@utech.edu.jm

Role

Presenter   ▾

Cancel   Invite Attendee

Step 2:

Click *Join session* to enter into a BBC Session as shown in first picture below.

A screen will load to a screen prompting you to participate in an audio test. Select your mic from the dropdown provided, once you speak and the purple audio meter moves that means your mic is working, click *Yes – It's working*. If not, click the *No – I need help* button and Collaborate will provide assistance.

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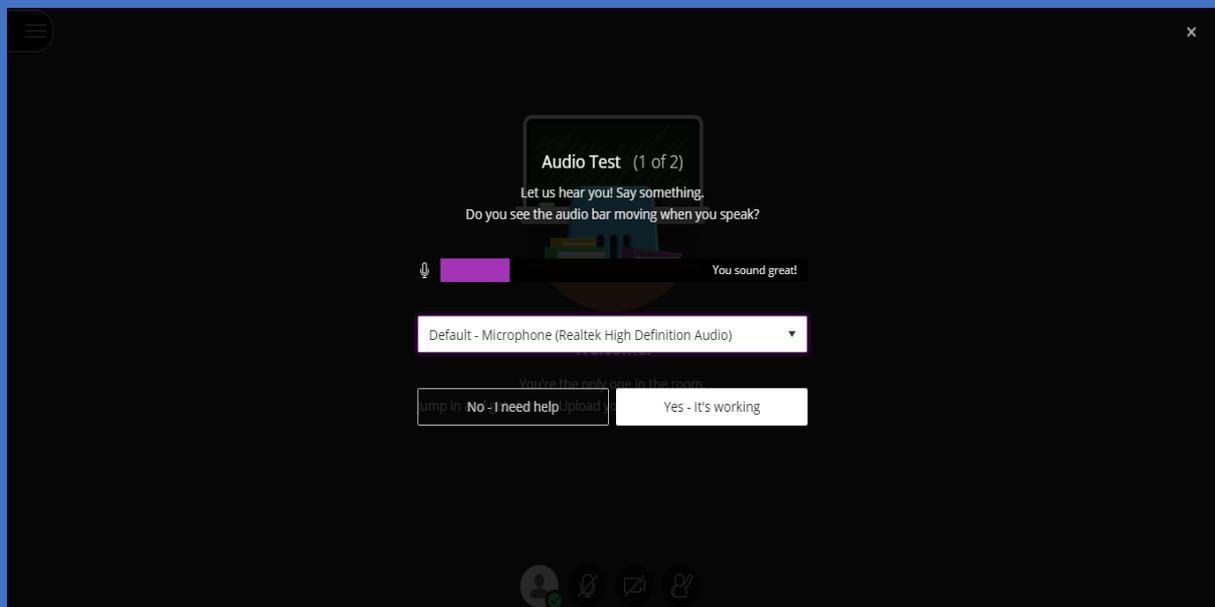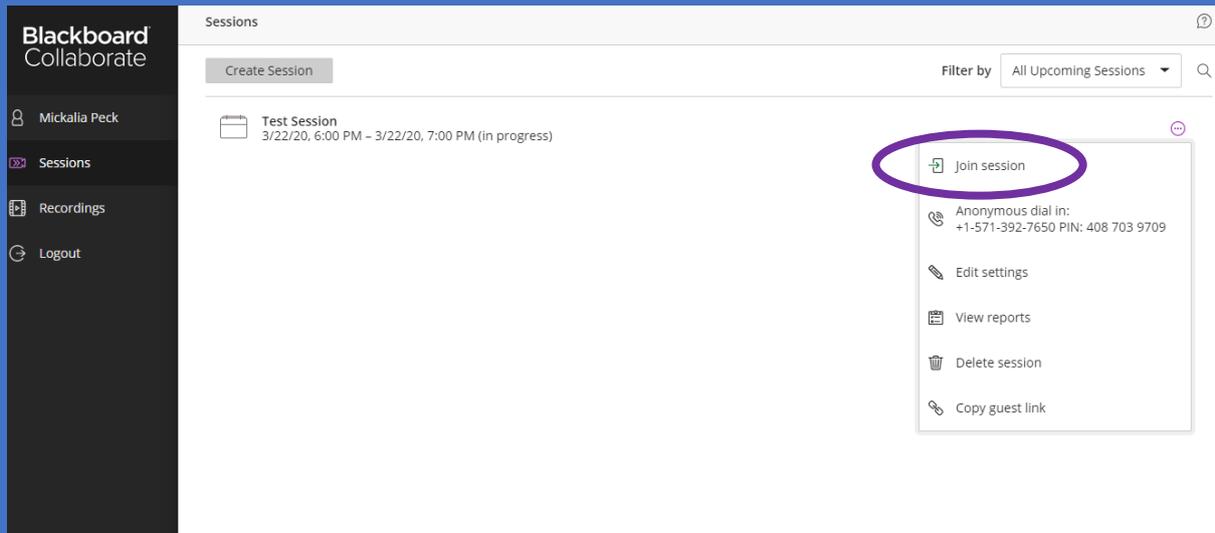
Step 3:

The next test you will take is a video test. Click the dropdown menu to select your video camera. If you are able to see yourself click *Yes – It's working*. If not, click the *No – I need help* button and Collaborate will provide assistance.
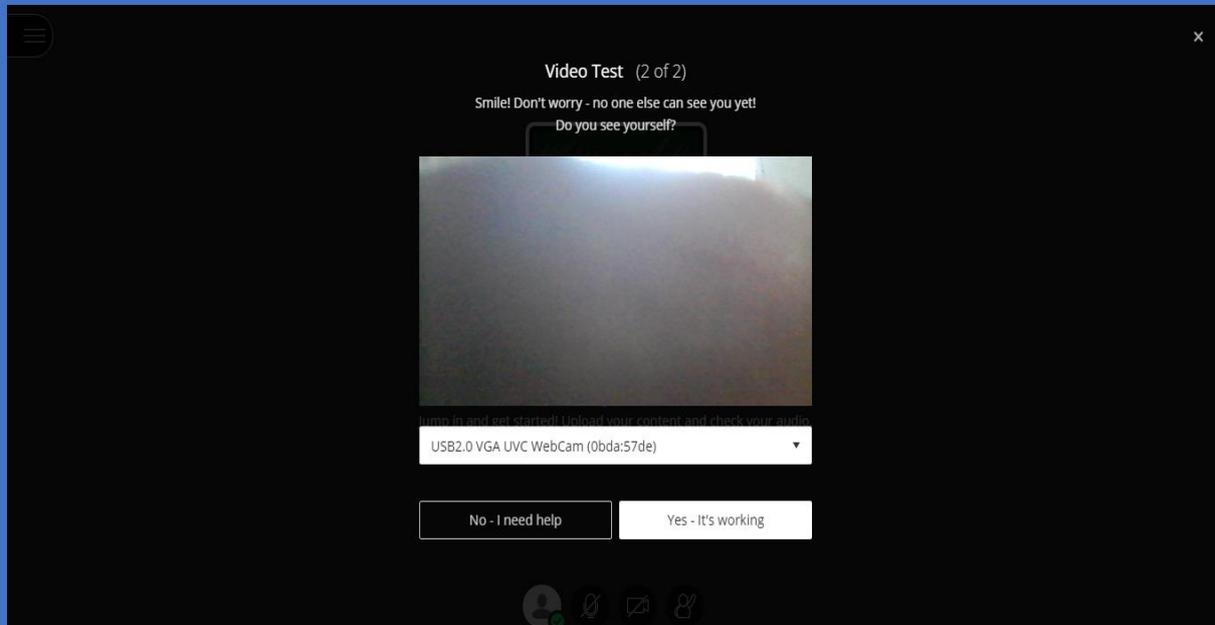
Step 4:

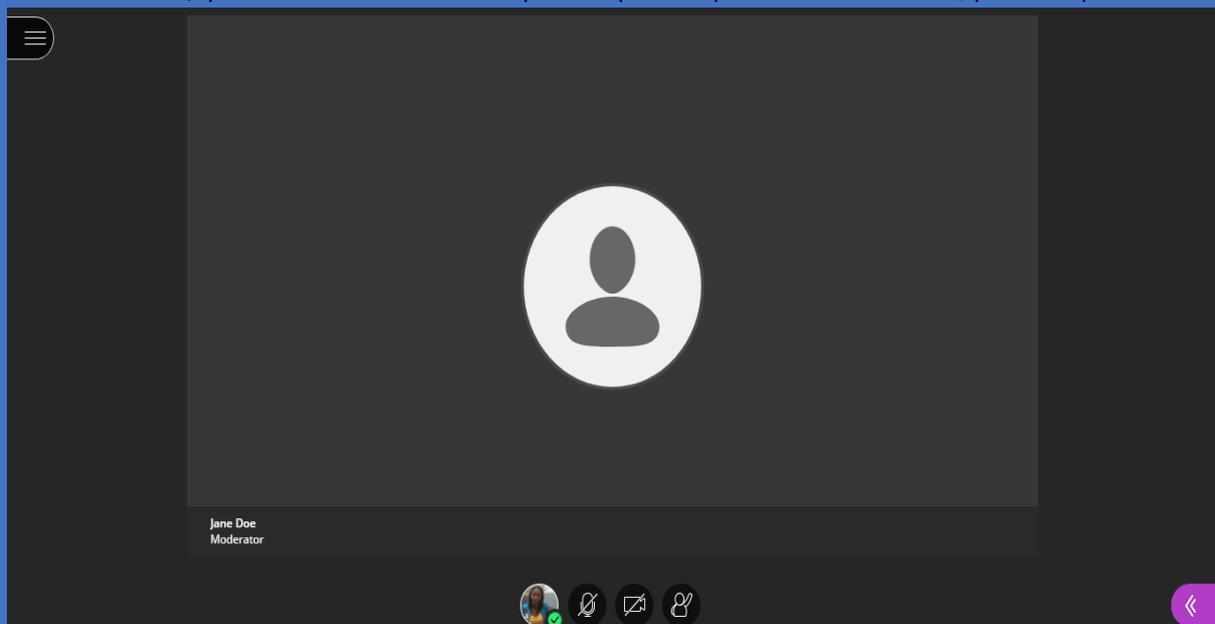The next screen you will see will show Collaborate prompting you to take a tutorial. You may click the *Later* button. Once you have successfully entered a BBC Session, your screen show all participants (and their avatar/picture).

Step 5

Click the ribbon top left of your screen to open the **Session Menu**. To **record your BBC Session** click *Start Recording.* To **use your phone to join the session**, click *Use your phone for audio (*you will need call credit to use this option). A number to call and PIN will be provided. There are other options that you may access if required. To **leave the session**, click the *Leave Session* button bottom left of same ribbon.
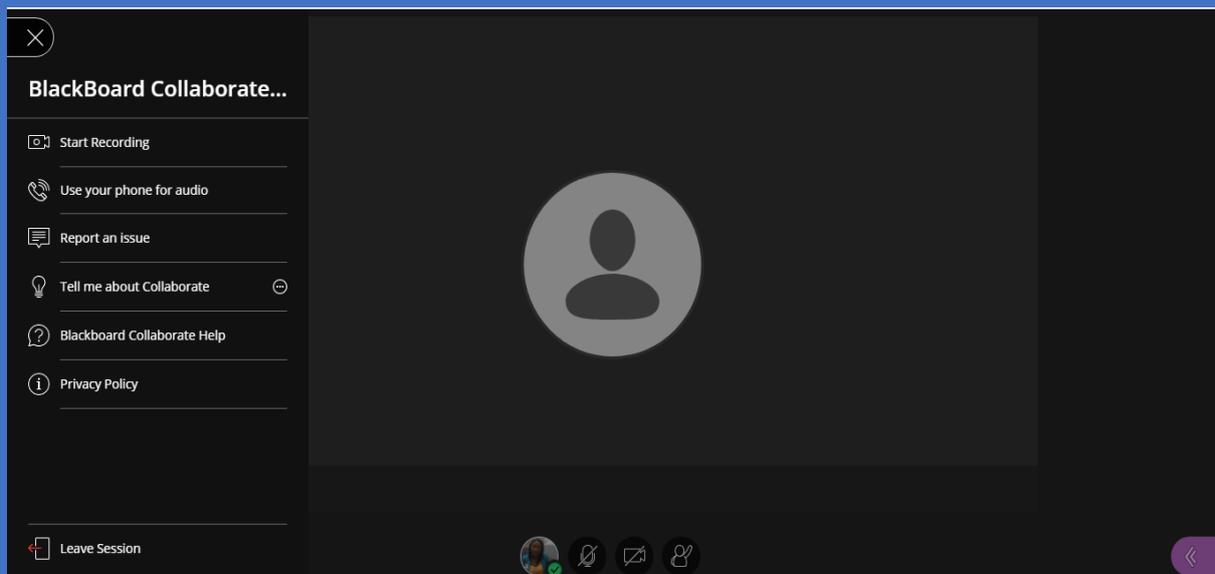

Step 6

Bottom middle of your screen displays four icons, click on the first icon *My status and settings.* This will display your name and role within current session, allows you to set your status/select a feedback. You may also leave session from here.
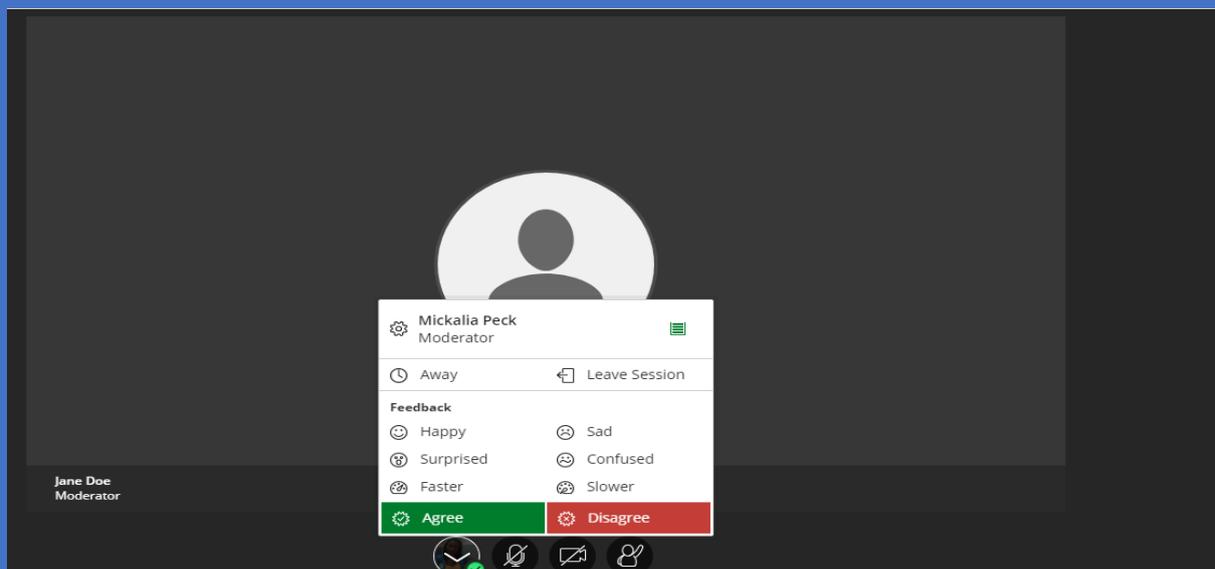
Step 7

The second icon when clicked allows you to enable or disable your mic. Third icon allows you to enable or disable your camera, and the fourth icon allows you to raise your hand (this option is typically used by a student).
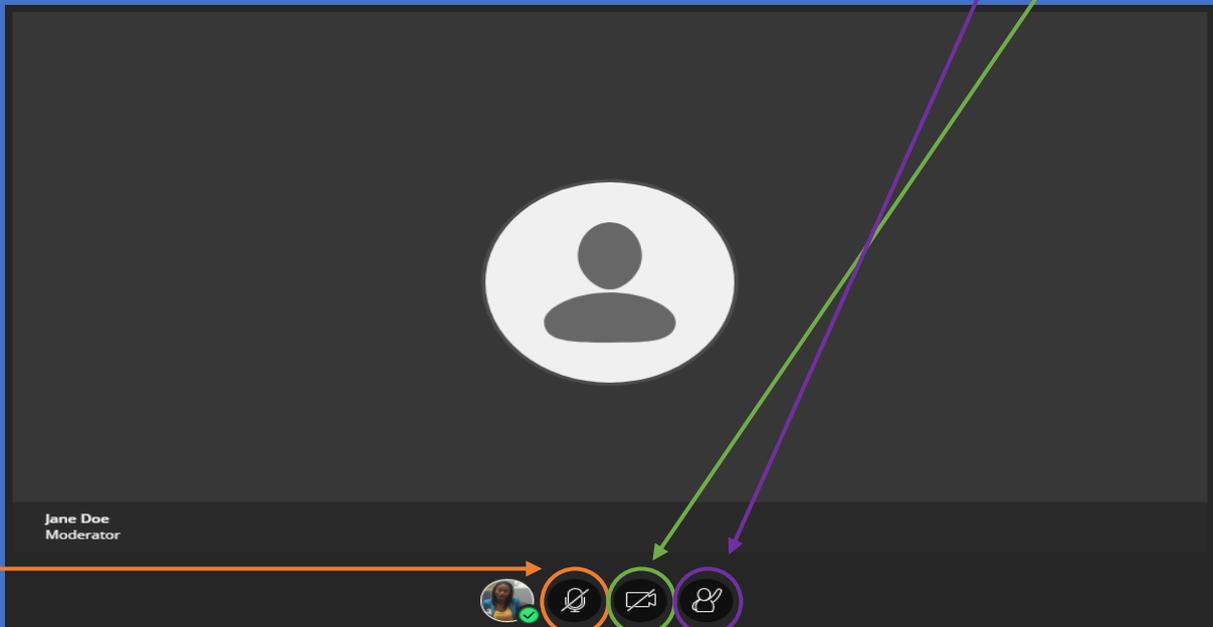
Step 8

Click the purple ribbon , bottom right your screen to open the **Collaborate Panel**. The first icon, represented by a chat bubble, allows you text participants in the session. You may type the name of the person you wish to chat with or choose from the *My Chat Channels* option.
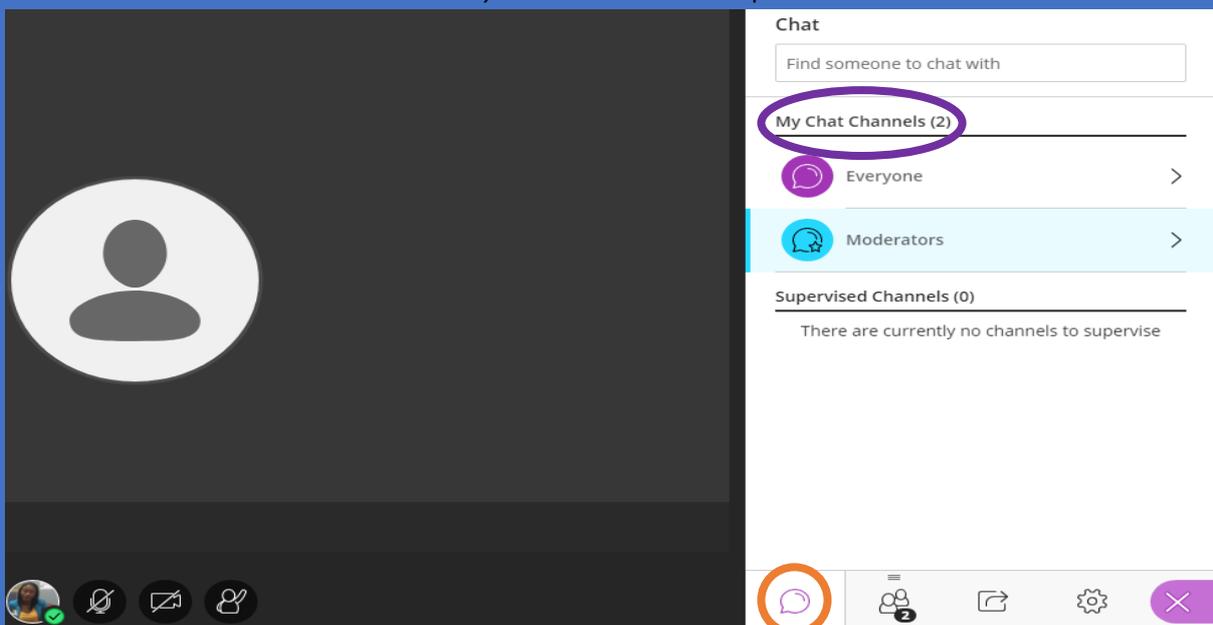
Step 9

The second icon, represented by a double avatar allows you to see all attendees in the current session and the role to which they are assigned. As moderator of the session, you may **mute all** mics as pictured in second image below. From this screen, you may also send a chat message to a session participant or make a participant a **Captioner**, this is pictured in third image below.
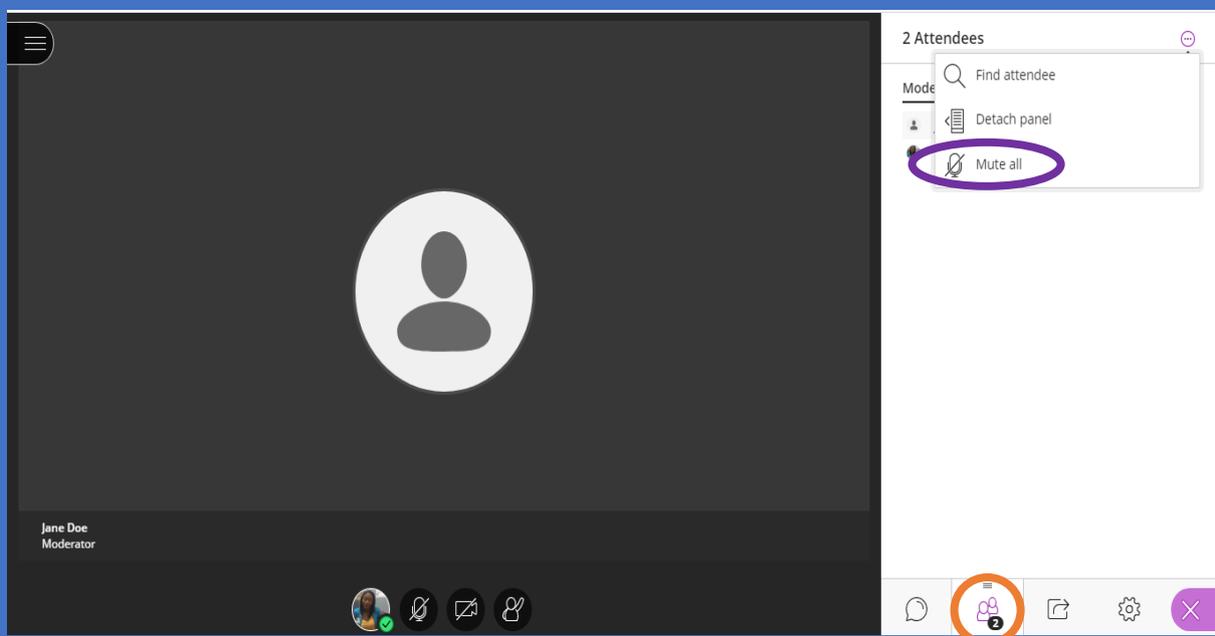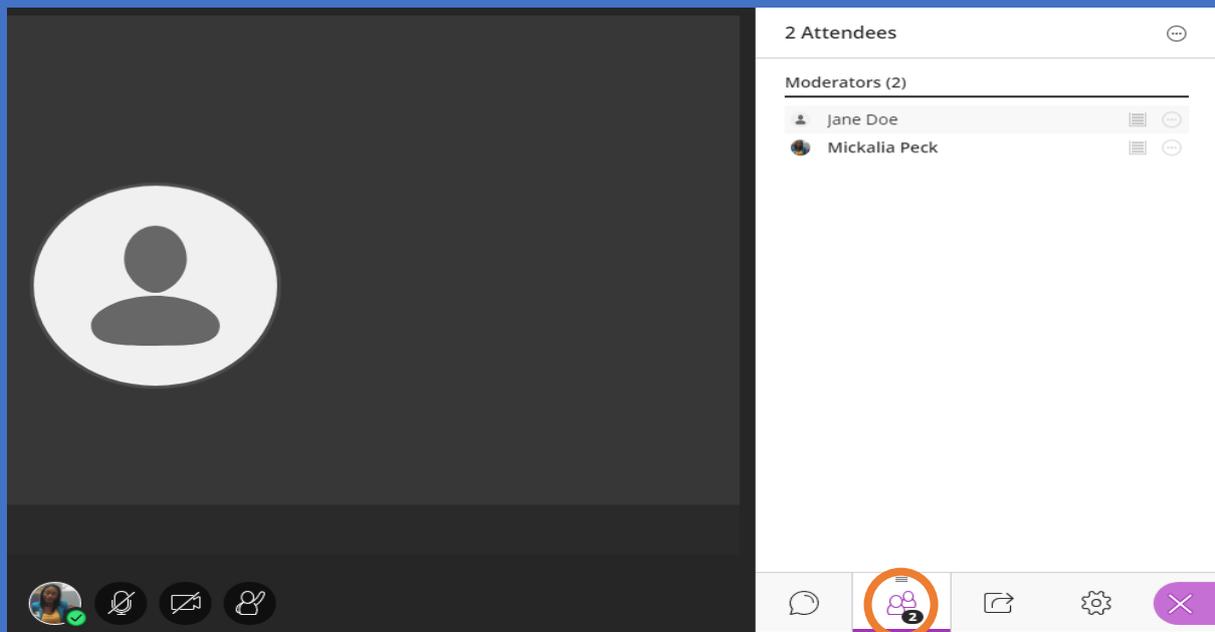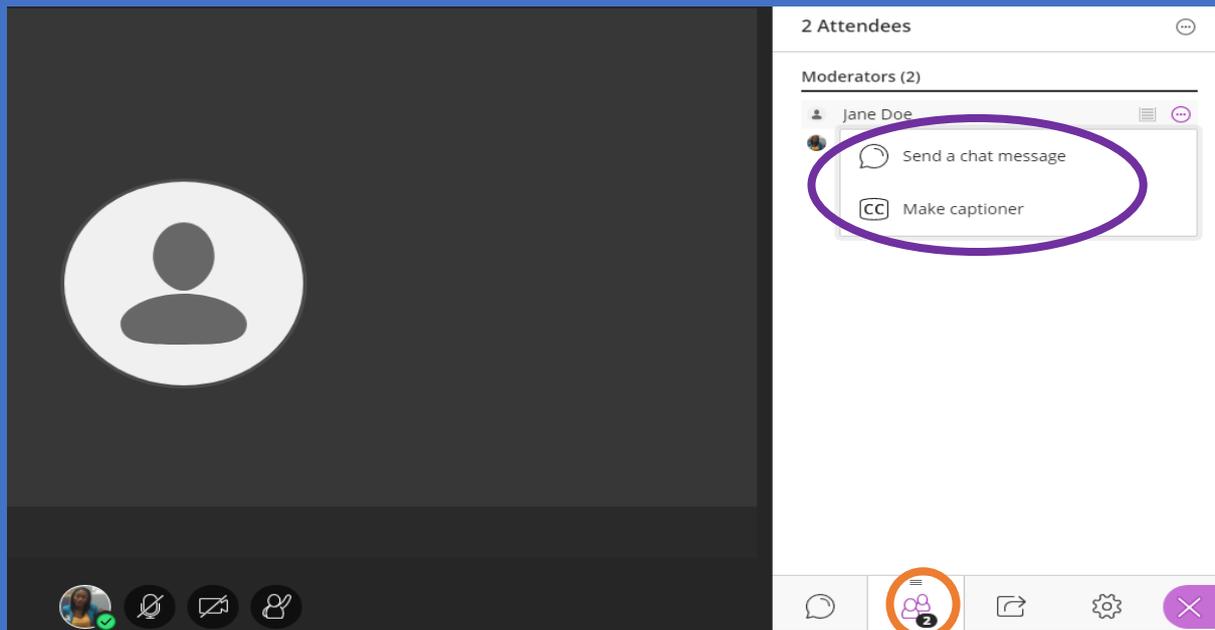
A Captioner can provide captions for other attendees in your session. This role can only be assigned to a participant by a moderator.
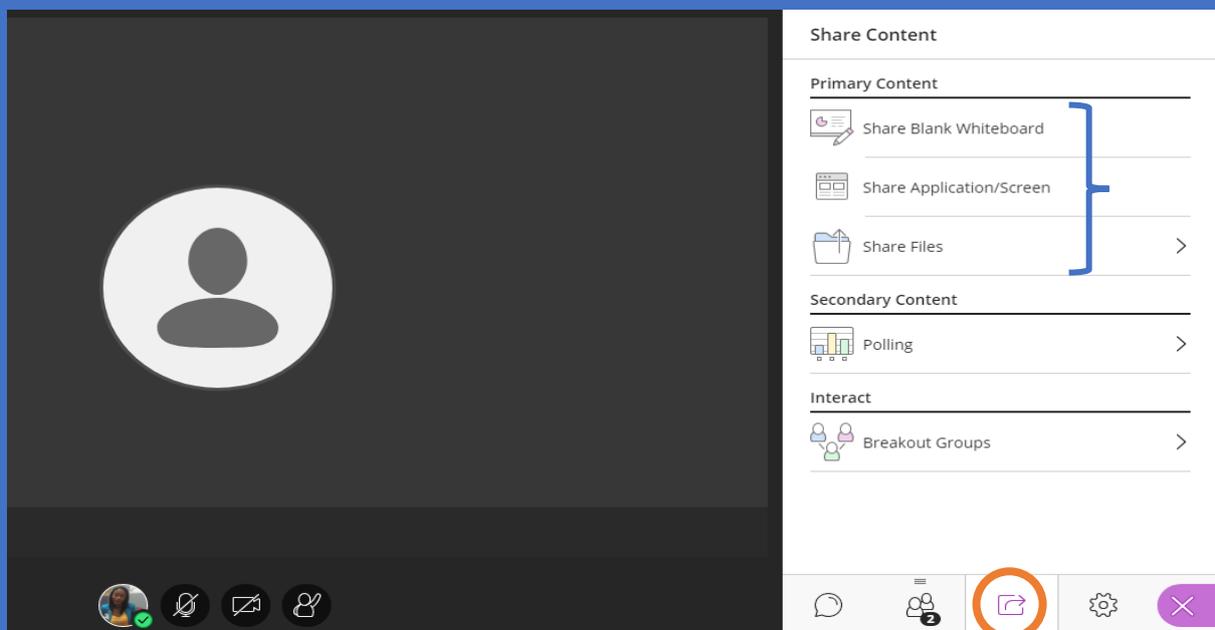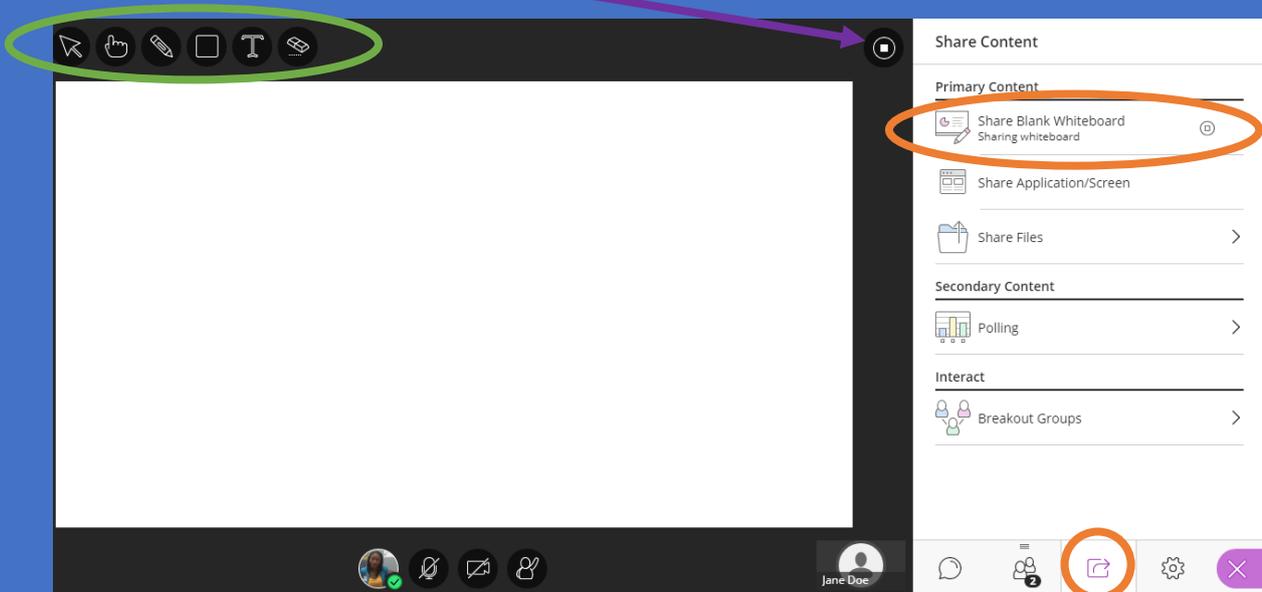
Step 10

The next icon as highlighted in the image below, allows you the moderator, to share content in your BBC Session. You can share a **Blank Whiteboard, an Application/Screen or Files.** See steps 11, 12 and 13 on how to use each individual option.

Step 11

In sharing a blank white board you have the options of using the Text Tool to type, the Shape Tool to draw shapes and the Pencil Tool for free hand drawings. You may also move shapes and text around on screen. The Eraser Tool completely removes everything you have placed on your whiteboard. To stop sharing your whiteboard, click here.

Step 12

In using the share **Application/Screen** option, you can share your **Entire Screen,** an **Application Window** (program/window you have opened) or a **Tab** from your currently used browser. Select the option you wish to choose then click **Share.**
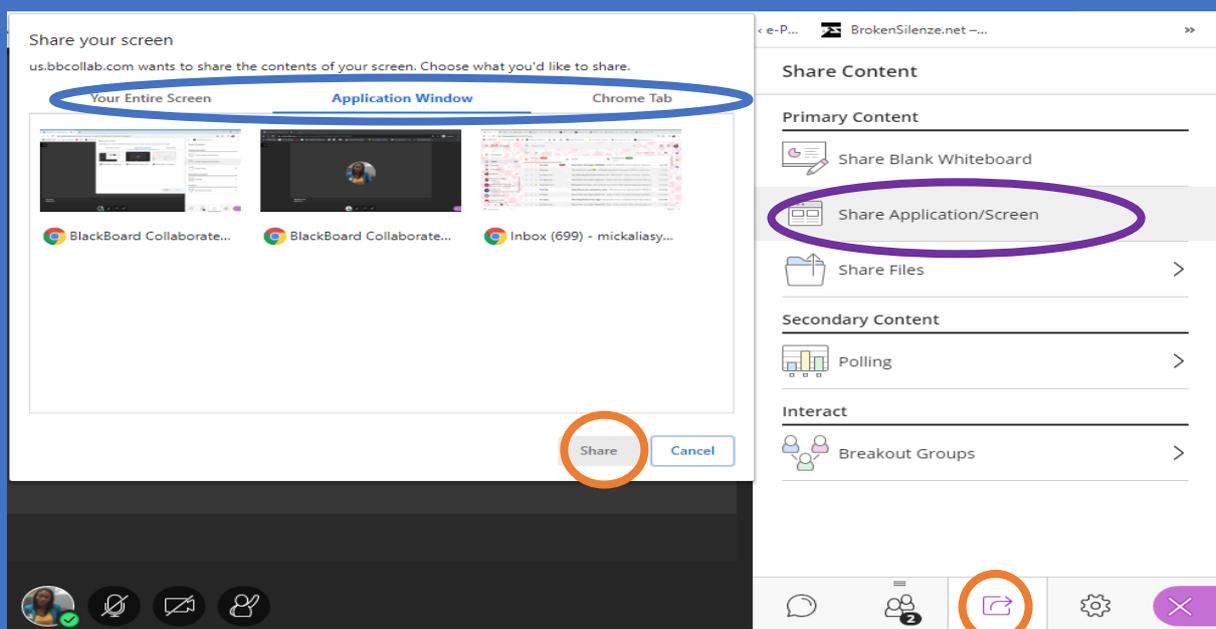
Step 13

Collaborate allows you to share files with participants within your session. You are allowed to share PowerPoint documents, PDF documents and images. If you have a word document that you would like to share, you can either use the **Share Application** option as referenced above or convert your word document to a PDF and share. Once you have found the file you would like to share click on it twice, it will be uploaded to BBC as pictured in image below. To allow students to view, click the file and choose the **Share Now** button. The file will be projected to the centre of your screen. If your file has multiple pages, navigation buttons will be provided for you to go forward and backward. You will also realize that you have the use of the **Whiteboard** features here, these can be applied to the file being shared.
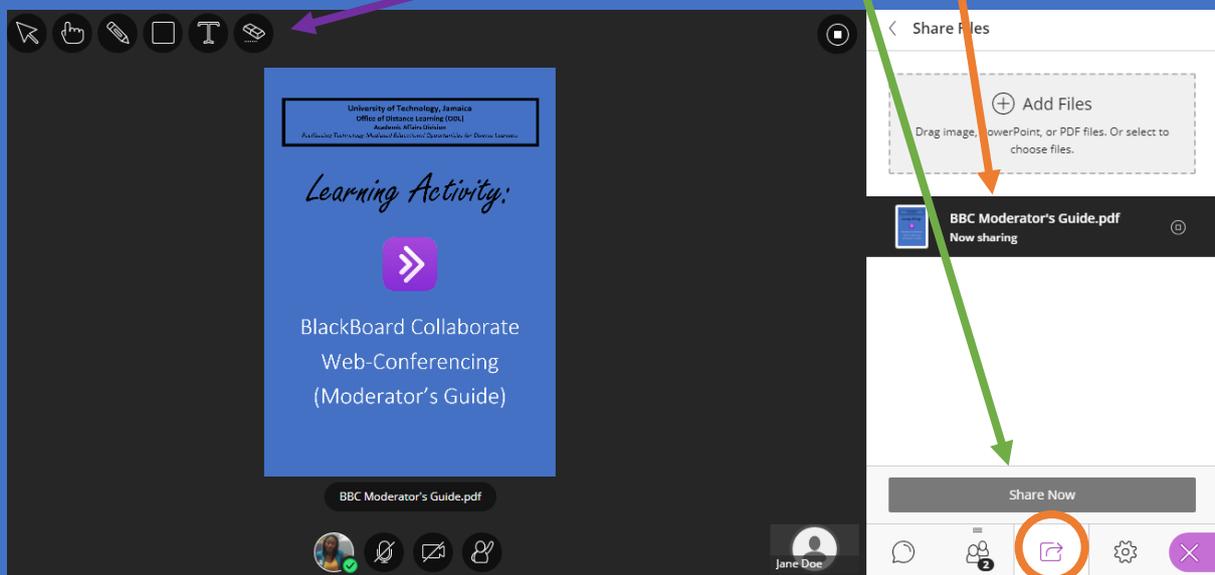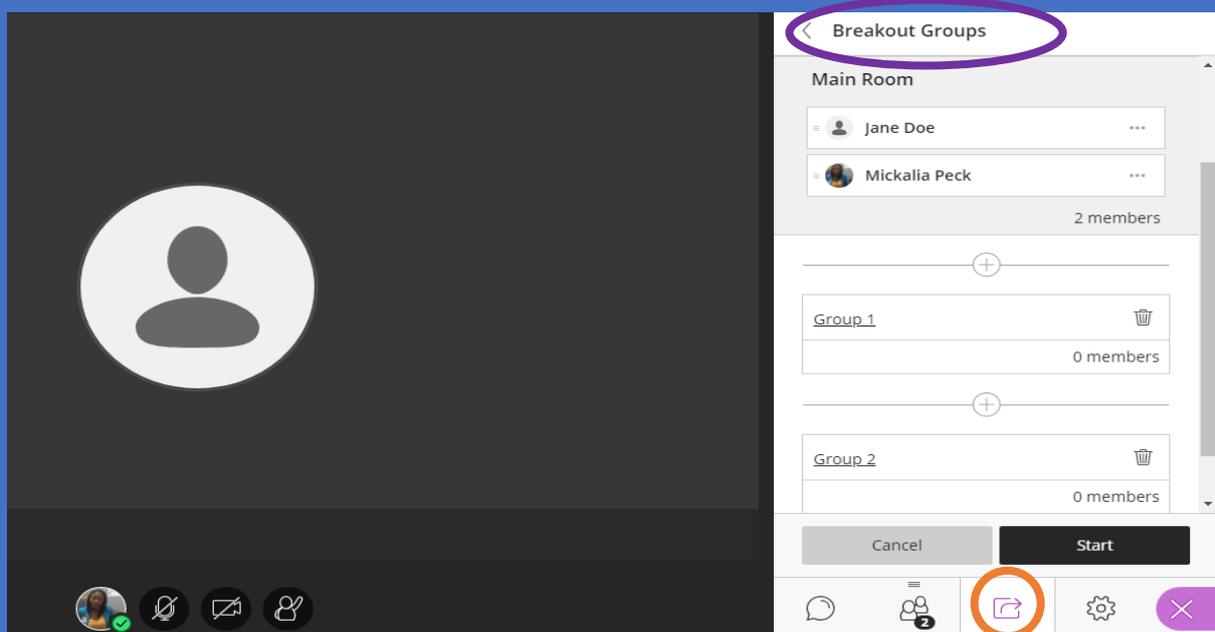

Step 14

Under the **Secondary Content** sharing option you can issue a **Poll** during your BBC Session. Here you can ask a YES/NO or Multiple Choice question to get your students' immediate feedback on a desired topic area. To start a Poll click **Polling,** choose the type of question you would like to ask and type the question and choices, then click **Start**. In the centre of your screen you will be able to see the question you have asked and your students' feedback. You may also choose the **Lock Poll** option to prevent any further responses.
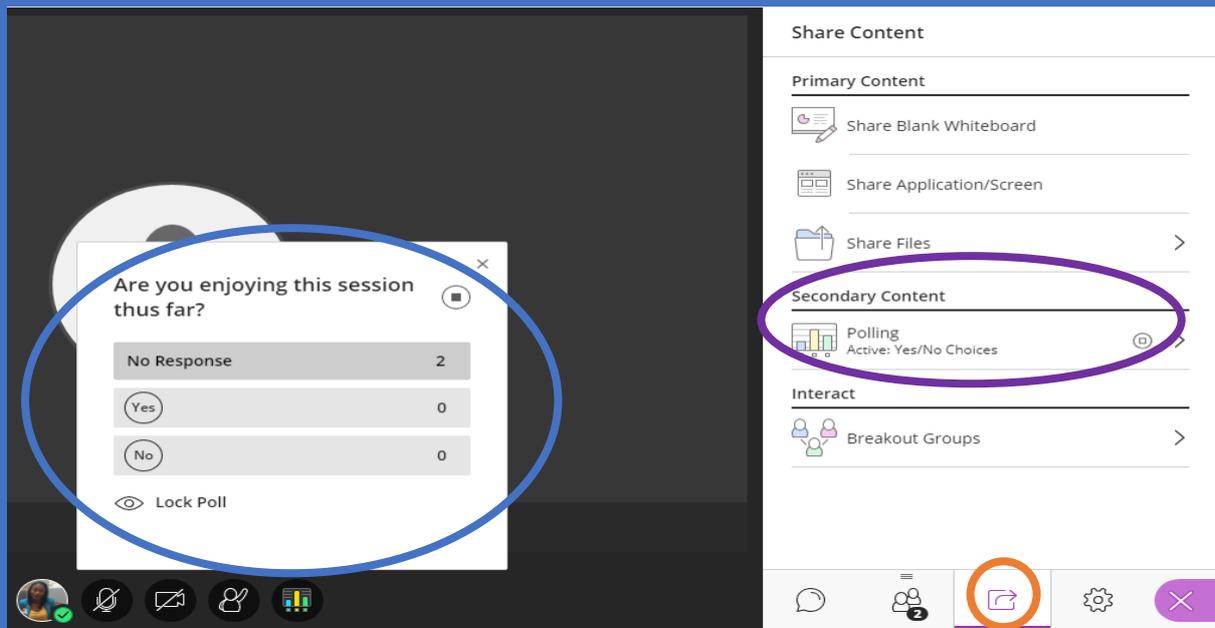
Step 15

For the purpose of private group interactions, BBC facilitates the creation of **Breakout Groups.** As a moderator, you can create breakout groups that are separate from the main room that everyone is in and assign students to them. Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any type of communication or collaboration that takes place in a group is independent of the Main room (and other groups). To create a **Breakout Group** click **Breakout Groups** under **Interact.** Drag and drop your students to their respective group, you may also rename a group by clicking on the name of the group. Click **Start** to begin **Breakout Groups** Session.

N.B.: BBC stops recording during Breakout Groups. This is a private session. You may restart recording after returning attendees to the main room. Refer back to Step 5 for help with Recordings.

Step 16

To access **Settings** click the gear icon as highlighted in the picture below. This allows you to adjust audio and video settings, notification and session settings based on your personal preference.
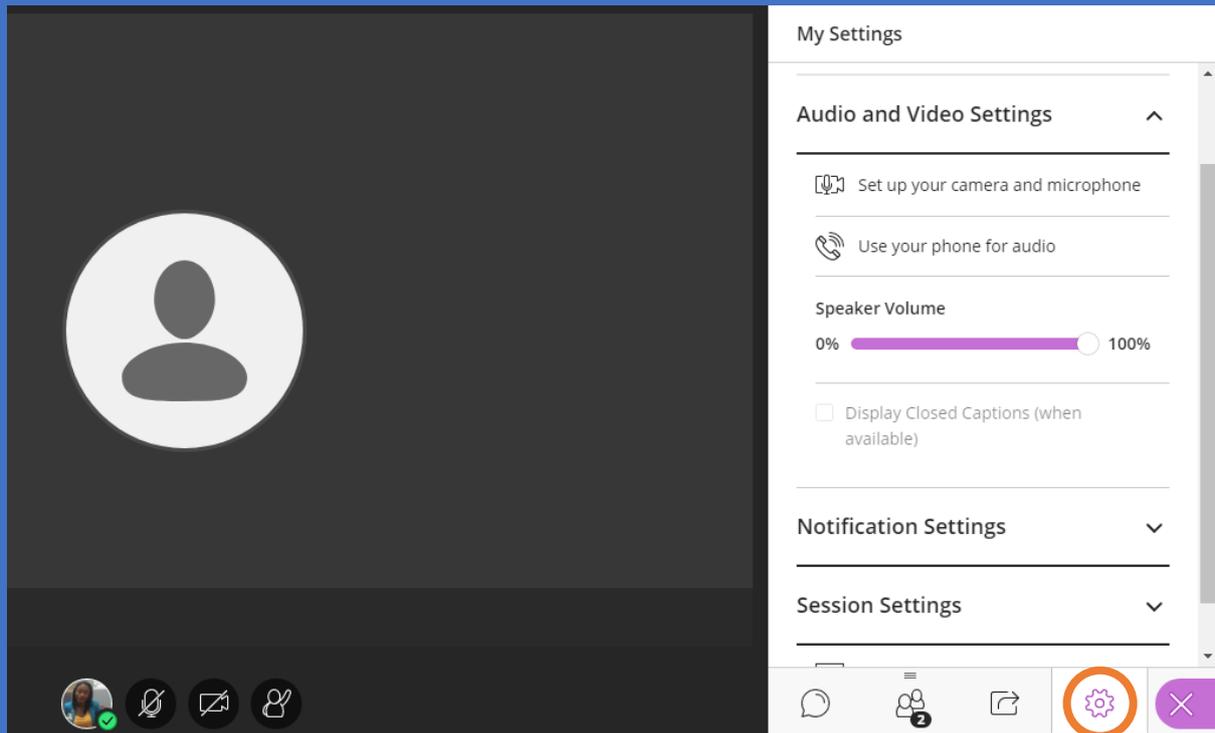
N.B.: Remember to stop recording at the end of your BBC Session to prevent a long period of quietness and inactivity at the end of your session (Revisit Step 5 for instructions on how to do this).

Recordings can be requested directly from Tech Support who initially provided you with session link.