

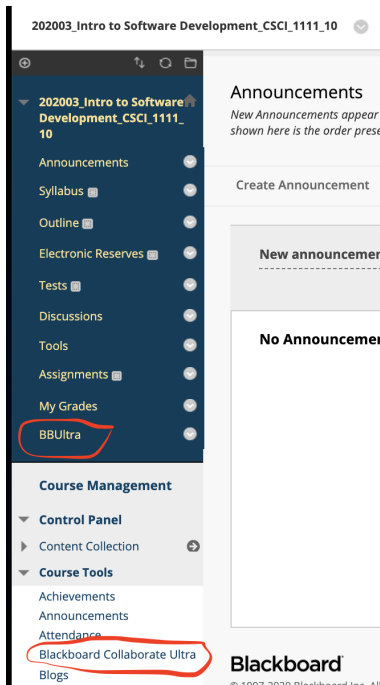
Tutorial for Online Lectures on Blackboard Collaborate Ultra

Pablo Frank-Bolton

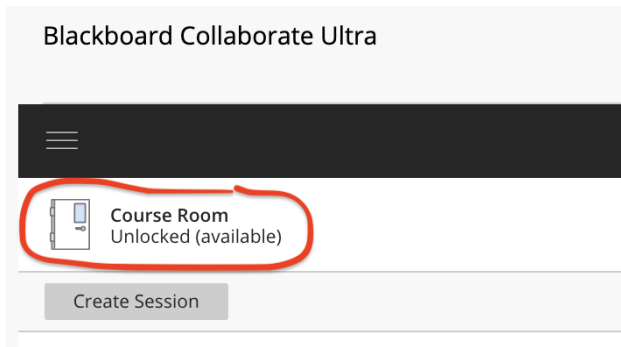
Joining the Session

To join a session, go to the class Blackboard and go to Blackboard Collaborate Ultra (BBUltra henceforth). To do so, you can:

- click on the **BBUltra** shortcut at the bottom of the main (top-left) menu, or
- go to Course Management -> Course Tools -> Blackboard Collaborate Ultra

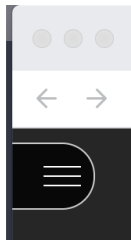


When in BBUltra, select the correct session. For the Lecture and Labs, we'll use the **Course Room** session. There could be additional sessions like **Office-Hours-Pablo** and possibly others.

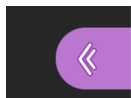


Basic Controls

The top-left menu has basic options including the one for leaving the session.

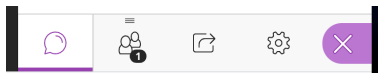


The bottom-right menu



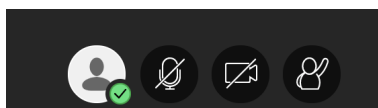
... has options for:

- Chatting
- Changing Groups
- Sharing screen/Files
- etc.



At the bottom of the screen you'll see the basic status options:

- Your status (try not to play too much with this for now)
- Mic status (disabled by default)
- Video status (disabled by default)
- Raise Hand (use sparingly)



Basic Rules

Once you join, the default will be the following:

- Moderators (Instructor/TAs) will share video/audio/chat
- Participants (Students) will have video/audio/chat available but disabled by default.

Interaction etiquette: If everyone participates at once, we will have chaos. To prevent this, we will have some basic rules.

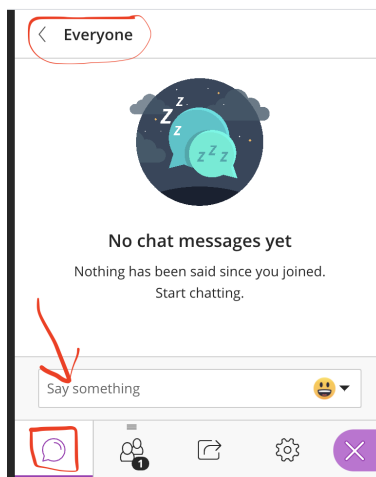
1. Every chat is supervised by the moderators
2. Student-to-student chatting is discouraged (unless indicated).
3. If you have a “side question”, you can search for, and ask that Moderator in the chat session. Do not use the “Everyone” chat option unless indicated.
4. We will divide the session into 2 phases: “whole class” (in the *Main Room*), and “breakout group” (with about 8 students per *Group* with *floating* TAs).
5. During either phase, you can raise your hand if you have a question and you must wait to be answered.
6. Raised hands are dealt with on a first-come-first-served basis.
7. A TA might answer your question through chat.
8. Once in a while, if I think it is appropriate, I will give audio privileges to participants so they can ask questions or give answers.
9. Remember: **we will be recording this for everyone**, so don't abuse the system.

Whole-class phase: This is where everyone is (should) be paying attention to the *Main Room*. I'll share my screen and go over the modules, jump to the application (programming interface), and occasionally will draw little sketches. It is basically the same as any other class. You should have the module open in your own browser to follow along in case I switch focus. If I ask a question, I might issue a poll to get the class answers or maybe also allow audio questions or comments. Once in a while, I'll ask you all to complete an in-class exercise. You will do so at home while I give you time to complete it. Sometimes, these exercises will be completed while you are in a breakout group and might be individual or group exercises.

Breakout-group phase: This is where people complete group exercises or where they go to to ask questions to the TAs while trying to solve an in-class exercise. Initially, we'll assign random groups. AS the course progresses, we might define specific groups (or *tables*) and ask you to go there instead. Inside the breakout groups, you can ask questions openly. If a TA is not present, you can send them chat messages.

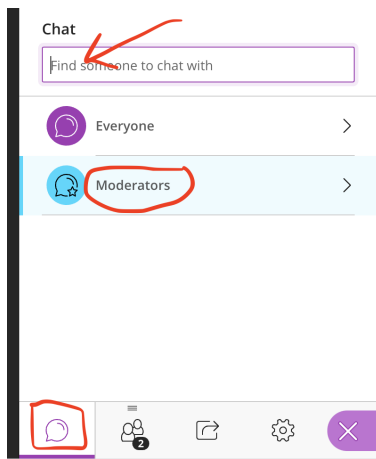
Chatting

Input Field: If you have the side menu open (which can be achieved by clicking on the small pink icon in the bottom right corner), you'll see options for different panels to select. The one we want is this first menu item (the text bubble inside the red square). Once you select it, you should verify who is the target of the message. The target is indicated in the top of the chat section (red circle). You can input text in the text field indicated by the arrow.



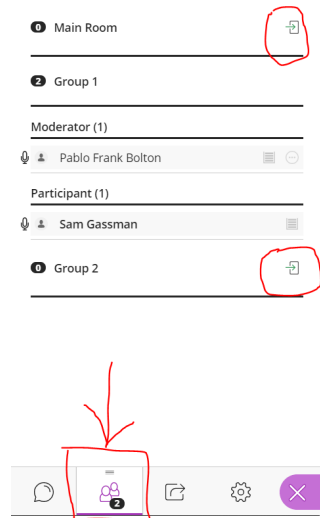
Changing Targets: You can change the target for the message by clicking on the target menu option and picking one of:

- a specific person, who you can search for (arrow)
- Everyone (discouraged)
- the instructor or a TA - also called Mentors (red circle)



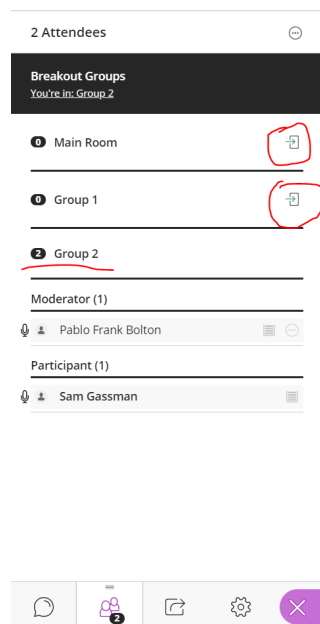
Changing Groups

Step 1: If you have the side menu open (which can be achieved by clicking on the small pink icon in the bottom right corner), you'll see options for different panels to select. The one we want is this second menu, with the icon of two people (note, the number just below it will change based off of the number of people in the group). If you do not see menu items like what is here in this image, make sure you click on the icon of the two people at the bottom (pointed to by a red arrow).



From there, you may switch to any group you would like by clicking on one of the “go to” icons (circled in red). Note, if you do not see those icons, then we have disabled moving groups.

As an example, Sam is currently a Participant in group 1, and he will be going to group 2 in the next step. By clicking on the icon for group two (circled in red), You'll notice that he's moved into group 2.

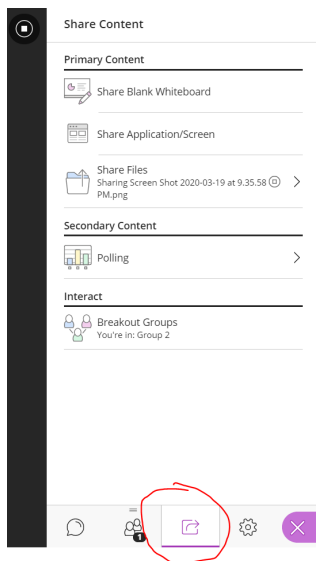


Step 2: When you move to another group, you'll see yourself and whomever else is in that group under the group number that you are in. In this case, Sam has moved to group 2. By the end of a breakout-group phase, I will send a message to everyone indicating that I want everyone to come back to the *Main Room*. You should do that quickly (~10 seconds).

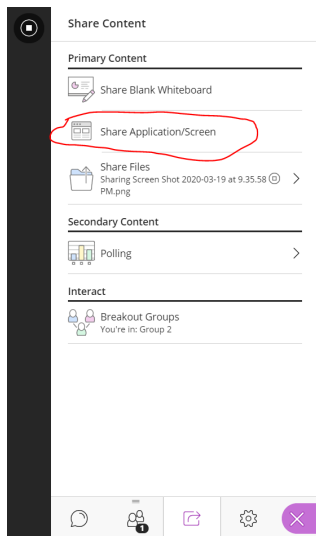
Sharing your Screen with a TA

Step 1: From anywhere in the main screen you may open the side menu by clicking the purple icon circled in red. This will open the side menu and allow you to see the chat, groups, share menu, and settings.

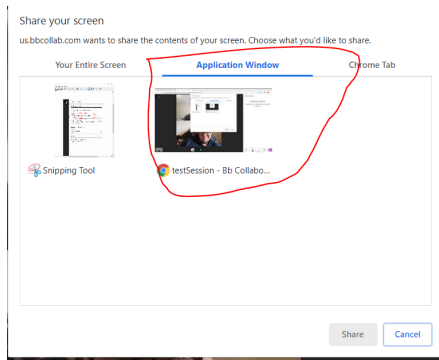
Step 2: For this step, we want to navigate to the 3rd menu item for screen sharing. It is circled in red below, and this is what it looks like:



Step 3: In this case, we want to share application/screen, where more often than not you will be sharing a jgrasp window so we can help you out. Click on that option circled in red to proceed.



Step 4: Use the “application window” option and share a specific Application (jgrasp). This will begin sharing the window so that TAs can see your code, and will be able to help you out. Do not use the share screen function, as it makes it very hard for the TAs to see your code if you try to use the chat feature and show your code, because you will instead share with them the screen of you typing to them.



At the bottom of your screen, you will then see an item that says “you are sharing [whatever window you are sharing]” and at any point in time you may stop sharing that window by clicking the “stop sharing” option.