Deanship of e-Learning and Distance Education

عمادة التعلم الالكتروني والتعليم عن بعد

Virtual Classes via Blackboard Collaborate Ultra

Learning Management System Blackboard

Virtual Classes in Blackboard Collaborate Ultra

- Virtual Classes are electronic classes for distance learning, providing the possibility of holding study sessions in which the instructor presents the scientific content, refer to them later, as well as giving the instructor opportunities to meet and communicate in a synchronous and asynchronous with many ways.

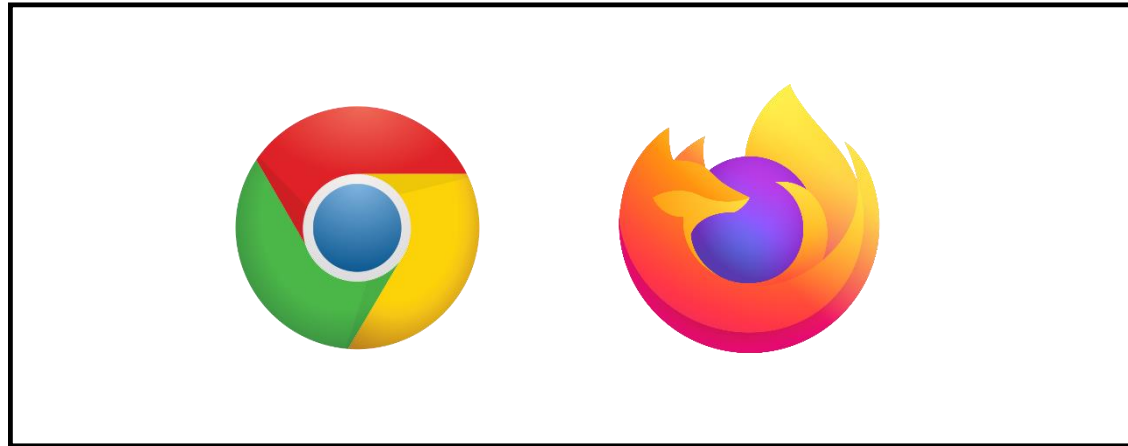## Virtual Classes in Blackboard Collaborate Ultra

■ Why Virtual Classes

- Open up the possibility to accept so many students within a class

- Encourage the students to participate without any barriers.

- The system report students attendance which reduce load on instructors.

- The possibility to learn on go (any place, any time).

Virtual Classes in Blackboard Collaborate Ultra

- ## Technical Requirements

Explorer Firefox or Google Chrome

▪ Setting up Google Chrome :

Go to chrome store extension

chrome store extension

Google

الكل 🔍   خرائط 📍   المزيد ⋮   التسوق 🏷   صور 🖼   فيديو ▶   الإعدادات   الأدوات

1

chrome web store

Search the store

🧩 Extensions

🖌 Themes

Categories

All ▾

Features

☐ Runs Offline
☐ By Google
☐ Free
☐ Available for Android
☐ Works with Google Drive

Ratings

○ ★ ★ ★ ★ ★

2

RAINDROP·IO

BOOKMARK · ORGANIZE · COLLABORATE · SYNC

○ ○ ● ○ ○

Editor's Picks   View all

Chrome favorites in extensions

DARK READER

Custom Cursor

grammarly

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■ Setting up Google Chrome :

Go to desktop sharing by typing it in the search box as follow

chrome web store

Type "desktop sharing" in the search box

desktop sharing

Extensions

More extensions

« Home

Extensions

Themes

Desktop Sharing

Offered by: bbcollab.com
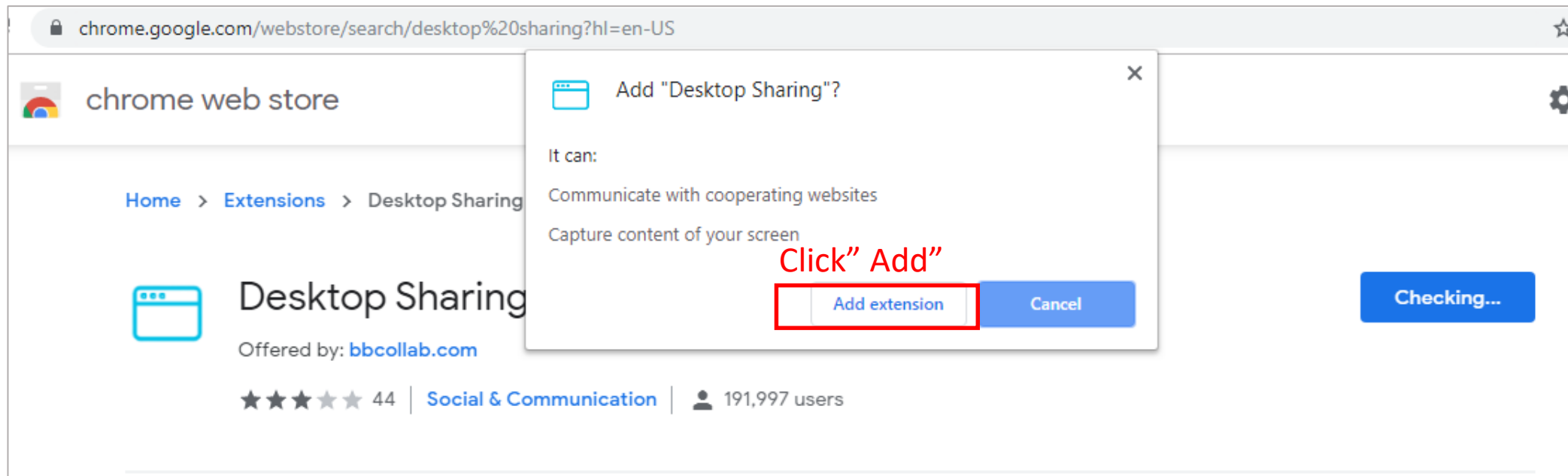
WebRTC Desktop Sharing

★★★☆☆ 44   Social & Communication

Click "Add"

Add to Chrome

Features

Runs Offline

By Google

6

- ## Setting up Google Chrome :

- ## Guidelines Before Starting a virtual class

- For a better audio and microphone performance use the (headphone).

- Try to connect headphone before you join the session.

- Join the session at least 15 minutes earlier (to overcome any technical issues).

How to access virtual classes

Blackboard Collaborate Ultra

You can get to the virtual classes with two different ways:

1- From the lower menu under Course Management →

Course Tools → Blackboard Collaborate Ultra.

OR

2- Create "Tool Link" in your left side menu
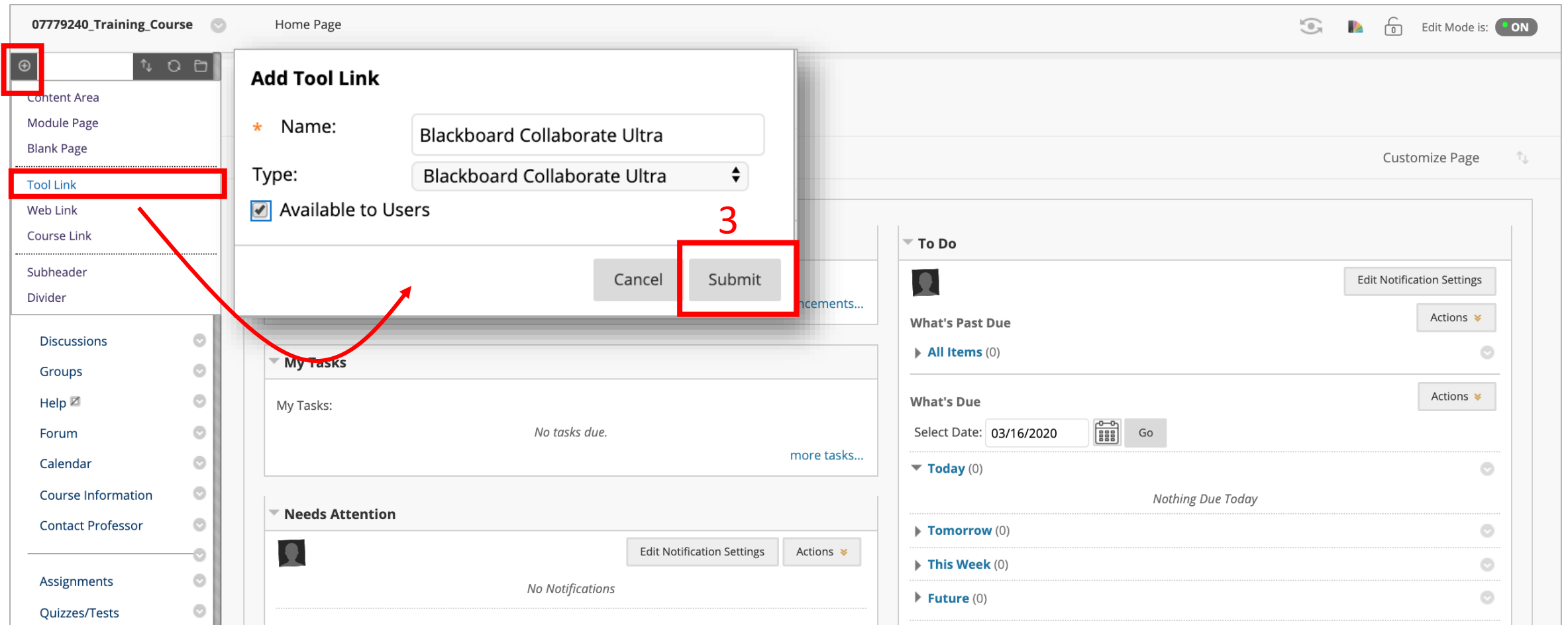
First one:

Course Management → Course Tools
→ Blackboard Collaborate Ultra.

Course Management

1

▼ **Control Panel**

▶ Content Collection   ➡

2 **Course Tools**

  Accessibility Report
  Achievements
  Announcements
  Attendance
  Blackboard Collaborate

3 **Blackboard Collaborate Ultra**
  Blogs
  Contacts
  Course Calendar
  Course Messages
  Course Portfolios
  Date Management
  Discussion Board
  Glossary
  Goal Performance
  Goals
  Journals
  McGraw-Hill Higher Education
  Pearson's MyLab & Mastering
  Rubrics
  SafeAssign
  Self and Peer Assessment
  Send Email
  Tasks
  Tests, Surveys, and Pools
  Wikis

Second one: Create "Tool Link" in your left side

Virtual Classes in Blackboard Collaborate Ultra

The Main Interface of the Blackboard Collaborate Ultra

We will introduce

1. Create a session

2. Prepare Session settings

Create a Session

Blackboard Collaborate Ultra

Virtual Classes in Blackboard Collaborate Ultra

The Main Interface of the Blackboard Collaborate Ultra

Blackboard Collaborate Ultra

Blackboard Collaborate

Sessions

تهاني الشريف

Create Session

1

3 Filter by   All Up

Sessions

Recordings

2

New session in BB ultra
Recurring: 3/16/20, 11:39 PM – 5/19/20, 12:39 AM (in progress)

Filter session list

List of scheduled and recorded sessions

Virtual Classes in Blackboard Collaborate Ultra

Create a new session

Session name

Sessions

2

1 Create Session

Session trial

New session in BB ultra
Last occurrence: 5/19/20, 12:39 AM

Join session

Session trial
3/17/20, 12:45 AM – 3/17/20, 1:45 AM (in progress)   3

Join the session as
an anonymous

Anonymous dial in:

+442033189610 PIN: 145 963 4969

Dial In

The session listed under
the scheduled session
once you type the name

Guest access

Allow guest link
sharing

Guest role   Guest link

Participant ▼   https://eu.bbcollab.cor

Event Details   ⌄

Session Settings   ⌄

Attendance Reporting   ⌄

Session's Settings

if you choose this session to be no end, the end option will be disabled

Setting the start date and time

You have two choices regarding the session ending time

Virtual Classes in Blackboard Collaborate Ultra

Session's Settings

Setting the start and end date and time

if you choose this session to repeated , the end option will be abled.

This type of session will be appear every specific amount of time.

Guest role
Moderator ▼

Guest link
https://eu.bbcollab.cor

✕

Event Details

Start
3/16/20   11:39 PM

End
3/17/20   12:39 AM

☐ No end (open session)

☑ Repeat session

Repeat Weekly ▼

Every Week ▼

S **M** T W T F S

End After Occurrences ▼   10

Sessions

Create Session

New session in BB ultra
3/16/20, 11:39 PM (available)

Session's Settings

Blackboard Collaborate Ultra

Sessions

Create Session

New session in BB ultra
Recurring: 3/16/20, 11:39 PM – 5/19/20, 12:39 AM (in progress)

Default Attendee Role

Participant

Recording

Allow downloading the session after it finished ☐ Allow recording downloads

Allow chat massages to appear without the user name ☐ Anonymize chat messages

Moderator permissions

☐ Show profile pictures for moderator only

Participants can:

Participants permissions

☑ Share audio

☑ Share video

☑ Post chat messages

☑ Draw on whiteboard and files

Enable session telephony

☑ Allow attendees to join the session using a telephone

Private Chat

Set up private chats between moderator and participants.

☐ Participants can only chat privately with moderators

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Session's Settings

Create Session

New session in BB ultra
Recurring: 3/16/20, 11:39 PM – 5/19/20, 12:39 AM (in progress)

Share participant attendance with LMS
(blackboard)

Event Details

Session Settings

Attendance Reporting

☑ Share attendance information with LMS

How late can attendees join before they're marked late or absent?

* **Late after**

5   minutes

* **Absent after**

20   minutes

Required time in session

0% ──────○────── 100%

Attendees must be present for at least 50% of the session running time or they're marked as absent.

Delete   Save

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Session's Settings

Blackboard Collaborate Ultra

Edit Mode is: ON

Blackboard Collaborate Ultra

Sessions

Create Session   Filter by   All Upcoming Sessions ▼

New session in BB ultra
Recurring: 3/16/20, 11:39 PM – 5/19/20, 12:39 AM (in progress)

Join the session → Join session

Anonymous dial in:
+442033189610 PIN: 431 814 3750

Edit session's settings → Edit recurring session

List the attendee → View reports

Delete the session → Delete session

Copy the link to this session → Copy guest link

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Virtual Classes in Blackboard Collaborate Ultra

■ Notes:

- Moderator should join through Blackboard course in order to have Moderator Privligaes.
- Participants must attend through Blackboard so that the report counts them attend.

Virtual Class Menu

Blackboard Collaborate Ultra

We will introduce

Participation Tools

Share Content Options

The Virtual Class's Interface

Side Menu

No participants yet

Settings and content options

Participation Tools

Virtual Classes in Blackboard Collaborate Ultra

The Virtual Class's Interface

Participant exist

A Participant

amal Alshomrani
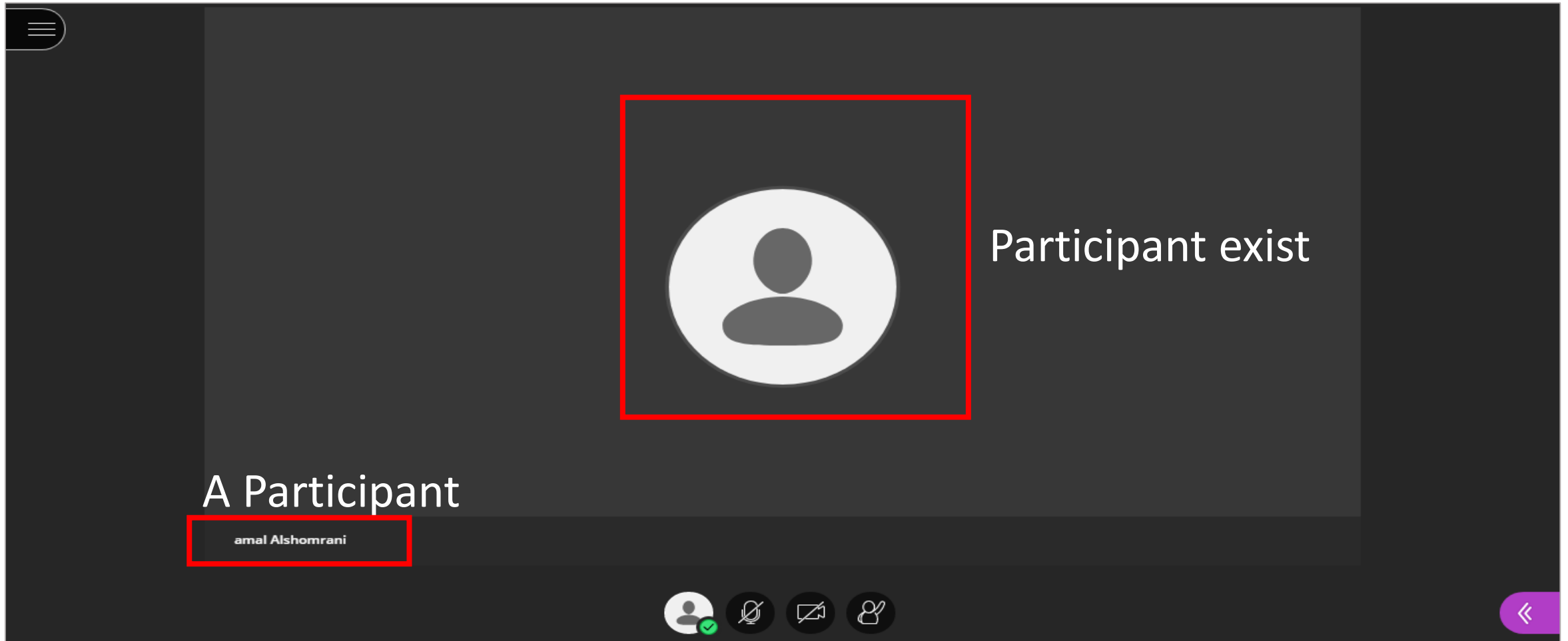
Virtual Classes in Blackboard Collaborate Ultra

The Side menu

جلسة تجريبية — The Session's name

Start Recording — Record the session

Use your phone for audio

Report an issue — Report problems

Tell me about Collaborate

Blackboard Collaborate Help — Get help from blackboard website

Privacy Policy

Leave the session

Leave Session

Virtual Classes in Blackboard Collaborate Ultra

The Participation's Tools

Microphone (on/off)

Raise hand to participate
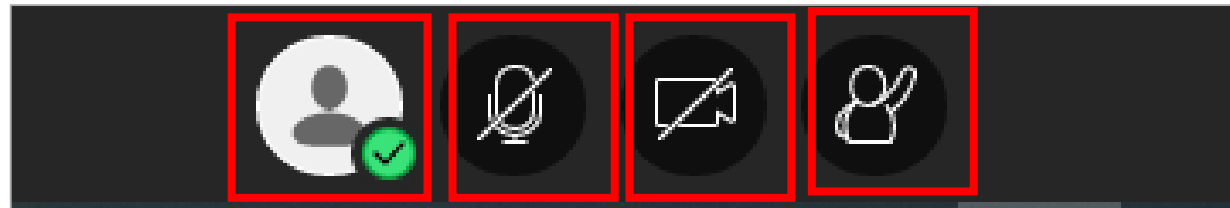
Video

Participants response to voting
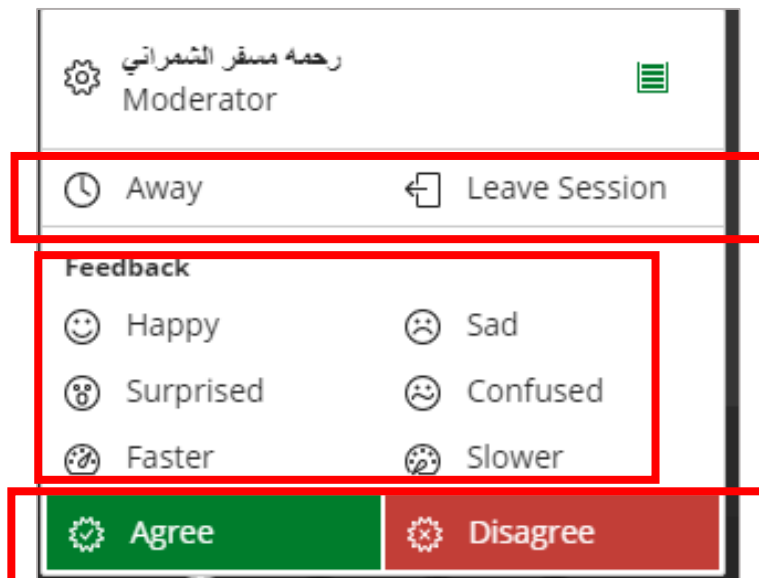
Note: response appears next to participant name
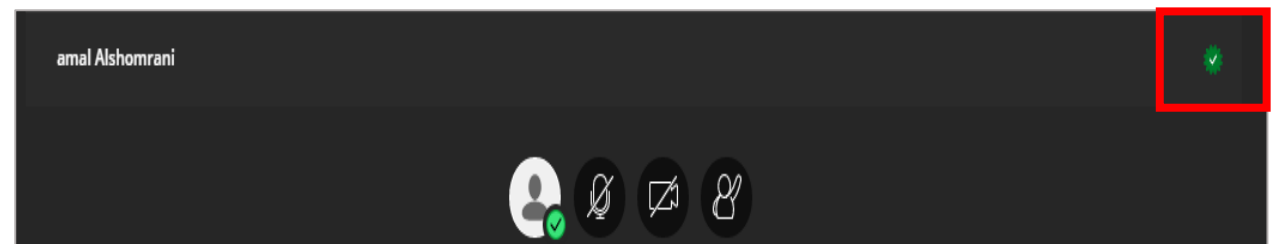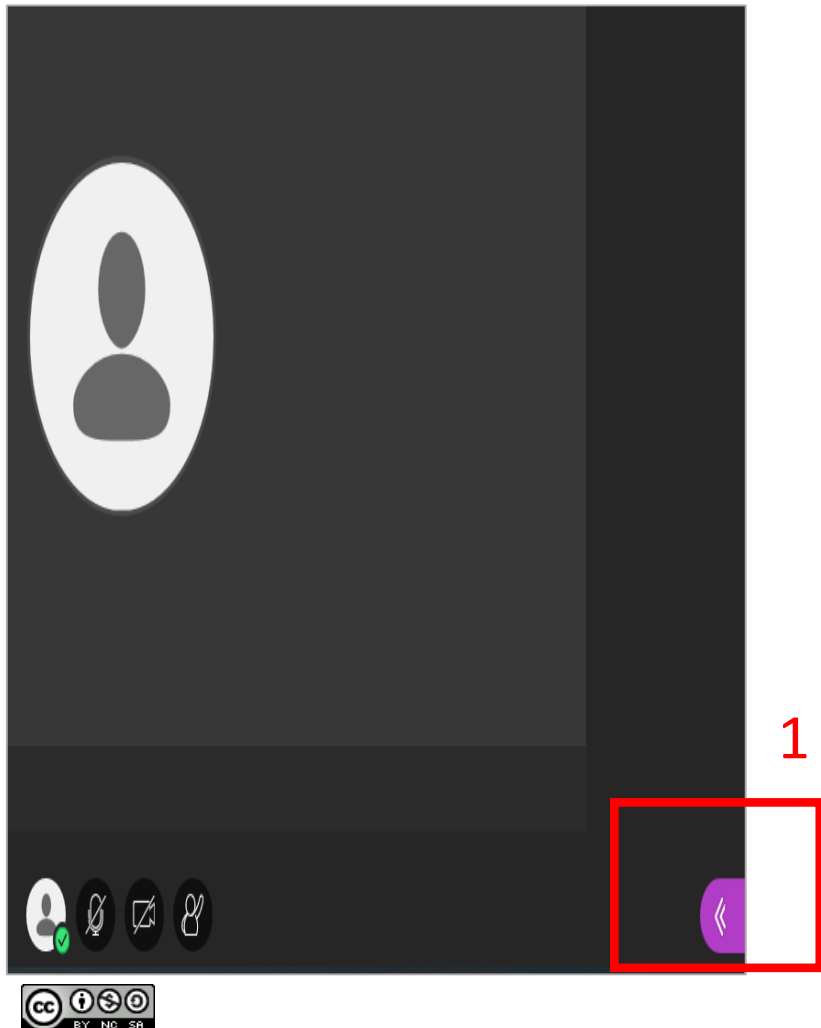
The Chatting Board

Chatting board with all participants

Chatting board with moderators only

Chat

Find someone to chat with

Everyone >

Moderators >

NEW Private Chat!
Learn how it works.
Start Tutorial

1

2

Virtual Classes in Blackboard Collaborate Ultra

The Participants:

participants

Participants left the session

The Participant's Options

Search in the participants list

Mute the microphone to all the participants
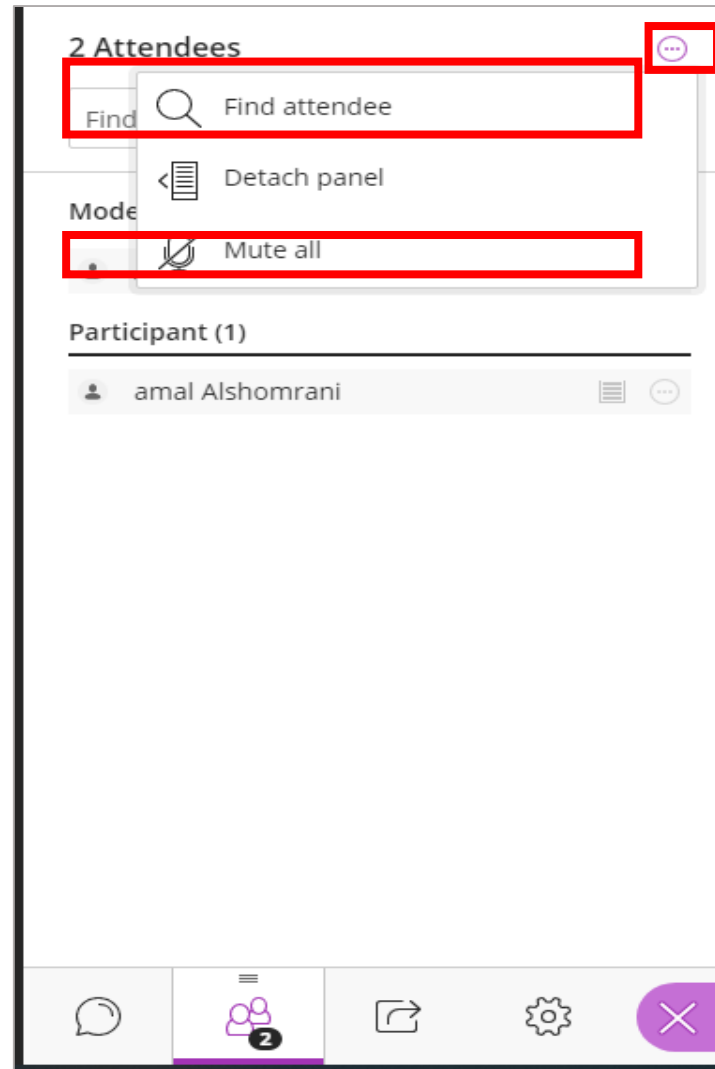
Virtual Classes in Blackboard Collaborate Ultra

The Options for each participant

Private chat → Send a chat message

Give moderator privilege → Make moderator

Give presenter privilege → Make presenter

Give privilege to add a note or caption → Make captioner

Remove a participant → Remove from session
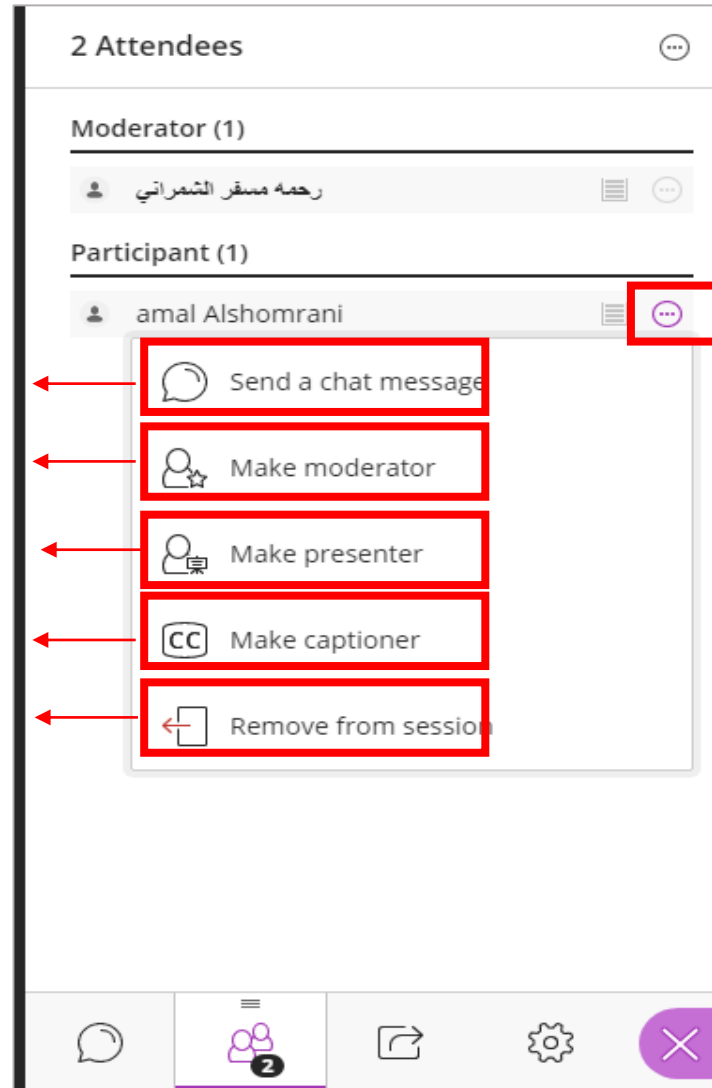
Virtual Classes in Blackboard Collaborate Ultra

Share Learning Materials

Share learning material Options

Create private sessions with a specific group of participants
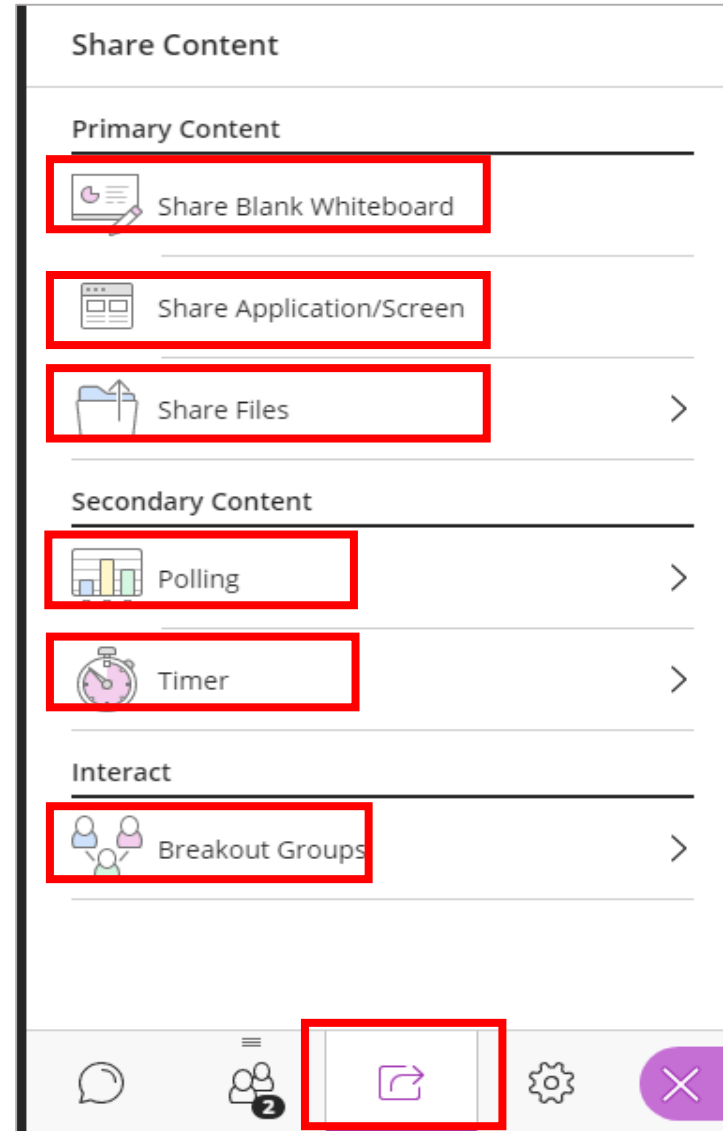
The Whiteboard

The Share Application

Choose the application to share

Upload the content

The Voting:

Type of polling questions

< Polling

Multiple Choice

Yes/No Choices

Select poll type

Share Content

Primary Content

Share Blank Whiteboard
Sharing whiteboard

Share Application/Screen

Share Files

Secondary Content

Polling

Timer

Interact

Breakout Groups

amal Alshom...

The Voting:

Polling

Is learning a reciprocal process?

1. Yes
2. No

Cancel   Start

Vote with yes/no

The Voting:

Breakout groups

Breakout Groups

Assign Groups

Custom assignment ▼

☑ Allow attendees to switch groups

Main Room

≡ 👤 تهاني الشريف ...

1 member

⊕

Group 1 🗑

0 members

Cancel | Start

< **Breakout Groups**

Main Room

👤 رحمه مسقر الشمراتي

👤 Amal Alshomrani ...

Create New Group

Group 1

Group 2

0 members

Add participants to the group

Add new group ⊕

Delete the group

Group 2 🗑

0 members

Cancel | Start
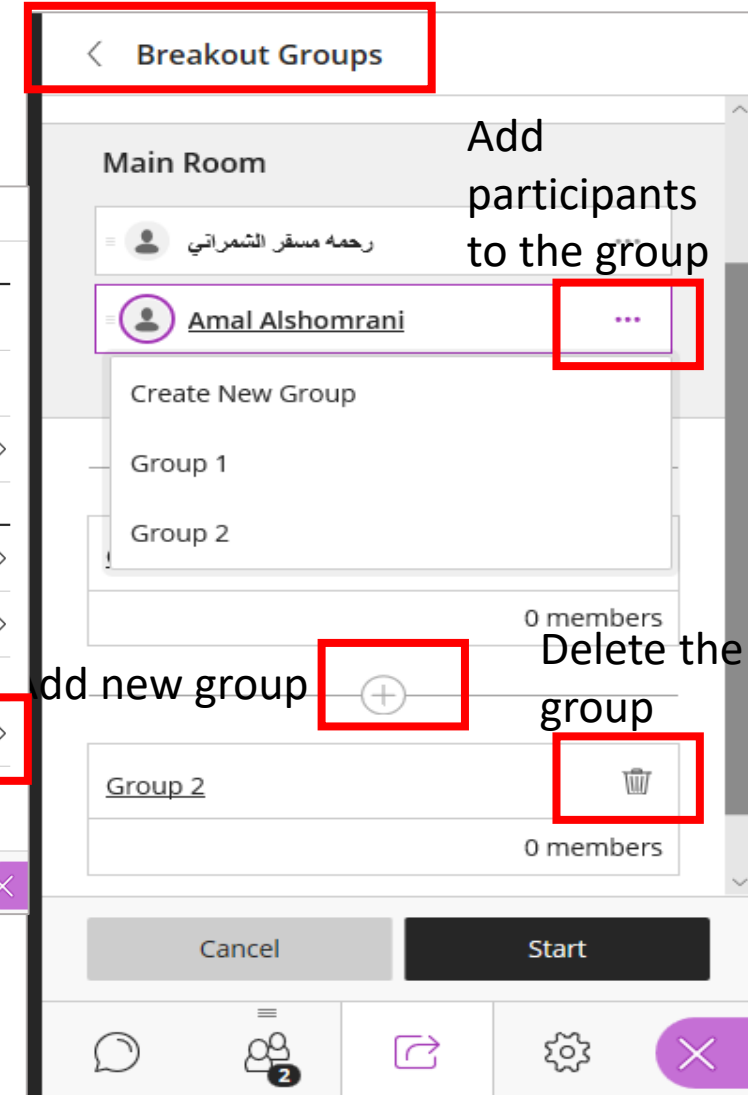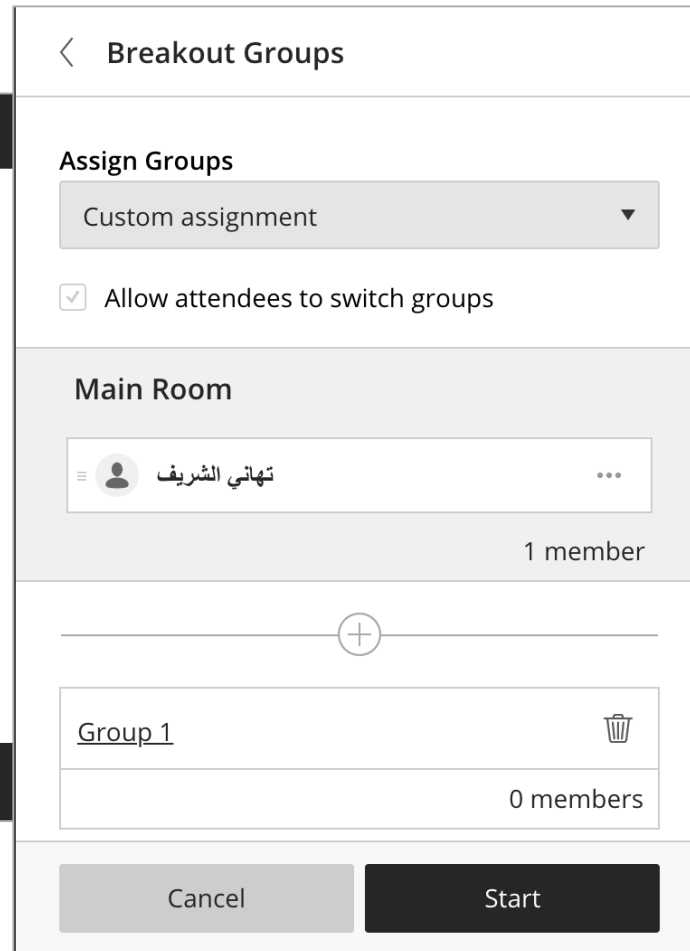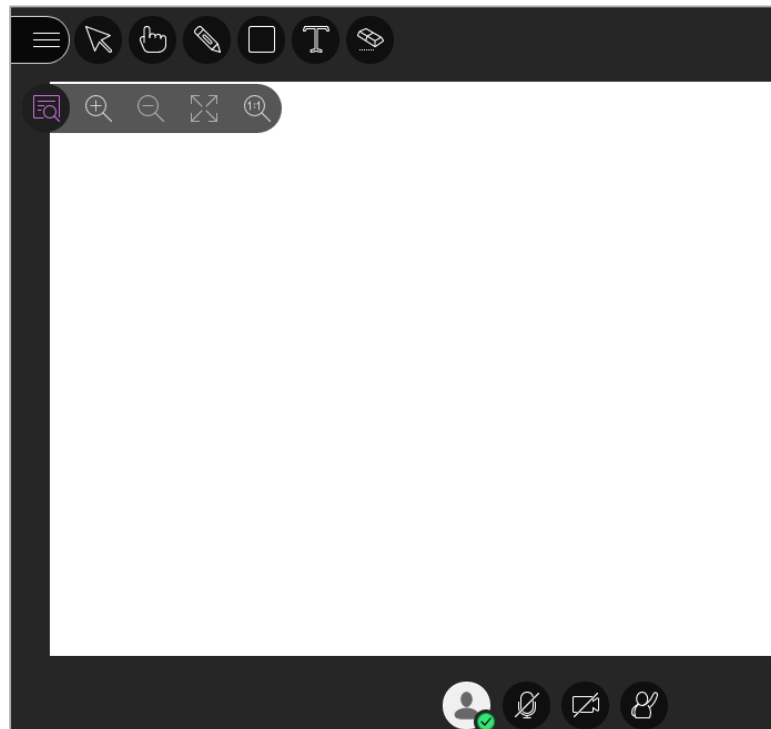
Set the notification inside the virtual class

You can control the notifications sent to you for different actions inside the virtual class

Session Report

Blackboard Collaborate Ultra

Extract The Attendance list after the session ends

Virtual Classes in Blackboard Collaborate Ultra

The Attendance List

The Attendance List

Thanks for listening

Training Unit

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