



Deanship of e-Learning and Distance Education

عمادة التعلم الإلكتروني والتعليم عن بُعد



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

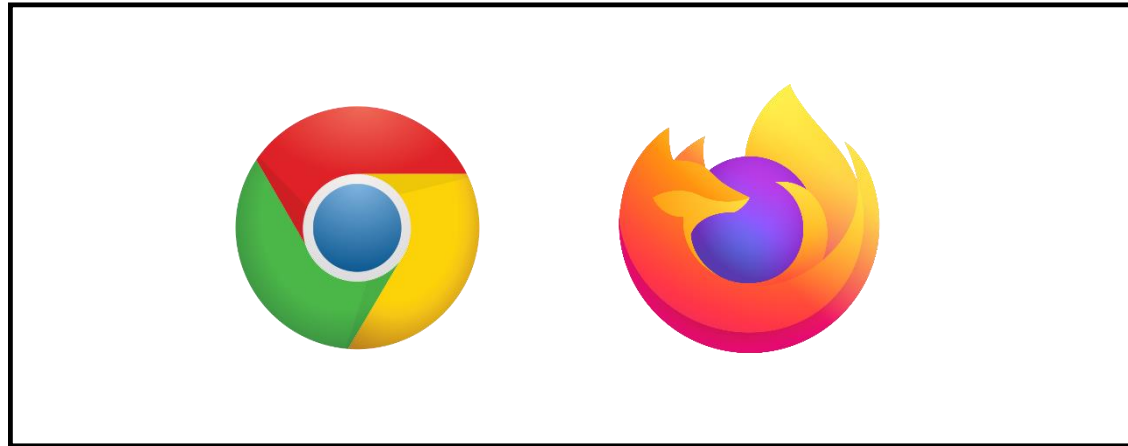
■ Why Virtual Classes

- 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





Virtual Classes in Blackboard Collaborate Ultra

- Setting up Google Chrome :
Go to chrome store extension

The screenshot shows the Google Chrome Web Store interface. The 'Extensions' tab is selected in the left sidebar, highlighted by a blue circle with the number '2'. The main content area displays a featured extension, 'RAINDROP.IO', with a blue background and white text. Below this, there is a section for 'Editor's Picks' showing various extensions like 'DARK READER', 'Custom', and 'grammarly'. The search bar at the top right is highlighted by a blue circle with the number '1'.



Virtual Classes in Blackboard Collaborate Ultra

■ Setting up Google Chrome :

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

1 Type "desktop sharing" in the search box

chrome web store

Sign in

desktop sharing x

Extensions

More extensions

« Home

Extensions

Themes

Features

Runs Offline

By Google

Desktop Sharing

Offered by: bbcollab.com

WebRTC Desktop Sharing

★★★★★ 44 Social & Communication

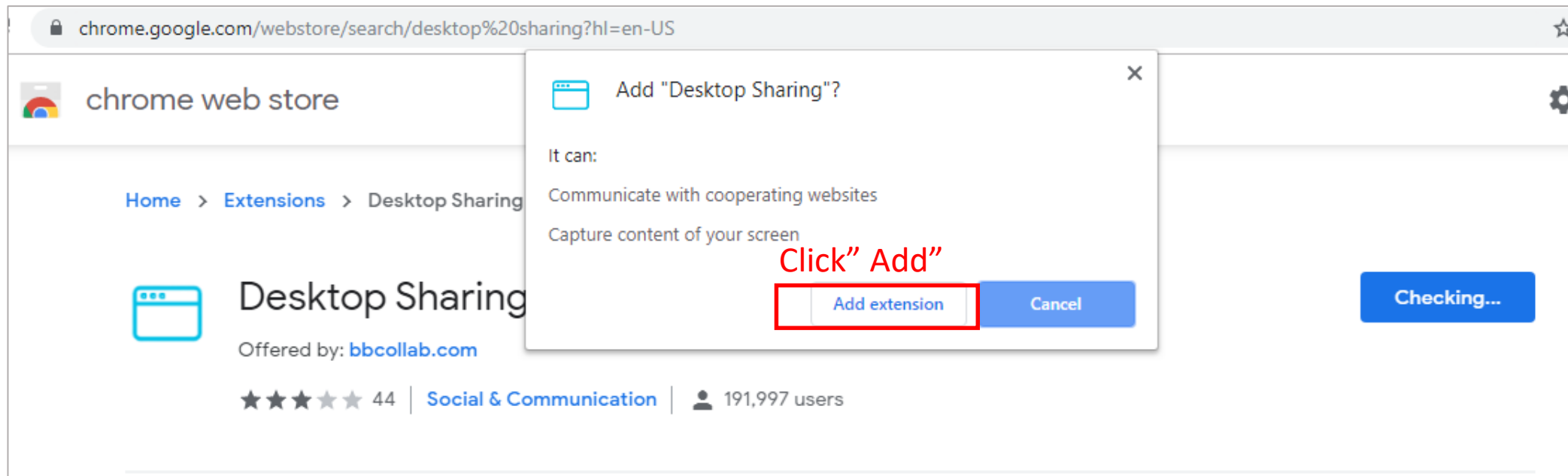
2 Click "Add"

Add to Chrome



Virtual Classes in Blackboard Collaborate Ultra

■ Setting up Google Chrome :





Virtual Classes in Blackboard Collaborate Ultra

■ 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).



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

How to access virtual classes

Blackboard Collaborate Ultra





Virtual Classes in Blackboard Collaborate Ultra

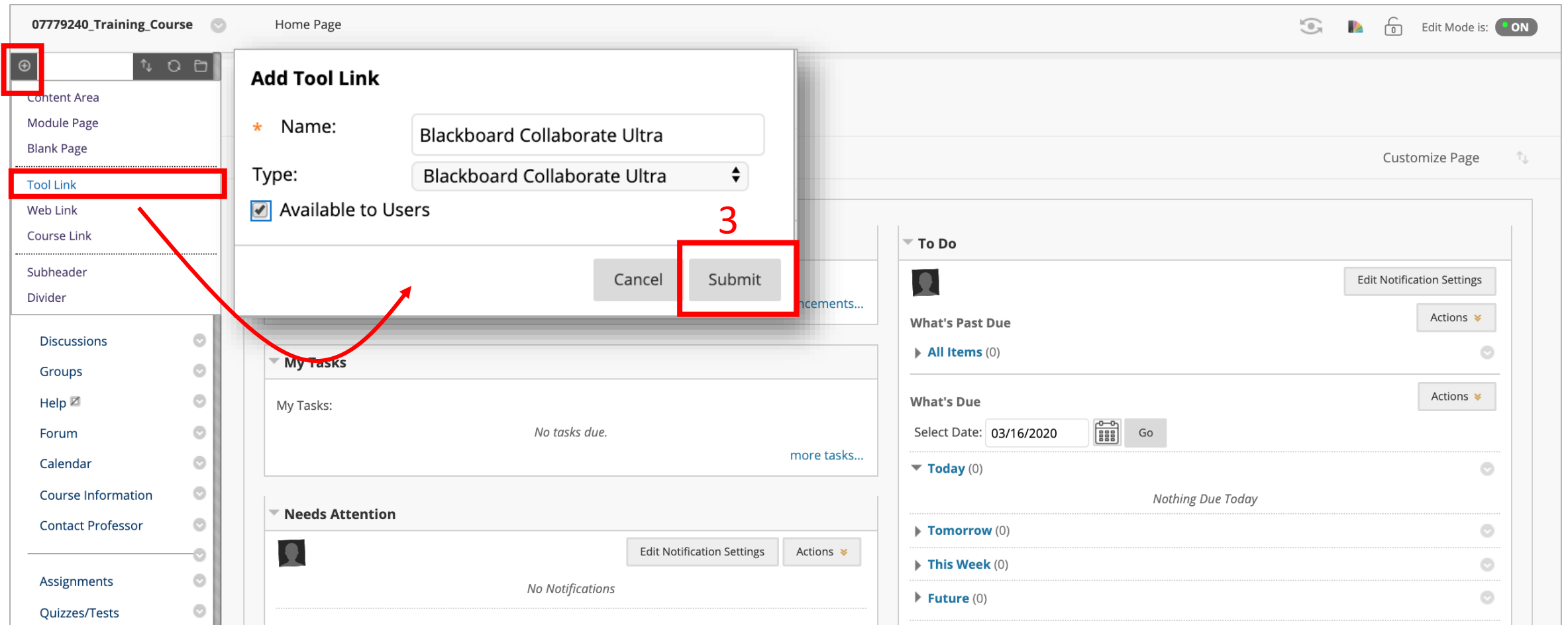
First one:

Course Management → Course Tools
→ Blackboard Collaborate Ultra.



Virtual Classes in Blackboard Collaborate Ultra

Second one: Create “Tool Link” in your left side



07779240_Training_Course Home Page

Content Area

Module Page

Blank Page

Tool Link

Web Link

Course Link

Subheader

Divider

Discussions

Groups

Help

Forum

Calendar

Course Information

Contact Professor

Assignments

Quizzes/Tests

Add Tool Link

Name: Blackboard Collaborate Ultra

Type: Blackboard Collaborate Ultra

☒ Available to Users

Cancel Submit

My Tasks

My Tasks:

No tasks due.

more tasks...

Needs Attention

Edit Notification Settings

Actions

No Notifications

To Do

Edit Notification Settings

What's Past Due

All Items (0)

What's Due

Select Date: 03/16/2020 Go

Today (0)

Nothing Due Today

Tomorrow (0)

This Week (0)

Future (0)



Virtual Classes in Blackboard Collaborate Ultra

The Main Interface of the Blackboard Collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu for the course '07779240_Training_Course'. The menu items include: Home Page, Getting Started, Announcements, Course Messages, Learning Materials, Information, Discussions, Groups, Help, Forum, Calendar, Course Information, Contact Professor, Assignments, Quizzes/Tests, Blackboard Collaborate Ultra (highlighted with a red box), and Virtual Classrooms. The main content area is titled 'Blackboard Collaborate Ultra' and shows the 'Sessions' page. It features a 'Create Session' button, a 'Filter by' dropdown, and a selection of 'All Upcoming Sessions'. The page indicates 'No scheduled sessions.' and includes another 'Create Session' button.

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

تهاني الشريف

Sessions

Recordings

Create Session

Filter by All Up

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

1 **Create Session**

2 **Session name**

3 **Join the session as an anonymous**

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

Session name

Session trial

Join session

Anonymous dial in:

+442033189610 PIN: 145 963 4969

Dial In

☒ **Guest access**

Allow guest link sharing

Guest role

Participant

Guest link

<https://eu.bbcollab.cor>

Event Details

Session Settings

Attendance Reporting



Virtual Classes in Blackboard Collaborate Ultra

Session's Settings

Sessions

Create Session

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

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

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

Early Entry: 30 min before start time

[Provide a description](#)

Session Settings

Setting the start date and time

You have two choices regarding the session ending time



Virtual Classes in Blackboard Collaborate Ultra

Session's Settings

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

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.

Setting the start and end date and time



Virtual Classes in Blackboard Collaborate Ultra

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)

Allow downloading the session after it finished
Allow chat messages to appear without the user name

Participants permissions

Set up private chats between moderator and participants.

Default Attendee Role
Participant

Recording
☐ Allow recording downloads
☐ Anonymize chat messages

Moderator permissions
☐ Show profile pictures for moderator only

Participants can:
☒ 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
☐ Participants can only chat privately with moderators



Virtual Classes in Blackboard Collaborate Ultra

Session's Settings

The screenshot displays the 'Create Session' interface in Blackboard Collaborate Ultra. The main area is a large grey rectangle with a 'Create Session' button at the top left. Below the button, it says 'New session in BB ultra' and 'Recurring: 3/16/20, 11:39 PM - 5/19/20, 12:39 AM (in progress)'. A red bracket on the right side of the main area points to the text 'Share participant attendance with LMS (blackboard)'. On the right side, there is a sidebar with a list of settings: 'Event Details', 'Session Settings', and 'Attendance Reporting'. The 'Attendance Reporting' section is expanded, showing a checkbox labeled 'Share attendance information with LMS' which is checked. Below this, there are fields for 'Late after' (5 minutes) and 'Absent after' (20 minutes). A slider for 'Required time in session' is set to 50%, with a note stating 'Attendees must be present for at least 50% of the session running time or they're marked as absent.' At the bottom right, there are 'Delete' and 'Save' buttons, with the 'Save' button highlighted by a red box.

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



Virtual Classes in Blackboard Collaborate Ultra

Session's Settings

Blackboard Collaborate Ultra

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

Edit session's settings

List the attendee

Delete the session

Copy the link to this session

Join session

Anonymous dial in:
+442033189610 PIN: 431 814 3750

Edit recurring session

View reports

Delete session

Copy guest link



Virtual Classes in Blackboard Collaborate Ultra

■ Notes:

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

We will introduce

Participation Tools

Share Content Options

Virtual Class Menu

Blackboard Collaborate Ultra





Virtual Classes in Blackboard Collaborate Ultra

The Virtual Class's Interface



Side Menu



No participants yet

Participation Tools



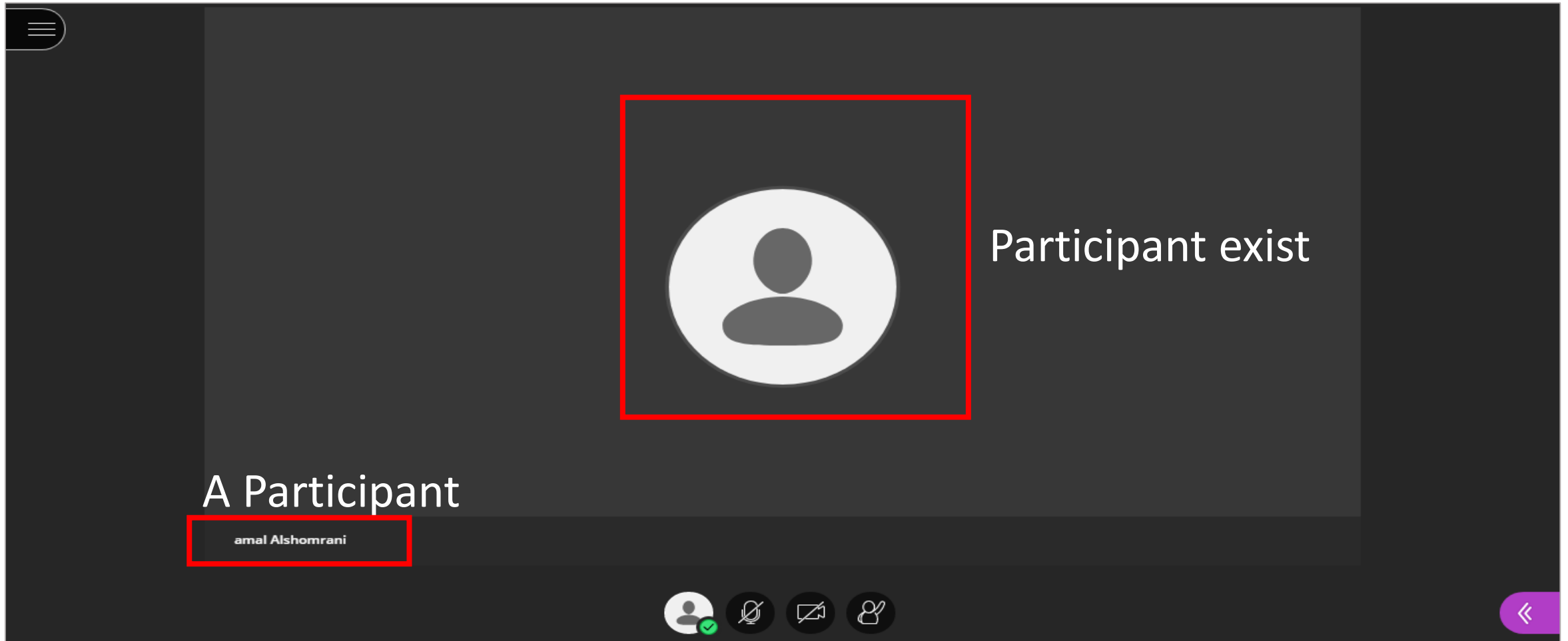
Settings
and
content
options





Virtual Classes in Blackboard Collaborate Ultra

The Virtual Class's Interface





Virtual Classes in Blackboard Collaborate Ultra

The Side menu

The screenshot shows the side menu of a Blackboard Collaborate Ultra session. The menu is dark-themed and contains several options, each highlighted with a red box. The options are:

- جلسة تجريبية** (Trial Session) - 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 Session** - Leave the session

The background of the session shows a large, faint user profile icon. At the bottom of the screen, there are icons for user management, audio, video, and chat.

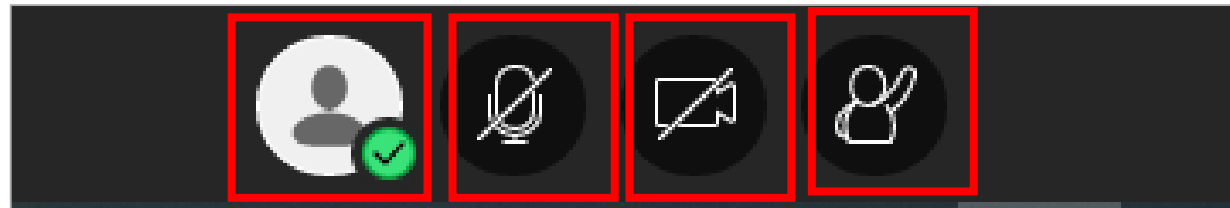


Virtual Classes in Blackboard Collaborate Ultra

The Participation's Tools

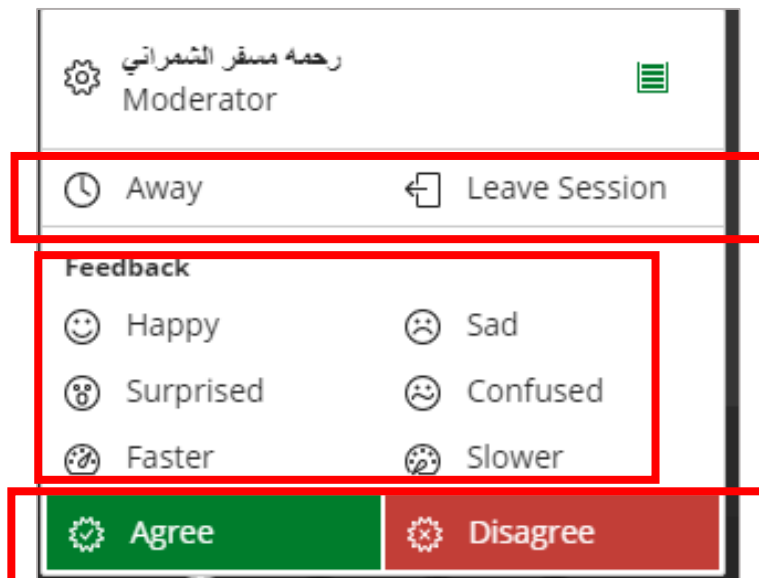
Microphone
(on/off)

Raise hand to participate

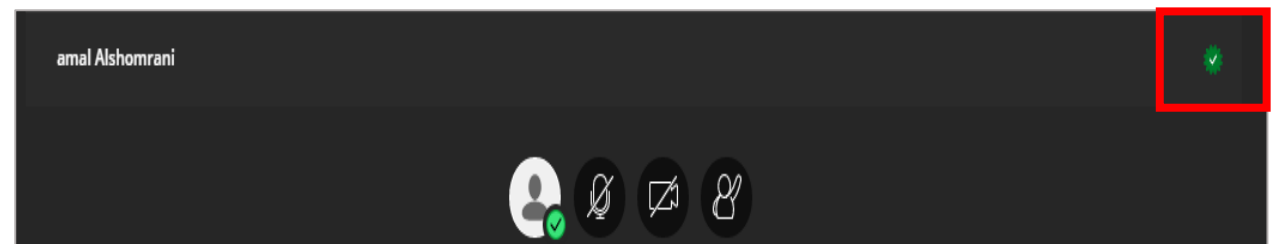


Participants response to voting

Video



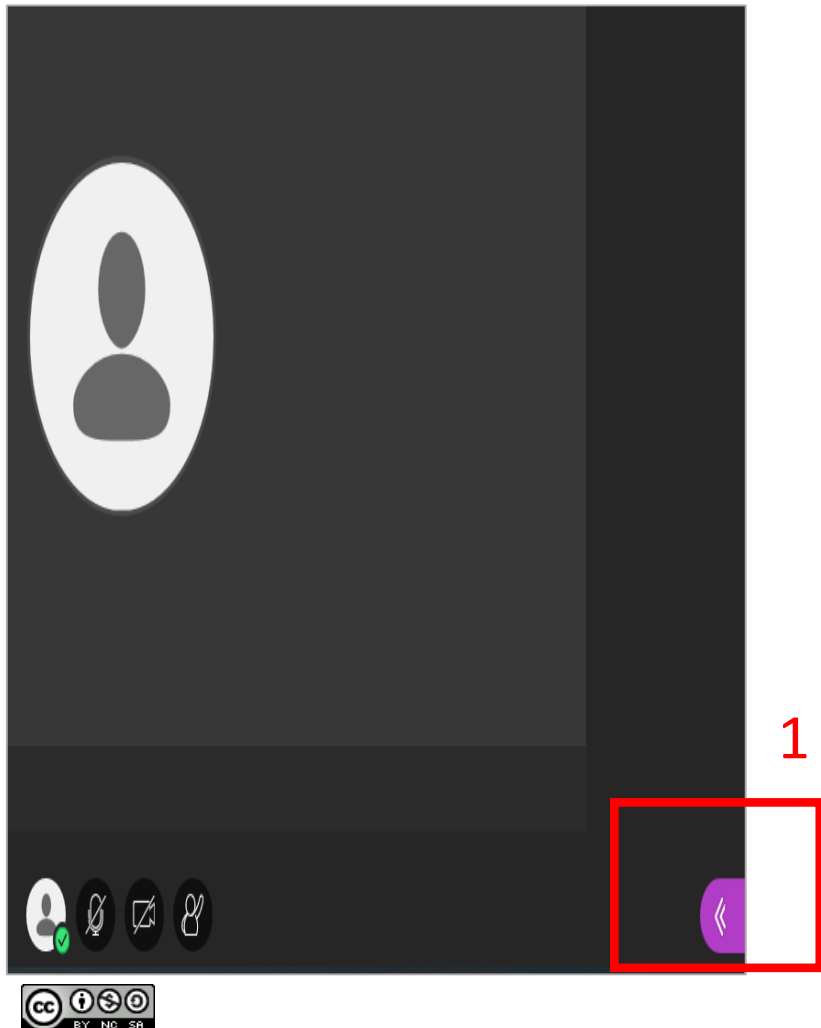
Note: response appears next to participant name





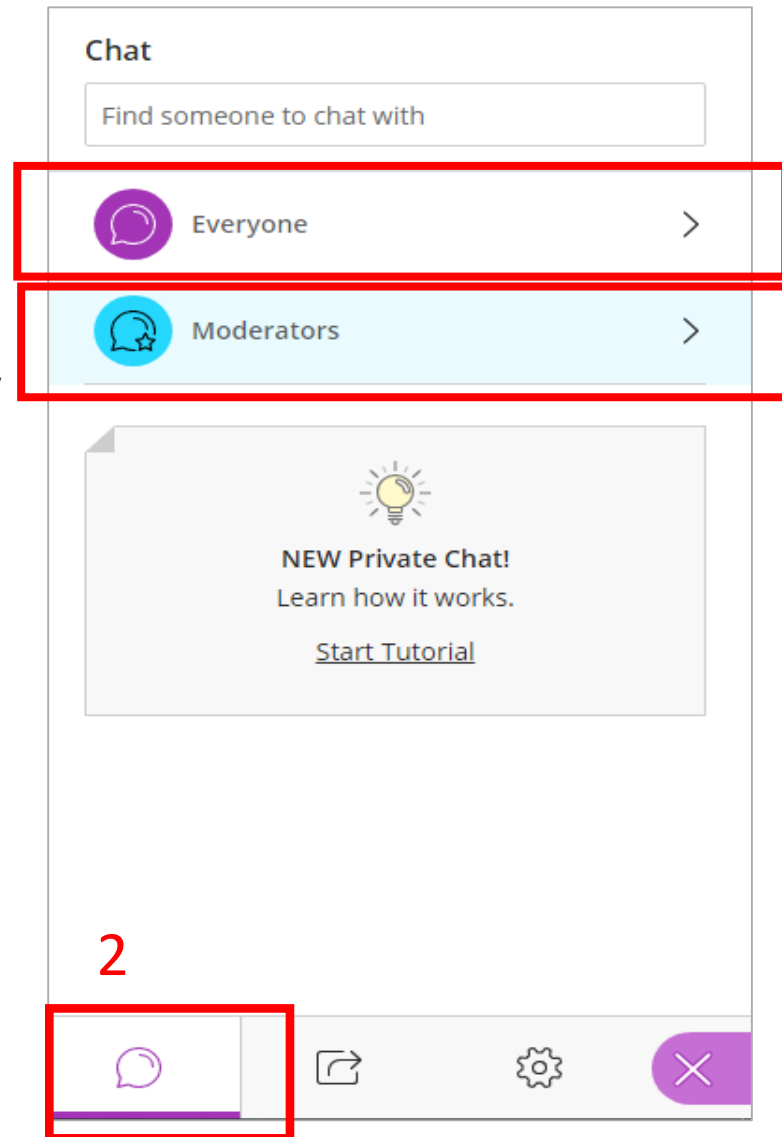
Virtual Classes in Blackboard Collaborate Ultra

The Chatting Board



Chatting board with all participants

Chatting board with moderators only





Virtual Classes in Blackboard Collaborate Ultra

The Participants:

The screenshot displays a virtual session interface. The main area shows a large circular placeholder for a video feed. At the bottom left, the name 'amal Alshomrani' is visible. The bottom toolbar contains icons for user status, mute, video, and chat. On the right side, a panel titled '2 Attendees' lists participants. The 'Moderator (1)' section lists 'رحمة مسفر الشمراني'. The 'Participant (1)' section lists 'amal Alshomrani'. Below this, an 'Inactive' section shows a message: 'Left: Rahmah Alshomrani'. A red box highlights the '2 Attendees' panel. Another red box highlights the 'Inactive' section. A third red box highlights the 'Participants' icon in the bottom toolbar, which shows a group of three people and the number '2'. The text 'Participants left the session' is displayed below the 'Inactive' section.

2 Attendees

Moderator (1)

رحمة مسفر الشمراني

Participant (1)

amal Alshomrani

Inactive

Left: Rahmah Alshomrani

Participants left the session

participants

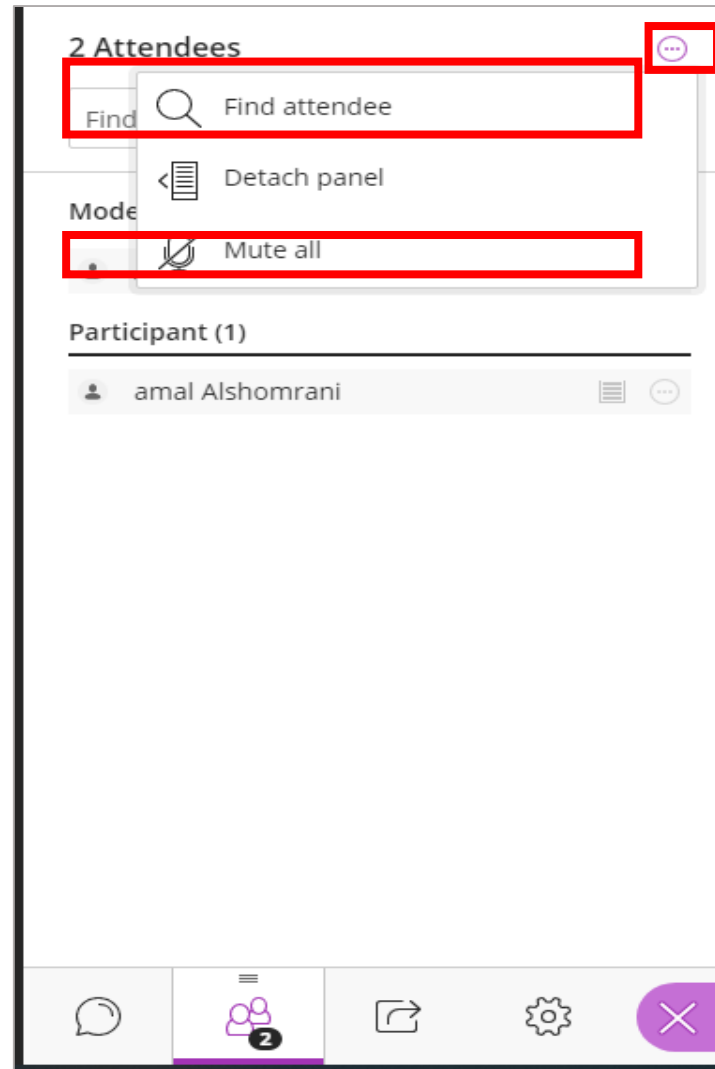


Virtual Classes in Blackboard Collaborate Ultra

The Participant's Options

Search in the participants list

Mute the microphone to all the participants

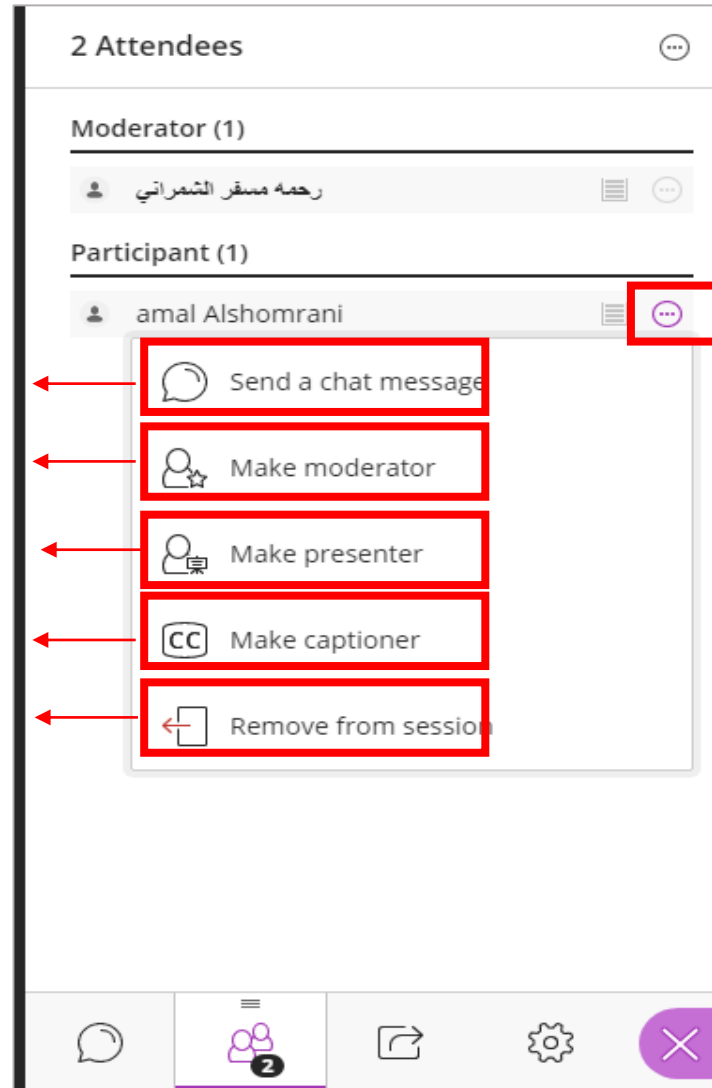




Virtual Classes in Blackboard Collaborate Ultra

The Options for each participant

- Private chat
- Give moderator privilege
- Give presenter privilege
- Give privilege to add a note or caption
- Remove a participant



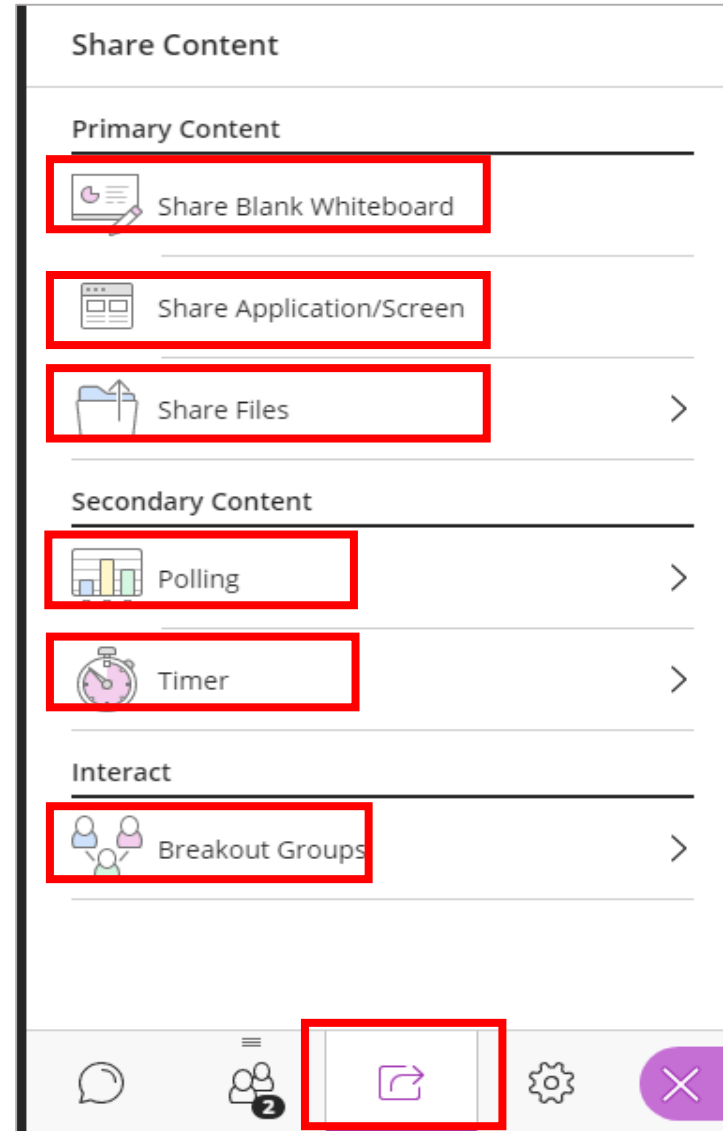


Virtual Classes in Blackboard Collaborate Ultra

Share Learning Materials

Share
learning
material
Options

Create private
sessions with a
specific group of
participants





Virtual Classes in Blackboard Collaborate Ultra

The Whiteboard

The screenshot displays the Blackboard Collaborate Ultra Whiteboard interface. A red box highlights the toolbar on the left, which includes icons for a menu, pointer, hand, pencil, eraser, text tool, and a secondary toolbar with zoom in, zoom out, pan, and a 1:1 view icon. The right sidebar, titled 'Share Content', lists options under 'Primary Content' (Share Blank Whiteboard, Share Application/Screen, Share Files) and 'Secondary Content' (Polling, Timer). Below this is an 'Interact' section with 'Breakout Groups'. The bottom status bar shows user avatars, a mute icon, a video icon, a chat icon, and a user profile for 'amal Alshom...'. A bottom-most bar contains a Creative Commons license icon (CC BY NC SA) and a close button.



Virtual Classes in Blackboard Collaborate Ultra

The Share Application

Share your screen

eu.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen Application Window Chrome Tab

Choose the application to share

☐ Share audio

Share Cancel

Share Content

Primary Content

- Share Blank Whiteboard
Sharing whiteboard
- Share Application/Screen

Secondary Content

- Polling
- Timer

Interact

- Breakout Groups



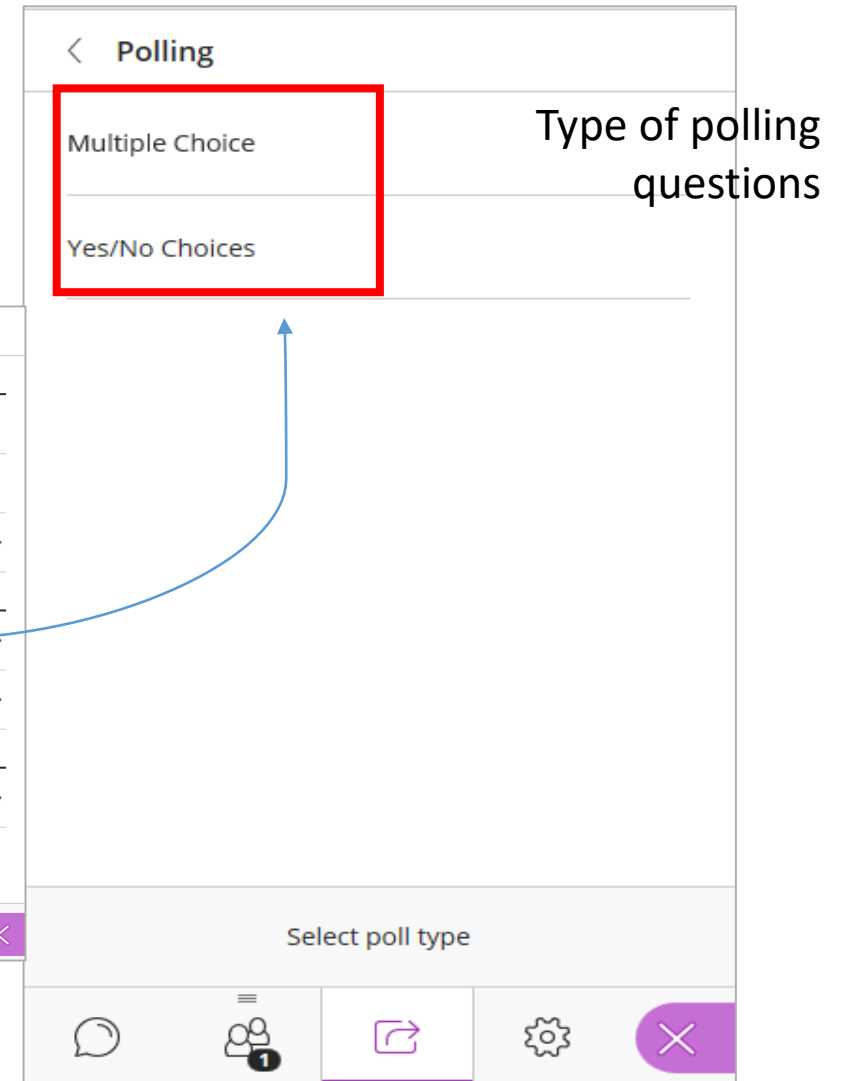
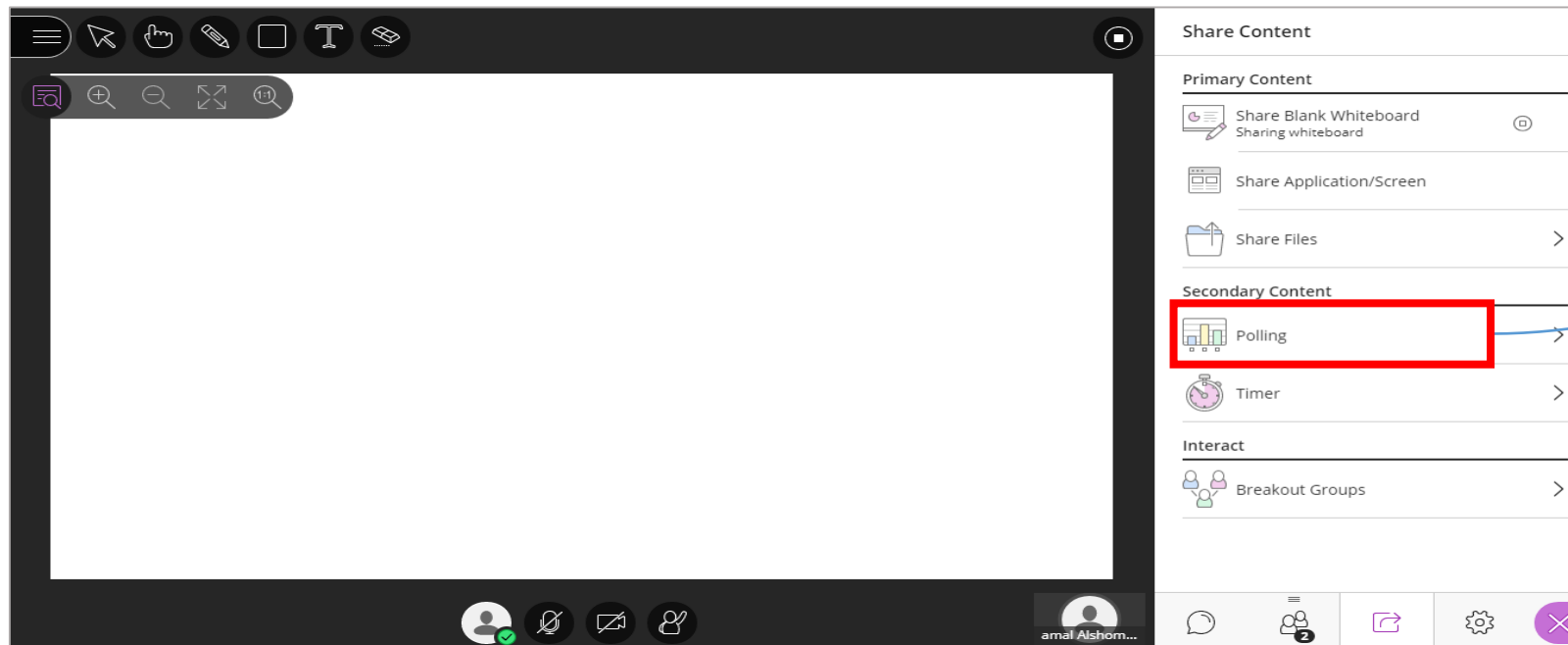
Virtual Classes in Blackboard Collaborate Ultra

Upload the content

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a large white canvas with a toolbar at the top containing icons for navigation and drawing. Below the canvas is a status bar with icons for user status, microphone, video, and chat. On the right side, the 'Share Files' panel is visible. It features a red-bordered box around the 'Add Files' button, which includes a plus icon and the text 'Add Files'. Below this button, it says 'Drag image, PowerPoint, or PDF files. Or select to choose files.' At the bottom of the 'Share Files' panel, there is a 'Share Now' button, also highlighted with a red box. The bottom of the interface shows a navigation bar with icons for chat, participants (showing 2), a share icon, settings, and a close button. A user profile for 'amal Alshom...' is visible in the bottom right corner of the canvas area. A Creative Commons license logo (CC BY-NC-SA) is located in the bottom left corner.

Virtual Classes in Blackboard Collaborate Ultra

The Voting:





Virtual Classes in Blackboard Collaborate Ultra

The Voting:

< Polling

Is learning a reciprocal process?

① Yes

② No

Cancel Start

Chat Participants Share Settings Close

Vote with
yes/no



Virtual Classes in Blackboard Collaborate Ultra

The Voting:

The screenshot displays the Blackboard Collaborate Ultra interface. A poll window is open in the center, titled "Is learning a reciprocal process?". The poll shows three options: "No Response" with 1 vote, "Yes" with 0 votes, and "No" with 0 votes. Below the poll options, there is a "Lock Poll" button and a button labeled "End the voting". The poll window is highlighted with a red border. To the right of the poll window, the word "Answer" is written. Below the poll window, there is a "Results" button. The sidebar on the right contains several sections: "Share Content" with options like "Share Blank Whiteboard", "Share Application/Screen", and "Share Files"; "Secondary Content" with options like "Polling" (Active: Yes/No Choices), "Timer", and "Interact" with "Breakout Groups". The bottom of the interface features a toolbar with icons for user, mute, video, chat, poll, and settings. The poll icon is highlighted with a red border.

Is learning a reciprocal process?

Response	Count
No Response	1
Yes	0
No	0

Lock Poll

End the voting

Results

Share Content

Primary Content

- Share Blank Whiteboard
- Share Application/Screen
- Share Files

Secondary Content

- Polling (Active: Yes/No Choices)
- Timer

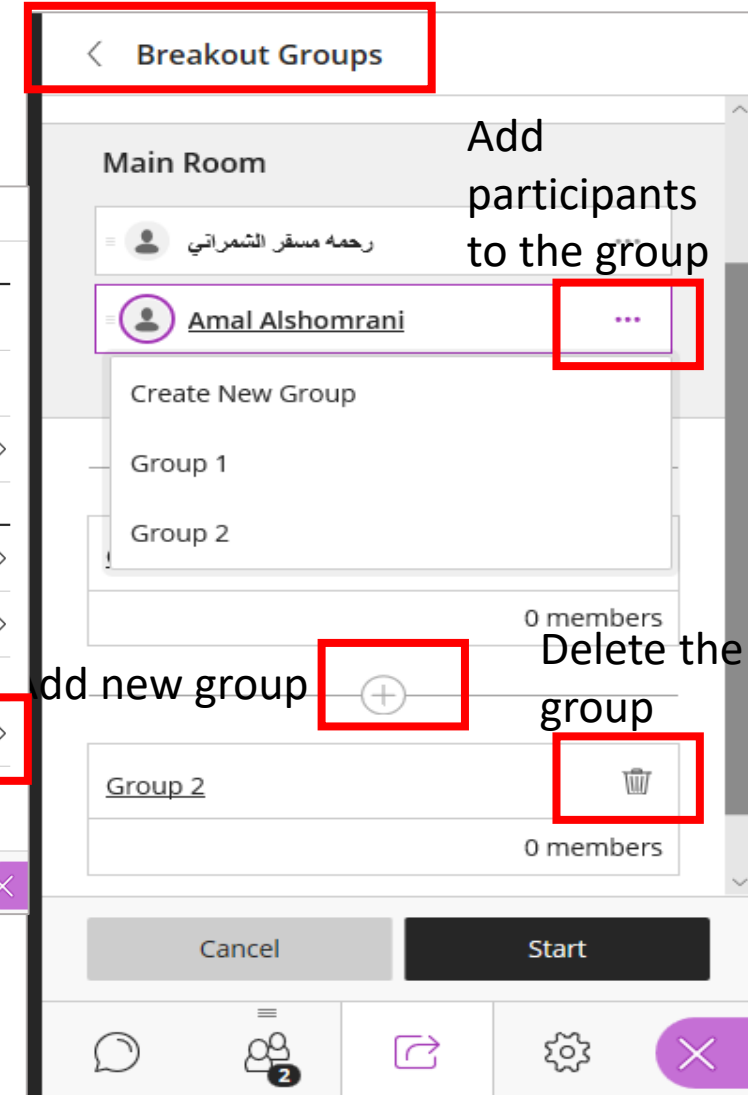
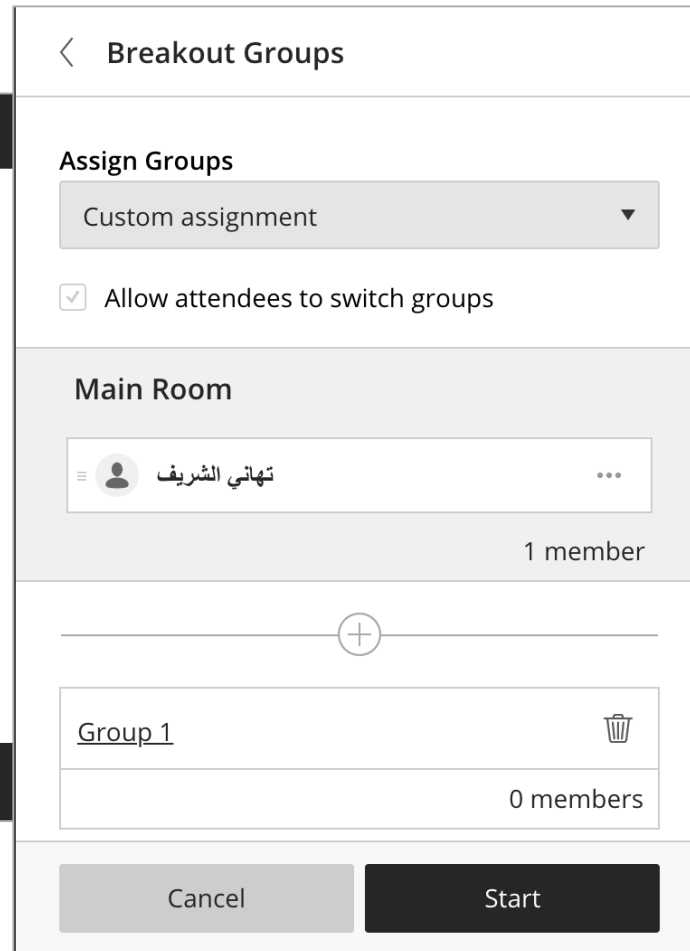
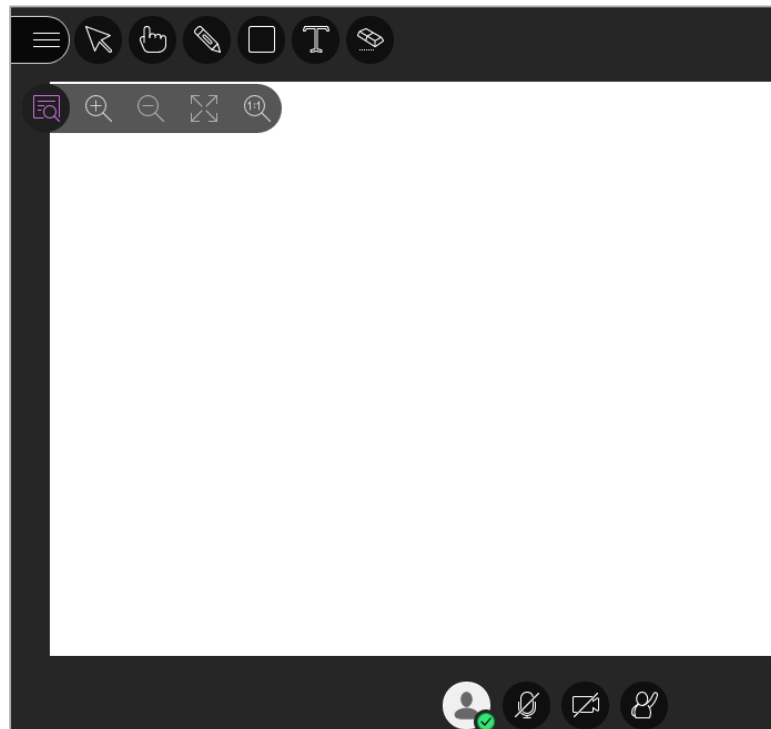
Interact

- Breakout Groups



Virtual Classes in Blackboard Collaborate Ultra

Breakout groups






Virtual Classes in Blackboard Collaborate Ultra

Set the notification inside the virtual class

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



Room Empty
You are the only one in the room.

Done

My Settings

رحمه مسقر الشمراتي
Moderator

Audio and Video Settings

Notification Settings

Session Settings

Report an issue

Settings icon (gear) highlighted in the bottom toolbar.

**Extract The Attendance list after
the session ends**

Session Report

Blackboard Collaborate Ultra





Virtual Classes in Blackboard Collaborate Ultra

The Attendance List

new session
3/17/20, 2:46 PM - 3/18/20, 4:46 PM (in progress)

- Join session
- Anonymous dial in:
+442033189610 PIN: 461 118 1428
- Edit settings
- View reports**
- Delete session
- Copy guest link



Virtual Classes in Blackboard Collaborate Ultra

The Attendance List

×

Reports: new session

Filter by All Reports ▾

Start time	End time	Attendees	Duration	Attendance
3/17/20, 2:53 PM	3/17/20, 3:10 PM	1	00:16:01	View report

×

< new session Report

Session details
Tuesday, March 17, 2020
2:53 PM — 3:10 PM

Attendees
1

Average time in session
00:10:34

Tools
Export Report
[Printable](#)
[Export to CSV](#)

Support
Session ID
id:cdb9c49db36d44269e76f5b27075774f, instance:6418e92

Q

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
تهاني الشريف	Moderator	Integration	2:54 PM	3:04 PM	00:10:34	1



Thanks for listening



Training Unit

Ddlg.train@kau.edu.sa

Ex:26029-72858