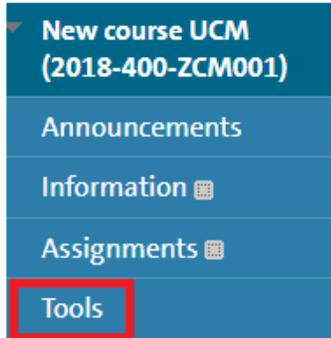


How to use Blackboard Collaborate Ultra

1. Use Google Chrome
2. Go to <https://eleum.maastrichtuniversity.nl/>
3. Login with your UM account
4. Click on the course you want to use Collaborate Ultra with
5. Click on Tools

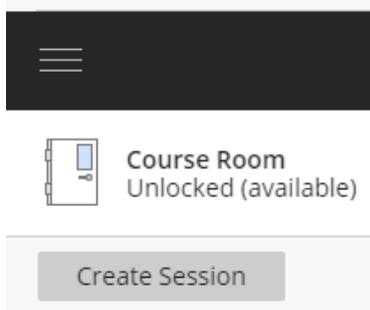


6. Click on Blackboard Collaborate Ultra



Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.

7. Click on Create Session



8. Give the Session an name and fill in the event details such as date and time
9. Under Session settings change the following settings to disable sharing audio/video by participants

Session Settings



Default Attendee Role

Recording

- Allow recording downloads
- Anonymise chat messages

Moderator permissions

- Only show profile pictures for Moderators

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

10. After this you can copy the Guest link to share with participants

Anonymous dial in:

Guest access

Guest role

Guest link

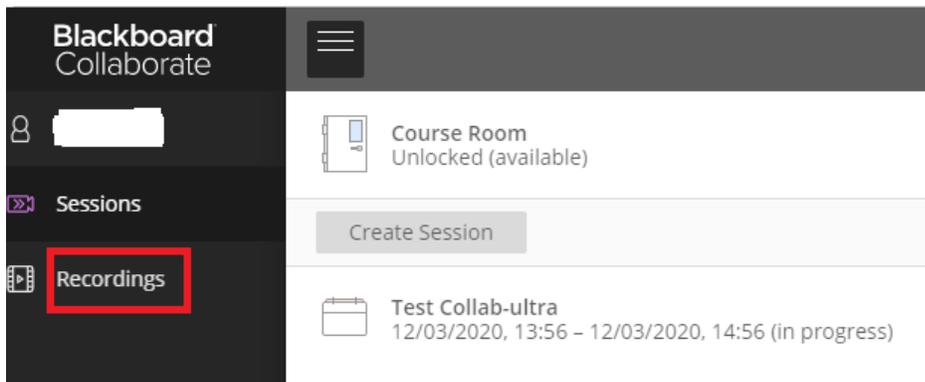
11. During the session you can make an recording of the session by clicking on the session icon in

the top left corner:

12. Click on “ Opname starten “ or “ Start Recording “

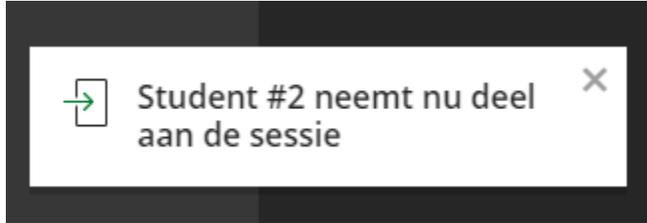


13. The recording will take several hours to process, You can find the recording when you go back to the page where you created the session and click on option icon, then select recordings

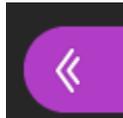


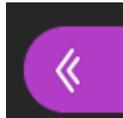
If you setup Collaborate Ultra with the instructions, a participant won't be able to use his microphone/camera during the session. You can give this participant extra privileges to give speaking/camera time. Afterwards you can remove the extra privileges

Once a participant joins the session, you will see a popup showing the participants name.



This is the default view of a participant; you can see they can only raise their hand to ask for speaking/camera time.



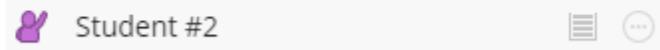
You can search for this participant if you click on  in the bottom right corner.

This will show the menu:

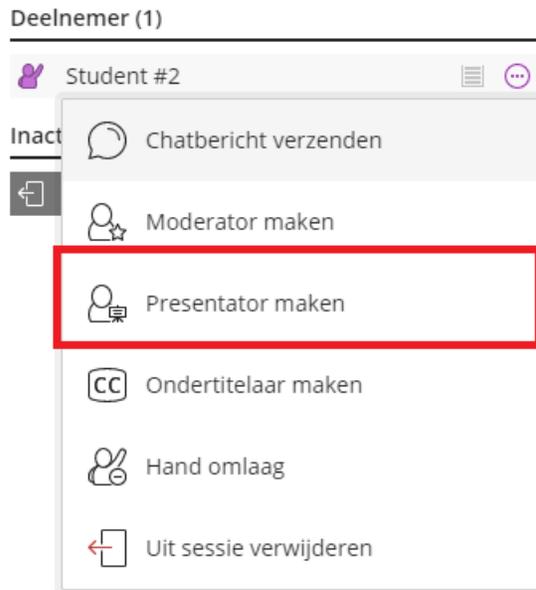


You can see there are 2 participants in this session. Click on the button with the red square around it to show the participants:

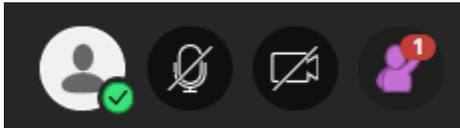
Deelnemer (1)



Click on the three dots to show the options for this participant and choose "Presentator maken"



Now the participant has more options available and can start using the microphone or webcam.



Just remember to remove the privileges after the participant is done with the microphone/camera by clicking on the three dots and choose “ Deelnemer maken “

