

Welcome to the webinar,
*Collaborate: Settings, Virtual Office Hours, and
Breakout Rooms.*

We will begin the session shortly.

If you are not logged in with identifying information, you may be removed from the session. Please rejoin and when prompted enter in your first name, last name, and college.

Audio has been disabled. Enter all questions in the Chat panel.



Open the Collaborate Panel for more settings.

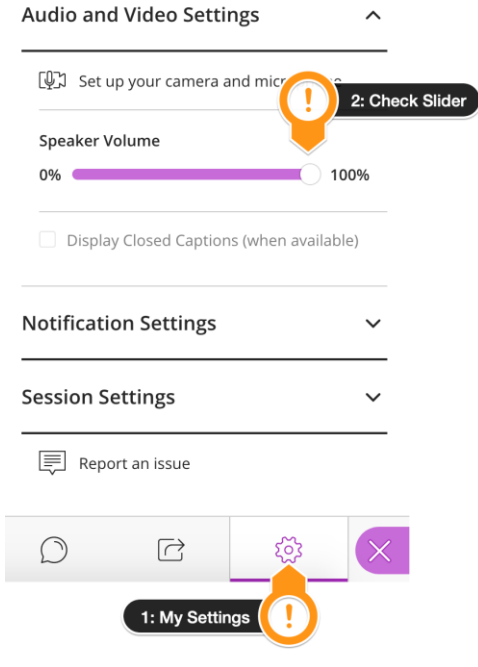


Select the Chat bubble (first icon) to open the Chat panel.

NOTE: Chrome and Firefox are the recommended browsers for the best Collaborate experience.

Sound Check in Progress

- If you are having issues with sound:
 - we recommend **Chrome** or **Firefox** for the best experience
 - make sure your browser tab is not muted (unmute site / unmute tab option when right clicking the session tab)
 - refresh your browser window
 - make sure your session sound is turned up to 100% (go to the settings cog to check)





Technical College System of Georgia

**Collaborate:
Settings, Virtual Office Hours,
and Breakout Rooms**

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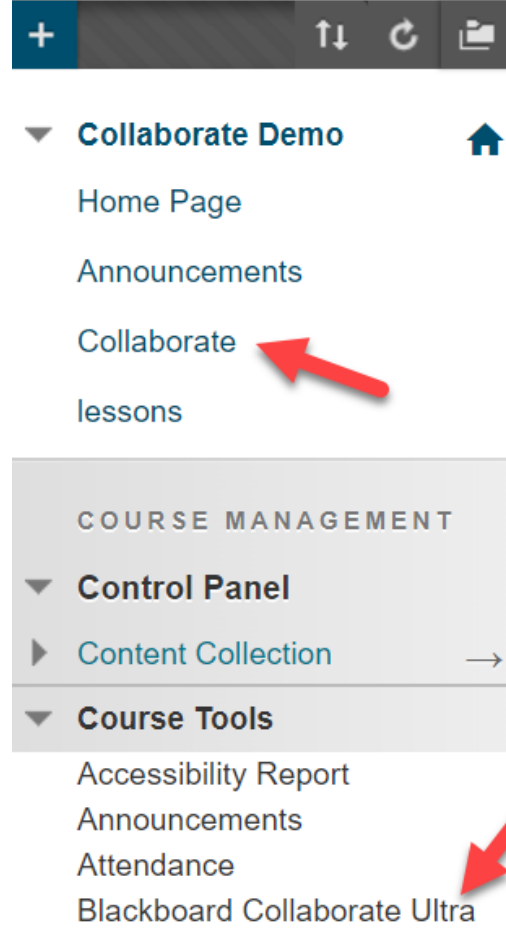
Blackboard Reminders

- If you do not yet have access to Blackboard or do not have access to a Blackboard course, please reach out to your contact person for Economic Development or Adult Education.
- Your contact person will let you know when your access will be available.
- If your course is copied from a Master, go into the course before the start of the term to make sure everything looks correct and is working the way it should.

Collaborate Ultra Overview

- Settings that are available to you in Blackboard Collaborate Ultra
<https://help.blackboard.com/Collaborate/Ultra>
- How to set up Virtual Office Hours
- Using Breakout Rooms for presentations, individual sessions and groups.

Using Collaborate in Blackboard



Creating a Collaborate Session

The screenshot displays the Blackboard Collaborate 'Sessions' management interface. On the left, a sidebar shows a 'Course Room' (unlocked) and a 'Create Session' button. Below, a session titled 'Virtual Office Hours' is listed as 'in progress' for 6/9/20, 7:11 AM to 8:11 AM. The main panel shows the configuration for this session:

- Title:** Virtual Office Hours
- Action:** Join session
- Anonymous dial in:** +1-571-392-7650 PIN: 491 380 5062
- Dial In:** (button)
- Guest access:**
- Event Details:**
 - Start:** 6/9/20, 7:11 AM
 - End:** 6/9/20, 8:11 AM
- Buttons:** Delete, Save

Blackboard Collaborate Ultra Settings

Event Details ✕ ▼

Session Settings ▲

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

Delete Save

Blackboard Collaborate Ultra Options

- Share Screen
- Share Content
- Breakout Rooms

Share Content

Primary Content



Share Blank Whiteboard



Share Application/Screen



Share Files



Secondary Content



Polling



Interact



Breakout Groups

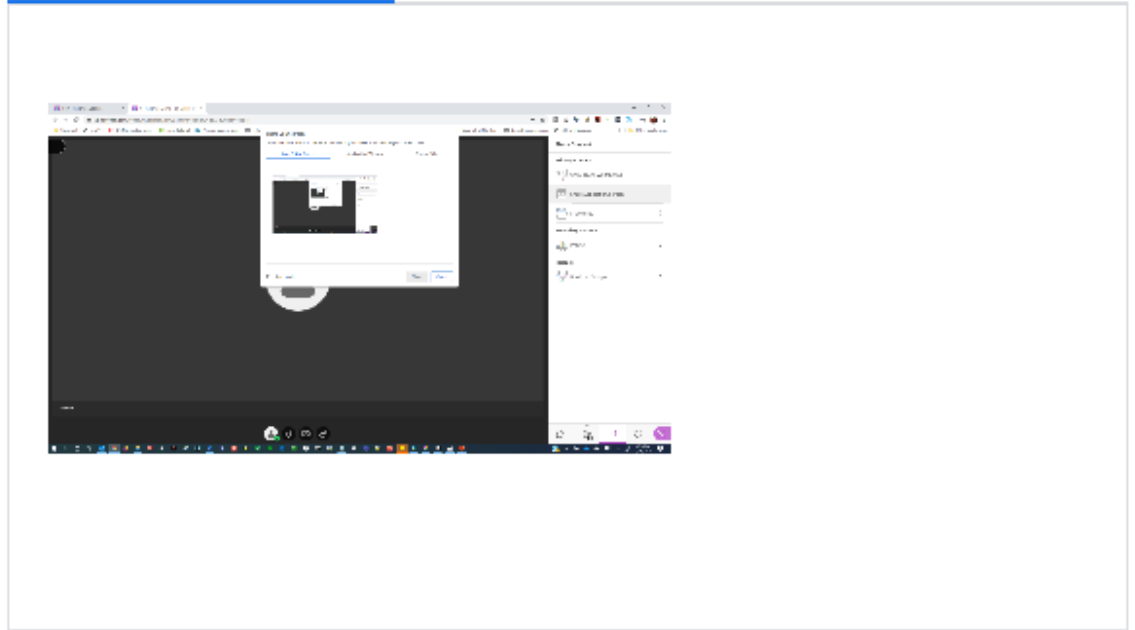


us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab



Share audio

Share

Cancel

Share Screen

Share Content

Share Content

Primary Content



Share Blank Whiteboard



Share Application/Screen



Share Files



Secondary Content



Polling



Interact



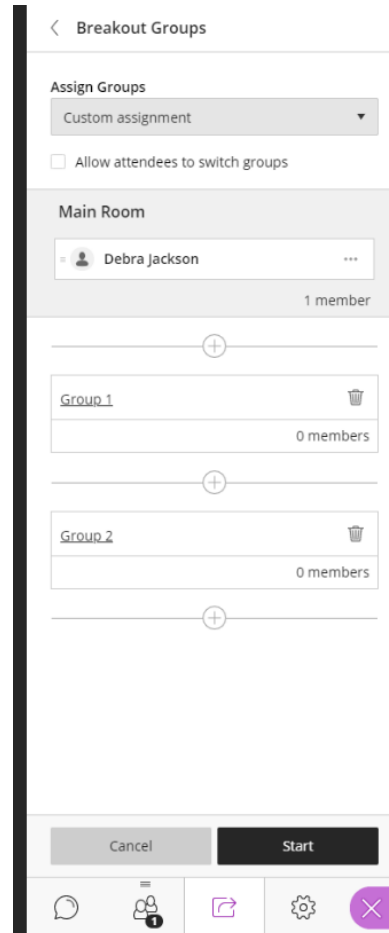
Breakout Groups



Virtual Office Hours/Sessions

- **Privacy is possible.**
- **Utilize your settings power.**
- **Invite outsiders in.**
- **Ensure students know how to find and use Collaborate.**
- **Record your sessions.**

Breakout Rooms



Settings in Breakout Rooms

The screenshot displays a Zoom breakout room interface. The main area shows two video thumbnails for participants labeled 'guest' and 'guest2'. On the right, a sidebar shows '3 Attendees' and 'Breakout Groups'. The 'Main Room' section lists 'Moderator (1)' as 'Debra Jackson' and 'Participants (2)' including 'guest'. A context menu is open over the 'guest' participant, showing options: 'Send a chat message', 'Move to another group', 'Make moderator', 'Make presenter', 'Make captioner', and 'Remove from session'. The bottom toolbar includes icons for profile, mute, video, and chat.

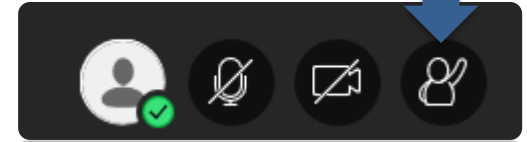
Collaborate Ultra Resources List

Main Collaborate Link - <https://help.blackboard.com/Collaborate/Ultra>

- [Blackboard Collaborate Ultra – Moderator – Breakout Groups](#)
- [Blackboard Collaborate Ultra – Moderator – Cheat Sheet](#)
- [Blackboard Collaborate Ultra – Participant – Bb Student App](#)
- [Blackboard Collaborate Ultra – Participant – Cheat Sheet](#)
- **Blackboard Resources**
- *Disclaimer: All TCSG colleges currently use Blackboard's Original Course View. Some of the features and tools of Blackboard that are discussed in the Blackboard resources may not be available at your college. Check with your POC (Distance Ed Contact) for questions about tool availability.*
- [Start Here With The Basics Moderator](#)
- [Roles](#)
- [Call into a Session](#)
- [Record Sessions - Moderator](#)
- [Use Audio and Video](#)
- [Use Chat - Moderator](#)
- [Tools for Moderators](#)
- [Session Best Practices](#)
- [Session Settings](#)
- [Presenting in Collaborate](#)
- [Breakout Groups](#)
- [Polls](#)
- [Recordings - Participants](#)

Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once you have been granted access press the microphone icon to turn on your microphone – a live microphone will not have a line through the icon.

