# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Blackboard Collaborate Ultra</td>
<td>2</td>
</tr>
<tr>
<td>Creating a Course Tool Link</td>
<td>3</td>
</tr>
<tr>
<td>Getting Started with Blackboard Collaborate</td>
<td>5</td>
</tr>
<tr>
<td>Adding An Avatar in Blackboard Collaborate</td>
<td>7</td>
</tr>
<tr>
<td>Sharing Computer Audio with Blackboard Collaborate</td>
<td>9</td>
</tr>
</tbody>
</table>
Creating a Course Tool Link

The instructions below show how to add a Tool Link to the course menu found on the left side of a Blackboard course.

1. Click on the circle-plus icon (1) on the upper left-hand corner of the course menu.

2. Click Tool Link from the resulting menu (2).

3. Give the Tool Link a name (3).

4. Pull down the Type menu and select the desired tool to link to (e.g. Blackboard Collaborate Ultra) (4).

5. Check the box Available to Users (5) if you want your students to have access to the tool.

You can create a Tool Link for various Blackboard tools including but not limited to:

- Announcements
- Blackboard Collaborate Ultra
- Blackboard Help
- Blogs
- Calendar
- Cengage Learning MindLinks™ Tools
- Contacts
- Course Messages
- Discussion Board
- Email
- Glossary
- Goal Performance
- Groups
- Journals
- McGraw-Hill Higher Education
- Media Gallery
- My Grades
- Panopto Course Tool Application
- Pearson's MyLab & Mastering (Tools)
- Portfolios Homepage
- Purchase Course Materials
- Research & Adopt Course Materials
- Roster
- SensuasAccess
- Tasks
- Tools Area
- Wikis

3. Click Submit.

4. The link will appear on the course menu on the left side of the course.

5. Click the tool link to access the tool.
Getting Started with Blackboard Collaborate

Students Note: Not every class uses Collaborate. If you don’t see it in your class, confirm with your instructor that they have made it available and expect you to use it.

Blackboard Collaborate is a simple, convenient, and reliable web conferencing solution built into Blackboard. Faculty can add files, share content, and use a virtual whiteboard to interact. It opens right in the browser, so you don’t have to install any software to join a session. The videos and information below give an overview of the general interface and features. More details about other features can be found in Blackboard Collaborate's documentation. Faculty who want to use Collaborate in their course first need to create a Tool Link as described in Article 618: Creating a Course Tool Link. Once created, the link will appear on your course menu for students and faculty. Click on the link to access the Collaborate tool. By default a Course Room is created. This room can be for all sessions or faculty can schedule individual sessions. Click on the icon and then Join Course Room to access the room.

Note: If faculty engage the Guest participant feature, they can copy a link to give to non enrolled members. The link is accessible without an eastern account, so please be cautious when sharing it. The feature can be turned off once the guest no longer needs access.

The following video gives an overview of the basic collaborate interface.

Having a social presence can be critical to a successful online learning experience. Something as simple as adding a profile image can make learners more comfortable with participating online. Collaborate remembers your choice. You don’t have to do this again from the same device or browser, unless you clear your cache. The following video shows how to add an image to your profile.

The following video explains two ways you can share your PowerPoint presentations.

Breakout rooms are created from within the room, either automatically or manually. The video below shows how faculty can use breakout rooms for groups.
Users and change their status and give feedback using the buttons at the bottom of the room. Change your status to away or let others know how you feel about something said or shared in the session. Feedback appears with an attendee’s profile picture on the main stage, in the Attendees panel, and in Chat. After 30 seconds the feedback disappears. The Away status stays until you return and select I’m back! A summary of the feedback selected appears under the panel heading. It shows the current feedback with a count of attendees using it. You can sort the attendees by feedback in the Attendees panel. For example, if you want to know who is happy about what was said, select Happy under the Attendees heading. Only those who are happy appear.
Adding An Avatar in Blackboard Collaborate

This article covers how to add an avatar (a stationary image) for your profile picture in Blackboard Collaborate. Chrome is the preferred browser when using Collaborate.

Note: The process is browser-based and the setting will only take effect for the one browser. If you have multiple browsers (Chrome, Firefox, Safari, and Edge) on a device you’ll need to upload your avatar in each browser. The article only pertains to Blackboard Collaborate’s environment and not Blackboard’s LMS environment.

1. Click the purple tab at the bottom right corner of the Collaborate window to open the Collaborate Panel.

2. On the My Settings tab, click the avatar icon.

3. Upload your desired profile picture (or capture a photo from the camera if available) in the resulting panel.

4. Crop and center image as needed. Click I Like It! when done.
5. Click Save to retain your profile picture settings.
The following are instructions for Sharing computer audio within the Share Application/Screen option under the Collaborate Panel.

Chrome is the preferred browser for video and audio sharing in Blackboard Collaborate. Therefore use Chrome as your browser for the best results.

1. From the Collaborate Panel go to Share Application/Screen. Click on the Share Content icon (1) and then click the Share Application/Screen menu option (2).

2. From the resulting pop-up window, you'll see three options: (A) Your Entire Screen, (B) Application Window, and (C) Chrome Tab. You are presented with the Share audio setting on only two of these options (A) Your Entire Screen and (C) Chrome Tab.

   NOTE: the (B) Application Window does not offer the Share Audio setting. If you need to share the audio within an application you'll need to select Your Entire Screen as your option.

3. To share the computer audio, select the screen/tab you want to share and click the Share Audio setting. Once you've selected a source, the Share button will activate and turn blue. Click the blue Share button.

   A. Your Entire Screen
On the Entire Screen Tab

On the Chrome Tab