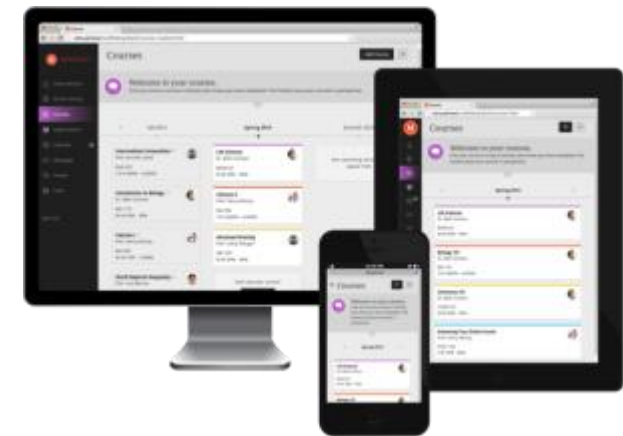




# Blackboard collaborate™



- Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact.
- No software installation required to join sessions.
- While Collaborate supports all browsers, Chrome™ or Firefox® gives you the best experience



## Steps to Login

- Go to [My LaGuardia for Faculty & Staff](#) and click on [Blackboard](#):

The screenshot shows the 'My LaGuardia for Faculty & Staff' website. At the top left is the LaGuardia Community College logo. The page title is 'My LaGuardia for Faculty & Staff'. In the top right, there are links for 'HOME' and 'LAGUARDIA HOME PAGE', and a 'Beta Tell us what you think!' banner. Below the header, a welcome message reads 'Welcome Ramon De Los Santos!'. A red banner contains 'ALERTS AND ANNOUNCEMENTS: LaGuardia Today Alerts'. The main content area is divided into several sections: 'Discussion Forums' with links like 'Portal Talk' and 'Advisement 2.0'; 'Request Support' with links like 'IT HelpDesk' and 'Print Shop'; and a central menu with tabs for 'eTools', 'Student Engagement', and 'SharePoint Sites'. The 'Academics' tab is active, showing a list of links including 'Blackboard', 'CUNY Virtual Desktop Applications', 'Degree Audit', 'ePortfolio / Digication', 'Faculty Scholarship', 'Grade Change', 'Library Databases', and 'Web Attendance'. A red arrow points to the 'Blackboard' link. To the right of the Academics list is an 'Administrative' section with links like 'CUNYfirst', 'CUNY Portal', 'Email - Outlook Web Access', 'Facilities - Floors Plans', 'FACTS', 'Research Foundation', 'My Personal Folder', 'Strategic Planning', and 'Manage My CUNY Wallet Credentials'. At the bottom, there is a 'Calendar of Events' section.

## Steps to Login: Continued

- After submitting your password, you will be taken to the screen below and you will need to find [LaGCC ASAP Program](#) under My Organizations:

The screenshot displays the Blackboard Collaborate user interface. At the top, the navigation bar includes links for Home, Help, Content Collection, LaGuardia Library, Queens College, Web Attendance, Blackboard Resources, and LaGuardia Website. The user's name, Ramon De Los Santos, is visible in the top right corner. Below the navigation bar, the main content area is divided into several sections:

- CUNY Virtual Desktop:** A section for accessing software like SPSS, SAS, Mathematica, and Matlab from home or a laptop.
- CUNYfirst MyInfo:** A section for finding key information like class schedules and textbooks.
- Tools:** A list of tools including Announcements, Calendar, Tasks, My Grades, Personal Information, Update Email, and Goals.
- Course Search:** A search bar with a 'Go' button.
- My Courses:** A section indicating that the user is not currently enrolled in any courses.
- My Organizations:** A section listing organizations where the user is a Participant (Leadership Program 2017) and an Organization Leader (LAGCC ASAP Program). An orange arrow points to the 'LAGCC ASAP Program' link.
- Hostos Community College Logo:** A section for the Hostos Community College logo.
- CitizenCUNY:** A section for news and updates from CUNY.
- Hostos EdTech Faculty Support:** A section for the Hostos Office of Educational Technology, featuring the EdTech logo and a link to a 'Faculty Talk About Blac...'.

## Steps to Login: Continued

- While in Home Page, select **tools** and **Blackboard Collaborate Ultra**:

The screenshot shows the Blackboard Home Page. The top navigation bar includes 'Home', 'Help', 'Content Collection', and 'LaGuardia Library'. The main content area is titled 'Home Page' and contains sections for 'My Announcements', 'My Tasks', and 'What's New'. The left sidebar menu is expanded, showing options like 'LAGCC ASAP Program', 'Home Page', 'Welcome', 'Help for Your Family, Help Yourself', 'Topics of Interest', 'Tutoring Services', 'Group Advisement', 'Discussions', 'Tools', and 'Help'. A red arrow points to the 'Tools' option in the sidebar.

The screenshot shows the Blackboard Tools page. The top navigation bar includes 'Home', 'Help', 'Content Collection', 'LaGuardia Library', and 'Queens College'. The main content area is titled 'Tools' and contains several tool options: 'Achievements', 'Announcements', 'Barnes & Noble Textbook Tool', 'Blackboard Collaborate Ultra', and 'Blackboard Help for Students'. The left sidebar menu is expanded, showing options like 'LAGCC ASAP Program', 'Home Page', 'Welcome', 'Help for Your Family, Help Yourself', 'Topics of Interest', 'Tutoring Services', 'Group Advisement', 'Discussions', 'Tools', and 'Help'. A red arrow points to the 'Blackboard Collaborate Ultra' option in the main content area.

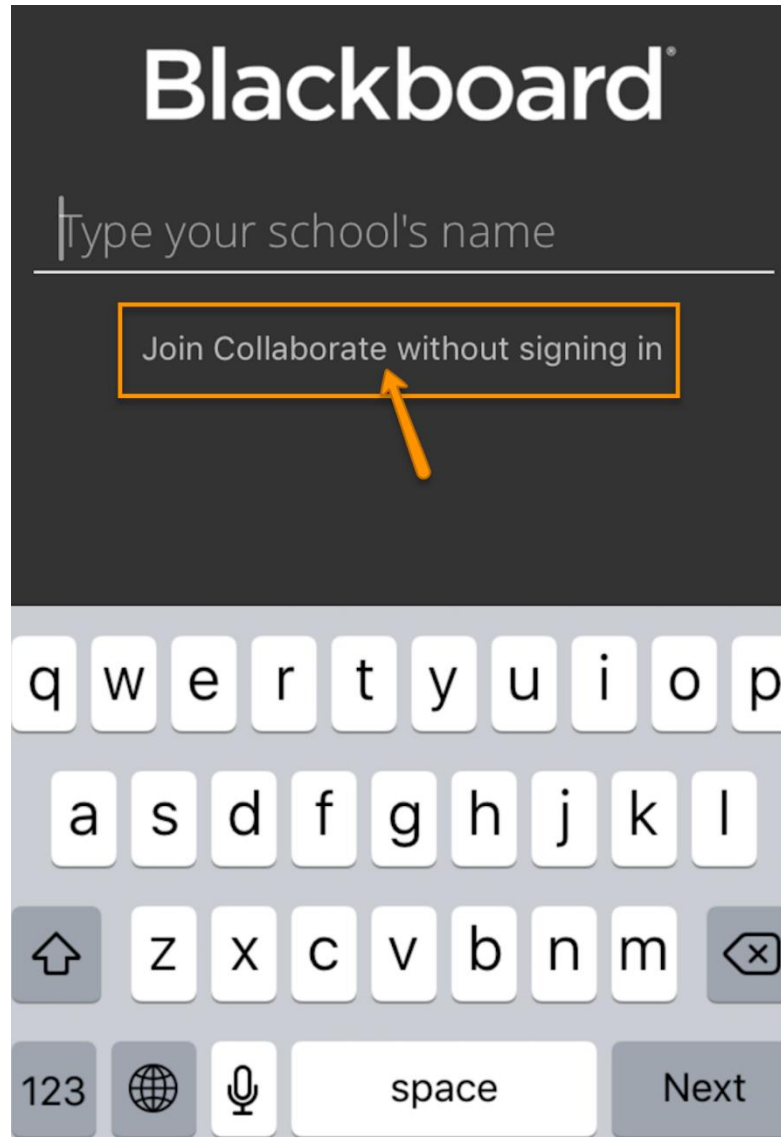
# Creating a Session

The screenshot shows the Blackboard Sessions interface. At the top, there is a navigation bar with a menu icon, the word "Sessions", and a search icon. Below this is a sub-header "Show All Upcoming Sessions" with a dropdown arrow and a help icon. The main content area features a "Course Room" section with a "Join room" button. Below this, a message states "You can create your own scheduled sessions." and a "Create Session" button is highlighted with a red arrow and the number 1.

This screenshot shows the configuration page for a session titled "ASAP Test I". It includes a "Guest access" section with a checked checkbox and a "Guest role" dropdown set to "Participant". The "Guest link" is "https://us.bbcollab.com". The "Event Details" section contains "Start" and "End" time pickers, a checked "No end (open session)" checkbox, and an "Early Entry" dropdown set to "15 min before start time". The "Description" field is highlighted with a red arrow and the number 2, containing the text "ASAP Staff Training Session". At the bottom, there are "Delete" and "Save" buttons.

The "Session Settings" panel is shown on the right. It includes a "Default Participant Role" dropdown set to "Participant". The "Recording" section has two unchecked checkboxes: "Allow recording downloads" and "Anonymize chat messages". The "Moderator permissions" section has one unchecked checkbox: "Show profile pictures for moderator only". The "Participants can:" section has four checked checkboxes: "Share their audio", "Share their video", "Post chat messages", and "Draw on whiteboard and files". The "Enable session telephony" section has one checked checkbox: "Allow users to join the session using a telephone". At the bottom, the "Save" button is highlighted with a red arrow and the number 3.

# Guests Sign in:



# Basic Tools - Overview

The image shows a dark-themed meeting interface. At the top left is a hamburger menu icon. In the center is a large white circle containing a grey silhouette of a person. At the bottom is a toolbar with several icons: a person icon with a green checkmark, a microphone icon, a camera icon with a slash, a hand icon, and a double-left arrow icon. Five callout boxes with orange borders and light green backgrounds point to these icons and other elements. A larger callout box on the right contains a note. The background is a dark grey rectangle.

**Session Menu**  
(Help, Log out, etc.)

**Note:** The tools below are available to all participants unless they are disabled by a *Moderator*.

Mute/Unmute Your Microphone

Start/Stop Your Camera

Raise/Lower Your Hand

**My Settings**  
(Audio, Video, etc.)

**Collaborate Panel**  
(Chat, Settings, etc.)



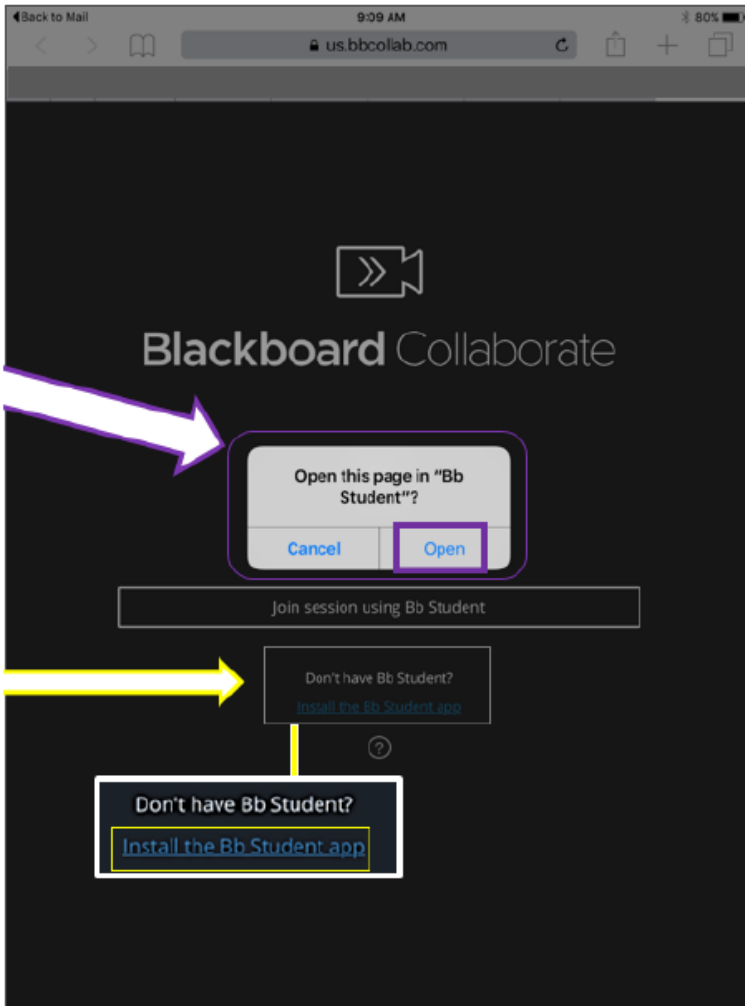
# Guest View:



Blackboard  
collaborate™



# Accessing a Session from a Mobile Device:

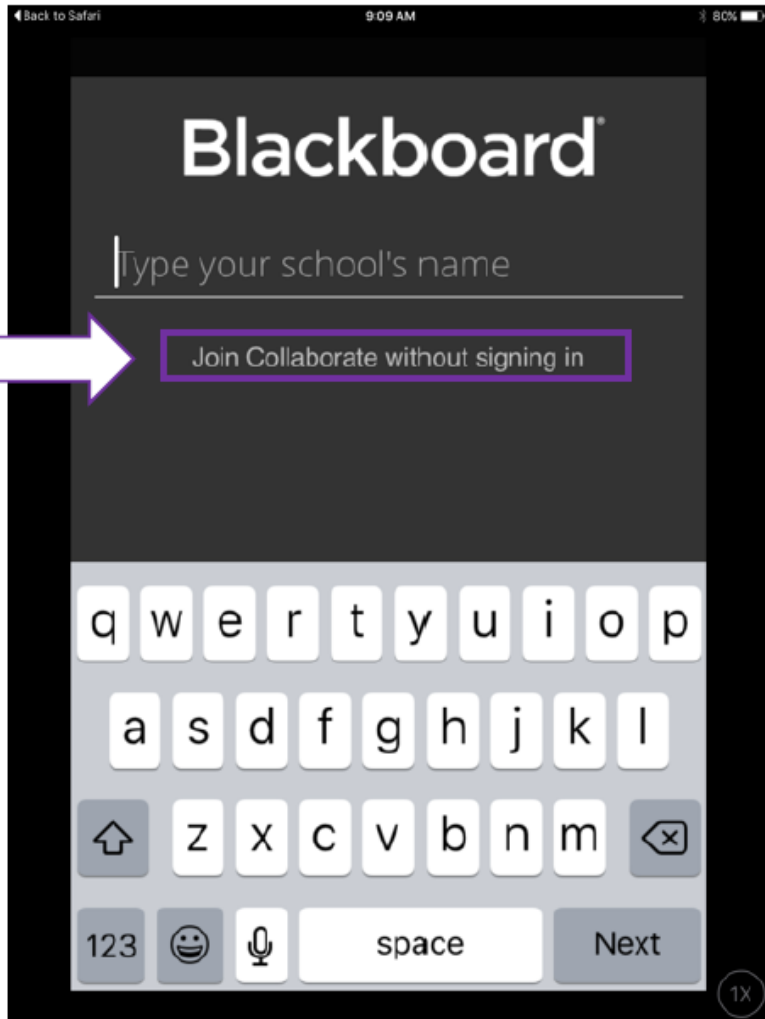


- When accessing a session from a mobile device, you will be prompted to open this page in “Bb Student”?
- If the Bb Student app has already been installed on the device, click open.

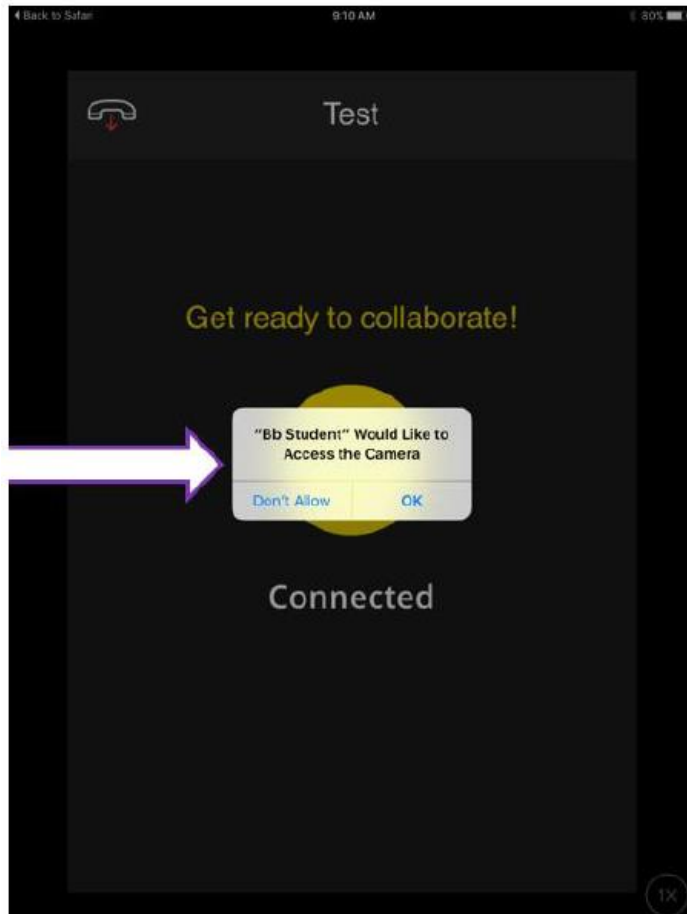


# Join Collaborate without signing in

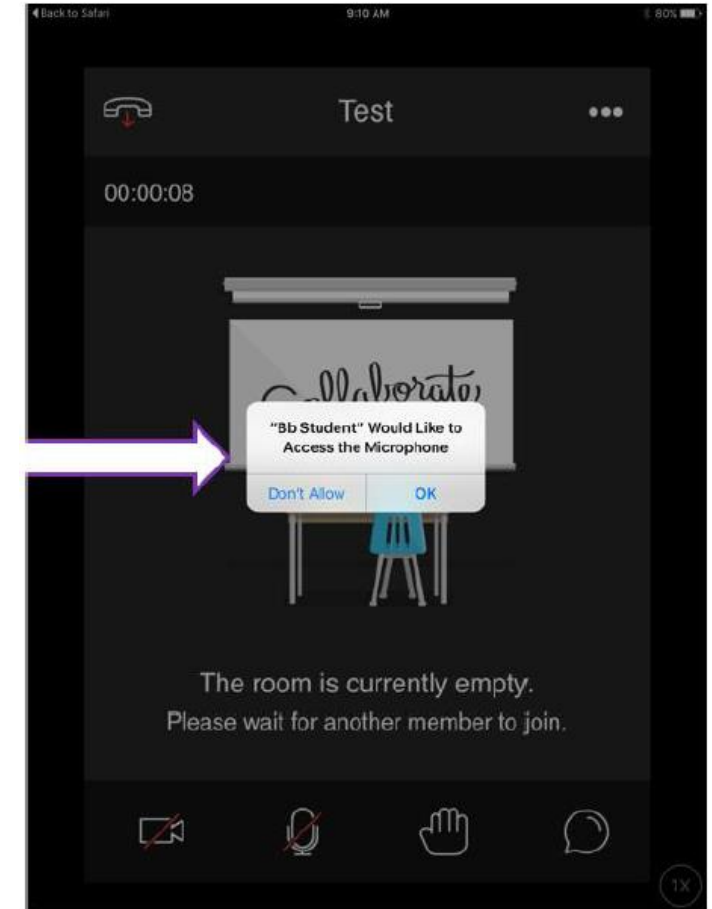
- Once the app launches, select the join Collaborate without signing in option.



## Permission to Access prompt: Camera & Microphone

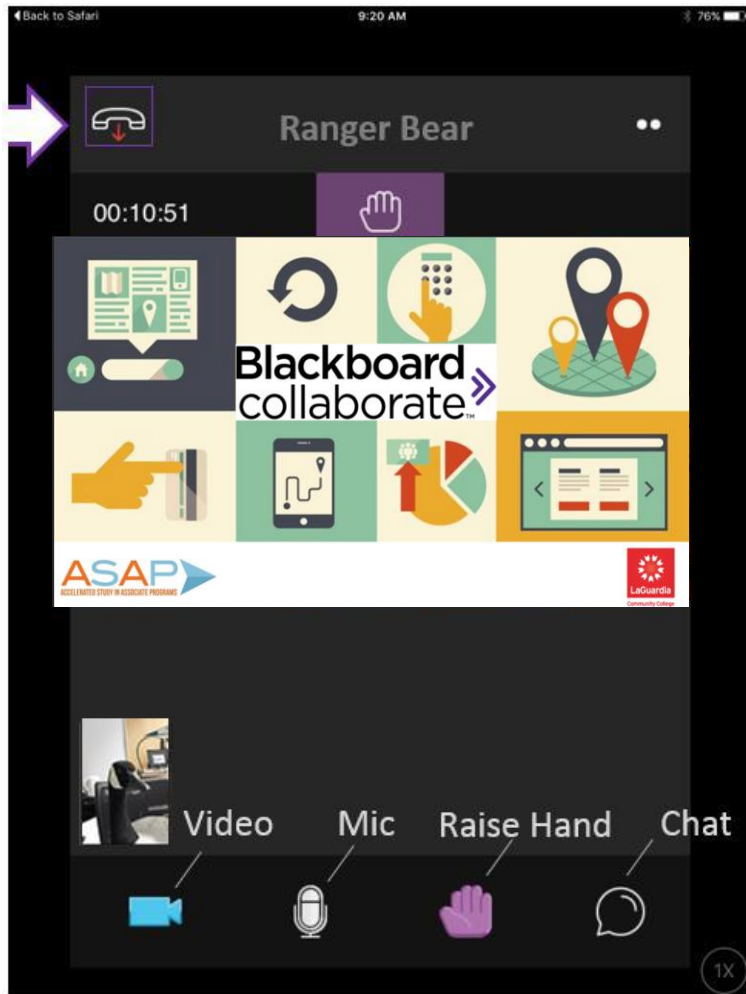
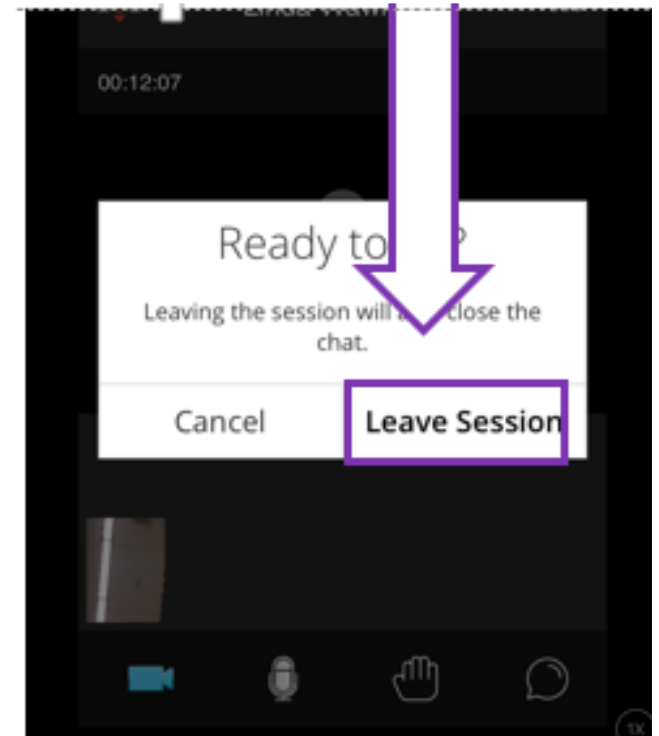


- Upon joining a session, the app will ask for permission to access the camera and microphone.
- If you don't want to share your video, select Don't allow.



## Leaving a BBC Ultra Session

- To leave a session, click on the phone icon
- From the ready to go prompt, click on Leave Session.



# Moderator View:



**Blackboard collaborate™**

**ASAP**  
ACCELERATED STUDY IN ASSOCIATE PROGRAMS

**LaGuardia**  
Community College

Blackboard Collaborate Ultra... (1/7) →



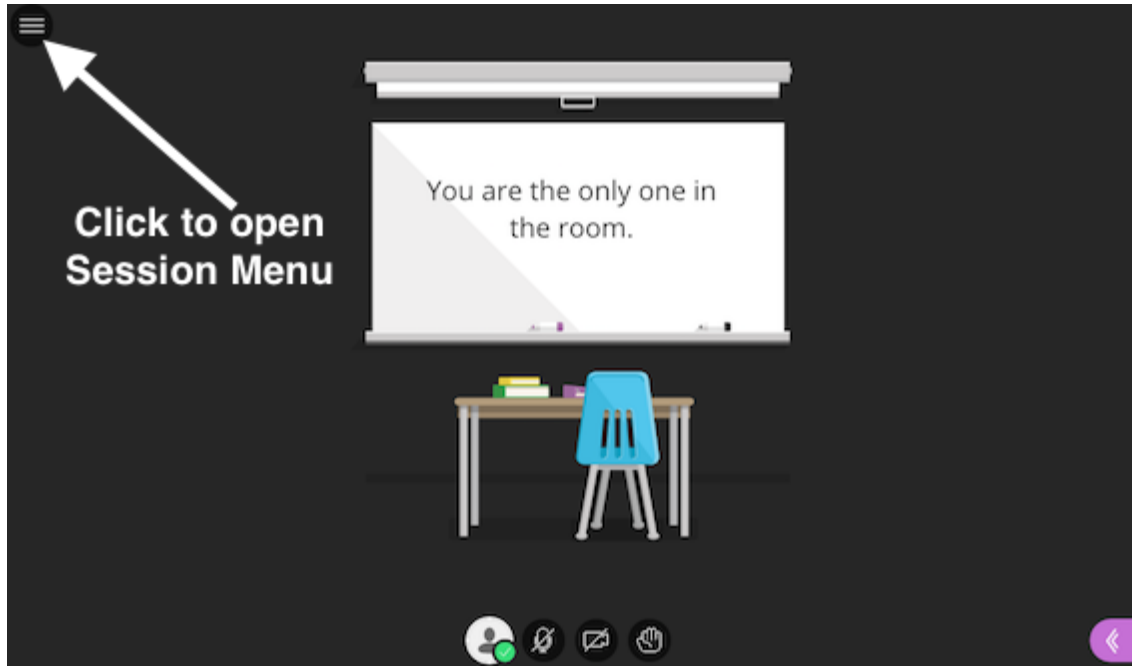
Slides

Select a slide to navigate to

- 01
- 02 **Blackboard collaborate™**
  - Blackboard Collaborate is a real-time video conferencing tool that lets you edit files, share applications, and use a virtual whiteboard to interact.
  - No software installation required to join sessions.
  - While Collaborate supports all browsers, Chrome™ or Firefox™ gives you the best experience.
- 03 **Steps to Login**
  - Go to [My LaGuardia for Faculty & Staff](#) and click on [Blackboard™](#).
- 04 **Steps to Login: Continued**
  - After submitting your password, you will be taken to the screen below and you will need to find [LaGuardia ASAP Program](#) under My Organizations.
- 05 **Steps to Login: Continued**
  - While in Home Page, select tools and [Blackboard Collaborate Ultra™](#).



# Recording a Session:



# Where can I find my participants?

20 Participants

**Moderators (2)**

- Kerry Smith
- Abel Becker

**Presenters (2)**

- Christie Banks
- Chad Goodman

**Participants (16)**

- Alexi Stanchinsky
- Rachael Warren
- Duke Ellington
- Galina Ustvol'skaya
- Hugh Shrapnel
- Julian Cochran

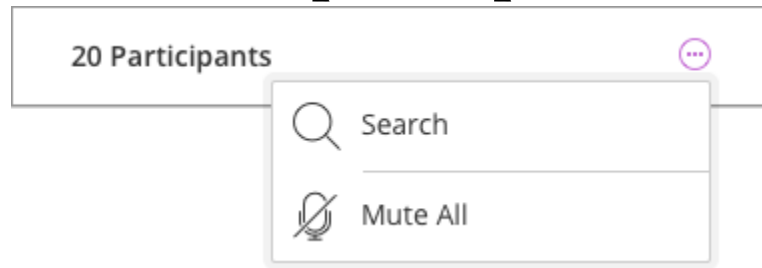
# How to keep Participants Panel open

The screenshot displays the Blackboard Collaborate interface. On the left, a video conference grid shows four participants: Maria Chapelle, Parker Cho, Peter Vaughan, and Vanessa Underwood. On the right, a chat panel is open, showing a list of messages from participants. The chat panel includes a dropdown menu for 'Chat with: Everyone', a list of messages with timestamps, and a text input field for sending messages. The bottom of the interface features a toolbar with icons for video, audio, chat, and other controls.

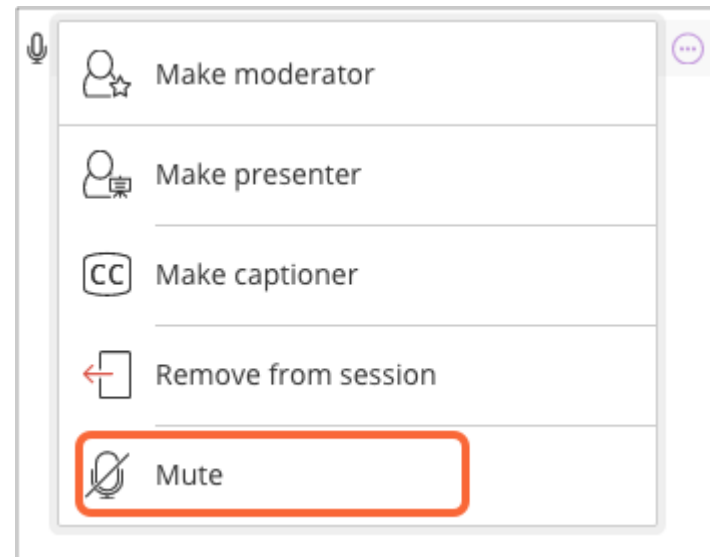


# Mute Participants

- Mute all participants



- Mute Individual participants



# Moderator Role

## What can be shared

### Share Content



Share Blank Whiteboard



Share Application



Share Files

### Secondary Content



Polling

### Interact



Breakout Groups



## Printing Attendance Report

The screenshot shows the Blackboard Collaborate interface. At the top right, there are icons for a plus sign and a question mark. Below these is a black button labeled "Join room" with a three-dot menu icon to its right. Below the button is a grey bar labeled "Ends". Underneath that, the text "N/A" is displayed with a three-dot menu icon to its right. A dropdown menu is open, showing the following options: "Edit settings" (with a pencil icon), "View reports" (with a clipboard icon and a red arrow pointing to it), "Delete session" (with a trash can icon), and "Copy guest link" (with a link icon).


# Printing Attendance Report: Continued...

×
ASAP Test I Report
🔍

**Report Time Frame**

🕒 Wednesday, March 15, 2017  
12:07 PM — 1:17 PM

**Tools**

📄 [Export Report](#)  
[Printable](#) 

**Support**

**Session ID**

id:c31bf2ae486942098512ba7a738ceac8, instance
📄

| Name                        | Join time | Exit time | Time in session |
|-----------------------------|-----------|-----------|-----------------|
| ASAP Advisor I              | 12:22 PM  | 12:58 PM  | 00:36:32        |
| Matthew Eckhoff             | 12:43 PM  | 1:14 PM   | 00:30:24        |
| Ramon Antonio De Los Santos | 12:07 PM  | 1:15 PM   | 01:07:57        |

## Printable Reports\*

### ASAP Test I Report

Wednesday, March 15, 2017 12:07 PM — 1:17 PM

| Name                        | Join time | Exit time | Time in session |
|-----------------------------|-----------|-----------|-----------------|
| Ramon Antonio De Los Santos | 12:07 PM  | 1:15 PM   | 01:07:57        |
| ASAP Advisor I              | 12:22 PM  | 12:58 PM  | 00:36:32        |
| Matthew Eckhoff             | 12:43 PM  | 1:14 PM   | 00:30:24        |

\*\*Reports can be pasted in Excel and sorted as needed.



# To show this poll

1

Install the app from  
[pollev.com/app](https://pollev.com/app)

2

Start the presentation

Still not working? Get help at [pollev.com/app/help](https://pollev.com/app/help)  
or

[Open poll in your web browser](#)



## Resources...

- <https://en-us.help.blackboard.com/Collaborate/Ultra>
- <https://www.youtube.com/user/BlackboardTV/playlists>
- <http://www2.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/blackboard-collaborate-for-students-and-faculty/>



Participant



Moderator



Administrator

