

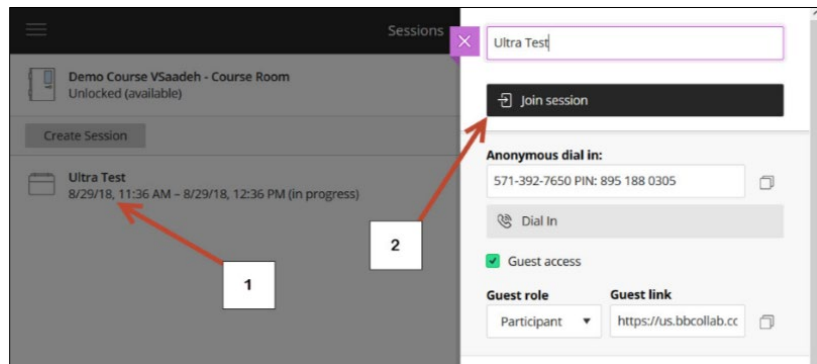
# ULTRA SESSION AS A MODERATOR

Please use Google Chrome

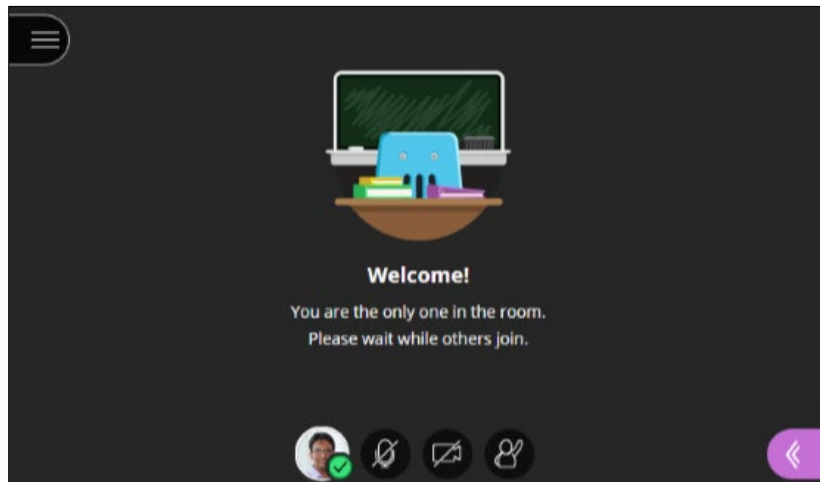


Go to your course and open Blackboard Collaborate Ultra

- 1) Click on the session
- 2) Join Session

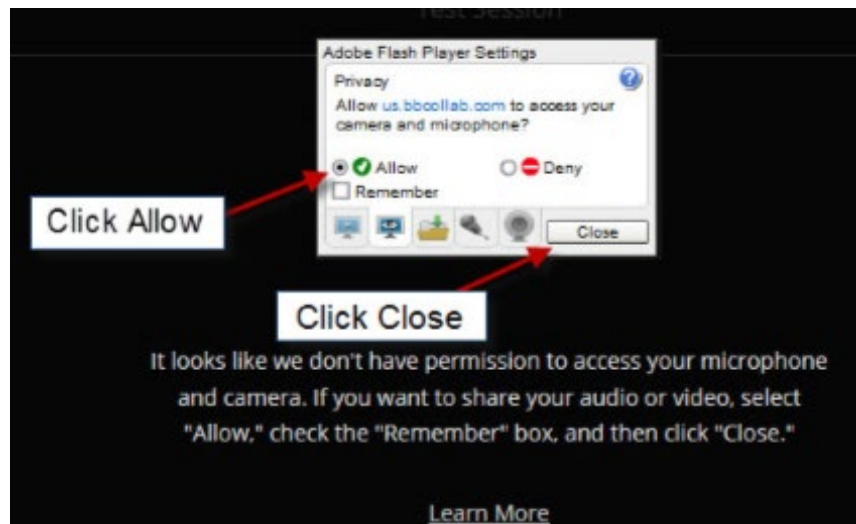
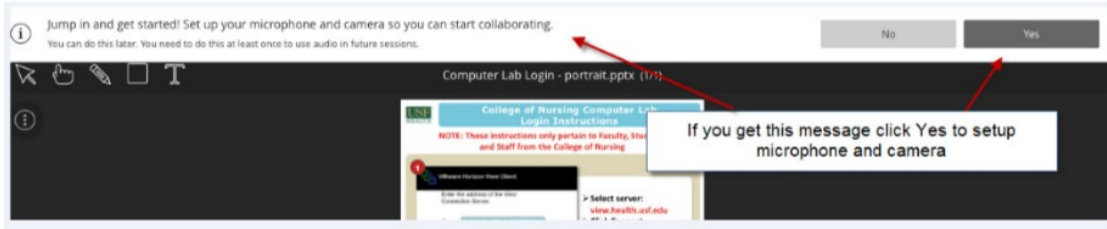


View when joining the session

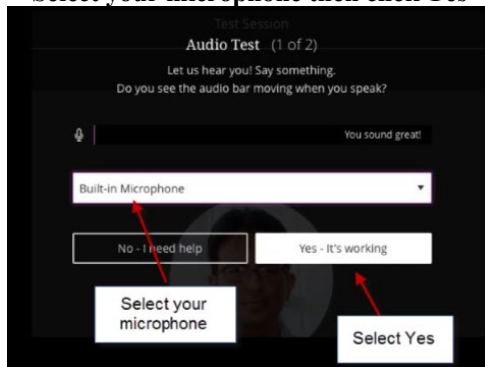


# ULTRA SESSION AS A MODERATOR

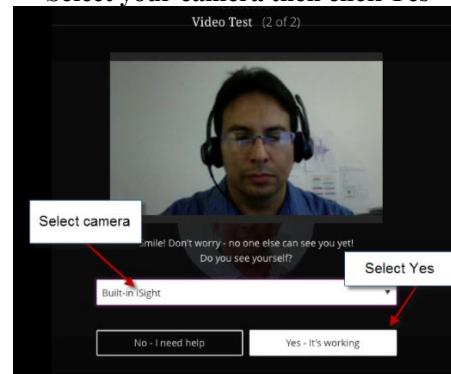
## Audio and camera setup



### Select your microphone then click Yes

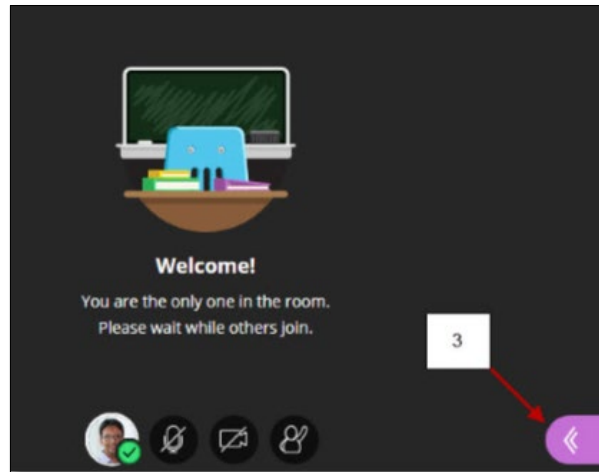


### Select your camera then click Yes



# ULTRA SESSION AS A MODERATOR

3) Open The Collaborate Panel to access “**My Settings**” for more options



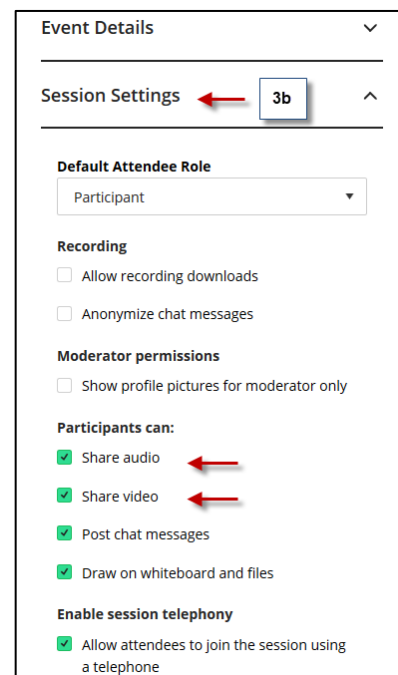
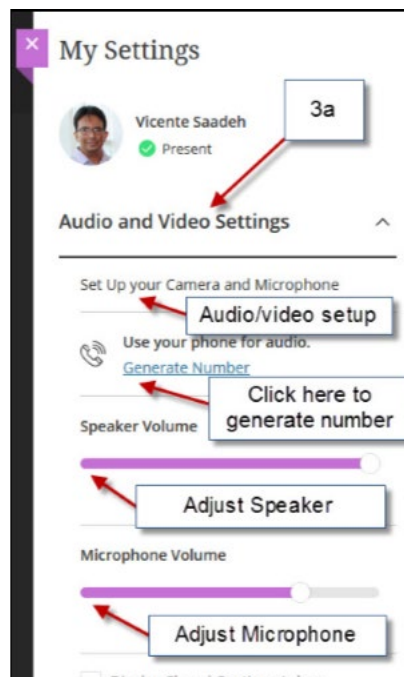
## 3a) Audio and Video Settings

**Audio/Video Setup**  
Click here to setup your microphone and video camera

**Generate Number**  
This will generate an unique telephone number just for you  
This is only if you want to use a phone for audio instead of the computer

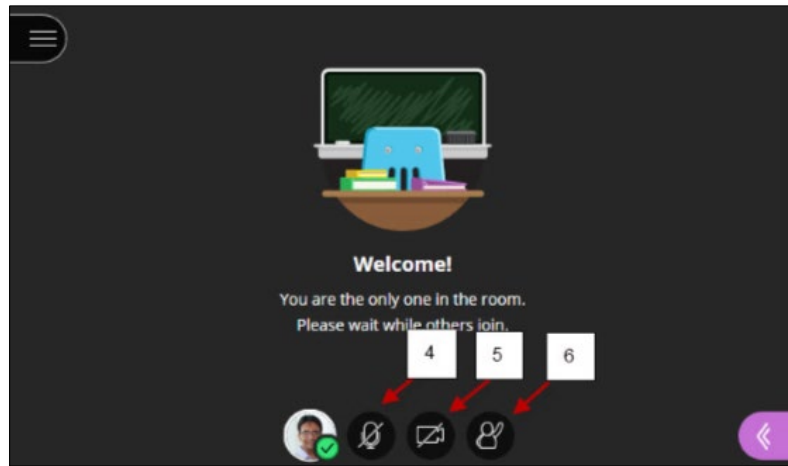
## 3b) Session Settings

Check options for your Session. For example, if **Share Audio** is selected then participants will be able to activate their microphone, etc.

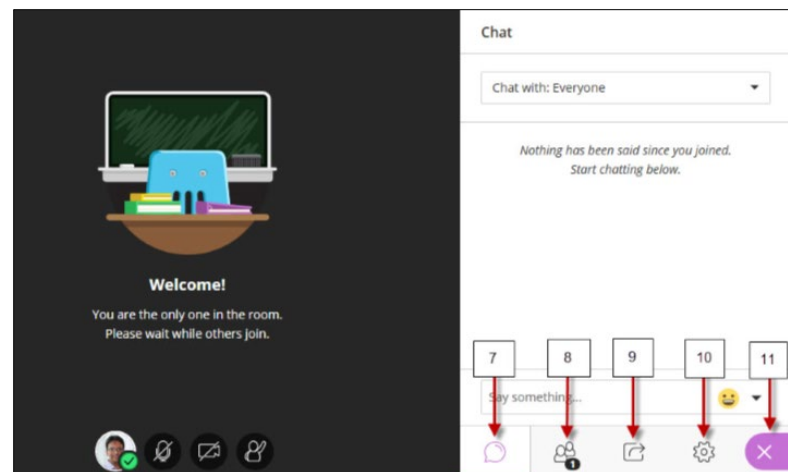


# ULTRA SESSION AS A MODERATOR

- 4) Share Microphone
- 5) Share Camera
- 6) Raise hand



- 7) Open Chat box
- 8) View Participants
- 9) Share Content
- 10) Settings
- 11) **Exit**



# ULTRA SESSION AS A MODERATOR

## Sharing Content

Click the Share Content tab for more options

**12) Share Blank Whiteboard :** This option is to open a blank page

**13) Share Application:** This option is to share your desktop or an application

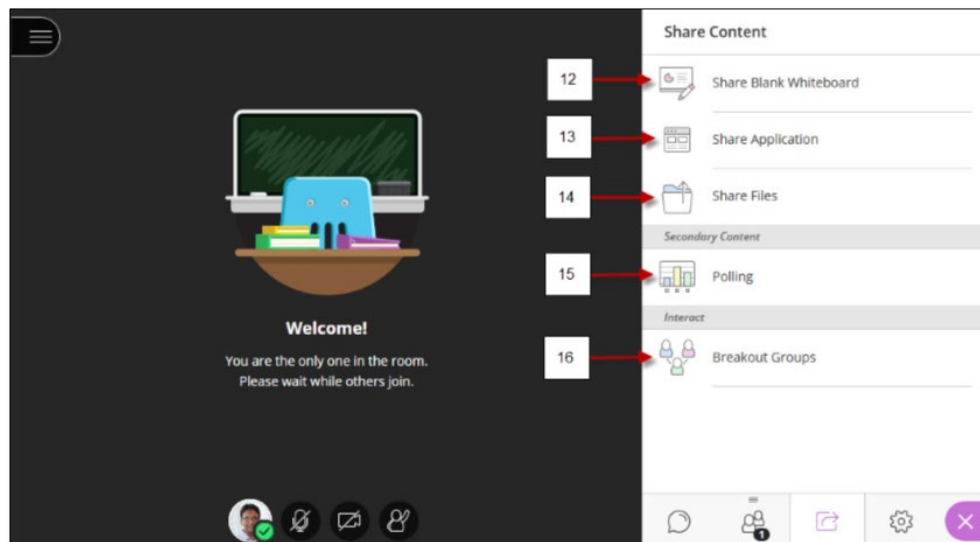
**14) Share Files:** This option is to share your PowerPoint. Go to the next page to learn more

**15) Polling:** This is to start a poll. Go to page 7 to learn more

**16) Breakout Groups:** This option will create groups, watch tutorial:

<https://www.youtube.com/watch?v=ZTrUicCIBPQ>

Watch tutorial as moderator: <https://www.youtube.com/watch?v=VITqXqtvI9c>



# ULTRA SESSION AS A MODERATOR

## Click Share files to upload your documents

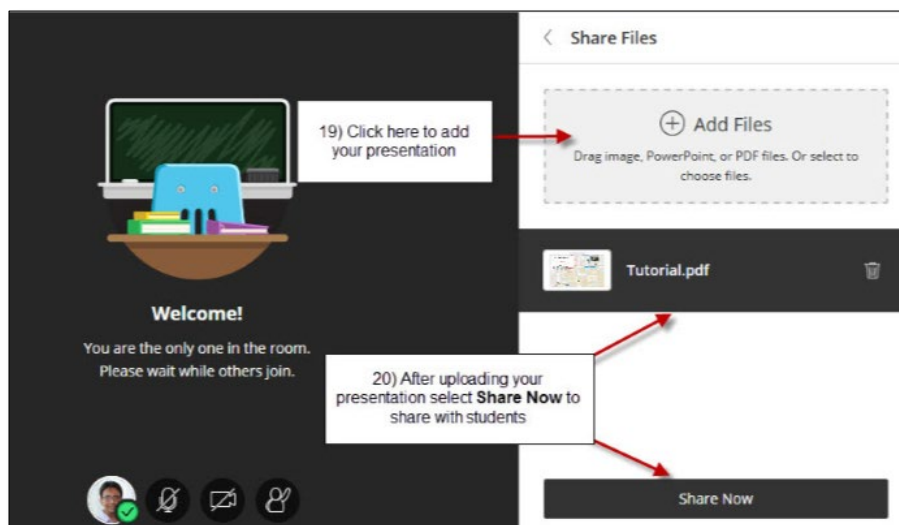
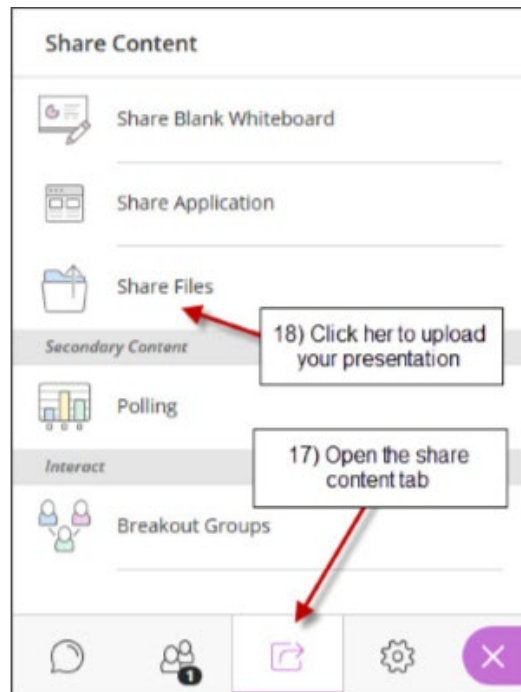
To upload a file just click on the **Add files Here**, when you see your file on the right panel select **Share Now**, when done click **Stop Sharing**

17) Click here to open **Share Content**

18) Click **Share Files**

19) Click here to upload your presentation

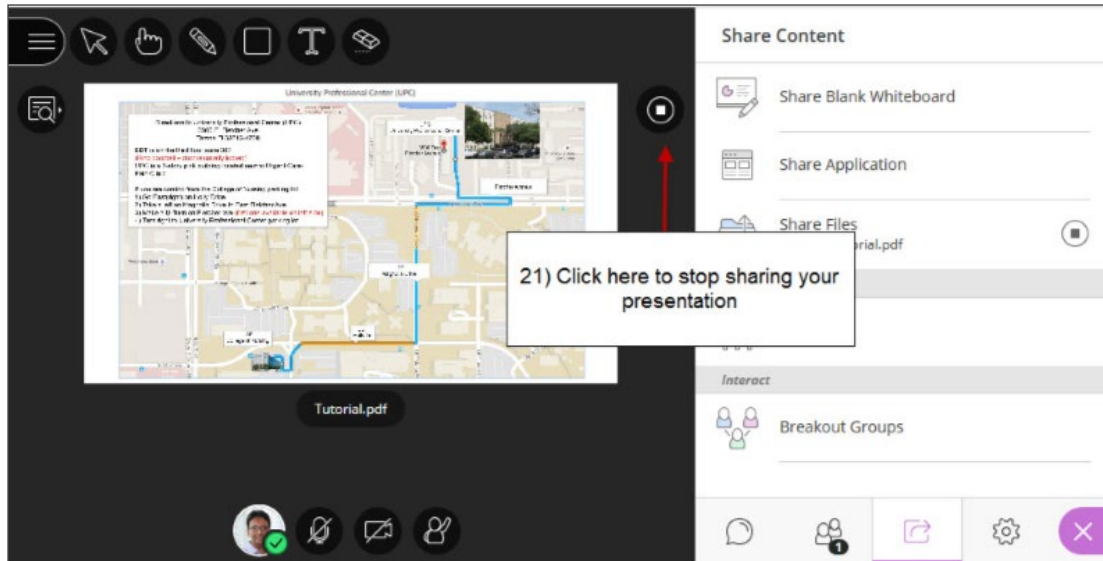
20) Select your presentation and select **Share Now**



# ULTRA SESSION AS A MODERATOR

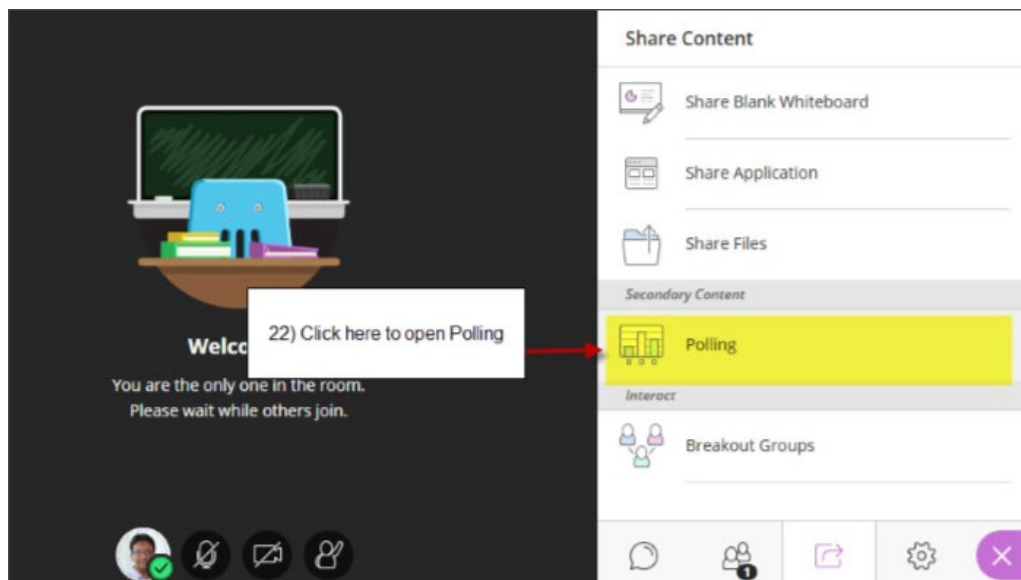
Click **Share files** to upload your documents (**continuation**)

21) Select this to stop sharing presentation

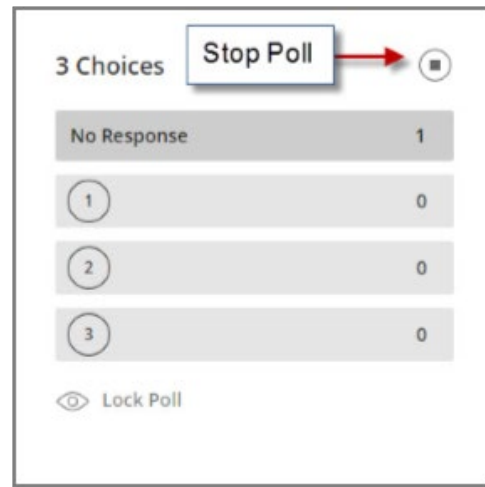


## Polling

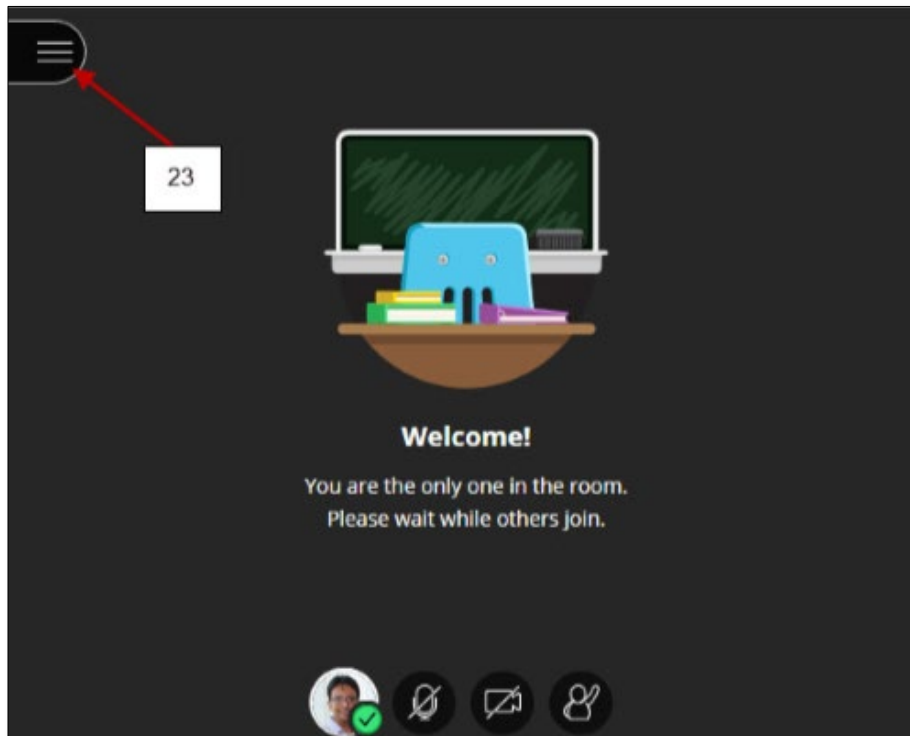
Just click on **Polling** and select the type of Poll you want to make active, when done click the stop icon on top right corner



# ULTRA SESSION AS A MODERATOR

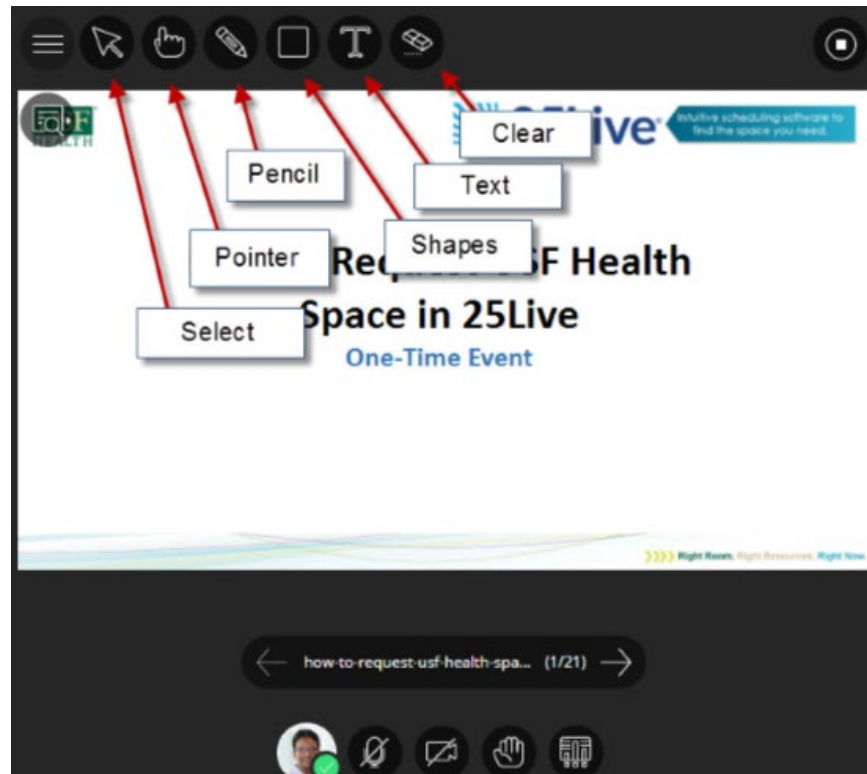
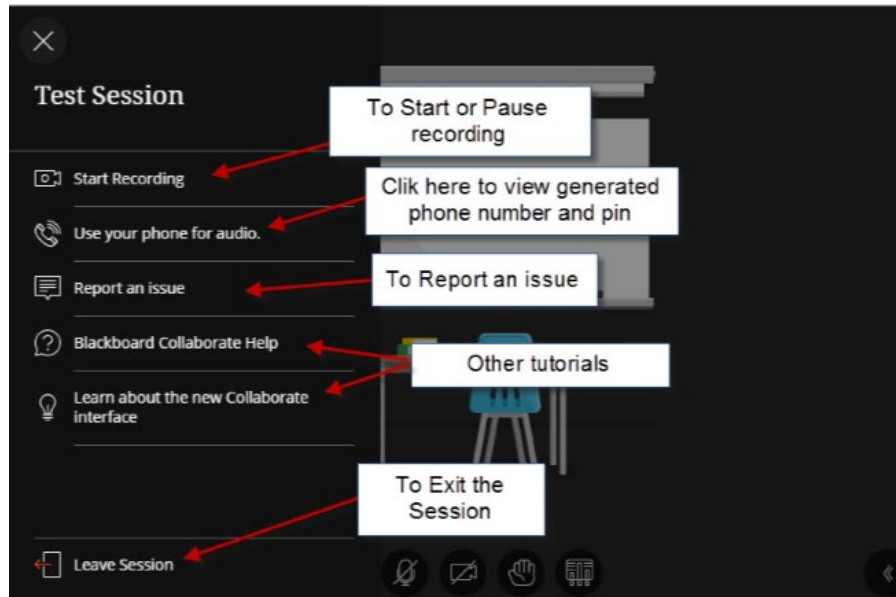


23) Click icon  
(**top left corner**) to open the Session Menu





# ULTRA SESSION AS A MODERATOR



# ULTRA SESSION AS A MODERATOR