Using the BB-Collaborate Ultra Captioning Feature

BB-Collaborate Ultra is the web-based version of our BB-Collaborate “Classic” web conferencing software that we use in the Online Rooms area. At this time, it is recommended that you use Google Chrome as your browser when working with BB-C Ultra. Some of the features will not work in other browsers.

1. From the course navigation bar, select the BB-C Ultra icon.
   **Note:** If you received an email from the instructor with a Guest link, you will not have access to the course itself, just the BB-Collaborate Ultra session he or she needs you to provide captioning for.

2. When the Moderator gives you the captioning abilities, you will see a message across the top of your browser (blue box). Click the Let’s get started button to begin using the captioning feature.

3. As the moderator begins their presentation, you will be able to use the text box below the presentation area (red box) to type captioning for the participants that selected to use the option. Press the enter key on your keyboard to advance to the next line.
   **Note:** If you make a mistake, you are able to delete the text and retype it. Just be aware that anyone using the captioning will see you fixing the problem.

4. As the Moderator advances through their presentation, the previous line of text will still appear in the captioning window (red box). A scrollbar will appear on the right side as more lines of text are added (blue box).
5. When the moderator removes the captioning ability, the text box will be no longer be available.

Please see the Using the BB-C Ultra Make Captioner handout on how to use the Make Captioner feature (as a moderators) in a BB-C Ultra Session.