Using BB-Collaborate Ultra Make Captioner 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.

Note: Before you begin using the Make Captioner feature, make sure you work with Student Support Services to find a person to do the captioning while your session is in progress.

1. From the course navigation bar, select the BB-C Ultra icon.

2. Before the session begins, you will need to copy the guest link and email it to the person who will be providing the captioning:
   A. For the session you want to invite a guest to, select the Session Options dropdown menu (blue circle) and select the Edit Settings menu item (green box).

<table>
<thead>
<tr>
<th>Name</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Speakers</td>
<td>10/19/16, 4:50 PM</td>
<td></td>
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   B. Select the Guest Link copy icon, a copied message should appear above the icon.

   C. You will need to go to your campus email account and send the guest link to the person who will be providing the captioning for your session.

   Note: If you are going to use the same session for the whole semester, you don’t need to keep emailing the link to the person, he or she can use the same one each time.
3. Select the BB-Ultra Session you would like to join. **Note:** It may take a few seconds to join the session.

4. Once you and the person providing the captioning enter the session, open the collaborate panel (red box).

5. Select the moderator controls menu (blue circle) next to the person who will be providing the captioning and select the Make Captioner menu item (red box).

6. A closed caption icon will appear next to the captioner’s name (green circle). After the captioner selects the Let’s get Started button on their screen, everyone joining the session will receive the option to use the captions (orange box).
7. After your click the yes button, the captions will appear below the presentation area as the person types them (red box). These captions will only appear for those who have selected to use the closed captioning option.
   A. You are able to change the size of the font to suit your needs (blue box).
   B. As more lines of text are added, a scrollbar will appear (green box).
   **Note:** The previous captions will still be visible as you progress through your presentation.

8. You can select the Make captioner menu item (red box) in the moderator controls menu (blue circle) again to remove the ability from the captioner.

Please see the Using the BB-C Ultra Captioning Feature handout on how to provide captioning for a BB-C Ultra Session.