Using BB-Collaborate Ultra as a Moderator

BB-Collaborate Ultra is the web-based version of our BB-Collaborate “Classic” web conferencing software that we use in the Online Rooms area. Sessions - each time someone enters and records their activities, it creates a session. You can create different sessions for different uses - guest speakers, group work, lecture capture, etc. The recorded sessions will be date stamped in the Recordings area for later viewing. 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:** The BB-C Ultra icon has been added next to the Online Rooms icon on the course navigation bar. When support for the “Classic” version stops, the Online Rooms icon will be removed from your course.

2. Select the BB-Ultra Session you would like to join.  
   **Note:** It may take a few seconds to join the session.

3. A Jump in and get started message (orange box) will appear at the top of the screen. This will allow you to make sure your microphone and web cam are in working order.  
   **Note:** We recommend that you test your audio and video each time you use this tool because you may have used your microphone or web cam in between BB-C Ultra sessions and change the settings.

4. You will be prompted to go through the audio and video test. Select your microphone and speak into it to ensure the audio is working.  
   **Note:** If the audio or video do not work, click the No – I need help button.

5. On the bottom of the screen you are able to turn the audio on/off (red circle), turn the video on/off (orange circle), and raise your hand (blue circle).  
   **Note:** BB-C Ultra will keep track of the order participants raise their hands in by placing a number in the upper right corner of the hand. You will need to open the collaborate panel (A) to the participant tab to see the order.
6. In the session menu (three horizontal lines on the upper left corner of your screen), you are able to:
   A. Start the recording – You will want to do this so anyone with access to this session can review it. **Note:** At this time, BB-C Ultra only records the whiteboard, sharing area, and audio. The chat and polling features are not recorded at this time.
   B. Use your phone for audio - If you or your participants select the Use your phone for audio option, a phone number and pin number will appear for you to use to dial into the session. Depending on your location, long distance charges may apply.

7. In the collaborate panel, there are four tabs:
   A. On the Chat tab (red box), you and your participants are able to type messages to each other here.
   B. On the Participants tab (orange box), as people join the session, their names will be listed on this tab based on their role in the session - Moderator, Presenter, or Participant.
   C. On the Share Content tab (blue box), you can share a blank whiteboard or share files (like a PowerPoint) for anyone in the session to view.
   D. On the My Settings tab (green box), you can edit your audio and video settings, notification settings, and session settings.
8. Within the Participants Tab (orange box), moderators can select the more options dropdown menu (blue circle) and Mute All if they need to stop side conversations, arguments, distracting noises, etc. that the participants’ microphones might be picking up.

9. Moderators can also change the role of any of the participants while in the session by selecting the moderator controls menu (green circle).
   A. Moderators have full editing access to the session.
   B. Presenters are able to Share the Whiteboard, Share Application, and Share Files.
   C. Captioners will be able to add closed captioning for the session. This is further discussed in our Using the BB-C Ultra Make Captioner Feature handout.

10. On the Share Content tab (red box), moderators can:
    A. Share Blank Whiteboard – Anyone in the session will be able to see and use this
    B. Share Application – Moderators are able to share their computer screen with participants. We will discuss this further in our Advanced Features handout
    C. Share Files – These can include PowerPoint presentations, PDFs, and images you want everyone in the session to see
    D. Polling – Moderators are able to ask participants questions and opinions during the session. We will discuss this further in our Advanced Features handout
    E. Breakout Groups – Moderators are able to create working groups within the session. We will discuss this further in our Advanced Features handout

11. When a moderators shares a blank whiteboard there are multiple ways to interact with it:
    A. Select – Use this to move items already on the whiteboard
    B. Pointer – Place this on the whiteboard to point to something
    C. Draw – Frehand draw anywhere on the whiteboard
    D. Shapes – Create shapes on the whiteboard
    E. Text – Type anywhere on the whiteboard
    F. Erase – Erase anything on the whiteboard (including anything a participant has created)
12. When you share files (blue box), anyone in the session will be able to see them. These can include images, PowerPoint, or PDF files. **Note:** Depending on the size of the file, it may take a few minutes to upload.

13. Once the file has been added to BB-C Ultra (red box), you will be able to use the Share Now button.

14. Once you are finished with the session, you will want to make sure everyone leaves in order for BB-C Ultra to process the recording. Open the Participants tab and select the moderator controls icon for each participant and select the Remove from session menu item (red box).

15. Once you are the only one in the session, you will need to select the session menu (three horizontal lines in the upper left corner of your screen) and select the Leave Session menu item (orange box) at the bottom of the menu.

16. Once you have left the session, click the Browser Close button (red box).

17. You can view the recording of the session by selecting the Menu (blue box) and the Recordings menu item (green box). **Note:** Processing the recording will take some time, the video will not be available right after the session ends.

Please see the Using the BB-C Ultra Advanced Features handouts on how to use the Share Application, Polling, and Breakout Groups features.