Using BB-Collaborate as a Participant

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:** 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.
6. In the collaborate panel, there are four tabs:
   A. On the Chat tab (red box), you and other in the session are able to type messages to each other here (if the moderator allows it).
   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) during breakout groups.
   D. On the My Settings tab (green box), you can edit your audio and video settings, as well as your notification settings.

7. The moderator can share PowerPoint files (red box), PDFs, and images for anyone in the session to view.

8. The moderator may also share a blank whiteboard (green box) that you can interact with:
   A. Select – Use this to move items already on the whiteboard
   B. Pointer – Place this on the whiteboard to point to something
   C. Draw – Freehand draw anywhere on the whiteboard
   D. Shapes – Create shapes on the whiteboard
   E. Text – Type anywhere on the whiteboard

Note: If you draw or mark on the whiteboard or files the moderator has shared, everyone in the session will be able to see it.
9. The moderator may ask questions and use the polling feature (blue box) to get responses.  
**Note:** The moderator may also show the responses to the poll during the session.

10. The moderator may use a feature called Breakout Groups (blue box) so participants can work on projects together. Participants are able to:
   
   A. Chat with other members in their group
   B. Share content (red box) including a blank whiteboard, an application, PowerPoint files, images, and PDF files, and use the polling feature.

11. If you select the session menu (three horizontal lines in the upper left corner of your screen) you are able to use your phone as audio.

   **Note:** If you select the Use your phone for audio option (red box), 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.

12. Once you are finished in the session, you will need to select the Leave Session menu item (green box) in order for the recording to process.
13. Once you have left the session, click the Browser Close button (red box).

14. 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.