



Use of Blackboard Collaborate Ultra for the online Citylab Student Competition

Thursday October 1, 2020

INSTRUCTIONS FOR ALL PARTICIPANTS

- Open the Black Board Collaborate Ultra link to the student session you wish to attend. Please note that each student team will be presenting in a separate session, and thus has a separate participation link.
- Use **Google Chrome** (no other browser). You can download Google Chrome for free via this link: <https://www.google.com/chrome/browser/desktop/index.html>
- For an optimal user experience, close all unnecessary applications like Skype, Facebook, YouTube, ...
- If you use Blackboard Collaborate for the first time, you will be asked to test and configure your audio and video settings.
 - Select your microphone, try it out and select "Yes, it's working".
 - Select your webcam, try it out and select "Yes, it's working".
 - To change these settings later on, click on the purple icon in the lower right corner once you have entered the course room or session. Subsequently click on the settings icon below.
- **If you are not part of a student team or the jury, please keep your microphone muted and turn off your camera during the jury session – you can comment or ask questions using the chat function.**

INSTRUCTIONS FOR COMPETING STUDENT TEAMS & JURY MEMBERS

- Use a computer or laptop (in case of laptop: make sure the battery is fully charged and/or use the power cable).
- Make sure to be in a **quiet environment without background noises**.
- To maximize the quality of the audio, presenters are required to use a headset. If you don't have a headset, then use the standard microphone of your computer.
- Test your camera and audio equipment well in advance of the presentation
- For optimal camera use, please read the following advice:
 - Choose a neutral background
 - Avoid light reflections in your screen
 - Position the camera in such a way that your head and shoulders are shown in the image and place the laptop slightly higher than usual
- **If you want to make a comment or ask a question during the open discussion, please raise your hand using the button. After you asked your question, lower your hand.**

General functionalities in Blackboard Collaborate Ultra

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a 'Leave session' button. Below it, a central area displays 'Welkom!' and instructions: 'Je bent de enige in de ruimte. Doe mee en ga aan de slag. Upload je content en controleer je audio.' To the right, there is a 'Chat, participants, share content, settings' button. At the bottom, there is a 'Raise and lower your hand' button. On the left side, there is a 'Settings, change status (presence, absence)' button. At the bottom center, there are 'Audio/video-buttons: by switching the camera and audio on, you can participate in the discussion. It is possible that the moderator has changed the settings which prevents participants from sharing audio and/or video.'

In this window, camera images and shared content is displayed.

Settings, change status (presence, absence)

Audio/video-buttons: by switching the camera and audio on, you can participate in the discussion. It is possible that the moderator has changed the settings which prevents participants from sharing audio and/or video.