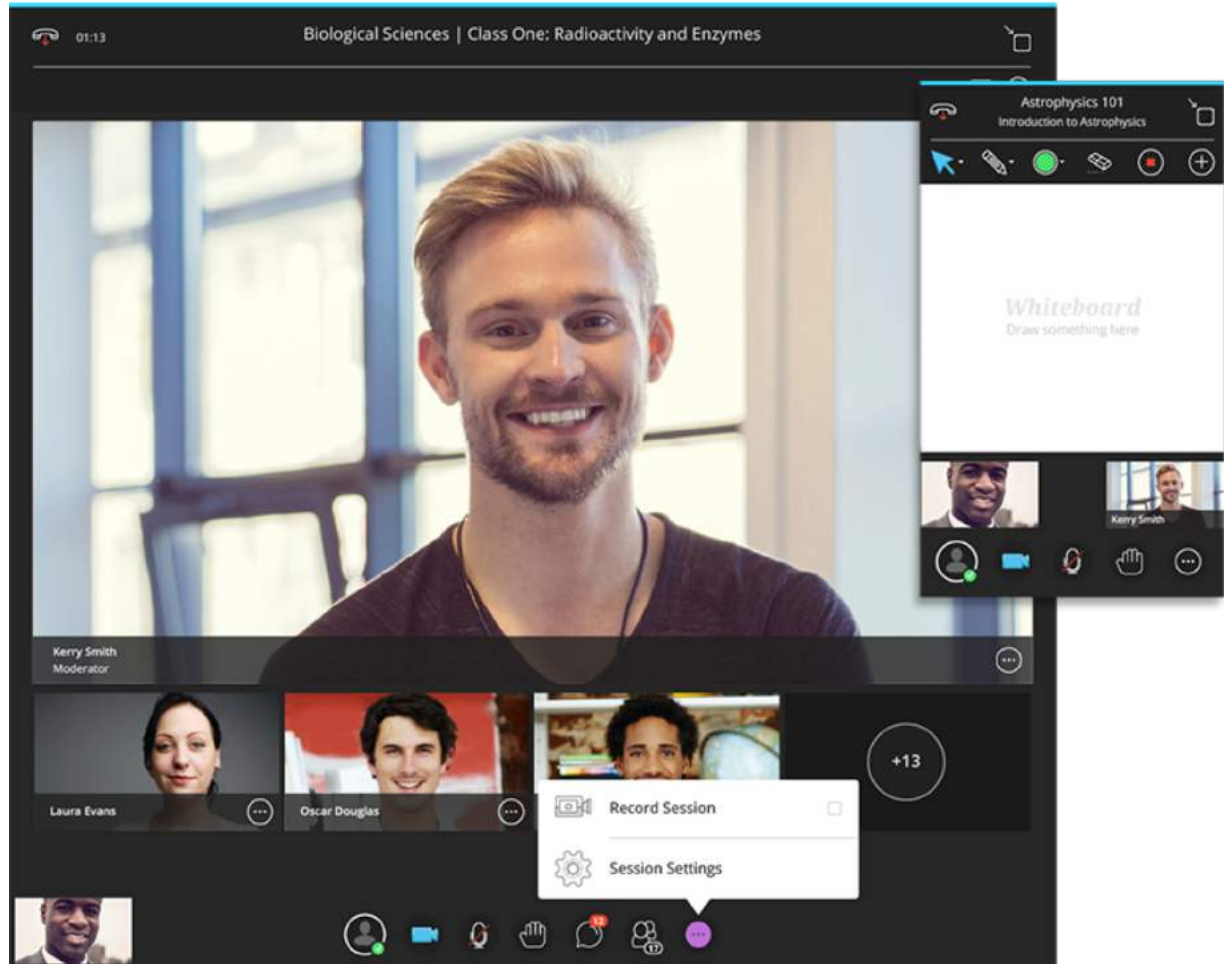


Sala de aula virtual

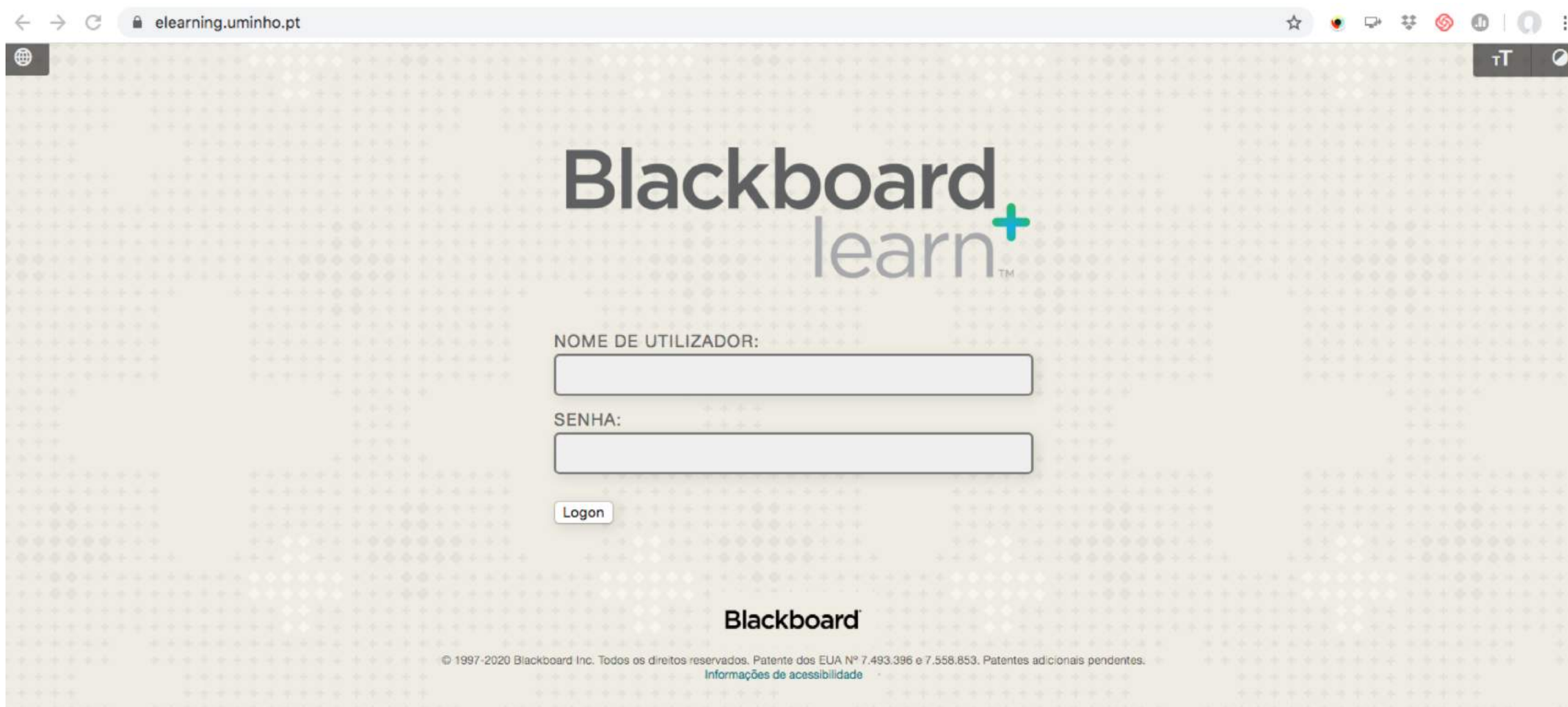
Blackboard Collaborate Ultra

Manual rápido



Para aceder ao Collaborate Ultra, aceda à plataforma Blackboard com as suas credenciais de acesso aos serviços da UMinho, número (dXXX) e password em:

<https://elearning.uminho.pt/>



The image shows a web browser window displaying the Blackboard Learn login page. The browser's address bar shows the URL "elearning.uminho.pt". The page features the Blackboard Learn logo, which consists of the word "Blackboard" in a large, bold, dark grey font, and the word "learn" in a smaller, lighter grey font below it, with a green plus sign to the right of "learn". Below the logo, there are two input fields: the first is labeled "NOME DE UTILIZADOR:" and the second is labeled "SENHA:". Below these fields is a "Logon" button. At the bottom of the page, the Blackboard logo is displayed again, followed by a copyright notice: "© 1997-2020 Blackboard Inc. Todos os direitos reservados. Patente dos EUA Nº 7.493.396 e 7.558.853. Patentes adicionais pendentes." and a link for "Informações de acessibilidade".

Blackboard
learn⁺

NOME DE UTILIZADOR:

SENHA:

Logon

Blackboard

© 1997-2020 Blackboard Inc. Todos os direitos reservados. Patente dos EUA Nº 7.493.396 e 7.558.853. Patentes adicionais pendentes.
[Informações de acessibilidade](#)

De seguida, entre na UC onde pretende usar o Collaborate Ultra, clicando na designação.

The screenshot displays the Blackboard LMS interface. At the top right, the user's name 'Filipe Rocha' and a notification badge with the number '57' are visible. Below this, there are navigation tabs for 'My Institution', 'Courses', and 'System Admin'. The main content area is divided into three columns:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Learn, NBC Learn Playlist, Goal Performance, Enterprise Surveys, Goals, and Application Authorization.
- My Announcements:** A section with a grey header. It contains two lines of text: 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' Below this is a link 'more announcements...→'.
- My Courses:** A section with a grey header, highlighted with a purple border and a purple arrow pointing to it from the Tools column. It lists courses where the user is an instructor:
 - Curso de formação de docentes em EAD - 8ª edição (2019)
 - Curso de formação de docentes em EAD - 7ª edição (2018)
 - Support for the Moldovan Call Centre for Migrants
 - CEER - Responsabilidade Social
 - [1314] Testes DUC
 - UC de Formação
 - Pedagogias e-learning @ Universidade do Minho
 - Documentação de apoio à utilização da plataforma - eLearning@uminho
 - Bibliotecas LIM
- My Tasks:** A section with a grey header. It lists tasks:
 - My Tasks:
 - [09-10] Testes com o DUC [DUC]:
 - Tarefa 1
 - Leitura das regras da UC
 - [1314] Testes DUC:
 - Vídeo 3
 - [1314] Testes DUC:
 - Tarefa 1 -IDEA
 - Blackboard no dia a dia: ferramentas Básicas (ou Essenciais?):
 - Tarefa 1
 - Tarefa 1 - memorial descritivo
 - Tarefa Teste CP
 - Escolher tema
 - Disciplina: visitas escolas:
 - TPC
 - Formação SAPIA11:

Para aceder ao Collaborate Ultra, clique em **Ferramentas/ Tools**



Home Page

[19-20] Metodologias de Investigação [MCS]

- Home Page
- Dossiê de UC
- Discussions
- Groups
- Tools**

COURSE MANAGEMENT

- Control Panel

Home Page

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...→](#)

My Tasks

My Tasks:

No tasks due.

To Do

What's Past Due

[All Items \(0\)](#)

What's Due

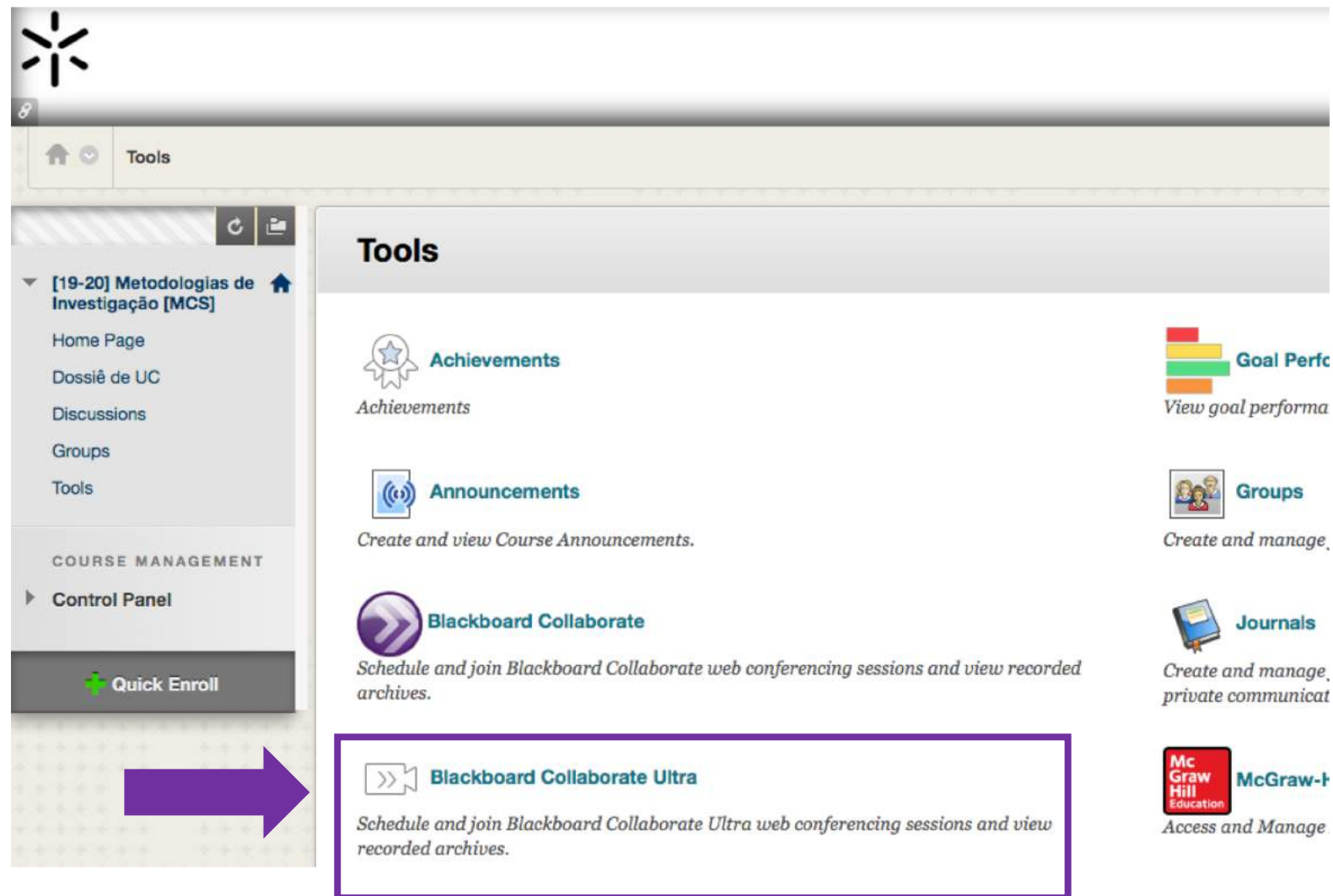
Select Date: 03/09/2020

[Tordav \(1\)](#)



O acesso para Professor e alunos faz-se na mesma área

Clique em
Blackboard Collaborate Ultra



The screenshot shows the Blackboard interface. At the top left is a navigation menu for the course "[19-20] Metodologias de Investigação [MCS]". Below it are options for Home Page, Dossiê de UC, Discussions, Groups, and Tools. A "Quick Enroll" button is also visible. The main area is titled "Tools" and contains several tool cards: Achievements, Announcements, Blackboard Collaborate, Blackboard Collaborate Ultra, Goal Performance, Groups, Journals, and McGraw-Hill Education. The "Blackboard Collaborate Ultra" card is highlighted with a purple border and a purple arrow points to it from the text on the left.

Tools

- Achievements**
Achievements
- Announcements**
Create and view Course Announcements.
- Blackboard Collaborate**
Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.
- Blackboard Collaborate Ultra**
Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.
- Goal Performance**
View goal performance
- Groups**
Create and manage groups
- Journals**
Create and manage private communication
- McGraw-Hill Education**
Access and Manage

1

Por omissão, tem uma sala criada, que poderá usar no imediato, bastando para tal clicar na designação

The screenshot displays the Blackboard Collaborate Ultra interface. At the top, there are navigation tabs for 'My Institution', 'Courses', and 'System Admin'. Below this, the main header reads 'Blackboard Collaborate Ultra'. On the left, a sidebar menu is visible with options like 'Home Page', 'Information', 'Content', 'Dossiê de UC', 'Discussions', 'Groups', and 'Tools'. The main content area is titled 'Sessions' and features a 'Create Session' button. A session card is shown with the text 'Course Room Unlocked (available)', which is highlighted with a purple box and a purple circle containing the number '1'. Below the session card, there is a 'Filter by' dropdown set to 'All Upcoming Sessions'. At the bottom of the session list, the text 'No scheduled sessions.' is displayed, with a 'Create Session' button highlighted by a purple box and a purple arrow pointing upwards towards it.

Pode ainda, criar uma sessão com uma duração específica, por exemplo para cada “aula”

Sessions

Course Room
Unlocked (available)

Create Session

Teste
3/9/20, 12:12 PM – 3/9/20, 1:12 PM (in progress)

×

Teste

Join session

Guest access

Guest role: Participant

Guest link: https://eu.bbcollab.cor

Event Details

Start: 3/9/20 12:12 PM

End: 3/9/20 1:12 PM

No end (open session)

Repeat session

Early Entry: 15 min before start time

[Provide a description](#)

Delete Save



Se criar uma sala deverá inserir a informação do evento

Blackboard Collaborate Ultra

Sessions

Course Room

Lock course room

Join Course Room

Guest access

Guest role

Participant

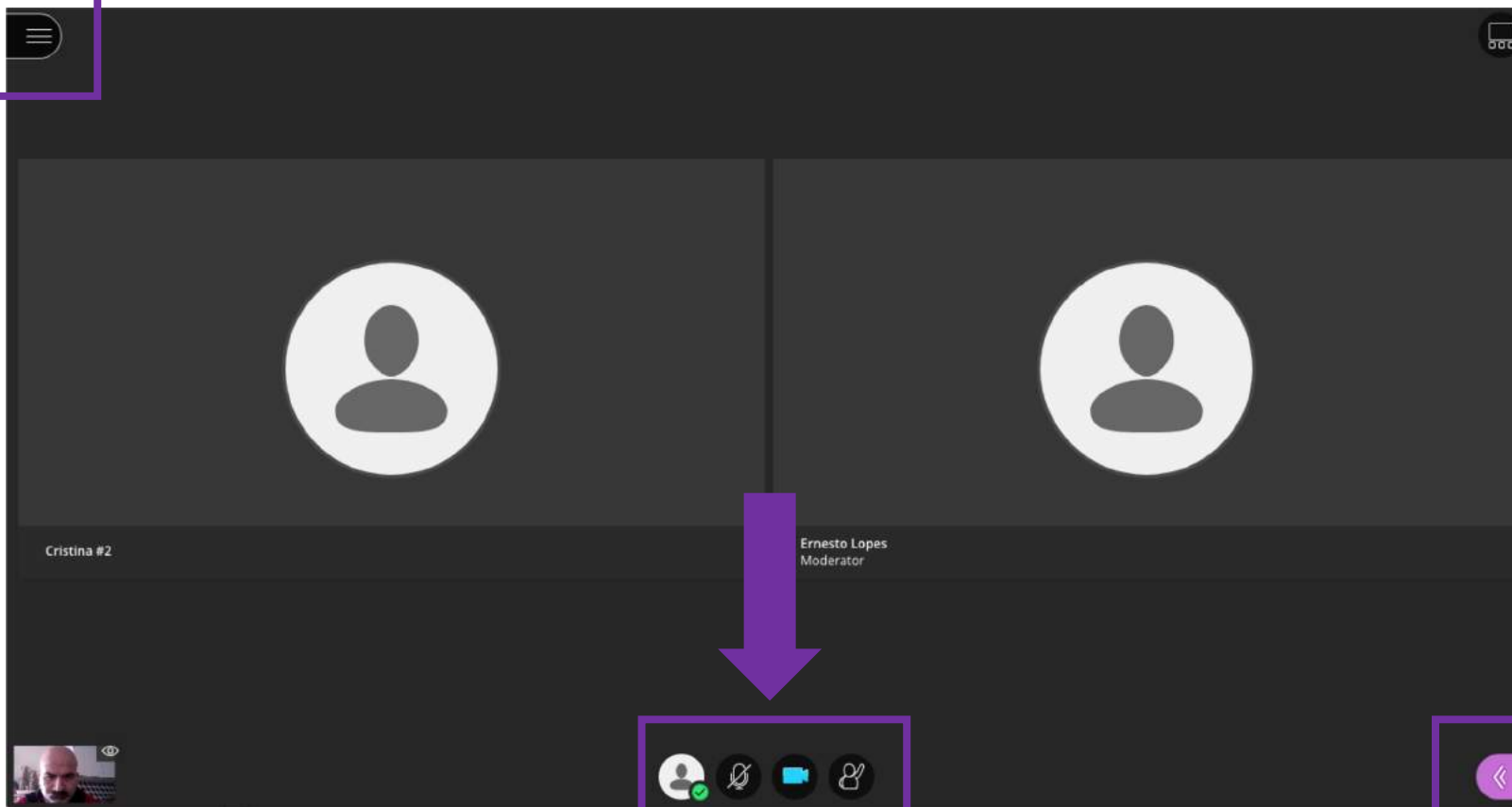
Guest link

https://eu.bbcollab.cor

Clique em
Join Course Room
para aceder

Pode ainda dar acesso à sessão,
através de um link, a convidados.

Menu da sessão no canto superior esquerdo



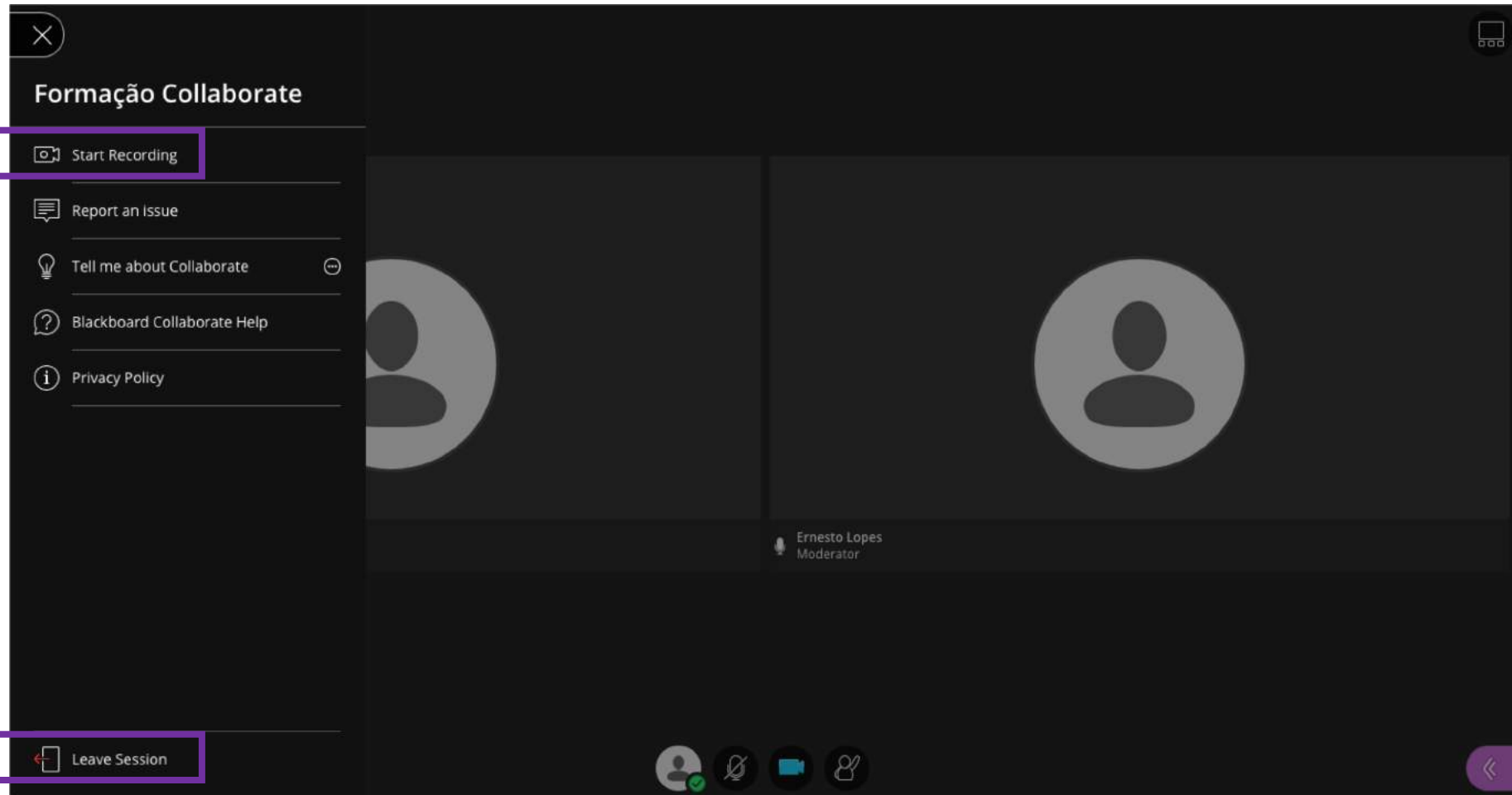
Controlo de áudio e vídeo em baixo

Menu Collaborate no canto inferior direito

No menu da sessão, canto superior esquerdo, pode entre outros:

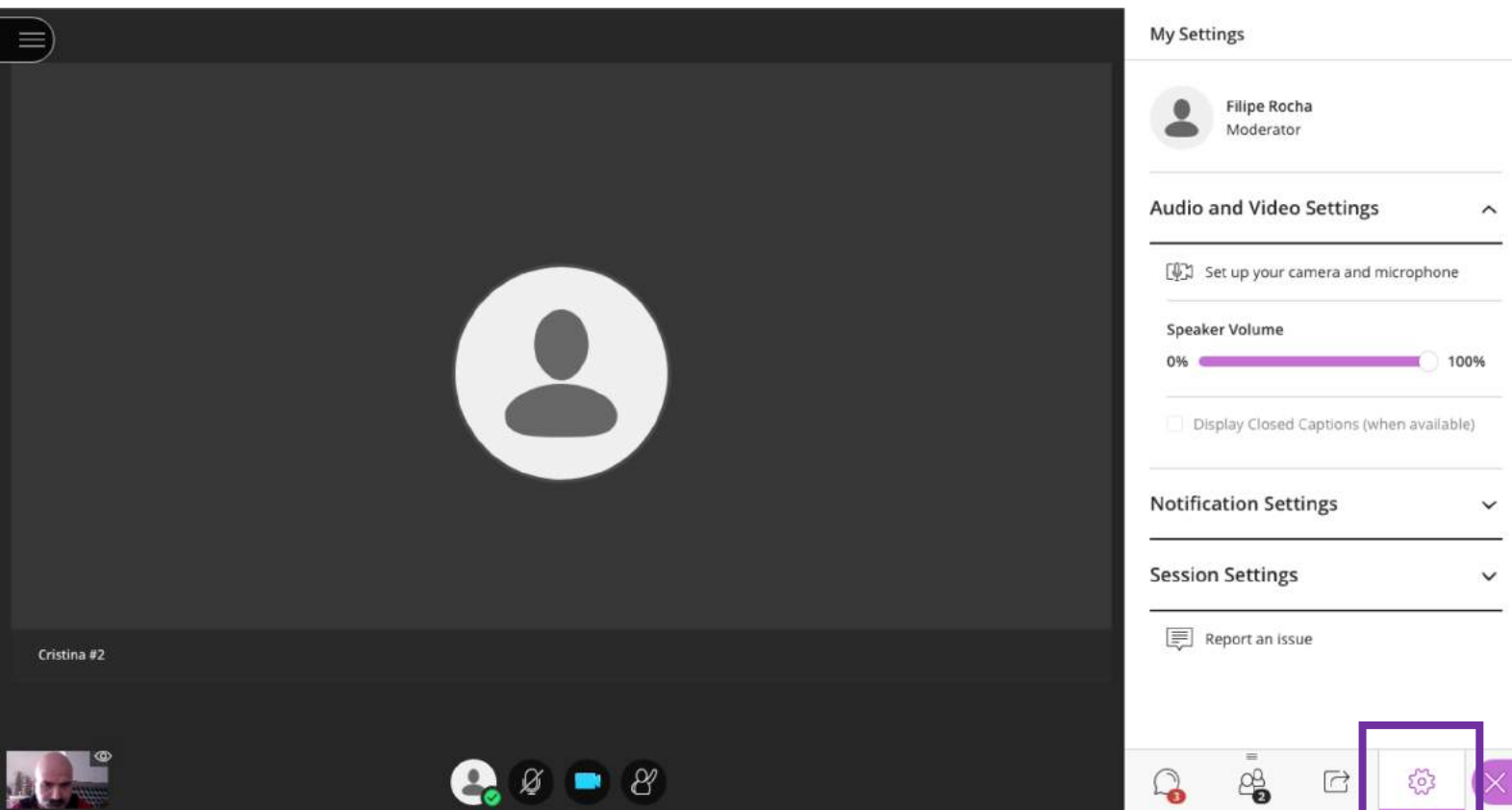


Iniciar e parar a gravação



Sair da sessão





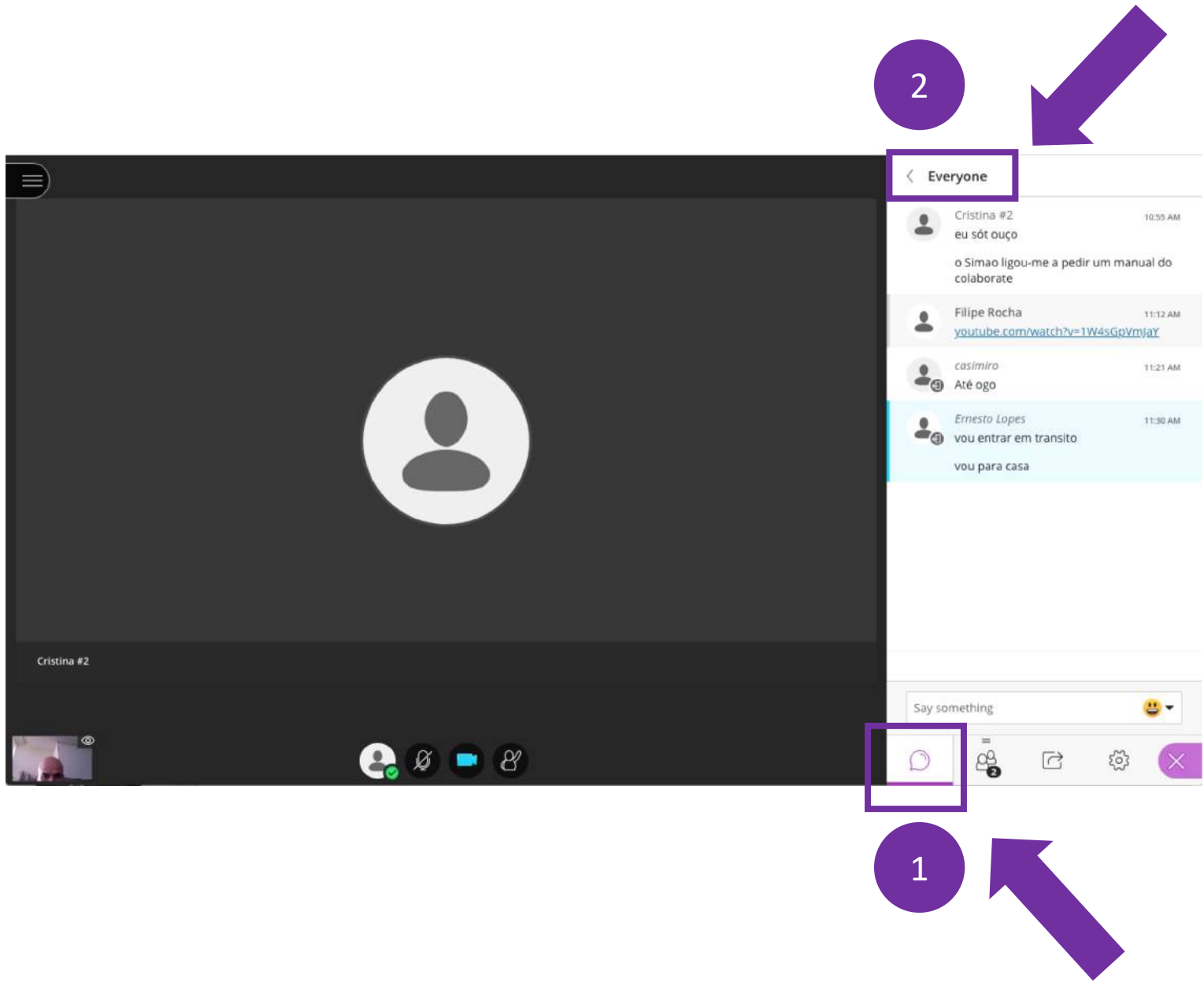
No menu Collaborate, canto inferior direito, 1 poderá controlar:

• Configurações de áudio e vídeo

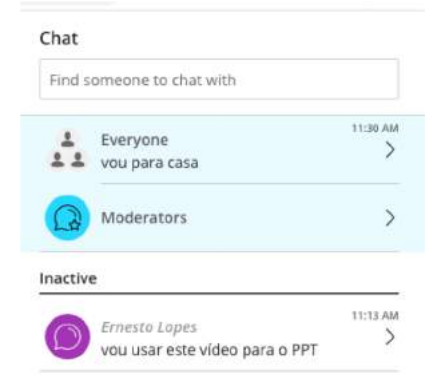
• Notificações

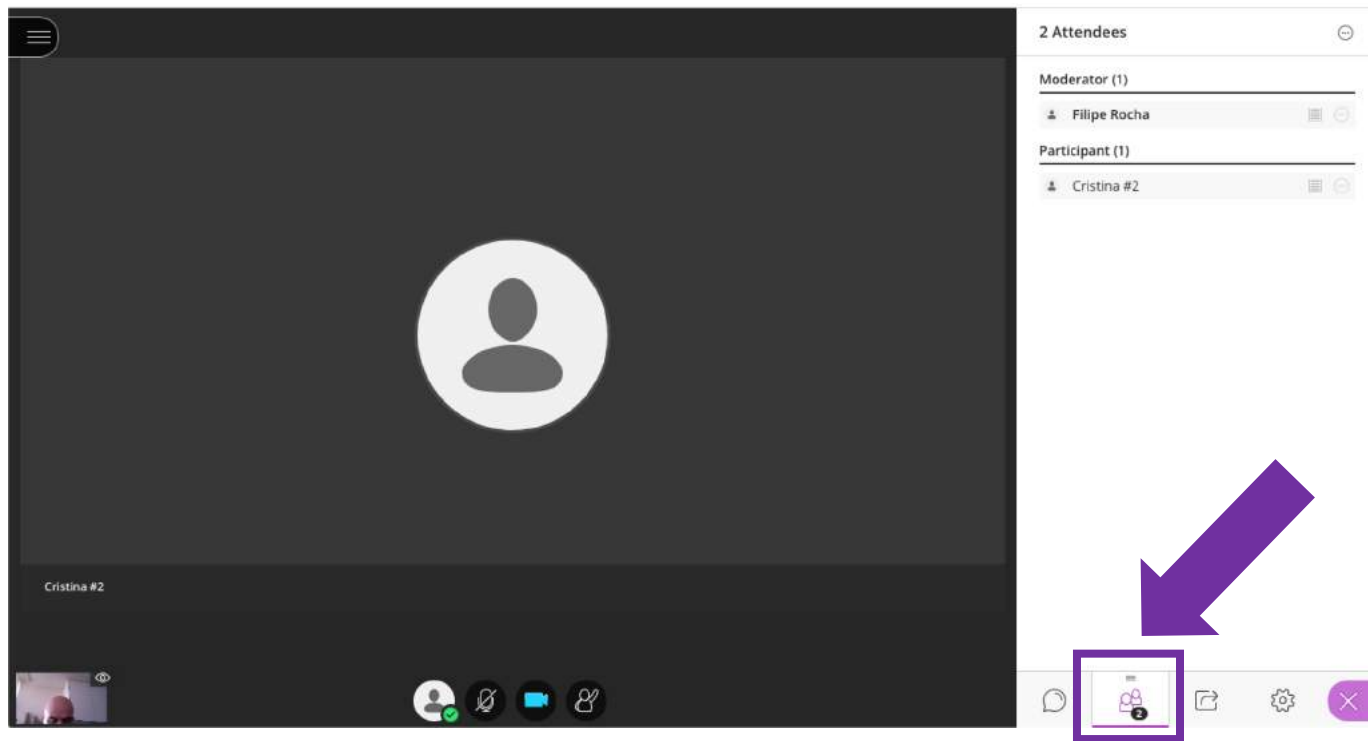
• Configurações gerais da sessão

1

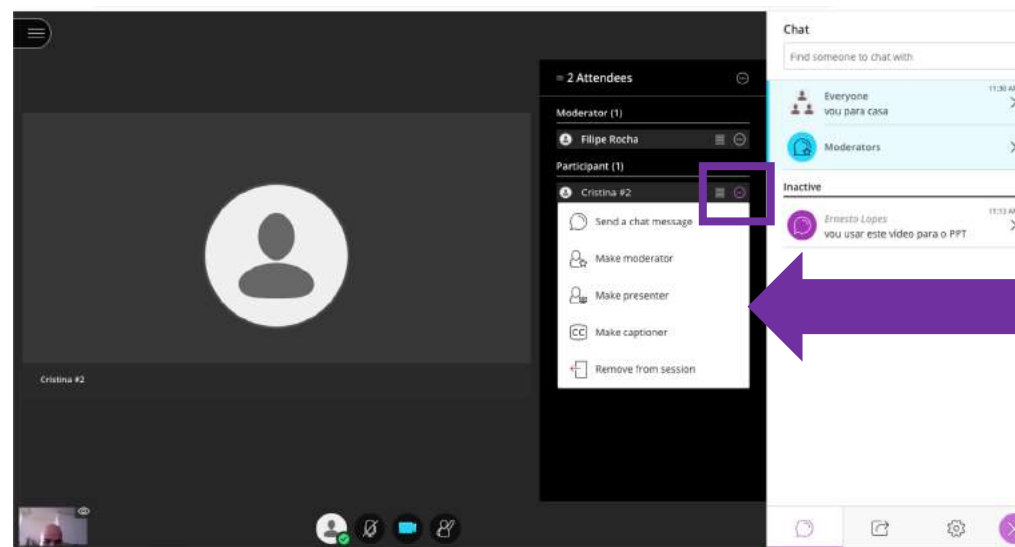
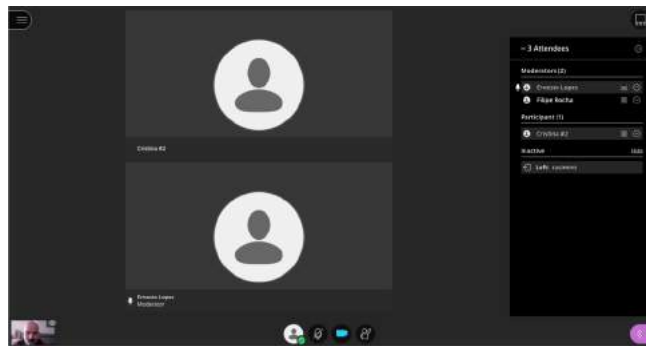


No painel de chat
poderá comunicar
com os participantes
de forma
1 global
ou
privada 2

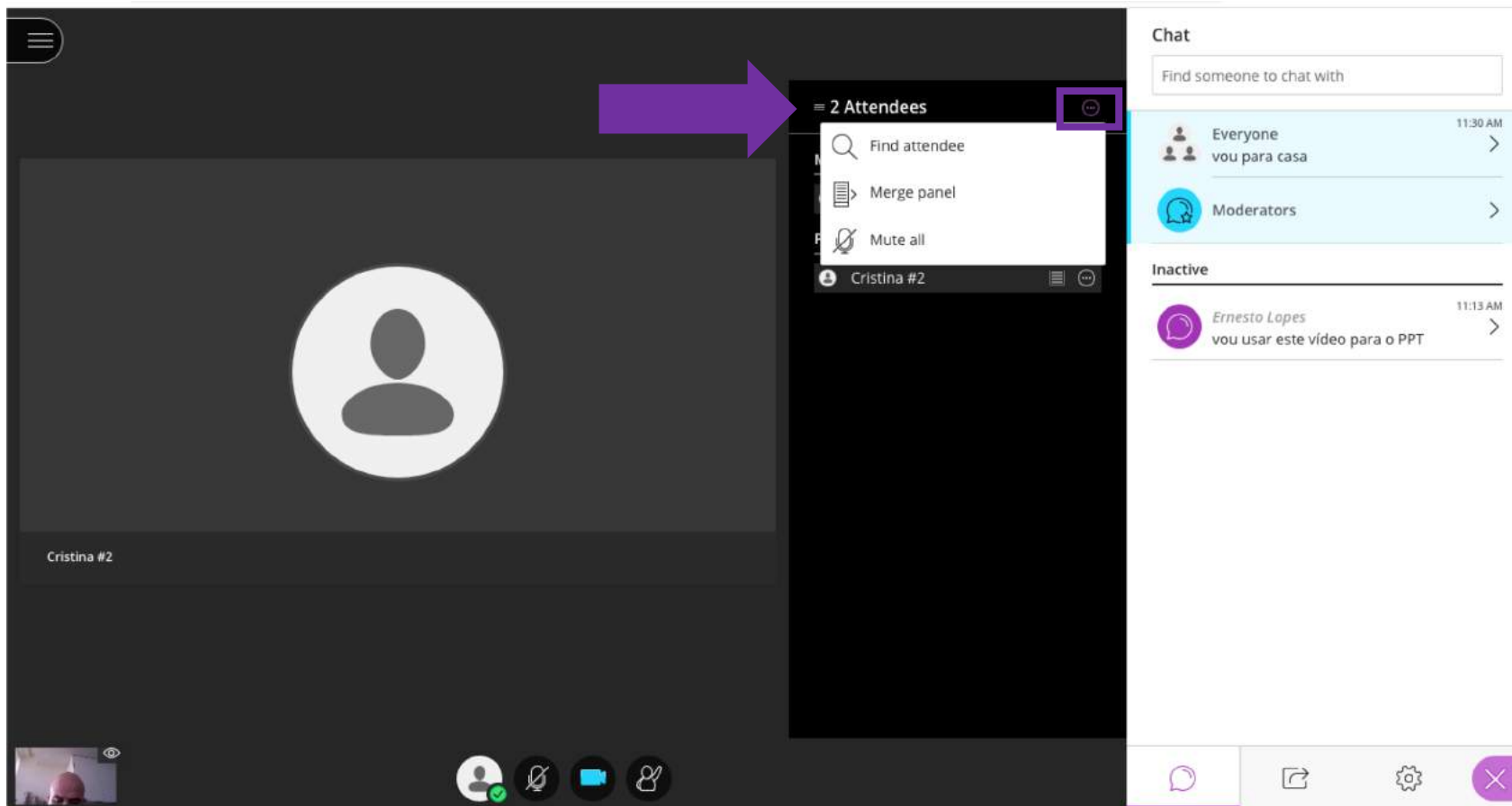




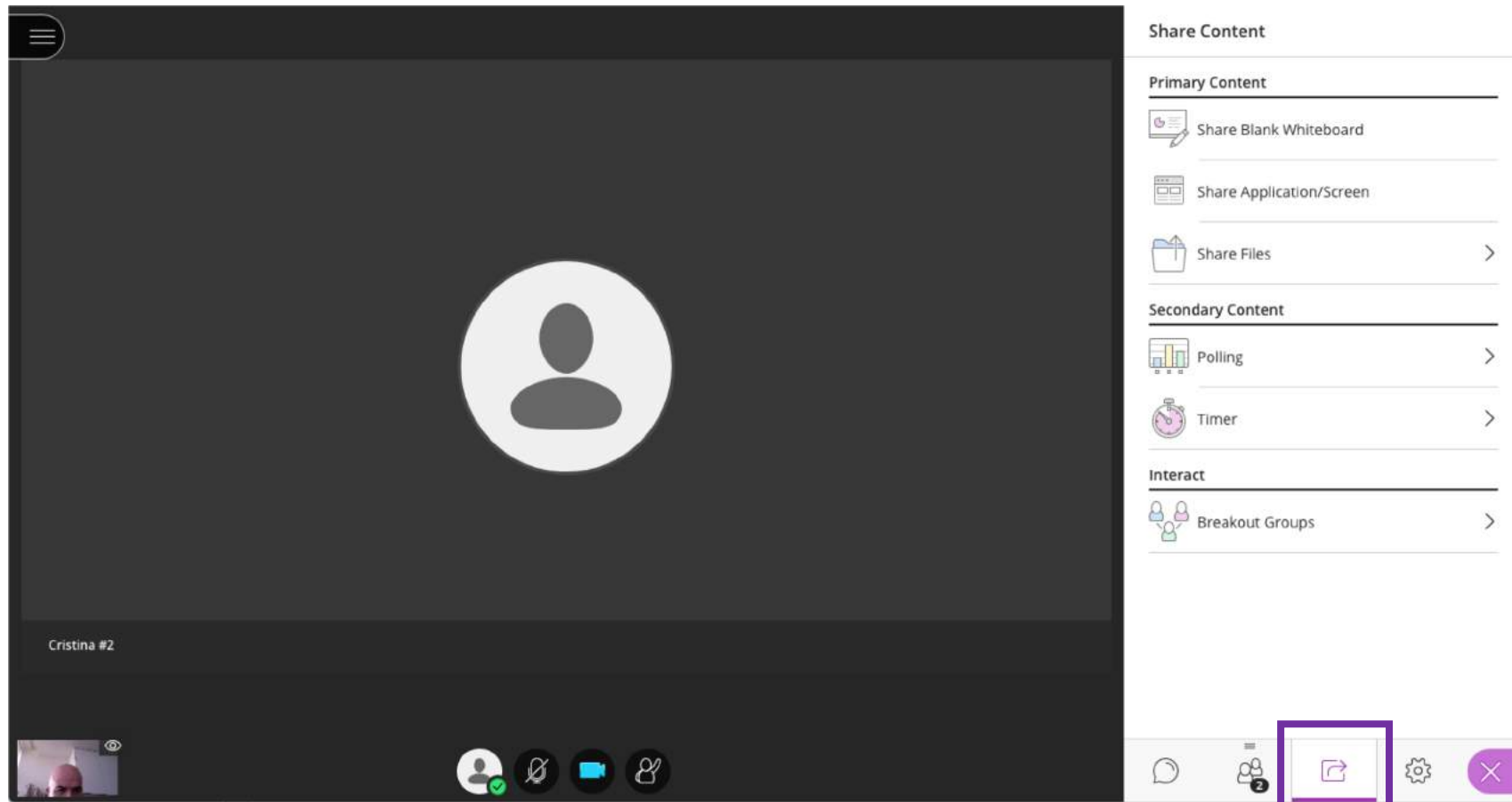
No painel de participantes tem acesso à lista de presenças, podendo destacar este painel arrastando-o para a área central.



A partir deste painel tem acesso a um conjunto de opções para cada participante

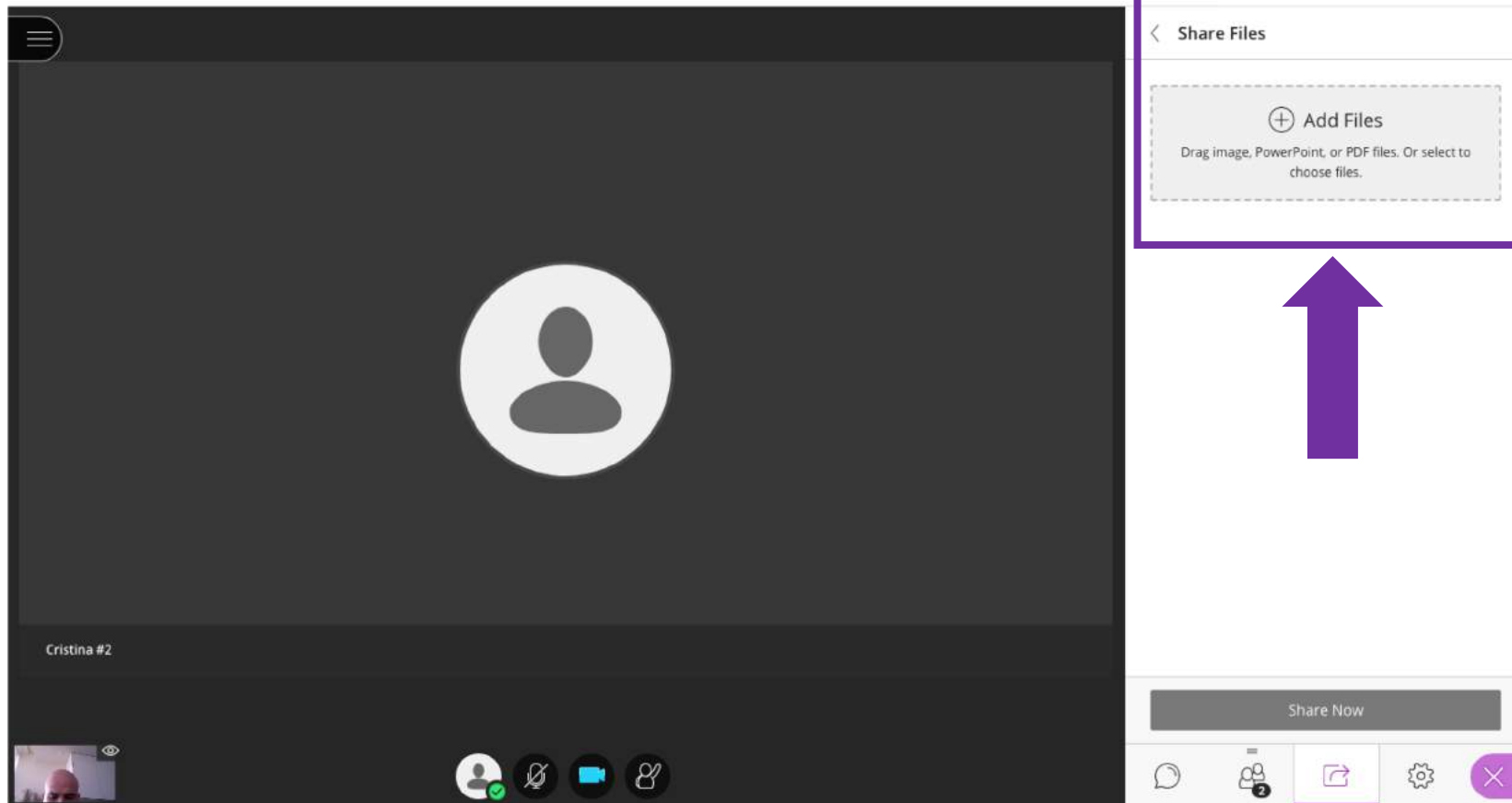


No menu superior poderá pesquisar utilizadores, recolher o painel, ou ainda silenciar o microfone de todos os participantes

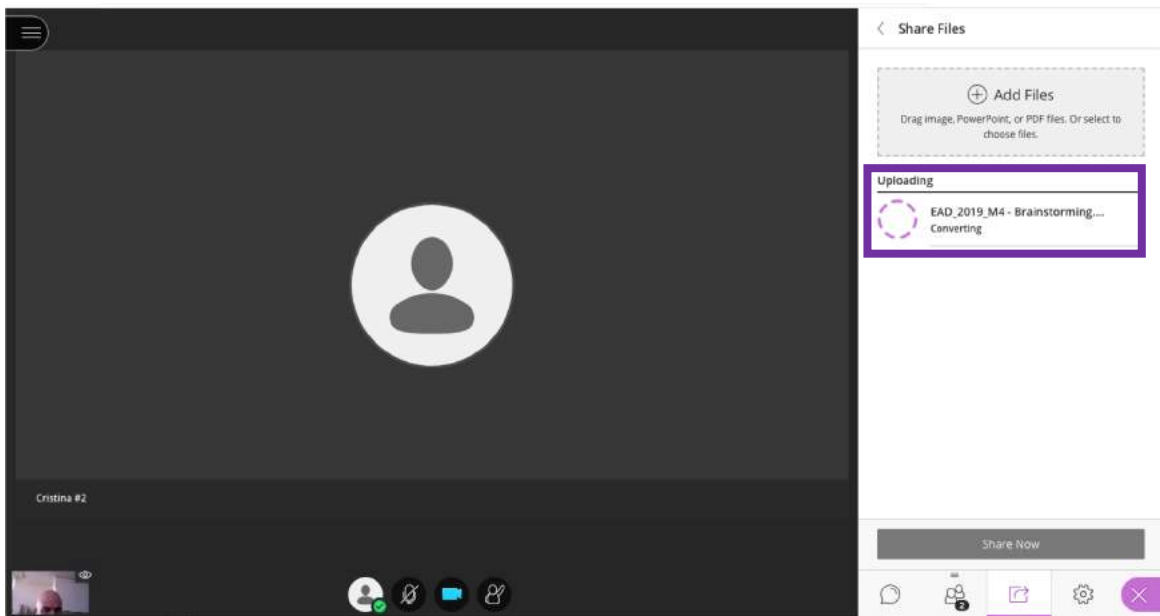


No menu de partilha, poderá fazer uso de várias opções:

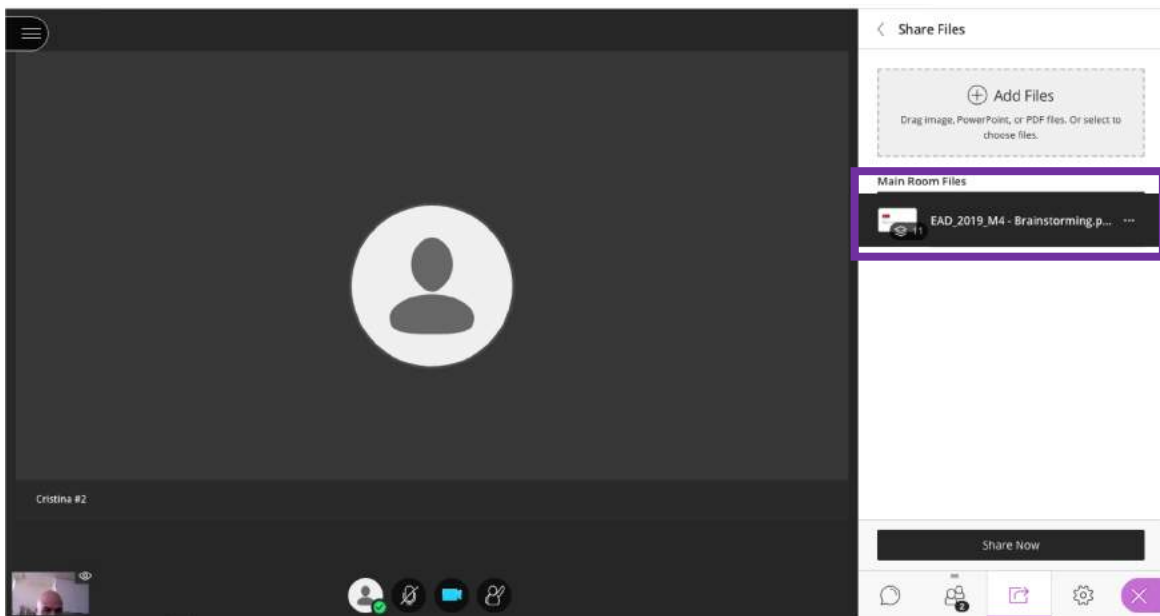
- Quadro branco
- Partilha de ecrã
- Partilha de ficheiros
- Sondagens
- Entre outros



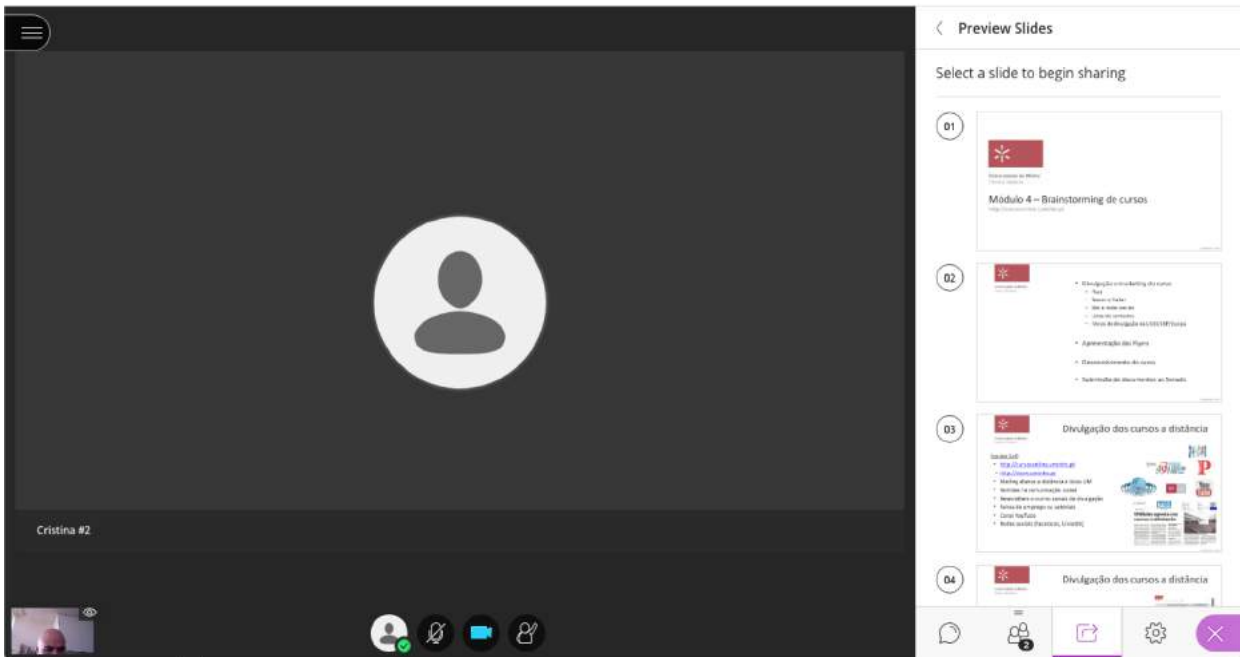
Na opção share files, ao adicionar, por exemplo um powerpoint, ele será adicionado a esta área.



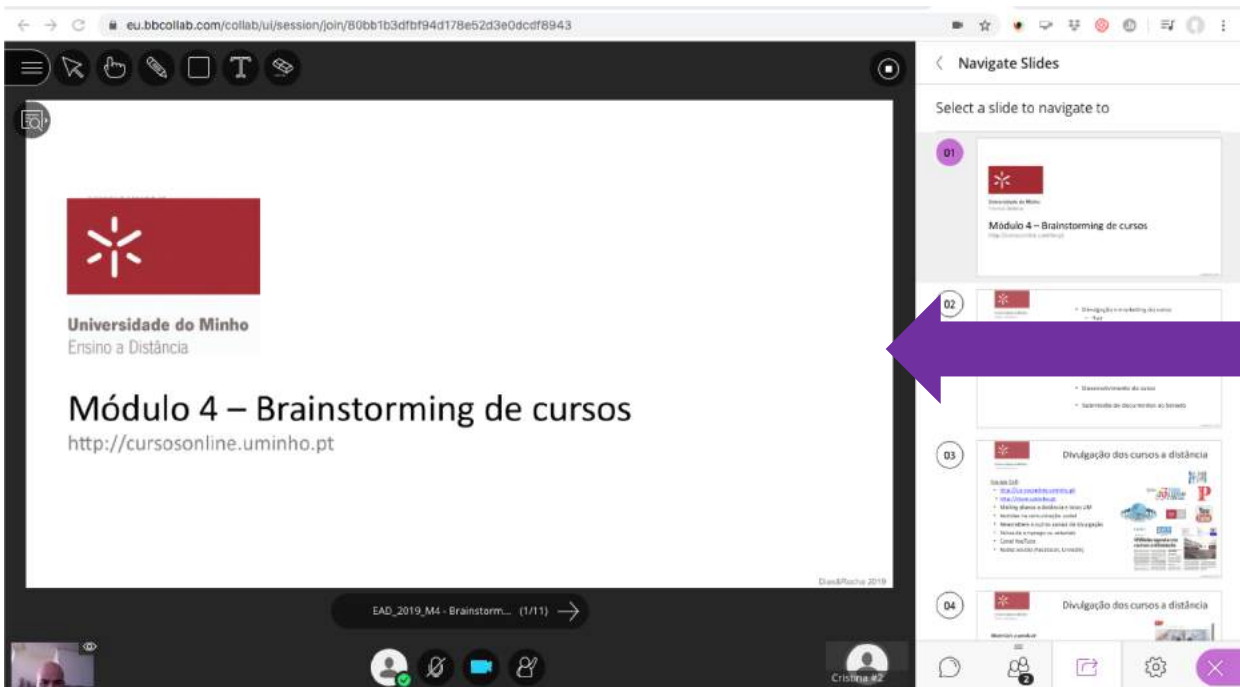
Depois de selecionado o ficheiro no seu computador, ele é convertido



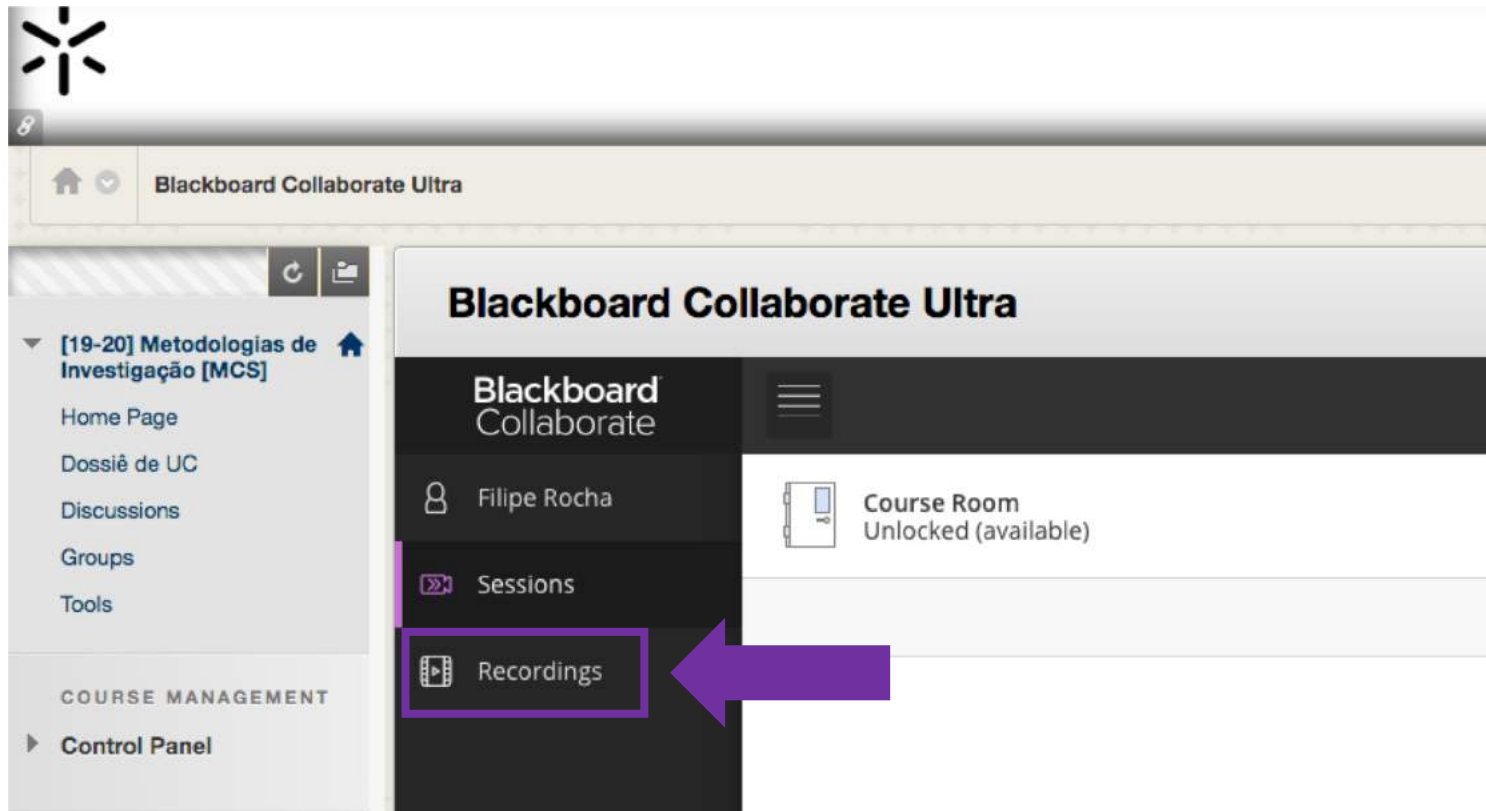
Depois de convertido, clique para partilhar



Poderá seleccionar de seguida os slides a apresentar, clicando no desejado



O Slide é apresentado no ecrã central



Para aceder às gravações, clique em recordings, na área de entrada no Blackboard Collaborate Ultra