Blackboard Ultra - Using PowerPoint Inking Tools

If you are using Blackboard Collaborate Ultra to teach students both face to face and online, you will need to use PowerPoint inking tools so both types of participants can see your marking. Please read through this tip sheet to learn how to set this up.

This tip sheet covers using PowerPoint inking tools only. If you need help accessing and setting up Blackboard Ultra in your course, please review the Blackboard Ultra tip sheet.

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Sharing Content

To share your PowerPoint with your students, you must share an application. To share an application click on the Open Collaborate panel tab (purple tab) and select Share Content. Click on Share Application.
Using PowerPoint Inking Tools with Blackboard Ultra

Please note that you will need to have the application open in order to select the PowerPoint application. Choose your application from the menu and then click on Share.

Setting Up PowerPoint

You may want to consider adjusting your view on your computer screen in order to see your attendee list/chat box. To do this, have your Blackboard Collaborate Ultra session in the background with your chat box open. You can detach the attendee list to see your participants if you choose. To detach your attendee panel, click on the Attendee icon in the collaborate panel, select the triple dots, then Detach panel.
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Place your PowerPoint application on top of the Blackboard session and adjust your application size so that you can see both the chat and attendee list.

Consider scaling back your slides view pane to maximize the presentation screen.

Using the Inking Tools

To access PowerPoint inking tools, select Review, then Start Inking.
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Your will see your inking tools at the top of the PowerPoint application. You can select these tools using the Epson board pens.

NOTE: Make sure your Epson pens are set as mice.

On your whiteboard, find the Annotation Toolbar. This can be displayed by tapping the button located on either side of the screen. Take your Epson board pens and click on the mouse icon.

You can now draw and mark up your presentation. Your annotations will now be displayed on Blackboard Collaborate Ultra.

For additional information, contact Moodle Help at moodle@norquest.ca