How to Create & Use a Successful HyFlex Backup Plan

Instructors may choose to have Blackboard Collaborate Ultra as their backup plan for days when Kaltura or other platforms may be experiencing technical issues, etc. This guide will show you how you can successfully create a backup plan and how to implement the backup plan when necessary. You will be able to swiftly pivot your class to Blackboard Collaborate.

How to Prepare for a Possible Future Pivot from Kaltura to Blackboard Collaborate Ultra

1. Log onto Blackboard and click on the course that you are teaching. Now add the Collaborate Tool Link to your course menu by following the steps in this video: Add Collaborate Tool Link (you can also choose to name it as backup or Plan B etc.)

2. Notify your students of the plan B, the location/name of the Tool Link and when you would want them to join the session. Specify the name of your session they should be joining (e.g. Session vs Course Room)
   a. Example: “Hi Students, for days where Kaltura may experience technical issues we will meet on Blackboard Collaborate instead. Click on the link called “Plan B” on the Blackboard course menu and then click on the Course Room (there is a door icon next to it) and click Join.

How to Pivot from Kaltura Classroom to Blackboard Collaborate Ultra

These same steps 1-5 are also depicted and explained on the next page:

1. End Kaltura Classroom
2. Power ON Crestron, Camera & Projector (if not already powered on)
3. Join the Course Room or Session
4. Check Audio/Camera Settings ** If previously used Collaborate with Kaltura, go into the course room settings, and make sure that share audio and share video are checked if you want to be able to see and hear your students.
5. Start Recording
1. End Kaltura Classroom. Left click on the bottom start menu and select **Task Manager**. Select **Kaltura Classroom** and click **End Task**. *If you are permanently switching to Collaborate you must request IT to stop scheduling your Kaltura broadcasts.*

2. Power On Crestron, Camera & Projector (if not already powered on)

3. Join the Course Room or Session for the current course you are teaching by clicking on the name of that Session/Course Room. Select **Join Session**. *(If you do not have the Collaborate Tool Link added to your course menu, please refer to **Step 1** at the top of this document)*
4. Check Audio/Camera Settings
   a. Click on the purple chevron arrows to open the Collaborate menu panel
   b. Click on the gear icon to access my settings
   c. Click Audio and Video Settings and select Set up your camera and microphone
   d. Collaborate will present an audio test. If you are teaching in a HyFlex classroom select Communications- Echo Cancelling Speakerphone (TesiraFORTE) from the dropdown box and click Yes. Audio is working
   
   ![Audio Test](image)

   e. Collaborate will present a video test. If you are teaching in a HyFlex classroom select USB Capture SDI or Av.io SDI Video from the dropdown box and click Yes. Video is working.
   
   f. To unmute your microphone and share your camera Collaborate, click on the microphone and camera icons on the bottom of the window

5. Start Recording. Click on the upper left sessions menu and select Start Recording

![Start Recording](image)

Click here to view helpful videos and documents on how to use Blackboard Collaborate Ultra