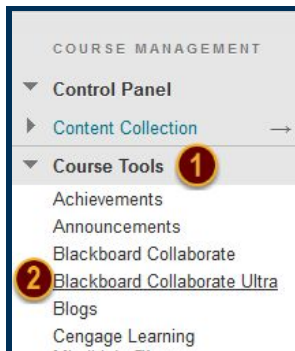# Create a Collaborate Ultra Session

Overview

This tutorial will explain how to create a **Collaborate Ultra Session**. Collaborate Ultra is a video conferencing tool that you can use to create synchronous class meetings while teaching online. You can also use it to host virtual office hours or individual conferences with students.

Quick Steps

Control Panel > Course Tools > Blackboard Collaborate Ultra > Create Session > Set Options
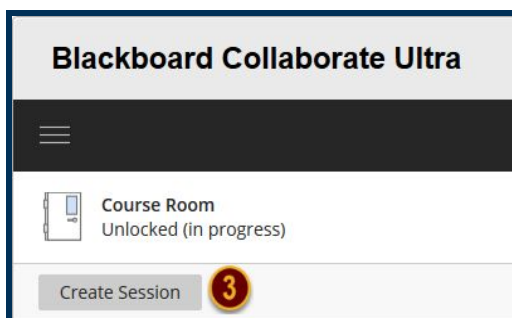
Step 1

To create a Collaborate Ultra Session, you must first access the Blackboard Collaborate Ultra page. The Blackboard Collaborate Ultra page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Blackboard Collaborate Ultra" option [2].
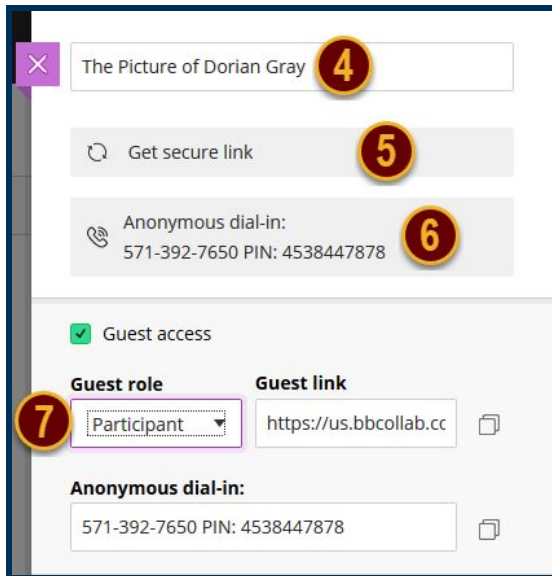

Step 2

From the Blackboard Collaborate Ultra page, click the *Create Session* button [3] to open the New Session menu. The menu will appear on the right side of the screen.

Step 3

Use the New Session field [4] to create a name for the session. Once you name the session, sharing and guest options will appear:

The *Get secure link* button [5] will provide a direct link for you to join the session.

> **!** *If you wish to email the session link to guests (for quick access, or perhaps as a reminder), you can copy the URL in the Guest link field using the* Copy *button.*
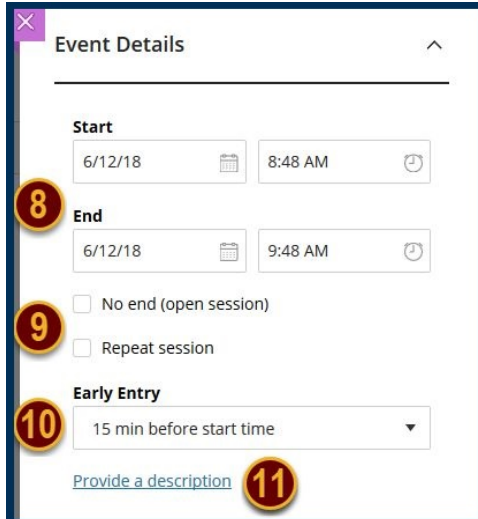
The *Anonymous dial-in* button [6] will provide a phone number and pin that guests can use to call into the session. Share this information with guests who do not have access to a computer at the time of the session. The information is repeated in the Anonymous dial-in field.

Below the Guest access checkbox, you will see a drop-down field for Guest role [7]. Specify the role that you would like guests to have when they join the session.

➢ **Participant**: Generally, you will leave the default role as Participant. Participants can view, speak in, and listen to the session. They can also post a profile image, use the chat feature, and draw on any shared content.
➢ **Presenter**: The Presenter role allows guests to share content with the session and see any Raised Hand notifications.
➢ **Moderato**r: The Moderator role allows full control of the session. Moderators can remove guests from the room (except other moderators), set notification settings, and can promote guest roles.

Step 4

Next, complete the Event Details section:

Set the date and time the session will start and end using the Start and End fields [8].
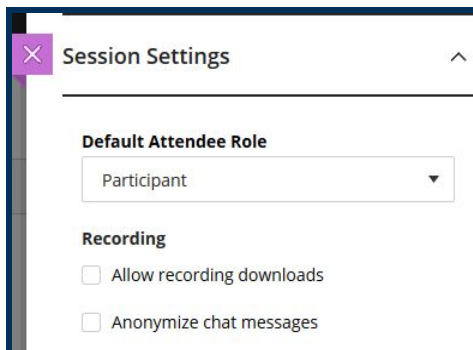
You can check the No end (open session) and Repeat session checkboxes [9] to keep the session open indefinitely or schedule repeated meetings, respectively.

Use the Early Entry drop-down box [10] to select how early participants can join the room before the session is scheduled to start.

Optionally, you can describe the session using the Provide a description link [11]. Doing so can help guests prepare for the session.

Step 5

Click the Session Settings tab to expand the section and decide upon additional options:

Recording Options

- ✓ Check the Allow recording downloads checkbox to let students download the session.
- ✓ Check the Anonymize chat messages checkbox to let students chat anonymously.

Participants can:
- ✓ Share audio
- ✓ Share video
- ✓ Post chat messages
- ✓ Draw on whiteboard and files

Enable session telephony
- ✓ Allow attendees to join the session using a telephone

Participants Options

Decide whether guests with the Participant role can do the following:

- ✓ Share profile pictures
- ✓ Use audio, video, chat, and whiteboard drawing tools
- ✓ Use their phone for session audio

Step 6

When finished, click the *Save* button to create the Collaborate Ultra Session.

| Delete | Save |