

Create a Collaborate Ultra Session

Overview

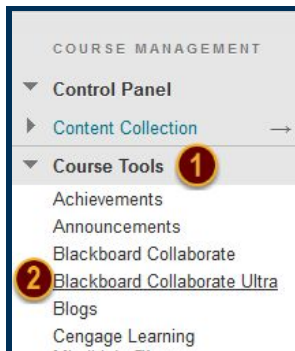
This tutorial will explain how to create a **Collaborate Ultra Session**. Collaborate Ultra is a video conferencing tool that you can use to create synchronous class meetings while teaching online. You can also use it to host virtual office hours or individual conferences with students.

Quick Steps

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

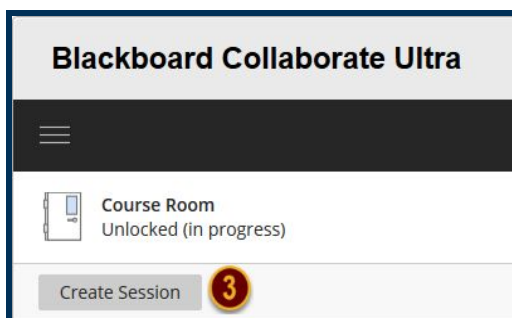
Step 1

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].



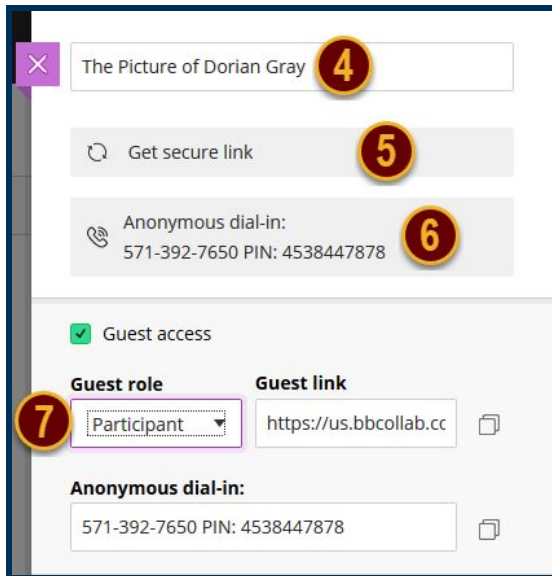
Step 2

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 screenshot shows a form for creating a new session. At the top, there is a text input field containing "The Picture of Dorian Gray" with a close button (X) on the left and a callout number 4. Below this is a "Get secure link" button with a refresh icon and a callout number 5. Underneath is an "Anonymous dial-in" section with a phone icon, the text "571-392-7650 PIN: 4538447878", and a callout number 6. A "Guest access" checkbox is checked. Below that is a "Guest role" dropdown menu set to "Participant" with a callout number 7, and a "Guest link" text field containing "https://us.bbcollab.cc" with a copy icon. At the bottom, there is another "Anonymous dial-in" section with the same phone number and PIN, and a copy icon.

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.

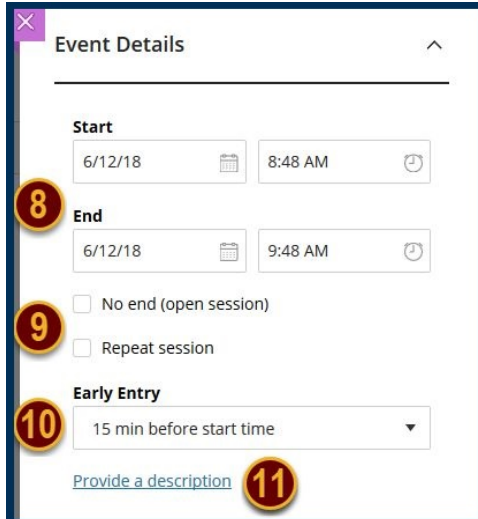
The *Anonymous dial-in* button [6] will provide a phone number and pin that guests can use to call into the session. Share this information with guests who do not have access to a computer at the time of the session. The information is repeated in the Anonymous dial-in field.

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.
- **Moderator:** 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:



The screenshot shows the 'Event Details' form with the following elements:

- Start:** Date field (6/12/18) and Time field (8:48 AM).
- End:** Date field (6/12/18) and Time field (9:48 AM).
- No end (open session)
- Repeat session
- Early Entry:** Drop-down menu set to '15 min before start time'.
- [Provide a description](#) link.

Numbered callouts (8-11) are placed over the Start/End fields, the checkboxes, the Early Entry dropdown, and the description link respectively.

Set the date and time the session will start and end using the Start and End fields [8].

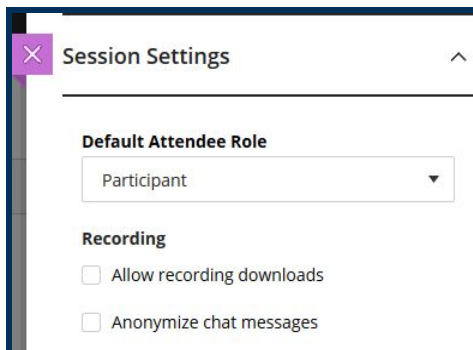
You can check the No end (open session) and Repeat session checkboxes [9] to keep the session open indefinitely or schedule repeated meetings, respectively.

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:



The screenshot shows the 'Session Settings' form with the following elements:

- Default Attendee Role:** Drop-down menu set to 'Participant'.
- Recording:**
 - Allow recording downloads
 - Anonymize chat messages

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