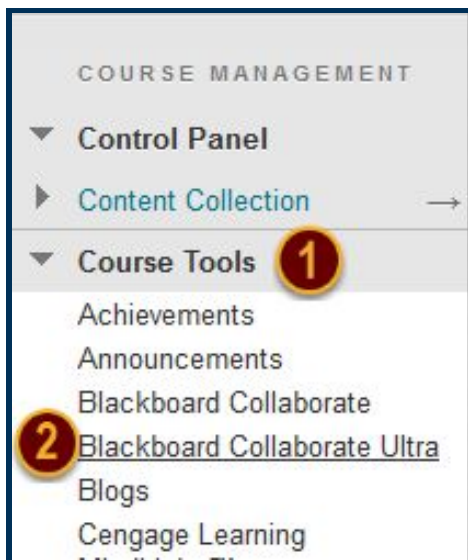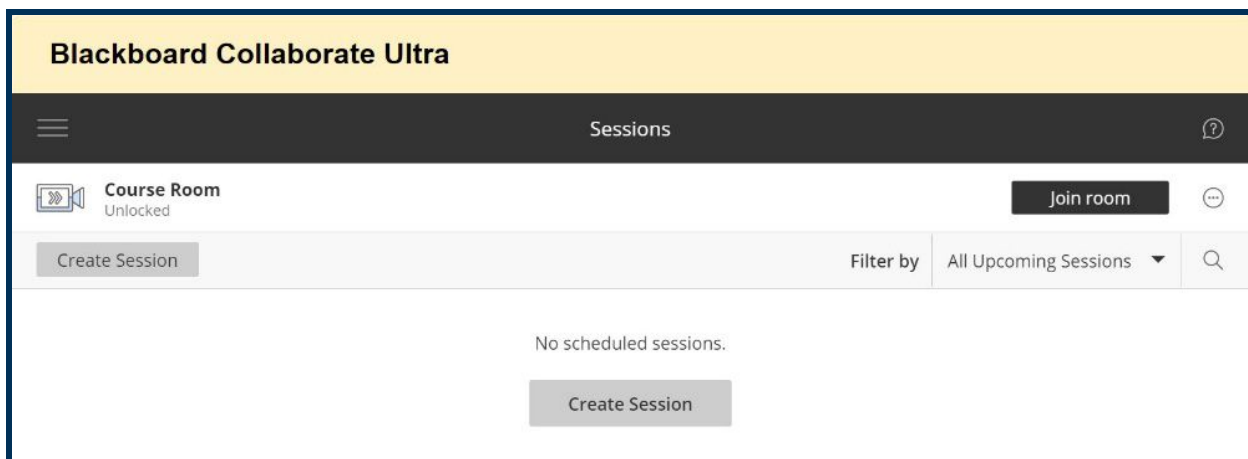# The Collaborate Ultra Sessions Page

Overview

This tutorial will explain how to access and use the **Collaborate Ultra Sessions Page**.

Procedure

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].

From the Blackboard Collaborate Ultra sessions page, you can join the Course Room, Create a Collaborate Ultra Session, or edit an existing session.
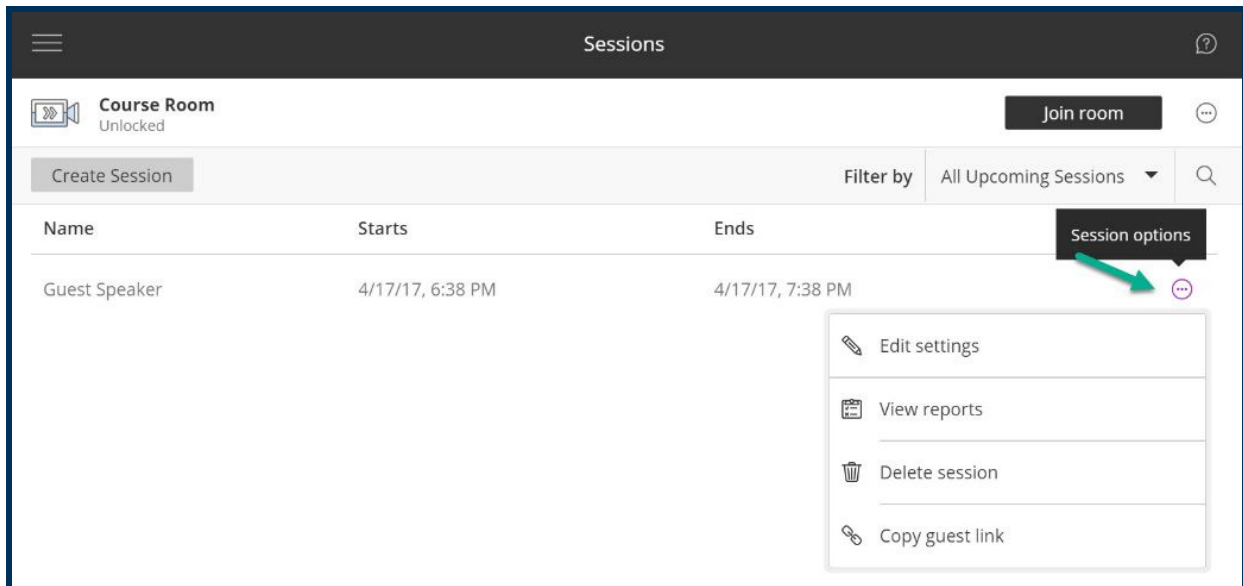
Explanation

Course Room: The course room is an open Collaborate session dedicated to your course. Click the Join Room button to easily use Collaborate Ultra in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings, such as to acclimate students to your course setup, introduce new concepts, host Q and A sessions, lead study sessions, and grade group presentations.

Create Session: Use the Create Session button to create supervised sessions or to run multiple sessions at the same time.

➢ Supervised sessions - When the course room is unlocked, anyone can join the session at any time. Instructors don't have to be present for students to join the session. If you don't want students to join a session unsupervised, lock the course room and create scheduled sessions.

➢ Multiple sessions at once - If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.

Session Options: If you have previously created sessions, they will be listed on this page. Access the session options by clicking the Session Options button (three dots) appearing to the right of the session. Select Edit settings, View reports (attendance), Delete session, or Copy guest link (to paste into an email message).