Blackboard for Employees

Creating a Collaborate Ultra Session

This document describes how to create and set up a Blackboard Collaborate Ultra session from within a Blackboard course site.

Instructions

1. Navigate to the course menu, click on the **plus sign** in the top left-hand corner of the course menu, and select **Tool Link** from the drop-down menu.

2. In the **Name** field, provide a name for the menu button (i.e., Online Meeting, Synchronous Session, Bb Collaborate Ultra, etc.). Then, click on the **Type** drop down menu.
3. Scroll down to select the **Blackboard Collaborate Ultra** tool link.

4. To make the menu button accessible to students, select the **Available to Users** box, then click **Submit**.

5. Click on the newly added **Bb Collaborate Ultra** link in your course menu to begin scheduling sessions.
6. Click the **Create Session** button.

7. Provide a session title in the **New Session** field, select **Start and End Dates**, and provide an **Early Entry** time limit as deemed necessary.
8. Click on the **gear** icon to access and set the desired **Session Settings**. Then click on the **Create** button to create the session.
9. A session link is now available in the Blackboard Collaborate Ultra tools area. To access a session, click on the **circled ellipsis icon**, then click on **Join session**.