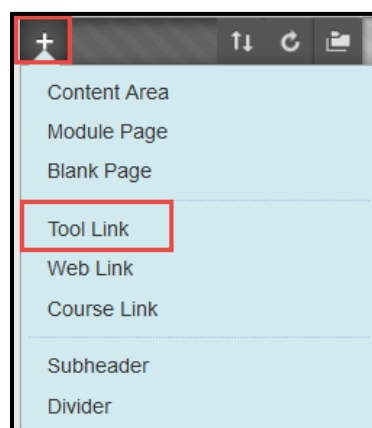

Blackboard for Employees

Creating a Collaborate Ultra Session

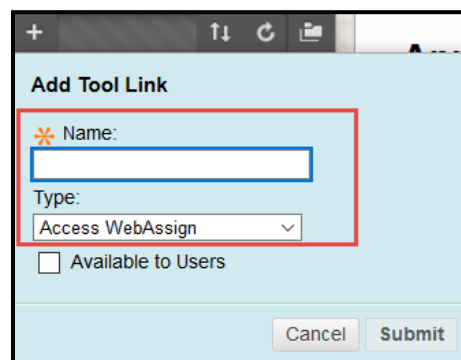
This document describes how to create and set up a Blackboard Collaborate Ultra session from within a Blackboard course site.

Instructions

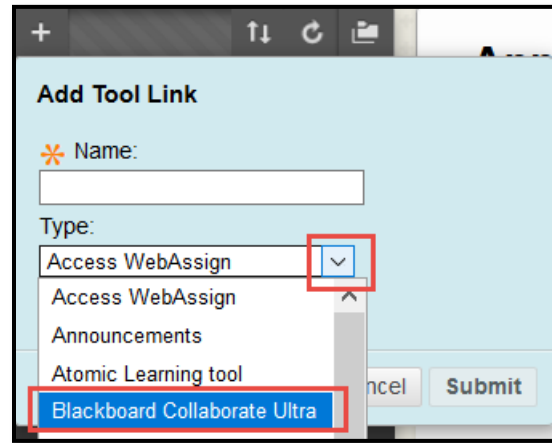
1. Navigate to the course menu, click on the **plus sign** in the top left-hand corner of the course menu, and select **Tool Link** from the drop-down menu.



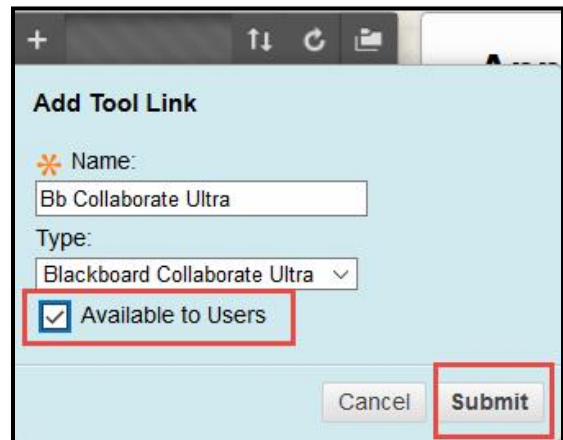
2. In the **Name** field, provide a name for the menu button (i.e., Online Meeting, Synchronous Session, Bb Collaborate Ultra, etc.). Then, click on the **Type** drop down menu.



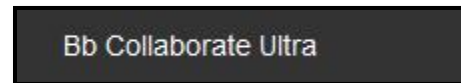
3. Scroll down to select the **Blackboard Collaborate Ultra** tool link.



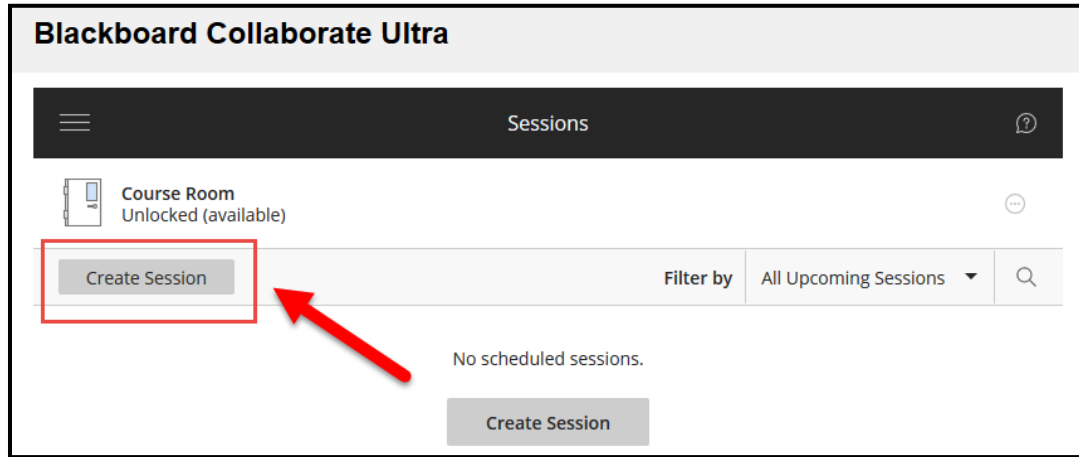
4. To make the menu button accessible to students, select the **Available to Users** box, then click **Submit**.



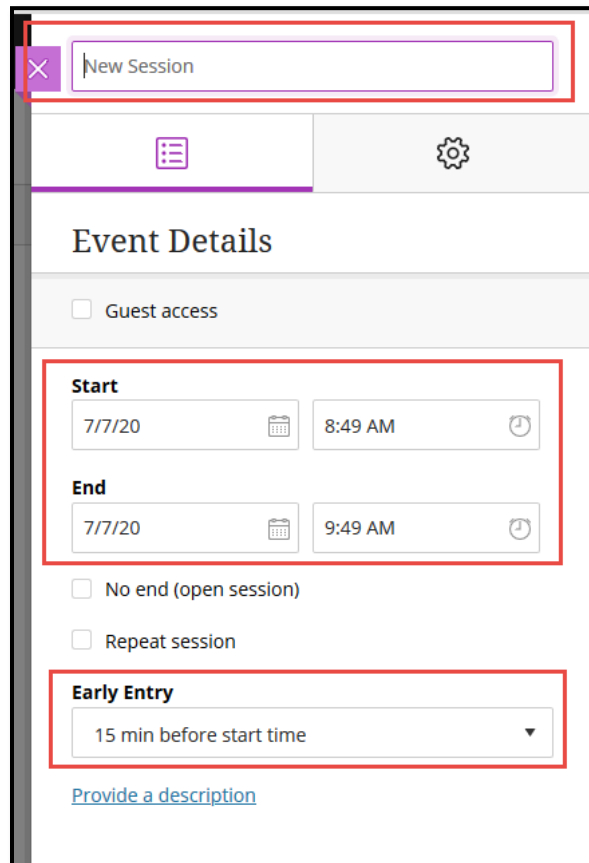
5. Click on the newly added **Bb Collaborate Ultra** link in your course menu to begin scheduling sessions.



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.



- Click on the **gear** icon to access and set the desired **Session Settings**. Then click on the **Create** button to create the session.

New Session

Session Settings

Default Attendee Role

Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participant permissions

Share audio

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can chat privately only with moderators

Moderators supervise all private chats

Profanity filter

Hide profanity in chat messages

Please type a session name before you save.

Cancel Create

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**.

Note: To increase the security of a Blackboard Collaborate Ultra session, do not share the guest link with users.

