Blackboard for Employees

Creating a Blackboard Collaborate Ultra Session

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

Instructions

*Note:* A Blackboard Collaborate Ultra session can be created from within several areas of Blackboard, including a course content area, course tools, or by adding a menu button. This document will utilize the course tools option.

1. To create a Blackboard Collaborate Ultra session, access a course’s **Control Panel**, then **Course Tools**, then click on **Blackboard Collaborate Ultra**.

2. Click the **Create Session** button.
3. Provide a session title in the **New Session** field, select **Start and End Dates**, and provide an **Early Entry** time limit as deemed necessary.
4. Click on the gear icon to access and set the desired **Session Settings**. Then click on the **Create** button to create the session.

![Session Settings](image.png)
5. 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.