
Blackboard Collaborate Ultra

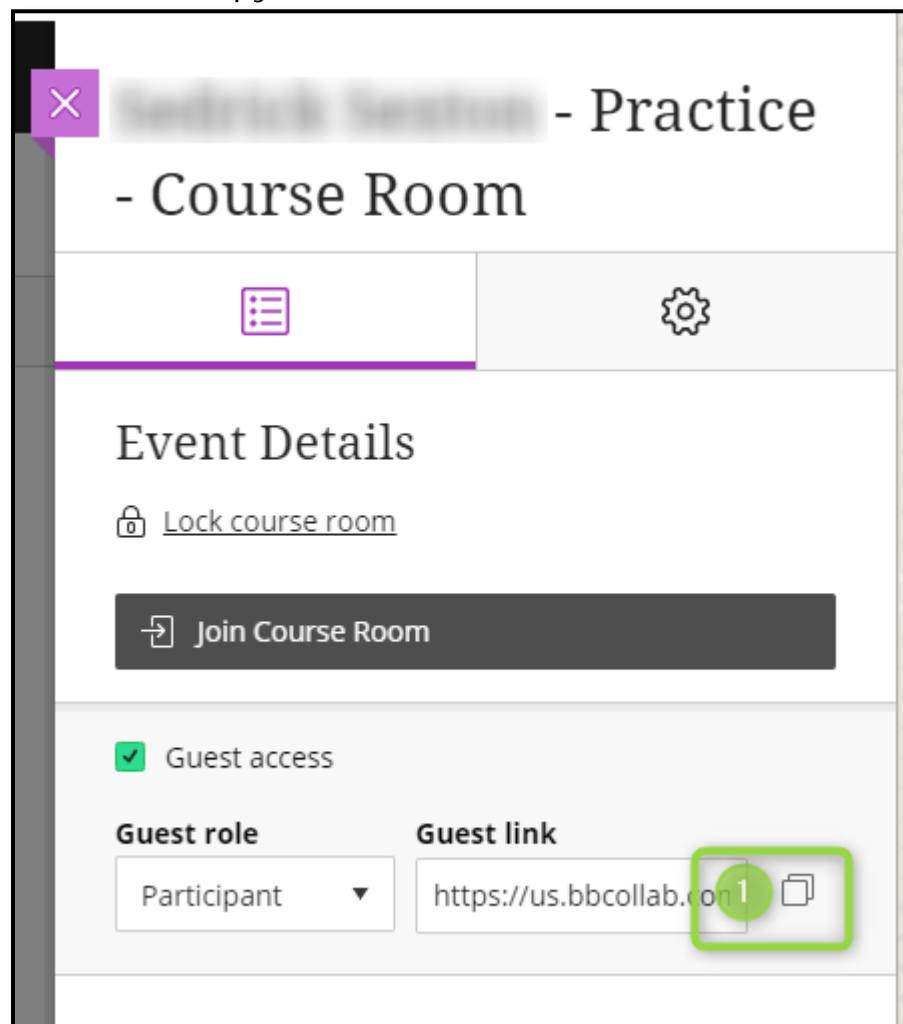
Assigning a Live Session Captioner

These steps only apply to faculty classes where the student enrolled has been approved for live caption accommodations. For accommodations approval, students must go through Accessibility Services.

Note: 48 hours prior to the session, faculty must complete steps 1-3.

Instructions

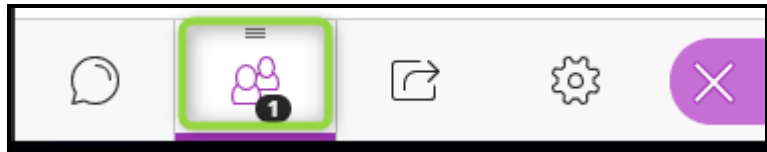
1. Setup a recoccurring Blackboard Collaborate Ultra session in Blackboard.
2. Locate the **Guest Link** and copy the invitation.



3. Send the Blackboard Collaborate Ultra URL along with the Course Rubric and Number to accessibility.services@sjcd.edu.
4. Open the Collaborate Panel by clicking on the **arrow** located in the bottom right of the Collaborate window.



5. Click the **Attendee** icon to open the Attendee panel.



6. Locate your assigned Captioner on your attendee list and click on the **attendee controls icon**. Click on **Make Captioner**.

