

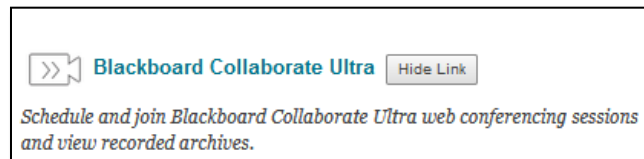
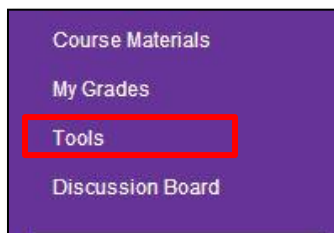
Getting Started with Blackboard Collaborate Ultra

Overview

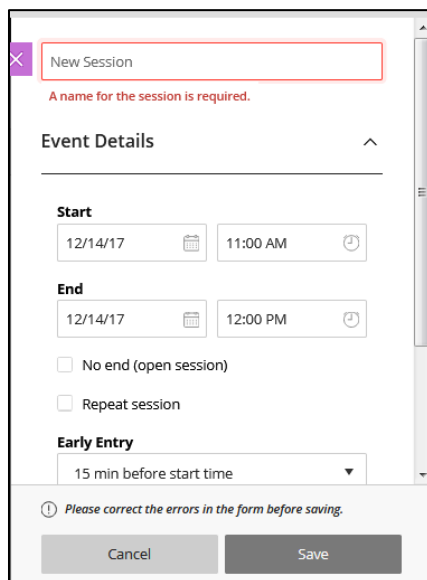
Blackboard Collaborate Ultra enables instructors and students to collaborate outside of class sessions in a live online environment. It allows interaction and collaboration among everyone in the class.

To create a session in Bb Collaborate Ultra:

1. Log into your Blackboard Course.
2. On the left side, click on **Tools**.
3. In the tools page, click on **Blackboard Collaborate Ultra**.



4. Click on **Create Session** to create a new session.
5. In the **Create Session** page, you can change the Session Name to anything you like to call it.

A screenshot of the 'New Session' form in Blackboard Collaborate Ultra. The form has a title 'New Session' and a red error message: 'A name for the session is required.' Below the error message is a section titled 'Event Details' with a collapse arrow. Under 'Event Details', there are fields for 'Start' (date: 12/14/17, time: 11:00 AM) and 'End' (date: 12/14/17, time: 12:00 PM). There are also checkboxes for 'No end (open session)' and 'Repeat session'. At the bottom, there is an 'Early Entry' dropdown menu set to '15 min before start time'. At the very bottom of the form, there is a message: 'Please correct the errors in the form before saving.' and two buttons: 'Cancel' and 'Save'.

6. **Guest access** You can allow or restrict Guest access and assign a default role for guests. If Guest access is enabled, a URL is provided to send to guests.

7. **Event Details** In the Event Details section you can specify the start and end dates/times for the session. Select **No end** to create an open session.

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December Session

Guest access

Guest role Participant **Guest link** https://us.bbcollab.c...

Event Details

Start
12/14/17 11:00 AM

End
12/14/17 12:00 PM

No end (open session)

Delete Save

8

9

Repeat session

Early Entry
15 min before start time

[Provide a description](#)

Delete Save

8. **Repeat session** – You can repeat your session to future dates. By default, this option is set to off. You can repeat your sessions by daily, weekly, or monthly.

Repeat session
 Repeat Weekly
 Every Week
 S M T W **T** F S
 End After Occurrences 10

9. **Early Session Entry** – The period before the start of the session during which users can join the session. You can set up to 1 hour before the start of the session to join.

Room Options

Session Settings ^

Default Attendee Role
 Participant

Recording
 Allow recording downloads
 Anonymize chat messages

Moderator permissions
 Show profile pictures for moderator only

10. **Session Settings**
 - a. **Default Attendee Role** – Select the default role for participants in the Collaborate session.
 - b. **Recording** – Allow recordings to be downloaded, and/or anonymize chat messages
 - c. **Moderator permissions** – Show the profile pictures for the moderator.
 - d. **Participants can** – Check/Uncheck to change the ability for participants to: Share Audio, Share Video, Post Chat messages, Draw on whiteboard and files
 - e. **Enable session telephony**—Allow attendees to join the session using a telephone
 - f. **Private Chat** —Allow participants to only chat privately with the moderators and/or allow moderators to supervise all private chats

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

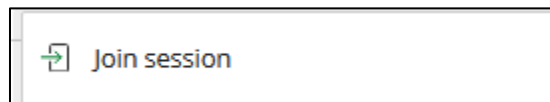
Enable session telephony

- Allow attendees to join the session using a telephone

Private Chat

- Participants can only chat privately with moderators
- Moderators supervise all private chats

11. Click **Save** to create the session.
12. Once the session is created, you will see it listed in your BB Collaborate List Page
13. **Joining Session**
 - a. Click the clickable **Title of the Session**
 - b. Click the **Join Session** button



For more documentation on Blackboard Collaborate Ultra visit:
https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Basics

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.