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.

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.

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.
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
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**.