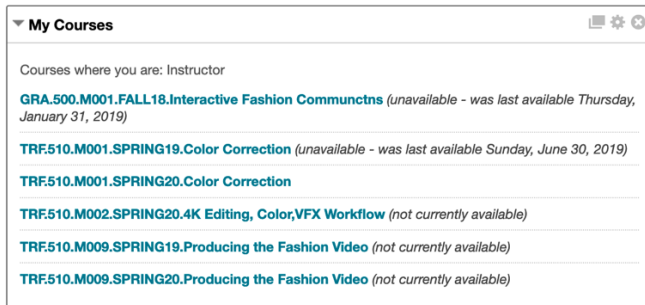


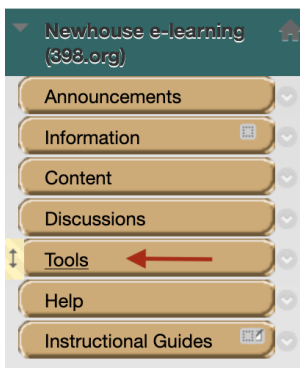
## Blackboard Collaborate Ultra: Create a Session

### Getting to Collaborate Ultra

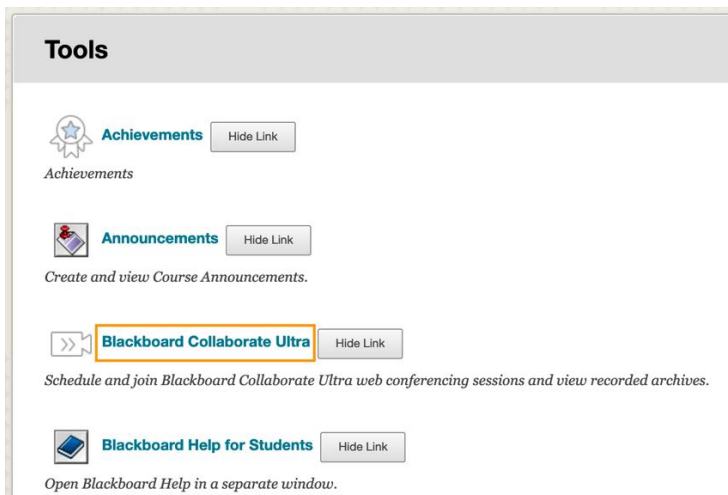
1. Log into Blackboard
2. In the *My Courses* section click on the course that you want to create a Blackboard Collaborate Ultra session for.



3. From the left menu, click Tools.

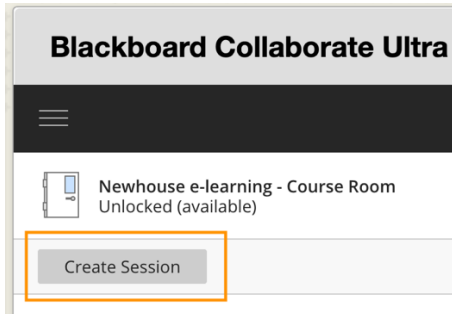


4. On the *Tools* page, click *Blackboard Collaborate Ultra*.

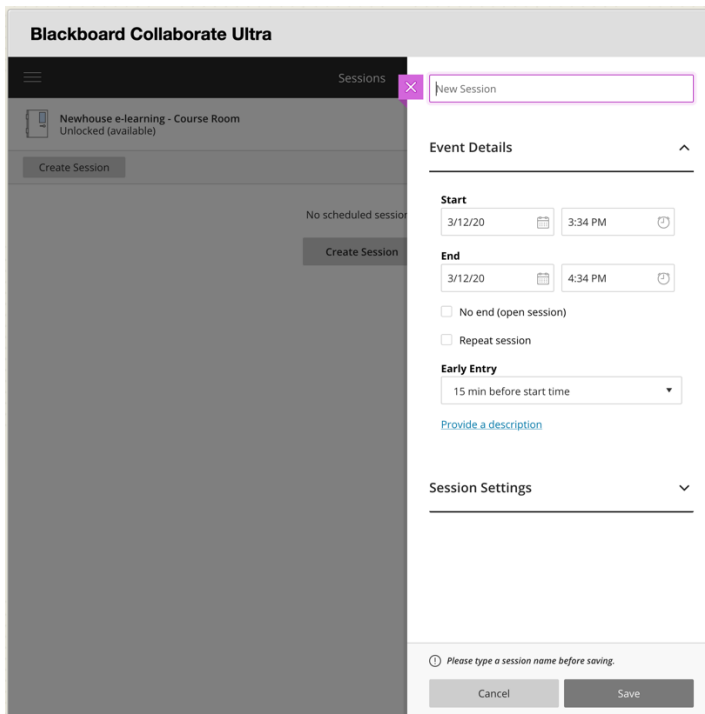


## Creating a Session

1. On the Blackboard Collaborate Ultra page, underneath the course room, click the *Create Session* button.

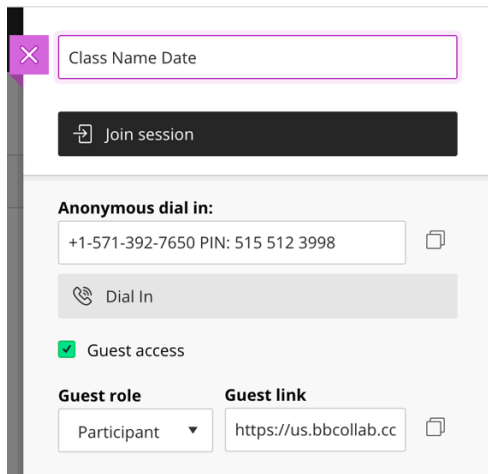


2. A *New Session* sidebar will open to the right.



Session Name

3. Give the session a name. This will expand the session settings.



The screenshot shows a session settings panel with a close button (X) in the top left. Below the close button is a text input field labeled "Class Name Date". Underneath is a dark "Join session" button with a speaker icon. The "Anonymous dial in:" section contains a text field with the phone number "+1-571-392-7650 PIN: 515 512 3998" and a copy icon. Below that is a "Dial In" button with a speaker icon. A "Guest access" checkbox is checked. The "Guest role" dropdown menu is set to "Participant". The "Guest link" text field contains the URL "https://us.bbcollab.cc" and has a copy icon.

- a. **Join Session** button will allow you to enter the session.
- b. **Anonymous dial in** provides a unique phone number and PIN code if participants need to call in to participate and listen to the audio of the session.
- c. **Guest access checkbox**, when checked will allow anyone with the *Guest Link URL* access to the session. (default = ON).
- d. **Guest Role** sets the default role of the guests for the session. It is recommended to keep this set to *Participant*.
- e. **Guest Link** provides the URL for participants to enter the session as guests. The link can be copied and then emailed to guest participants.



Event Details

4. Enter the following *Event Details*



Event Details ^

---

**Start**

3/13/20  9:30 AM 

**End**

3/13/20  10:45 AM 

No end (open session)

Repeat session

**Early Entry**

15 min before start time ▼

**Description**

Type a description.

- a. **Start** – sets start date and time for the session you are creating.
- b. **End** – sets end date and time for session
- c. **Open session checkbox**, left unchecked, the session will follow the *Start and End* times set for the session. If checked, the session will be always open.
- d. **Repeat Session**, when checked, will create a series of sessions based on the start and end time defined. The number to times the session will repeat is based on what frequency is set (daily, weekly, monthly), the days selected to repeat sessions, and when to end the repeated sessions (either after a defined number of occurrences or on a date).
- e. **Early Entry** sets how early participants can enter the session.
- f. **Provide Description** – click the link to add a description for the session.

## Session Settings

### 5. Modify the *Session Settings*

- a. **Default Attendee Role** – sets the default role of the participants joining the session.
- b. **Recording**
  - *Allow recording downloads* checkbox will enable any session recordings to be available for download or to be watched through Blackboard after it has been published.
  - *Anonymize chat messages* will hide the identity of the participants who participate in the chat during sessions that are recorded.
- c. **Moderator Permissions**
  - Show profile pictures for only moderator when checked
- d. **Participants can:**
  - *Share Audio* – Check checkbox allows audio to be shared
  - *Share Video* – Check checkbox allows video to be shared

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- *Post chat messages* – Check checkbox allows participants to post to the session chat.
- *Draw on whiteboard and files messages* – recommended to leave unchecked. Can be turned on during session.

### e. **Enable session telephony**

- Check to allow attendees to join the session using a telephone.

### f. **Private Chat**

- Check both boxes *if* you are allowing *Post chat messages* in the setting above.

## Saving Session

Click *Save at bottom* to save session and settings.