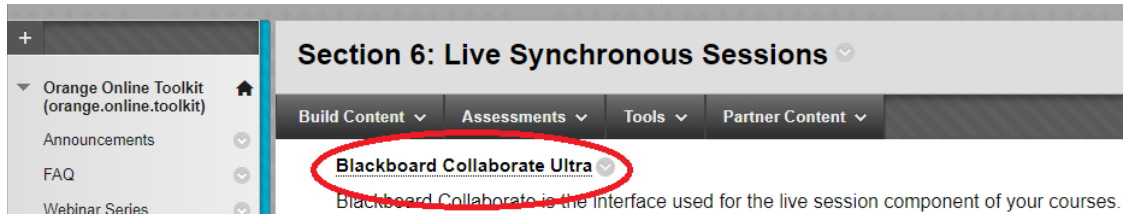
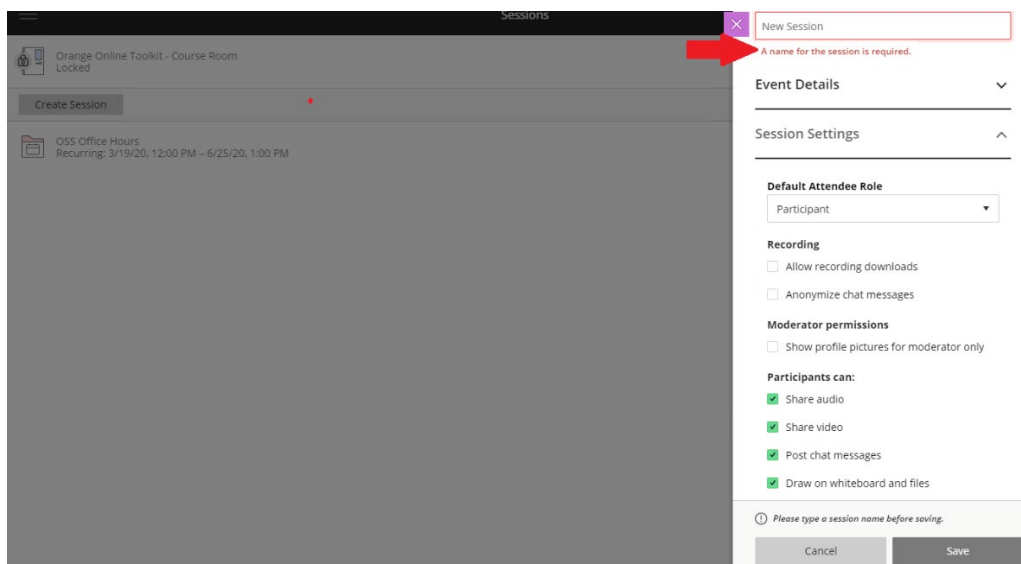
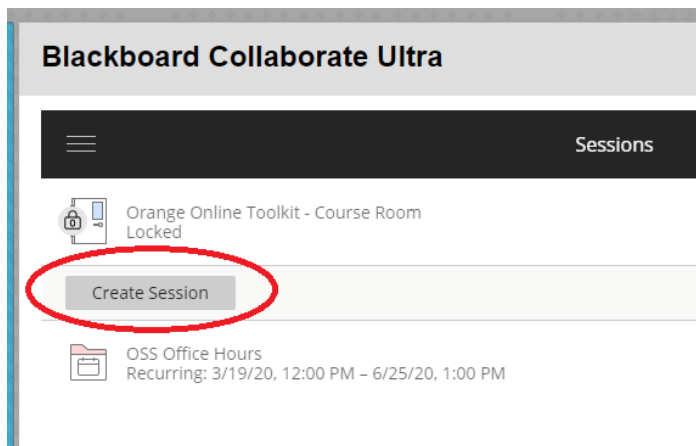


Creating [Blackboard Collaborate Ultra](#) Sessions (real-time video conferencing)

Enter your Organization in Blackboard and navigate to the link indicated for Bb Collaborate Ultra (i.e. video-chat, live sessions, office hours). Click on *Blackboard Collaborate Ultra*. If this section and link are not available and need to be added in the navigation pane see the instructions below.



Click on *Create Session* and enter the 'new session' name in the text box.



Proceed with entering the *Event Details* settings for a specific date and time, recurring, or open session.

+1-571-392-7650 PIN: 816 824 8219

Guest access

Guest role
Participant

Guest link
https://us.bbcollab.cc

Event Details

Start
3/18/20 4:00 PM

End
3/18/20 4:00 PM

No end (open session)

Repeat session

Early Entry
15 min before start time

[Provide a description](#)

Session Settings

Delete Save

Proceed to the *Session Settings* to select options for availability of tools to the participants. Save.

Default Attendee Role
Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

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

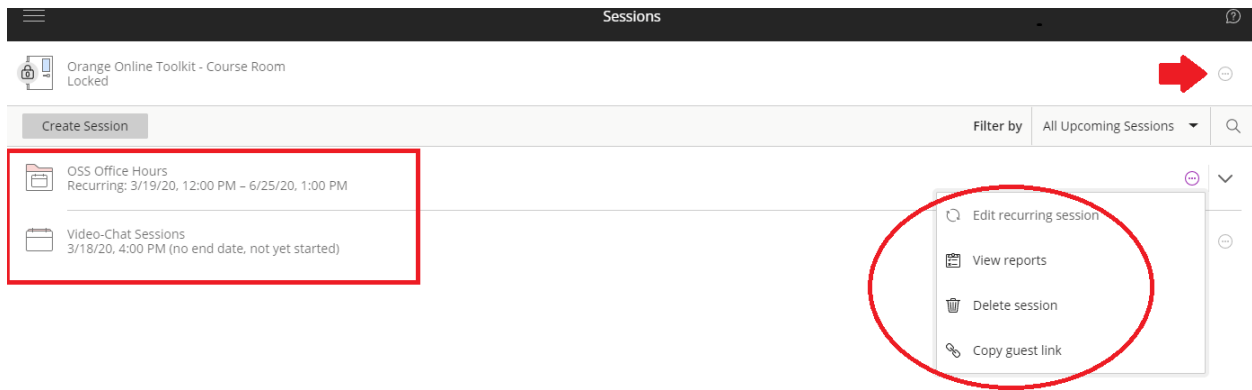
Private Chat

Participants can only chat privately with moderators

Moderators supervise all private chats

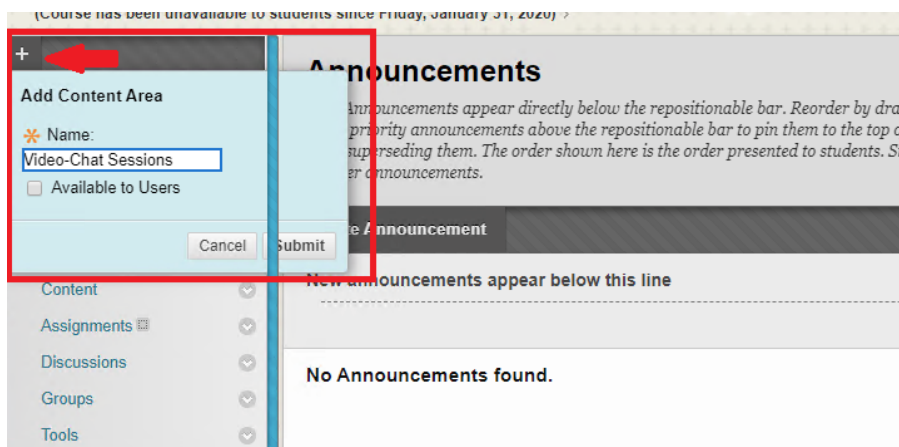
Delete Save

The sessions will appear in a list. Use the sessions option button (small circle with 3 dots to the right) to copy a guest link, join the session, delete, or edit the settings.

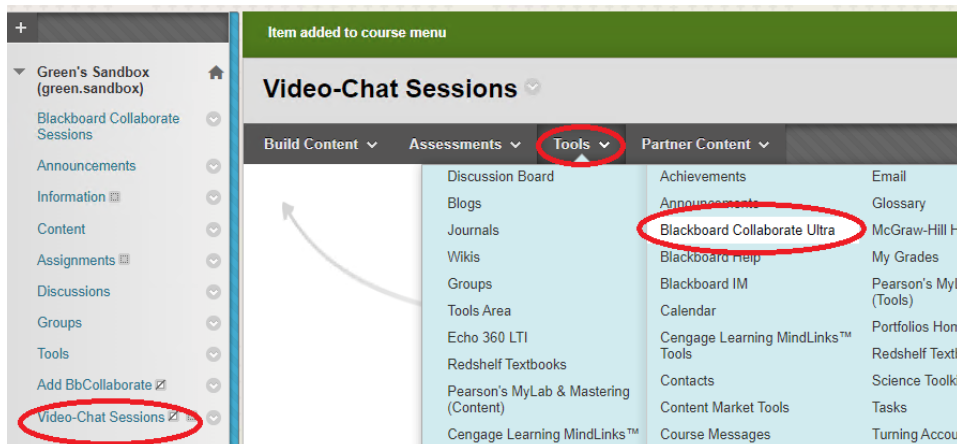


To add Blackboard Collaborate Ultra to your Organization:


Use the + button in the upper left corner and choose *Content Area*. Add a name (Video-chat, live sessions, office hours, etc.) and select the box “Available to Users”. Submit.




Select your newly created Blackboard Collaborate Ultra section in the navigation pane. From the Tools drop-down box in the gray bar, select *Blackboard Collaborate Ultra*.



A window will appear with Create Link: Blackboard Collaborate Ultra with text boxes and a bar at the bottom with “submit”. Click submit and you will now be able to enter and create sessions (see above).

Create Link: Blackboard Collaborate Ultra 

 Cherri Wells

** Indicates a required field.*

LINK INFORMATION

** Link Name*

Color of Name
 Black

Link
Tool: Blackboard Collaborate Ultra

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text to Speech, Undo, Redo, and HTML/CSS source code.

*Click **Submit** to proceed.*

Cancel