

Blackboard Tips:



Create a Collaborate Ultra Session

The Blackboard Collaborate Ultra tool allows for real-time, virtual meetings with a student, a student group, or your entire class. Like Zoom, Skype, or other videoconferencing tools, you may share video, audio, your computer screen, a whiteboard, polls, or chat.

Purpose and Applications

- To communicate effectively in synchronous (real-time) virtual meetings with the whole class, small groups, or individuals.
- To record a session for students to access asynchronously.
- To facilitate faculty to student and peer-to-peer communication.

How to Create a Collaborate Session

- Navigate to the **Blackboard Collaborate Ultra** tool under **Course Tools** in your **Control Panel** menu.

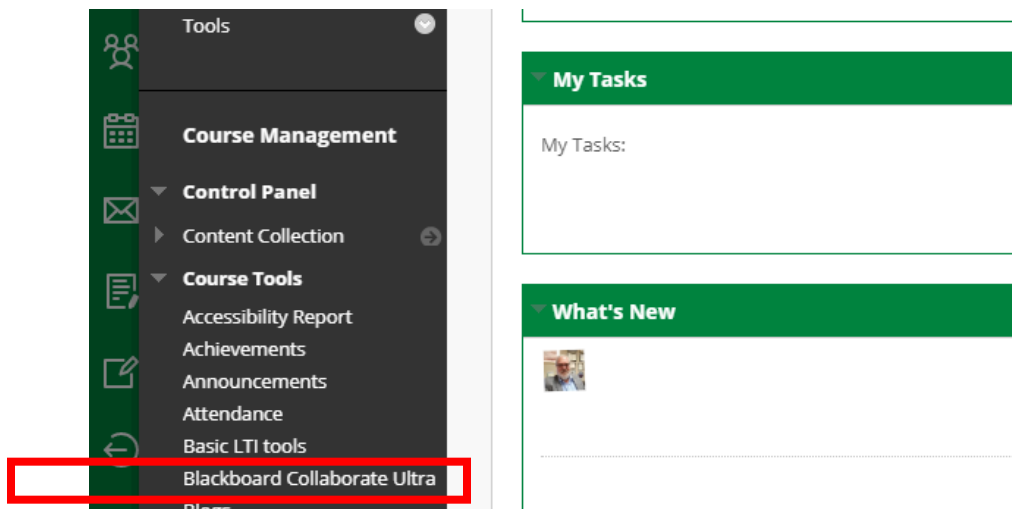


Figure 1: Control Panel Menu

- Inside Blackboard Collaborate Ultra, select **Create Session** (Future sessions you create will appear in this list in this course).

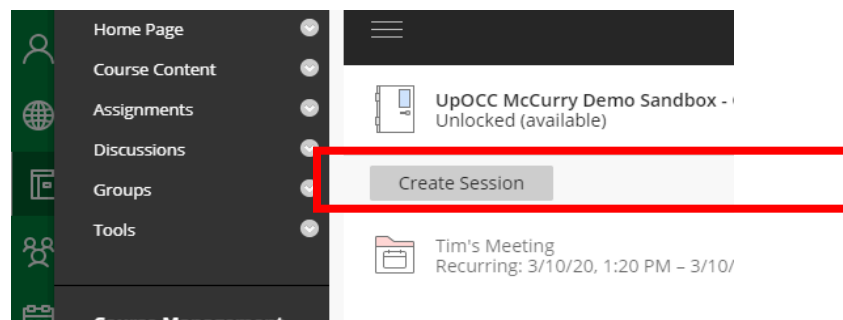


Figure 2: Collaborate Create Session

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- Provide a name, start/end date and time (if appropriate, otherwise check **Open Session** for drop-in office hours, for instance).
- Allow early entry (default is 15 minutes).
- Add description to signal the course content being delivered.

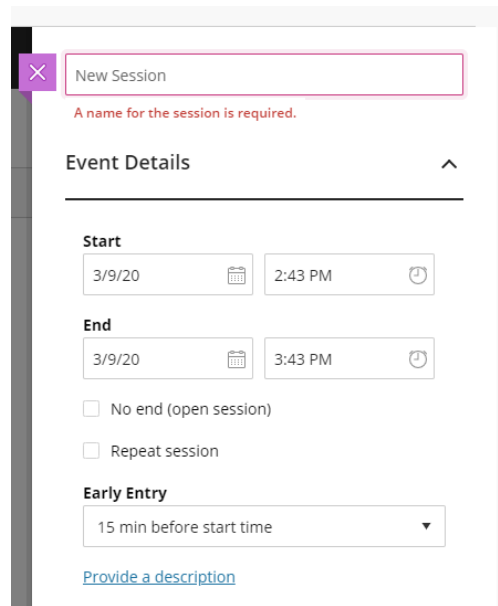
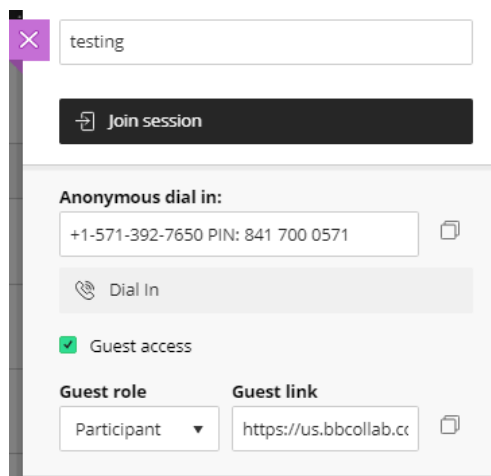


Figure 3: Video Options Section

- Under **Session Settings**, you can allow chat or whiteboard during the session or allow users to download recordings if they need to listen/watch offline.
- Once you have given the session a title, you will see the option to **Join Session** if you wish to make a session just in time to meet with a student. Send an email or announcement with the **Anonymous Dial In** number, for students with poor or no internet connectivity who wish to access the audio portion of the session room. The **Guest Link** can be shared with guest lecturers or speakers to carry on their presentation to the class. Set the **Guest Role** to presenter to allow guests to share their screens and control the session.



Additional Resources

- [Getting Started in Blackboard Collaborate Ultra as a Participant](#)
- [Moderating a Session in Blackboard Collaborate Ultra](#)
- [Recording a Session in Blackboard Collaborate Ultra](#)

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