

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. Anyone in the course can create a session with anyone else.

Purpose and Applications

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

How to Create a Collaborate Ultra Session

- Navigate to the **Blackboard Collaborate Ultra** tool under the **Tools** menu item.

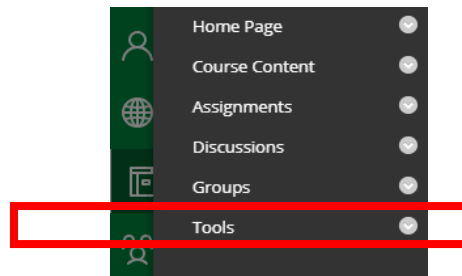


Figure 1: Course Menu

- Scroll through available tools to Blackboard Collaborate Ultra.

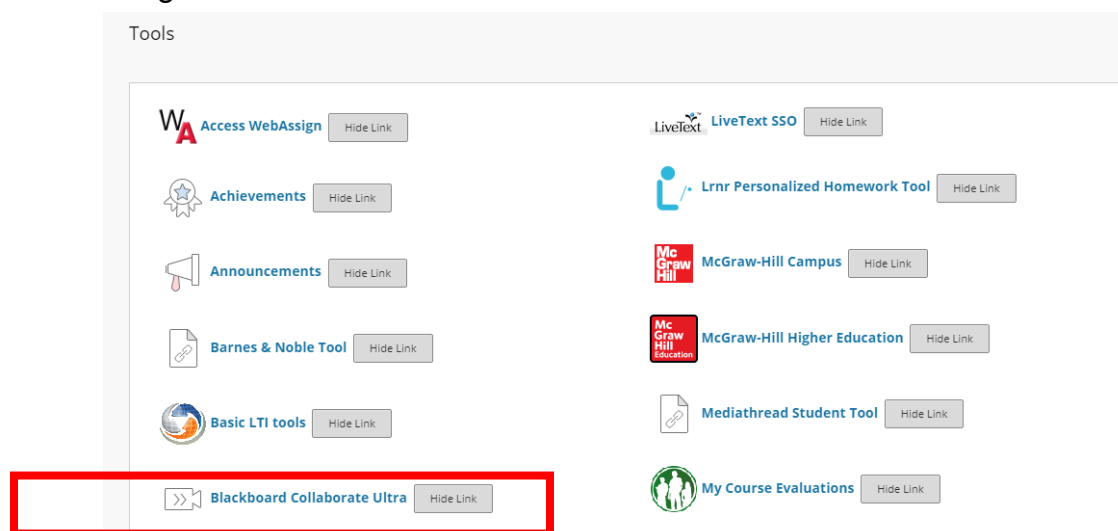


Figure 2: Tools Page in Blackboard

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

- Inside Blackboard Collaborate Ultra, select **Create Session**

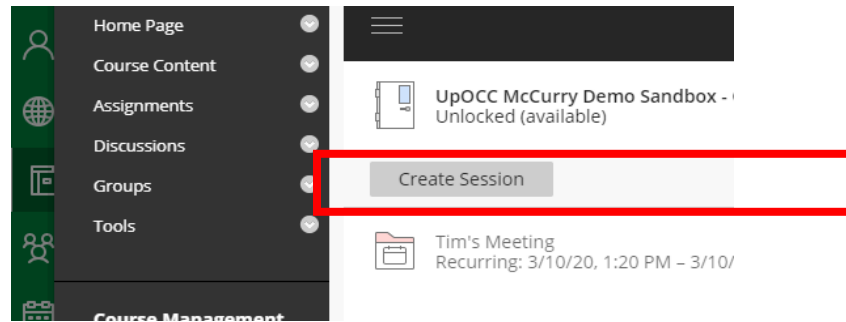


Figure 2: Collaborate Create Session

- Provide a name, start/end date and time or check **Open Session**.

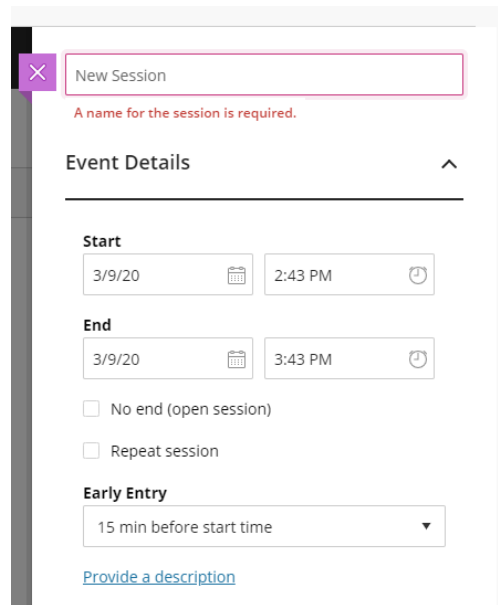


Figure 3 Session Settings in Blackboard Collaborate Ultra

- Allow early entry (default is 15 minutes).
- Add description to signal the course content being delivered.
- 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.

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- Once you have given the session a title, you will see the option to **Join Session**. Send an email or announcement with the **Anonymous Dial In** number, for users with poor or no internet connectivity who wish to access the audio portion of the session room.

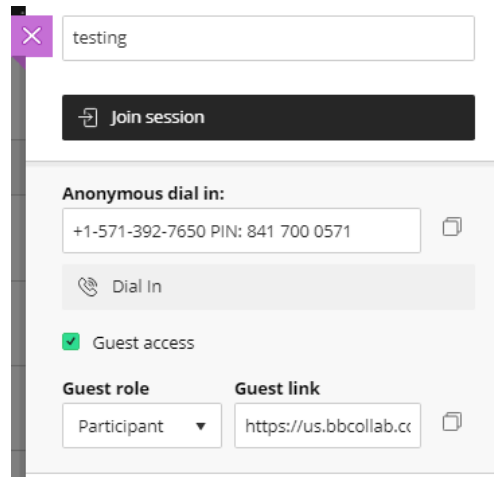


Figure 4 Join Session Details and Guest Links in Blackboard Collaborate Ultra

- The **Guest Link** (See Fig. 4) 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. Copy the **Guest Link** provided and send it to anyone you wish to invite into 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](#)