Faculty Quick Guide
Blackboard Collaborate Ultra

OVERVIEW

Blackboard Collaborate Ultra is a video conferencing tool that lets you set up real-time online sessions with your students. In Collaborate Ultra, you can add files, share applications, and use a virtual whiteboard to interact.

SETTING UP A BLACKBOARD COLLABORATE SESSION

1. Create a Tool Link and enter a name. We recommend to use “Virtual Meeting” as the name for this new content area.
2. Select Available to Users and click Submit.
3. It is strongly recommended to reorganize your menu by moving up “Virtual Meeting” to the top of the navigation menu.
4. Click on the “Virtual Meeting” link in the navigation menu.
5. Once in the Blackboard Ultra page, Click on Create Session.
6. Enter a name for the **New Session** and the start and end time/date. Recommendations: allow students to access the virtual classroom at least 15 minutes before start time.

   ![Event Details](image)

   - **Guest access**
   - **Guest role**
     - Participant
   - **Guest link**
     - Save the session to get the guest link.
   - **Start**
     - 9/3/20
     - 10:07 AM
   - **End**
     - 9/3/20
     - 11:07 AM
   - **Early Entry**
     - 15 min before start time

   ![Provide a description](image)

7. Click **Create**
8. The session will be displayed on the Collaborate Course Room. If necessary, click the three dots icon, located on the top right corner, to change the options for the course room and/or sessions. Additionally, the instructor can send the Anonymous dial in number for those students that do not have access to a computer.

9. Once the session has been created. Click on the session (in progress) and then click on Join Session. You are now entered in the Bb Collaborate Virtual Room.
I. Media Space – this is where the content of the session will be displayed. Content being shared will become the main focus of the screen. If, you are not sharing content then the focus will be on the participant profiles and videos.

II. Session Menu – the session menu found on the top left of the screen gives you various actions and information about the session. You can perform various actions such as; recording the session and connecting your phone for audio.

III. Collaborate Panel – this is where you can open chatroom, view who has joined the session, share content such as; files, application, and whiteboard. Also, my settings allow you to test your audio and video settings, set notifications, and sessions settings.

*Note: Share Application allows you to share your screen.