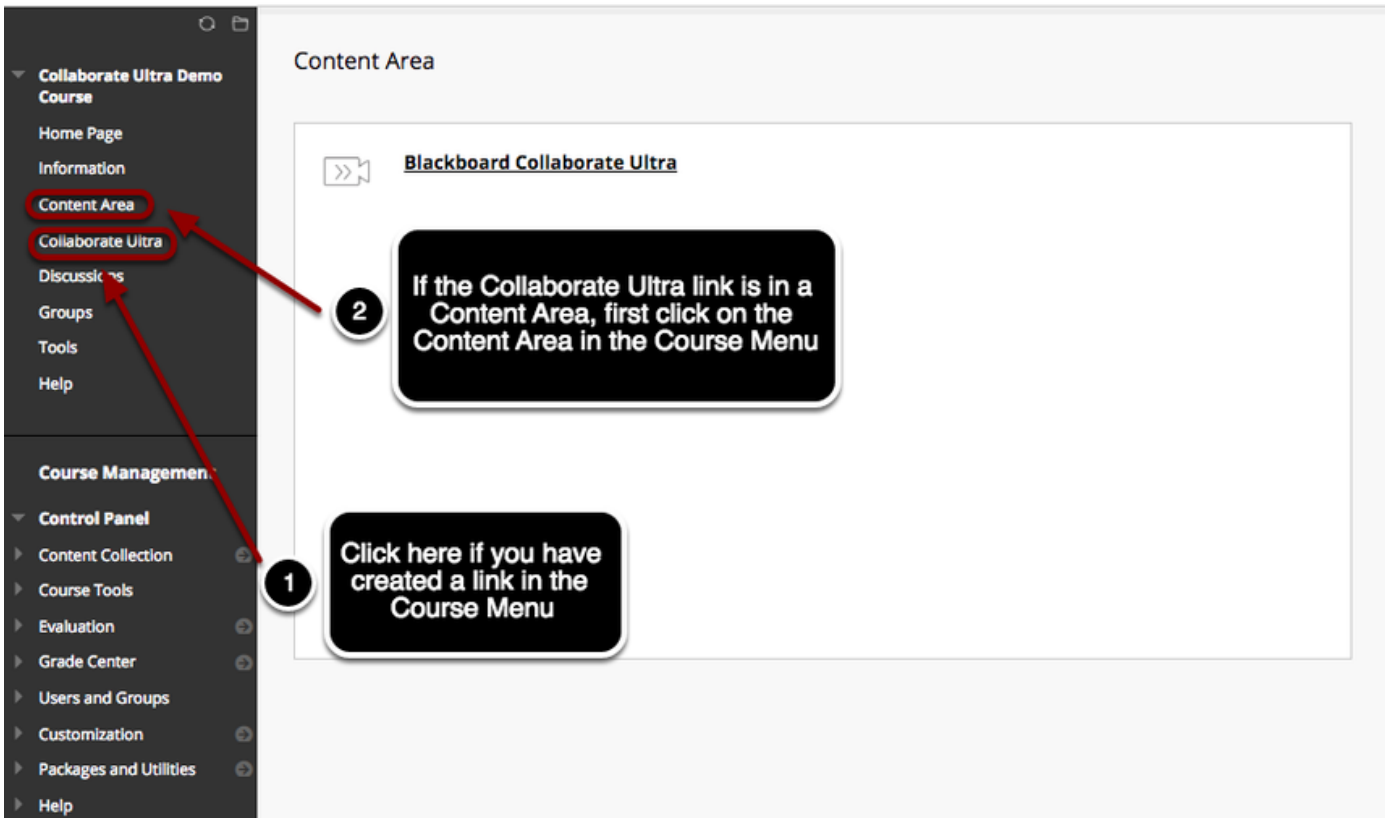


CREATING A COLLABORATE ULTRA SESSION

ENTERING THE COLLABORATE ULTRA PORTAL



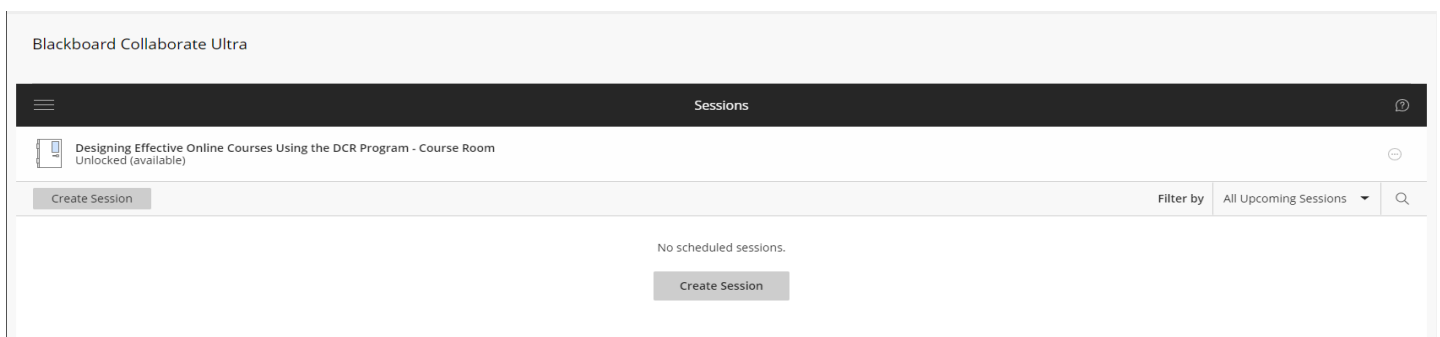
Entering the Collaborate Ultra Portal within your course site depends on where you created a link to it - either in 1) the Course Menu or 2) a Content Area.

1) If you have created a Collaborate Ultra tool link in your Course Menu, you can click on this directly to launch the application.

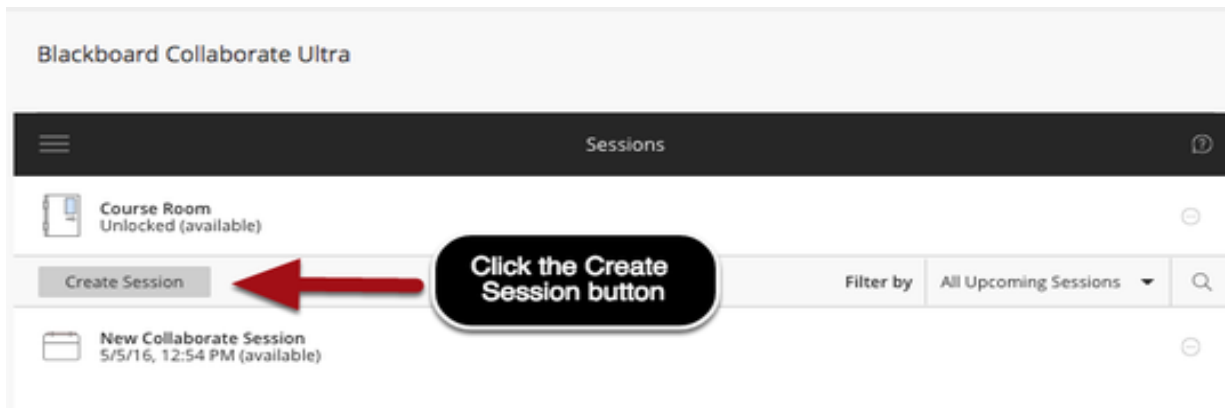
2) If you have created a Collaborate Ultra link within a Content Area, first click the name of the Content Area in the Course Menu, and then click the Collaborate Ultra link in the Content Area.

If you have not yet created a Collaborate Ultra link in either the Course Menu or a Content Area, then please refer to the **Enabling Collaborate Ultra in Your Blackboard Course** guide.

Once you have clicked on the Collaborate Ultra link in either the Course Menu or in a Content Area, you should see the Blackboard Collaborate Ultra screen shown below.



CREATING A NEW SESSION



To create a session, click the **Create Session** button on the left.

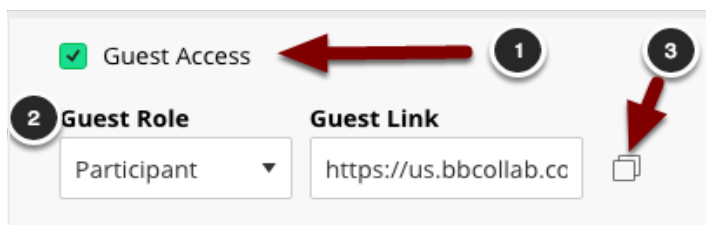
A new panel will open along the right side of your screen, where you can edit three settings: Title, Event Details, and Session Settings.

TITLE

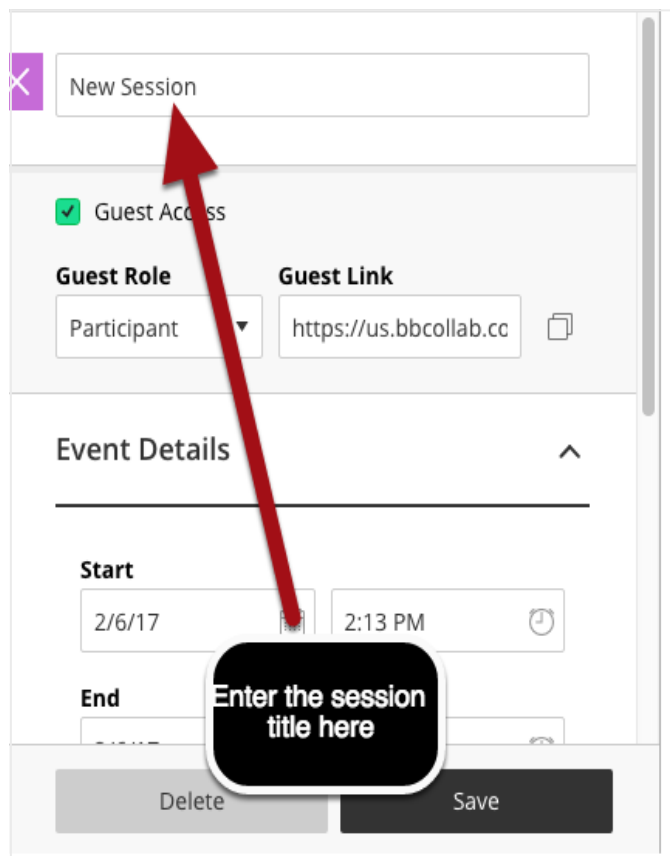
Enter the title that you would like for the session.

GUEST ACCESS

After entering the session title, you can set up **Guest Access** for the session:



1. Check the checkbox to enable guest access. Use the dropdown menu to select the default role for guests (the role that individuals would have when they enter the session). The available roles are **Participant**, **Moderator** and **Presenter**.
1. Click the **Copy** button to the right of the Guest Link URL to copy the URL to the clipboard.



Event Details

Start
2/6/17 2:13 PM

1 End
2/6/17 3:13 PM

2 No End (Open Session)

3 Repeat Session

Early Entry
4 15 min before start time

5 [Add a description....](#)

Delete Save

EVENT DETAILS

1. Select a start/end date/time for the session.
2. If you would like to create a session that is open 24/7 the entire semester, check the box for **No End (Open Session)**.
3. You may select **Repeat Session** if you would like to create multiple weekly sessions at once, rather than create them individually.
4. Select how many minutes prior to the start of session that participants are allowed to enter.

Optional: You may enter a description of the session that will appear in Blackboard for students.

SESSION SETTINGS

1. **Default Participant Role:** Select the default role you want participants to have upon entering the session.
2. **Recordings:** Check the **Allow Recording Downloads** box if you want students to be able to download recordings from Blackboard to their devices. If this box is not checked, students will be able to stream any recordings that are available. To anonymize student names in the chat, check the box labeled **Anonymize Chat Recordings**. This option is recommended for FERPA compliance, especially if you are sharing the recordings outside of the classroom or reusing recordings from previous semesters.
3. **Moderator Permissions:** Checking this box prevents participants from seeing each other's profile pictures.
4. The **Participants Can** category is where you can enable/disable permissions that participants have. These can also be altered within the session itself. The options include share their audio, share their video, post chat messages, and draw on whiteboard and files.
5. **Enable Session Telephony:** By default, this box is checked, allowing participants to use their telephones to connect to the session's audio. Because using the telephone is an alternative for participants whose computer speakers and microphone are not working, we recommend keeping this option selected.

Session Settings

1 **Default Attendee Role**
Participant

2 **Recording**
 Allow recording downloads
 Anonymize chat messages

3 **Moderator permissions**
 Show profile pictures for moderator only

4 **Participants can:**
 Share audio
 Share video
 Post chat messages
 Draw on whiteboard and files

5 **Enable session telephony**
 Allow attendees to join the session using a telephone

6 **Private Chat**
 Participants can only chat privately with moderators
 Moderators supervise all private chats

Once all options have been set, click the **Save** button at the bottom of the panel

Delete Save