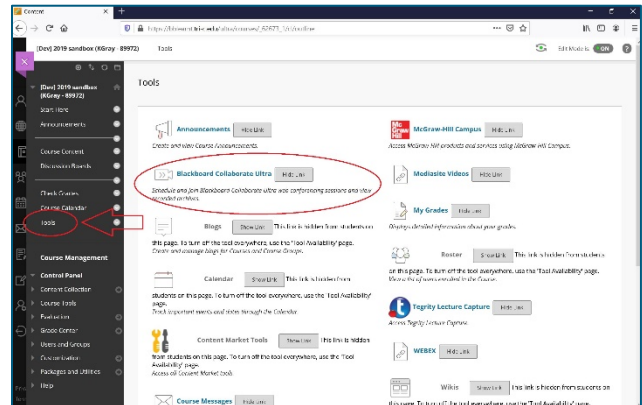


Faculty Quick Start: Blackboard Collaborate Ultra

01 Access

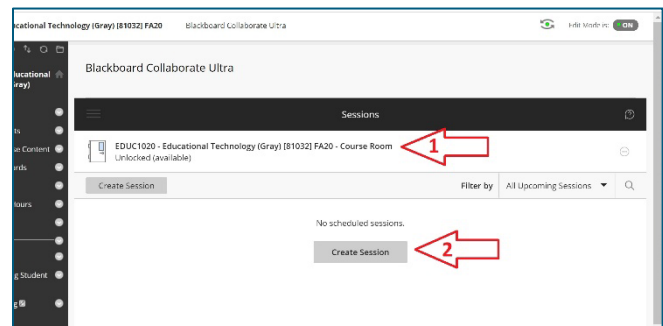
1. Go to a course site in Blackboard Learn
2. Select “Tools” in the left navigation pane
3. Select the title “Blackboard Collaborate Ultra”

Video: [Accessing Blackboard Collaborate Ultra](#)



02 Create a Meeting

For each course, instructors can either use the existing Course Room (# 1) that can be accessed at any time (by instructors and/or students) or instructors can schedule class meetings (# 2). For the Course Room, select the title to access the info, join option and settings (gear icon).



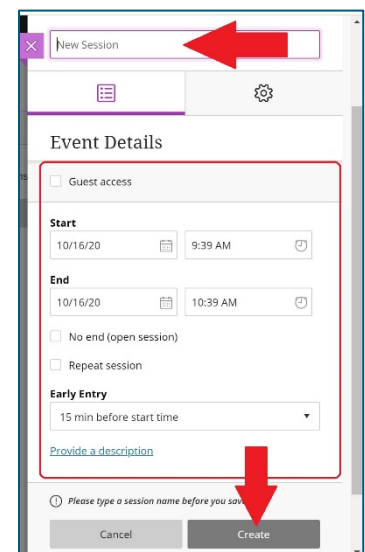
Schedule a meeting:

1. Select “Create Session”
2. Complete the meeting information in popup,
 - including title
 - meeting information
 - setting up recurring meetings
 - Check “Guest Access” box to create a meeting URL link to allow access from outside of Blackboard.
3. Select the gear icon to change other settings
4. Select “Create”

Videos:

- [Blackboard Collaborate Ultra: Creating a Meeting](#)
- [Blackboard Collaborate Ultra: Invite Guests to your Sessions](#)

Resource Page: [Schedule Sessions](#)

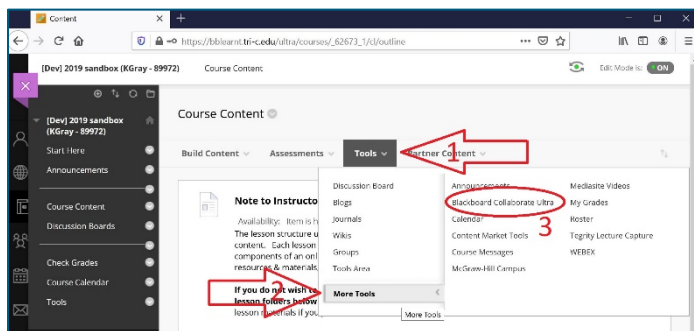


03 Add Access to Bb Collab Ultra to Content Area

Go to the content area where the link is to be added.

1. Select “Tools”
2. Select “More Tools”
3. Select “Blackboard Collaborate Ultra”

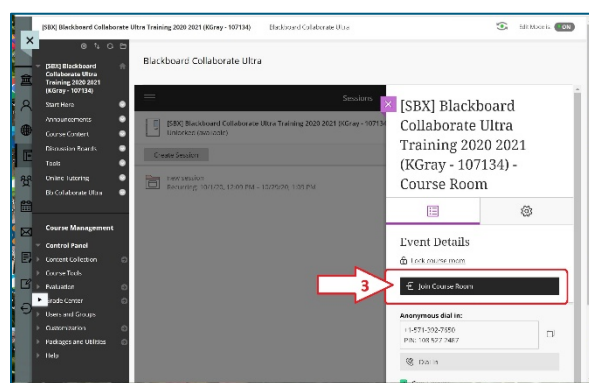
Video: [Blackboard Collaborate Ultra: Adding to a Content Area](#)



04 Start/Join a Session

1. Go to Blackboard Collaborate Ultra in your course
2. Select the title of the session
3. Select “Join Course Room” or “Join Session”

Resource: [Join Session](#)



05 Session Layout

The following list relates to the numbers on the images.

1. Menu (top left): Recording options, call-in session access, help information
2. Interactive Bar (bottom center): status/feedback option, audio and video access, and raise hand option
3. Start recording option (Top right notice)
4. Collaborate Panel (bottom right): includes participant list, chat, share applications/screen, and settings
5. When the Collaborate Panel is open, the left side window is the share/media area and is recorded.

Resources:

- [Collaborate Ultra Help for Moderators](#)
- [Moderate Sessions](#)

