

How to Edit Collaborate Ultra Sessions

Proceed to the Blackboard Collaborate Ultra homepage in the course where you would like to edit. You may either select the three-dot icon right of the Get secure link to open the drop down menu and select Edit Settings or select the three-dot icon right of the End date column to open the drop down menu and select Edit Settings.

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header with the text "Blackboard Collaborate Ultra" and a "Sessions" tab. Below the header, there is a course room name "Q2 2017 CU3 TEST - Course Room" and a "Get secure link" button. A dropdown menu is open, showing options: "Copy guest link", "Edit settings", "View reports", and "Lock course room". The "Edit settings" option is highlighted with a red box. The background shows a table with columns "Name" and "Starts".

Name	Starts
Session 1: Week 1	12/12/17, 11:00 AM

If you would like to edit a scheduled session, please select the three-dot icon right of the End date column to open the drop down menu and select Edit Settings.

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header with the text "Blackboard Collaborate Ultra" and a "Sessions" tab. Below the header, there is a course room name "Q2 2017 CU3 TEST - Course Room" and a "Get secure link" button. A dropdown menu is open, showing options: "Join session", "Edit settings", and "View reports". The "Edit settings" option is highlighted with a red box. The background shows a table with columns "Name", "Starts", and "Ends".

Name	Starts	Ends
Session 1: Week 1	12/12/17, 11:00 AM	12/12/17, 12:30 PM