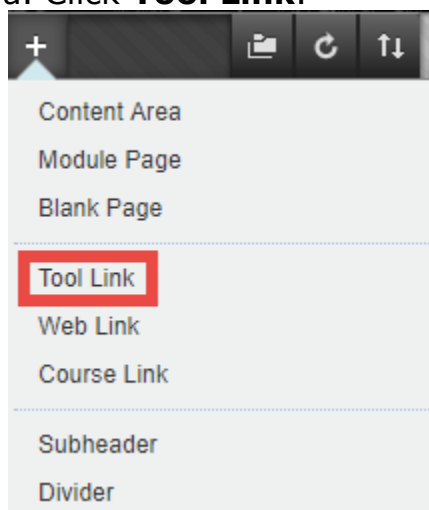


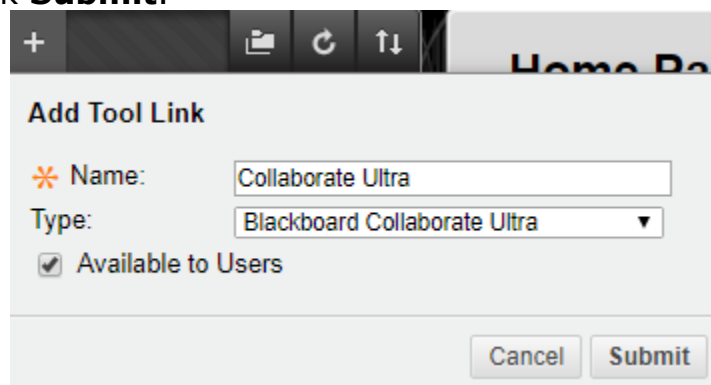
How to Launch Collaborate Ultra

If you have a Collaborate Ultra tab in the left menu, please skip this step.

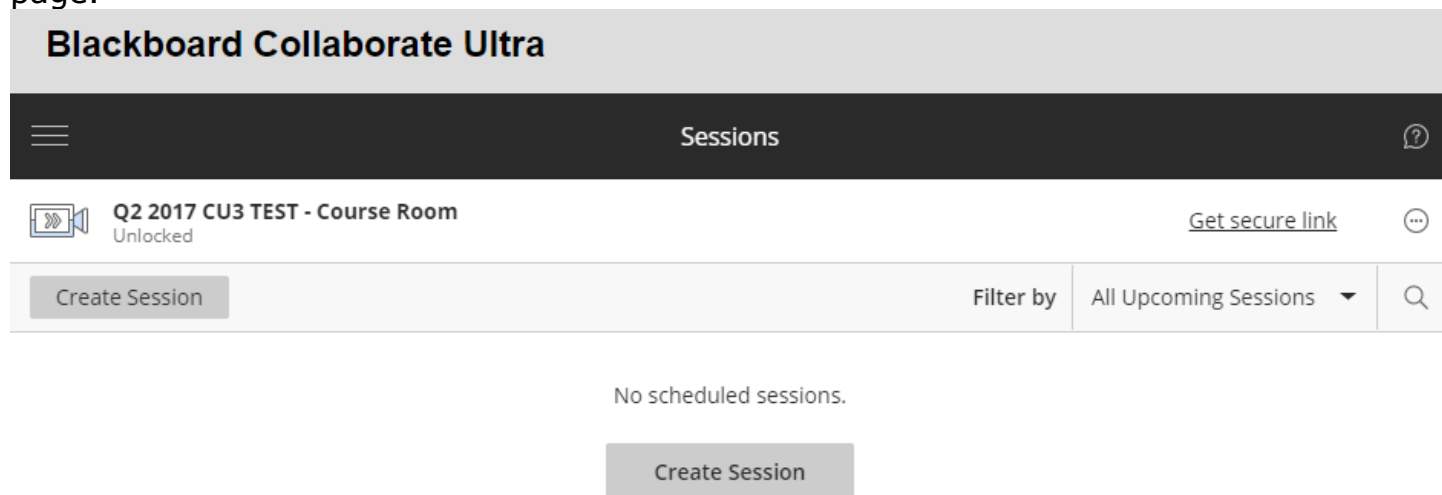
Log into the course you would like to create a journal for and find the "+" (plus) symbol at the top of the left hand menu. Click **Tool Link**.



Type an appropriate title of the tool link, make sure **Collaborate Ultra** is selected from the dropdown menu, and check **Available to Users**. Once you have filled out all the appropriate fields, click **Submit**.

A screenshot of the 'Add Tool Link' form. The form has the following fields: 'Name' with the value 'Collaborate Ultra', 'Type' with a dropdown menu showing 'Blackboard Collaborate Ultra', and a checked checkbox for 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.

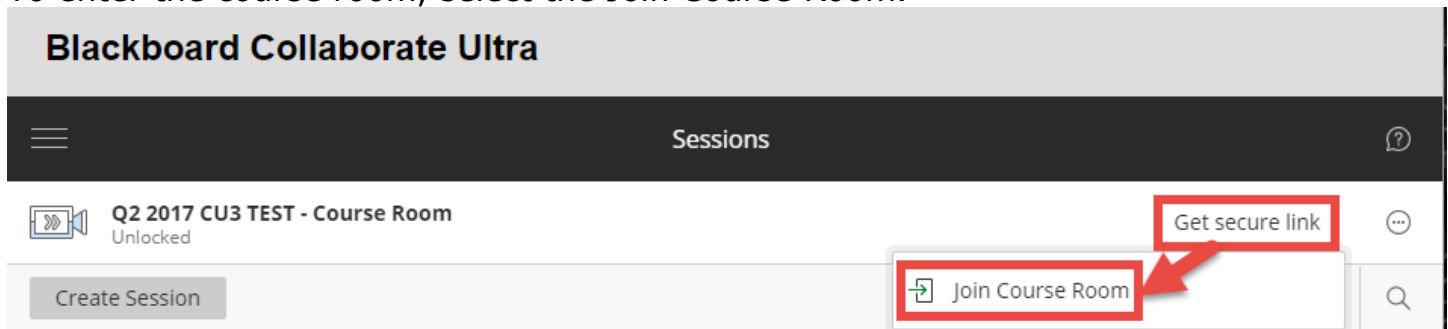
The new tool link is created. Click on this link to take to the Collaborate Ultra home page.

A screenshot of the Blackboard Collaborate Ultra home page. The page has a header 'Blackboard Collaborate Ultra' and a sub-header 'Sessions'. Below the sub-header is a navigation bar with a 'Create Session' button, a 'Filter by' dropdown set to 'All Upcoming Sessions', and a search icon. The main content area displays 'No scheduled sessions.' and a 'Create Session' button.

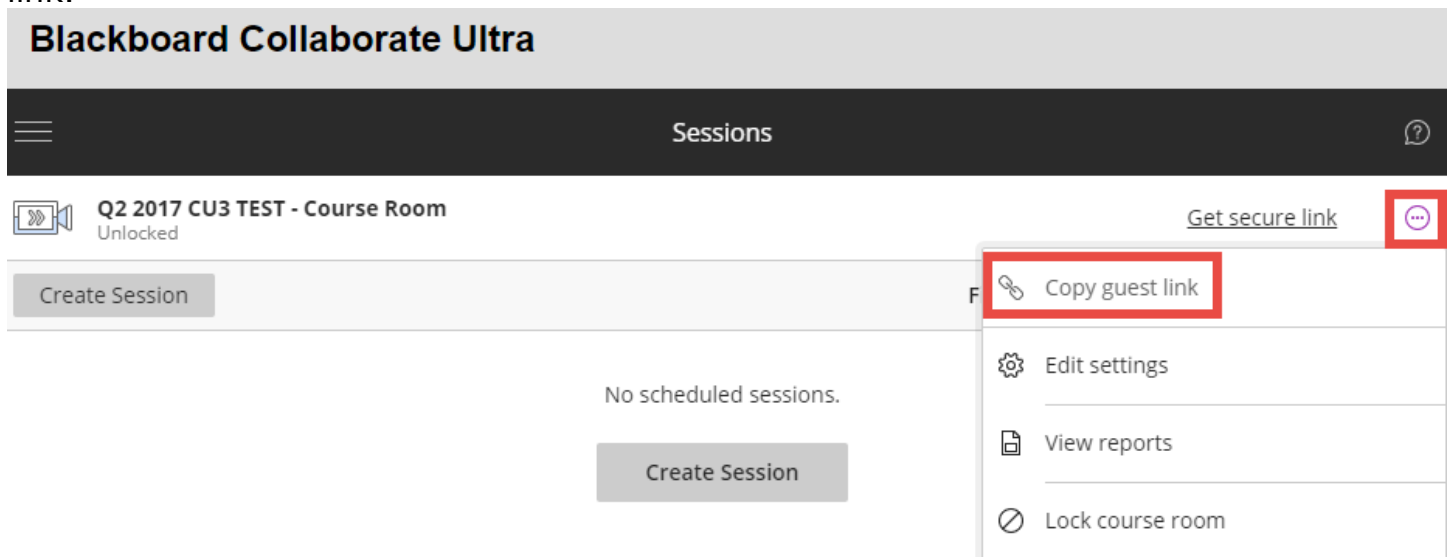
You may either enter the course room or create a new session.

Course Room:

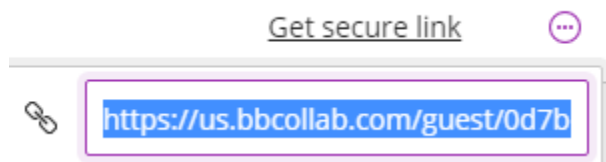
To enter the course room, select the Join Course Room.



You may also select the three dots icon to open a drop down menu. Select Copy guest link.

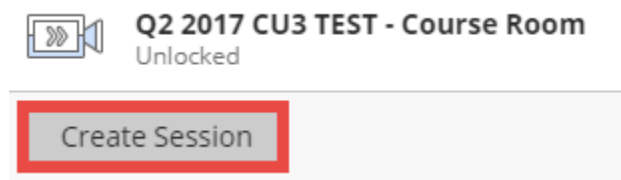


Blackboard will generate a link to provide students or guests.



New Session:

Click the Create Session button.



Event Details:

1. Name: Provide a name for the session.

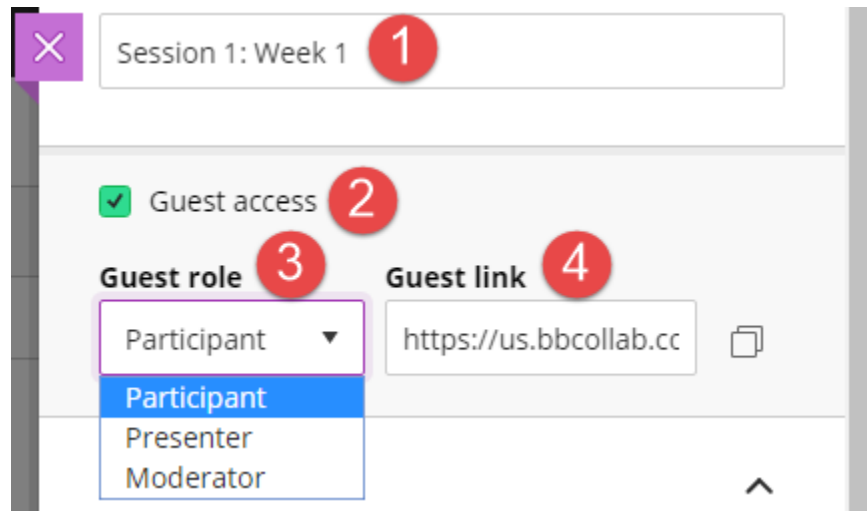
2. Guest Access: If you would like to provide a link for external users or provide the link in a different area of the Blackboard course, select Guest Access.
3. Guest Role: When users select the link, they will be able to join as a Participant, Presenter, or a Moderator. Please select which role is best.

Participant: Participants can enable and disable notifications, such as when attendees enter and leave a session or when someone has posted something to the chat. Moderators decide if participants share audio and video, chat, and draw on the whiteboard or shared files.

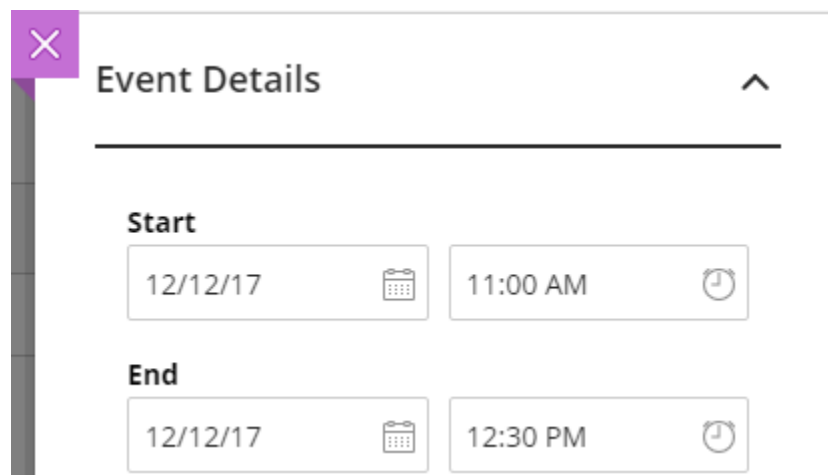
Presenter: The presenter role is designed to allow students to present without giving them full moderator privileges. Presenters can upload, share, edit, and stop sharing content. They can also see hand raise notifications and can lower hands.

Moderator: Moderators have full control over all content being shared. They can make any attendee a presenter or a moderator. Moderators see hand raise notifications and can lower hands. They can remove attendees from a session, but they cannot remove other moderators. Moderators can set the session settings, including deciding what participants can and can't do.

4. Guest Link: The generated link, which you can distribute to others.



Select a Start date/time and End date/time.



No end (open session) disables the End field. There is no end date when the session is no longer available.

Repeat session can repeat daily, weekly, or monthly. You may end after so many occurrences or on a specific date.

No end (open session)

Repeat session

Students may access this session before the start time. How much time before the start time, depends on the selection. You may select up to 60 minutes.

If you would like to provide a description, click the Provide a description link to open a text box.

Early Entry

[Provide a description](#)

Session Settings:

Participant: Participants can enable and disable notifications, such as when attendees enter and leave a session or when someone has posted something to the chat. Moderators decide if participants share audio and video, chat, and draw on the whiteboard or shared files.

Presenter: The presenter role is designed to allow students to present without giving them full moderator privileges. Presenters can upload, share, edit, and stop sharing content. They can also see hand raise notifications and can lower hands.

Moderator: Moderators have full control over all content being shared. They can make any attendee a presenter or a moderator. Moderators see hand raise notifications and can lower hands. They can remove attendees from a session, but they cannot remove other moderators. Moderators can set the session settings, including deciding what participants can and can't do.

Default Attendee Role

- Participant
- Presenter
- Moderator

If you would like to allow students to download recordings, you must select Allow recording downloads before the session begins. If you don't select it, the recording can't be downloaded.

If you want to make chat messages posted during the live session appear as anonymous posts in the recording, select Anonymize chat messages. It does not apply to recordings made before selecting this option.

Recording

- Allow recording downloads
- Anonymize chat messages

If you would like to show profile pictures for moderators only, select Show profile pictures for moderator only.

Moderator permissions

- Show profile pictures for moderator only

By default all options under Participants can: are checked. Participants can Share audio, Share video, Post chat messages, and Draw on whiteboard and files. If you would like to disable any or all of these options, uncheck next to each option.

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

To allow attendees to use their phone for audio during a session, select Allow attendees to join the session using a telephone. When selected, all attendees see the option to use your phone for audio in the session menu during the session.

Enable session telephony

- Allow attendees to join the session using a telephone

To limit attendee chat to private chat with moderators, select Participants can only chat privately with moderators. Alternatively, to monitor private chat messages sent between attendees in a session, select Moderators supervise all private chats.

Private Chat

- Participants can only chat privately with moderators
- Moderators supervise all private chats

Once you are finished, click Save.

