

Blackboard Collaborate Ultra (the Synchronous tool)

We have Blackboard Collaborate Ultra. (instead of plain Blackboard Collaborate)

To use it:

1. Go into your Course
2. In the Course Management menu (the bottom one on left) click Course Tools
3. Then click Blackboard Collaborate Ultra
A course room is automatically created and unlocked, so you can go in that and see it and play with it. It is available to students, but there is no path for students to find it. When you do want students to use it you need to create a Tool link on the course menu. [\(Instructions here\)](#)
4. To schedule a session, click Create Session
5. Name your session and then adjust start and end times as necessary.
6. Click Session settings to make changes there as you like (most of the defaults for this are fine. The only thing I would actually recommend changing is to check the box to allow recordings)
7. When you have everything set, click Save

To start the session, you will click on the session title you have created, then a menu pops up on the right again, and you will click Join Session. The new session will open in a new browser window. You can do a sound check upon entry.

This page gives you more info. Their video is pretty good, so I recommend using it. Also, using Collaborate Ultra will give you a sort of preview into how Blackboard Ultra will look and act.

https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started