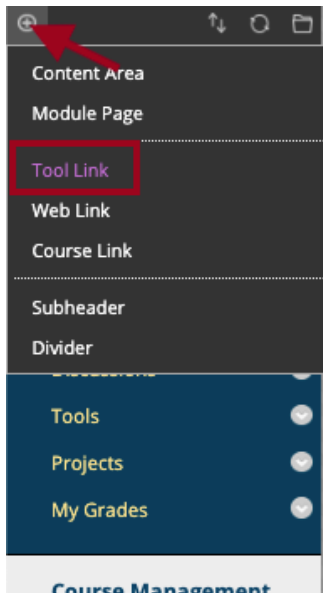# Get Started with Blackboard Collaborate Ultra – For Moderators

Blackboard Collaborate Ultra, Blackboard's real-time video conferencing tool, allows you to communicate with students online synchronously. Collaborate Ultra opens right in your browser, so you don't need to install any additional software to join a session.
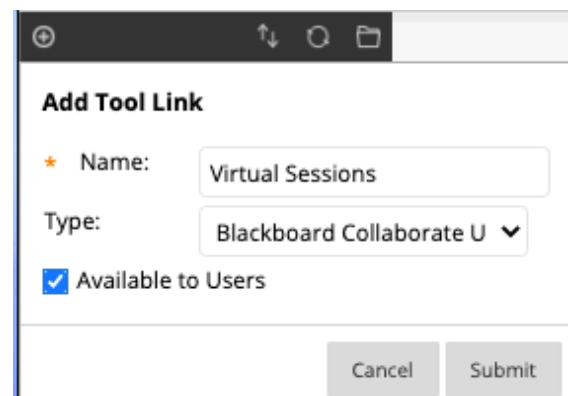
Add Blackboard Collaborate Ultra Access to the Course Menu

Students can access Collaborate Ultra from the Tools link on the Course Menu. However, if you are frequently utilizing it in your course, you may want to add a direct link for easy access to the tool.

1. Click the **+** symbol in the top left corner of the menu and choose **Tool Link**.

2. Enter a **Name** for the link like Blackboard Collaborate or Virtual Sessions, for example.

3. From the **Type** drop-down menu, **select Blackboard Collaborate Ultra**.

4. Check the box to make it **Available to Users**.

5. Click **Submit**. You and your students can now access Collaborate Ultra using this link.

Create a Session

1. Go to the Collaborate Ultra page and click **Create Session**.

	Sessions	⑦
📋	**Course Room** Unlocked (available)	⋯
Create Session	Filter by All Upcoming Sessions ▾	🔍

2. In the Session Details Panel, enter the following:

   A. **Title** of your session

   B. 📋 **Event Details**

   - **Start and End** date and times of the session (*Collaborate Ultra uses your computer's local time zone for session start and end times.*)

   - **Early Entry**: Set how early users can access the session before the start time. You can allow Early Entry up to one hour before the start of a scheduled session.

   - **Guest Access:** Optionally, create a guest link to the session that can be shared with anyone that does not have access to your Blackboard course.

   C. ⚙️ **Session Settings:** Optionally, control what users can do in your session.

   D. 🗒️ **Attendance Reporting**: Optionally, share session attendance data with the Attendance tool in your course.

3. Click **Create** at the bottom of the Session Details Panel to save the session.

✕	Session Title **A**	🔖
B 📋	**C** ⚙️	**D** 🗒️

Event Details

☐ Guest access

Start

| 6/15/20 | 📅 | 2:00 PM | 🕐 |

End

| 6/15/20 | 📅 | 3:00 PM | 🕐 |

☐ No end (open session)

☐ Repeat session

Early Entry

| 15 min before start time | ▾ |

Provide a description

| Cancel | Create |

Join a Session

For the best experience, use the [Google Chrome or Firefox browsers](#) to join a session.

1. On the Collaborate Ultra page, click on the name of the session you want to join.

2. In the session details panel, click **Join Session**. The session then opens in a new browser tab.
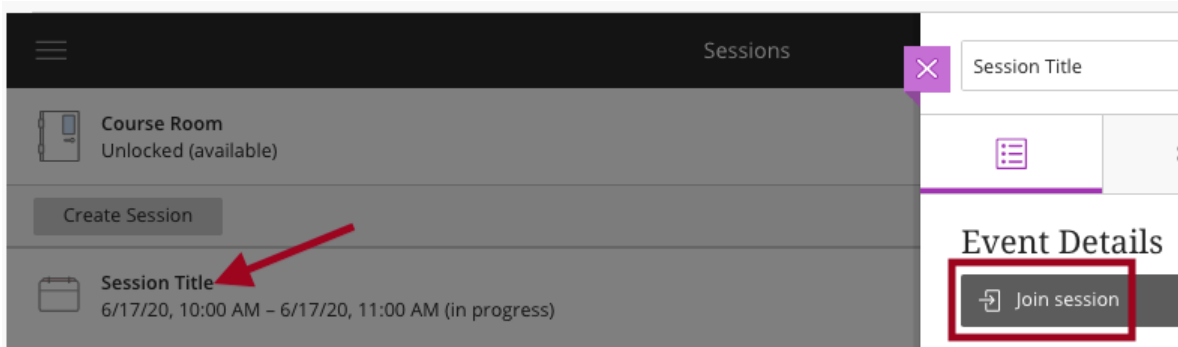
Share Audio and Video

Use the toggle icons near the bottom of the screen to control your audio and video during a session.
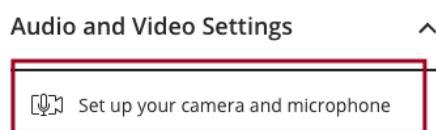

Configure Audio and Video

If you experience issues with your audio or video output during a session:

1. Click the purple icon at the bottom-right corner of the session to open the **Collaborate panel**.

2. Click the **My Settings** icon.

3. Select **Set up your camera and microphone** and follow the prompts to test your audio and video.

View and Manage Attendees

1. Open the **Collaborate Panel** .

2. Click the **Attendees** icon to see a list of everyone in the session.
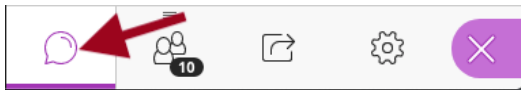
3. Select the Attendee controls next to an attendee's name to <u>promote</u>, <u>mute</u>, or <u>remove</u> them.

Participants (9)   Attendee Controls

Anne Smith

Chat with Attendees

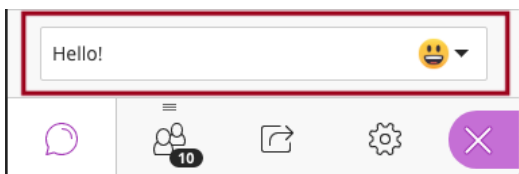1. Open the **Collaborate Panel** and click the **Chat** icon.

2. Click **Everyone** to chat with all attendees simultaneously or select **Moderators** to chat with just the moderators.

   You can also search for a specific person to chat with using the search field at the top of the panel.

   Chat

   Find someone to chat with

   Everyone   >

   Moderators   >
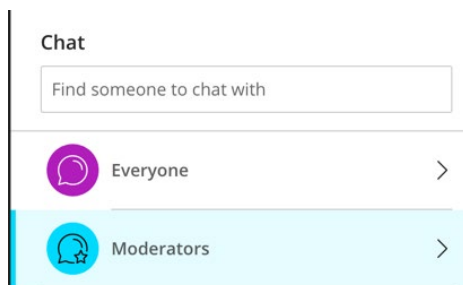
3. Type your **message** into the text box at the bottom of the panel and use the **Enter/Return** key on your keyboard to send it.
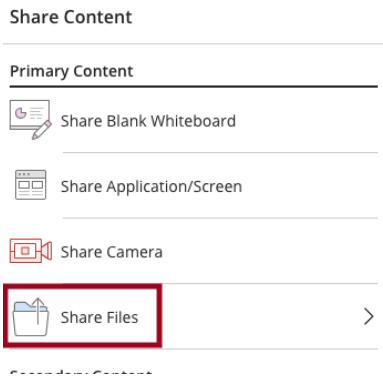
   Hello!

Share Content

During a session, you can share PowerPoint and PDF files, or share your desktop with attendees. In this example, we outline how to share a PowerPoint file.

1. Open the **Collaborate panel** [«] and click the **Share Content** icon.
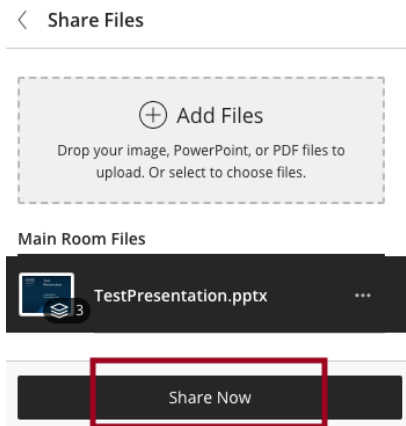

2. Select **Share Files**.

3. Click on **Add Files** to browse your computer and select the files you want to share.

4. Highlight the file you want to share and click **Share Now** when you're ready to share with attendees.

5. To stop sharing, click the **Stop Sharing** icon [■] in the top-right corner of the session window.

    Note: *If you wish to reference these files in the session again, they remain here until deleted.*

Session Recordings

Recordings include audio, any content shared or active speaker video, and the captions or chat entered during the session. A recording is available for viewing shortly after you stop recording.

Create Recordings

1. From within a session, click the **Open Session Menu** icon at the top-left corner of your screen.
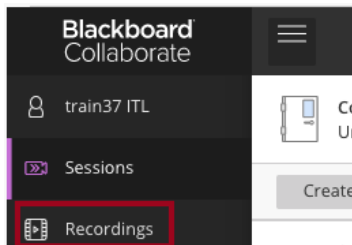
2. Click **Start Recording**.
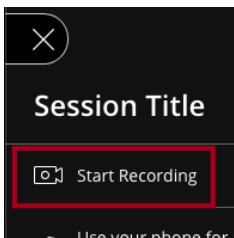
3. To finish recording, open the Session Menu again and select **Stop Recording**.
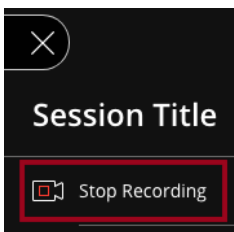
View Recordings

1. On the Collaborate Ultra page, click the **menu** icon at the top left of the page and select **Recordings**.

2. Find the recording you'd like to play. *(Filter by a date range if necessary.)*

3. Click on the name of the recording and select **Watch now**.