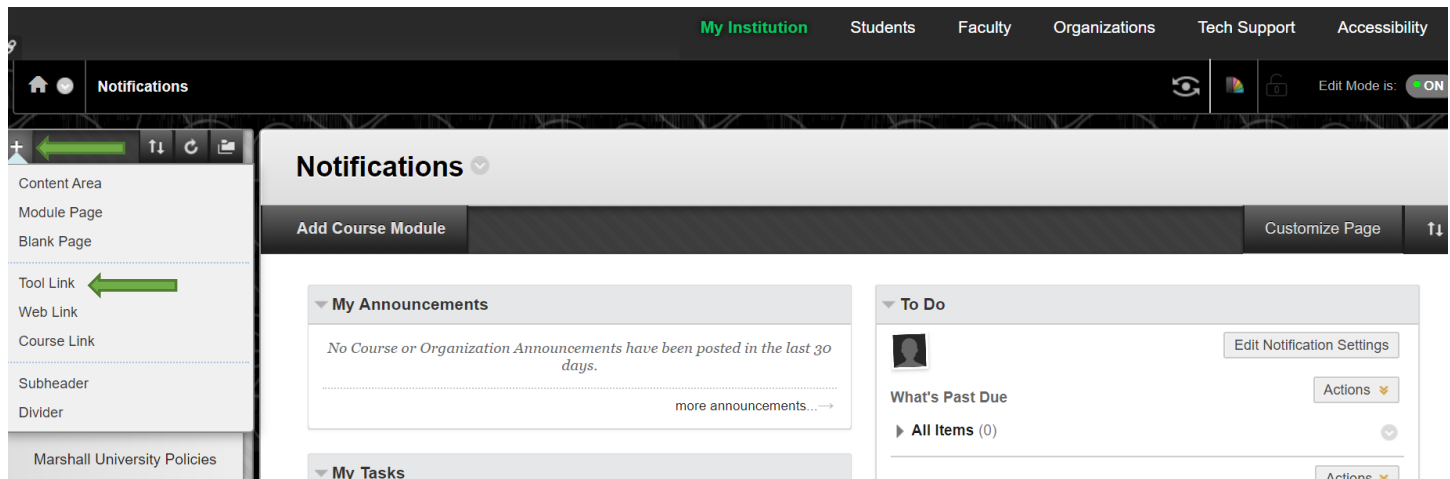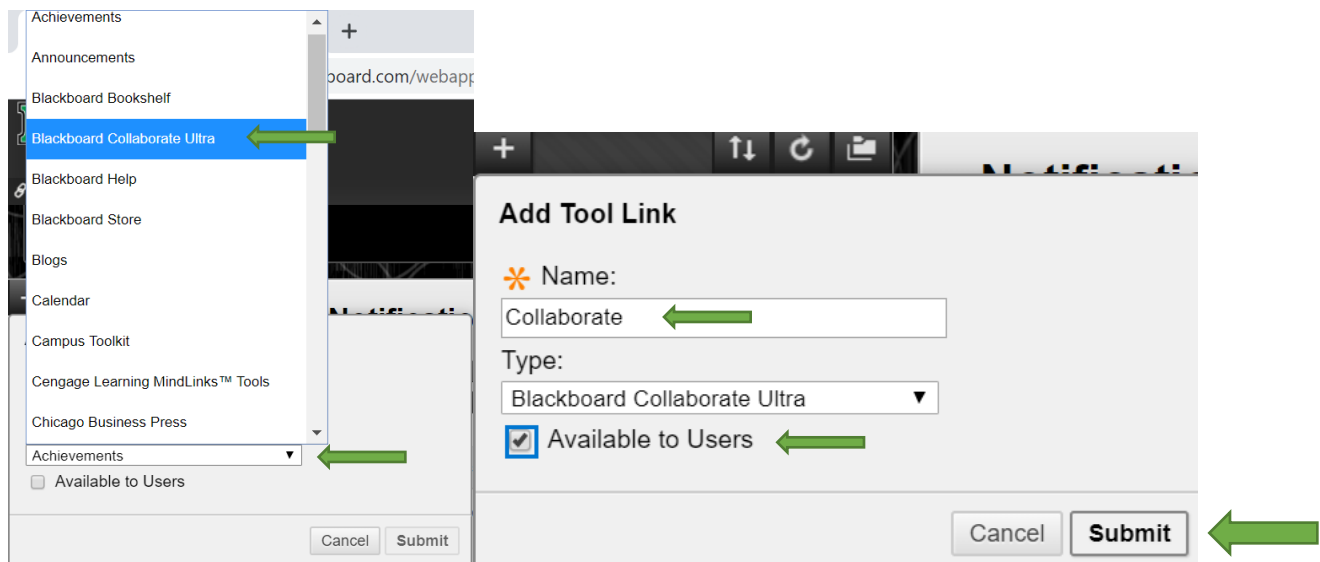# Blackboard Collaborate Ultra Basic Tutorial
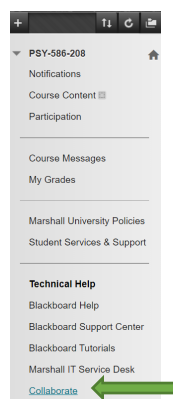
1. It is recommended that you use Google Chrome with Collaborate Ultra. Once you are in your Blackboard Shell, select the course menu item with the "+" sign, and select "Tool Link."
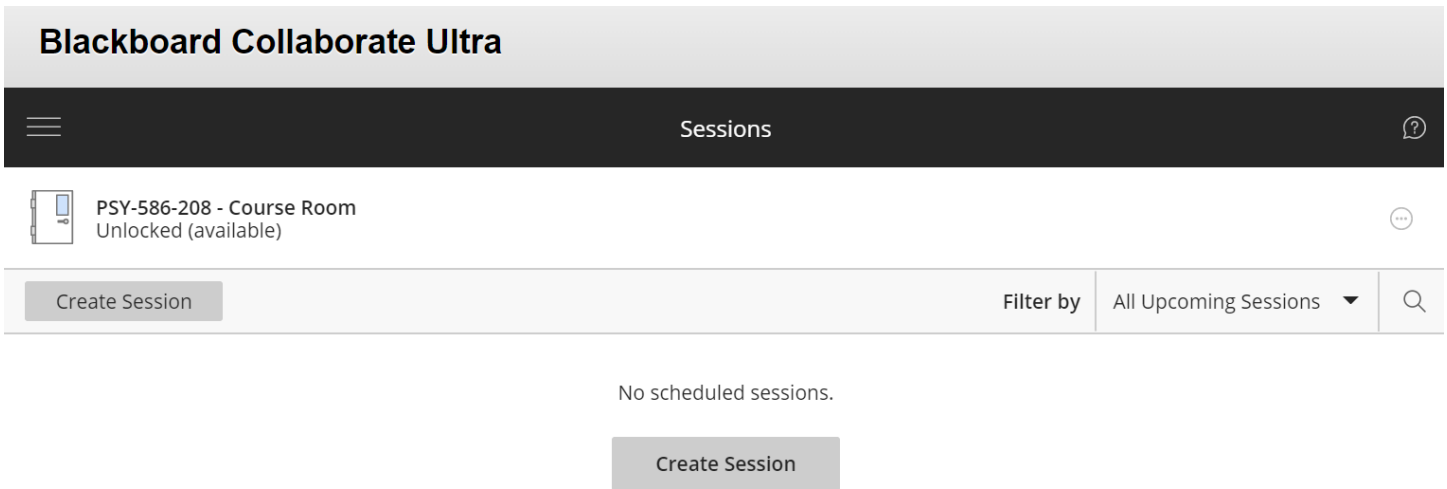

2. Choose Blackboard Collaborate Ultra from the drop-down menu. Name it whatever you would like to call it when discussing it with your students. Make it available to users. Then "Submit."

3. The link you just created will be generated at the bottom of the course menu. Select it to begin using "Collaborate."
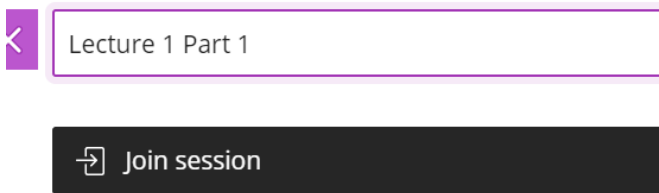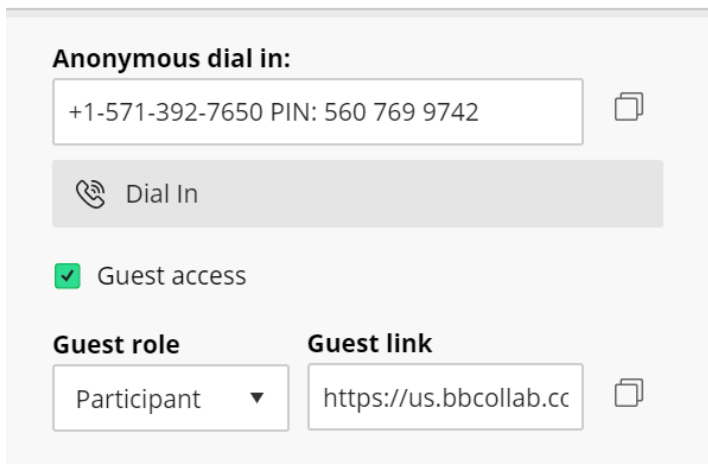
4. Select "Create Session in either location."

Blackboard Collaborate Ultra

📱 **PSY-586-208 - Course Room**
Unlocked (available)   ⋯

Create Session   Filter by   All Upcoming Sessions ▼   🔍
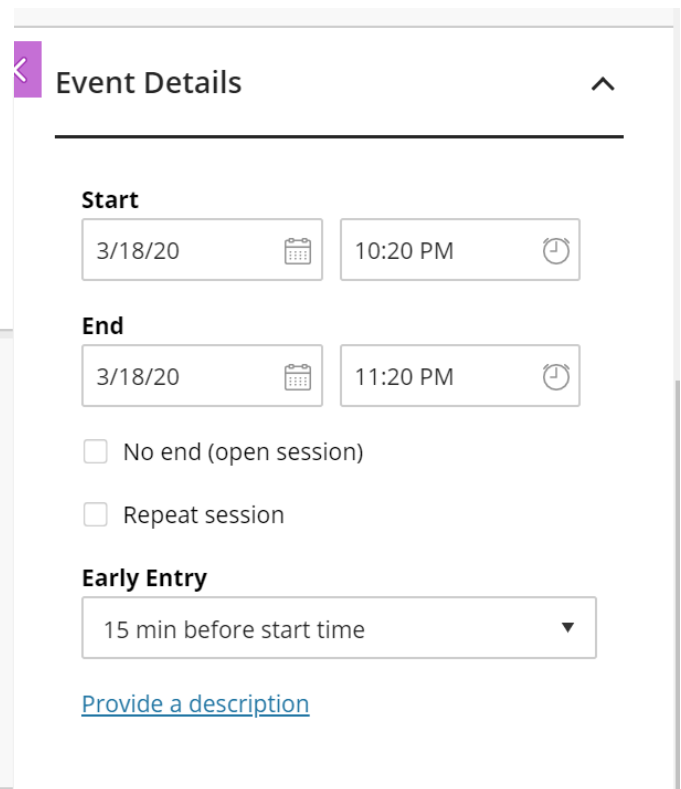
No scheduled sessions.

Create Session

5. Once you open your session and give it a title, you will be given links that you can share with collaborators or students if you want them to participate live. You can also specify event details, such as when the session will occur if it is to be a live, virtual session. There is also an option to repeat the session.

Event Details   ⌃

Lecture 1 Part 1

Start

3/18/20 📅   10:20 PM 🕐

⇥ Join session

End

3/18/20 📅   11:20 PM 🕐

Anonymous dial in:

+1-571-392-7650 PIN: 560 769 9742 ⧉

☐ No end (open session)

📞 Dial In

☐ Repeat session

✅ Guest access

Early Entry

15 min before start time   ▼

Guest role   **Guest link**

Participant ▼   https://us.bbcollab.cc ⧉

Provide a description

6. The next step is to enter "Session Settings." This includes the ability to make all live participants enter the room as either a "participant," "presenter," or "moderator." Participants have the least control and as creator or the session you are moderator. Anyone that you make moderator will have the same control over the session that you have. It is recommended that you start everyone as a participant. You can change this during the presentation. Once all the settings have met your needs, select "Save."
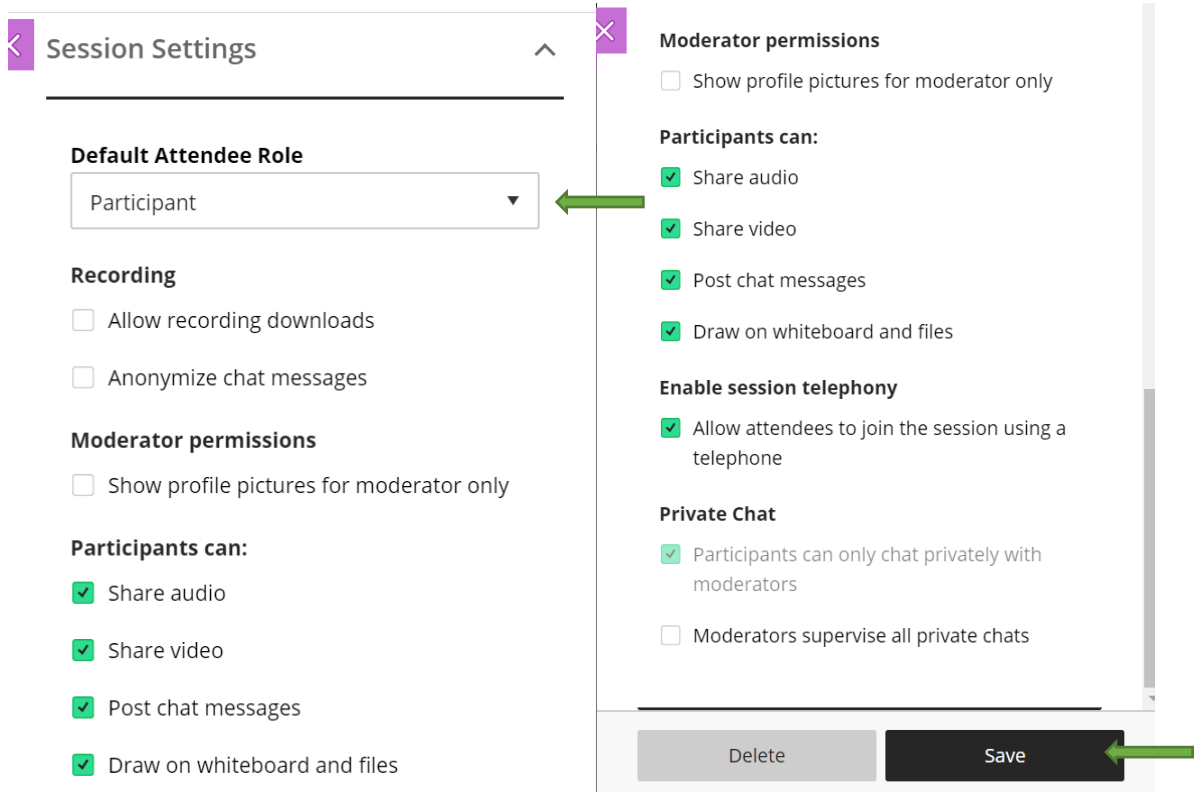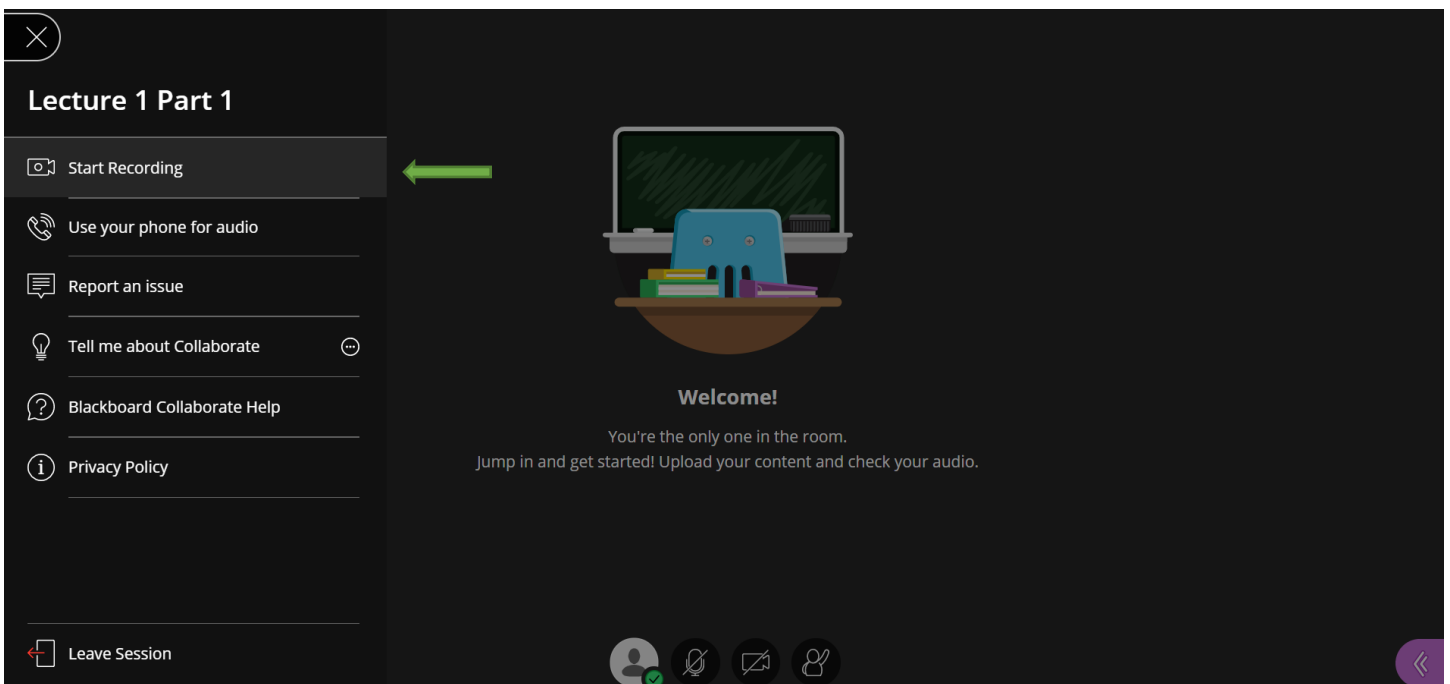

7. Select the "…" for the "Join Session" option. Select "Join Session" when you are either ready to start your live course OR you are ready to record lecture capture.
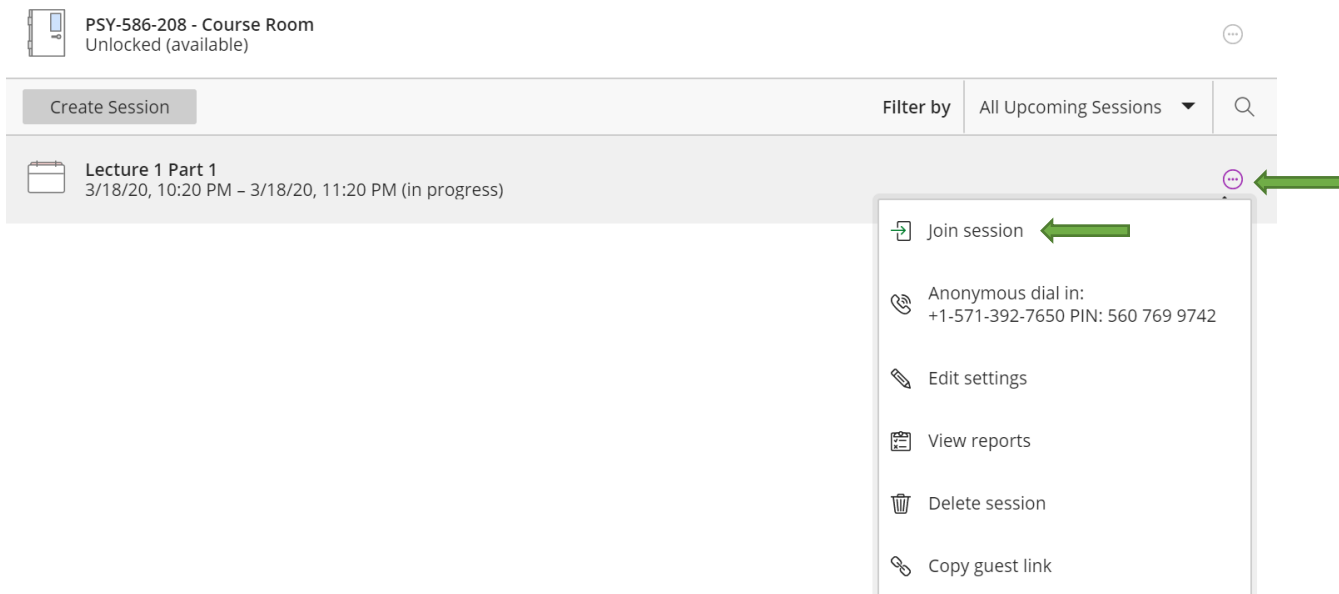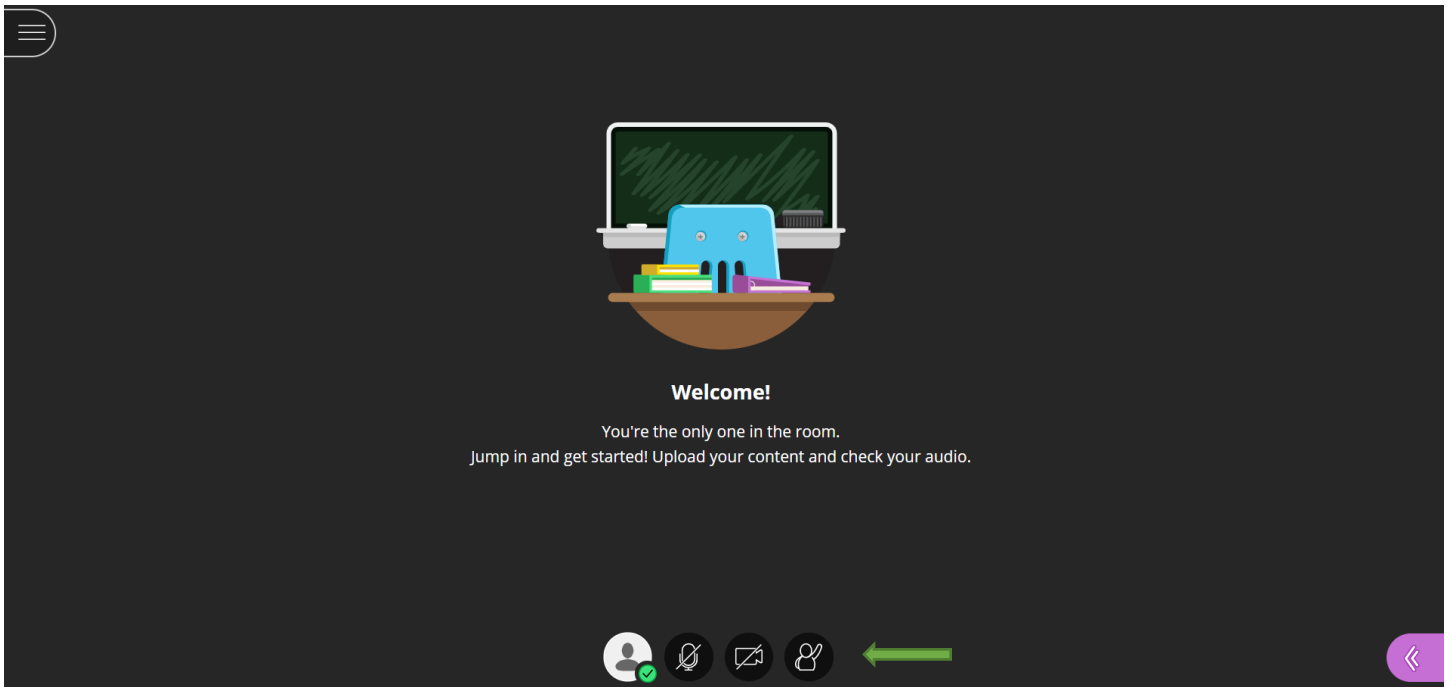
8. You are now in Blackboard Collaborate Ultra, and you have several options.
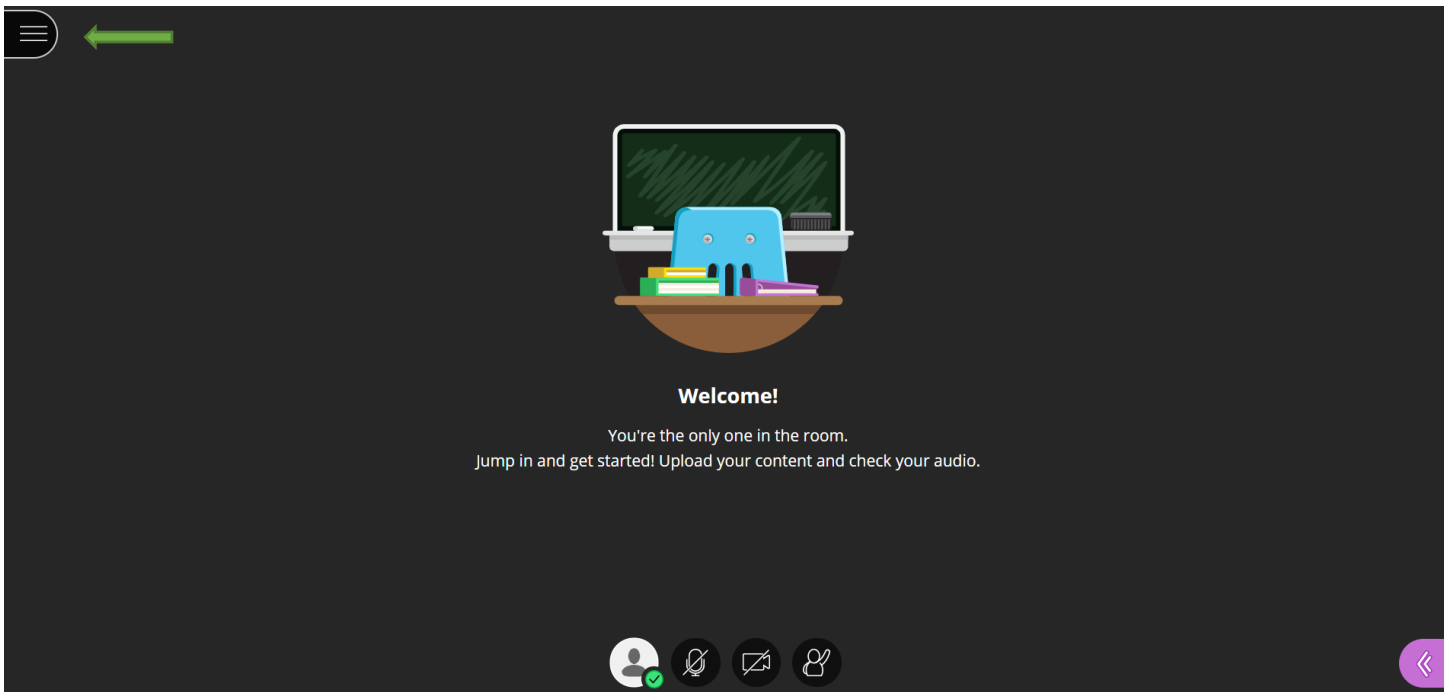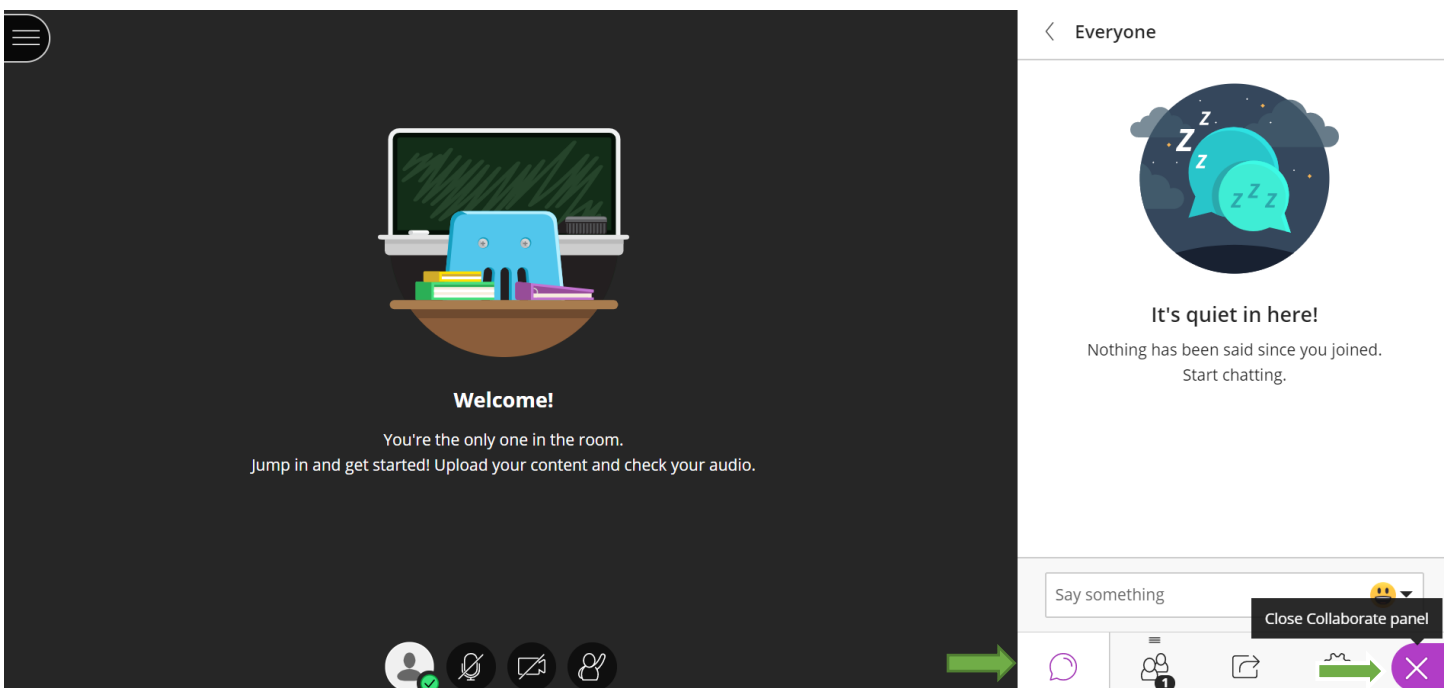

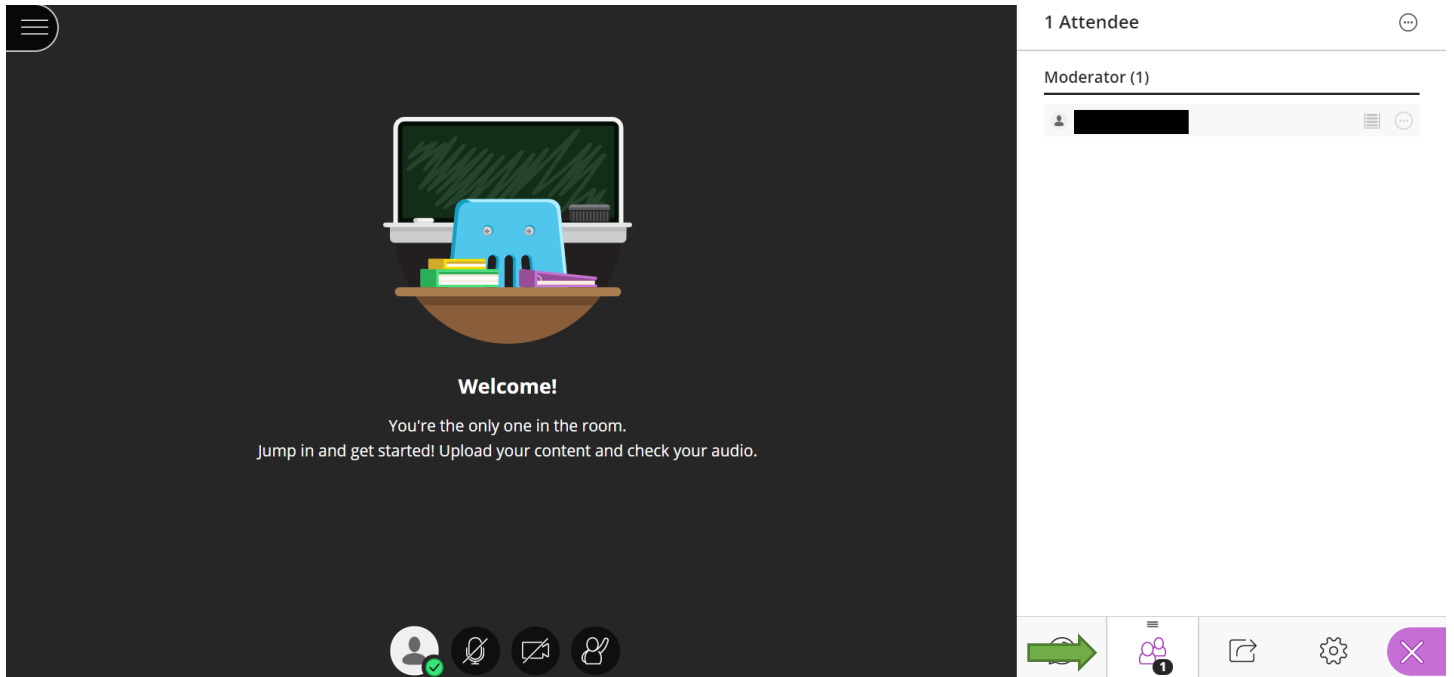9. You can choose whether you would like to record your session.

10. Whether you want your microphone or camera on.

11. There are also a variety of lecture capture or teaching options. By selecting the purple double arrow, you have access to things like "Chat." In Chat you can choose to talk to everyone or privately.
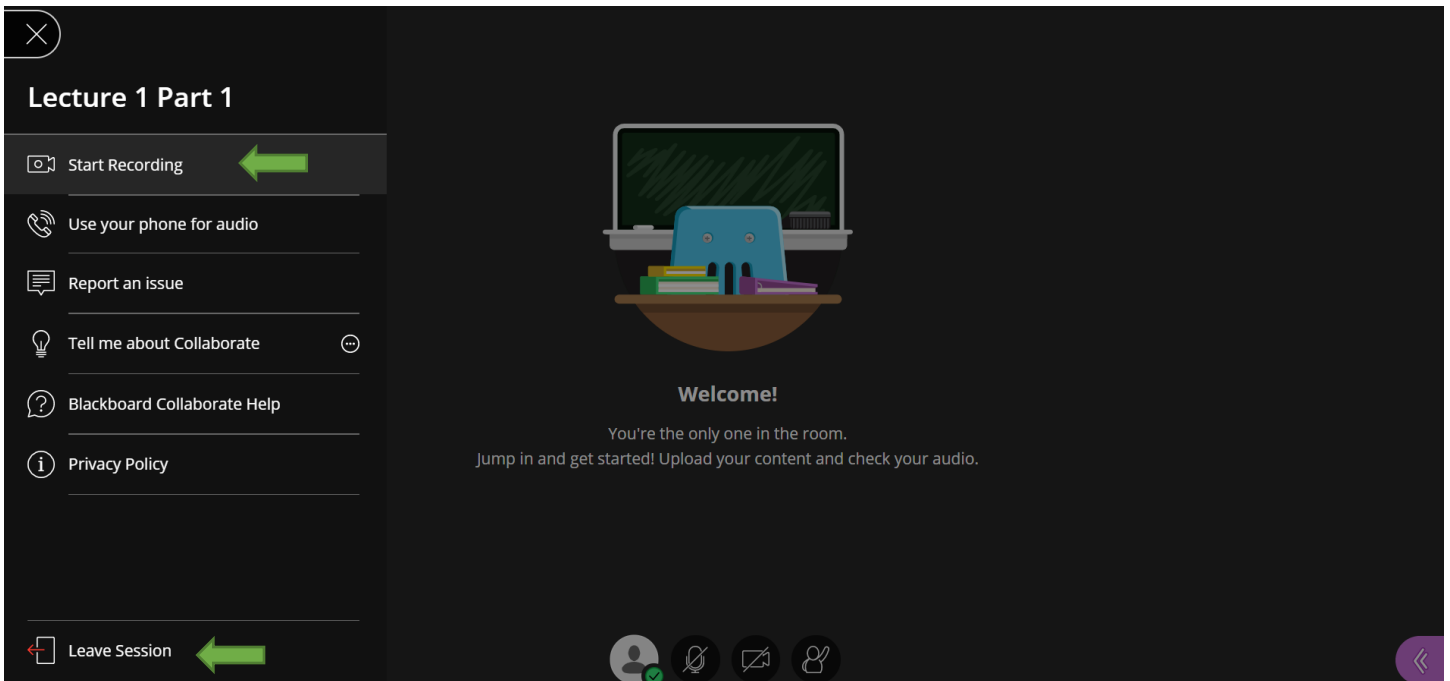
12. You can monitor your participants.

13. You can also share content. This includes a blank white board that both you and your participants can write on, your screen or tab, and even files (such as PowerPoints of pdfs).
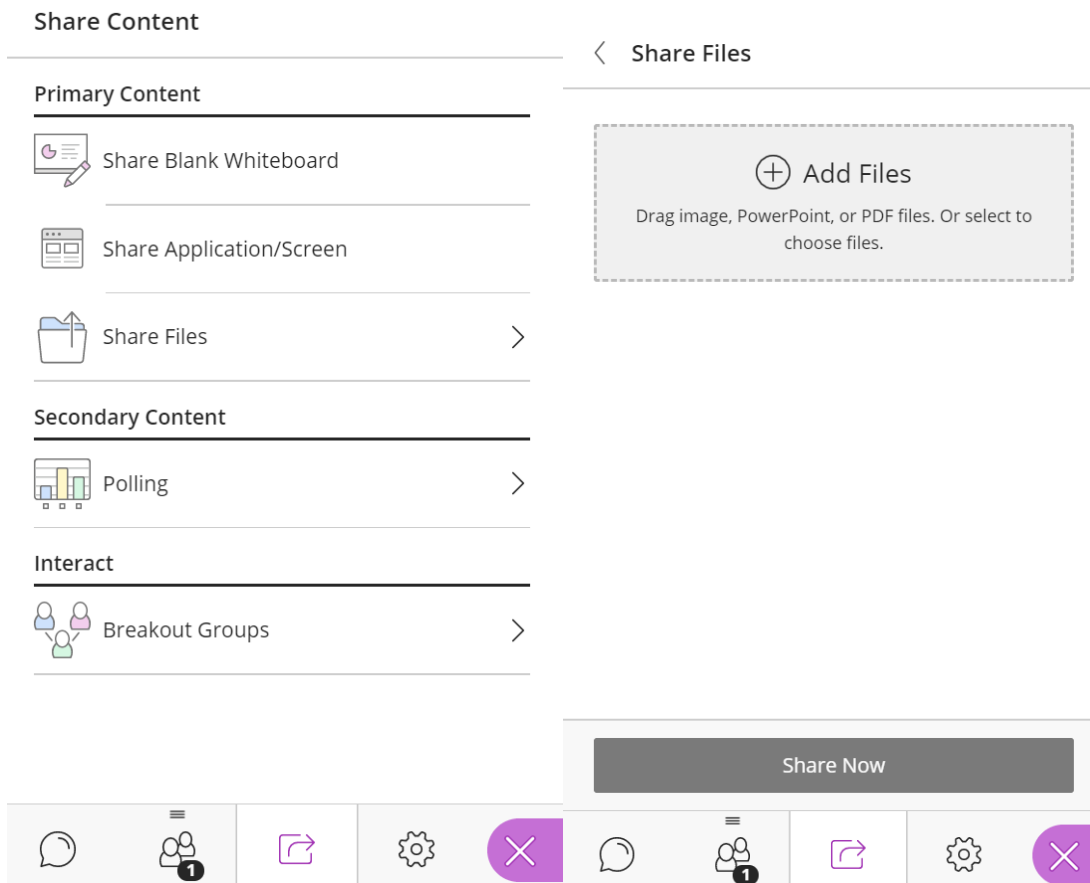
14. Once you are finished, stop any recordings and choose "Leave Session."

15. You and your students can find any recordings by selecting the three lines in the Collaborate link and selecting "Recordings." Only recordings for the last 30 days will be autogenerated here. For any older files, you'd need to enter a search range.