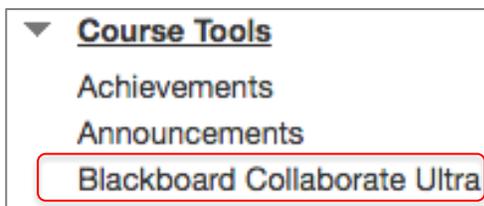


Getting Started with Blackboard Collaborate Ultra

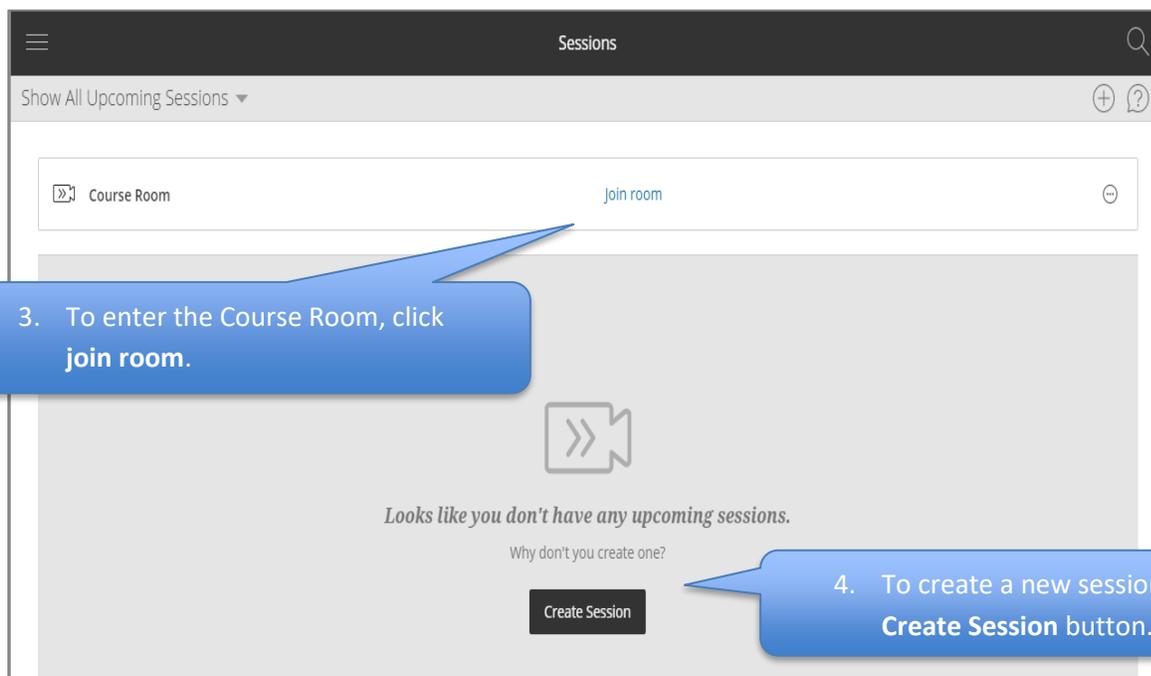
Blackboard Collaborate Ultra is Blackboard's updated tool for synchronous online meeting.

Below are steps to help get you started.

1. Google Chrome and Mozilla Firefox are the recommended browsers for best session experience
2. Within your Blackboard course, navigate to the Control Panel menu, click **Course Tools > Blackboard Collaborate Ultra**.



Students can access Blackboard Collaborate Ultra by clicking **Tools > Blackboard Collaborate Ultra** in the main course menu.



Create a new session

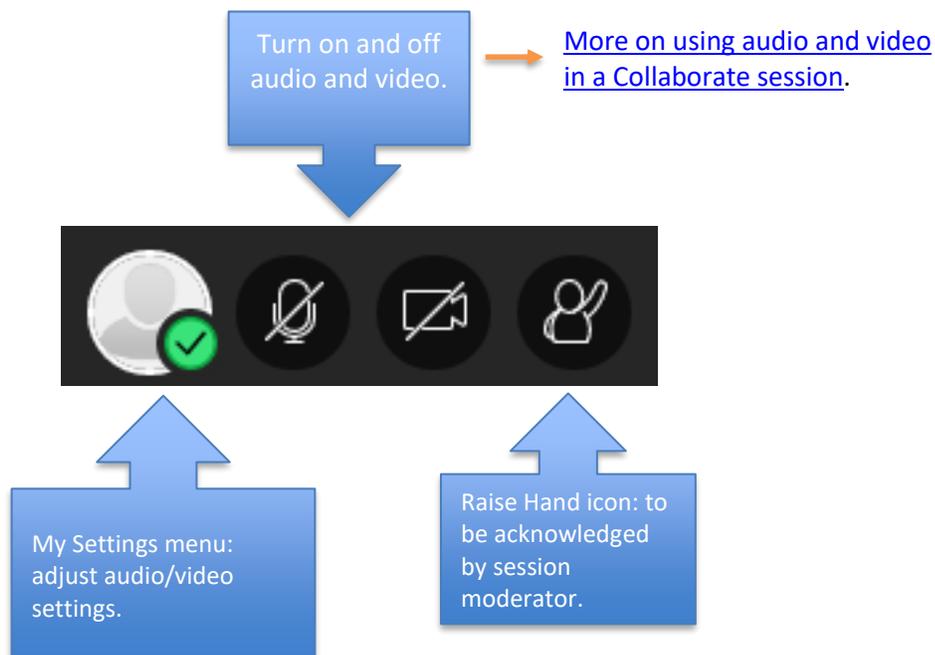
1. After clicking **Create Session**, you will see a session details page which will need the following information:
 - a. Session title
 - b. Session start date/time and end date/time
 - c. Session entry time (in increments prior to start time)Other session settings (e.g., permitting recording downloads, anonymizing chat usernames) are available.
2. Click the **Save** button to finish creating the session.



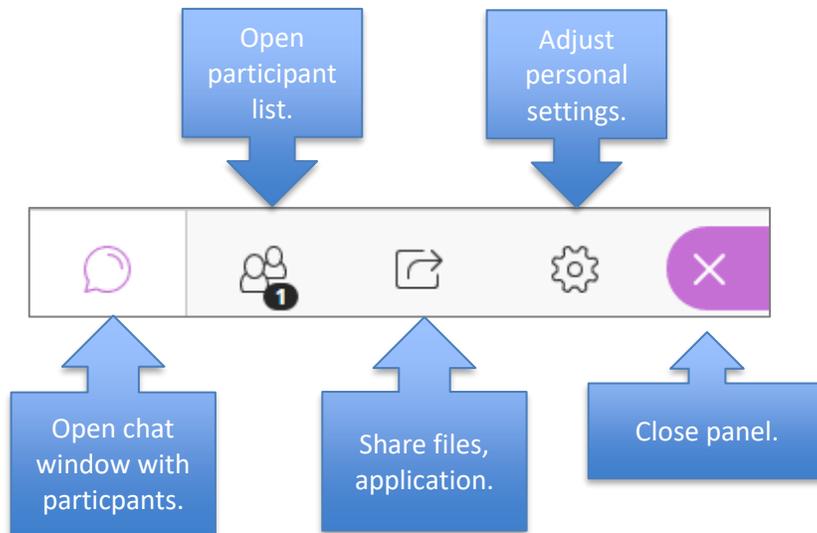
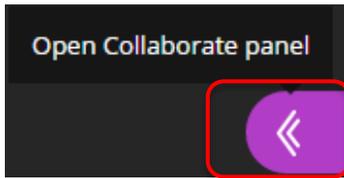
3. Enter the session by clicking the session name from the list.
4. **Please note:** The session you have created is different from the “Course Room” link at the top of the page. It is recommended instructors inform students about which room they should click to enter the session. Alternatively, instructors can disable the “Course Room” to streamline the process (call 202-994-0485 for assistance).

In the session

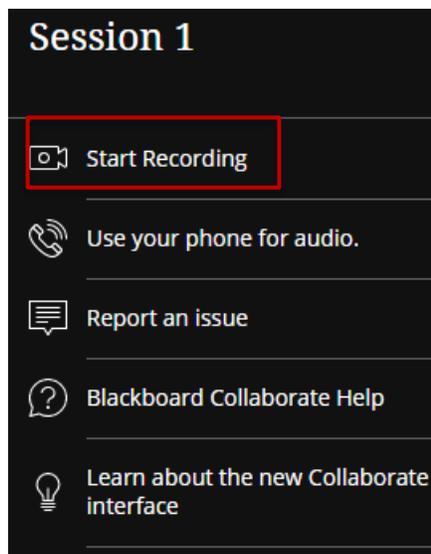
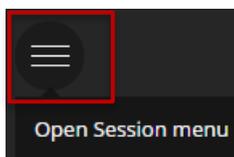
1. Session control options include the following:



2. To expand other session tools, click the **Collaborate Panel** icon at the bottom right-hand corner of the Collaborate screen.



3. To record a session, click the icon for **Open Session menu** and click **Start Recording**. Other options for telephony and assistance are available in this menu.



4. To begin sharing content with participants, click the **Share Content** button.

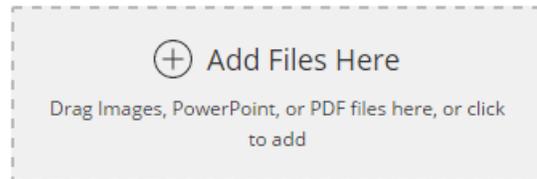


5. From the resulting menu, choose the content type you wish to share.

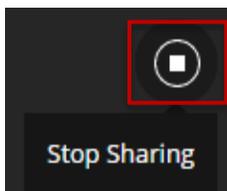
6. For example: to share files, begin by clicking **Share Files**.



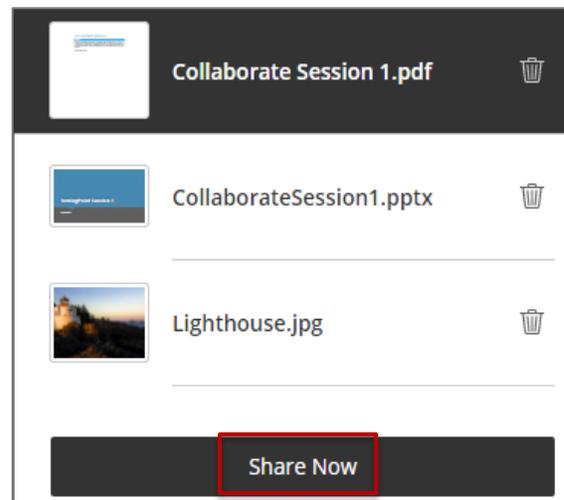
7. Click the **Add Files Here** button to begin. If you have multiple files to share during the session, you can upload each one to have ready for sharing.



8. Click to select one of the files and click the **Share Now** button. Participants will be able to see the file in their session window. Use controls in the top-left corner (e.g., pointer,



9. To end file sharing, click the **Stop Sharing** icon in the top-right corner of the window.



For more information, please visit [Blackboard Help](#).