# Get Started with Blackboard Collaborate Ultra – For Moderators

Blackboard Collaborate, Blackboard's real-time video conferencing tool, allows you to add files, share applications, and use a virtual whiteboard to communicate with students online. Collaborate with Ultra experience opens right in your browser, so you do not need any additional software to join a session.

Create a Session

1. Go to the **Control Panel** in your Blackboard course.

2. Click **Course Tools**, then select **Blackboard Collaborate Ultra**.

3. On the Collaborate Ultra page, click **Create Session.**
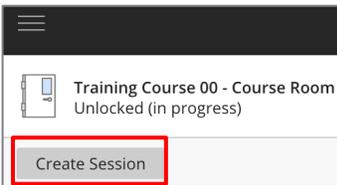
4. In the session details panel, enter the following:

   a) **Title** of your session

   b) **Event Details**

   - **Start and End** date and times of the session
   - **Early Entry** (this is how early users can access the session before the start time)

   c) Optionally, open **Session Settings** and choose what students can do in the session.

5. Click **Save** to finish.
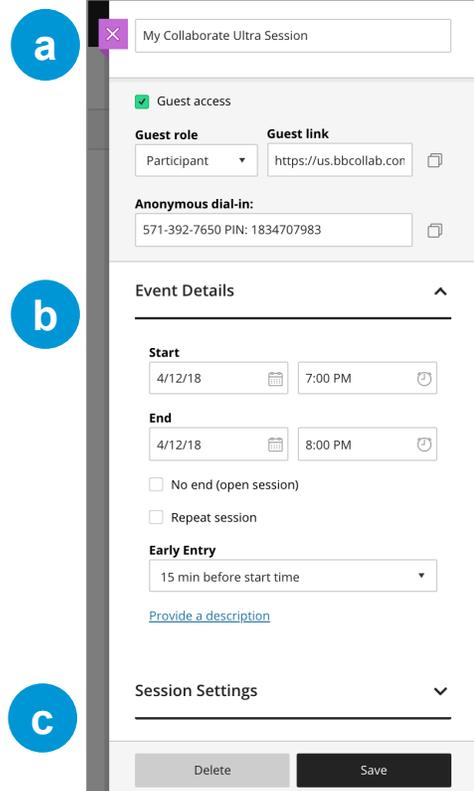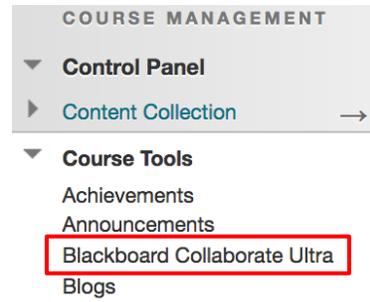
Join a Session

For the best experience, use the Google Chrome or Firefox browsers to join a session.

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

2. From there, select **Join Session**. The session will then open in a new tab in your browser.
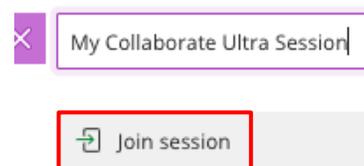
Use Audio and Video

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 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 Chat with Students

View the Attendee List

1. Open the **Collaborate Panel** 〈〈.

2. Click the icon for **Attendees** to see a list of everyone currently in the session.

Chat with Attendees

1. Open the **Collaborate Panel** 〈〈 and click the **Chat** icon.
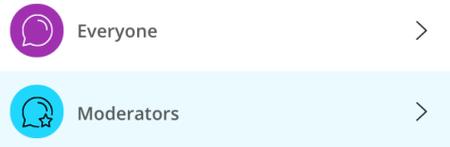
2. Click **Everyone** to chat with all attendees simultaneously or select **Moderators** to chat with just the moderators.
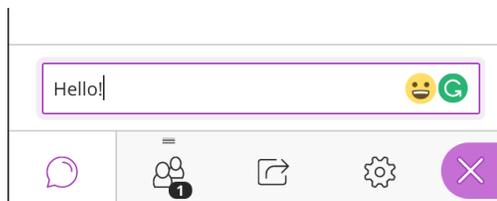
   You can also search for a specific person to chat with using the search field at the top of the panel.

   **Chat**

   Find someone to chat with

   Everyone   〉

   Moderators   〉

3. Type your message into the text box at the bottom of the panel.

   Hello!

4. Use the **Enter** key on your keyboard to send the message.
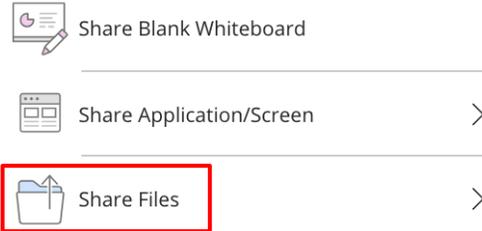
Share Content

During a session, you can upload files, including PowerPoint presentations, or share your desktop screen to show more details. In this example, we will outline how to share a PowerPoint file.

1. Open the Collaborate panel 《.

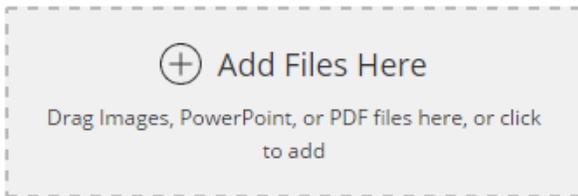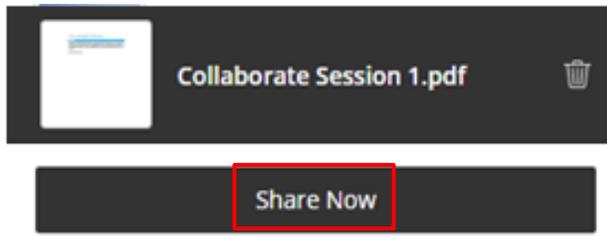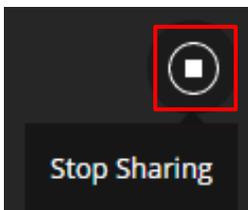2. Click the **Share Content** icon, then select **Share Files.**
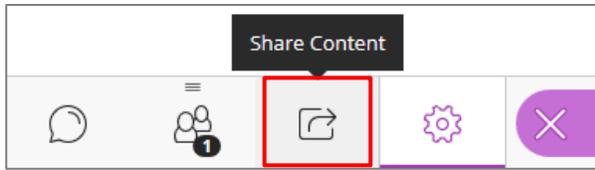
3. Click the **Add Files Here** button and browse your computer to find the file(s) you want to share.

4. Highlight the file you want to share and click **Share Now** when you're ready for students to see it.

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

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

Record Sessions

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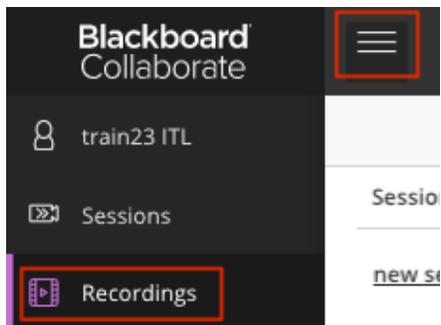
Create Recordings

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**.
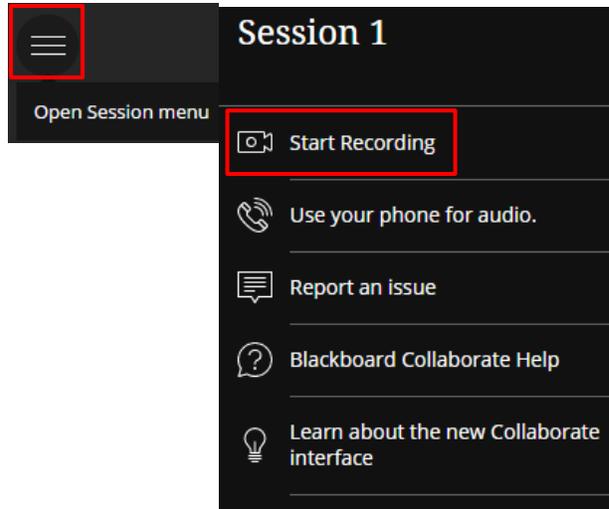
Watch Recordings

1. Go to the **Control Panel** in your Blackboard course.

2. Click **Course Tools**, then select **Blackboard Collaborate Ultra**.

3. Click the tool menu at the top left of the page and select **Recordings**.

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

5. Click the name of the recording and select **Watch now**.