



Definition: Blackboard Collaborate Ultra is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact with students. Blackboard Collaborate Ultra opens in your internet browser, so there is no need to install any software or applications to join a session.

Uses: Typically, faculty members use Blackboard Collaborate Ultra to facilitate live virtual meetings such as office hours, class meetings, student presentations, and student group meetings.

**Note: Requirements for synchronous class meetings depend on the modality of your course (eCompanion for Onsite, Hybrid, Online, or Asynchronous). Review the Course Outline to confirm your course’s meeting requirements. If you are unsure after reviewing that outline, reach out to your Lead Faculty for clarification.*

Job Aid Objective: This job aid provides faculty with an overview of Blackboard Collaborate Ultra including:

- Computer Setup and Compatibility (p.1-2)
- Scheduling Sessions (p. 2-4)
- Copying the Guest Link (p. 4)
- Locking Course Room (p. 5)
- Adding Session Dates to the Course Calendar (p. 5)
- Next Steps and Additional Resources (p. 5)

Computer Setup and Compatibility

***Best Practice:** To ensure that your computer is technologically compatible with Ultra, be sure that your current set-up meets minimum technical requirements:

<p>Windows Users</p> <ul style="list-style-type: none"> • Recommended: Windows 7 or 8 • Supported: XP & Vista • High Speed Internet connection (DSL, Cable, etc.) • Screen Resolution: 1280 X 1024 or better • Browsers: Chrome 54+ or Firefox 55+ 	<p>MAC Users</p> <ul style="list-style-type: none"> • Recommended: OS X 10.8 (Mountain Lion) • Supported: OS X 10.9 (Mavericks) • High Speed Internet connection (DSL, Cable, etc.) • Screen Resolution: 1280 X 1024 or better • Browsers: Firefox 55+
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Browser/OS Test: [Click here](#) to automatically detect your browser and operating system (OS).

Equipment for Optimal Use:

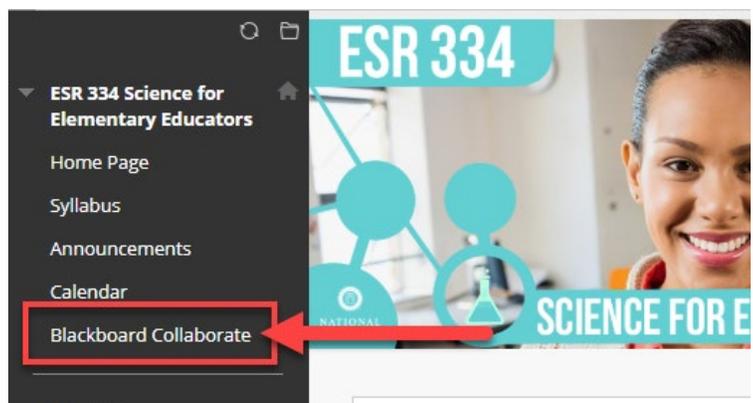
- Desktop Computer or Laptop – Verify that your current configuration is compatible based on the list of recommendations in the table above.
- Headset with microphone – Use a headset & microphone for a better sound quality experience. If you have an older computer, the built-in microphone may not work well in capturing all the audio, so if you will not be using a headset with a built-in microphone, have the call-in phone number and PIN available.
- Webcam – not required, but highly recommended. Built-in webcams typical for most recent laptops or purchasing a webcam attachment. Using a webcam may help humanize yourself to students and creates a more inviting environment that may illicit more participation and communication.
- Dual Monitors (Screens) – *Optional*: using two monitors can allow you as the moderator view the Ultra Session on one monitor and share your screen on the other monitor. This enables you as the moderator to view multiple windows at a time.
 - *Please Note: If you only use one monitor while you share your screen, you will not be able to see your Ultra room session (including the chat) while you are sharing your screen.*
 - If you will be using two monitors and the webcam, be sure you are facing the webcam at an appropriate view.

Scheduling Sessions

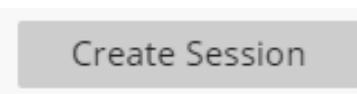
***Best Practices**

- Plan ahead by scheduling your sessions in advance.
- If you are planning to hold virtual office hours, you may want to set it up as an open-ended session, so that the link will always be available. ***Note: Meetings for virtual office hours, may not need to be recorded.**
- If your course requires weekly class meetings, you have the option to create each session individually so that each one has a specific title (i.e. Week One Class Meeting). *However, to save time, you have the option to pre-schedule recurring sessions (i.e. Weekly Class Meetings), if they are to be held weekly, on the same day of the week, and at the same time.*

Step 1: Login to your course and click on the Blackboard Collaborate link within the left-hand navigation menu.



Step 2: In the Blackboard Collaborate Ultra Session list, schedule a session by clicking **Create Session**. The event needs some basic details before saving.



- A) Type in the session a name.
- B) Set the date and time the session starts and ends.
 - *NOTE: Recurring session titles cannot be edited.*
- C) You can choose to keep a session open.
- D) You can choose to set the session to repeat.
- E) You can also select if students can enter the session prior to the start time.
- F) Type a detailed description of the meeting. This helps students find the right session.

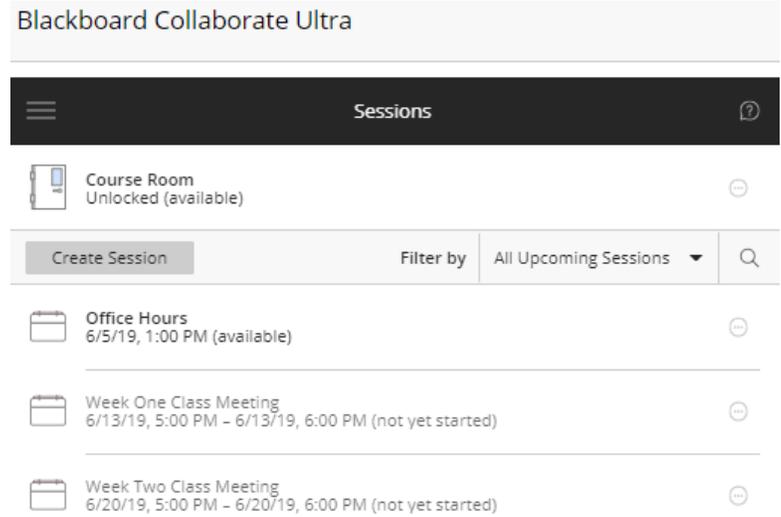
Step 3: Below the Event Details, expand the Session Settings. Select the desired Session Settings.

- A) Default Attendee Role
- B) Allow recording downloads
 - **Best Practice – If you want to allow users to download recordings, you must set this before sessions begin.*
- C) Anonymize chat messages
- D) Moderator permissions: Show profile pictures for moderator only
- E) Participant permissions: Share audio, share video, post chat messages, and/or draw on whiteboard and files.
 - **Best Practice – Deselect if you do not want students to draw on the whiteboard or files that you share in the session.*
- F) Allow users to join a session using a telephone.
 - **Best Practice – This option should always be enabled.*
- G) Settings for Private Chat: Participants can only chat privately with moderators. Moderators supervise all private chats.

Step 4: After all the session details and settings are added, scroll down and select Save. **Note: to remove the session, select Delete.*



Step 5: The scheduled sessions will appear within the Sessions page.

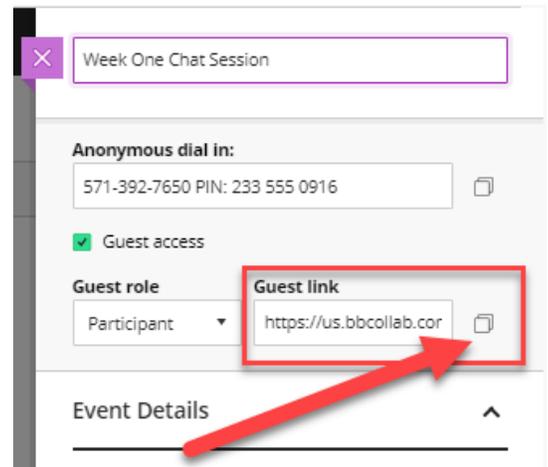


*For more detailed descriptions of the session settings see –

[Ultra: Creating a Session Job Aid](#)

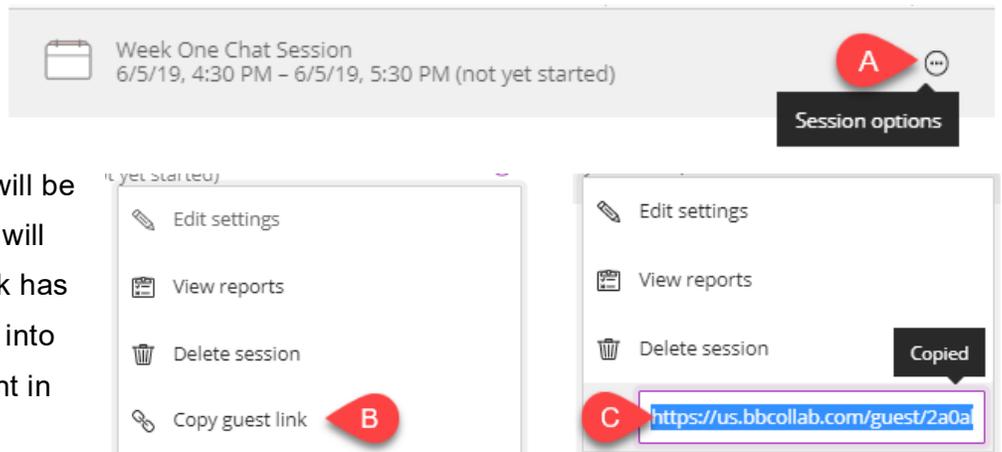
Copying the Guest Link – There are two ways to locate the guest link.

Option 1: After you create a session you will see the Guest Link above the Event Details. Click on the double square icon and it will automatically copy the link. Once the link has been copied you may paste it into an email or into announcement in the course.



OR

Option 2: In the Sessions area click the Session options icon (A) and click Copy guest link (B). The link will be automatically highlighted and will say “Copied” (C) Once the link has been copied you may paste it into an email or into announcement in the course.



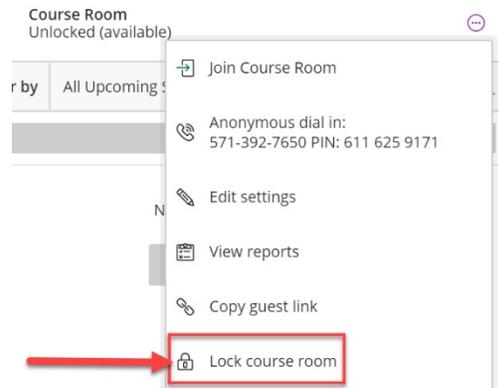
Locking Course Room

***Best Practice** – By default the Course Room is set as Unlocked (available), meaning that it is always a live link. By locking the Course Room, it may help eliminate confusion as to which session the user should be accessing.

Step 1: Within the Blackboard Collaborate Ultra Sessions page, Lock the Course Room by clicking on the session options icon on the right of the Course Room link.



Step 2: Then select Lock course room.



Step 3: Once you click “Lock course room” the link will be disabled, and students will not be able to join this room.



(Note: to enable the Course Room link, simply follow steps 2-3 again and select Unlock course room.)

Add Session Dates to Course Calendar

***Best Practice** – To help planning and organizing for your sessions, consider adding your scheduled session dates to the course calendar. For detailed instructions on how to add items to your course calendar see the [Course Calendar Job Aid](#)

Next Steps and Additional Resources

[Ultra: Preparing for a Session Job Aid](#)

[Ultra: Moderating a Session Job Aid](#)