

## How to Schedule and Modify a Collaborate Ultra Session Outside of Blackboard

In this handout you will learn how to:

1. Request Access to Collaborate Ultra Web Application
2. Schedule a Collaborate Ultra Session
3. Edit or Delete a Collaborate Ultra Session
4. Send an Invite to Join a Collaborate Ultra Session

### Request Access to Collaborate Ultra Web Application

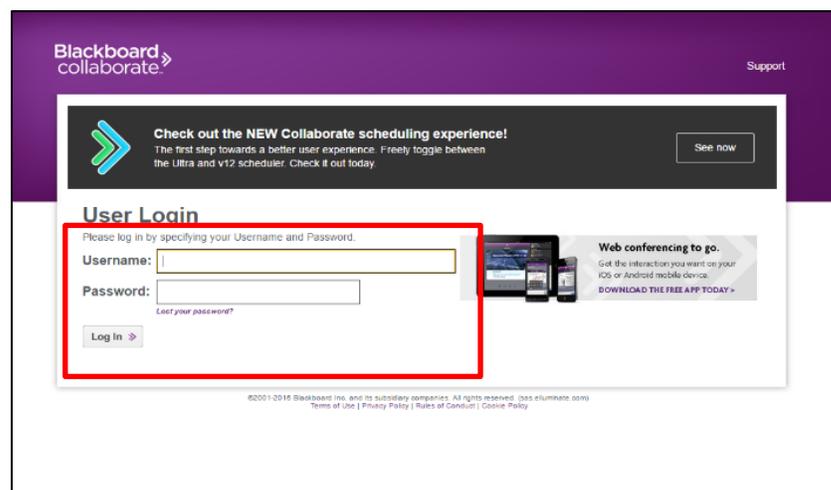
Blackboard's Collaborate Ultra web application is separate from Blackboard Learn 9.1. In order to gain access to Collaborate Ultra, a separate account must be created.

1. Send an email to TTU Blackboard support at [blackboard@ttu.edu](mailto:blackboard@ttu.edu) to request a Collaborate Ultra account.
2. Include your email address
3. After you receive notification that the account has been created, click the login link in the notification email to access the web application to get started.

### Schedule a Collaborate Ultra Session

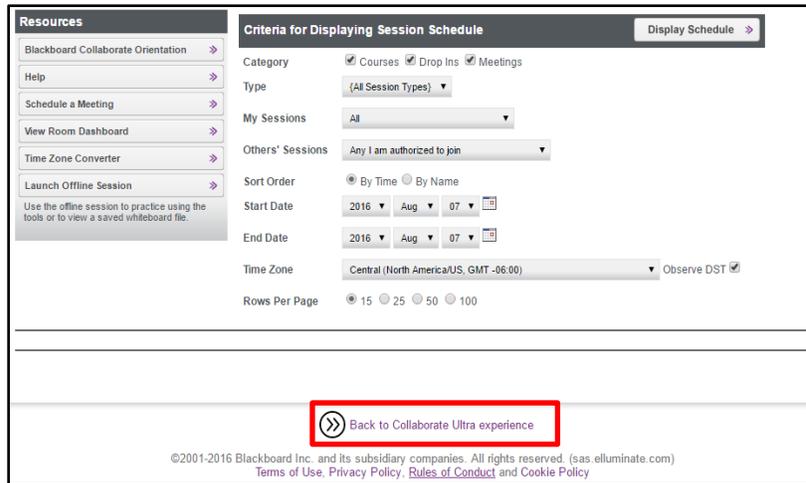
Scheduling and edits to a Blackboard Collaborate Ultra session can be done outside of the Blackboard environment, that is, outside of Blackboard or a Blackboard course, using your web browser. The Chrome browser provides the best experience, providing the fullest functionality of all tools including whiteboard tools and application sharing. Here are the steps:

1. Click the link in the notification email to login to the Blackboard Collaborate web conferencing page.

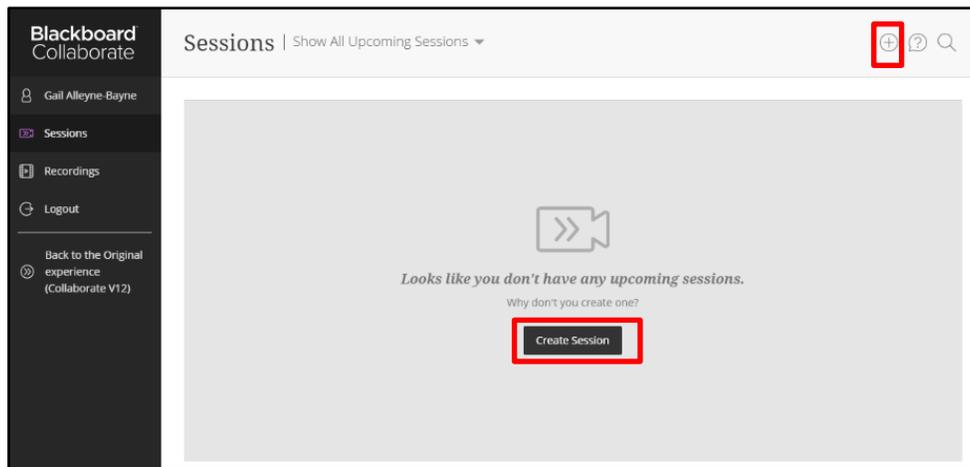




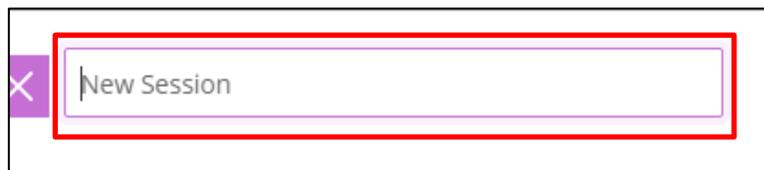
2. Click the **Back to Collaborate Ultra experience** link at the bottom of the screen to switch to the Ultra scheduler.



3. Click the **Create Session** button or in the upper right corner, click the **plus sign icon** to create a session.



4. Type a name for your session where it says "New Session".





5. Under **Event Details**, set the start and end date and times for your meeting session.

Instructional Design Review

### Event Details

Start  
7/28/16 6:39 AM

End  
7/28/16 7:39 AM

6. Choose whether to keep a session open as an ongoing session with no end date and time, or to repeat it. If you check the box for **Repeat Session** (step 6.1), you will receive additional session options for the frequency of the meeting, either daily, weekly or monthly, and day of the week.

Instructional Design Review

### Event Details

Start  
7/28/16 6:39 AM

End  
7/28/16 7:39 AM

No End (Open Session)  
 Repeat Session

No End (Open Session)  
 Repeat Session

Repeat Weekly  
Every Week

S M T W T F S

End After Occurrences 10



7. Select an **Early Entry** time, which allows participants to enter the session prior to the start time.

The screenshot shows a form titled "Instructional Design Review" with a close button (X) in the top left. Below the title is a section labeled "Event Details" with an upward arrow. The form contains the following fields:

- Start:** Date: 7/28/16, Time: 6:39 AM
- End:** Date: 7/28/16, Time: 7:39 AM
- No End (Open Session)
- Repeat Session
- Early Entry:** A dropdown menu with the selected option "15 min before start time". This field is highlighted with a red border.

8. Add a detailed description for the session. This helps participants find the right session.

This screenshot shows the same "Event Details" form as above, but with an additional field:

- Description:** A text area containing the text "Instructional designers review meeting for Fall 2016". This field is highlighted with a red border.



9. Under **Your access link**, you can copy the moderator link (the moderator is the person setting up the session) for your personal use, such as adding to a personal calendar item.

The screenshot shows the 'Event Details' form in Blackboard. The form includes fields for 'Start' (7/28/16 at 6:39 AM) and 'End' (7/28/16 at 7:39 AM). There are checkboxes for 'No End (Open Session)' and 'Repeat Session'. A dropdown menu for 'Early Entry' is set to '15 min before start time'. The 'Description' field contains the text 'Instructional designers review meeting for Fall 2016'. At the bottom, the 'Your access link' field is highlighted with a red border and contains the URL 'https://us.bbcollab.com/invite/49E8B0' with a copy icon to its right.

10. Choose whether to allow **Guest Access**. If you allow guest access, a **Guest Link** will be provided so that you can email a copy of the guest link to your students, or other guests for the session. This link can be sent to participants before or during the meeting session.

The screenshot shows a 'Guest Link' field highlighted with a red border. The field contains the URL 'https://us.bbcollab.com/guest/4D20Df' and a copy icon to its right.



Under **Guest Role** (step 10.1), set the role for your participants. You can decide if your guests join as participants, presenters, or moderators. These permissions can also be set or changed during the meeting.

- **Moderator** users have full control over all content being shared, can change the roles of other participants, and remove participants from the session.
- **Presenter** users can present, upload, share, edit, and stop sharing content without having full moderator privileges.
- **Participant** users can enable and disable notifications.

### Event Details

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**Start**

7/28/16 6:39 AM

**End**

7/28/16 7:39 AM

No End (Open Session)

Repeat Session

**Early Entry**

15 min before start time

**Description**

Instructional designers review meeting for Fall 2016

**Your access link**

<https://us.bbcollab.com/invite/49E8B0>

Guest Access

**Guest Role**

Participant



11. Under **Session Settings**, decide what participants can do in your session by “checking” or “unchecking” the following options:

- **Allow Recording Downloads** will allow participants to download session recordings from the Recordings page, as well as on the recording play back page.
- Checking the **Moderator Permissions** box, will **Show the profile pictures for moderators only** in the session.
- Allow participants to use audio, video, post chat messages, and use whiteboard editing tools by checking these boxes. *Participants **must** install the Chrome Desktop Sharing Extension to use whiteboard tools and application sharing.*
- Allow participants to use the telephone for audio by checking the **Allow users to join the session using a telephone option**. *Participants will be responsible for paying any charges incurred if calling in by phone.*

The screenshot shows the Blackboard interface for a session titled "Instructional Design Review". The "Session Settings" section is expanded, revealing several options:

- Recording**
  - Allow Recording Downloads
- Moderator Permissions**
  - Show profile pictures for moderator only
- Participants can:**
  - Share their audio
  - Share their video
  - Post chat messages
  - Draw on whiteboard and files
- Enable Session Telephony**
  - Allow users to join the session using a telephone



12. Click the **Save** button at the bottom when you are finished. You will get an automated email with the session name, date and time, moderator link, and a link to send to participants to join the session.

### Session Settings ^

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Recording

Allow Recording Downloads

Moderator Permissions

Show profile pictures for moderator only

Participants can:

Share their audio

Share their video

Post chat messages

Draw on whiteboard and files

Enable Session Telephony

Allow users to join the session using a telephone



## Edit or Delete a Collaborate Ultra Session

1. To edit the settings of a session or delete an existing session, go to the **Sessions** screen. You will see a list of all upcoming sessions.

The screenshot shows the Blackboard Collaborate interface. On the left sidebar, the 'Sessions' menu item is highlighted with a red box. The main content area displays a table of sessions.

Name	Starts	Ends	
Instructional Design Review	7/27/16, 10:00 AM	7/27/16, 11:00 AM	⋮

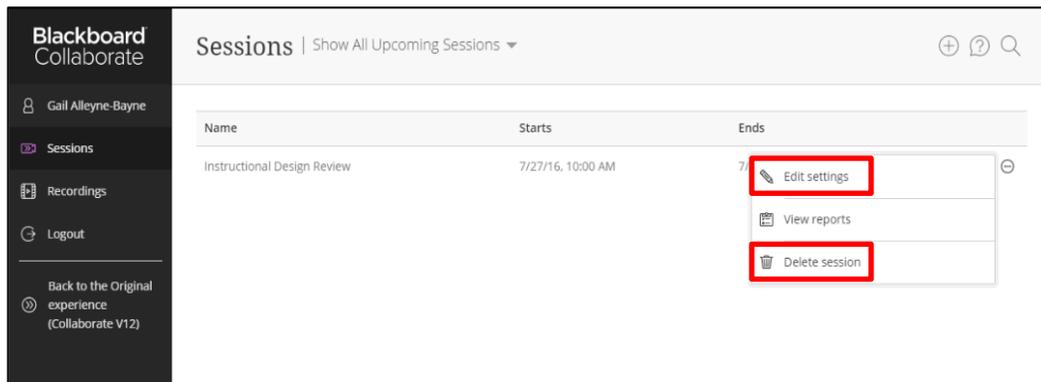
2. Click the **Session options icon**, the 3 dots over to the right, to see the menu options.

The screenshot shows the same Blackboard Collaborate interface as the previous one. In this view, the 'Session Options' icon (three dots) for the 'Instructional Design Review' session is highlighted with a red box. A red callout bubble points to this icon with the text 'Session Options'.

Name	Starts	Ends	
Instructional Design Review	7/27/16, 10:00 AM	7/27/16, 11:00 AM	⋮



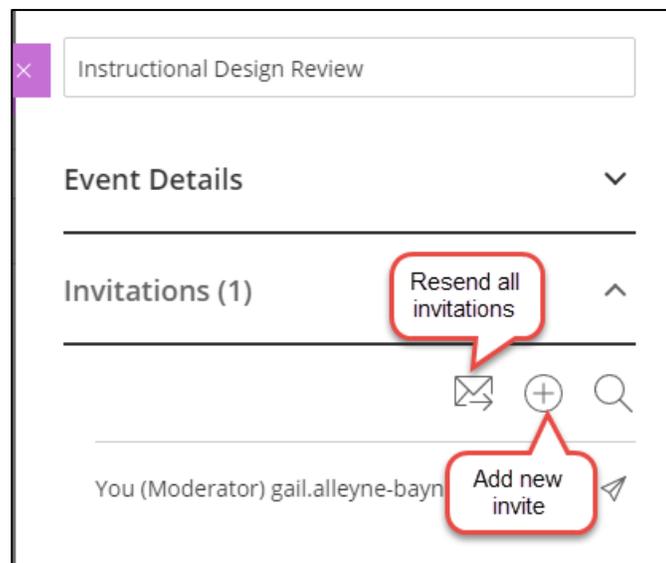
3. Click **Edit Settings**, the pencil icon, to edit your session settings.
4. Click **Delete Session**, the trash can icon, to delete the session.



### Send an Invite to Join a Collaborate Ultra Session

Collaborate Ultra gives you the option to send an invitation to the session before the start of the session or at any point during the session. An invite to join a session can be sent to participants in one of two ways:

1. Directly from the Collaborate Ultra Session if you know the names and email addresses of participants who you would like to attend your session. Under **Invitations**, click the **plus sign icon** to invite participants to the session. This is an optional feature that will send an email to the participant with the link to the session. The **envelope icon** will resend all invitations to participants with the link to join the session.



2. Alternatively, you can copy the participant link from the automated Collaborate Ultra notification email that you received, and email it to participants.