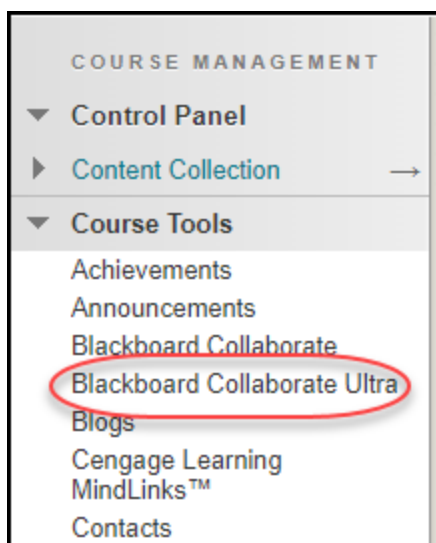


Collaborate Ultra in a Blackboard Course

Until recently, the option to use Collaborate Ultra has been external to Blackboard. In order to share within a course in Blackboard, a web link had to be created in Blackboard. Now, anyone with a course in Blackboard can use Collaborate Ultra; there is no need to have a separate account for the tool.

Creating a Collaborate Ultra session within Blackboard:

From within your Blackboard course, select Blackboard Collaborate Ultra from Course Tools in the Control Panel.



- Click on Create Session.
- Name the session.
- Specify the dates and times of the session.
- Complete the other setting options.
 - If you are going to record and want to download the recording, be sure to select **Allow recording downloads**.
- Click **Save**.
- You will see the session you created listed.

To link the session in Blackboard:

- Click on the Session Options icon (to the right of the session name).



- Click on Copy guest link and the link will automatically copy.
- Go to the area in the course you want to link the session.
- Select Build Content.
- Select Web Link.
- Name the Collaborate Ultra session.
- Paste the link in the URL text box.
- You can set the Availability Dates in the Standard Options section.
- Click Submit.

You can move the link to the position you want it on the page.

Collaborate Ultra Tools

There are several tools you can access within a Collaborate Ultra Session.

To open the Collaborate Ultra Tools, click on the Collaborate Panel tab.

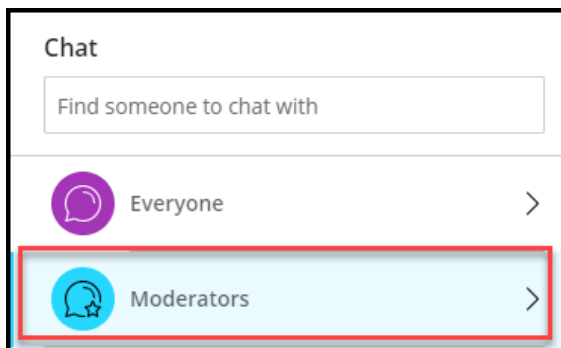


Chat Feature

You can chat with your students using the Chat feature. Click on the Chat bubble icon to open the Chat window.



The Chat window defaults to chat with everyone. If you just want to chat with just the moderators, click on Moderators.

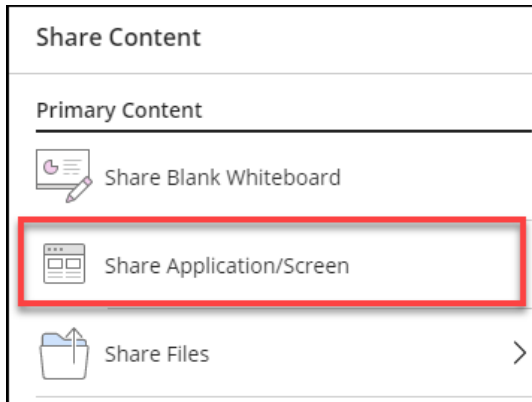


Share Application Screen Feature

You can share your screen with your students using the Share Application Screen feature. Click on the computer screen with the arrow bubble icon to open the Share Content window.



Click Share Application/Screen.



In the "Share your screen" window, click the screen you want to share, then click Share. To stop sharing, click the circle with the square at the top right of your session.

