Overview

This tutorial will explain how to create a **Collaborate Ultra Session** using the Collaborate Scheduler. Collaborate Ultra is a video conferencing tool that you can use to host synchronous meetings, information sessions, virtual office hours, or web interviews.

Quick Steps

Log into Scheduler> Create Session > Set Options

Step 1

In Google Chrome, go to [https://us.bbcollab.com/collab/ui/scheduler/login](https://us.bbcollab.com/collab/ui/scheduler/login). Please email [blackboard@winthrop.edu](mailto:blackboard@winthrop.edu) if you have not yet requested an account.

Step 2

From the Blackboard Collaborate Ultra sessions page, click the **Create Session** button [3] to open the New Session menu. The menu will appear on the right side of the screen.
Step 3

Use the New Session field [4] to create a name for the session. Once you name the session, sharing and guest options will appear:

- **Get secure link** button [5] will provide a direct link for you to join the session.

  If you wish to email the session link to guests (for quick access, or perhaps as a reminder), you can copy the URL in the Guest link field using the Copy button.

- **Anonymous dial-in** button [6] will provide a phone number and pin that guests can use to call into the session. Share this information with guests who do not have access to a computer at the time of the session. The information is repeated in the Anonymous dial-in field.

Below the Guest access checkbox, you will see a drop-down field for Guest role [7]. Specify the role that you would like guests to have when they join the session.

- **Participant**: Generally, you will leave the default role as Participant. Participants can view, speak in, and listen to the session. They can also post a profile image, use the chat feature, and draw on any shared content.
➢ **Presenter:** The Presenter role allows guests to share content with the session and see any Raised Hand notifications.

➢ **Moderator:** The Moderator role allows full control of the session. Moderators can remove guests from the room (except other moderators), set notification settings, and can promote guest roles.

### Step 4

Next, complete the Event Details section:

Set the date and time the session will start and end using the Start and End fields [8].

You can check the No end (open session) and Repeat session checkboxes [9] to keep the session open indefinitely or schedule repeated meetings, respectively. Check *No end* if you are creating a virtual office.

Use the Early Entry drop-down box [10] to select how early participants can join the room before the session is scheduled to start.

Optionally, you can describe the session using the Provide a description link [11]. Doing so can help guests prepare for the session.

### Step 5

Click the Session Settings tab to expand the section and decide upon additional options:
Recording Options

✓ Check the Allow recording downloads checkbox to let students download the session.
✓ Check the Anonymize chat messages checkbox to let students chat anonymously.

Participants Options

Decide whether guests with the Participant role can do the following:

✓ Share profile pictures
✓ Use audio, video, chat, and whiteboard drawing tools
✓ Use their phone for session audio

Step 6

When finished, click the Save button to create the Collaborate Ultra Session.