

## Create a Collaborate Ultra Session using the Scheduler

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### Overview

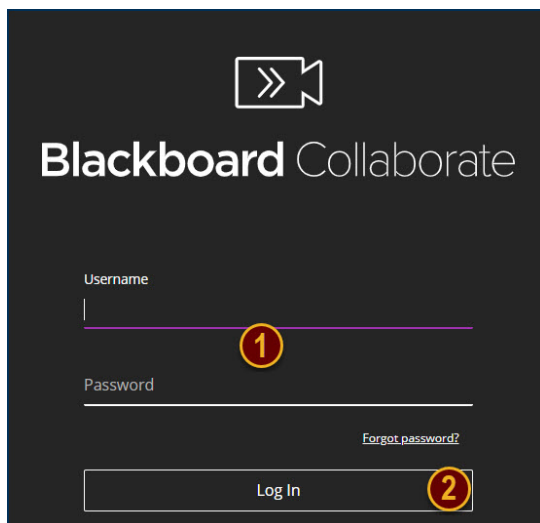
This tutorial will explain how to create a **Collaborate Ultra Session** using the Collaborate Scheduler. Collaborate Ultra is a video conferencing tool that you can use to host synchronous meetings, information sessions, virtual office hours, or web interviews.

### Quick Steps

Log into Scheduler > Create Session > Set Options

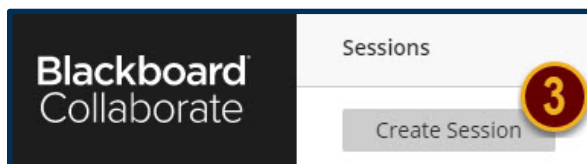
### Step 1

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



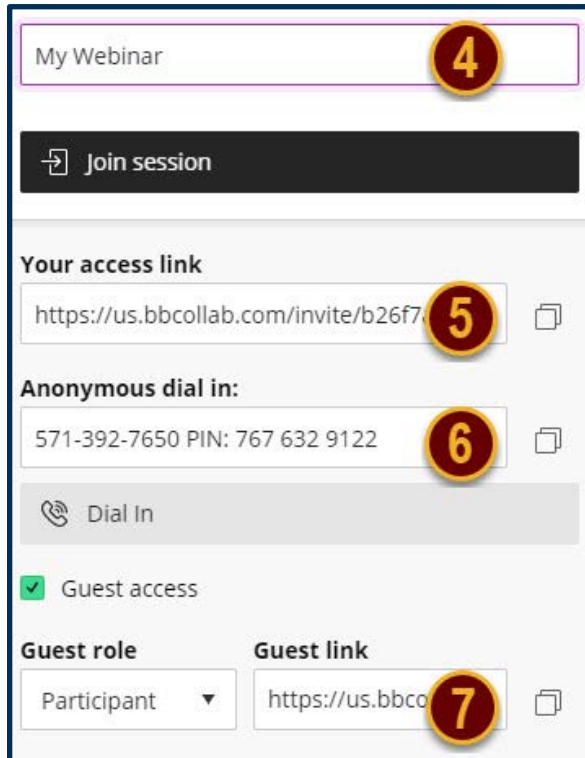
### Step 2

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:



The screenshot shows a web interface for creating a session. At the top is a text input field labeled "My Webinar" with a yellow circle containing the number 4 next to it. Below this is a dark button with a link icon and the text "Join session". Underneath is a section titled "Your access link" containing a text input field with the URL "https://us.bbcollab.com/invite/b26f7" and a yellow circle with the number 5 next to it, and a copy icon to the right. Below that is a section titled "Anonymous dial in:" containing a text input field with the phone number "571-392-7650 PIN: 767 632 9122" and a yellow circle with the number 6 next to it, and a copy icon to the right. Below this is a "Dial In" button with a phone icon. Further down is a checked checkbox labeled "Guest access". At the bottom is a "Guest role" dropdown menu set to "Participant" and a "Guest link" text input field with a partial URL "https://us.bbco" and a yellow circle with the number 7 next to it, and a copy icon to the right.

The *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.*

The *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.

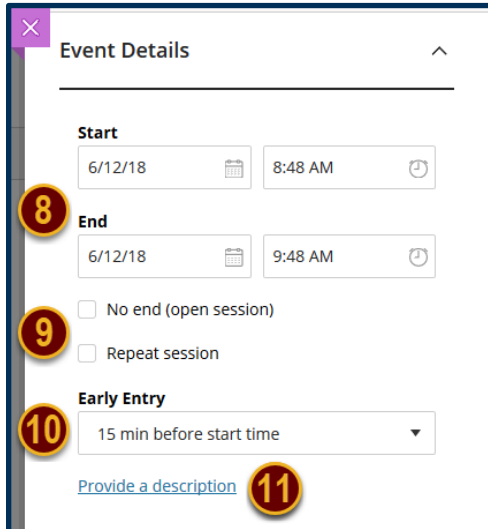
Below the Guest access checkbox, you will see a drop-down field for Guest role [7]. Specify the role that you would like guests to have when they join the session.

- **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:



The screenshot shows the 'Event Details' form with the following fields and callouts:

- Start:** Date field (6/12/18) and Time field (8:48 AM). Callout 8 is next to the Start section.
- End:** Date field (6/12/18) and Time field (9:48 AM). Callout 8 is next to the End section.
- No end (open session). Callout 9 is next to this checkbox.
- Repeat session.
- Early Entry:** Drop-down menu showing '15 min before start time'. Callout 10 is next to this field.
- [Provide a description](#). Callout 11 is next to this link.

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

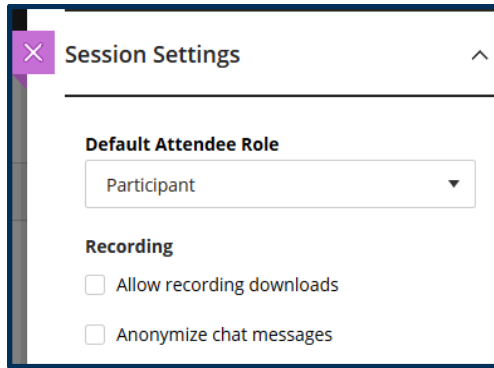
You can check the No end (open session) and Repeat session checkboxes [9] to keep the session open indefinitely or schedule repeated meetings, respectively. Check *No end* if you are creating a virtual office.

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.

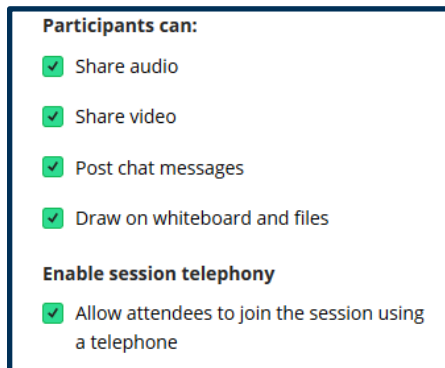
## Step 5

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.

