DMU Replay title: **Collaborate Ultra – Adding Collaborate Ultra**

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Total length of audio: 00:02:00

If you already have a Collaborate Ultra link in your Blackboard shell, then to create new session click on the link. Here you can see that two forthcoming Collaborate Ultra sessions have already been created and are listed.

The 'Filter by' feature has three options. It is currently showing 'All Upcoming Sessions'. To create a new session, in addition to the two existing sessions, click 'Create Session', input the date and time details for your session; it is a good idea to permit users to enter the session before the official start time - fifteen or thirty minutes is sensible - to allow you and your students to log in and get set up before the session formally begins. You might want to add a description. Don't forget to add a title. For the purposes of this video, I'm just going to accept the default settings for now.

Once you're happy. click save and your new session will appear in the list. You can always go back and edit and amend your session details, if you wish. Note, you can also get the guest link from here to copy and paste or any participants you might wish to invite who are not enrolled on your Blackboard shell.

If you don't have a Collaborate link set up on Blackboard yet, here's how to set up a Collaborate Ultra menu link. Create a new menu link in the usual way, but this time select the 'Blackboard Collaborate Ultra' option. Make it available to users. Give it a sensible name. You might need to move your newly created menu item. Now you have your link. If you click on it, you're ready to add your next Collaborate session.