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Hello there. In this video I'm talking about setting the global and local controls

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for sessions in Blackboard Collaborate Ultra. So there's only one learning outcome for this video and that's how to set

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the controls ahead of starting a session. I will also show how to access the settings

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once we're in the session as well.

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So in my Web browser here, I've already logged into Blackboard and I'm on the Blackboard Collaborate Ultra page for this

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shell. If I move my mouse toward the right hand side and click on the Session options here

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and I'm then going to click on Edit settings. We'll notice that the

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settings for this particular room slide in from the right. And this is where we can then

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set all of the options around things like whether we want guests to be able to access the room,

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what we want the participants to be able to do as they enter the room, whether we want to allow them

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to share their audio, video, post chat messages and things like this. So this is where

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we set that kind of global level for this particular room or session.

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Once we have accessed the Blackboard Collaborate Utra room; we can also change the settings as we're in here.

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So toward the bottom right here, I'm going to click on the Open Collaborate panel button

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and then I'm going to click on the little gear

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00:01:12,043 --> 00:01:17,043

or My Settings. And in here we see similar settings there around

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firstly our local camera and microphone. We can change the notification

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00:01:22,043 --> 00:01:27,043

settings for ourselves here, but also if we click on Session Settings, we can change

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those settings around what participants can and cannot do whilst we're live in the session too.