# Managing and delivering a Collaborate session

**Note:** Using Blackboard Collaborate Ultra we can:

* Interact with students in a live two-way ‘synchronous’ manner.
* Share content such as presentations and screen content.
* Manage a large group of students by assigning them into Breakout rooms.
* Enable students to support each other either by communicating verbally or using the Chat function.

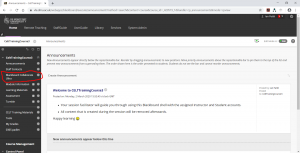
## Learning outcomes

By the end of this guide you should know;

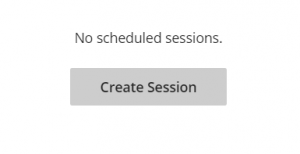
* how to schedule a Blackboard Collaborate Ultra session,
* how to access either a scheduled session or the Blackboard shell’s Course Room, and
* where to find the tools to enable the pedagogical approaches supported by Blackboard Collaborate Ultra.

## How to

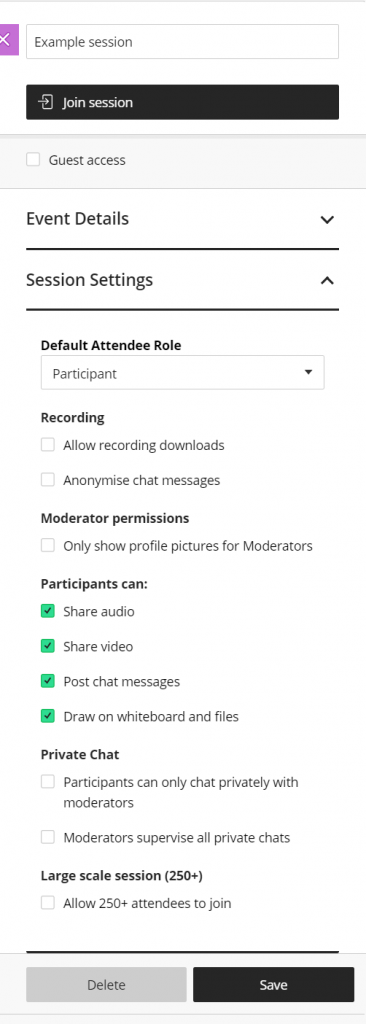
1. Open a web browser and enter the Blackboard shell. Click the Blackboard Collaborate Ultra Tool link.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/1-19.png)

2. To create a scheduled session, click on the Create Session button.



3. Set the options as desired, click Save.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/3-15.png)

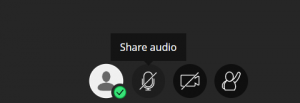
4. The scheduled session will appear in the list.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/4-14.png)

5. To enter either the Course Room or the Scheduled Session, click the room with the mouse and select Join Session.

[Joining a session](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/5-10.png)

6. Share your microphone (and video if desired) by clicking the Share audio and Share video buttons.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/6-7.png)

7. Access all of the available teaching tools by clicking on the Open Collaborate panel button.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/1-13.png)