# **Setting up a Collaborate Ultra session in Blackboard**

Transcript of video

Duration 02:54

Hi, in this video, I'm going to show you how to set up a Collaborate Ultra session in Blackboard. By the end of this video you should know how to add Collaborate Ultra to your Blackboard module or community shell and how to set up or turn off the course room.

Blackboard Collaborate Ultra is available under tools on your module and you can either add it to the course menu or to an existing content area.

To add Collaborate Ultra to the course menu, click on the add menu item to open the drop-down list and select 'Tool link'.

Type in a name, for example, Collaborate Ultra. And then under type select Blackboard Collaborate Ultra. Tick to make it available, if you want users to see it straightaway and then click 'Submit'.

To add a link to Collaborate Ultra in a content area, first, open the content area and then select tools, more tools, and then click on Blackboard Collaborate Ultra.

You can add a description. And then either make it available or wait and make it available later.

'Track number of views' uses statistics tracking in Blackboard and you can also add date restrictions so that students can only access the link at certain times. Now click 'Submit'.

When you first access Blackboard Collaborate, you will see the Collaborate Scheduler or Sessions List.

At the top of the list is the Course Room, which is an open session dedicated to your module.

It is initially unlocked and available to all users on your Blackboard module or community shell. You cannot delete the Course Room, but you can lock it if you do not want students accessing it at any time without your supervision.

On the right-hand side, you will see the session options. And here you can lock the course room. The session options menu is also where you can join the session, edit it, view reports or copy the link for guests, not on your shell.

You can just use this Course Room throughout your module, but if you want to ensure all sessions are supervised, or create sessions to run at the same time, you can create additional scheduled sessions using the 'Create session' button.