# Setting planned multiple sessions with different rooms

Transcript of video

Duration 02:40

Hi, in this video, I'm going to show you how to schedule multiple sessions within Blackboard Collaborate Ultra using different rooms.

First, open Blackboard Collaborate Ultra in your module or community shell.

Now click either of the 'Create Session' buttons.

Where it says new session, give your session a name.

Set the start and end dates and time. If you want the session to be open ended, click this 'No end (open session)'. Otherwise, when the session ends, participants will not be able to enter the session. However, anyone already in the session will not get thrown out.

If you want to repeat this session, select repeat session. You can repeat it either weekly, daily or monthly. And you can also select how often you want it repeated. So, if I want to repeat this session every week for four weeks, then that will give me four seminars.

It is worthwhile setting it to allow students time to enter before the session starts to get settled in and also give the presenter time to upload any files or presentations they intend to use during the session.

It is useful to provide a description for the session as this is what the students will see if this session is not yet available. For example, you can say who the presenters will, be what will be covered, if the session is going to be repeated, and how soon before the session starts students can enter.

Now click save.

Here, I can show all those four sessions which have not yet started.

If you want to create another session, just click 'Create Session'.

And repeat.