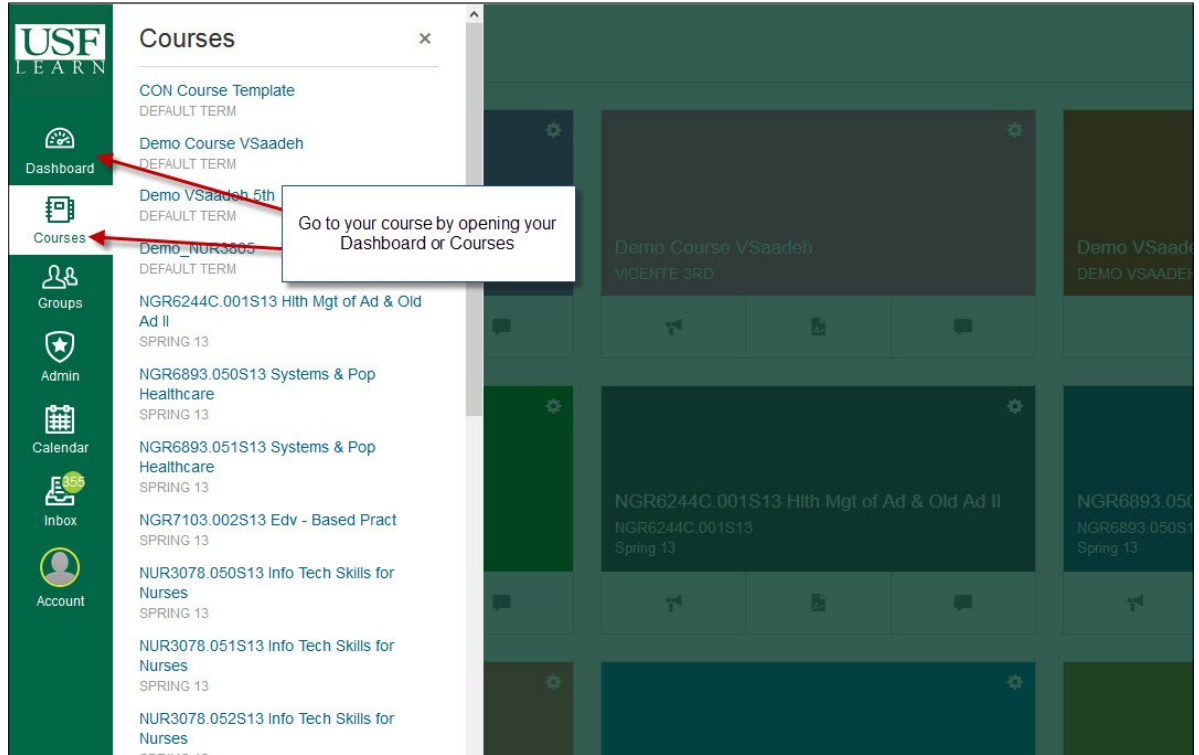


# How to create a Blackboard Collaborate Ultra session

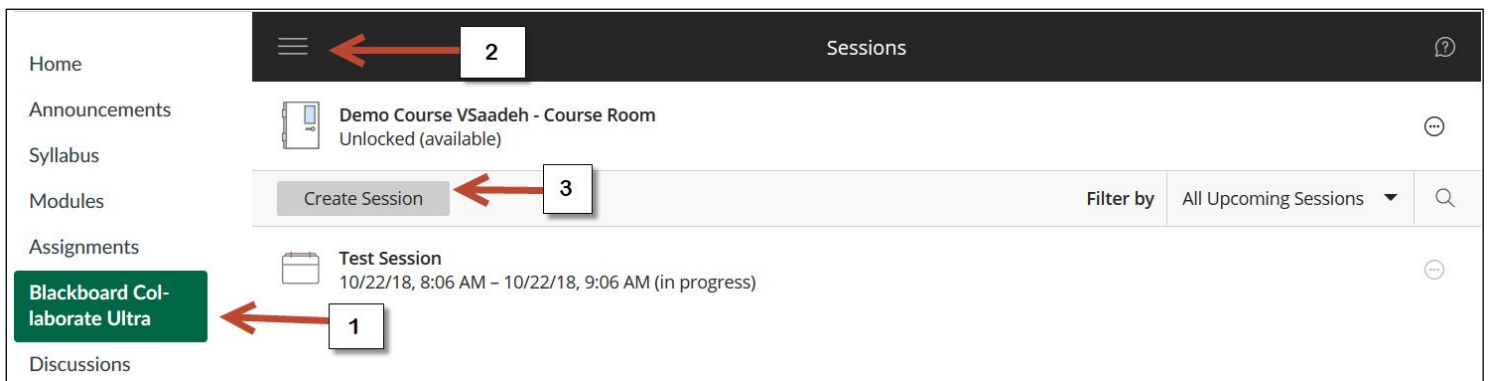
Open your Course by clicking the Dashboard or Courses tab.



1) Go to **Blackboard Collaborate Ultra**

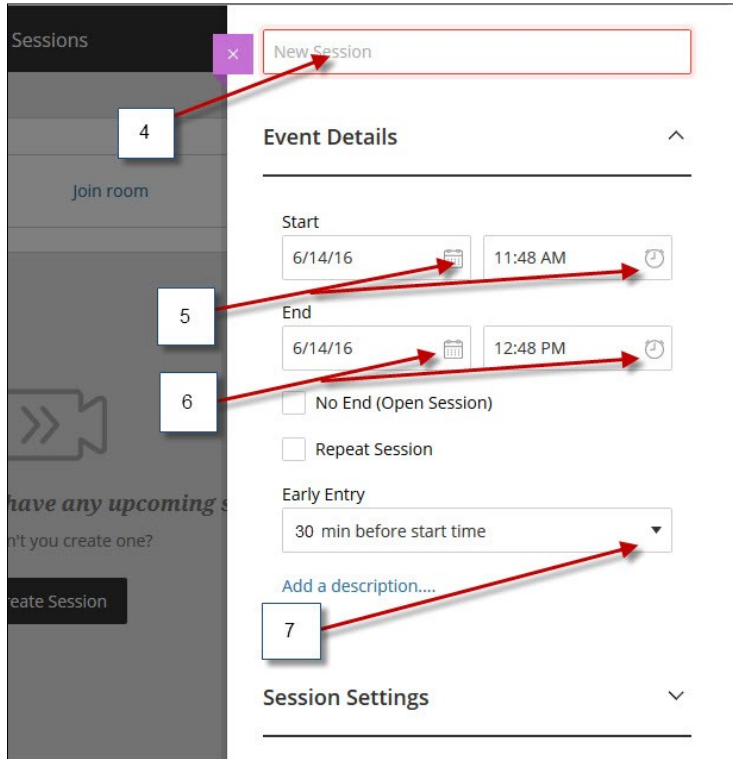
2) Click here to access the recording tab

3) Click **Create Session**. This option is to create a session for a later time and date.



# How to create a Blackboard Collaborate Ultra session

- 4) Type Title
- 5) Click to open calendar to setup start date and time
- 6) Repeat previous step to setup end time
- 7) Select Entry time for participants to join the session, 30 minutes is the default



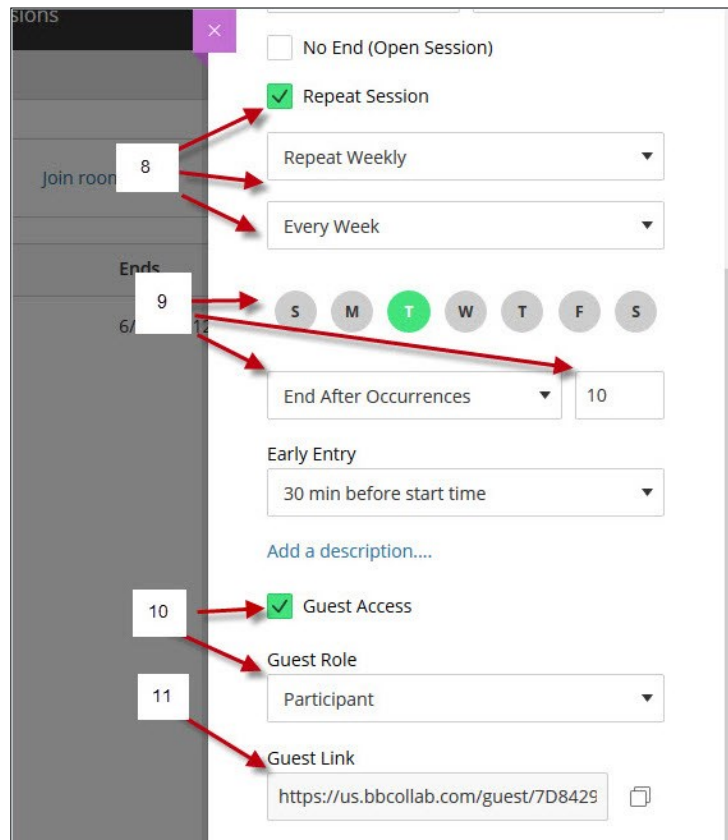
- 8) Select this if the session will repeat in the future. **NOTE** The time will remain the same for repeating sessions

- 9) Check the days and how many occurrences

- 10) Select Guest Role  
**NOTE:** (this link is only for participants that are not in that course or from outside USF)

You can leave it as Participant because you can change the role of your Guest after he/she joins the session

- 11) Link that will be send to Guest



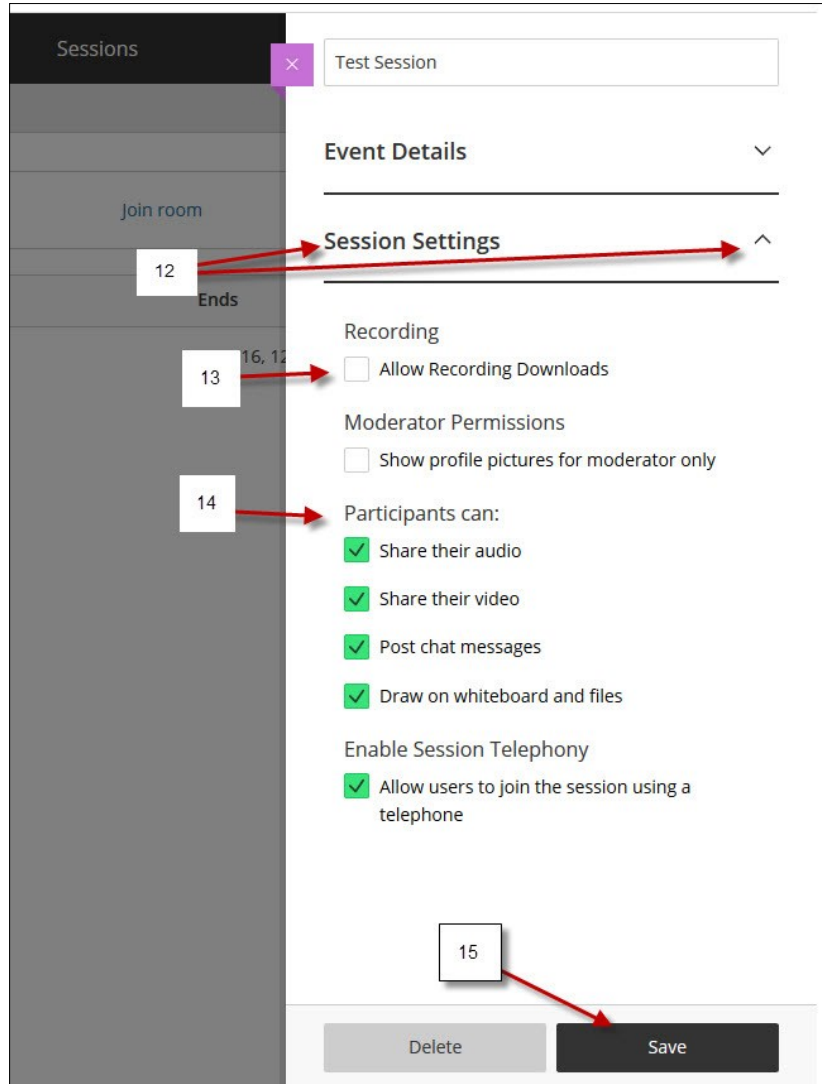
# How to create a Blackboard Collaborate Ultra session

12) Click **Session Settings**

13) Select if you want to allow the students to download the recordings

14) Select options for Participants

15) Save



16) Your Session is ready

17) Click here to edit

18) This is the link for sharing with another faculty or course

