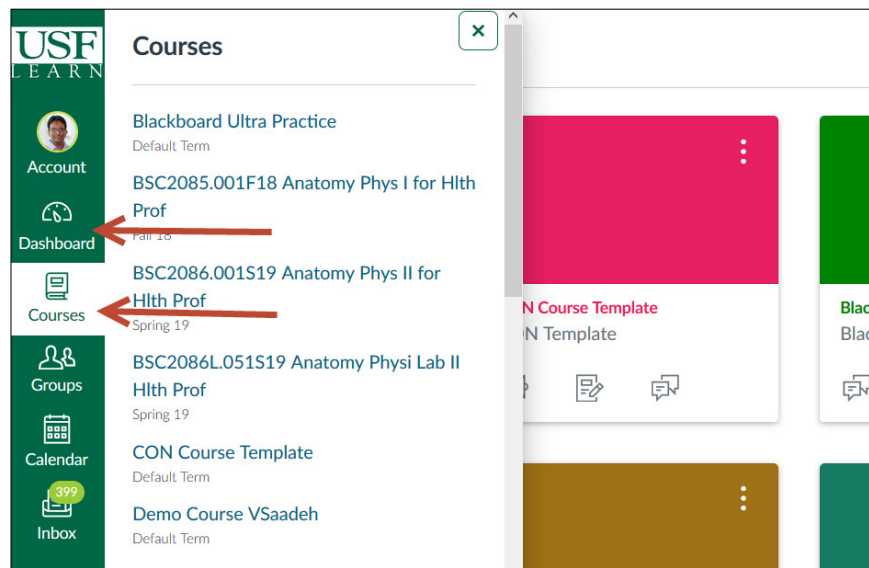
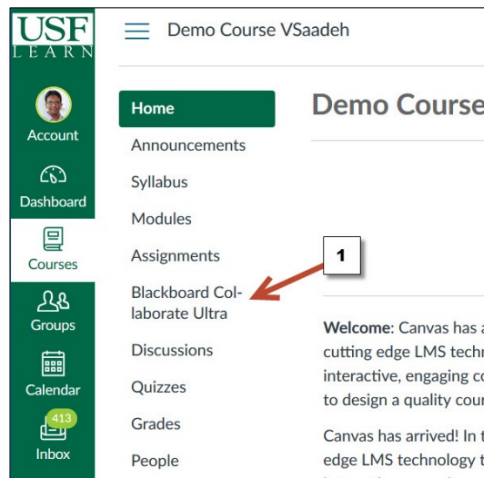


CREATING A BLACKBOARD COLLABORATE ULTRA SESSION

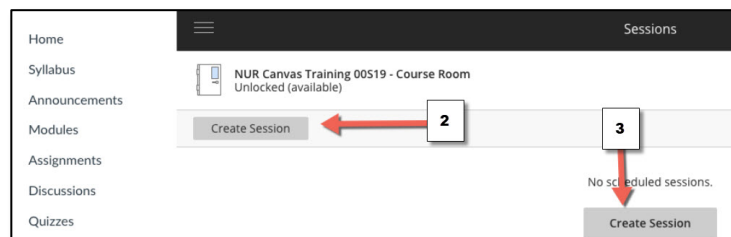
Go to your Canvas course by clicking on the Dashboard or Courses tab.



1) Go to **Blackboard Collaborate Ultra**



2-3) Click **Create Session**. This option is to create a session for a later time and date



CREATING 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

Sessions

New Session

4

Event Details

Start

6/14/16 11:48 AM

5

End

6/14/16 12:48 PM

6

No End (Open Session)

Repeat Session

Early Entry

30 min before start time

7

Add a description...

Session Settings

8) Do not change this setting. **Participants** is the default for the students

9) Select desired options for the session

For example, if the **Share audio** is selected students will be able to turn on their microphones to respond

10) Save

Session Settings

Default Attendee Role

Participant

8

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participants can:

9

Share audio

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

9

Participants can only chat privately with moderators

Moderators supervise all private chats

10

Please correct the errors in the form before saving.

Cancel Save