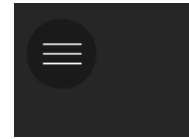# Blackboard Collaborate Ultra – Run a Session

☐ **Record the Session:** Click on the horizontal bars in the upper left corner to start recording. We recommend always recording sessions for students unable to attend.

☐ Open the Collaborate Panel on the far right.

☐ Open the "Participants List" to see who has joined. You can choose to make participants "moderators" if they will be sharing files or using the whiteboard. Participants or other presenters must **click the microphone button for others to hear** them.

☐ Open the "Chat" section to communicate via text. **Keep an eye on the Chat box** for questions or feedback from the participants. This is often where they will tell you if they cannot hear you or if something else is wrong. Try to have someone available to assist with this if you are new to online conferencing.
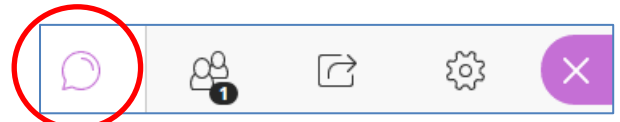
☐ To share something open on your computer, click the "Share Content" icon, and select "Share Application." Generally the quality will be better to share a specific application than to share your whole screen. Select the application for the item you want to share, such as Microsoft Excel. If you want to share a website or something in a web browser, first have another browser tab open that contains what you want to share. Then select your web browser to share. Because Collaborate Ultra is also in your browser you will likely first see an "infinity" screen of mirror images because you are sharing your browser window with Collaborate Ultra. Navigate to the other open tab with the page you want to share and the infinity screen will go away.

☐ **Polling:** You can take quick, live polls of your participants: verbally ask a question and/or type it on the whiteboard, and then in the Share Content window, select "Polling." Choose the number of answer choices you want, click start, and ask participants to respond. Polling does not allow open-ended questions.
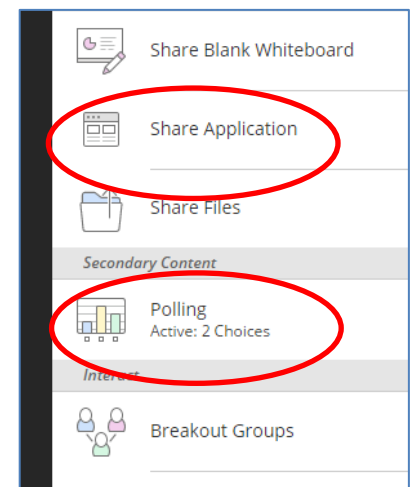
☐ **Stop the recording** when the session is over and close the window.

Access session recordings

☐ To access the recording of your session after it is over, go to the Collaborate Ultra page in your course, click on the horizontal bars in the upper left corner, and select "Recordings."

☐ You will see a list of recent recordings, or you can choose to see recordings in a range of dates:
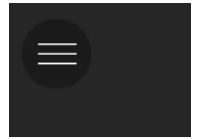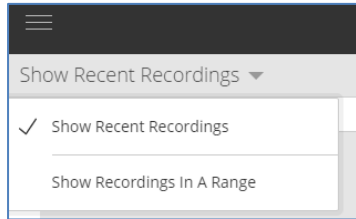
☐ Click on "View Recording."

☐ This is also how students can access session recordings.

☐ Recordings may not appear immediately after a session, but may take a little time to process.

If you have questions or need assistance, please contact:

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