Blackboard Collaborate Ultra – Set Up

Collaborate Ultra is a more modern looking easy-to-use browser-based web conferencing system. Because it works in the browser, it does not require users to install a launcher or any other programs.

Getting Started:

Turn on Collaborate Ultra for your course:
- Go to Control Panel > Customization > Tool Availability
- Check to make Blackboard Collaborate Ultra available and uncheck the options for the non-Ultra version
- Click Submit

**Add a link on the main menu for Collaborate Ultra:**
- Click on the plus sign in the upper left corner and select Tool Link
- Select Blackboard Collaborate Ultra for Type, give it a name you would like, and check to make it available to users
- Click Submit
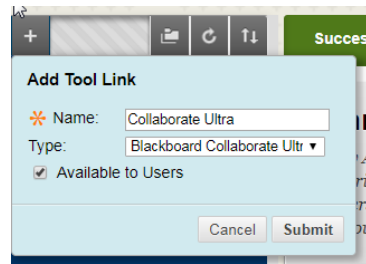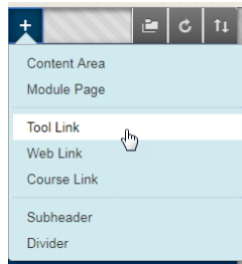
Collaborate Ultra has two set up options:

- The "Course Room" (can be used as an on-going destination within your course for the entire semester--like a physical conference room), or
- A scheduled session, with a specific title, set for a specific meeting time

To avoid confusion, we generally recommend that you do not use and lock the "Course Room" unless you have a specific need for an open room. To lock the "Course Room," click on the "Session Options" button on the far right, (circle with three dots) and select "Lock course room."
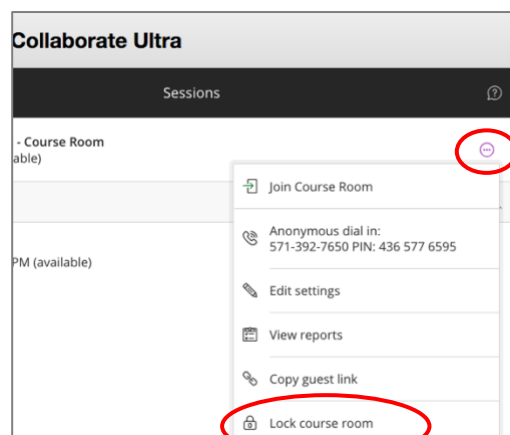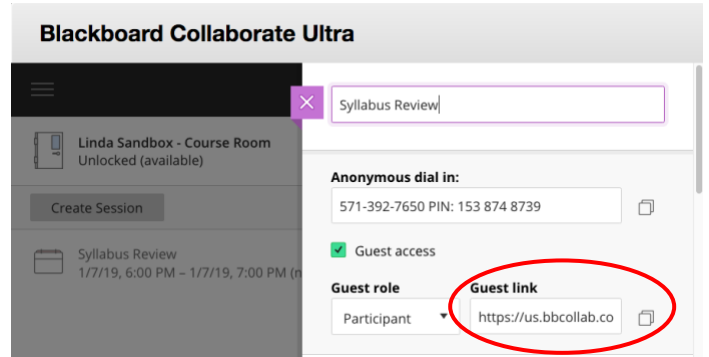
Schedule a session

- ☐ Click the Create Session button and enter a title, and the start and stop time.

Get a link to your session

- ☐ Click on the Session options icon to the right of your scheduled session (circle with three dots).
- ☐ Click on Edit settings.
- ☐ Look for Guest Link and click the copy icon to the right of it.
- ☐ Paste the link into Blackboard and/or an email.

Access your session

- ☐ All participants should use the Google Chrome or Firefox browsers to access Collaborate Ultra meetings.
- ☐ Click on the name of a session you have created.
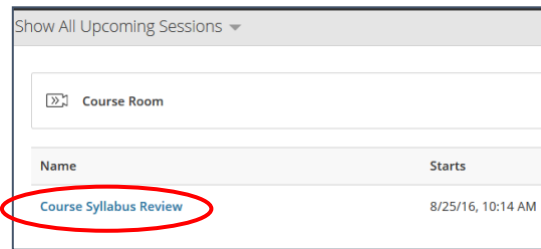
Test your audio and video

- ☐ Your microphone and camera should be tested automatically as you enter the session. By default, they will be turned off until you activate them by clicking on the microphone and video camera icons at the bottom center.
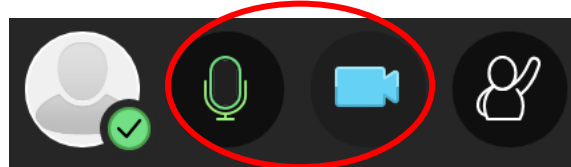
- ☐ If you want to check your audio and camera settings during the session, open the Collaborate Panel on the bottom right by clicking the purple tab.

- ☐ Click on the gear icon and click on "Set Up your Camera and Microphone." Follow the steps to check your headset/speakers and microphone.
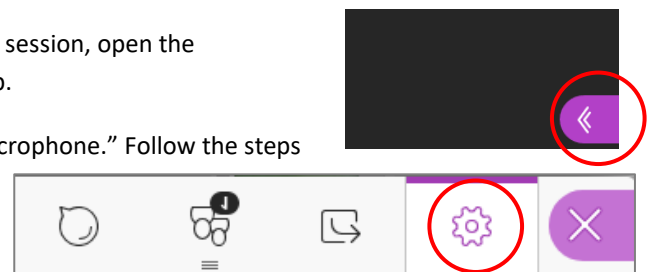
Load Content

☐ If you will be using a presentation or reviewing images during the session, open the Collaborate Panel on the bottom right by clicking the purple tab.

☐ Click on the Share Content icon. You can share a whiteboard, an application, your screen, or files such as images, PowerPoint presentations, or pdfs. Your files will be converted and loaded into Collaborate's whiteboard. Use the buttons provided to advance through presentation slides.

Helpful Hints:

- If possible, have someone else join you in a practice session. IMPACT team members are happy to join HSP faculty in a practice session as schedules allow.
- Ask participants to log in at least 10 minutes before the session starts to check their audio and video.

Need more assistance?

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