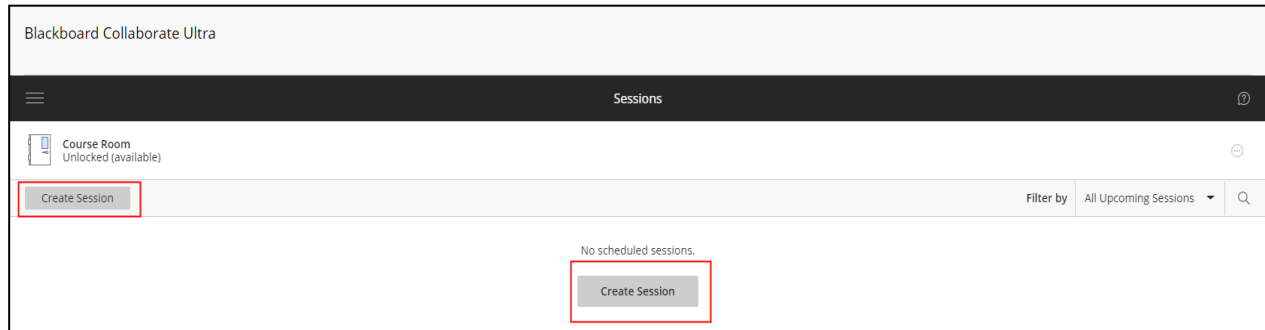
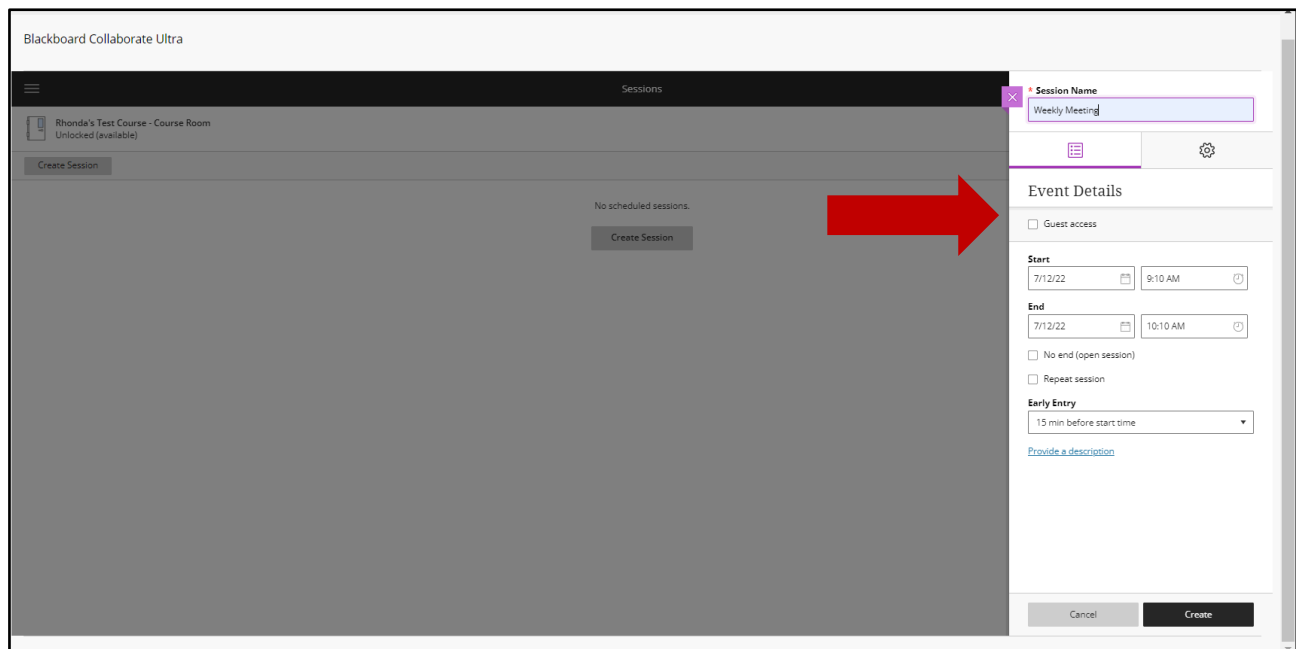


## How to Set Up a Collaborate Ultra Session

1. Access the **Collaborate Ultra** tool within your Blackboard course.
2. Click either of the two **Create Session** buttons. Please note, that each course comes with a **Course Room**. However, if you need more continue to follow the steps below.



3. A panel will appear on the far right-hand side of the screen, where you may begin to edit the session.



## How to Set Up a Collaborate Ultra Session

4. Notice that there are two tabs. Under the first tab, you will enter your event details including your Session Name, Guest Access, Guest Role\*, and the Date/Time, indicate if it is an open session, or a repeat session, enable early entry, and provide a session description. Under the second tab, you will select your session's settings.

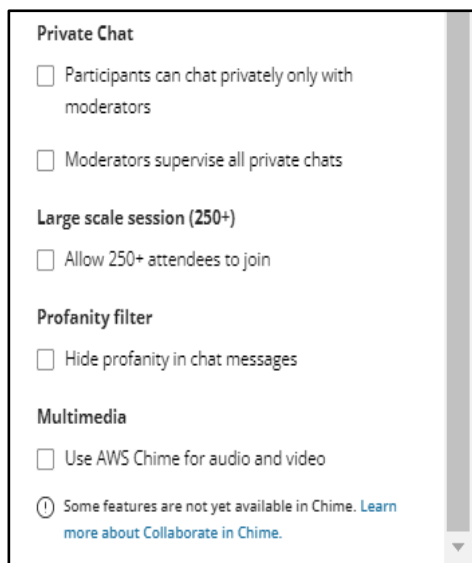
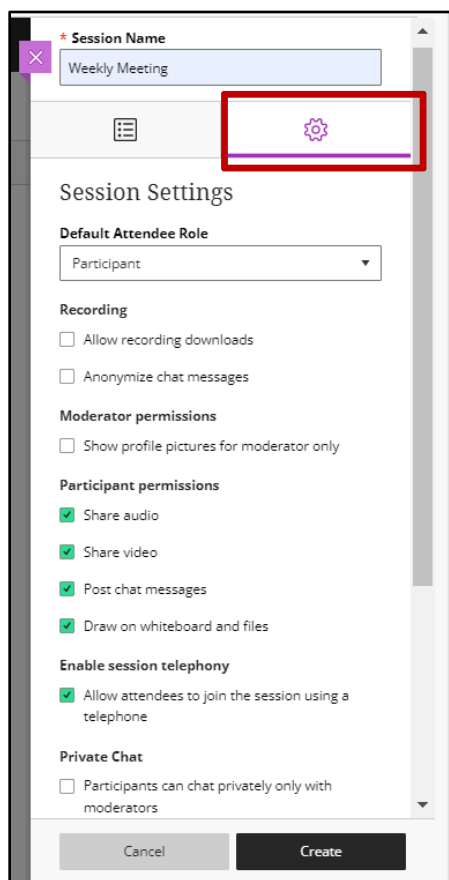
Click the second tab to edit the session's settings.

Enable Guest access and select Guest Role. The guest link is provided after session is saved.

**\*Guest Roles:** The role of the **Participant** allows users to access the session, chat, and raise/lower their hands if they have questions. **Presenters** have all of the privileges as **Participants** but they can also upload, share, edit, and share content. Additionally, they can see hand raise notifications and can lower hands. **Moderators** have full control over the session. They have the ability to change attendee roles, remove attendees from the session, and can modify session settings. Note: **Participant** is the default attendee role in Collaborate Ultra.

## How to Set Up a Collaborate Ultra Session

5. Click on the **Session Settings** tab to view and select your session setting options. Under **Session Settings**, click the drop-down menu under **Default Attendee Role** to select attendee roles, **allow recording downloads** and **Anonymous chat messages**, **Moderator permissions**, **Participant permissions**, **Enable session telephony**, **Private Chat**, **Large scale session (250+)**, **Profanity filter**, and **\*Multimedia**.



**Note:** The **Multimedia AWS Chime** feature is new to Collaborate Ultra and some of the features provided by this tool are still in development. For more information, please visit the [Blackboard Help Website](#).

6. When finished, click the **Create** button located at the bottom of the menu.



# How to Set Up a Collaborate Ultra Session

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7. Once created, your session will appear on your **Sessions** menu.

