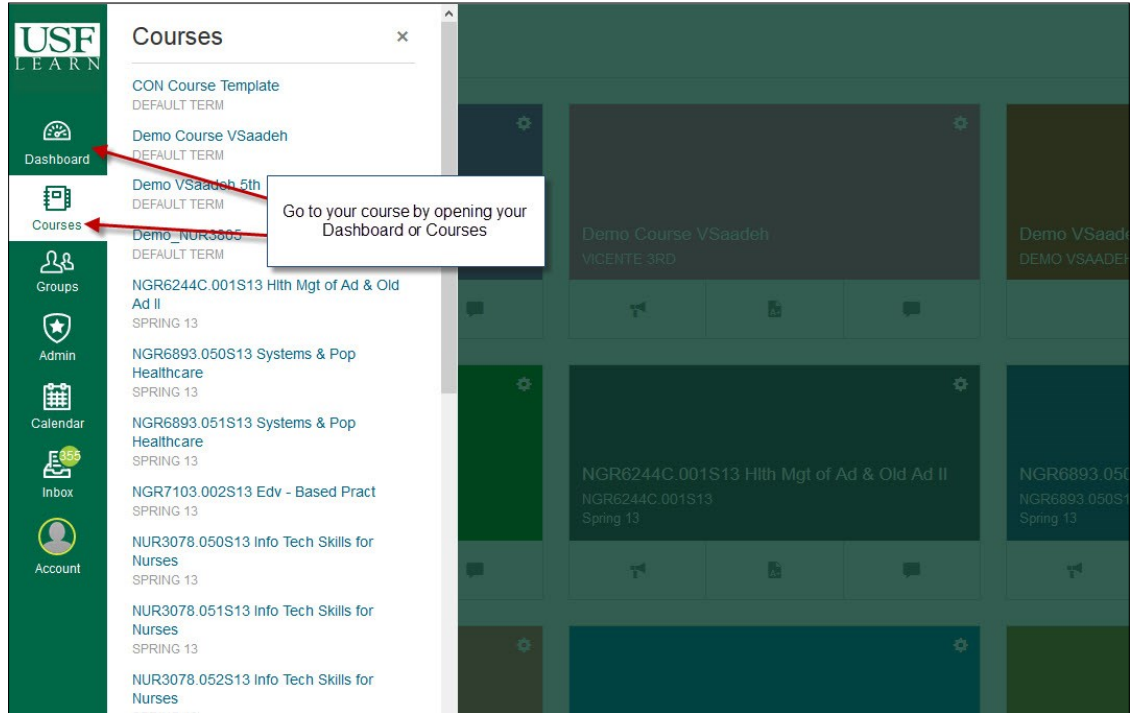


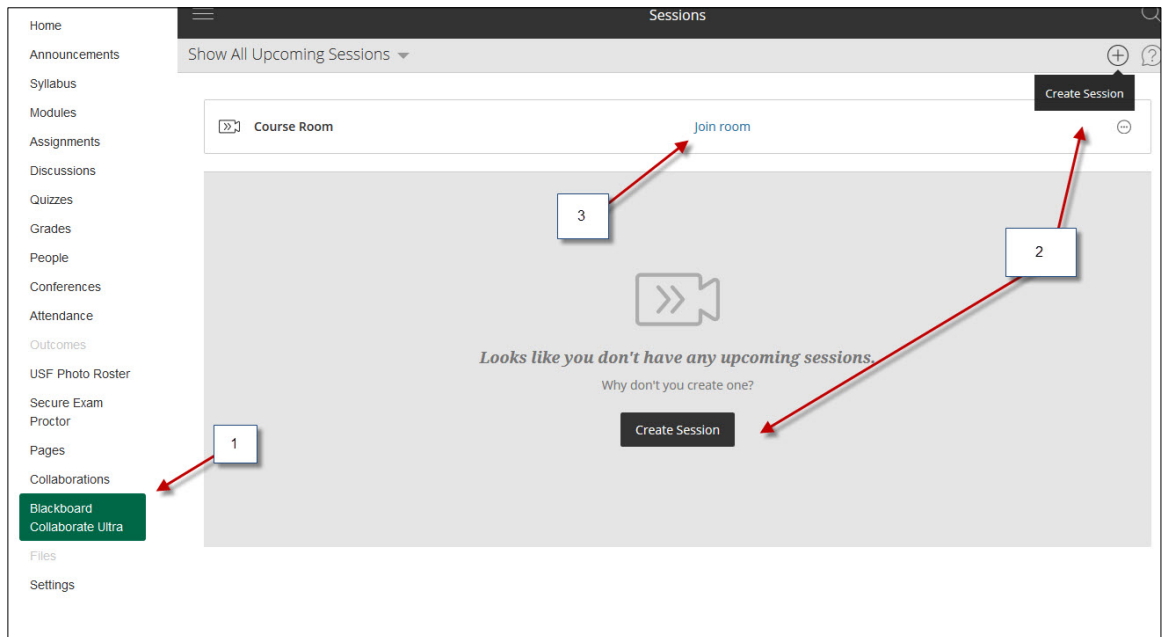
How to create a Blackboard Collaborate Ultra session

Open your Course by clicking the Dashboard or Courses tab.



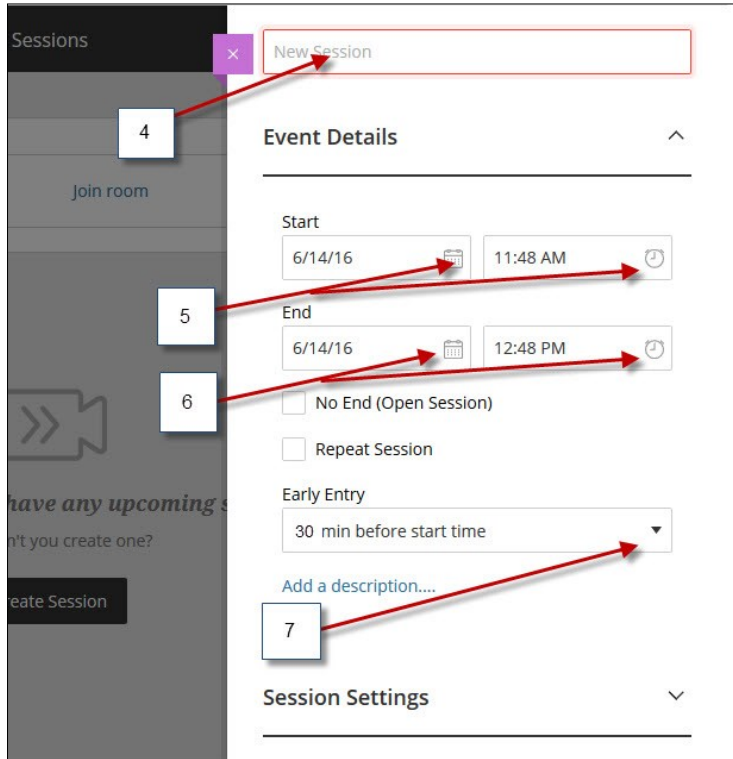
- 1) Go to Blackboard Collaborate Ultra
- 2) Click **Create Session**. This option is to create a session for a later time and date.

3) **Join your course room:** The course room is an open session dedicated to your course. Select Join room to join the session any time.



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



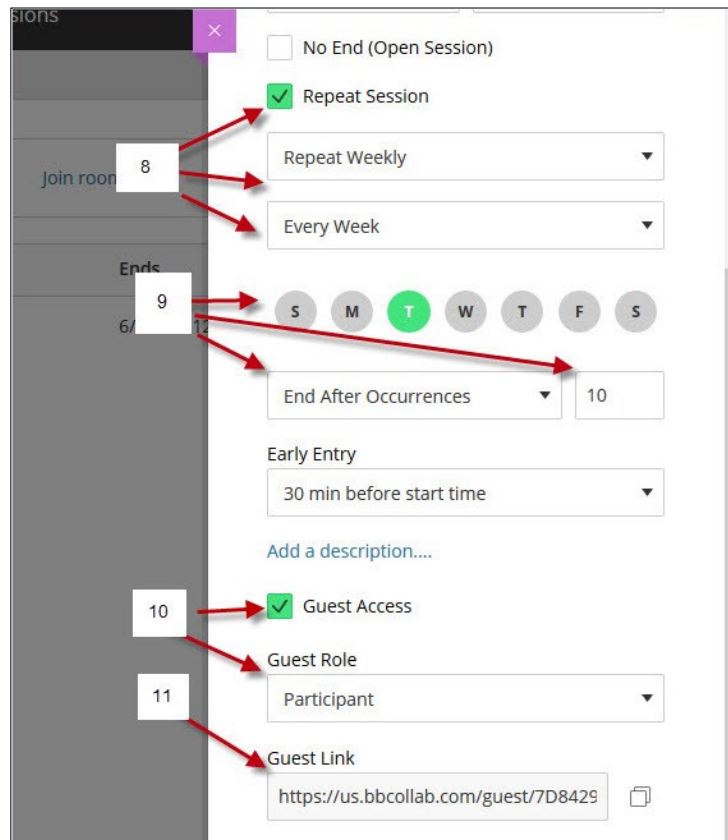
- 8) Select this if the session will repeat in the future. **NOTE** The time will remain the same for repeating sessions

- 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



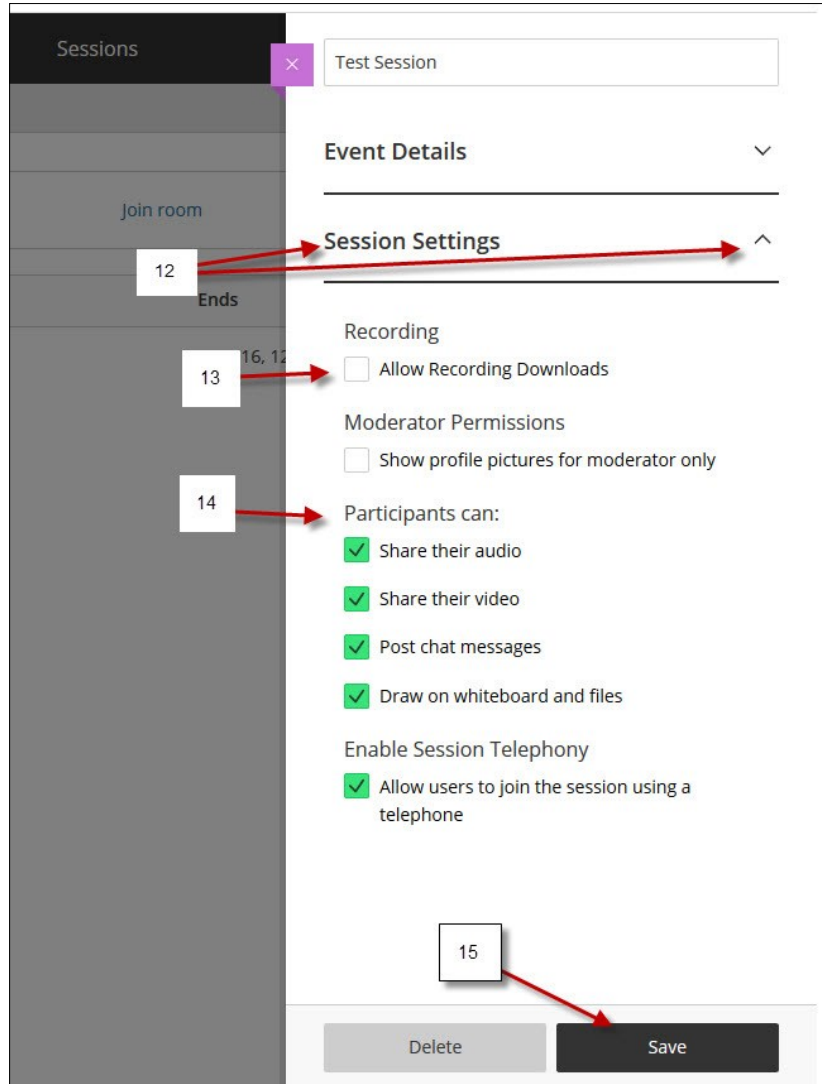
How to create a Blackboard Collaborate Ultra session

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

