


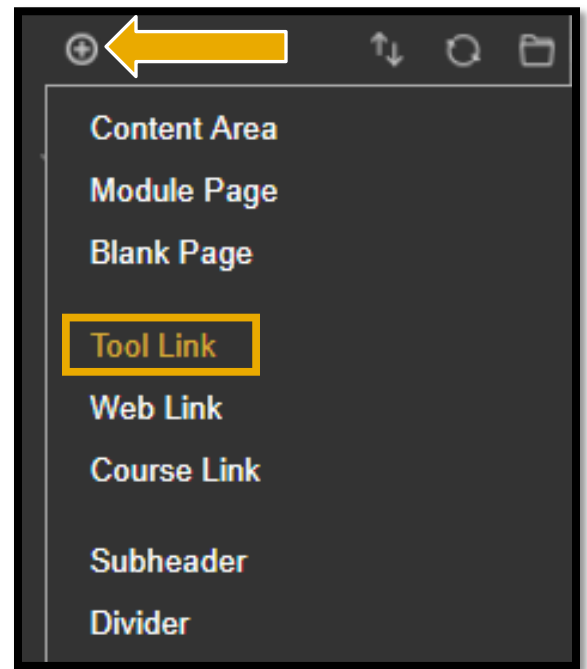
Getting started with Collaborate Ultra is quick and easy. Simply, add the tool to the course menu. Choose your space, and join. **Be sure that you are using Google Chrome, or Firefox for the best experience.**

This guide is designed to walk through each of these steps in detail.

### Step One: Add the Collaborate Ultra Tool Link to the Course Menu

Collaborate Ultra is a new webconferencing tool. You will need to replace any existing Blackboard Collaborate tool link on the course menu with the new tool link.

1. Click the **Add Menu Item** button 
2. Select **Tool Link**
3. In the Add Tool Link dialog box
  - a. Enter “Collaborate Ultra” in the **Name** Section.
  - b. Select **Blackboard Collaborate Ultra** from the drop-down menu under **Type**
4. Click the **Checkbox** to make the Course Link available to users
5. Click **Submit**



**Add Tool Link**

\* Name:

Type:


Available to Users

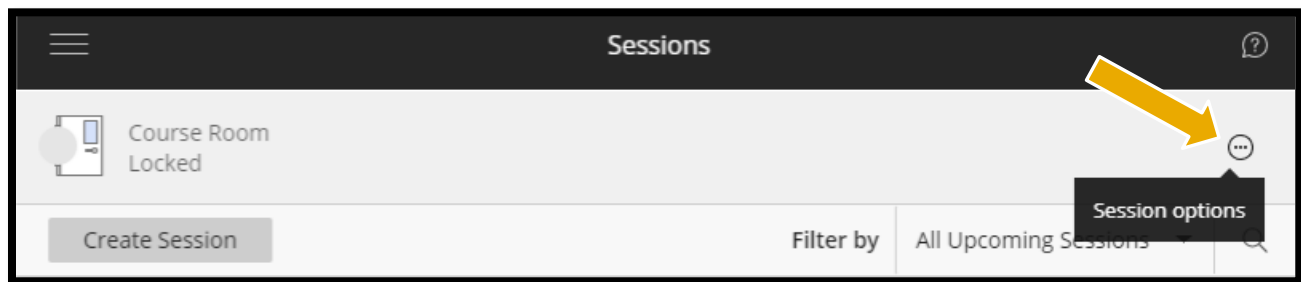
## Step Two: Choose your Space

Collaborate Ultra allows instructors the ability to use the general Course Room, and to create individual sessions. Either space has full use all Collaborate Ultra features, including recording. For sessions with more than 250 attendees, please submit a ticket four days prior to the event.

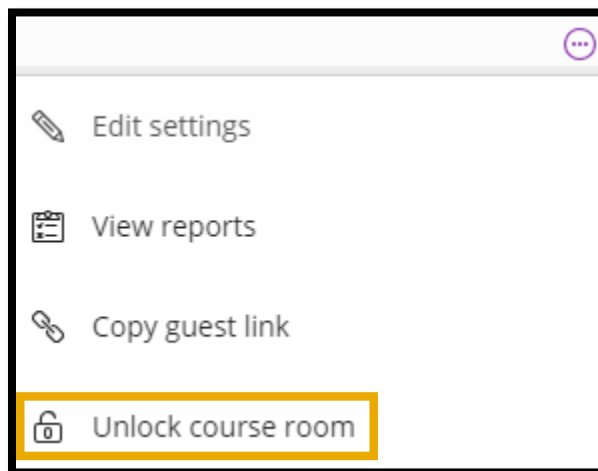
### Course Room

The Course Room is an open Collaborate session dedicated to your course. This makes it easier for you to use Collaborate with the Ultra experience in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings. You do not need to create your Course Room. It will automatically appear in each course. You manage student access to the Course Room making available or unavailable by following the steps below.

1. Click **Collaborate Ultra** from the Course Menu
2. Click the **Session Options** button for the Course Room 



3. Click **Unlock/Lock course room** from the drop down menu



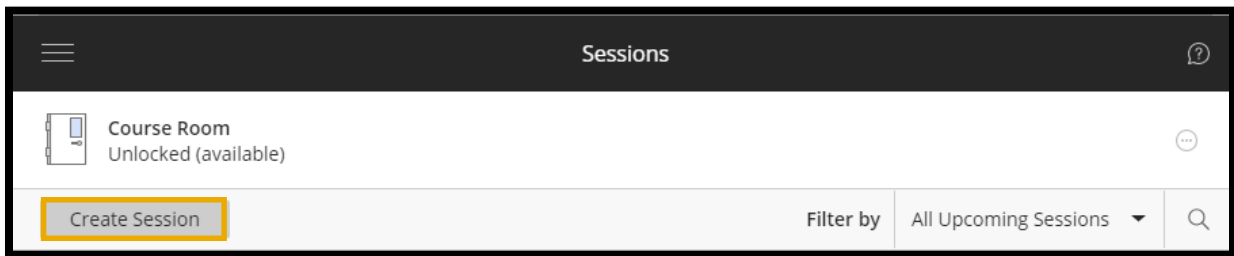
### Scheduled Sessions

You may use Scheduled Sessions exclusively, or in conjunction with your Course Room. There are a number of reasons you may want to create scheduled sessions when you have a course room. Two examples are:

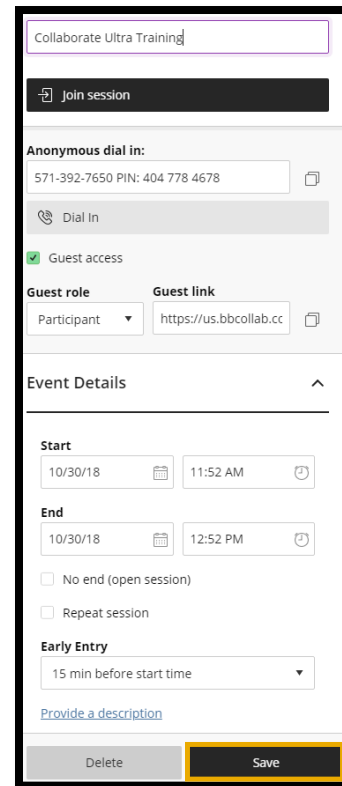
**Supervised sessions:** When the course room is unlocked anyone can join the session at any time. Instructors don't have to be present for students to join the session. If you don't want students to join a session unsupervised, lock the course room and create scheduled sessions.

**Multiple sessions at once:** If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.

1. Click **Collaborate Ultra** from the Course Menu
2. Click the **Create Session** button




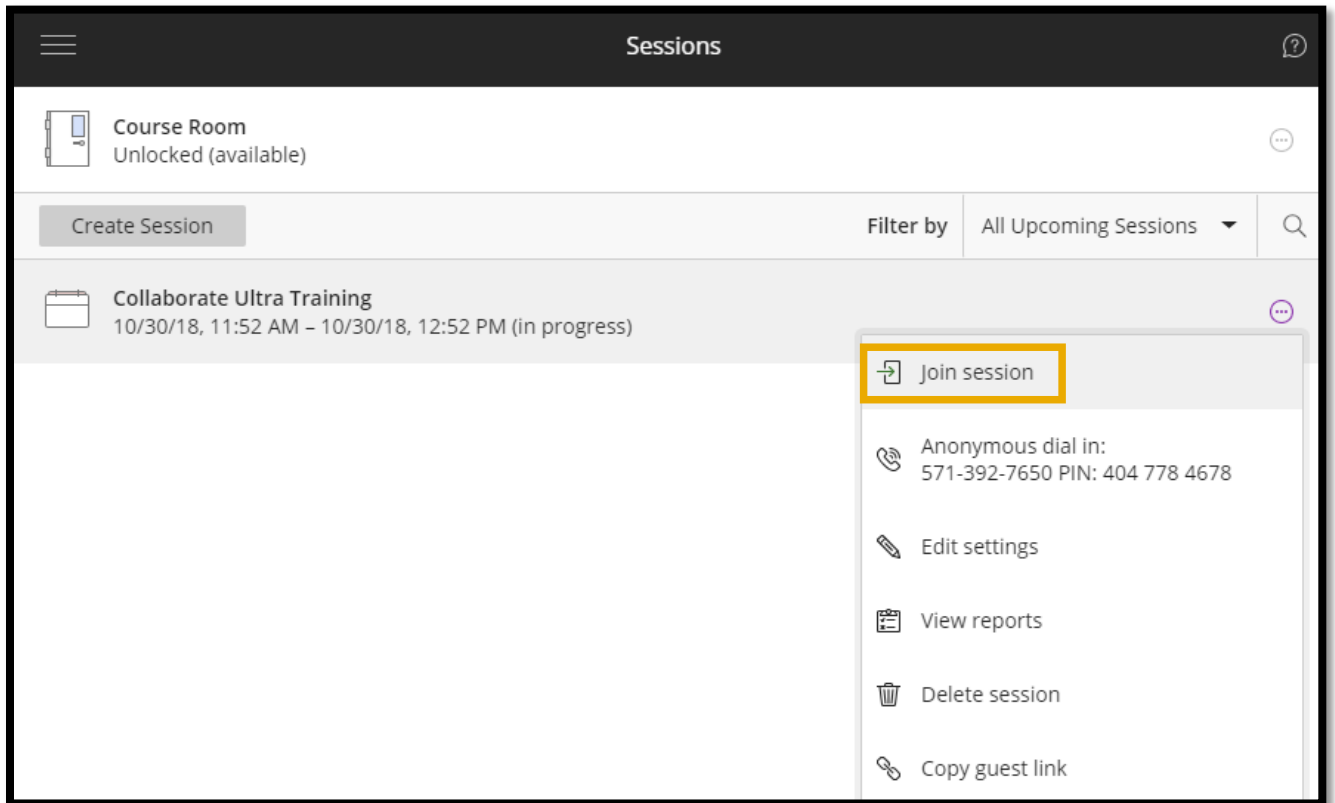
3. Name the session, provide the Event Details and Session Settings
4. Click **Save**



### Step Three: Join

Blackboard Collaborate with the Ultra experience is based on modern web technologies including HTML 5 and WebRTC. You don't need to install Java or a launcher. Click **Collaborate Ultra** from the Course Menu

1. Click the **Session Options** button on either the Course Room, or the Scheduled Session you would like to join 
2. Select **Join Session**



Upon entering the session, you will be prompted to select your audio and video devices. Then, you will be given a guided tour of the main Collaborate Ultra features, and new user interface.

