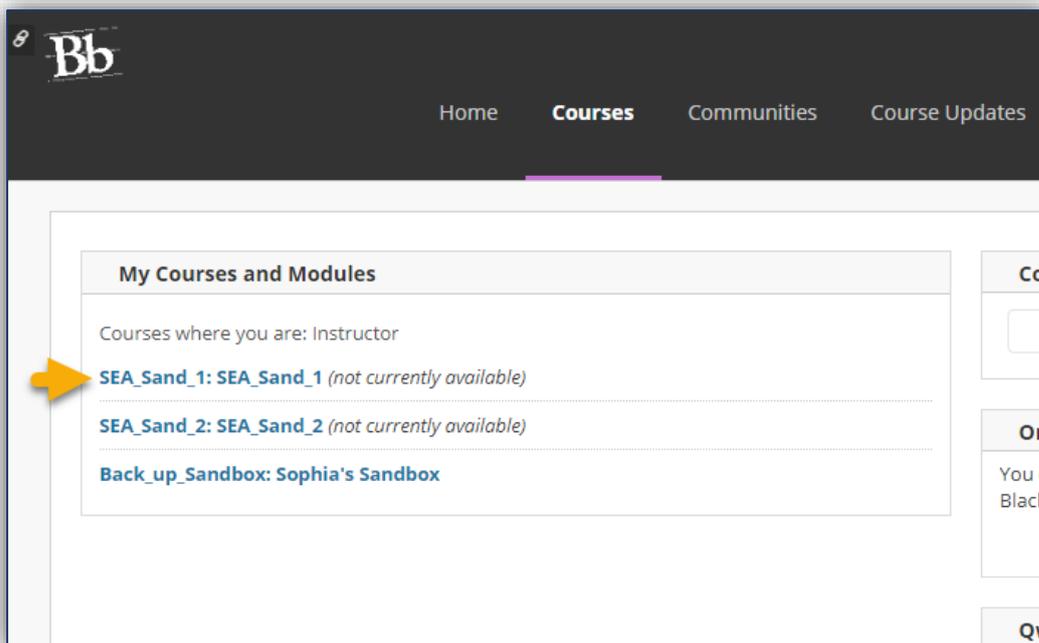


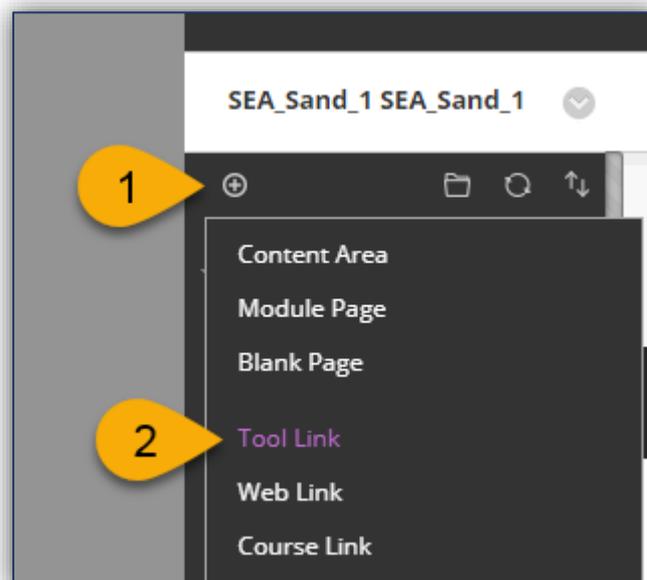
## Collaborate Ultra Experience Guide for Staff

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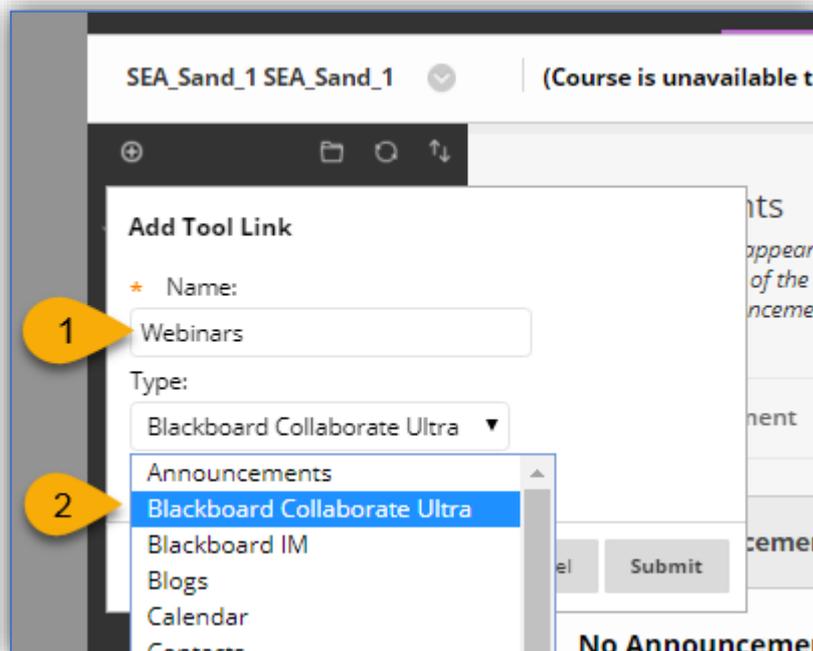
- 1) Please make sure you are using the latest version of [Google Chrome](#) or [Firefox](#).
- 2) Login to Blackboard. [↗](#)
- 3) Click on your module.



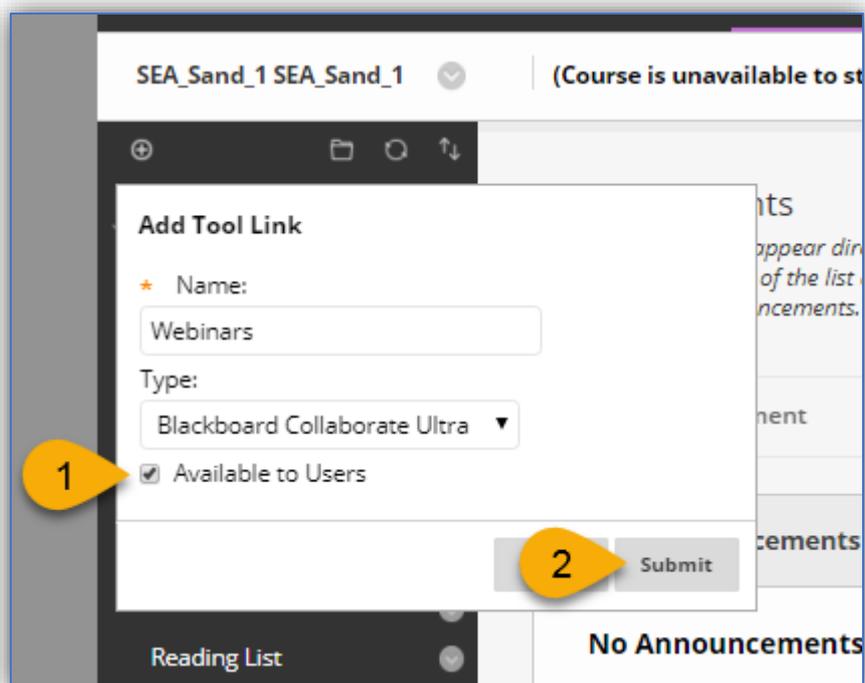
- 4) Create a new Tool Link via the following steps.



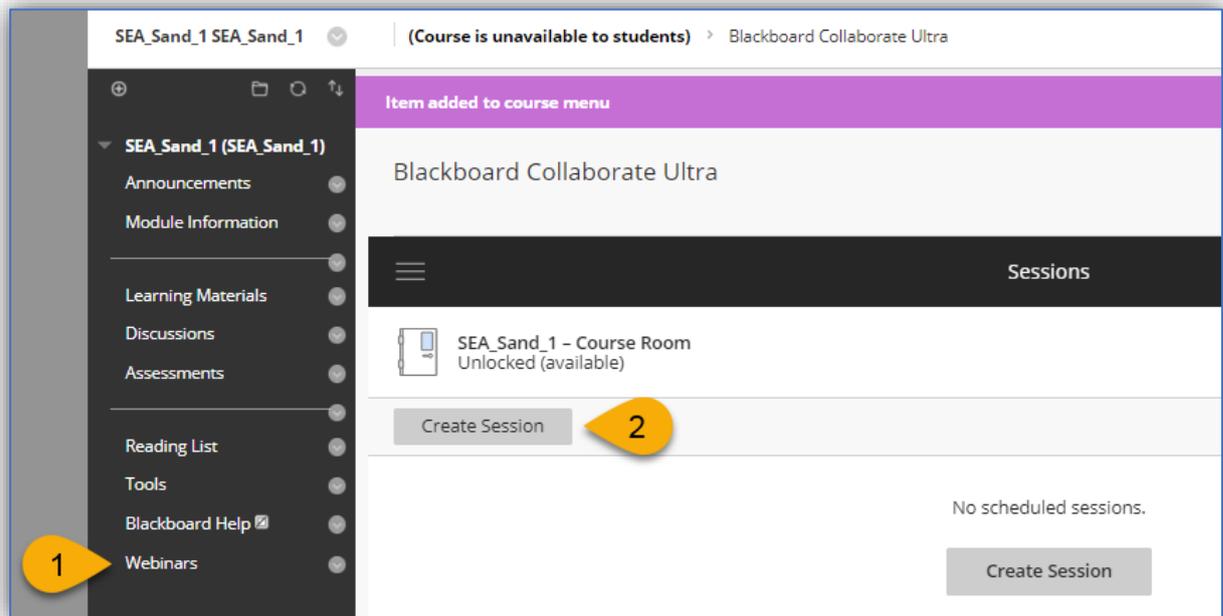
- 5) Type "Webinars" for the Tool Link name and select "Blackboard Collaborate Ultra" from the "Type:" dropdown menu.



- 6) Make sure "Available to Users" is checked and click on "Submit".



- 7) As shown below, a new Link Tool has been created. Click on “Webinars” and click on “Create Session”.



## Collaborate Session Settings

\*Label titles on the next page.

The screenshot displays the 'Collaborate Session Settings' interface. It features a sidebar on the left with a vertical list of settings, and a main content area on the right. Ten yellow callout bubbles with numbers 1 through 10 point to specific elements: 1 points to the 'Guest access' checkbox; 2 points to the 'Guest role' dropdown menu; 3 points to the 'Guest link' text input field; 4 points to the 'Default Attendee Role' dropdown menu; 5 points to the 'Allow recording downloads' checkbox; 6 points to the 'Anonymise chat messages' checkbox; 7 points to the 'Only show profile pictures for Moderators' checkbox; 8 points to the 'Participants can:' section header; 9 points to the 'Enable session telephony' section header; and 10 points to the 'Save' button at the bottom right.

**1**  Guest access

**2** **Guest role**  
Participant ▼

**3** **Guest link**  
https://eu.bbcollab.c

### Session Settings

**Default Attendee Role**  
Participant ▼

**Recording**

**5**  Allow recording downloads

Anonymise chat messages **6**

**Moderator permissions**

**7**  Only show profile pictures for Moderators

**Participants can:** **8**

Share audio

Share video

Post chat messages

Draw on whiteboard and files

**Enable session telephony**

**9**  Allow attendees to join the session using a telephone

Delete **10** Save

## **1. Guest Access**

Untick this box if you want the Room to be available only to staff and students enrolled on the Blackboard course.

## **2. Guest Role**

Guests can access the Collaborate room as Participants, Presenter or Moderator.

## **3. Guest Link**

Copy this link to use in emails to invite people who are not enrolled on the course.

## **4. Default Participant Role**

Please leave this on the default setting "Participant". You can amend attendee roles during the session if required.

## **5. Allow Recording Downloads**

By default, recordings will not be downloadable. If you wish to allow attendees to be able to download the session, please check this box.

## **6. Anonymise Chat Messages**

With this option, you can hide attendees' names.

## **7. Only show profile pictures for Moderators**

Hide students profile picture and display the profile picture for moderators only.

## **8. Participants Setting**

If you want students to be able to share audio/video, chat messages, draw on the whiteboard, and share files leave all of these boxes ticked. If you only want the session features to be used when you or another member of staff (Moderator) is

present, untick these boxes. You can then enable participants' audio, video and chat at an appropriate point during your Collaborate session.

### 9. Enable Session Telephony

This option allows users without audio on their computer to join a session using a telephone (Note: standard call charges will apply).

Further information on session telephony is available [here](#).

### 10. Save

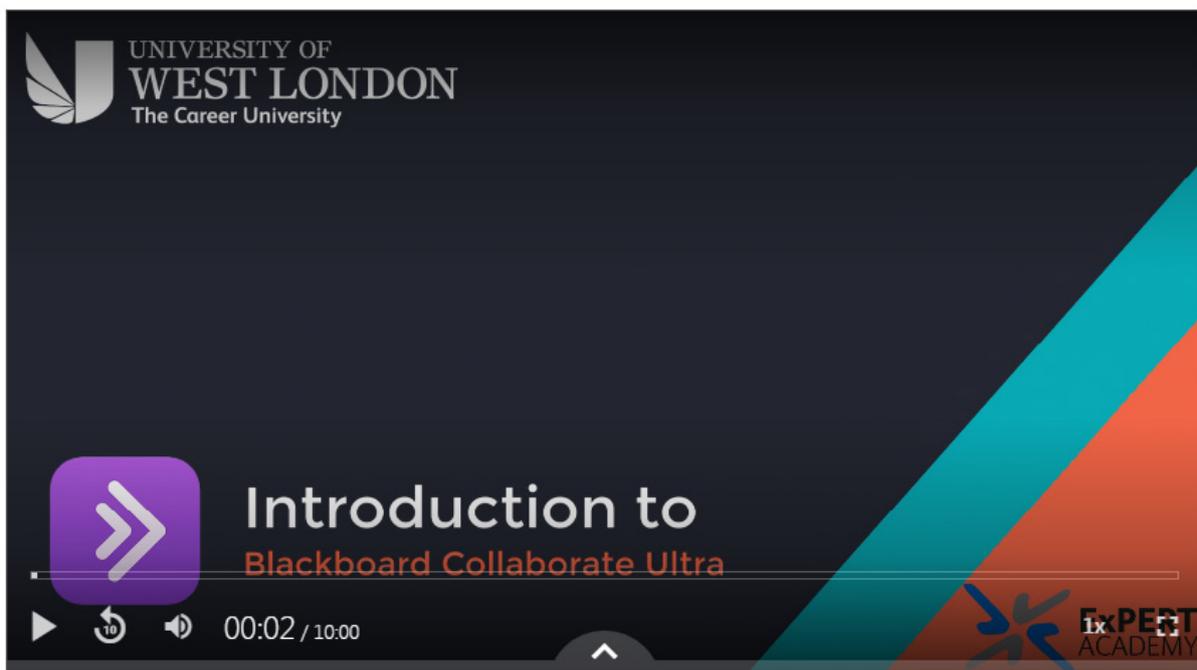
After finalising the session settings, please ensure to click on save before joining/starting the session.

## Video Tutorial

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How to use Blackboard Collaborate Ultra. (10 Minutes)

**Note:** This training video applies to Courses, Modules and Communities on Blackboard.



Further information is available via [Remote Learning and Teaching](#) page.