Create a Blackboard Collaborate Ultra Session

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Collaborate with the Ultra experience opens right in your browser, so you don't have to install any software to join a session.

Create a Session

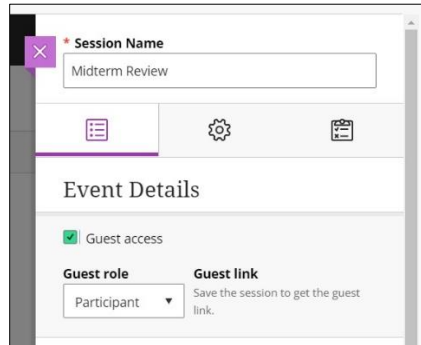1. In the course, select the **Blackboard Collaborate** link on the Course Menu.
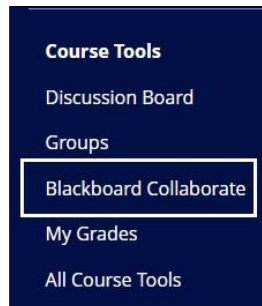
2. On the Blackboard Collaborate page, select the **Create Session** button.
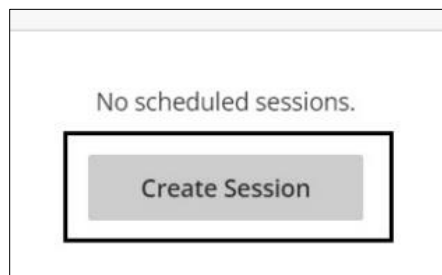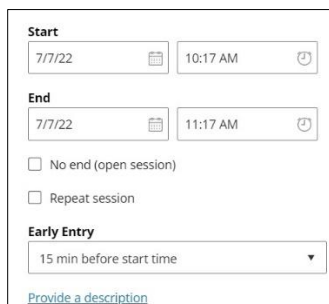
Event Details

3. A tab will open on the right-hand side, enter a **Session Name.** Under **Event Details**, select if you want to allow **Guest Access.**

Note: Allowing Guest access will create a link that can be emailed to users such as a guest speaker. Guest access does not grant access to the Blackboard course itself, only to the Collaborate session. A specific role can also be chosen based on the need of access in the session.

4. Under **Start and End**, specific date and times can be selected for the start and end of the session. It is recommended to keep **Early Entry at 15 minutes before start time** as this gives students time to access the session and check their audio.


Session Settings

5. Under the **Settings** tab, further access can be set for the session. By default, all students will join the session as **Participants.** Recording settings can be set to allow recordings to be downloaded as well as anonymize chat messages in case the recording needs to be used outside of the course to protect student's privacy.
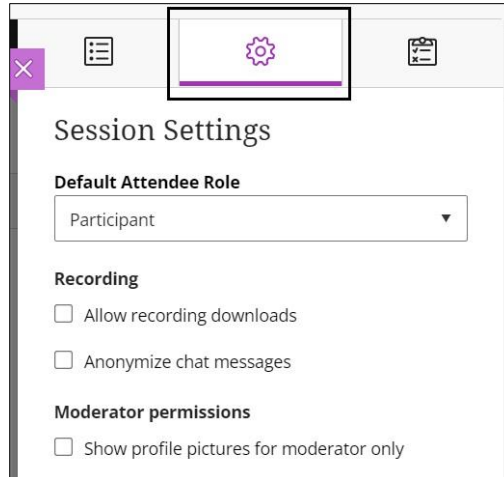
For information on specific roles in Blackboard Collaborate Ultra Sessions access [Roles](#)

6. Under **Moderator Permissions,** only show the Moderators picture can be selected. The moderator by default is the instructor of the course.

7. Under **Participant permissions**, different settings can be selected. All students will enter as participants in a session unless changed in the **Default Attendee Role** at the top of the Session Settings tab.
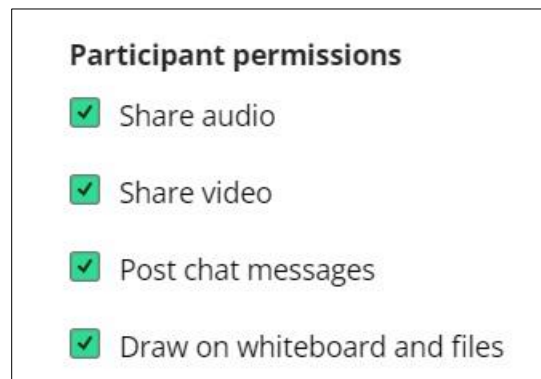
Note: It is not recommended to have **Draw on Whiteboard and Files** selected as this can allow students to draw over any slides you might be sharing. John Jay Blackboard Support recommends deselecting this permission in the default settings. This permission can be granted back to participants within the session if needed.

8. Under **Enable Telephony** setting, this will allow students to call in by phone. A toll-free number will be provided in the Session Settings if this is selected. Up to 25 callers can access the session at once.

Enable session telephony

☑ Allow attendees to join the session using a telephone

Private Chat

☐ Participants can chat privately only with moderators

☐ Moderators supervise all private chats

9. Under **Private Chat – Participants can chat privately only with Moderators,** when selected, participants can only chat privately with moderators. If you don't select it, participants can chat privately with anybody else in the session.

10. Under **Private Chat - Moderators supervise all private chats,** when selected, moderators can see everything that is said in private chat channels between attendees. An alert appears at the top of the private chat channel informing attendees that the chat is being supervised. If you don't select it, you don't see the private chat channels.

11. Moderators can select if they will be hosting a session of **more than 250** participants. Selecting this setting will remove some Participant permissions.

Large scale session (250+)

☑ Allow 250+ attendees to join

12. Under **Profanity Filter,** a profanity filter setting can be selected. If someone uses inappropriate words in the chat, those words can be filtered out in both the live session and the recording. The words are replaced with a series of stars.

Profanity filter

☑ Hide profanity in chat messages
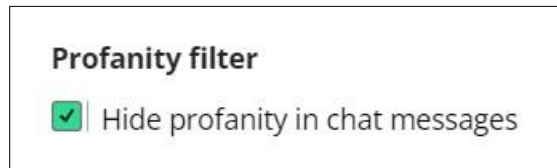
13. Select the **Create Button** to complete the create session process.

Cancel   Create
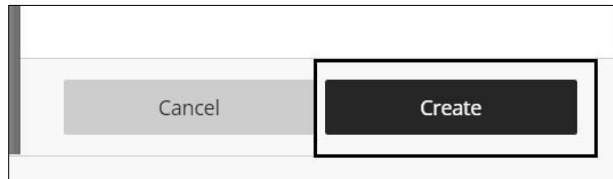
For more information about creating session access Blackboard Collaborate Ultra

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu