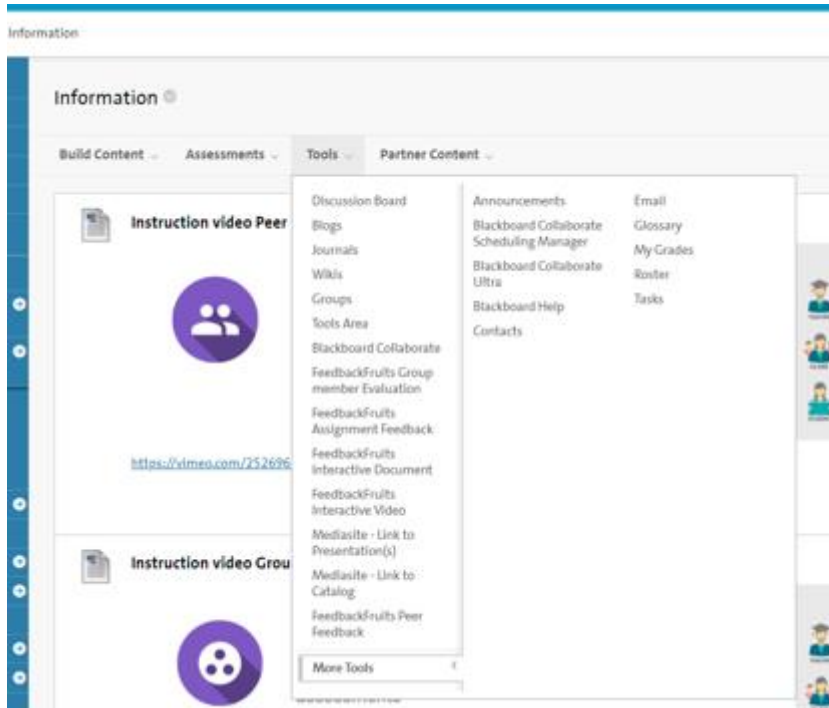
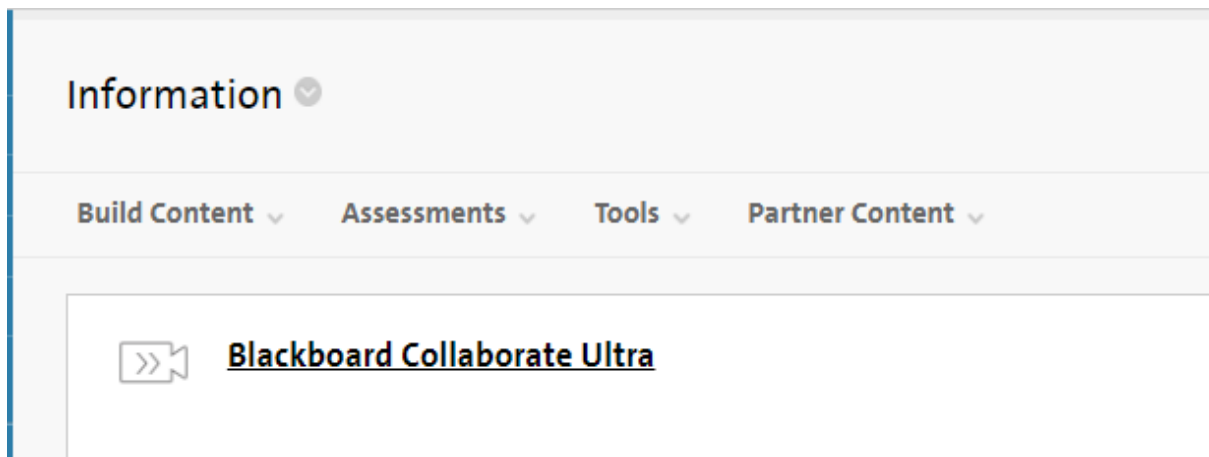


## Start a Collaborate meeting in your course of tutorial organisation

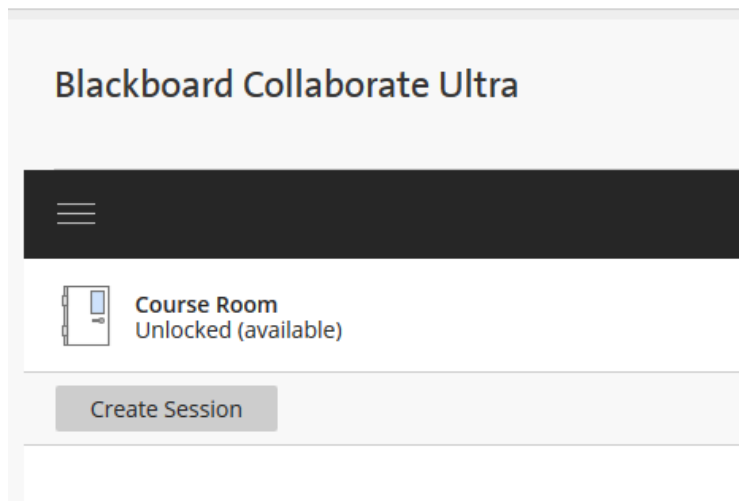
- Go to your course or organisation
- Go to Course materials in a course or Information in an organisation
- Select *Tools>Collaborate Ultra* and click *Submit*.



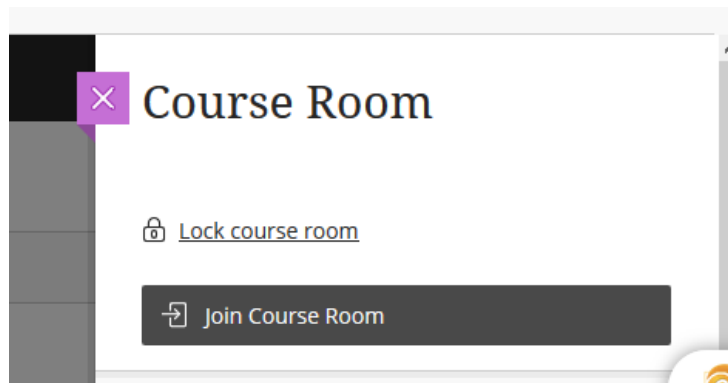
- Click on the link Black Board Collaborate Ultra



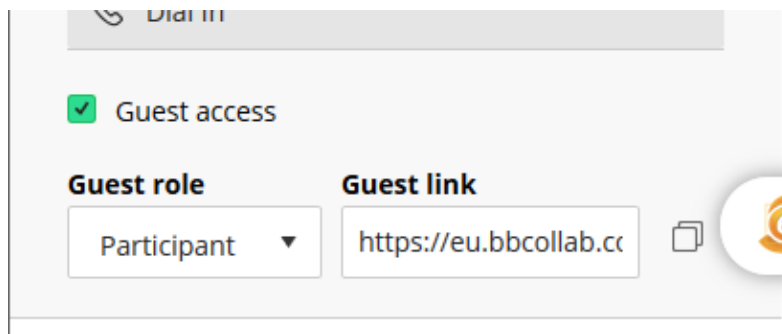
- The easiest way is to use the course room, which is always open when a course is available.



- Click on *Course Room* to open it.



- Click on *Join Course Room* to join the session.



Students can access through the course/organisation but when needed other participants can be invited as well by sending them the Guest Link.

Session settings can be adjusted according to your needs. For normal use, the default settings are OK. It might be useful to allow participants to download the session recording.

## Session Settings

### Default Attendee Role

Participant ▼

### Recording

- Allow recording downloads
- Anonymise chat messages

### Moderator permissions

- Only show profile pictures for Moderators

### Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

### Enable session telephony

- Allow attendees to join the session using a telephone

### Private Chat

- Participants can only chat privately with moderators
- Moderators supervise all private chats



For more information about how to moderate a session see the [Blackboard documentation](#).