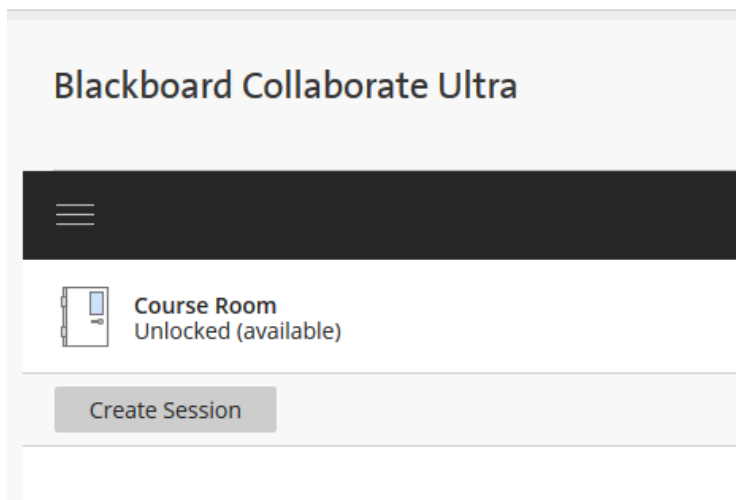
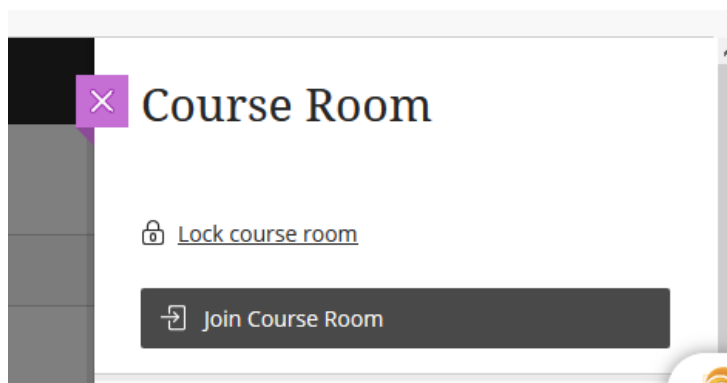


Set up a Collaborate session in your course or tutorial organisation

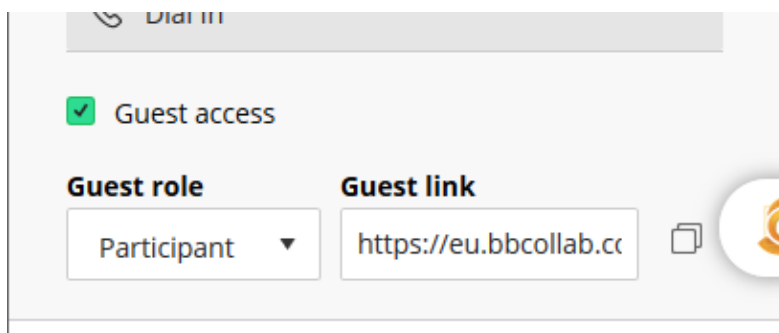
- Go to Tools in the course/organisation menu and select Blackboard Collaborate Ultra
- The easiest way is to use the course room which is always open when a course is available.



- 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

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](#).