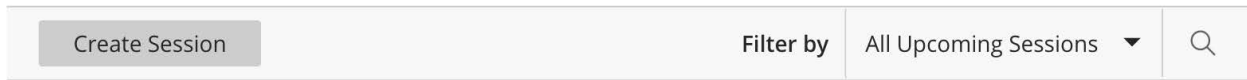

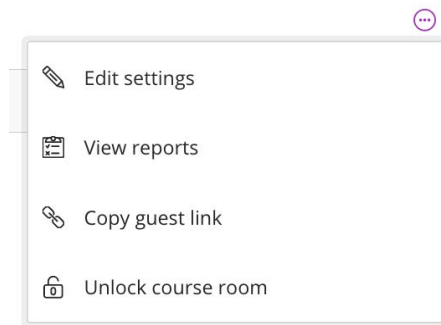


Blackboard Collaborate Ultra: How do I create a session?

By default, each course will have a session in Collaborate Ultra labeled “Course Room.” This general session is set to be available throughout the semester, and all students in the course will automatically have participant access.



Since there are no dates to restrict access to the Course Room, students will be able to enter it for the duration of the course, or as long as they are able to access the link to Blackboard Collaborate Ultra on the course menu. You can schedule sessions to appear in Collaborate Ultra in addition to the Course Room, and if you’d rather students only access pre-scheduled sessions, you can disable the Course Room by clicking on the **More** button  and selecting **Disable course room** from the resulting menu.



Note that you can use this menu to edit the session settings, manage guest access, and view session attendance reports. These options will be present by clicking the More button on the Course Room as well as any session you’ve scheduled.

Scheduling sessions

To schedule sessions in addition the Course Room, click the plus sign at the top, right of the of the scheduling page. If you don’t have any sessions scheduled, you can also click the “Create Session” button in the center of the page. This will open the session scheduling pane where you can edit the event details and adjust the session settings.

