Creating Your Blackboard Collaborate Ultra Meeting Rooms

Step 1: Make sure Blackboard Collaborate Ultra has been turned on in your Blackboard site:

1. Locate the Control Panel in your course menu
2. Click the Customization link
3. Select Tool Availability
4. Scroll down if necessary until you see the Blackboard Collaborate tools listed
5. Be sure there is a checkmark in the “Available in Content Area” column for Blackboard Collaborate Ultra

You will now be able to create Blackboard Collaborate Ultra meeting rooms in one or more of your Content Areas. (NOTE: You will NOT have access to a Blackboard Collaborate Tool link on your course menu or in the Course Tools menu of your Control Panel.)
Step 2: Create a **Content Area** to host your Blackboard Collaborate Ultra meeting room(s) and links to your recorded sessions:

1. Locate the **Add Menu Item** button in the top left corner of your course menu (it’s the button with the plus sign (+)); point to this button to expand the menu

2. Select **Content Area** from the menu

3. Give your new Content Area a meaningful name and be sure to make it available to your students
   - *I’ve simply named mine “Online Meeting Room(s)” ...see image below.*

4. Click Submit to create your new Content Area
   - *A link to this new Content Area will appear at the bottom of your course menu, directly above the Control Panel.*
   - *Remember that you can drag your new menu item up or down to reposition it in your course menu.*

5. Click on the link for your new Content Area to open the area up so that you can add content to it.
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**Step 3:** Create a **Tools link** so that you can use it to create your Blackboard Collaborate Ultra meeting room(s) and manage your recordings:

1. Point to **Tools** in the menu bar at the top of your Content Area’s window
2. Scroll down in the Tools menu, if necessary, until you see **Blackboard Collaborate Ultra** in the list.
3. Select **Blackboard Collaborate Ultra** from the drop-down menu
4. Give your link a meaningful name
   - *In this example, I am going to call mine “Online Meeting Room(s) & Recorded Sessions”.*
5. Use the **Description** field to provide any critical/helpful information
   - *At a minimum, be sure they know to click the Tools link to access your meeting room(s) and also to view any/all recorded sessions.*
6. Click **Submit** to create the Tools link
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**Step 4:** Create a Blackboard Collaborate Ultra meeting room:

1. Click the Blackboard Collaborate Tool link you created.
   - *This will take you to a Blackboard Collaborate Ultra content area where you can create one or more meeting rooms.*
   - *You also use this link to access a list of your meeting rooms and a list of your recorded sessions (if you’ve recorded any of your meetings).*

2. Click the **Create Session** button
   - *It is the circular button with a plus sign located on the right-hand side of the screen.*

3. Adjust the **Event Details** to suit your needs
   - *You can set a Start and End date/time for your meeting room; this will limit the availability of your room.*
   - *If you are going to run a meeting on a particular day each week at the same time, you can create a repeated session.*
   - *It’s a good idea to adjust the “Early entry” setting to 30 minutes prior to the start time as this will give your participants ample time to test their computers and check to make sure they can access your meeting room.*
   - *Leave the “Guest” setting on if you want to be able to invite guests (that is, people who are not enrolled in your Blackboard course site) to meet with you in your Blackboard Collaborate Ultra meeting room.*
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4. Adjust the **Session Settings** to suit your needs
   
   - **If you want to be able to download an MP4 recording of any sessions you record from your meeting room, leave “Allow download recording” checked.**
   
   - **The default setting will allow participants to turn their microphones and webcams on, will allow them to access and type in the text chat window, and will also allow them to use whiteboard tools in your meeting room. You can adjust any/all of these settings inside your meeting room, so you may initially want to turn all of these things off until you get inside your meeting room to moderate things.**
   
   - **Leave the “Enable Session Telephony” option checked as this will allow students to use their telephones for audio input/output if they don’t have a headset with an integrated microphone.**

5. Click the **Save** button
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More Information & Help

Blackboard Collaborate Support
http://support.blackboardcollaborate.com

Collaborate: Ultra Experience
https://en-us.help.blackboard.com//Collaborate/Ultra

NOVA’s Technology Resources – Blackboard Collaborate
http://www.nvcc.edu/factechnology/collaborate.html

NOVA Collaborate Support
eliitsupport@nvcc.edu
703-764-5051

IT Help Desk
ithelpdesk@nvcc.edu
703-426-4141