# Get Started with Blackboard Collaborate Ultra – For Moderators

Blackboard Collaborate, Blackboard's real-time video conferencing tool, allows you to communicate with students online synchronously. Collaborate with Ultra experience opens right in your browser, so you don't need to install any additional software to join a session.

Create a Session

1. Go to the **Control Panel** in your Blackboard course.

2. Click **Course Tools**, then select **Blackboard Collaborate Ultra**.

3. On the Collaborate Ultra page, click **Create Session**.
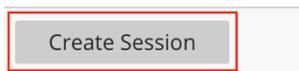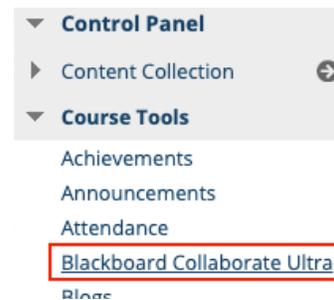
4. In the *Session Details Panel*, enter the following:

   a) **Title** of your session

   b) **Event Details**

   - **Start and End** date and times of the session

   - **Early Entry** (this is how early users can access the session before the start time)

   c) Optionally, open **Session Settings** and choose what students can do in the session.

5. Click **Save** to finish.
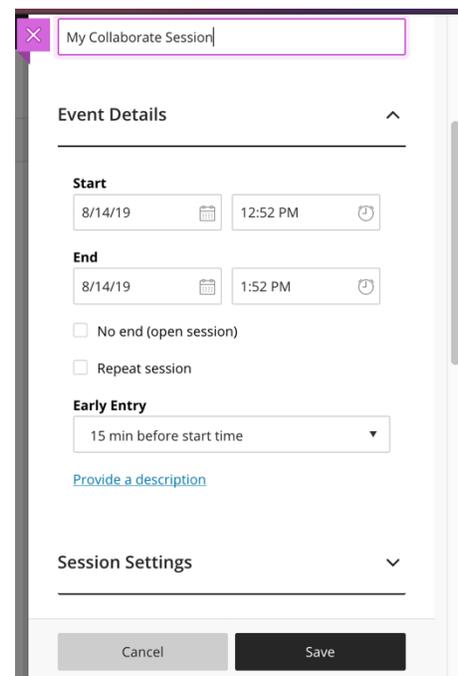
Join a Session

For the best experience, use the [Google Chrome or Firefox browsers](#) to join a session.

1. On the Collaborate Ultra page, click on the name of the session you want to join.

2. In the panel, select **Join Session**.

   The session then opens in a new browser tab.
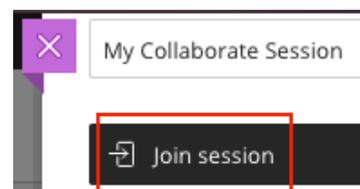
Use Audio and Video

Use the toggle icons near the bottom of the screen to control your audio and video during a session.

Configure Audio and Video

If you experience issues with your audio or video output during a session:

1. Click the purple icon at the bottom-right corner of the session to open the **Collaborate panel**.
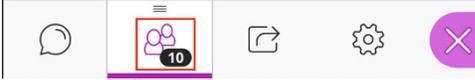
2. Click the **My Settings** icon.

3. Select **Set up your camera and microphone** and follow the prompts to test your audio and video.

Audio and Video Settings

Set up your camera and microphone

View and Chat with Students

View the Attendee List

1. Open the **Collaborate Panel** .

2. Click the **Attendees** icon to see a list of everyone in the session.

Chat with Attendees

1. Open the **Collaborate Panel** and click the **Chat** icon.

2. Click **Everyone** to chat with all attendees simultaneously or select **Moderators** to chat with just the moderators.

   You can also search for a specific person to chat with using the search field at the top of the panel.

Chat

Find someone to chat with

Everyone

Moderators
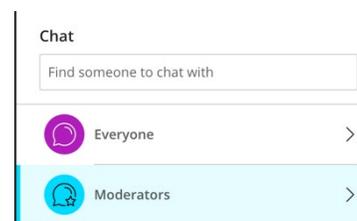
3. Type your **message** into the text box at the bottom of the panel and use the **Enter/Return** key on your keyboard to send it.

Hello!
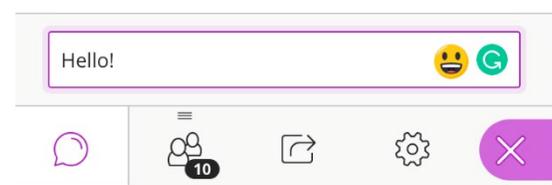
Share Content

During a session, you can upload files, including PowerPoint presentations, or share your desktop screen to show more details. In this example, we outline how to share a PowerPoint file.

1. Open the **Collaborate panel** « and click the **Share Content** icon.

2. Select **Share Files**.

   Share Content

   Primary Content

   📊 Share Blank Whiteboard

   🖥 Share Application/Screen

   📁 Share Files   ›

3. Click on **Add Files** to browse your computer and select the files you want to share.

   ⊕ Add Files

   Drag image, PowerPoint, or PDF files. Or select to choose files.

4. Highlight the file you want to share and click **Share Now** when you're ready for students to see it.

   ‹   **Share Files**

   Main Room Files

   📄 Collaborate Presentation.pptx   •••

   Share Now

5. To stop sharing, click the **Stop Sharing** icon ⏹ in the top-right corner of the session.

   Note: If you wish to reference these files in the session again, they remain there until deleted.

Record Sessions

Recordings include audio, any content shared or active speaker video, and the captions or chat entered during the session. A recording is available for viewing shortly after you stop recording.

Create Recordings

1. From within a session, click the **Open Session Menu** icon at the top-left corner of your screen.
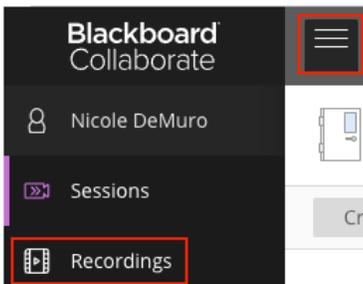
2. Click **Start Recording**.
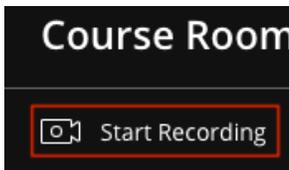
3. To finish recording, open the Session Menu again and select **Stop Recording**.
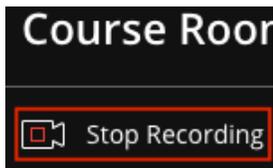
Watch Recordings

1. On the Collaborate Ultra page, click the **menu** icon at the top left of the page and select **Recordings**.

2. Find the recording you'd like to play. *(Filter by a date range if necessary.)*

3. Click on the name of the recording and select **Watch now**.

   The recording player then opens in new browser tab.