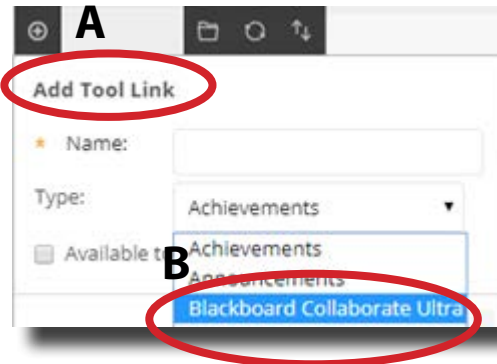


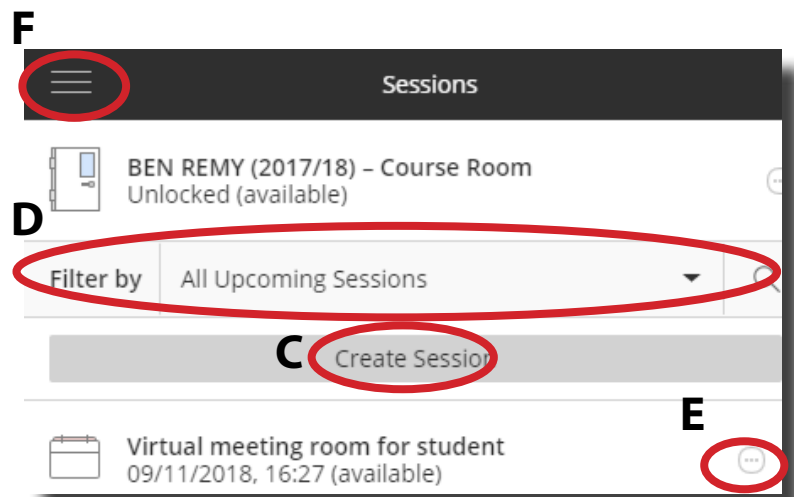
# Setting up Blackboard Collaborate Ultra

You will need to use **Google Chrome** and either a laptop or a desktop

In your Blackboard module site add a **Tool Link (A)** and choose **'Blackboard Collaborate Ultra'** from the drop down menu (B). Name the link 'Collaborate'. Make the link accessible to students.



Click on the **'Collaborate'** link you've just created. This will load the **Session Page**. On this page you can create sessions (C). You can see a list of scheduled and past sessions and apply filters to find the session you want (D). To join a session click on the ellipsis '...' next to the session, and then click **'Join'** (E). To access recordings of past sessions go to the burger menu (F) and then click **'Recordings'**.



Click **'Create a session'**. Give the session a title and set up the event details and sessions settings. You can change these settings at any time before the session runs. Here you will also find a **dial in** number and pin code (G), and a **guest link** (H). You can share these with participants external to Sheffield Hallam University so that they can join the session. Sheffield Hallam students and staff will be able to join via the **Session page** via the Blackboard module site (E).

