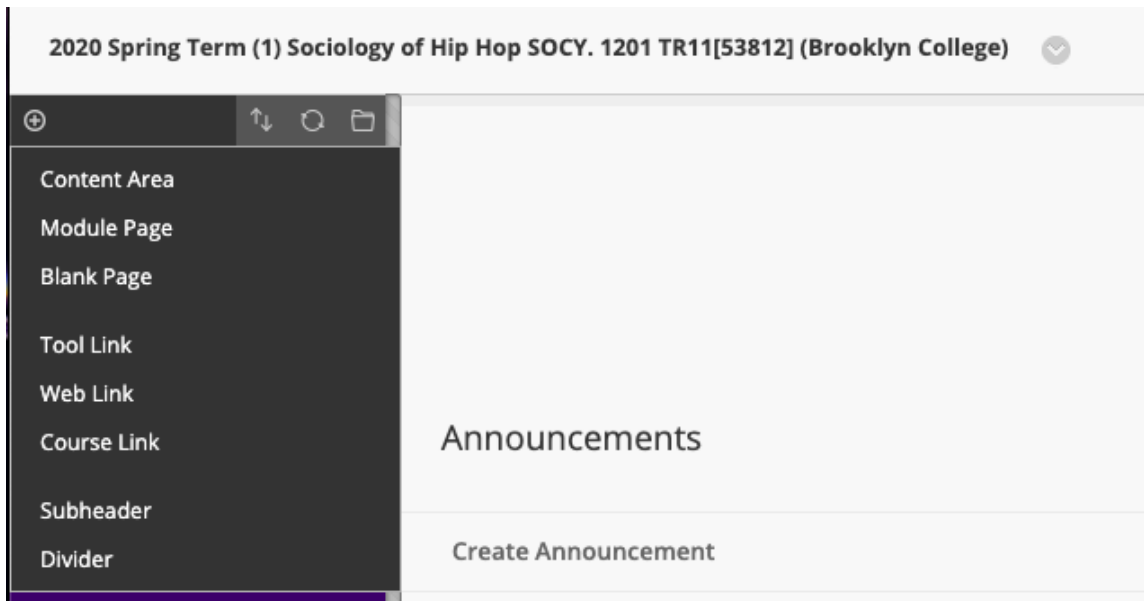
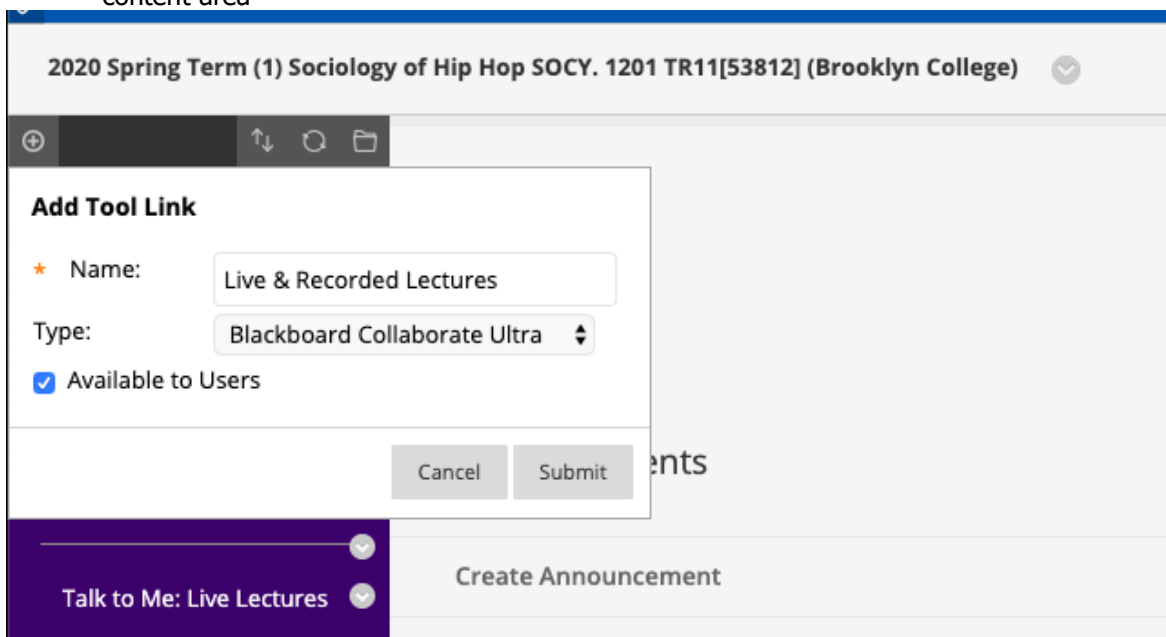


Adding Blackboard Collaborate Ultra As A Permanent Space for Students



- When you are in your course site--click the + sign at the top left.
- Select add tool link—in the dropdown menu for type, choose Blackboard Collaborate Ultra.
- Create a title (i.e. Live and Recorded Meetings, Virtual Classes, etc.)
- Select available to users—this ensures that students can see it when they login in to Blackboard.
- Remember to send a course announcement and/or email students about how to access this new content area



Finding Recorded Lectures from Blackboard Collaborate Ultra

- When you go to create a session in collaborate ultra, there is a black bar that says Sessions and to its left is a menu icon (three white bars).
- Click that icon and switch the menu from Sessions to recordings.
- Once you do all recent recordings should show up. Please keep in mind that recordings do take some time to show up after the session ends.