# Blackboard Collaborate Ultra   Quick Start Guide for Instructors

1) To start, you will need to add the "Blackboard Collaborate Ultra" tool link to your Blackboard course menu (using the "+" at the top of your course menu with your Edit Mode turned on). Select "Tool Link," choose "Blackboard Collaborate Ultra" from the drop down menu and enter a name for this tool. Select the checkbox to make this link available to students and select "Submit."

2) Click on the link that has been added to your course menu. You can schedule sessions using the "Create Session" button. On the next screen you will be able to input the session's start/end days and times.
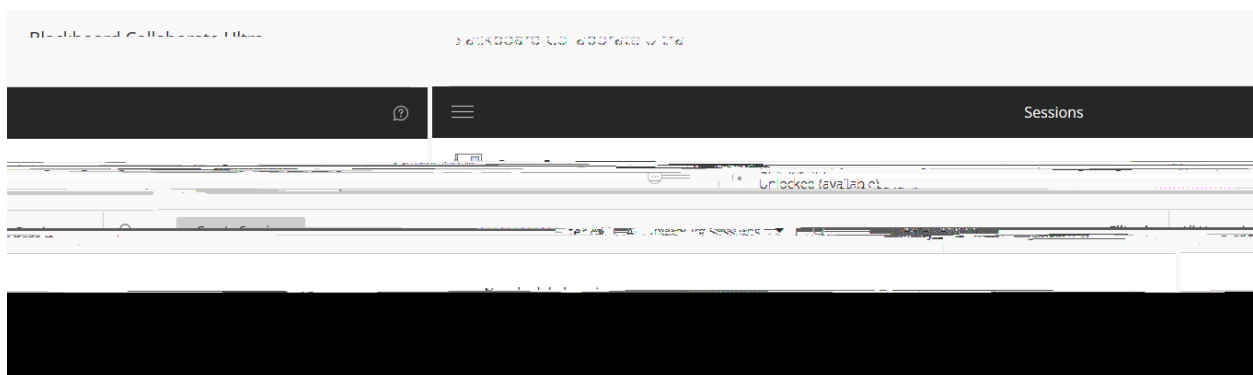
3) If you schedule/create a session, it is suggested to lock the default "Course Room" so that students do not enter the incorrect room. You can lock that by selecting the circle icon to the far right of "Course Room" and select "Lock Course Room."

4)

6) In the bottom-middle panel, you can turn on your computer's microphone and webcam.

7) In the pink tab in the bottom right, you will see 4 areas: 1) a chat area, 2) a participant list, 3) content sharing (where you can share a PowerPoint or your screen) and 4) a session settings area.

8) Blackboard Collaborate Ultra guide for your students: