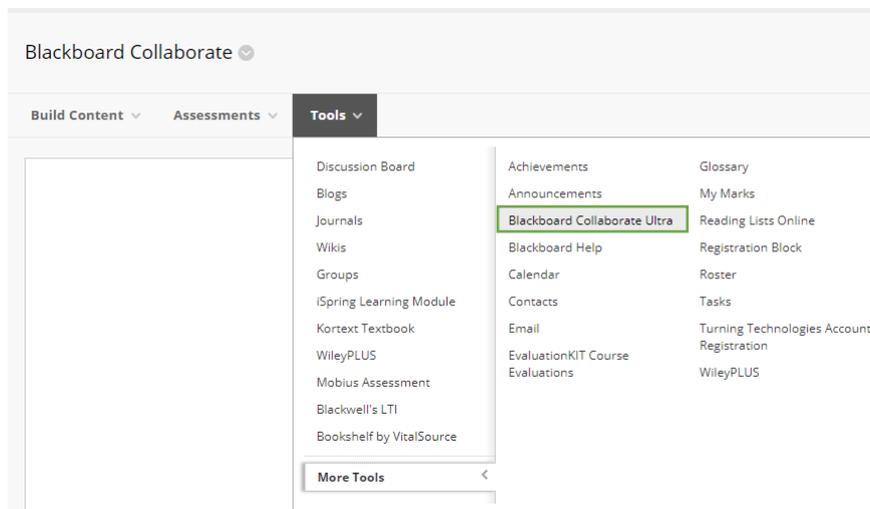


## Adding Collaborate to your Blackboard Space

1. To add a Collaborate space to your Blackboard space just click the option from **Tools > More Tools > Blackboard Collaborate Ultra**



2. Give the Session a Name and ensure it's available to users. You will now see a Collaborate link created in your Blackboard session. Click this link to open Collaborate.



3. Click on the **Create Session** button
  - a. Give the session a name
  - b. Add in a Start/End time that is relevant
  - c. Check the Session Settings – you may want to allow recording downloads but prevent Participants from sharing audio, video and drawing on files.
  - d. Click Save
4. Now click on the name of the Session you have just created.
  - a. This opens a side bar – Click the Join Session button to open the collaborate session
  - b. Use the Guest Link URL to share the session to non UoM participants

**You have now set up a Blackboard Collaborate session in your Blackboard space**

**Watch this video for a brief guide on the features and options available within the session**

[https://www.youtube.com/watch?v=1W4sGpVmJaY&feature=emb\\_logo](https://www.youtube.com/watch?v=1W4sGpVmJaY&feature=emb_logo)