## Adding Collaborate to your Blackboard Space

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

Blackboard Collaborate 🛇				
Build Content $\lor$ Assessments $\lor$	Tools ∨			
	Discussion Board Blogs	Achievements Announcements	Glossary My Marks	
	Journals Wikis Groups	Blackboard Collaborate Ultra Blackboard Help Calendar	Reading Lists Online Registration Block Roster	
	iSpring Learning Module	Contacts	Tasks	
	Kortext Textbook WileyPLUS	Email EvaluationKIT Course	Turning Technologies Account Registration	
	Mobius Assessment Blackwell's LTI Bookshelf by VitalSource	Evaluations	WileyPLUS	
	More Tools <			

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.

Blackboard Collaborate Ultra	
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- 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