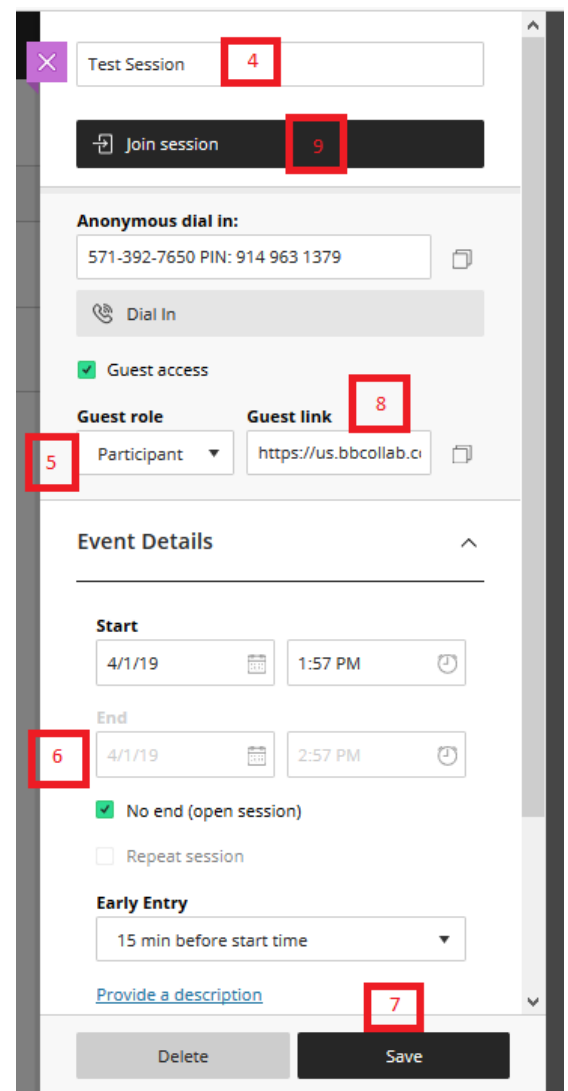
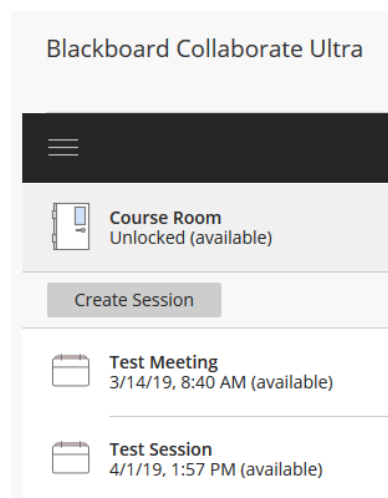
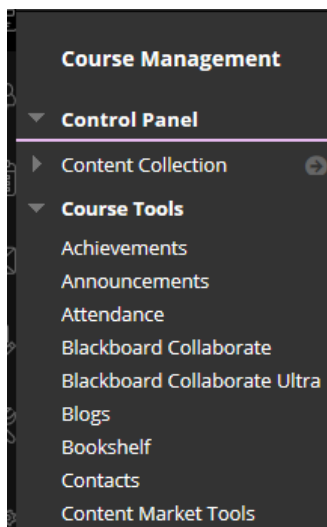


Blackboard Collaborate Quick Start Guide for Instructors

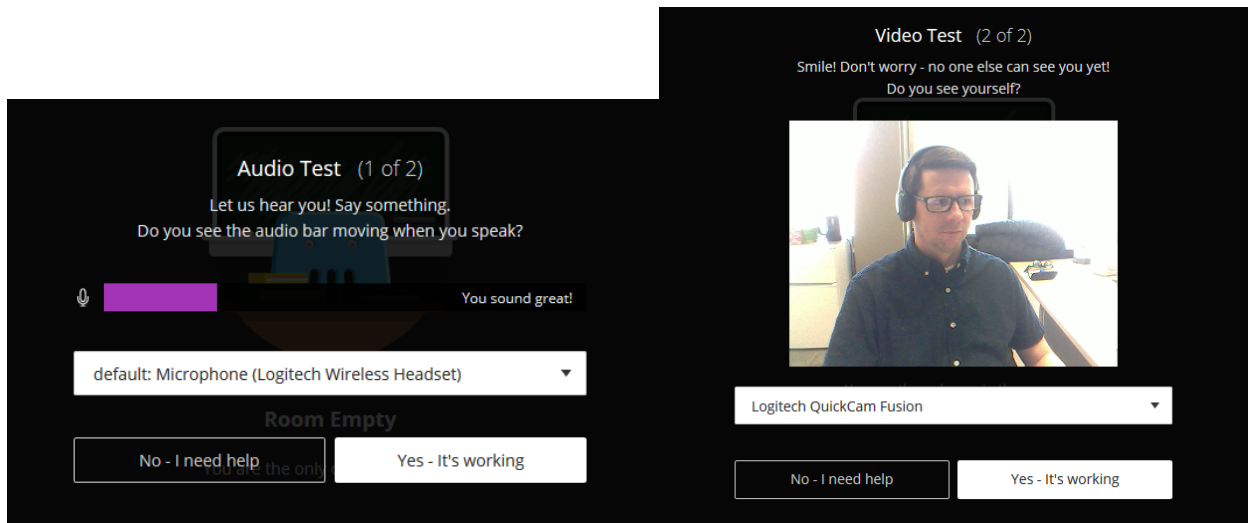
All instructors in a course have access to the default Course Room that is available under Course Tools > Blackboard Collaborate Ultra. If you need to get a meeting started right away, this will be the easiest and quickest option for you. Follow the instruction below to create a new, separate meeting from the default Course Room, and to get your meeting started as quickly as possible.

Create A Meeting:

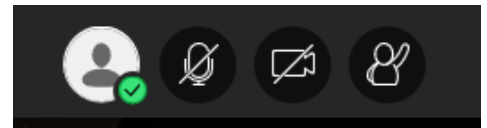
1. Navigate to **Course Tools** (left image, below) and select **Blackboard Collaborate Ultra** (not “Blackboard Collaborate”).
2. *(Choose Course Room to use default room)*
3. To create a new session, click the button labeled **Create Session** (middle image, below).
4. Give the Session a name (right image)
5. Chose how you want your Guest participants to enter the meeting by choosing Participant, Presenter, or Moderator. (If Guest access is enabled)
6. Specify an end time or check the box labeled “No end (open session)”
7. Click save when your settings are acceptable
8. Share the link with your participants by copying the text in the Guest Link box.
9. Click “Join Session” when you are ready to join your meeting



Enter meeting:

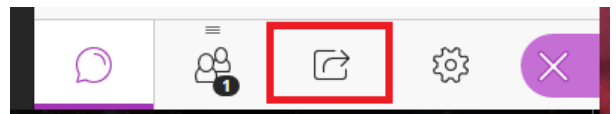


1. Setup audio and video
 - a. Once you enter the meeting, you will need to choose a microphone so your participants can hear you. If you have more than one microphone connected choose the one that will sound the best.
 - b. Watch the pink bar move back and forth as you speak to ensure your microphone is working, then click "Yes - It's working"
 - c. Next, check that your webcam is working. Don't worry, you won't share your webcam until the next step. If it is working, click "Yes - It's working"
2. Share audio and video
 - a. To share microphone audio and camera video, click the microphone and camera icon at the bottom of the meeting screen.
3. Access the Collaboration Panel by clicking the pink arrows in the bottom right corner of the meeting to share content, view your attendees, and see the chat room.



Share Content:

1. Click the share icon to share: documents, applications, your desktop screen, whiteboards, timers, polls, and to create breakout groups.



Record:

1. For instructors that need to record:
 - a. Access the Menu icon in the top left corner of the meeting screen and click "Start Recording"
 - b. To stop the recording access the menu button again and click "Stop Recording"