Blackboard Collaborate Ultra

Blackboard Collaborate Ultra is a web conferencing software that is available to all faculty, staff and students. Bb Collaborate Ultra is integrated with UTD’s Learning Management System (eLearning). Conferences need to be setup within a course or organization in eLearning. However attendees do not need to login to eLearning to participate. The host can also invite guests (those without a UTD account) can participate as well.

Blackboard Collaborate supports up to 250 synchronous users in a session. If you plan on having a Collaborate session with over 250 users, please email elearning@utdallas.edu at least one week before the session date. Please include the following in your email...

- Course/Section number (i.e. ACCT 1301.001)
- The number of expected participants
- Date(s)/time for the session

**PLEASE NOTE:** Faculty who use Blackboard Collaborate for online class sessions must upload their session recordings into Microsoft Stream. [Click here for instructions](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf) on how to do this.

**Helpful Links for EVERYONE**

- [Bb Collaborate On-Demand Learning Center](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [System Check](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)

**Helpful Links for MODERATORS**

- [Getting Started for Moderators](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [User Guide for Moderators](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Glossary of Tools found in Collaborate Ultra](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Accessibility Guide](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Telephony for Moderators](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Blackboard’s Collaborate Session Best Practices](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)

**Tool-Specific Videos for MODERATORS**

- [User Interface in Collaborate Ultra](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Session Settings](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Private Chat](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Breakout Groups](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Sharing PowerPoint Files](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Conducting a Poll](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)

**Helpful Links for PARTICIPANTS**

- [Participant Orientation (video)](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
- [Getting Started for Participants](https://ets.utdallas.edu/elearning/resources/software/blackboard-ultra/makepdf)
• Participant's Guide
• Accessibility Guide
• Calling into a Session

For assistance scheduling a web conference, or to request training on this software, please contact elearning@utdallas.edu.