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 on how to do this.

Helpful Links for EVERYONE

- Bb Collaborate On-Demand Learning Center
- System Check

Helpful Links for MODERATORS

- Getting Started for Moderators
- User Guide for Moderators
- Glossary of Tools found in Collaborate Ultra
- Accessibility Guide
- Telephony for Moderators
- Blackboard’s Collaborate Session Best Practices

Tool-Specific Videos for MODERATORS

- User Interface in Collaborate Ultra
- Session Settings
- Private Chat
- Breakout Groups
- Sharing PowerPoint Files
- Conducting a Poll

Helpful Links for PARTICIPANTS

- Participant Orientation (video)
- Getting Started for Participants
• **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](mailto:elearning@utdallas.edu).