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**
- **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.