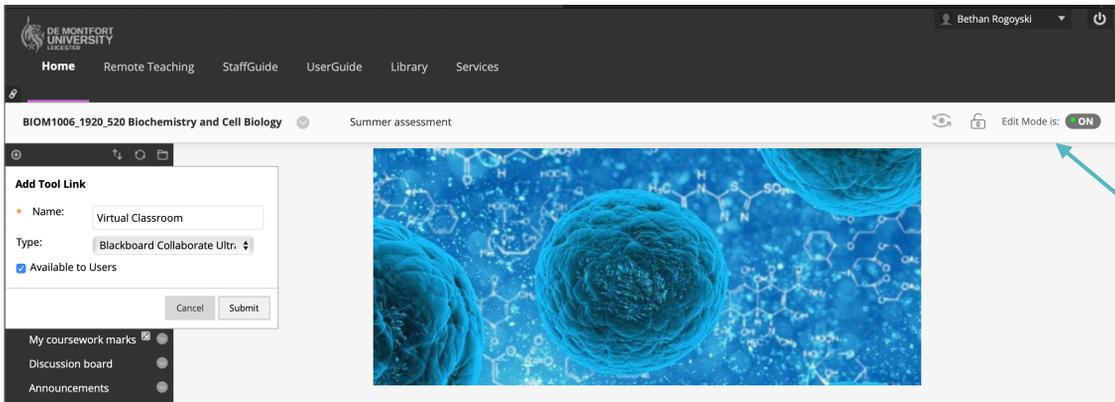




## 1 Setting up your Virtual Classroom

Go to the BB module shell where you want to set up a classroom



1. Click +
2. Add Tool Link
3. Name your virtual space

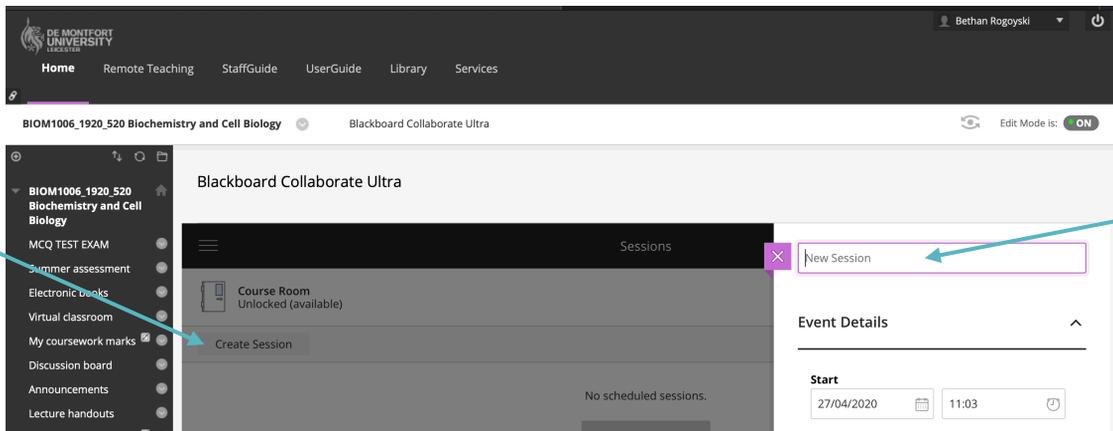
Edit Mode: ON

4. Select 'Blackboard Collaborate Ultra' from the 'Type:' drop down menu.
5. You can toggle to make it 'Available to Users' right away. Press Submit.

Your link will appear at the bottom of your list on the left hand side. Make sure it isn't hidden from students!

## 2 Setting up your Session

Open your new virtual classroom where you would like to host your session

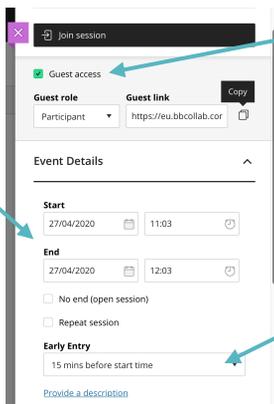


Click 'Create Session'

Name your session

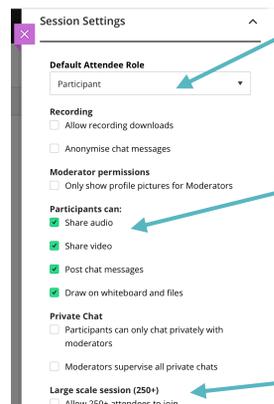
## 3 Session Settings

You may want to adjust your settings based on who you will be hosting – Press SAVE



**Allow Guests**  
e.g. from outside your institution (and copy the link to send them)

**Allow early entry**



**Set Attendee Role** i.e. will attendees be joining as participants, moderators, or presenters

**What can Participants do** e.g. do you want everyone to be able to draw on the screen or send private messages?

**Host 250+ attendees**

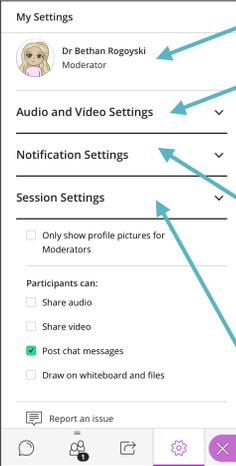
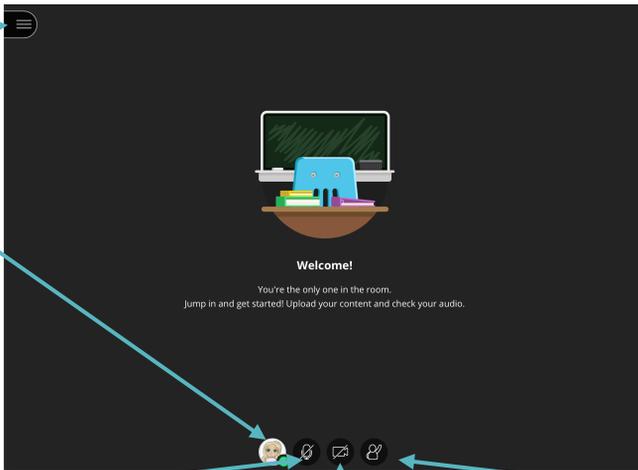
Set start & end time

## 4 Welcome to your Virtual Classroom!

From here you can change settings, share files, screen, whiteboard, and interact with attendees via voice, video, and chat.

Record or leave session

Status & settings



Add your icon

Turn speaker on and adjust volume

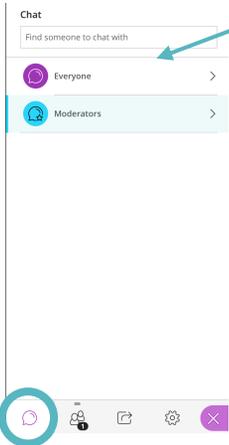
Adjust notification settings & sounds

Edit your session settings

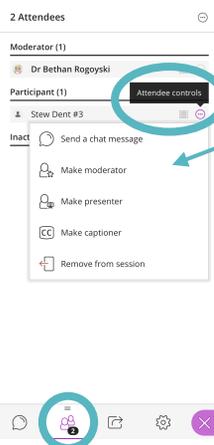
Mic on/off Camera on/off Raise hand

## 5 Interacting with attendees

Chat, allow attendees to share files, video, slides etc.



Here you can send messages to everyone, groups of attendees, or an individual - N.B. attendees can also chat with each other—you can choose to moderate these chats in your settings

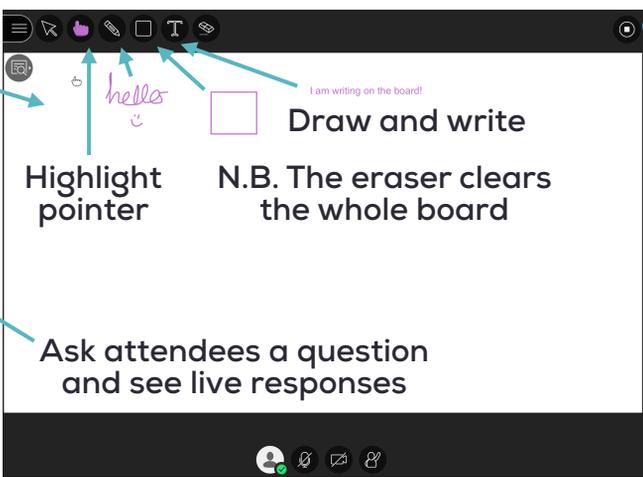
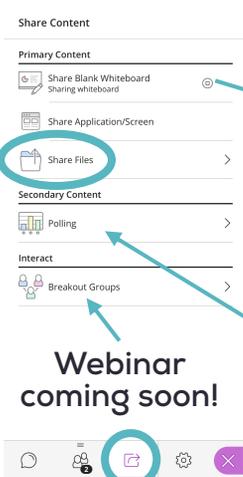


Here you can make an individual attendee a moderator etc. - e.g. if someone wants to share their mic to ask a question

You can also remove, mute, or chat with attendees, and see who your attendees are!  
If you've allowed guest access attendees can pick their own names to display, whereas logging in through an institution page will use their registered names

## 6 Sharing Files

Draw/type on a whiteboard, screenshare, share files, or poll attendees



Upload and share any pre-prepared materials such as slides N.B. If using .pptx convert to .pdf to save your formatting and any animations won't work

