Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra opens right in your browser, so you don’t have to install any software to join a session. Check out this short video created by Blackboard for a brief overview of Blackboard Collaborate Ultra.

**To Get Started**

1. Add the Blackboard Ultra Collaborate Tool Link (PDF document) to your Course Menu. Here is a video that also explains how to add Blackboard Collaborate Ultra to your Course Menu.

**Tool Interface**

1. When you first access Blackboard Collaborate Ultra from your course, you will encounter an intuitive design for scheduling sessions and viewing recordings. The tool menu has two areas: sessions and recordings (Figure 1 and 2).

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Figure 1

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Figure 2
2. When you Click on Sessions, you have the option to create as many sessions (class meetings) as you would like. You also have a Course Room. The Course Room is best for Office Hours or drop-in meetings. By default, the Course Room is unlocked or available (Figure 3).

![Figure 3](image3.png)

3. If you don’t want students to view or join the open course room session, you can turn it off. In the Blackboard Collaborate Ultra tool, open the More menu for the Course Room by clicking the Course Room. Under Event Details click Lock course room (Figure 4). You would follow these same steps to Unlock the course room in the future.

![Figure 4](image4.png)