

Using Collaborate Ultra outside of eLC: The Ultra Scheduler

If you do not wish to use Collaborate Ultra within eLC, you can use the Collaborate Ultra scheduler to schedule and manage your sessions and recordings. It is similar to the Session Administration System (SAS) used for scheduling Collaborate Classic sessions. You can switch to the Collaborate Classic experience at any time by clicking the link on the login page or on the left side of the scheduler page after logging in.



Use the newest version of Google Chrome for the best experience using Collaborate Ultra.



Collaborate Ultra is continuously updated, so the screenshots in this document may not exactly match what you see. Click the Help button to show detailed up to date help documentation for the page you are on.

Blackboard Collaborate

Username

Password

[Forgot password?](#)

Log In

[Back to the Original experience \(Collaborate V12\)](#)

Login to the Collaborate Ultra scheduler at:

<https://us.bbcollab.com/collab/ui/scheduler/login>


Sessions

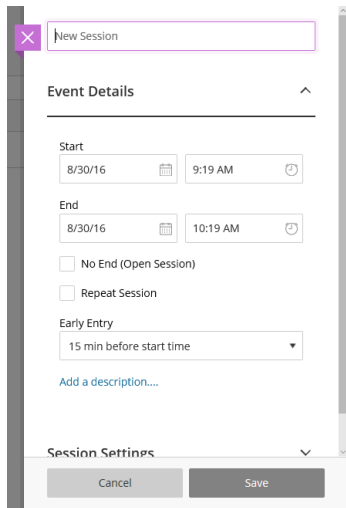
The screenshot shows the Blackboard Collaborate interface. On the left is a dark sidebar with the Blackboard Collaborate logo at the top, followed by the user name 'MATTHEW_WHITEHE AD'. Below that are three menu items: 'Sessions' (highlighted with a purple icon), 'Recordings', and 'Logout'. At the bottom of the sidebar is a link 'Back to the Original experience (Collaborate V12)'. The main content area is titled 'Sessions' and includes a dropdown menu 'Show All Upcoming Sessions'. Below the title is a table with the following data:

Name	Starts	Ends
Matthew's Test Room	7/21/16, 6:33 PM	N/A
EITS MENTORSHIP <small>Rectangular Group</small>	8/15/16, 1:24 PM	N/A

After logging in, you will see the **Sessions** list, where you can join, manage, and create sessions. Click a session name to join a session.

Creating a New Session

To create a new session, click the **Create Session**  button.



New Session

Event Details

Start
8/30/16 9:19 AM

End
8/30/16 10:19 AM

No End (Open Session)

Repeat Session

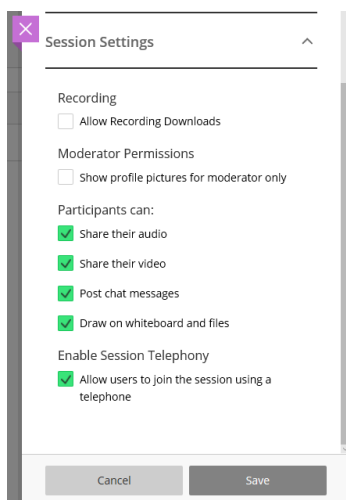
Early Entry
15 min before start time

[Add a description...](#)

Session Settings

Cancel Save

Give the session a name, then set a **Start** and **End** time, if desired. If you would like to reuse the same session for multiple meetings, click **No End (Open Session)**.



Session Settings

Recording

Allow Recording Downloads

Moderator Permissions

Show profile pictures for moderator only

Participants can:

Share their audio

Share their video

Post chat messages

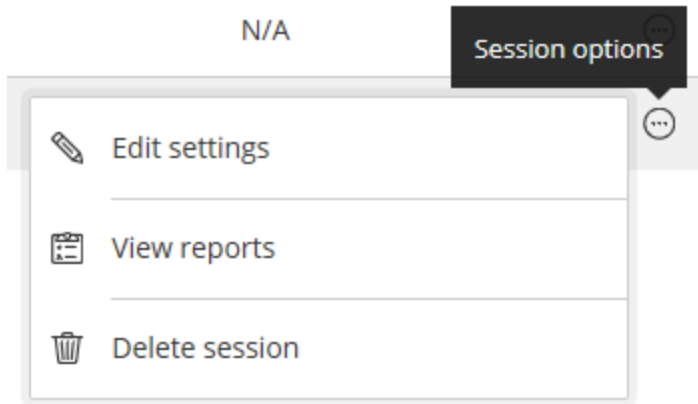
Draw on whiteboard and files

Enable Session Telephony

Allow users to join the session using a telephone



Cancel Save



Click **Session Settings** for additional options for the session. Once you are finished, click **Save** to create the session.



If you would like to change session options after you have created a session, click the menu (...) icon next to the session in the **Sessions** list. Select **Edit settings**. Click **View reports** to see a list of participants that joined a session.

Recordings

Session Name	Recording Name	Duration	Date	Recording (MP4)
Matthew's Test Room	Matthew's Test Room - recording_1	00:00:38	8/30/16, 9:32 AM	View Recording  

Recordings lists all of the session recordings you have made. Click **View Recording** to watch the recording. Click the  **Download** button to download the MP4 video file of the recording. Click the  **Delete** button to delete the recording.

Helpful Links

Collaborate Ultra Login:

<https://us.bbcollab.com/collab/ui/scheduler/login>

Collaborate Ultra Moderator Help:

<https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator>

Collaborate Ultra Participant Help:

<https://en-us.help.blackboard.com/Collaborate/Ultra/Participant>

Submit a Blackboard Collaborate support request to EITS:

<https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9863>