

Blackboard Collaborate Ultra

Best Practices

Best Practices for Collaborate Ultra

This document will cover best practices for Blackboard Instructors to run a successful Collaborate Ultra Sessions.

Course Room

Settings

All Blackboard courses have a default course room. This course room can remain open at all times. However, you should be aware of the course room settings.

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter your desired **Course**
4. Click on **Tools**
5. Click on **Blackboard Collaborate Ultra**
6. You will see a **Course Room**. The course room is available by default in all courses on Blackboard, but as the instructor you have the ability to change the settings.
7. Click on **Session Options** (three dots to the far right of the Course Room) and click **Edit Settings**
8. The TU Blackboard team recommends you **Lock the course room** and create sessions for your online classes.
9. If you want to use the course room and have it open all the time, we recommend unchecking **Guest Access**. Once the guest link is shared, anyone with that link will always be able to access the Course Room. This also stops students from joining the session with a pseudo name.
10. Click **Save**

Sessions

Create Sessions Settings

Creating individual sessions allows you to control when the students can enter the Collaborate Ultra Session.

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2. Log in with your TU **NetID and Password**
3. Enter your desired **Course**
4. Click on **Tools**
5. Click on **Blackboard Collaborate Ultra**
6. Click **Create Session**
7. Uncheck **Guest Link**, unless you will have a non-Towson individual joining the session
8. If you are recording your session and want to allow your students to download the recording. Scroll to **Session Settings** and check **Allow recording downloads** and **Anonymize chat messages**.
9. Click **Save**