How can I create a custom session in Blackboard Collaborate?

Overview

Custom sessions provide instructors with a means of generating controlled and focused conversation among their students, in a setting similar to a physical classroom.

Tell Me

1. Navigate to the Blackboard Collaborate Ultra tool (it can be accessed through Other Bb Tools)
2. Click on Create Session
3. Name your session and choose from a variety of settings under Event Details and Session Settings, including:
   a. Session start and end times
   b. Allowing early arrivals into the room before the session starts
   c. Allowing recording downloads
   d. Anonymizing chat messages
   e. Allowing users to join the session using a telephone
   f. Turning on and off students' ability to:
      i. Display their profile picture
      ii. Draw or write on the session whiteboard
      iii. Post a chat message
      iv. Share their audio or video with session participants

Show Me

Modifying Settings

You may change some of your session’s settings during the session by clicking on the controls menu in the bottom right hand corner of the session window and then clicking on the gear (settings) icon.

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