Creating a Blackboard Collaborate Session

In Blackboard Collaborate, the meeting room is already created as part of your Blackboard course. Click Blackboard Collaborate Ultra under Course Tools in the Course Management menu (In an Ultra course it’s under the Details and Actions menu). This opens the Session page.

Whether you choose to Create a Session or jump into the Course Room, either action opens the Meetings Tab.
Depending on your guest’s access to the internet, you can copy the telephone dial-in information or the weblink, or both, and email them to your guest. We recommend the subject line of your email mention a Blackboard Collaborate session and the body of the email contain recommendations to:

- Sign in with their full name
- use the Google Chrome browser and
- include a request NOT to share the link with anyone else.

**Cadets** can access Collaborate sessions by clicking the **Tools** link in the course menu and choosing **Blackboard Collaborate Ultra** from the tools list. This opens the Session page. They can then choose from a list of sessions to attend or recorded sessions to watch.