

Add a Blackboard Ultra Activity

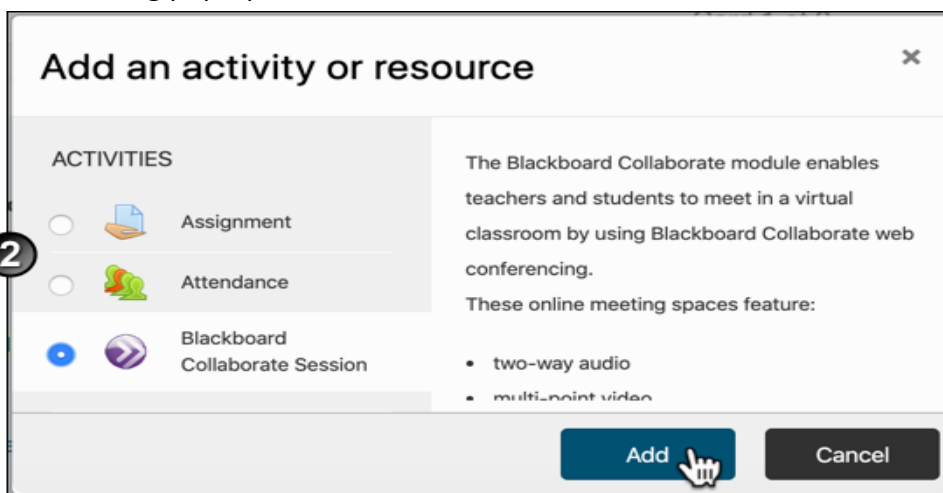
After completing the following steps, you and your students can access all **Ultra** sessions from a single link in your Moodle course.

To create a Blackboard Ultra activity:

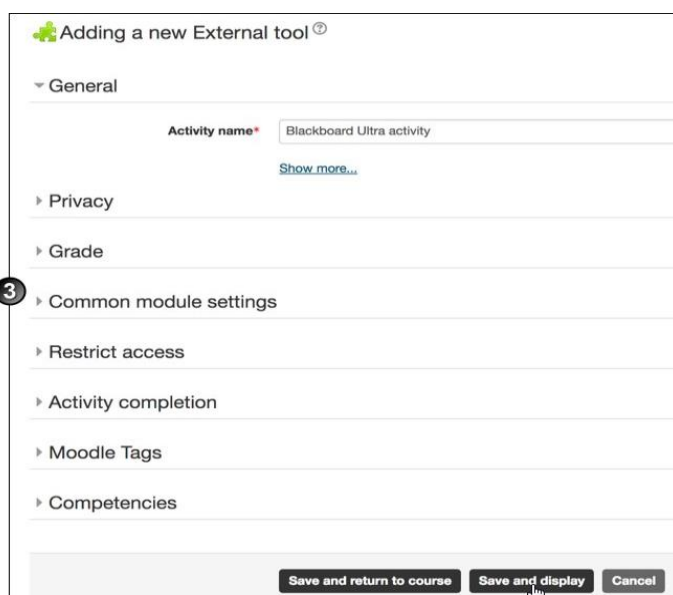
1. On the course home page, click **Turn editing on.**

A dark grey rectangular button with the text "Turn editing on" in white.

2. In the appropriate topic or week section, click **Add an activity or resource.** In the resulting pop-up, select **Collaborate Ultra** from the list and click **Add.**

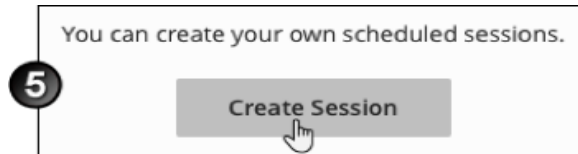


3. On the *Adding a new External tool* page, type a name for your activity and alter any other settings you require then click **Save and display**

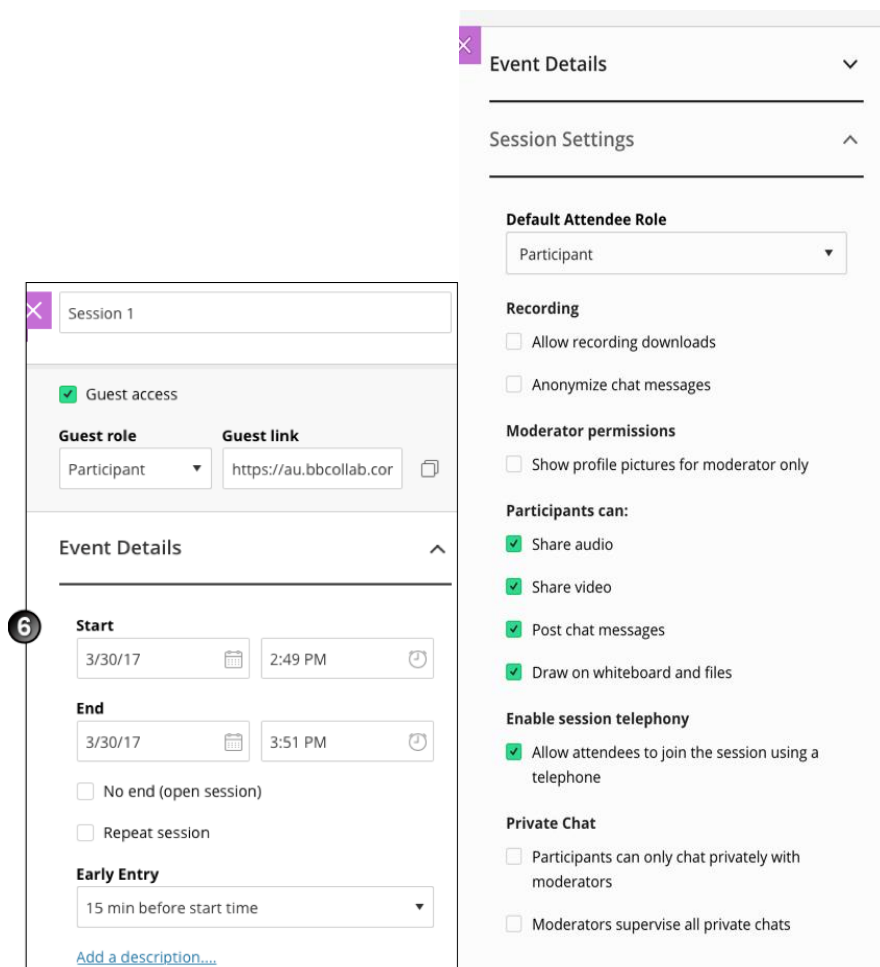


4. Next you will see the **Blackboard Ultra home**; here you can create and manage your **sessions** and **recordings**.

5. To create a new session, click **Create Session**.



6. Complete the **new session** fields in order to create a session; here you can obtain your guest link to share with external users (only visible after the session has been named). Once completed click **Save**.



7. Once saved, your sessions will show as follows; Blue indicates open active sessions, grey indicates inactive sessions.

Name	Starts	Ends
Session 1	3/30/17, 2:49 PM	3/30/17, 3:51 PM
Session 2	3/30/17, 3:41 PM	3/30/17, 4:41 PM