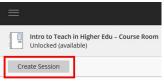


## Large Scale Collaborate Ultra Sessions

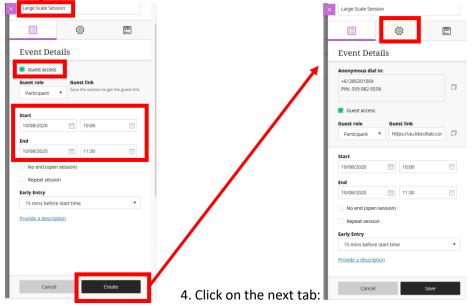
Blackboard Quick Guide

The default Collaborate session can support 250 attendees. If your student group is larger, you can set up a large scale Collaborate session which can accommodate up to 500 attendees. Here is how:

- 1. Go to Bb Collaborate Ultra section in your Blackboard course;
- 2. Click on Create Session:



3. Give your session a title and put a tick under "Guest access" (it will give you an option to send the link to any external users if required). Make sure that the session has a start and end time (it can't be more than 24 hours in length) and click on **Create**:



## 5. Scroll down to the bottom and tick "Allow 250+ attendees to join.

 Participant permissions

 Share audio

 Share video

 Post chat messages

 Draw on whiteboard and files

 Enable session telephony

 Allow attendees to join the session using a telephone

 Private Chat

 Participants can chat privately only with moderators

 Moderators supervise all private chats

 Large scale session (250+)

 Allow 250+ attendees to join

You will note that once this option is ticked, participants' permissions to share audio and video, to chat and to use whiteboard are withdrawn. Don't worry, you will be able to activate permission to use **chat** once the session has started (see the next step). Moderators retain all default permissions.

Click Save and close the Collaborate Panel by clicking on a pink square on top:

		·	$\times$	Large Scale Session
Cancel	Save			
				:=

## Your large scale session is now booked.

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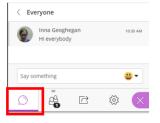




6. If you would like your participants to be able to use **Chat** during the session, you have to wait until the session is in progress. Once you joined in and the session is opened in its own window, open Collaborate Panel (by clicking on a pink tab on bottom right), select **My Settings** tab at the bottom and then open Session Settings section. Once inside Session Settings, put a tick in **Post chat messages** area:

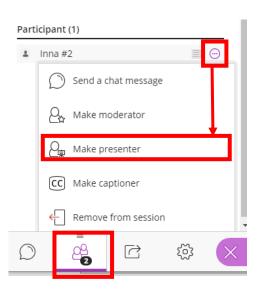
	My Settings	My Settings		
	Inna Geoghegan Moderator	Inna Geoghegan Moderator		
	Audio and Video Settings	Audio and Video Settings 🗸 🗸		
	[促] Set up your camera and microphone	Notification Settings 🗸 🗸		
🖬 Blactboard C x 🛐 Large Sc 🐵 x + - 🗆 X	Use your phone for audio Long distance charges may apply	Session Settings 🗸 🗸		
Blackboard X      Succession      Apps      Blackboard, Turnit	Speaker Volume 0% 100%	Large session mode is on. You may not be able to edit some settings. <u>Learn more</u>		
	Display Closed Captions (when available)	Only show moderator profile pictures		
	Notification Settings ~	Participant permissions		
	Session Settings	Share video  Sost chat messages		
Welcome!	E Report an issue	Draw on whiteboard and files		
You're the only one in the room. Jump in and get started! Upload your content and check your audio.		Report an issue		
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Go to a **Chat** tab to read your attendee's postings:



Breakout groups are NOT available in large scale session.

If you would like some attendees to share audio, video or present, make each of them a presenter by going into the **Attendee** tab and selecting this option from the **Attendee Controls** (to the right from the name of the required session attendee).



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