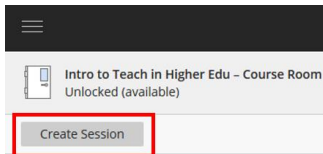# Large Scale Collaborate Ultra Sessions

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;
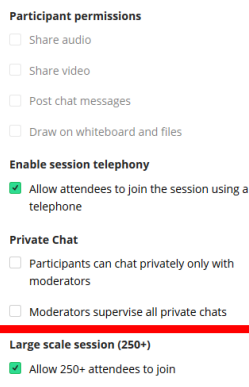2. Click on Create Session:

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**:
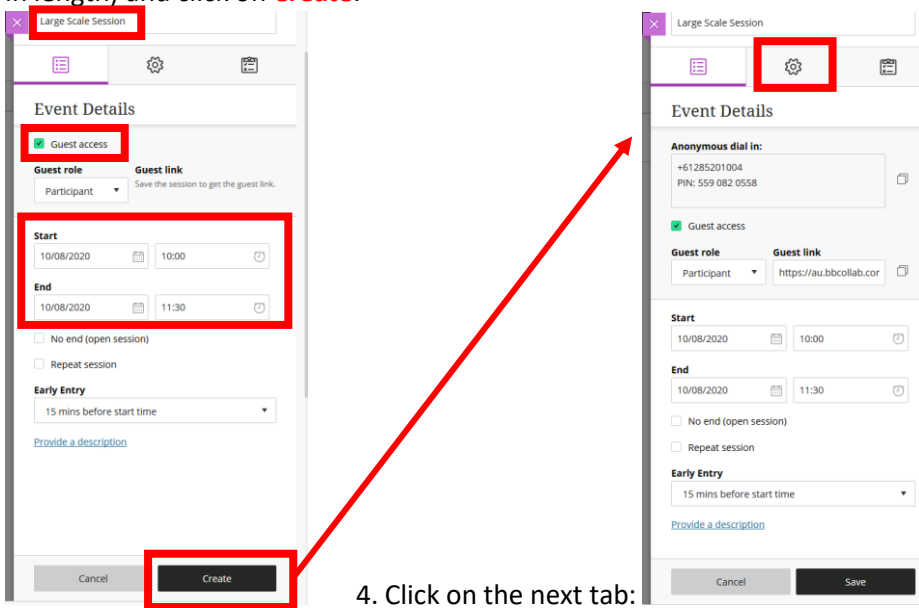
   4. Click on the next tab:

5. Scroll down to the bottom and tick "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that once this option is ticked, participants' permissions to share audio and video, to chat and to use whiteboard are withdrawn.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:

Your large scale session is now booked.

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:
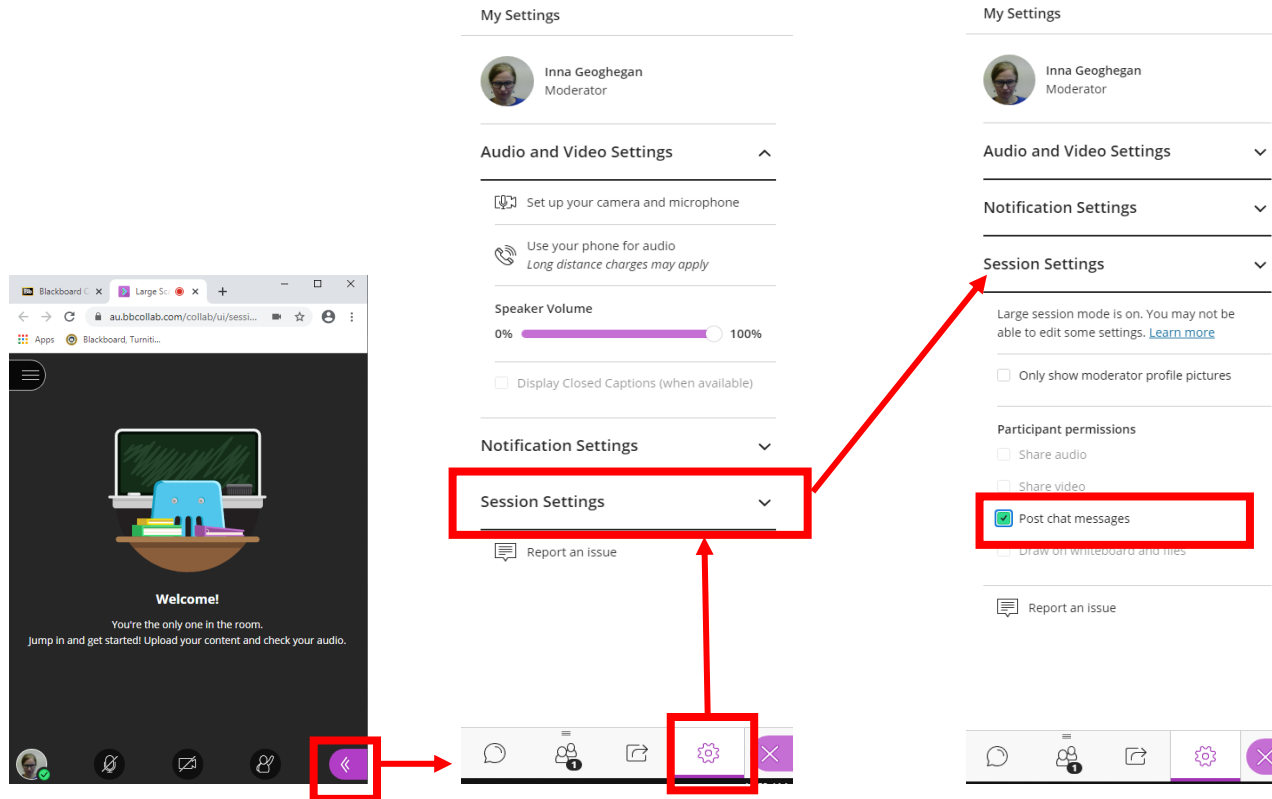
Go to a **Chat** tab to read your attendee's postings:
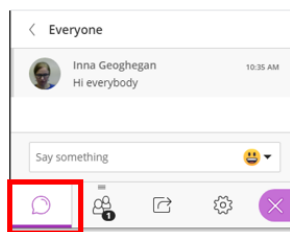
Breakout groups are NOT available in large scale session.

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).