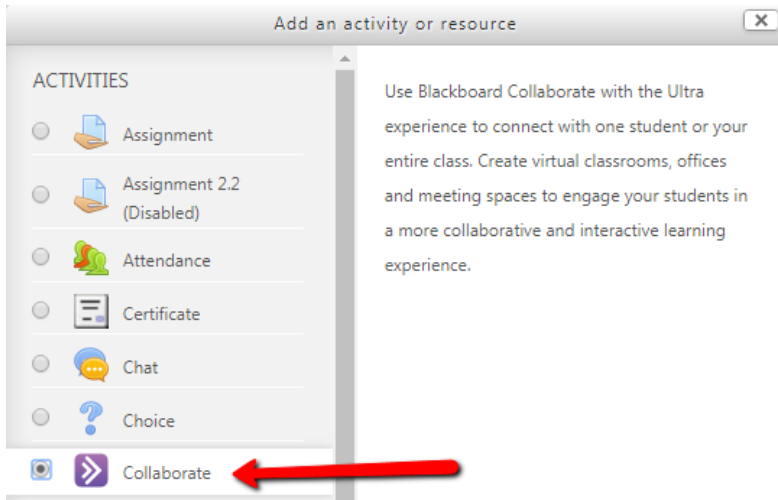


# Setting Up A Collaborate Session In OnCourse

How do I set up a Blackboard Collaborate Ultra session in my OnCourse course?

## Step-by-step guide

1. Navigate to your course in OnCourse
2. Click Turn Editing On
3. Click Add an Activity or Resource
4. Choose Collaborate from the list



5. Click Add
6. Enter a session title and modify any other settings needed such as session date, time, and duration.

General

Session name\*

Description

Path: p

Display description on course page

Start (Timezone: America/New\_York) 29 September 2017 09:00

Participants can join the session 15 minutes before it starts

Duration 1 Hour

Allow Collaborate guest access

Collaborate guest role Presenter

If you need to invite guests who are not in your OnCourse course enable Allow Collaborate guest access.

7. Click Save

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Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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## Related articles

Page:How To Change Your Password On Your Standalone Collaborate Account

Page:Joining a Collaborate Session in OnCourse

Page:Setting Up A Collaborate Session In OnCourse

Page:Blackboard Collaborate Ultra