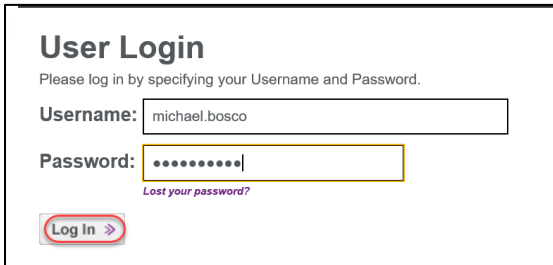


Creating a Virtual Meeting Using Blackboard Collaborate Ultra in a Stand Alone Account

Step 1: Navigate to <https://sas.elluminate.com> using Google Chrome or Firefox

Step 2: Log in using Username and Password



User Login
Please log in by specifying your Username and Password.

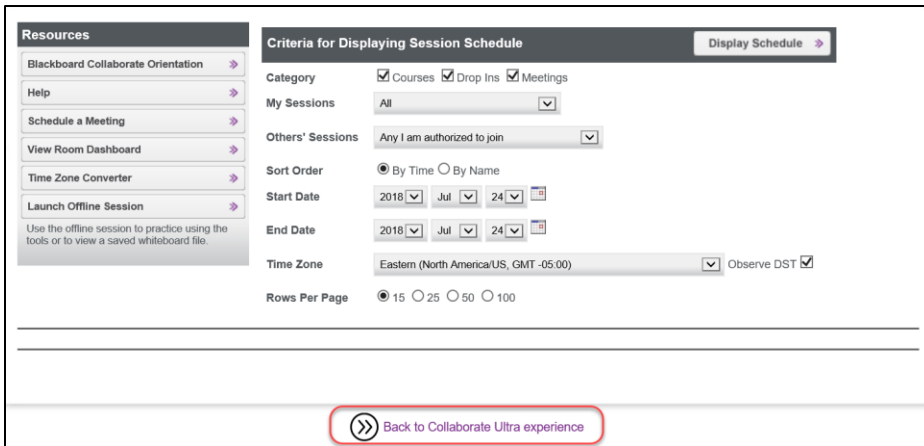
Username:

Password:

[Lost your password?](#)

[Log In >](#)

Step 3: Click Back to Collaborate Ultra experience



Resources

- Blackboard Collaborate Orientation >
- Help >
- Schedule a Meeting >
- View Room Dashboard >
- Time Zone Converter >
- Launch Offline Session >

Use the offline session to practice using the tools or to view a saved whiteboard file.

Criteria for Displaying Session Schedule [Display Schedule >](#)

Category ☒ Courses ☒ Drop Ins ☒ Meetings

My Sessions

Others' Sessions

Sort Order ☒ By Time ☐ By Name

Start Date

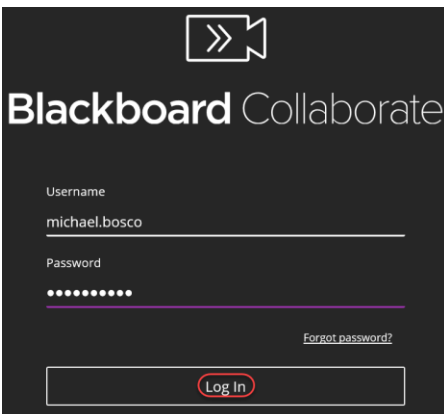
End Date

Time Zone ☒ Observe DST

Rows Per Page ☒ 15 ☐ 25 ☐ 50 ☐ 100

[Back to Collaborate Ultra experience](#)

Step 4: Enter Username and Password then click Log In



Blackboard Collaborate

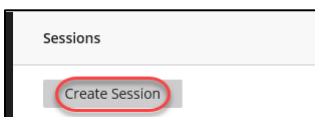
Username

Password

[Forgot password?](#)

[Log In](#)

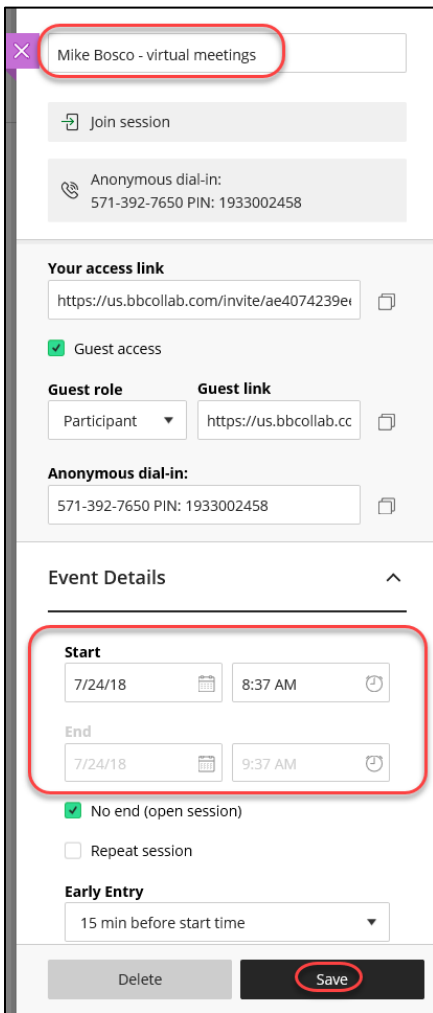
Step 5: Click Create Session



Sessions

[Create Session](#)

Step 6: Enter the Title for the meeting and **set** Event Start Date/Time and End Date/Time (or No end for an open session) then **click** Save



Mike Bosco - virtual meetings

Join session

Anonymous dial-in:
571-392-7650 PIN: 1933002458

Your access link
https://us.bbcollab.com/invite/ae4074239e

☒ Guest access

Guest role
Participant

Guest link
https://us.bbcollab.cc

Anonymous dial-in:
571-392-7650 PIN: 1933002458

Event Details

Start
7/24/18 8:37 AM

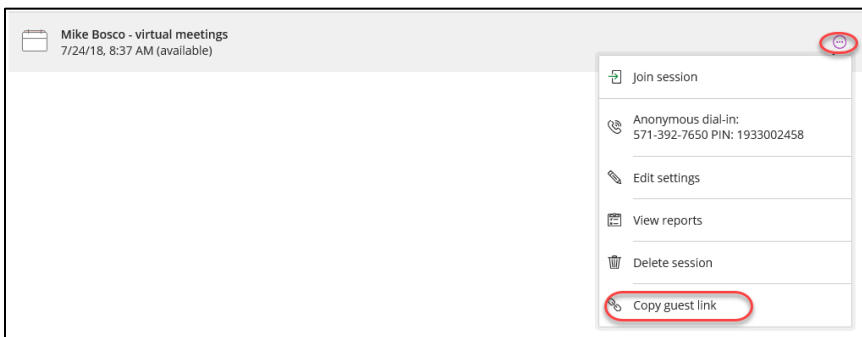
End
7/24/18 9:37 AM

☒ No end (open session)
☐ Repeat session

Early Entry
15 min before start time

Delete Save

Step 7: You will receive and a notification email that your session has been created containing a Guest Link to join the session that can be forward to the meeting participants or you can **click** on Session Options Icon (three dots) to copy guest link and paste it into an email to participants – (advise participants that Blackboard Collaborate Ultra works best with Google Chrome or Firefox)



Mike Bosco - virtual meetings
7/24/18, 8:37 AM (available)

Join session

Anonymous dial-in:
571-392-7650 PIN: 1933002458

Edit settings

View reports

Delete session

Copy guest link

Step 8: To start the meeting the Moderator be sure to **Log In** to <https://sas.illuminate.com> using Google Chrome or Firefox, **click** Back to Collaborate Ultra experience, **select** the meeting, **click** on the Session Options Icon (three dots) and **click** on Join Meeting.