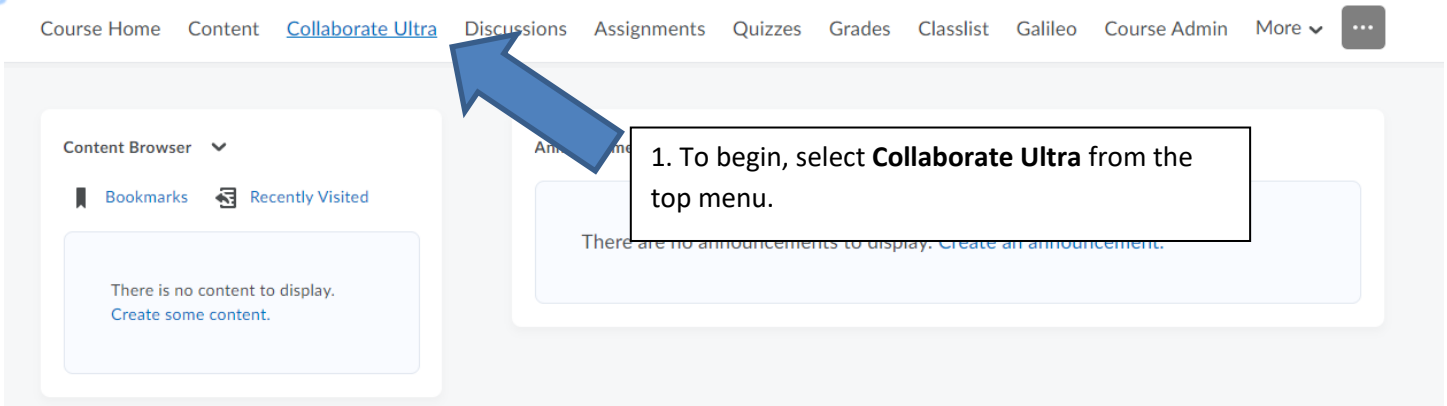


# Creating Your Virtual Classroom – Collaborate Ultra

1.



Course Home Content **Collaborate Ultra** Discussions Assignments Quizzes Grades Classlist Galileo Course Admin More ▾

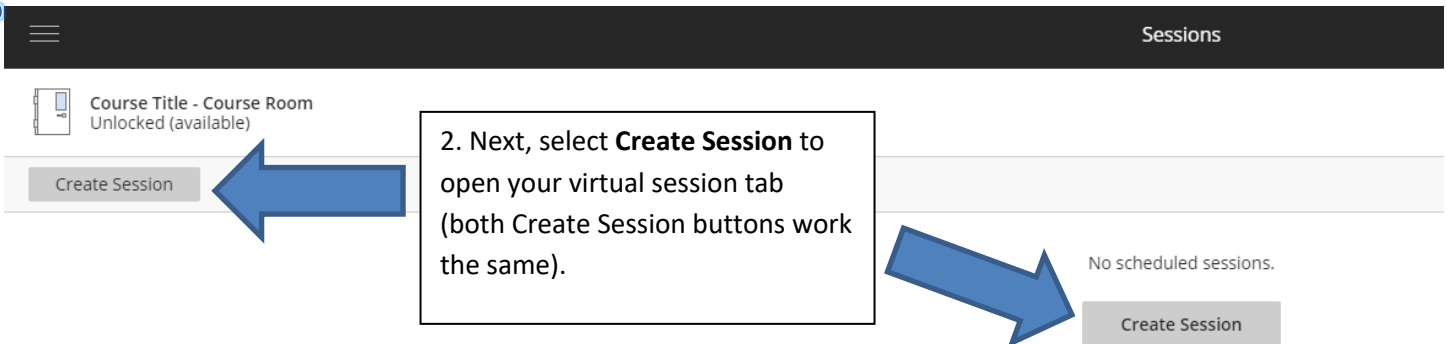
Content Browser ▾  
Bookmarks Recently Visited

There is no content to display.  
[Create some content.](#)

Announcements  
There are no announcements to display. [Create an announcement.](#)

1. To begin, select **Collaborate Ultra** from the top menu.

2.



Sessions

Course Title - Course Room  
Unlocked (available)

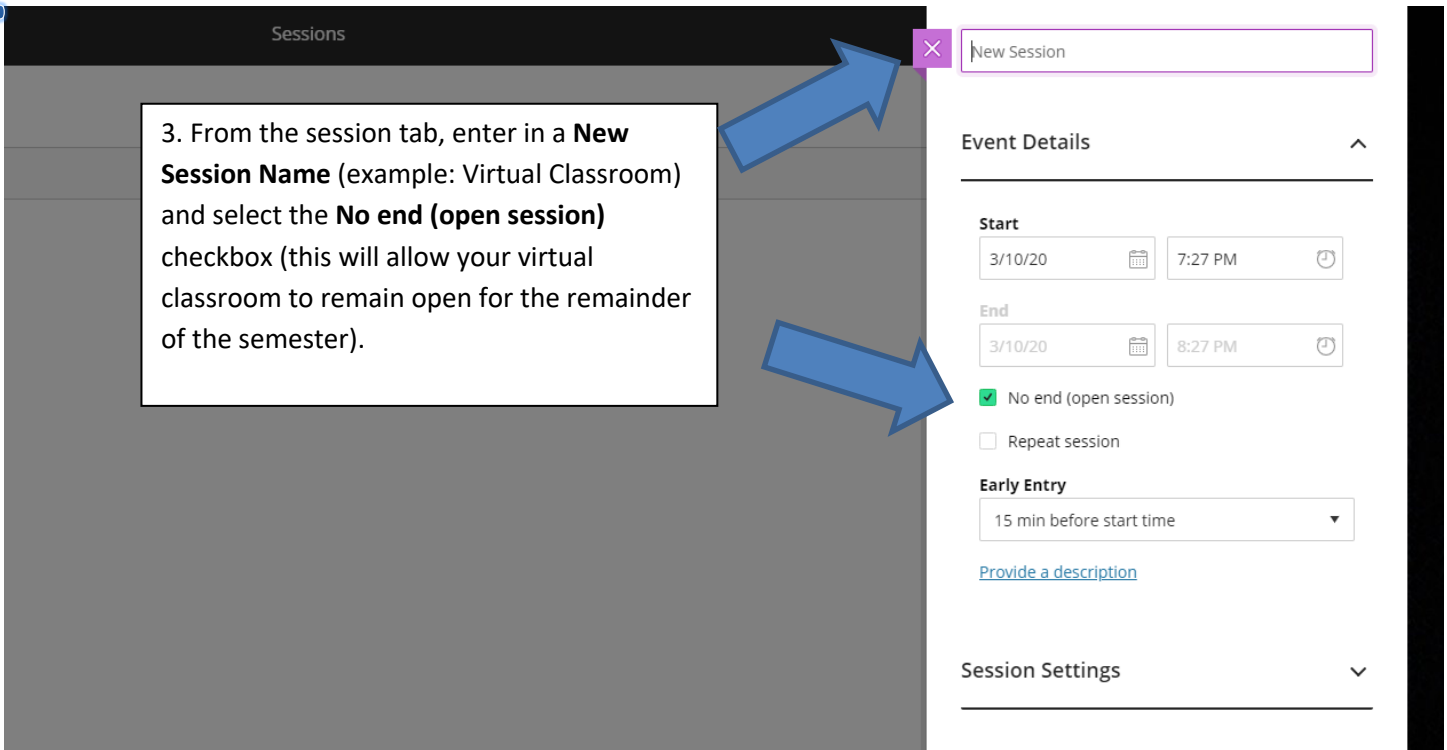
Create Session

No scheduled sessions.

Create Session

2. Next, select **Create Session** to open your virtual session tab (both Create Session buttons work the same).

3.



Sessions

New Session

Event Details

Start  
3/10/20 7:27 PM

End  
3/10/20 8:27 PM

No end (open session)

Repeat session

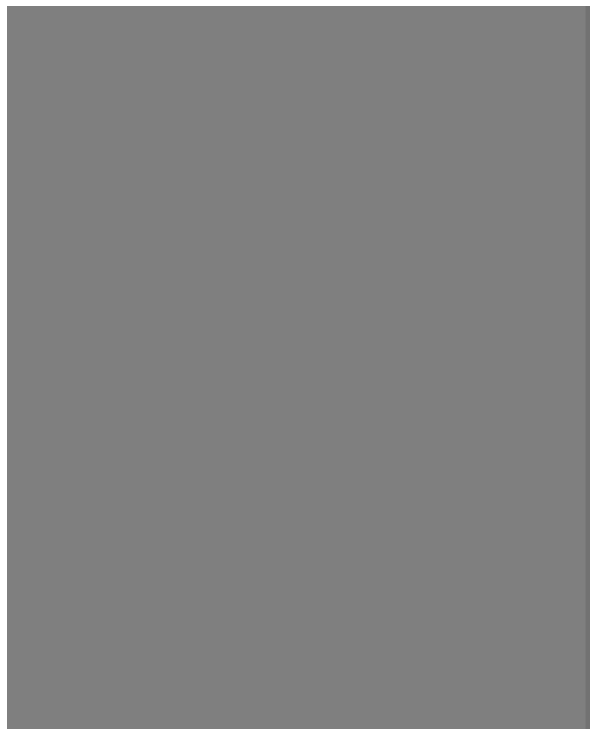
Early Entry  
15 min before start time

[Provide a description](#)

Session Settings

3. From the session tab, enter in a **New Session Name** (example: Virtual Classroom) and select the **No end (open session)** checkbox (this will allow your virtual classroom to remain open for the remainder of the semester).

4.



## Session Settings



4. Next, select the **Save button** located in the bottom right to save the virtual session.

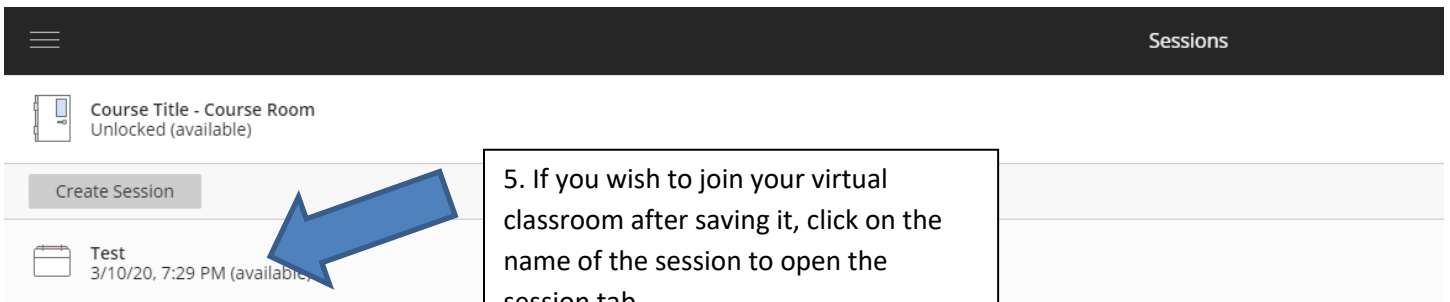


ⓘ Please type a session name before saving.

Cancel

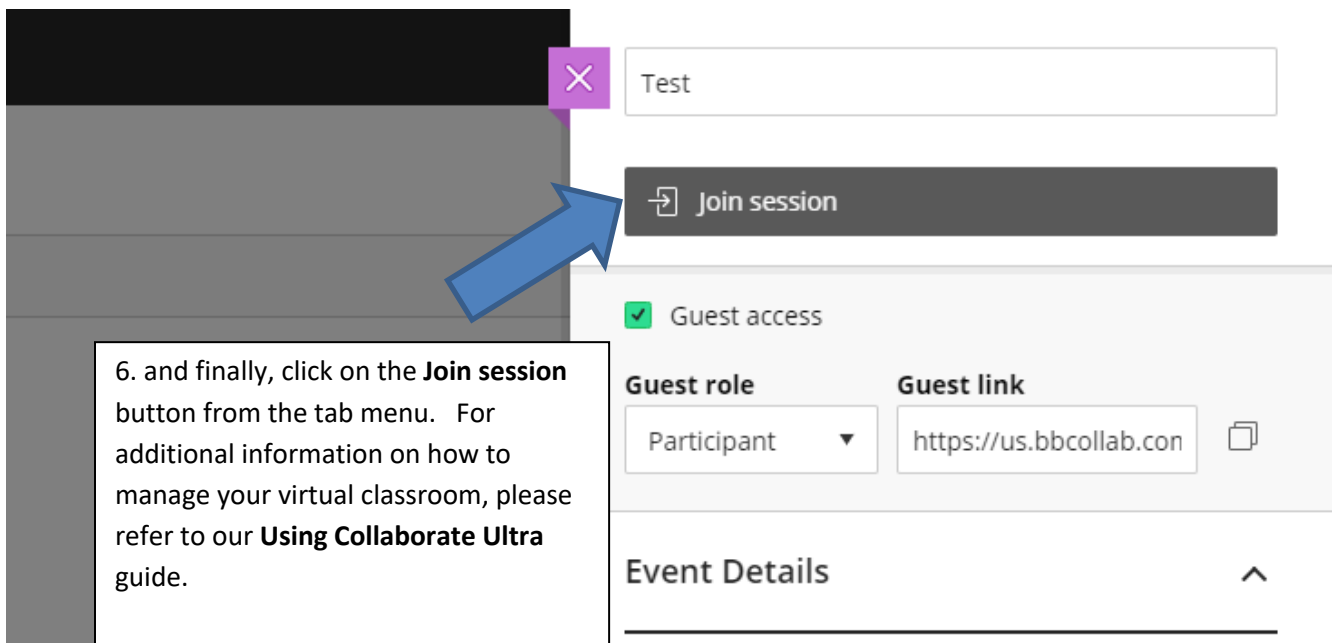
Save

5.



5. If you wish to join your virtual classroom after saving it, click on the name of the session to open the session tab.

6.



6. and finally, click on the **Join session** button from the tab menu. For additional information on how to manage your virtual classroom, please refer to our **Using Collaborate Ultra** guide.