Best Practices for Running Secure Online Meetings in Blackboard Collaborate Ultra

In recent weeks, there has been an increase in uninvited attendees gaining access to virtual meeting spaces. Blackboard Collaborate Ultra is a secure online meeting tool protected behind you and your students' Blackboard log-in. However, here are some additional steps you can take to provide additional security for you and your students while conducting online meetings.

- ## Ask students to access sessions directly through the Collaborate Ultra tool link in Blackboard rather than using guest links.
  The most secure way for you and your students to join your Collaborate sessions is by accessing the Blackboard Collaborate Ultra tool directly in Blackboard, rather than creating and sharing guest links. The Academy for Teaching Excellence's Collaborate Ultra Quick Start Guide demonstrates how to give students access to the tool to join sessions directly.

- ## Share session information only within Blackboard.
  Share meeting information with your students using Blackboard announcements or by posting information in other areas of Blackboard. Don't share meeting information or links on websites, social media, or other locations outside of Blackboard. If you are using Collaborate to run larger events, such as webinars, require registration and send links only to registered participants.

- ## Control attendee permissions to share audio, video and other features before sessions begin.
  You can restrict attendees' permissions to share audio, video, chat, and the ability to write on the whiteboard in advance of a session by adjusting the Session Settings.

- ## Monitor your list of attendees and use the Manage Attendee options, including the "Remove from session" feature if needed.
  You can always see a list of the attendees in your session, which you can monitor for unusual activity. You can use the Manage Attendees features at any time to adjust permissions or remove an attendee from a session if needed. You also can also lock your course room while a live session is running if you have noticed unusual or unwanted activity. You can unlock your course room again after the session ends.

Best Practices for Running Secure Online Meetings in WebEx

WebEx is another secure virtual meeting tool that is available to you at Harper College. Harper IT has provided Best Practices for Running Secure Online Meetings in WebEx to help you keep your sessions with students secure in that platform.