

Creating a Collaborate Session in D2L – Blackboard Collaborate Ultra Tutorial

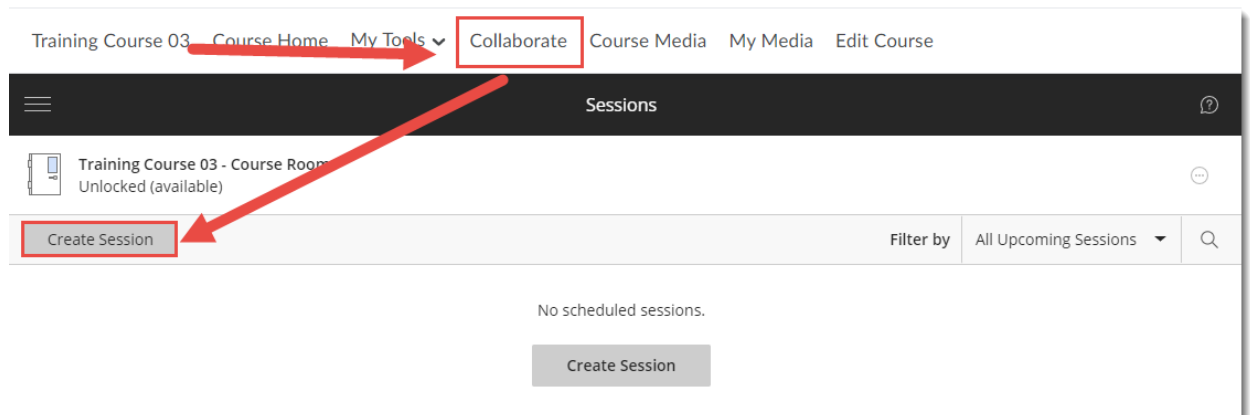
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to create and configure a new Session in your Collaborate room that you've set up access for in your D2L course.

Steps

1. Click on your **Collaborate** link to open your Collaborate room. Then click **Create Session**.



2. Give your Session a **Name**, then click **Create** to enable additional settings

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course

Sessions

Week 1 Collaborate Orientation

Training Course 03 - Course Room
Unlocked (available)

Create Session

No scheduled sessions.

Create Session

Event Details

☐ Guest access

Start
2020-08-25 10:41 AM

End
2020-08-25 12:00 PM

☐ No end (open session)

☐ Repeat session

Early Entry
15 min before start time

[Provide a description](#)

Cancel Create



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- Under the **Event Details** tab, click **Guest access** to set the **Guest role** (if you need to email out a link or link to a session within D2L, for example) – the role can be **Participant**, **Presenter**, or **Moderator**.

Add **Start** and **End** dates for the Session. Select **No end** if you want an open session with no end, or **Repeat session** if you want to have a session repeat at selected intervals (for example, Daily, Weekly, Monthly).

Select an **Early Entry** time so participants can come in early and configure their audio and video. You can also select **No early entry**, but we advise allowing participants a bit of time to ensure technical issues are dealt with before the session starts.

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course

Sessions

Training Course 03 - Course Room
Unlocked (available)

Create Session

Week 1 Collaborate Orientation
2020-08-25, 11:41 AM – 2020-08-25, 12:41 PM (in progress)

Anonymous dial in:
+1-250-370-4535
PIN: 877 104 7547

Dial In

☒ Guest access

Guest role: Participant
Guest link: Save the session to get the guest link.

Start: 2020-08-25 11:41 AM

End: 2020-08-25 12:41 PM

☐ No end (open session)

☐ Repeat session

Early Entry: 15 min before start time

[Provide a description](#)

Cancel Save



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4. Under **Session Settings**, select a **Default Attendee Role** (you can choose Participant, Presenter, or Moderator.) This is the role assigned by the **Join Session** link (choose Moderator, for example, if you want students to be able to run their own sessions). See the tutorials *Understanding Blackboard Collaborate Ultra Session Roles* for more information about the three roles).

Under **Recording** options select **Allow recording downloads** only if you want students to be able to download recordings. You, as the administrator of the session, will always be able to download a recorded session for uploading into Kaltura, for example. Select **Anonymize chat messages** if you want your session Chat to be anonymous.

Adjust **moderator permissions** if needed. Adjust **Participant permissions** as needed – note that you can adjust all these permissions during a session as well.

We recommend keeping **Enable session telephony** selected for accessibility purposes.

The screenshot displays the Blackboard Collaborate Ultra interface. At the top, a navigation bar includes links for 'Training Course 03', 'Course Home', 'My Tools', 'Collaborate', 'Course Media', 'My Media', and 'Edit Course'. The main area is divided into a sidebar and a central panel. The sidebar shows 'Training Course 03 - Course Room' (Unlocked (available)) and a 'Create Session' button. The central panel displays 'Week 1 Collaborate Orientation' (2020-08-25, 11:41 AM – 2020-08-25, 12:41 PM (in progress)). A 'Session Settings' modal is open on the right, with red arrows pointing from the session details in the sidebar to the settings. The modal includes sections for 'Default Attendee Role' (set to Participant), 'Recording' (with checkboxes for 'Allow recording downloads' and 'Anonymize chat messages'), 'Moderator permissions' (with a checkbox for 'Show profile pictures for moderator only'), 'Participant permissions' (with checkboxes for 'Share audio', 'Share video', 'Post chat messages', and 'Draw on whiteboard and files'), and 'Enable session telephony' (with a checkbox for 'Allow attendees to join the session using a telephone'). The modal has 'Cancel' and 'Save' buttons at the bottom.

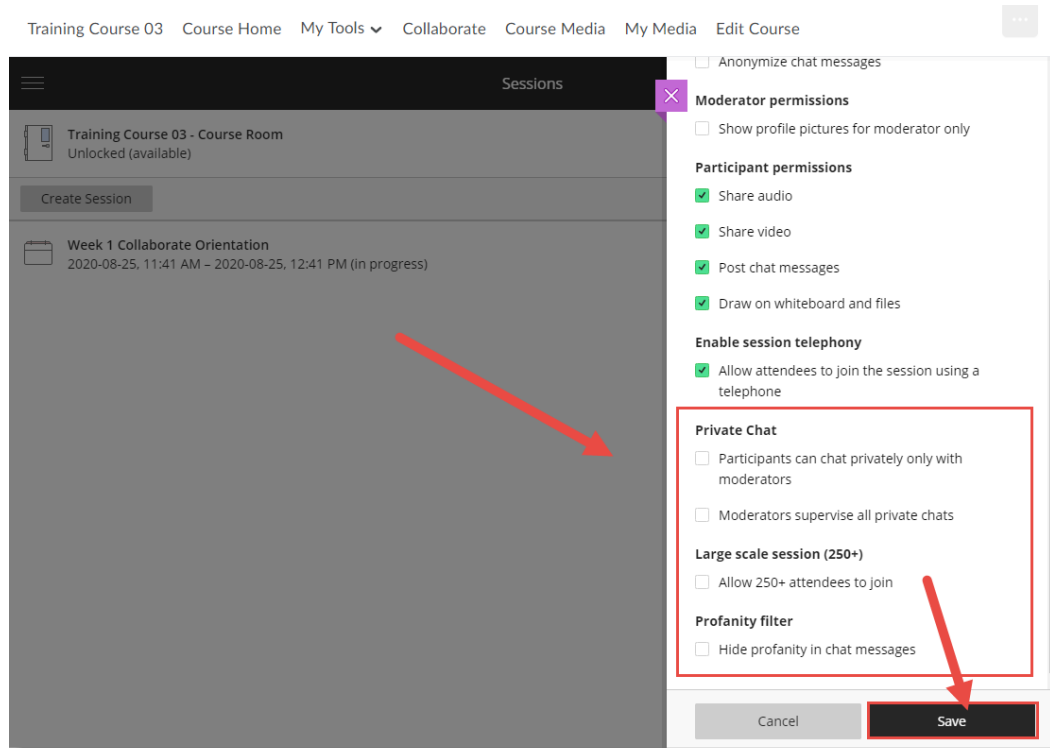


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5. Scroll down to Adjust the **Private Chat** options as needed. If you select **Moderators supervise all private chats**, we recommend informing your students of this.

Large scale session only needs to be selected for sessions over 250 people. And finally, you can select the **Profanity filter** if needed.

Click **Save**.



6. You will be able to click on the session title to edit the settings, but you and your students will NOT be able to enter the session until the start day/time. If you need to prepare anything in advance of the session, for example uploading files, you will need to change the start date then click Join Session, upload your files, then change the start date again.

Things to Remember

For information on how to manage and facilitate a Collaborate session, see the relevant tutorials.



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