

## Creating and Editing Repeat Collaborate Sessions in D2L – Blackboard Collaborate Ultra Tutorial

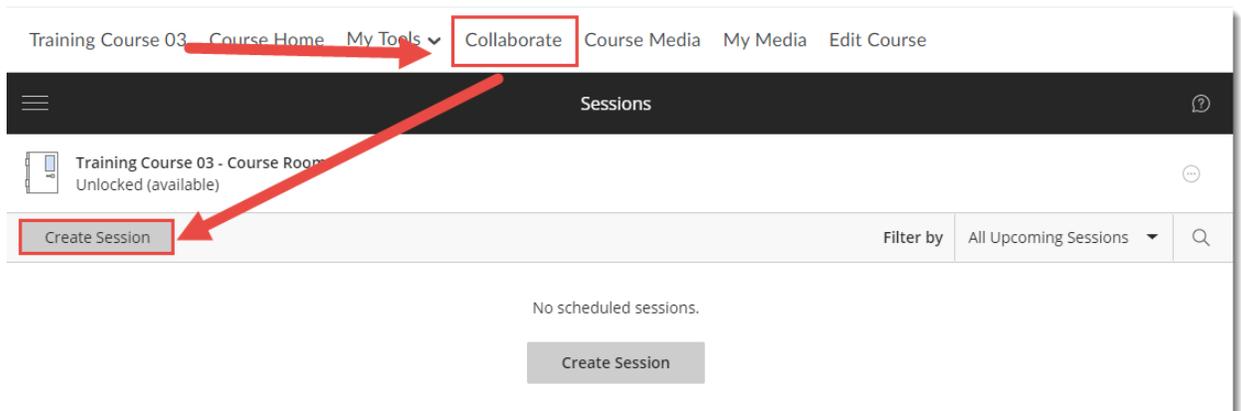
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for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

### Scenario

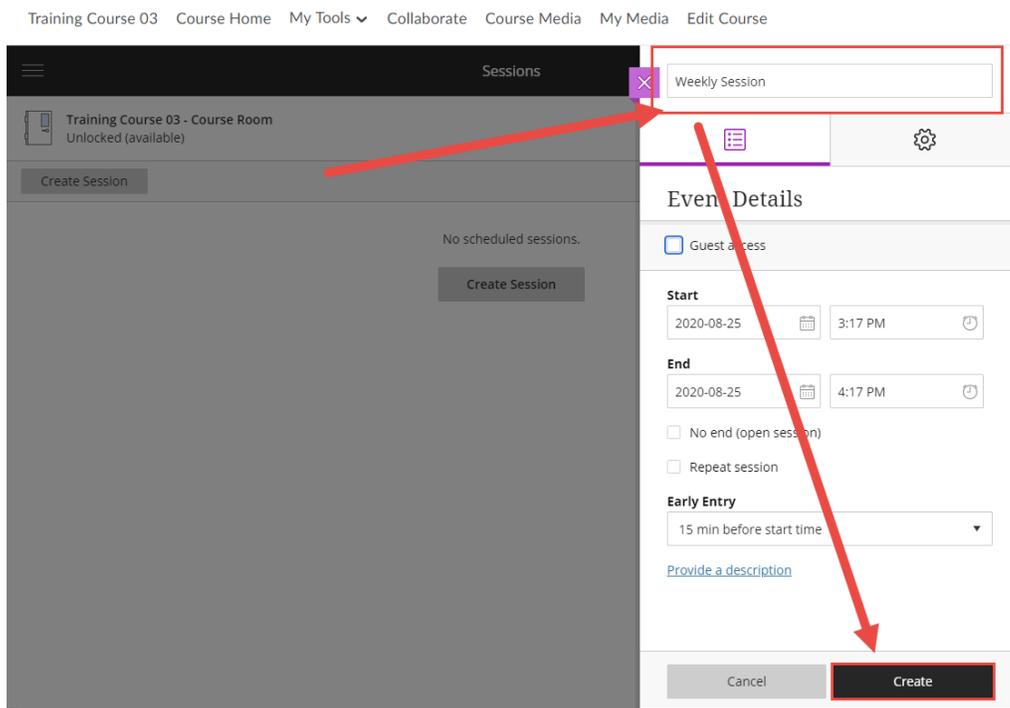
This tutorial will cover the steps involved when you wish to create and configure a Repeat Session in your Collaborate room that you've set up access for in your D2L course.

### Steps

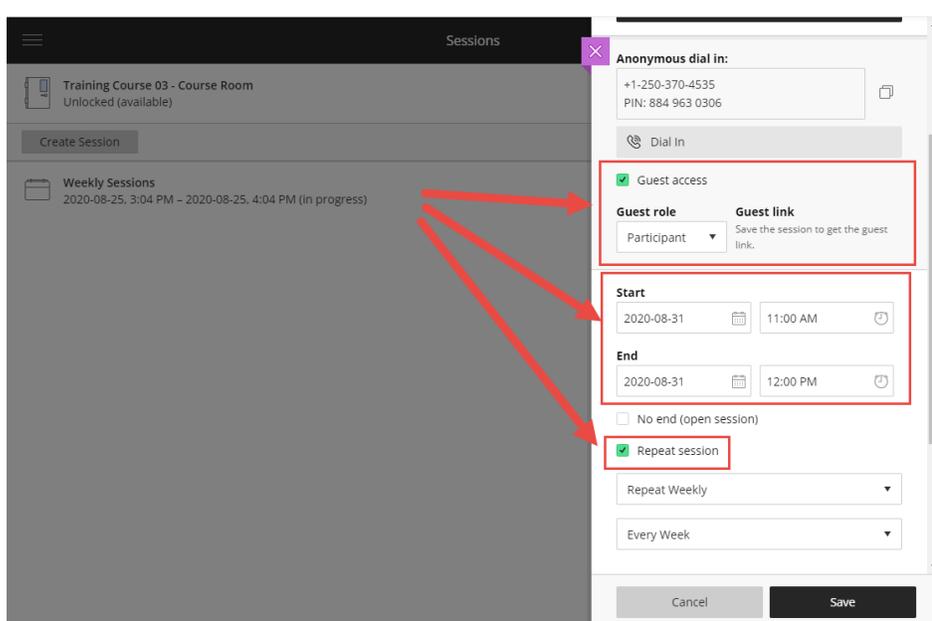
1. Click on your **Collaborate** link to open your Collaborate room. Then click **Create Session**.



2. Give your Session a **Name**, then click **Create** to enable additional settings. *Make sure to use a generic name as you will not be able to edit individual occurrence names.*



3. Add your **Guest access** and **Start** and **End** date/time information. The times will be for all the sessions, and the first session will be on the date added. Select **Repeat session**.



4. Under **Repeat session**, make the selections that work for your session.

You can Repeat Weekly, Daily, or Monthly, then choose if it's every Week/Day/Month, and choose **End After (#) Occurrences** or **End On Date**.

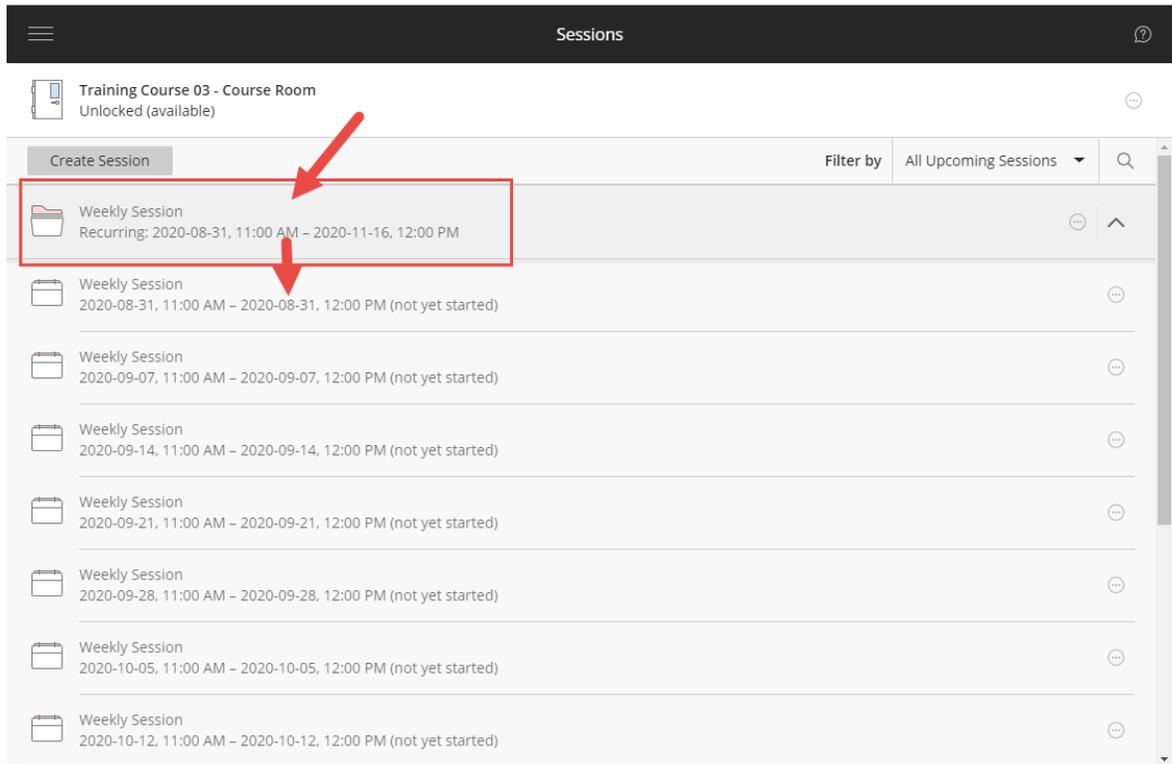
For the purposes of this tutorial, we are creating a **Weekly** session, **Every Week**, on Mondays, ending after 12 occurrences. Click **Save**.

The screenshot shows the 'Sessions' interface. On the left, there is a 'Weekly Sessions' list item with a calendar icon and the text '2020-08-25, 3:04 PM – 2020-08-25, 4:04 PM (in progress)'. Three red arrows point from this list item to the 'Repeat session' settings in the right-hand panel. The right-hand panel is titled 'Sessions' and contains the following settings:

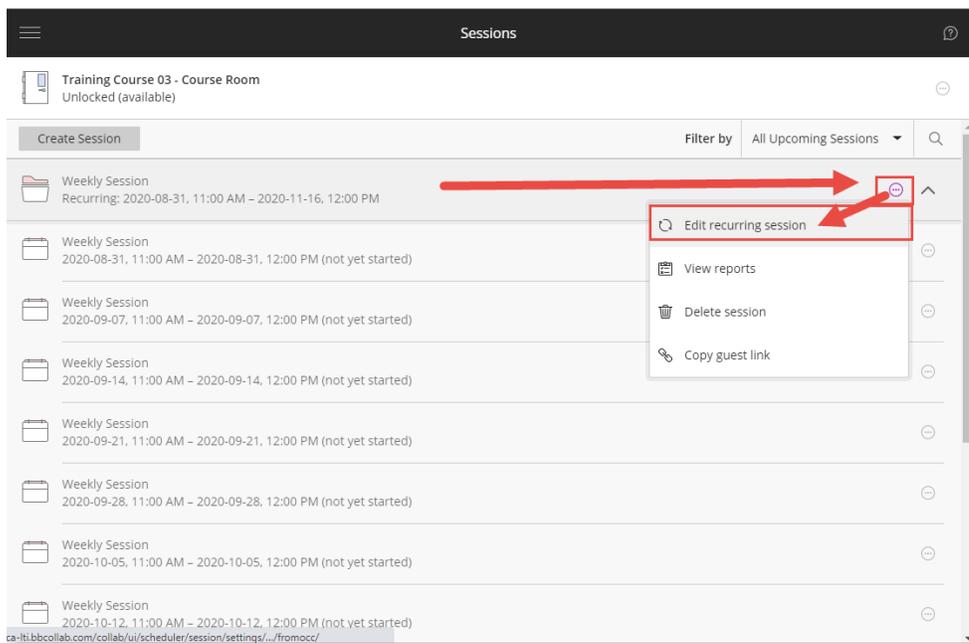
- Participant**: A dropdown menu.
- Save the session to get the guest link.**: A checkbox.
- Start**: Date (2020-08-31) and Time (11:00 AM).
- End**: Date (2020-08-31) and Time (12:00 PM).
- No end (open session)
- Repeat session
- Repeat Weekly (dropdown)
- Every Week (dropdown)
- Day selection: S (grey), M (green), T (grey), W (grey), T (grey), F (grey), S (grey)
- End After Occurrences (dropdown) and 12 (input field)
- Early Entry**: 15 min before start time (dropdown)
- [Provide a description](#)
- Cancel** and **Save** buttons.



- Click on the Recurring Session to see a list of all occurrences.



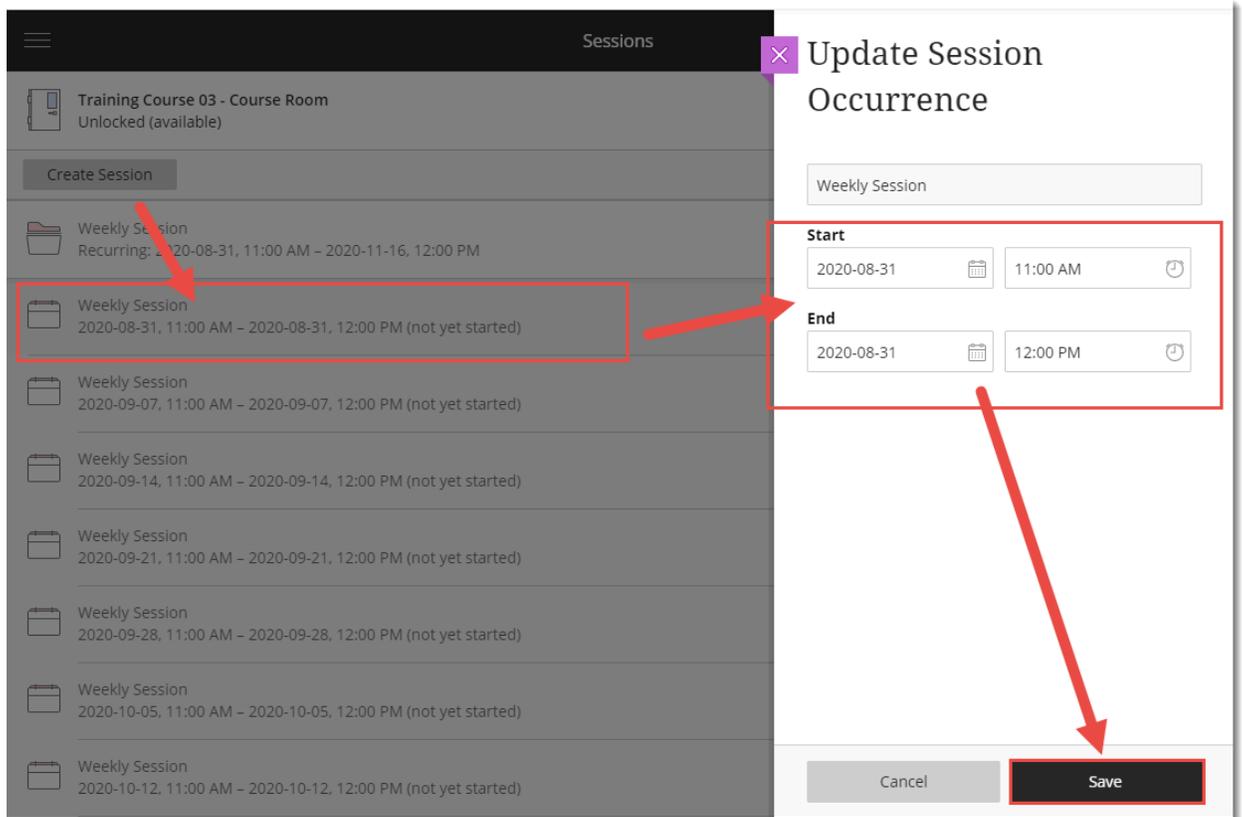
- You can edit the main session by clicking **Session Options** and selecting **Edit recurring session**.





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7. You can edit an individual occurrence by clicking on the title of that session. Note that you can only edit the **Start** and **End** dates/times for any one occurrence. Click **Save**.



## Things to Remember

Use the session editing to open an individual occurrence if you want to upload files in advance.



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