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 <u>elearning@camosun.ca</u> 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.

| Training Course 03 Course Home My Tools V Collaborate Course Media My Media | Edit Course | | |
|---|-------------|-------------------------|---|
| E Sessions | | | Ø |
| Training Course 03 - Course Roop Unlocked (available) | | | |
| Create Session | Filter by | All Upcoming Sessions 🔻 | Q |
| No scheduled sessions. 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.*

| Training Course 03 Course Home My Tools 🗸 | Collaborate Course Media | My Media Edit Course | |
|--|--------------------------|--------------------------|-----------|
| ≡ | Sessions | Weekly Session | |
| Training Course 03 - Course Room Unlocked (available) | | | ŝ |
| Create Session | | Even Details | |
| | No scheduled sessions. | Guest a cess | |
| | Create Session | Start | |
| | | 2020-08-25 | 3:17 PM 🕐 |
| | | End | 4:17 PM |
| | | No end (open session) | |
| | | Repeat session | |
| | | 15 min before start time | Ţ |
| | | Provide a description | |
| | | Cancel | Create |

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**.



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Updated August 2020

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**.

| | Sessions | Participant 🔻 | Save link. | the session to get th | ne guest 🔺 | | | |
|---|----------------------------------|----------------------------|---------------|-----------------------|------------|--|--|--|
| Training Course 03 - Course Room | Training Course 03 - Course Room | | | | | | | |
| Unlocked (available) | | 2020-08-31 | | 11:00 AM | Ð | | | |
| Create Session | | End | | | | | | |
| Weekly Sessions | | 2020-08-31 | | 12:00 PM | \bigcirc | | | |
| 2020-08-25, 3:04 PM – 2020-08-25, 4:04 PM (in progress) | | No end (open session) | | | | | | |
| | | Repeat session | | | | | | |
| | | Repeat Weekly | | | | | | |
| | | Every Week | • | | | | | |
| | | 5 M T | v | V T F | s | | | |
| End Afte | | | | End After Occurrences | | | | |
| | L | Early Entry | | | | | | |
| | | 15 min before start time 🔻 | | | | | | |
| | | Provide a descriptio | n | | * | | | |
| | | Cancel | | Save | 2 | | | |

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

| | | Sessions | | Ø |
|-----|---|-----------|-------------------------|-----|
| - | Training Course 03 - Course Room Unlocked (available) | | | |
| Cre | ate Session | Filter by | All Upcoming Sessions 🔻 | Q Î |
| | Weekly Session Recurring: 2020-08-31, 11:00 AM – 2020-11-16, 12:00 PM | | | ^ |
| | Weekly Session 2020-08-31, 11:00 AM – 2020-08-31, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-09-07, 11:00 AM – 2020-09-07, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-09-14, 11:00 AM – 2020-09-14, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-09-21, 11:00 AM – 2020-09-21, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-09-28, 11:00 AM – 2020-09-28, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-10-05, 11:00 AM – 2020-10-05, 12:00 PM (not yet started) | | | |
| | Weekly Session 2020-10-12, 11:00 AM – 2020-10-12, 12:00 PM (not yet started) | | | |

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

| ≡ | Sessions | | | | £ | |
|-------------|---|------------------|------------|-------------------------|------|---|
| °, | Training Course 03 - Course Room Unlocked (available) | | | | | |
| Cre | ate Session | | Filter by | All Upcoming Sessions 👻 | Q | - |
| | Weekly Session Recurring: 2020-08-31, 11:00 AM – 2020-11-16, 12:00 PM | _ | | | ^ | |
| | | a | Edit recur | ring session | | 1 |
| | Weekly Session 2020-08-31, 11:00 AM – 2020-08-31, 12:00 PM (not yet started) | 🖺 View reports | | rts | ···· | |
| | Weekly Session 2020-09-07, 11:00 AM – 2020-09-07, 12:00 PM (not yet started) | 🗑 Delete session | | | | |
| | Weekly Session 2020-09-14, 11:00 AM – 2020-09-14, 12:00 PM (not yet started) | Ŷ | Copy gue | st link | | |
| | Weekly Session 2020-09-21, 11:00 AM – 2020-09-21, 12:00 PM (not yet started) | | | | | ļ |
| | Weekly Session 2020-09-28, 11:00 AM – 2020-09-28, 12:00 PM (not yet started) | | | | | |
| | Weekly Session 2020-10-05, 11:00 AM – 2020-10-05, 12:00 PM (not yet started) | | | | | |
| ca-lti.bbco | Weekly Session 2020-10-12, 11:00 AM – 2020-10-12, 12:00 PM (not yet started) lab.com/collab/ui/scheduler/session/settings//fromocc/ | | | | | Ŧ |

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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**.

| \equiv | | Sessions | < . | Update S | essi | on | |
|----------|---|----------|-----|----------------|------|----------|---|
| ۹ ۱ | Training Course 03 - Course Room Unlocked (available) | | | Occurrence | | | |
| Cre | ate Session | | | Weekly Session | | | |
| | Weekly Station | | 5 | Start | | | _ |
| | Recurring, 220-08-31, 11.00 Alvi - 2020-11-16, 12.00 PM | | | 2020-08-31 | | 11:00 AM |) |
| | Weekly Session 2020-08-31, 11:00 AM – 2020-08-31, 12:00 PM (not yet started) | | | End | | | _ |
| | | | | 2020-08-31 | | 12:00 PM | 0 |
| | Weekly Session 2020-09-07, 11:00 AM – 2020-09-07, 12:00 PM (not yet started) | L | | | - | | |
| | Weekly Session 2020-09-14, 11:00 AM – 2020-09-14, 12:00 PM (not yet started) | | | | | | |
| | Weekly Session 2020-09-21, 11:00 AM – 2020-09-21, 12:00 PM (not yet started) | | | | | | |
| | Weekly Session 2020-09-28, 11:00 AM – 2020-09-28, 12:00 PM (not yet started) | | | | | | |
| | Weekly Session 2020-10-05, 11:00 AM – 2020-10-05, 12:00 PM (not yet started) | | | | | | |
| | Weekly Session 2020-10-12, 11:00 AM – 2020-10-12, 12:00 PM (not yet started) | | | Cancel | | Save | |

Things to Remember

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