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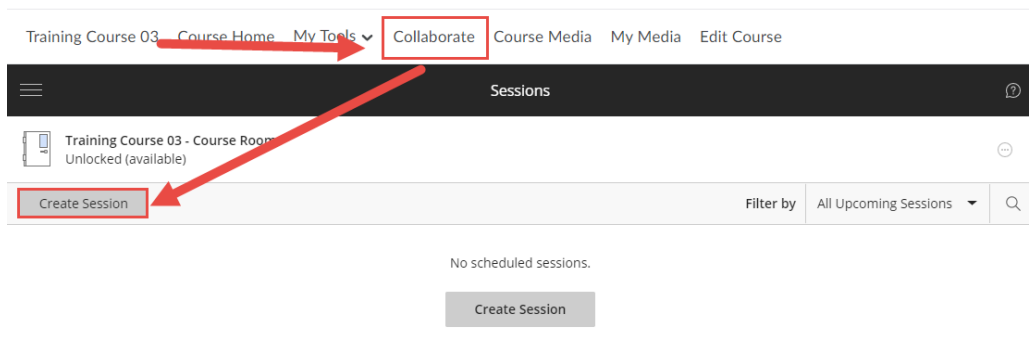
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information, please contact elearning@camosun.ca for assistance.
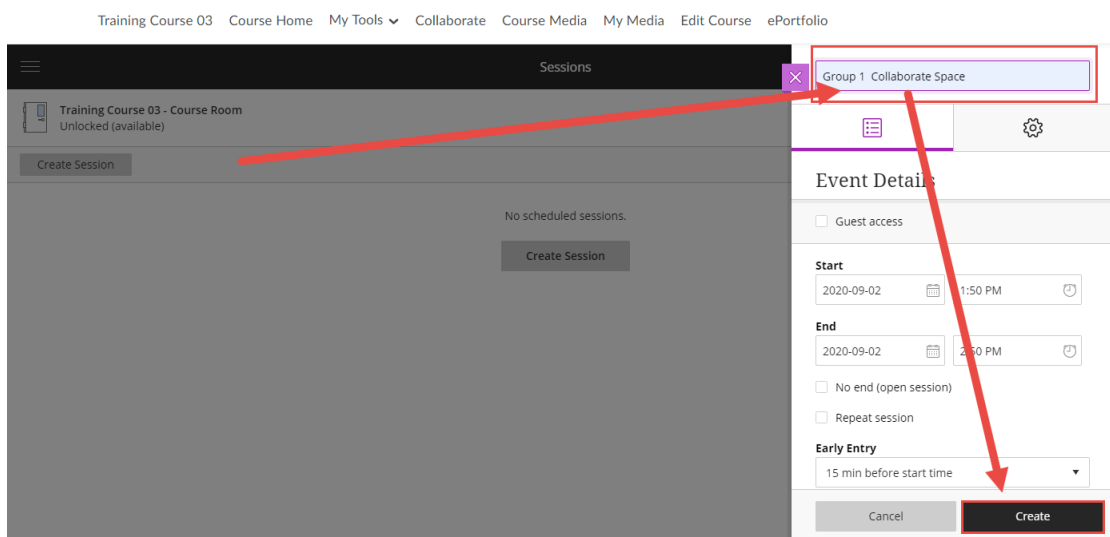
Scenario

This tutorial will cover the steps involved when you wish to create a Session in Collaborate that students can go to without you (meaning you need to set the session with a **Default Attendee Role** of **Moderator**.)

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

3. 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) – that role can be **Participant**, **Presenter**, or **Moderator**. Add **Start** and **End** dates for the Session, or select **No end** if your students need an open session with no end. Select an **Early Entry** time so students can come in early and configure their audio and video.

4. Under **Session Settings**, select a **Default Attendee Role**, which is the role assigned by the **Join Session** link. For this tutorial, we will choose **Moderator** as we want students to be able to run their own sessions. Under **Recording** options select **Allow recording downloads** if you want students to be able to download their session recordings. Click **Save**.

Things to Remember

Make sure to show your students how to use Collaborate as a Moderator, or point them to the Collaborate Tutorials for Students.