

Creating Collaborate Sessions that are Restricted to Specific Students/Participants in D2L – Blackboard Collaborate Ultra Tutorial

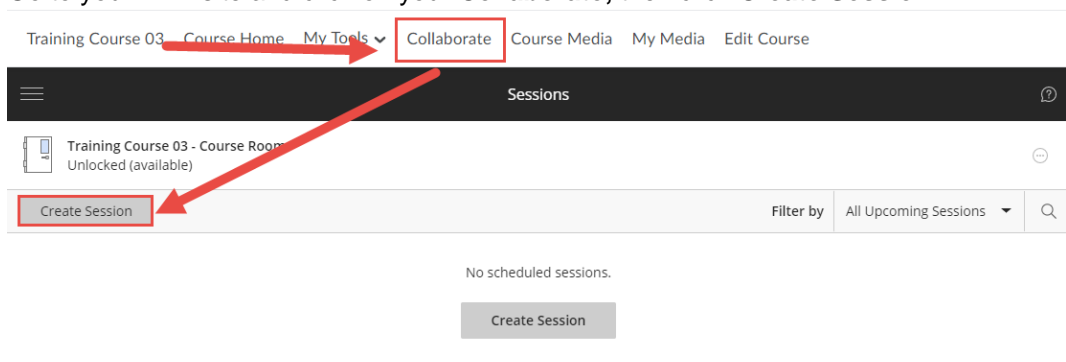
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information, please contact elearning@camosun.ca for assistance.

Scenario

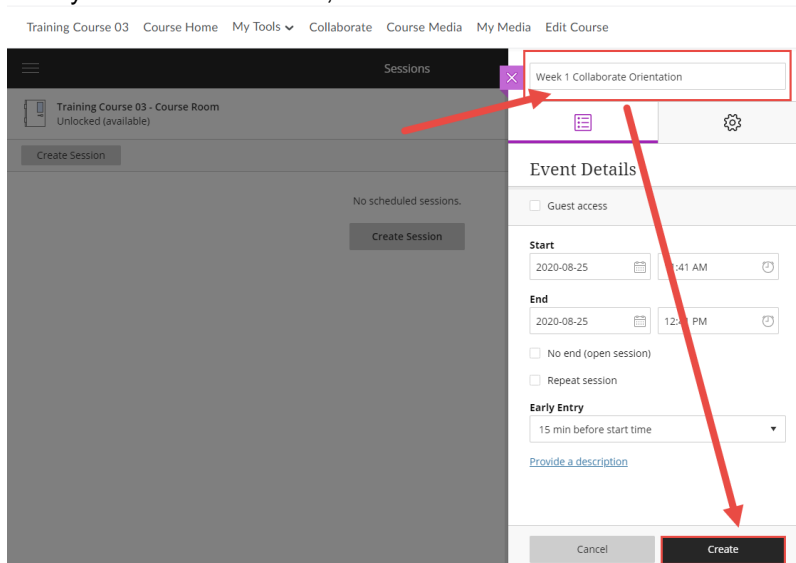
This tutorial will cover the steps involved when you wish to create a Collaborate Session that you don't want all the students in your course to be able to access. This will involve you having access to a DEV (development) site where you can create your session and then copy the Guest access link to email to participants. If you do not have a DEV site, contact elearning@camosun.ca for assistance.

Steps

1. Go to your DEV site and click on your **Collaborate**, then click **Create Session**.



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



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

3. Under the **Event Details** tab, click **Guest access** to set the **Guest role** which will create the link you will email to participants.– the role can be **Participant**, **Presenter**, or **Moderator**. Add **Start** and **End** dates for the Session, or select **No end** if you want an open session with no end. **Select an Early Entry time so participants can come in early and configure their audio and video.**

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

4. Create your desired settings under **Session Settings**, We recommend keeping **Enable session telephony** selected for accessibility purposes.

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)

Session Settings

Default Attendee Role: Participant

Recording:
☐ Allow recording downloads
☐ Anonymize chat messages

Moderator permissions:
☐ Show profile pictures for moderator only

Participant permissions:
☒ Share audio
☒ Share video
☒ Post chat messages
☒ Draw on whiteboard and files

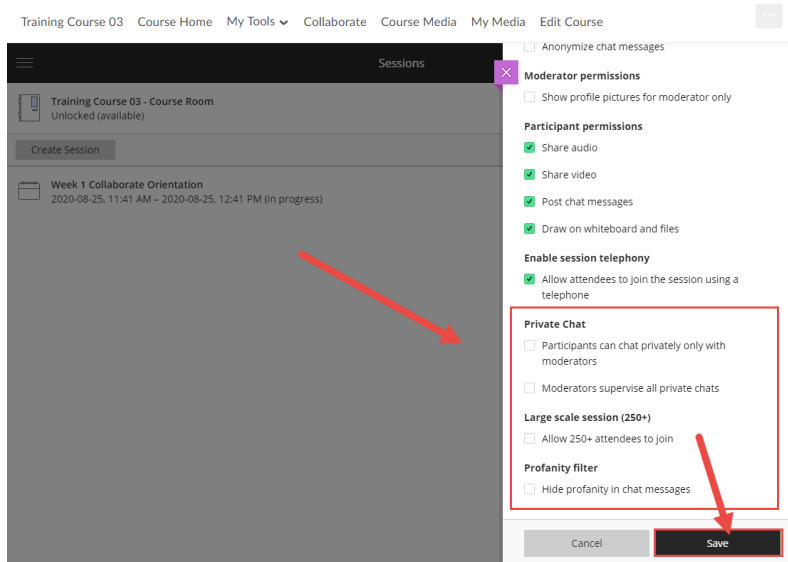
Enable session telephony:
☒ Allow attendees to join the session using a telephone

Cancel Save

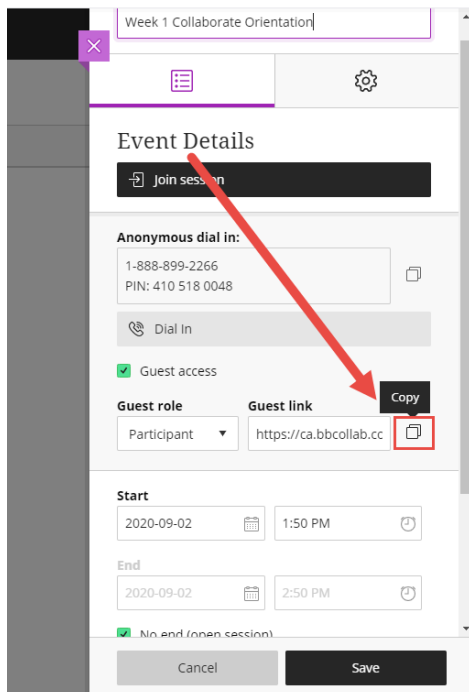


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

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



6. Finally, to send the **Guest Access** link to participants outside of your DEV site, in the **Event Details** panel, click the **Copy** icon to the right of the **Guest link**. You can then paste that link into an email, for example, and send that to participants.



Things to Remember

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



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).