Collaborate Session Options and Filters – Blackboard Collaborate Ultra Tutorial
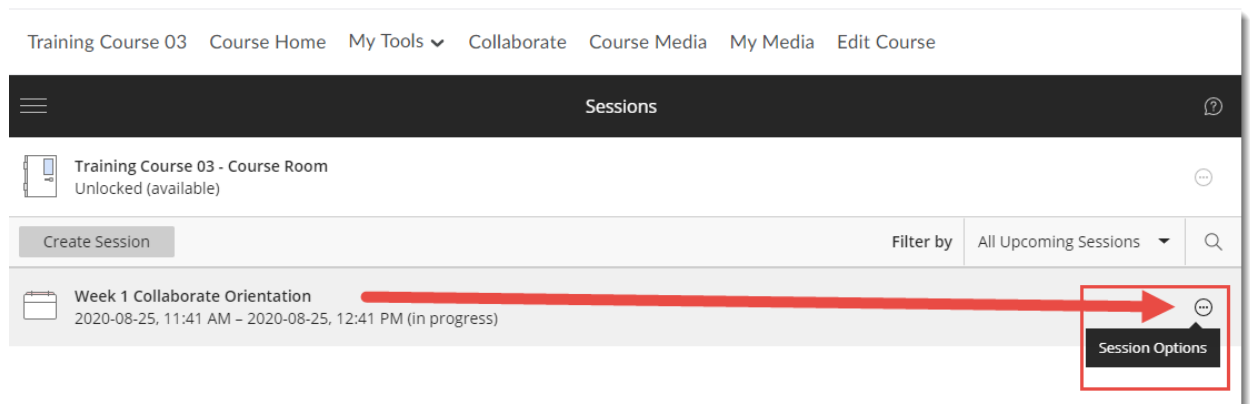
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the functions available to you in your Collaborate **Session Options** (the three tiny little dots to the right of a Session link your Collaborate area in D2L.)

Steps

1. Click the **Collaborate** link on your Navbar to open your Collaborate room. Make sure you have created a session (see the tutorial *Creating a Collaborate Session* for more information).

2. Click on the **Session Options** (the three little tiny dots) to the right of your Session title.

3. Your options include:

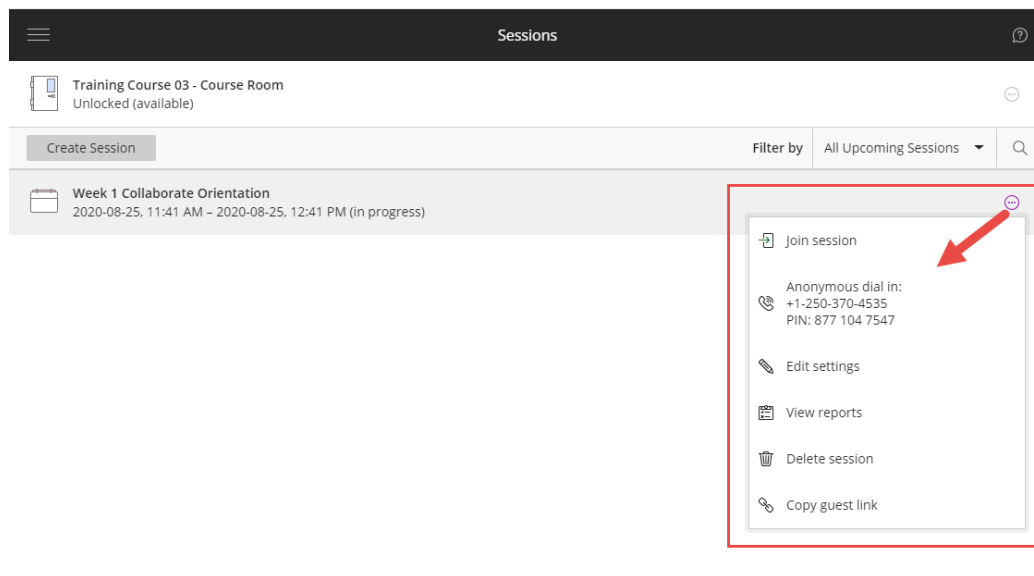**Join session** (allows you to join the session)

Anonymous dial in (allows you to dial into the setting using a phone app)

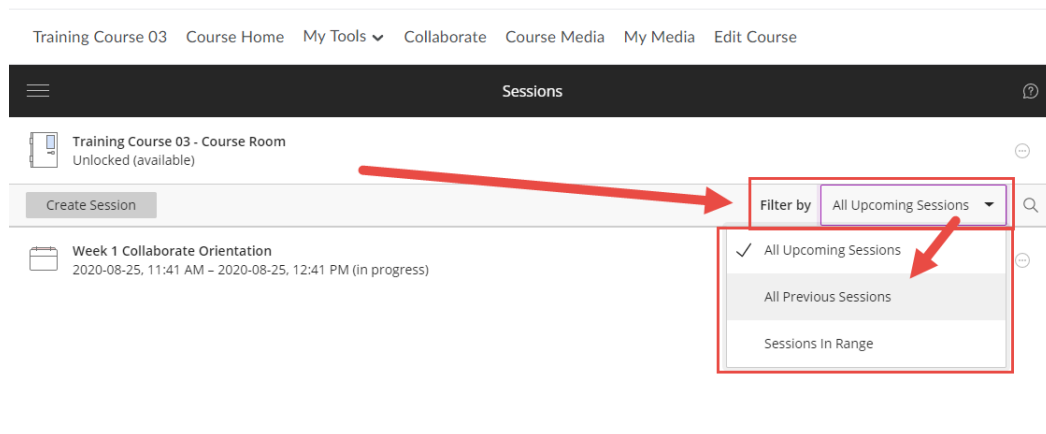**Edit settings** (takes you to the editing area for the session)

View Reports (allows you to see attendance in the session, as well as any poll results)

Delete Session

Copy guest link (for sending to someone outside of D2L, for example)

4. You can also use the **Filter by** drop-down menu to find **All Previous Sessions**, or list **Sessions in Range** (between specific dates).

Things to Remember

See the tutorial *View Reports in Collaborate Sessions* for information on how to view attendance, poll results, etc. from your session.