

Creating a Collaborate Session in D2L – Blackboard Collaborate Ultra Tutorial

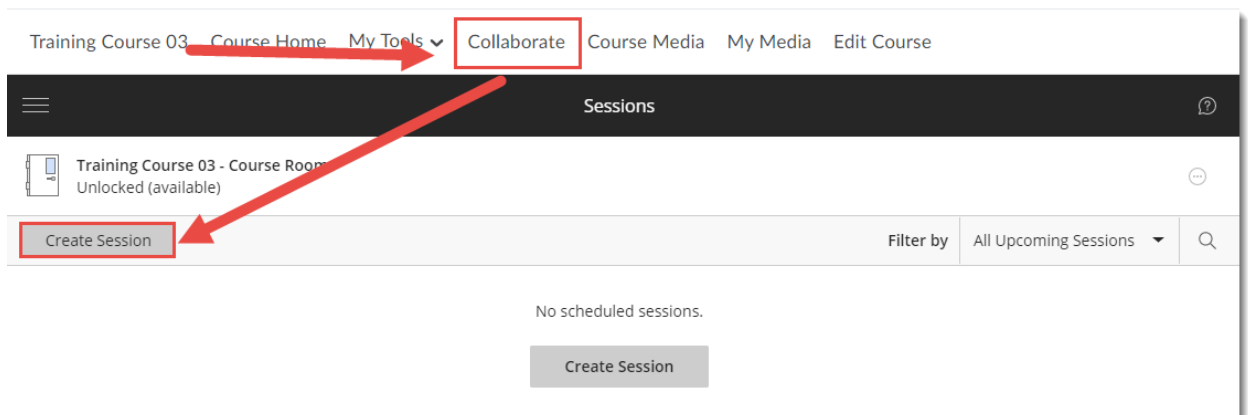
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information or assistance, go to our [Team Dynamix Support portal](#) and click the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

Scenario

This tutorial will cover the steps involved when you wish to create and configure a new 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

The screenshot displays a web interface for managing sessions. At the top, navigation links include 'Training Course 03', 'Course Home', 'My Tools', 'Collaborate', 'Course Media', 'My Media', and 'Edit Course'. The main area is titled 'Sessions' and shows a 'Create Session' button. A session titled 'Week 1 Collaborate Orientation' is highlighted with a red box. A red arrow points from this session name to the 'Event Details' panel on the right. The 'Event Details' panel includes a 'Guest access' checkbox, 'Start' and 'End' time pickers (set to 2020-08-25), and options for 'No end (open session)' and 'Repeat session'. It also features an 'Early Entry' dropdown set to '15 min before start time' and a 'Provide a description' link. At the bottom of the panel are 'Cancel' and 'Create' buttons, with the 'Create' button highlighted by a red box. A second red arrow points from the 'Create' button back to the session name.



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/).

- 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) – the role can be **Participant**, **Presenter**, or **Moderator**.

Add **Start** and **End** dates for the Session. Select **No end** if you want an open session with no end, or **Repeat session** if you want to have a session repeat at selected intervals (for example, Daily, Weekly, Monthly).

Select an **Early Entry** time so participants can come in early and configure their audio and video. You can also select **No early entry**, but we advise allowing participants a bit of time to ensure technical issues are dealt with before the session starts.

The screenshot displays the D2L Sessions configuration interface. The top navigation bar includes "Training Course 03", "Course Home", "My Tools", "Collaborate", "Course Media", "My Media", and "Edit Course". The main content area is titled "Sessions" and shows a list of sessions. A session titled "Week 1 Collaborate Orientation" is selected, with details "2020-08-25, 11:41 AM – 2020-08-25, 12:41 PM (in progress)". A modal window is open on the right, showing the configuration options for this session. The modal includes the following fields:

- Anonymous dial in:** +1-250-370-4535, PIN: 877 104 7547
- Guest access:**
- Guest role:** Participant (dropdown)
- 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 (dropdown)

Red arrows point from the session entry in the sidebar to the "Guest access", "Start", "End", and "Early Entry" fields in the modal. The modal also includes a "Provide a description" link, "Cancel", and "Save" buttons.



- Under **Session Settings**, select a **Default Attendee Role** (you can choose Participant, Presenter, or Moderator.) This is the role assigned by the **Join Session** link (choose Moderator, for example, if you want students to be able to run their own sessions). See the tutorials *Understanding Blackboard Collaborate Ultra Session Roles* for more information about the three roles).

Under **Recording** options select **Allow recording downloads** only if you want students to be able to download recordings. You, as the administrator of the session, will always be able to download a recorded session for uploading into Kaltura, for example. Select **Anonymize chat messages** if you want your session Chat to be anonymous.

Adjust **moderator permissions** if needed. Adjust **Participant permissions** as needed – note that you can adjust all these permissions during a session as well.

We recommend keeping **Enable session telephony** selected for accessibility purposes.

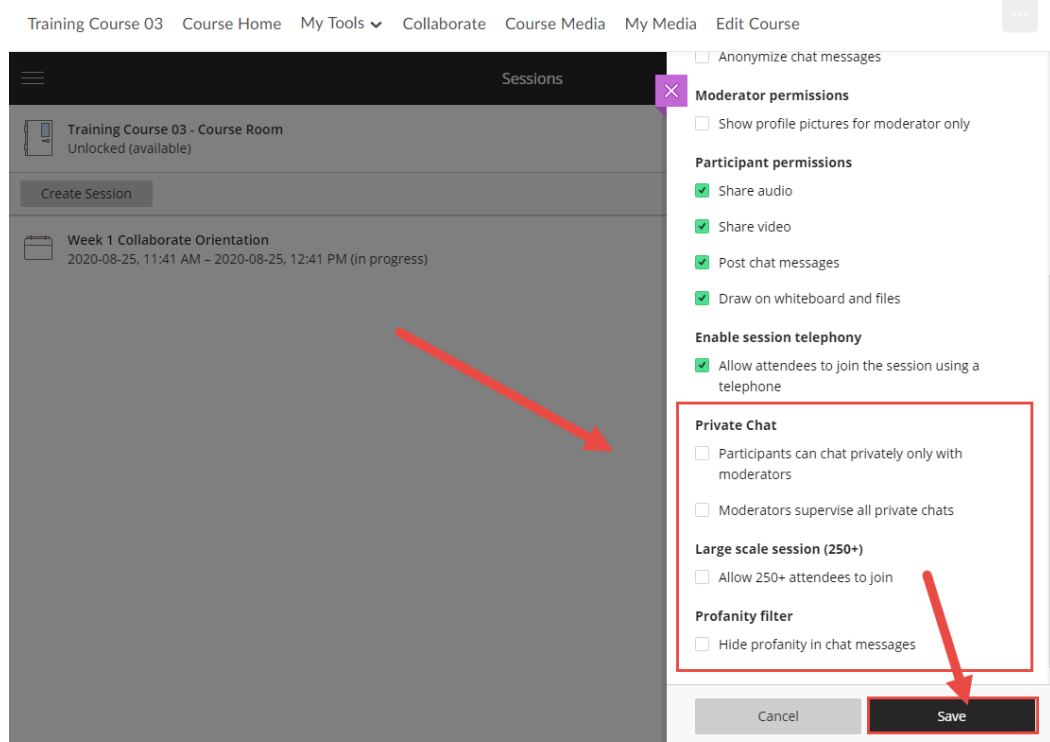
The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a navigation bar with links: Training Course 03, Course Home, My Tools, Collaborate, Course Media, My Media, and Edit Course. The main content area is titled 'Sessions' and shows a session for 'Training Course 03 - Course Room' which is 'Unlocked (available)'. Below this, there is a 'Create Session' button and a session titled 'Week 1 Collaborate Orientation' with the date and time '2020-08-25, 11:41 AM - 2020-08-25, 12:41 PM (in progress)'. A 'Sessions' dialog box is open on the right side, titled 'Session Settings'. This dialog box has several sections: 'Default Attendee Role' with a dropdown menu set to 'Participant'; 'Recording' with checkboxes for 'Allow recording downloads' and 'Anonymize chat messages'; 'Moderator permissions' with a checkbox for 'Show profile pictures for moderator only'; 'Participant permissions' with checkboxes for 'Share audio', 'Share video', 'Post chat messages', and 'Draw on whiteboard and files', all of which are checked; and 'Enable session telephony' with a checked checkbox for 'Allow attendees to join the session using a telephone'. At the bottom of the dialog box are 'Cancel' and 'Save' buttons. Three red arrows point from the session information in the main interface to the corresponding sections in the 'Session Settings' dialog box.



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

Large scale session only needs to be selected for sessions over 250 people. And finally, you can select the **Profanity filter** if needed.

Click **Save**.



6. You will be able to click on the session title to edit the settings, but you and your students will NOT be able to enter the session until the start day/time. If you need to prepare anything in advance of the session, for example uploading files, you will need to change the start date then click Join Session, upload your files, then change the start date again.

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/).