

Understanding Roles in Collaborate (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. 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 features available to you in Collaborate rooms and sessions. Information on how to use individual feature is contained in relevant tutorial documents.

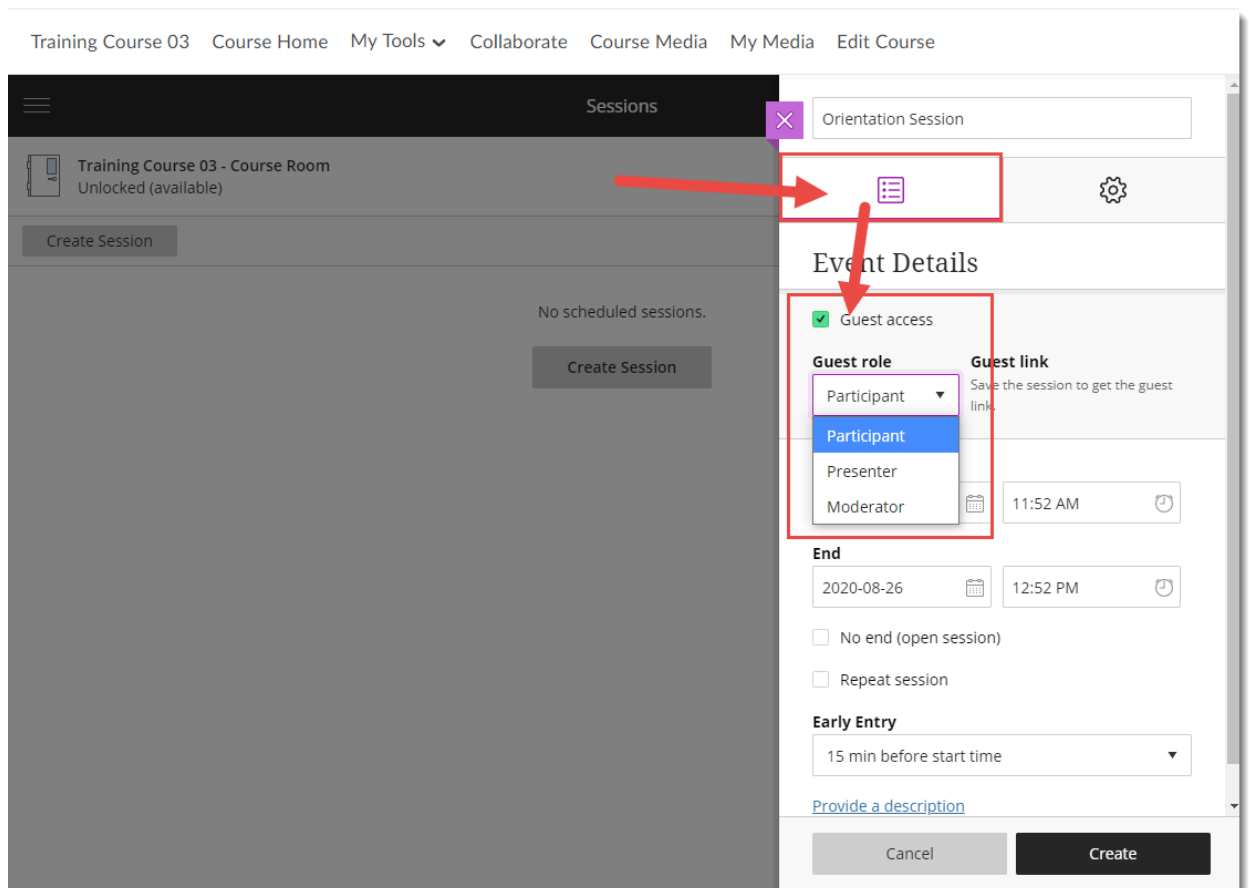
Steps

1. Go to **Collaborate**, and then click on your Collaborate **Session** to go to the editing area.
2. The first place you can control the role of an attendee is in the **Session Settings** tab. The **Default Attendee Role** is the role that anyone clicking the Join Room button for this session will be given. This is handy if you, for example, want to create a session for students to meet – you may want to give this session a **Default Attendee Role** of **Moderator**.

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. Below this, the main content area is divided into two sections. The left section, titled 'Sessions', shows a list of sessions for 'Training Course 03 - Course Room' (Unlocked (available)). There is a 'Create Session' button. The right section, titled 'Session Settings', is for an 'Orientation Session'. It features a gear icon for settings, which is highlighted with a red box and an arrow. Below the gear icon, the 'Default Attendee Role' is set to 'Participant', also highlighted with a red box and an arrow. The dropdown menu for 'Default Attendee Role' shows options: Participant (selected), Presenter, and Moderator. Below this, there are sections for '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'), and 'Enable session telephony'. At the bottom of the settings panel are 'Cancel' and 'Create' buttons.



- The second place you can control the role of an attendee is by changing the **Guest link** in the **Event Details** tab. This link can be sent to attendees outside of D2L, and the role selected will be the role they enter the session as.



The Roles available in both cases are:

A **Participant** is someone who can enable and disable notifications, such as when attendees enter and leave a session or when someone posted something to a chat. Moderators can decide if participants can share audio, video, chat, and draw on whiteboard or shared files.

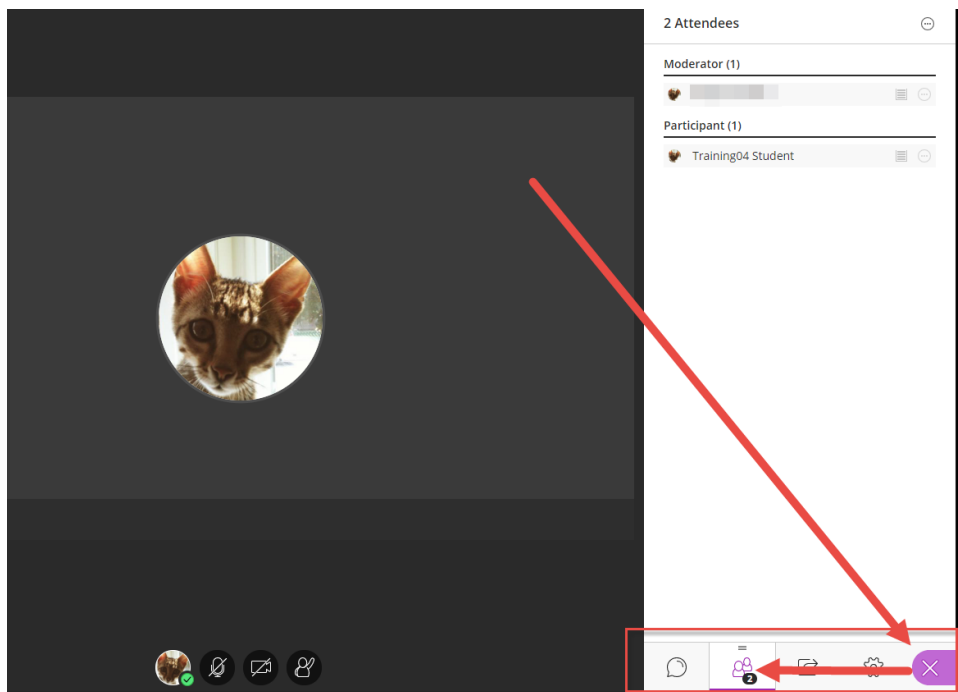
A **Presenter** is someone who is allowed to present without having full moderator privileges, who can upload, share, edit, and stop sharing, and who can see hand raise notifications and lower hands.

A **Moderator** is someone who has full control over all content being shared, who can change the role of another attendee, who can see hand raise notifications and lower hands, who can remove attendees (except for other moderators) from a session, and who can set the session settings, including what participants can and can't see.

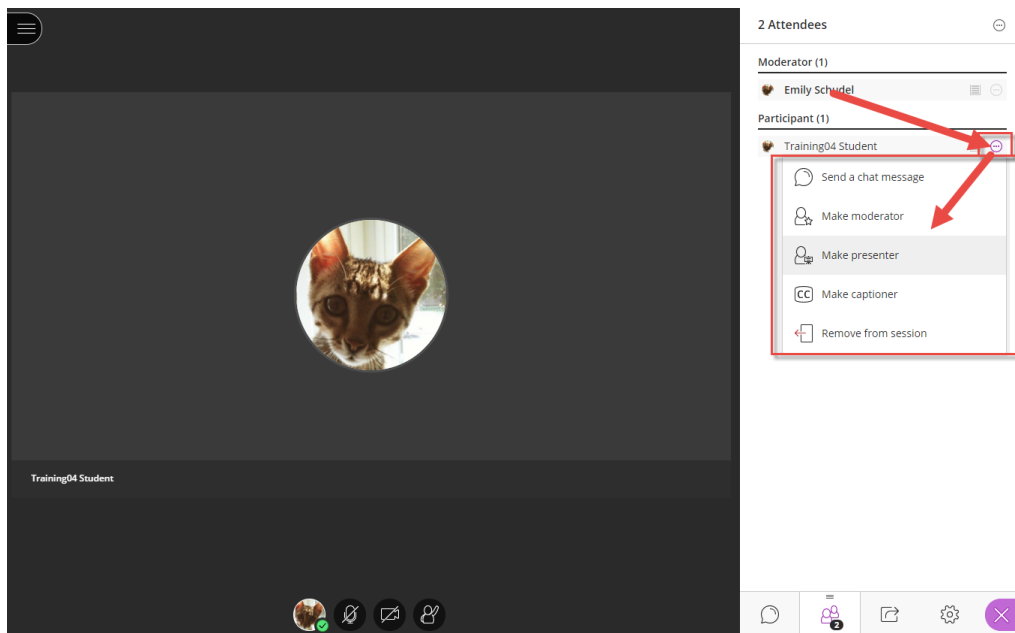


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- If you are the Moderator of a session, you can change the role of any participant at any time from within the session. For example, if you would like an attendee to become a **Presenter**, then you will first go into your session, click the bottom-right menu, and select the **Attendee** panel.



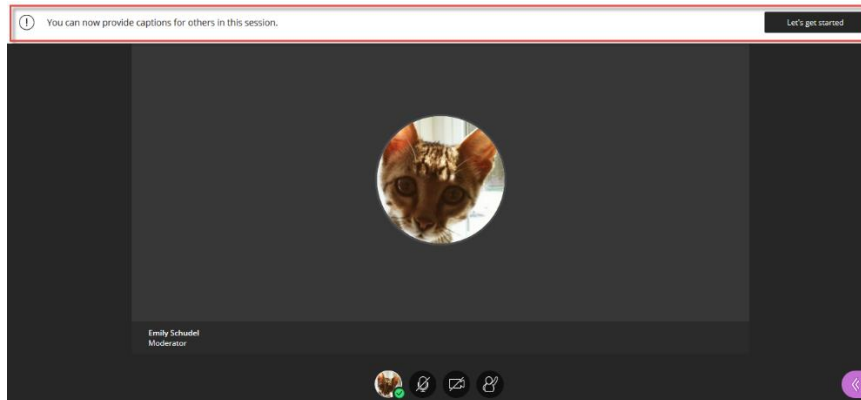
- From the **Attendee** panel, you can select an attendee and assign them a different role. Click on the **Attendee controls** icon, to the right of the attendee's name, to assign them a different role, or to return them to their original role.



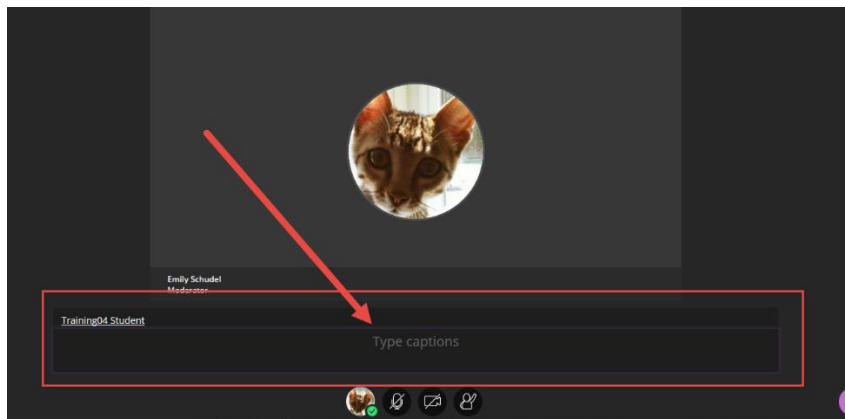
Things to Remember

One other role that is available for you within a session, through the Attendee panel, is the **Captioner** role - someone who is designated by the moderator to provide an accessible learning experience to students. As a Captioner, you are given space to type what is being said, which other attendees can view in real time.

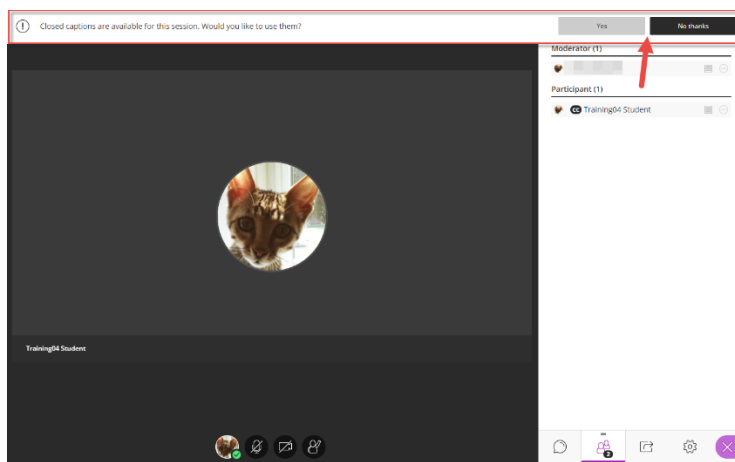
If someone is made a Captioner, they will have to click **Let's get started** to enable the captioning mode.



They can then type captions for the session into the captions box.

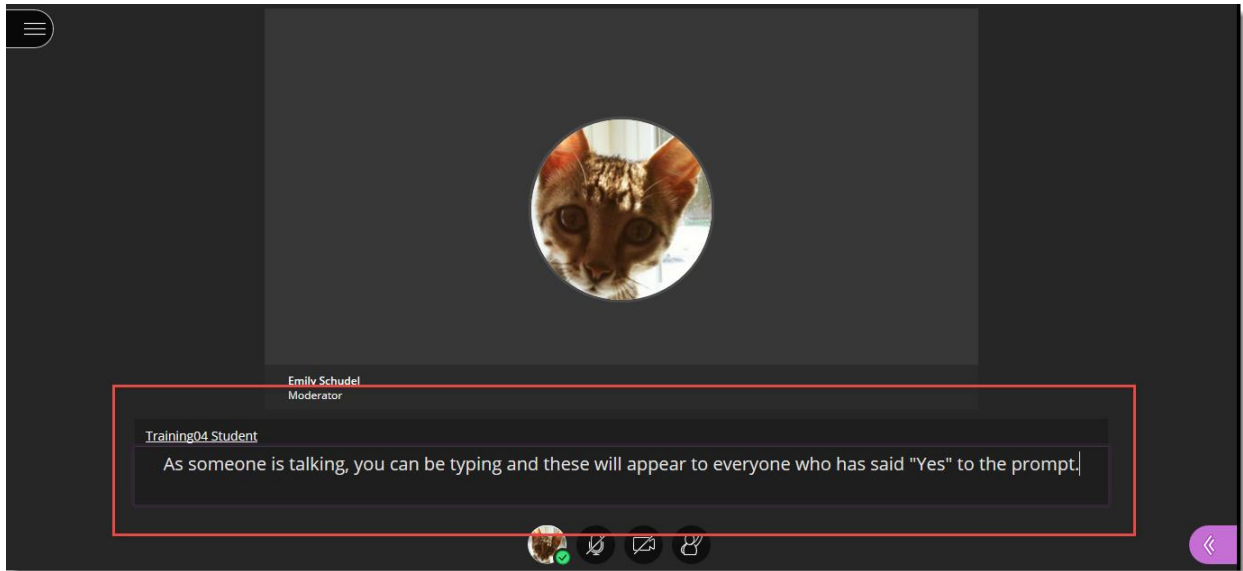


Other participants can choose to see the captions by clicking **Yes** when asked "Would you like to see them".

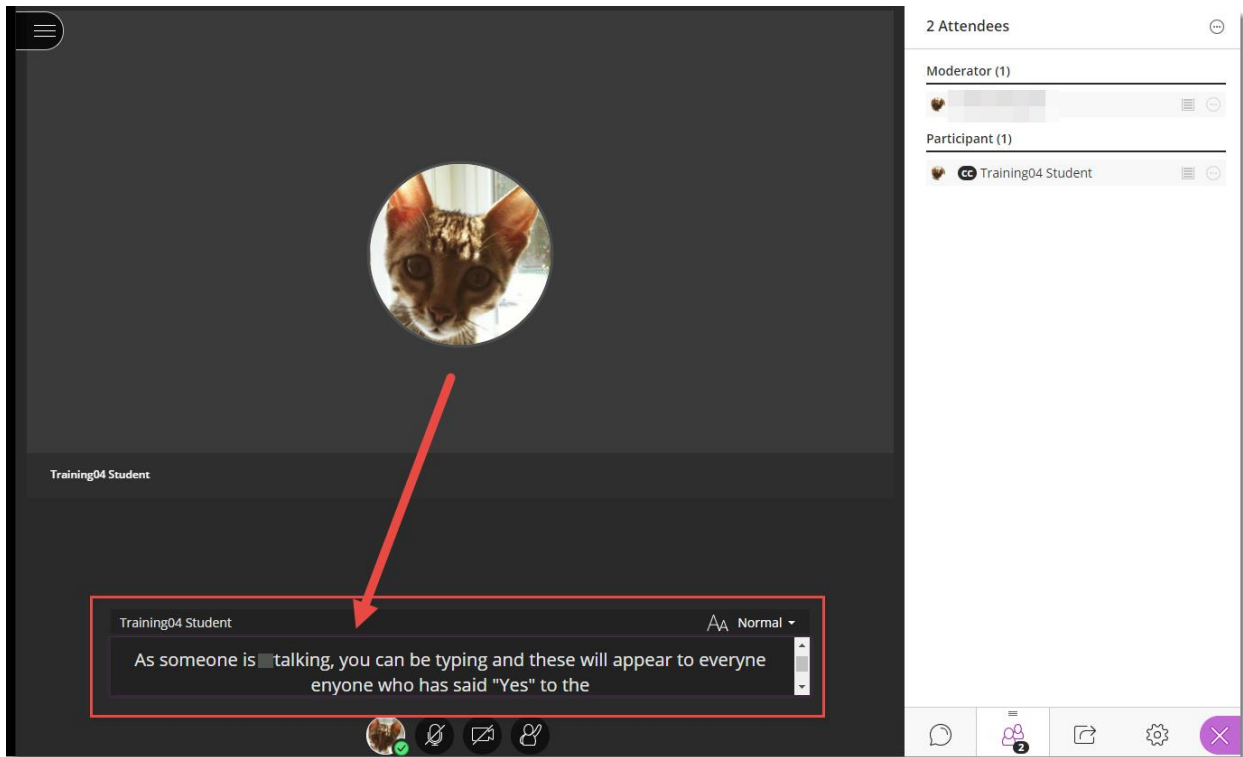


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As someone is talking, the Captioner will type what is being said into their captions box:



And as the captions are added, participants who have chosen to see them, will see the captions appear.



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