

Creating & Editing a Blackboard Collaborate Ultra Session and Collaborate Ultra Recordings

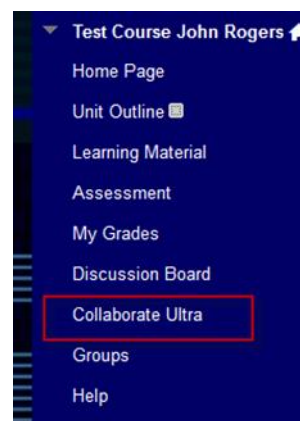
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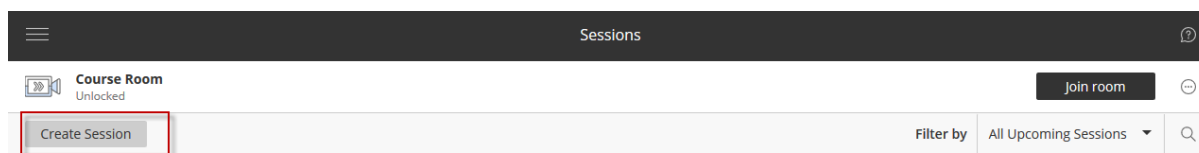
Creating a Session

Log into Blackboard through Google Chrome or Firefox® (versions 49+).

1. Click the ‘**Collaborate Ultra**’ link.

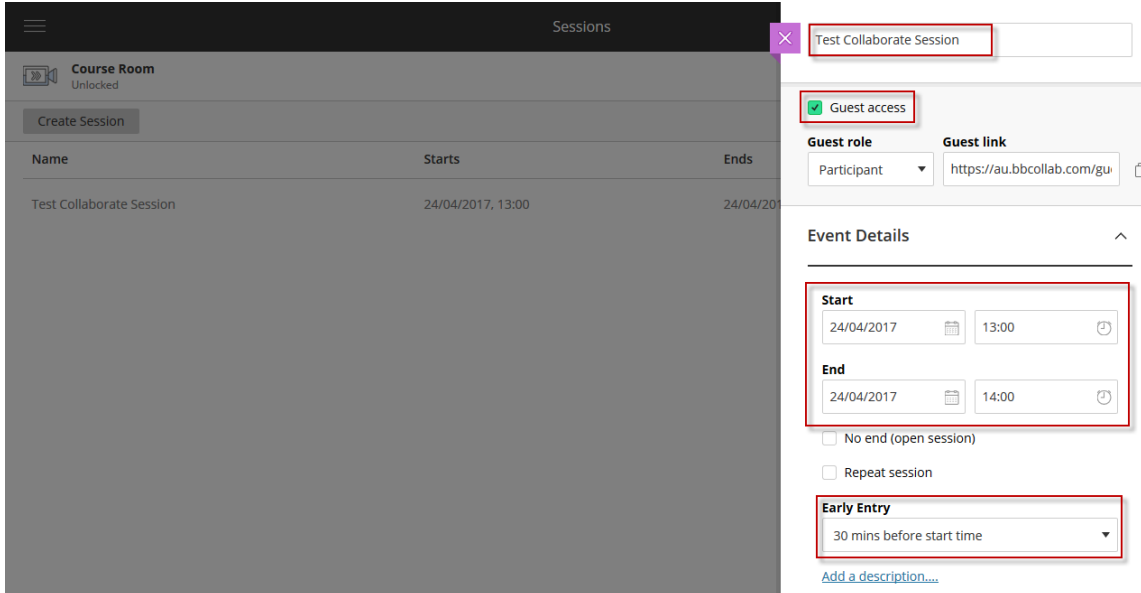


2. Click ‘**Create Session**’ button



3. In the new frame on the right-hand side of the screen, give your new session a title (for example, Test Collaborate Session). Once the title is typed, hit “Enter” – you will see the “Guest access” area appear (please see the screenshot overleaf).
4. Set guest access for the meeting. Make sure it is ticked to allow participants to invite additional guests. You can send the copy of the guest link to your students, or other guests that are not enrolled students. You can also decide if your guests join as participants, presenters, or moderators by default (please see the screenshot overleaf).

- Set the date and time the session starts and ends in **Event Details**. You can choose to keep a session open or repeat (screenshot overleaf)
- Select an **Early Entry** time. It is advisable to let students enter at least 30 mins early to check audio / video settings (screenshot overleaf)



The screenshot shows a 'Sessions' page with a table of sessions. A modal window is open for 'Test Collaborate Session'. The modal includes a 'Guest access' checkbox (checked), a 'Guest role' dropdown set to 'Participant', and a 'Guest link' field with the URL 'https://au.bbcollab.com/gu'. The 'Event Details' section shows 'Start' and 'End' time pickers set to 24/04/2017 at 13:00 and 14:00 respectively. Below this are checkboxes for 'No end (open session)' and 'Repeat session'. The 'Early Entry' dropdown is set to '30 mins before start time'. A 'Save' button is visible at the bottom right of the modal.

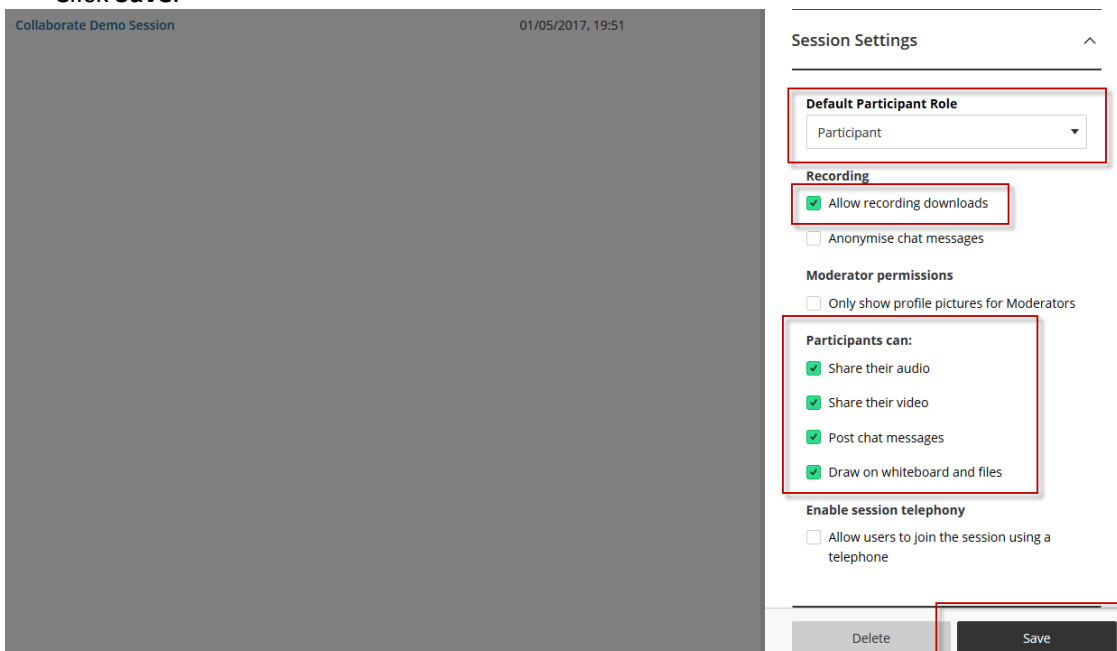
- Click on the drop-down arrow to the right of **'Session Settings'**. Decide if guests join as a *participant*, *presenter*, or *moderator* under **Default Participant Role**. Permissions can also be set during your meeting if you are not sure which permissions to grant someone at this time. Permissions can also be changed for individual guests.

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Allow recording downloads from the **Recordings** page.

Select the option to 'Allow participants to use audio, video, chat, and the whiteboard editing tools'.

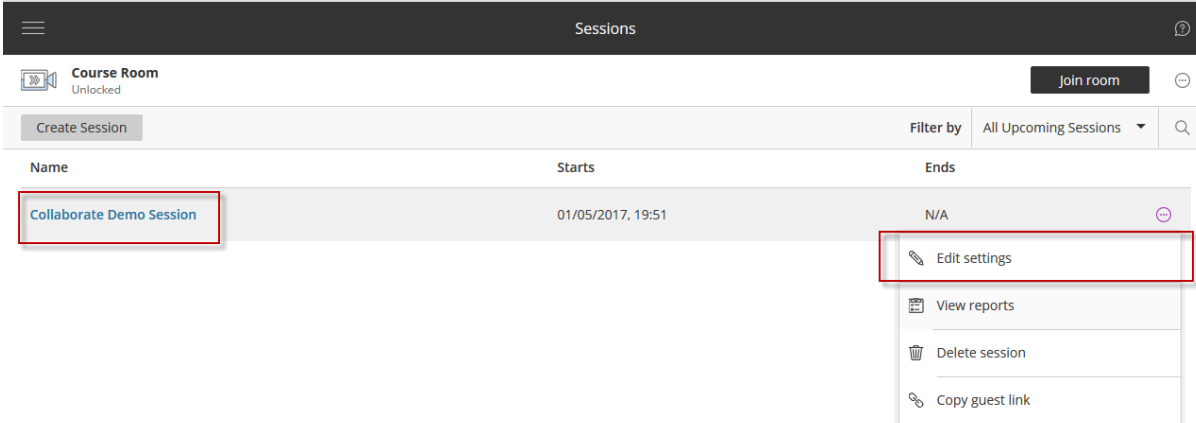
Click **Save**.



The screenshot shows the 'Session Settings' modal window. The 'Default Participant Role' dropdown is set to 'Participant'. The 'Recording' section has 'Allow recording downloads' checked. The 'Moderator permissions' section has 'Only show profile pictures for Moderators' unchecked. The 'Participants can:' section has 'Share their audio', 'Share their video', 'Post chat messages', and 'Draw on whiteboard and files' all checked. The 'Enable session telephony' section has 'Allow users to join the session using a telephone' unchecked. A 'Save' button is highlighted at the bottom right.

Session Options

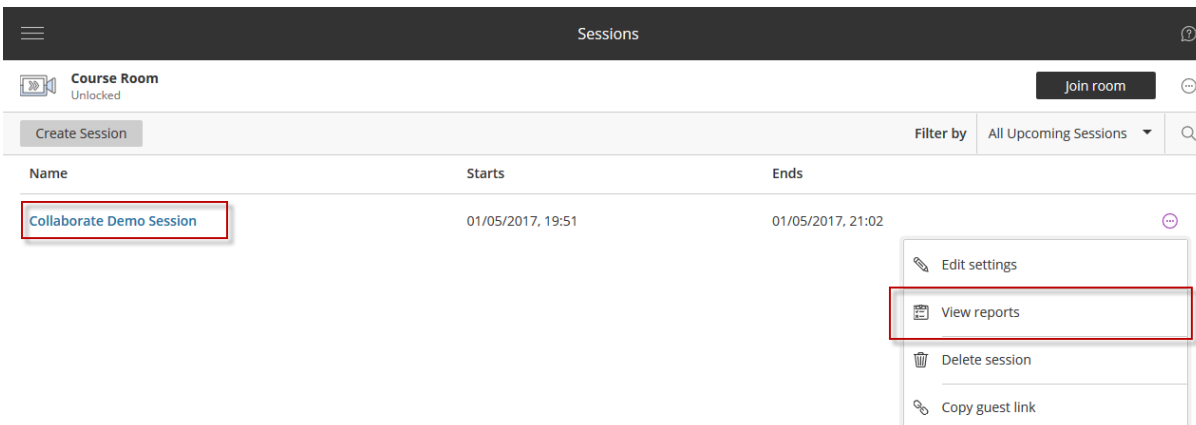
Once you have created a session, the settings can still be edited, with some changes possible even after the start time. Return to the list of sessions by clicking 'Collaborate Ultra' in the Blackboard menu. Select **Edit settings** from the session options that drop down from the right hand side.



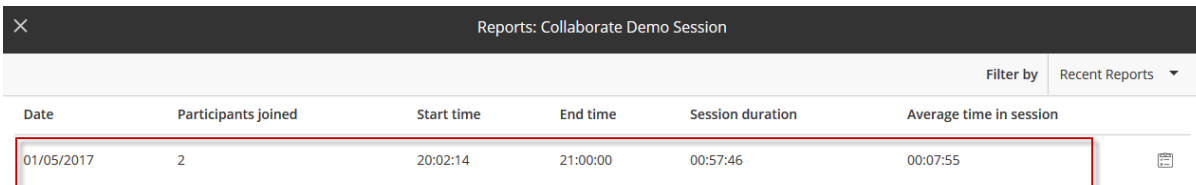
The screenshot shows the 'Sessions' page in Blackboard. At the top, there is a 'Course Room' section with a 'Join room' button. Below this is a 'Create Session' button and a 'Filter by' dropdown set to 'All Upcoming Sessions'. A table lists sessions with columns for Name, Starts, and Ends. The first row is 'Collaborate Demo Session' starting on 01/05/2017 at 19:51. A dropdown menu is open for this session, showing options: Edit settings, View reports, Delete session, and Copy guest link. The 'Edit settings' option is highlighted with a red box.

To view a report of a completed session, select **View reports** from the session options.

The report (example below) will show you how many participants were present, the total duration of the session, and the average amount of time participants spent in the session.



This screenshot is similar to the previous one, but the 'Ends' column for the 'Collaborate Demo Session' now shows '01/05/2017, 21:02'. The dropdown menu is open, and the 'View reports' option is highlighted with a red box.

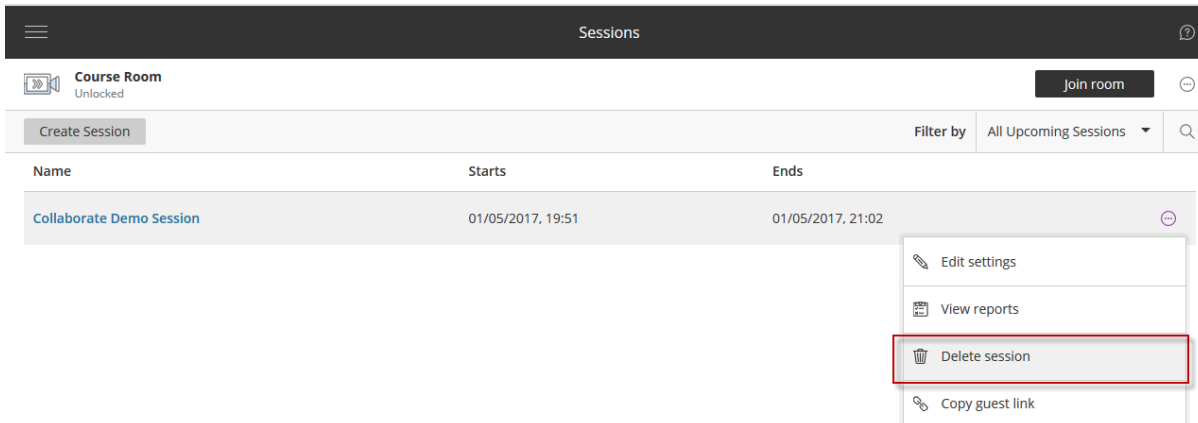


The screenshot shows a window titled 'Reports: Collaborate Demo Session'. It contains a table with the following data:

Date	Participants joined	Start time	End time	Session duration	Average time in session
01/05/2017	2	20:02:14	21:00:00	00:57:46	00:07:55

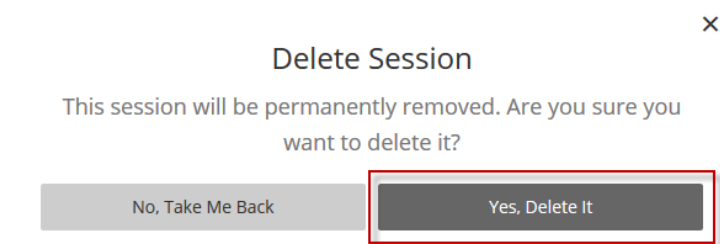
The first row of the table is highlighted with a red box.

If you no longer require a session and wish to delete it, select **Delete session** from the session options, and confirm that you want to delete the session.



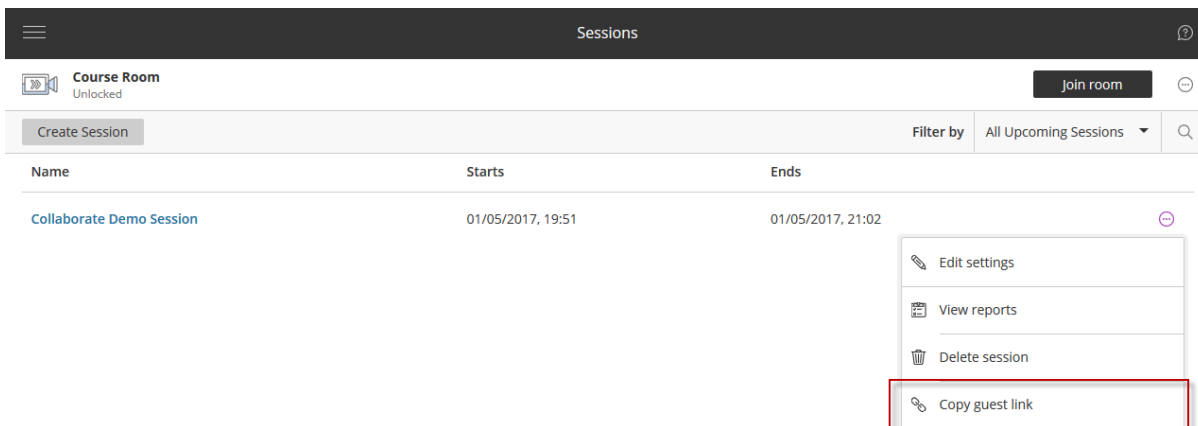
The screenshot shows the 'Sessions' page in a 'Course Room' (Unlocked). A table lists sessions with columns for Name, Starts, and Ends. One session, 'Collaborate Demo Session', is listed with start time 01/05/2017, 19:51 and end time 01/05/2017, 21:02. A context menu is open for this session, with options: Edit settings, View reports, Delete session (highlighted with a red box), and Copy guest link.

Name	Starts	Ends
Collaborate Demo Session	01/05/2017, 19:51	01/05/2017, 21:02



The 'Delete Session' dialog box asks: 'This session will be permanently removed. Are you sure you want to delete it?'. It has two buttons: 'No, Take Me Back' and 'Yes, Delete It' (highlighted with a red box).

You can send the guest link without going into settings by selecting **Copy guest link** from session options.

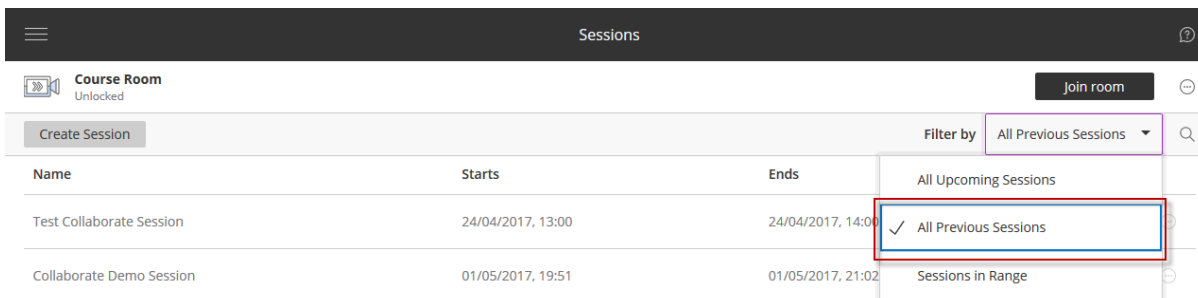


The screenshot shows the 'Sessions' page in a 'Course Room' (Unlocked). A table lists sessions with columns for Name, Starts, and Ends. One session, 'Collaborate Demo Session', is listed with start time 01/05/2017, 19:51 and end time 01/05/2017, 21:02. A context menu is open for this session, with options: Edit settings, View reports, Delete session, and Copy guest link (highlighted with a red box).

Name	Starts	Ends
Collaborate Demo Session	01/05/2017, 19:51	01/05/2017, 21:02

Find Sessions

When there are many sessions scheduled, you may need to filter sessions (upcoming, previous, or by date range) to find the one you need:

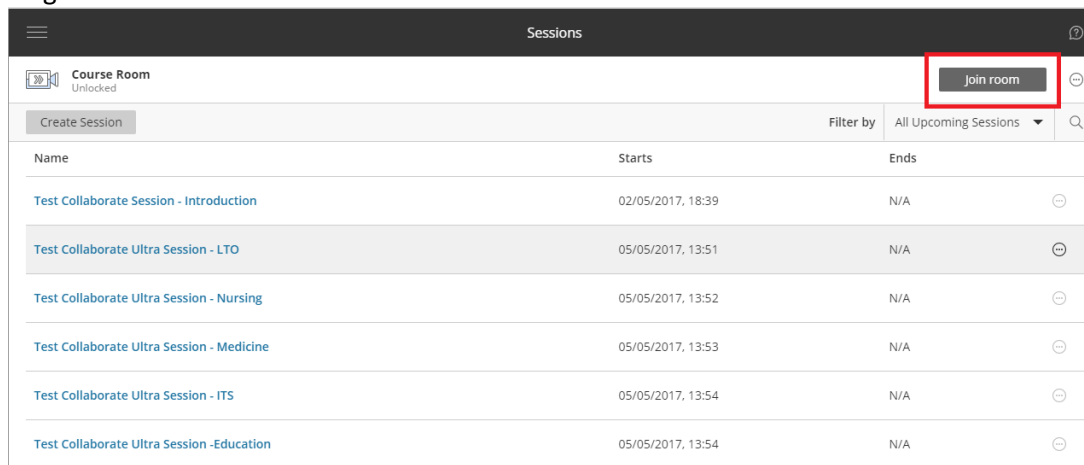


The screenshot shows the 'Sessions' interface with a 'Filter by' dropdown menu open. The menu options are 'All Previous Sessions', 'All Upcoming Sessions', and 'Sessions in Range'. The 'All Previous Sessions' option is selected and highlighted with a red box.

Name	Starts	Ends
Test Collaborate Session	24/04/2017, 13:00	24/04/2017, 14:00
Collaborate Demo Session	01/05/2017, 19:51	01/05/2017, 21:02

Using the Course Room

Normally, staff will use the 'Create Session' option (as above). However, a dedicated course room is available, with the same options as a session with the exception of the ability to delete the course room. Participants can join the room by clicking the 'Join Room' button.

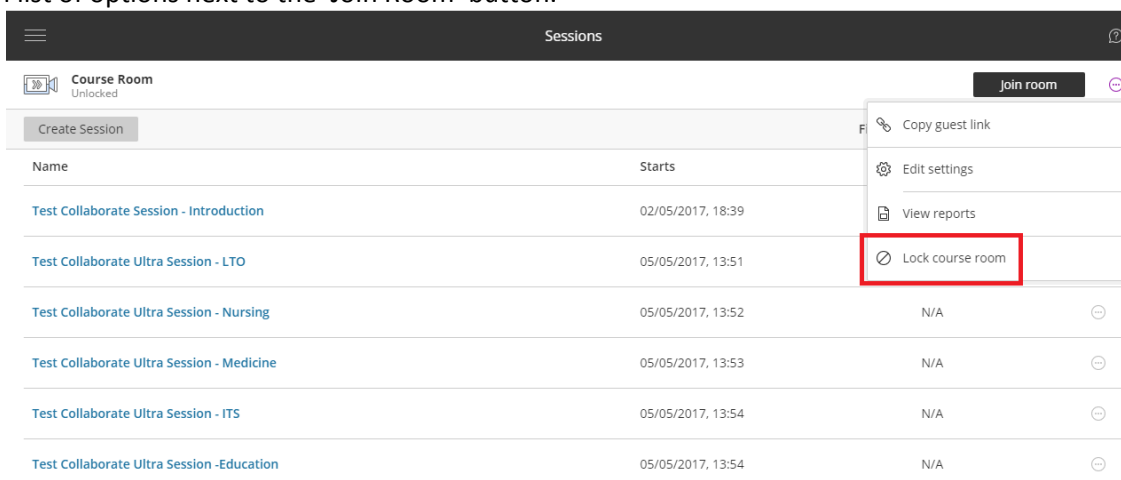


The screenshot shows the 'Sessions' interface with a 'Join room' button highlighted with a red box. The table below lists several sessions.

Name	Starts	Ends
Test Collaborate Session - Introduction	02/05/2017, 18:39	N/A
Test Collaborate Ultra Session - LTO	05/05/2017, 13:51	N/A
Test Collaborate Ultra Session - Nursing	05/05/2017, 13:52	N/A
Test Collaborate Ultra Session - Medicine	05/05/2017, 13:53	N/A
Test Collaborate Ultra Session - ITS	05/05/2017, 13:54	N/A
Test Collaborate Ultra Session -Education	05/05/2017, 13:54	N/A

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The room is on and open to all participants unless you manually turn it off by selecting **Lock course room** from the drop down list of options next to the 'Join Room' button.

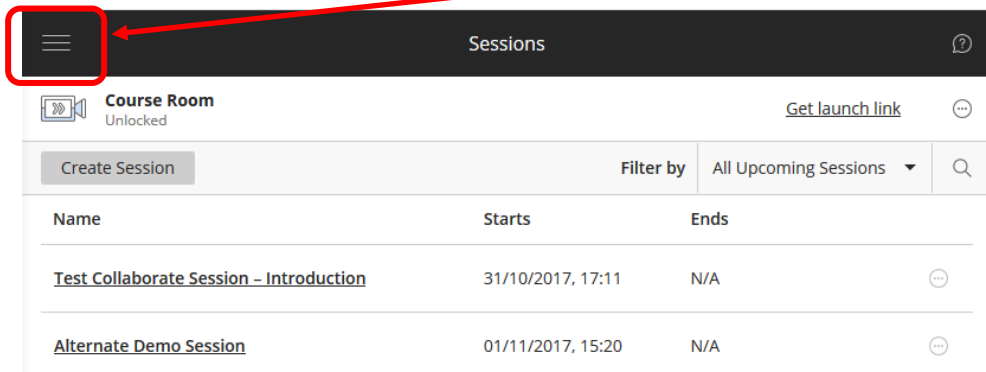


The screenshot shows the 'Sessions' interface with a dropdown menu open next to the 'Join room' button. The 'Lock course room' option is highlighted with a red box. The table below lists several sessions.

Name	Starts	Ends
Test Collaborate Session - Introduction	02/05/2017, 18:39	
Test Collaborate Ultra Session - LTO	05/05/2017, 13:51	
Test Collaborate Ultra Session - Nursing	05/05/2017, 13:52	N/A
Test Collaborate Ultra Session - Medicine	05/05/2017, 13:53	N/A
Test Collaborate Ultra Session - ITS	05/05/2017, 13:54	N/A
Test Collaborate Ultra Session -Education	05/05/2017, 13:54	N/A

Session Recordings

To find your session recording, click on the **Menu** area:



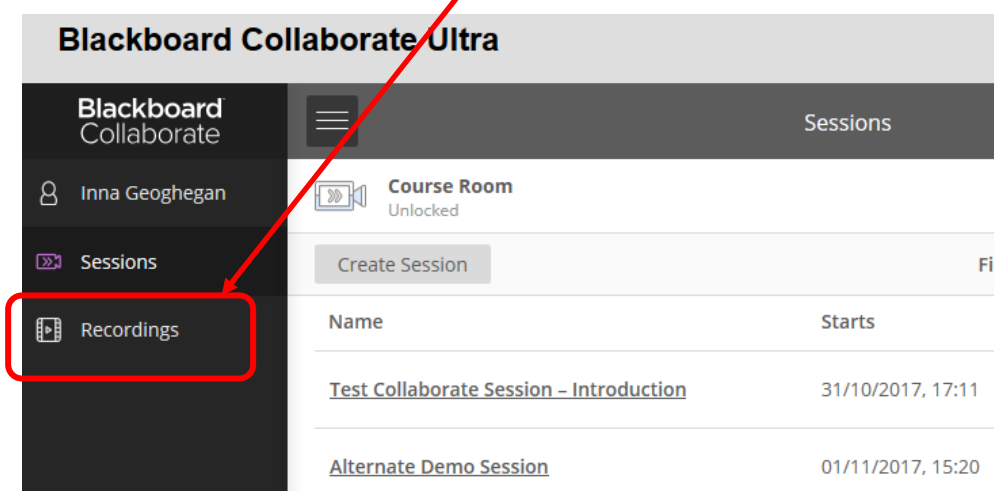
Sessions

Course Room Unlocked [Get launch link](#)

Create Session Filter by All Upcoming Sessions

Name	Starts	Ends
Test Collaborate Session – Introduction	31/10/2017, 17:11	N/A
Alternate Demo Session	01/11/2017, 15:20	N/A

Once the menu is opened, select **Recordings**:



Blackboard Collaborate Ultra

Blackboard Collaborate Sessions

Inna Geoghegan

Sessions

Recordings

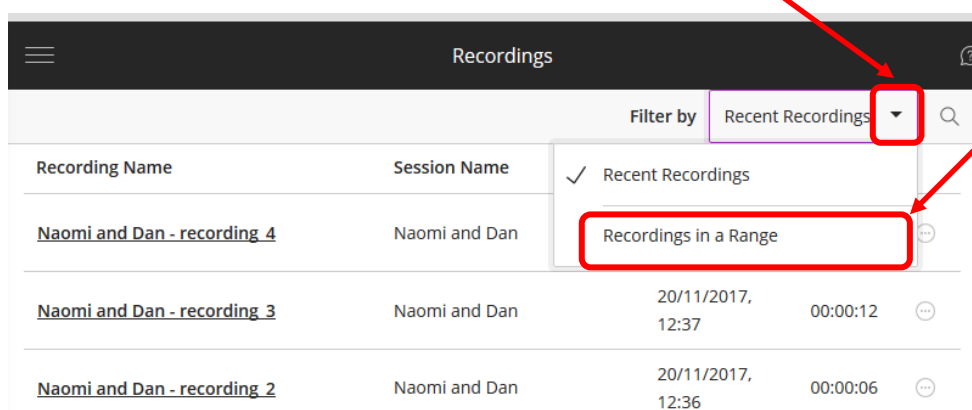
Course Room Unlocked

Create Session Fil

Name	Starts
Test Collaborate Session – Introduction	31/10/2017, 17:11
Alternate Demo Session	01/11/2017, 15:20

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The default setting is to filter by Recent Recordings, but you could also use Recordings in a Range function (which will allow you to set up a date range – especially useful if you have a lot of recordings listed, as older recordings will not be listed in Recent Recordings view) by clicking on a **drop-down arrow** and selecting “Recordings in a Range”:



Recordings

Filter by Recent Recordings

Recording Name	Session Name	Starts	Ends
Naomi and Dan - recording 4	Naomi and Dan		
Naomi and Dan - recording 3	Naomi and Dan	20/11/2017, 12:37	00:00:12
Naomi and Dan - recording 2	Naomi and Dan	20/11/2017, 12:36	00:00:06

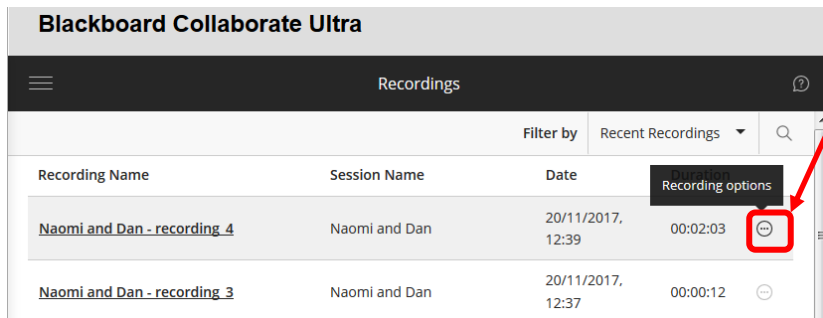
If you click on the title of the recording, you will have “Watch now” option, which will open a new Collaborate Ultra window and play the recording.



Recording Name

[Naomi and Dan - recording 4](#)

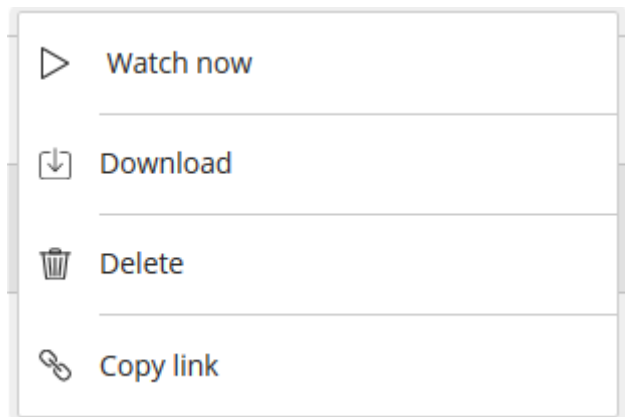
▶ Watch now

To the right of each of the recordings there is an individual **Recording Option** menu:



Recording Name	Session Name	Date	Recording options
Naomi and Dan - recording_4	Naomi and Dan	20/11/2017, 12:39	00:02:03 
Naomi and Dan - recording_3	Naomi and Dan	20/11/2017, 12:37	00:00:12 

Click on the Recording Options Menu to see the following options:



Please note that you and your students will only be able to download recordings if you selected the option to allow recording downloads from the **Recordings** page (step 7 of the “**Creating a Session**” section on page 2).