Collaborate Ultra:
Creating a Session in D2L Brightspace

Collaborate Ultra is the new version of Blackboard Collaborate. Currently, Blackboard Collaborate (old version) is still available in D2L Brightspace, but, it will eventually be removed. **NOTE**: **Collaborate Ultra sessions are created and reside in the CONTENT area in D2L Brightspace**, NOT in online rooms. If you access Collaborate through online rooms in D2L, you are using the old version.

Add Collaborate Ultra to your course

To use Collaborate Ultra in a course in D2L Brightspace, the instructor must first add Ultra to a content module.

1. Log into your course in D2L and select "Content."
2. Select a current module or create a new module.
3. Once in the module, select "Add Existing Activities" > "External Learning Tools" > "Collaborate Ultra"
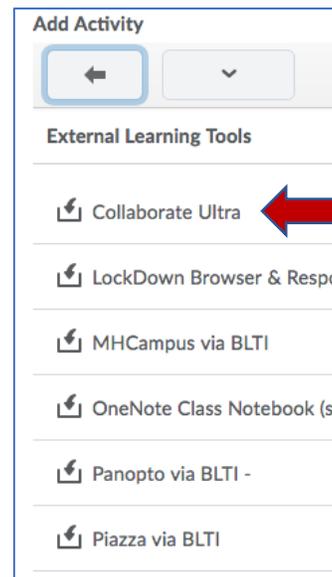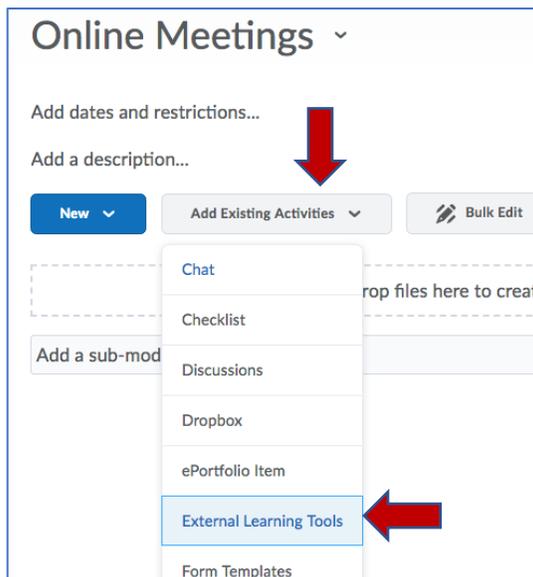
The Course Room

Each D2L course has a "Course Room" after Collaborate Ultra has been added to the course. The Course Room is a Collaborate Ultra session dedicated to the course. By using the course room, you can start using Collaborate Ultra immediately. Anyone enrolled in the course can select "Join room" to enter the session at any time. By default, the course room is unlocked, accessible to anyone in the course (students join as participants), and always open.
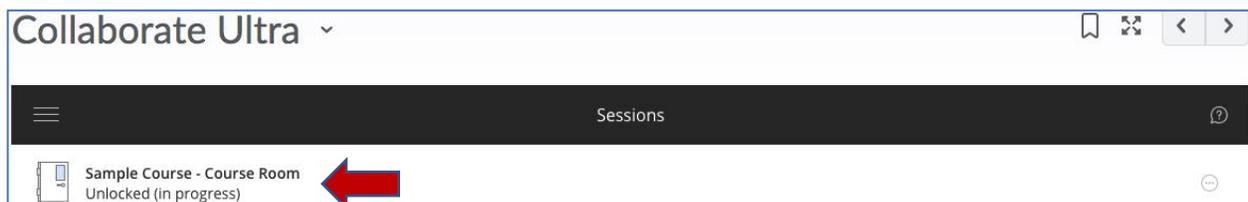
**Why create new sessions if I have a course room**?

There are a number of reasons you may want to create scheduled sessions when you have a course room. Two examples are:

- **Supervised sessions**: By default the course room is unlocked and anyone in the course can join the session at any time. Instructors do not have to be present for students to join the session. If you do not want students to join a session unsupervised, lock the course room and create scheduled sessions.
- **Multiple sessions at once**: If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.

Lock the dedicated course room

If you do not plan to use the Course Room and do not want students to view or join the open course room session, you can lock the room.

1. Select the "More" ⊙ menu to the right of the course room.
2. Select "Lock course room."

> Join Course Room
>
> Phone number not available
>
> Edit settings
>
> View reports
>
> Copy guest link
>
> Lock course room
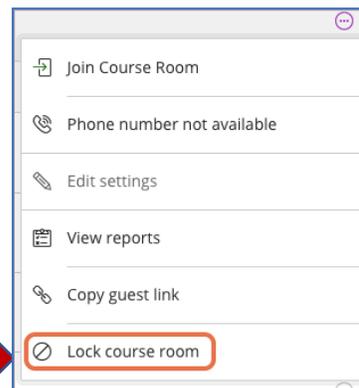
Create a Collaborate Ultra Session

Course instructors in D2L Brightspace can create new Collaborate Ultra sessions or edit existing sessions after Collaborate Ultra has been added to a content module in the course. (See directions on page 1.)

1. To create a new session, select the "Collaborate Ultra" link in the designated content module.
2. On the Sessions list, select one of the two "create session" buttons.
3. Enter a name for the new session.

Collaborate Ultra ⌄

Sessions

Sample Course - Course Room
Unlocked (in progress)

Create Session

No scheduled sessions.

Create Session

New Session

A name for the session is required.

Event Details ⌃

Start
6/17/18   5:37 PM

End
6/17/18   6:37 PM

☐ No end (open session)

☐ Repeat session

Early Entry
15 min before start time   ▼

Provide a description
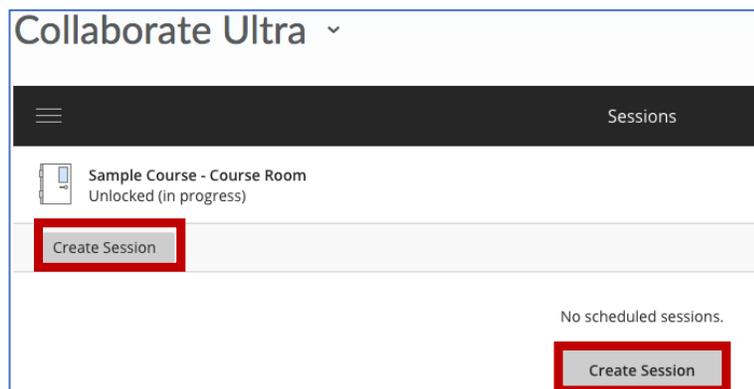
EVENT DETAILS:

1. Select the desired "Start" and "End" dates and times or select "No End (open session)" to keep the session open.
2. Select "Repeat Session" only if you want to create multiple sessions that repeat daily, weekly, or monthly at the same time. When selected, additional options will appear. Choose the desired repeat settings.
3. Select the desired "Early Entry" option or leave at the default "15 min before start time."
4. Description (Optional): Provide a description of the meeting. This may help students find the correct session.
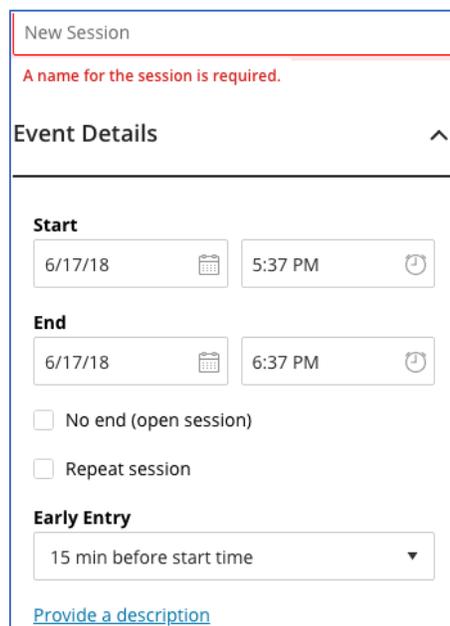
SESSION SETTINGS:
Scroll down if necessary and select "Session Settings."
1. The "Default Attendee Role" is "Participant." (This setting is for all students enrolled in your course.) Do not change unless you want all students to enter the session as Presenters or Moderators. Participants can also be promoted during the session.
2. Recording:
    *   Select "Allow recording downloads" if you want to be able to download recordings.   If selected, participants will be able to download recordings as well. NOTE: This setting can be changed to allow downloads even after a recording has already been made.
    *   If selected, "Anonymize chat messages" makes chat messages posted during the live session appear as anonymous posts in the recording.
        NOTE: This does not apply to recordings made before selecting this option.
3. "Participants Can" lists the tools in which participants can use by default during the live session. Remove check marks for any items in which permission should not be granted. NOTE: The settings can also be changed during the live session.
4. Enable session telephony: The check mark allows attendees to join the session using a telephone. This can be helpful for those unable to access audio through the computer. Remove the check mark if you do not want to allow this option.
5. Private Chat: Select either or both options if you want to limit chat during the live session.
6. Select the "**Save**" button to save all settings.
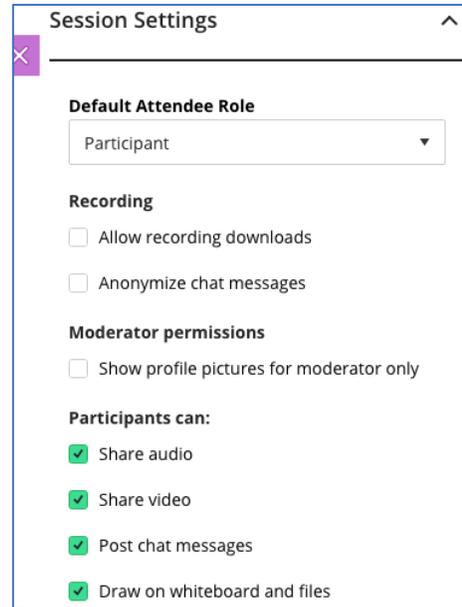
Session Settings

Default Attendee Role
Participant ▾

Recording
☐ Allow recording downloads
☐ Anonymize chat messages

Moderator permissions
☐ Show profile pictures for moderator only

Participants can:
☑ Share audio
☑ Share video
☑ Post chat messages
☑ Draw on whiteboard and files
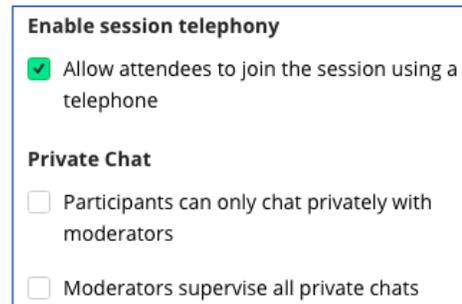
Enable session telephony
☑ Allow attendees to join the session using a telephone

Private Chat
☐ Participants can only chat privately with moderators
☐ Moderators supervise all private chats

Cancel   Save

EDIT SESSION DETAILS: After a session has been created, the settings can be edited by completing the following.
1. Select the title of the session on the session list.
2. Make any necessary changes.
3. Select "Save."

Join and Invite Others to the Session

Select a session to open the session details. Access information is listed immediately after the session name.
*   The "Join Session" button allows the instructor and anyone enrolled in the course to join the session.
*   The "Anonymous dial-in" telephone number is displayed and available to students if allowed in the session settings.
*   "Guest Access" creates a link for anyone outside of the class to access the session such as a guest speaker. Clear the check mark if you do not want to allow guest access. "Guest link" can be copied (using the icon to the right of the link) and emailed to guests attending the session. All guests will have the same role. Guests can be promoted to other roles during the live session.
*   The "Anonymous dial-in" telephone number can be copied and emailed to guests as well.

Session 1

➜] Join session
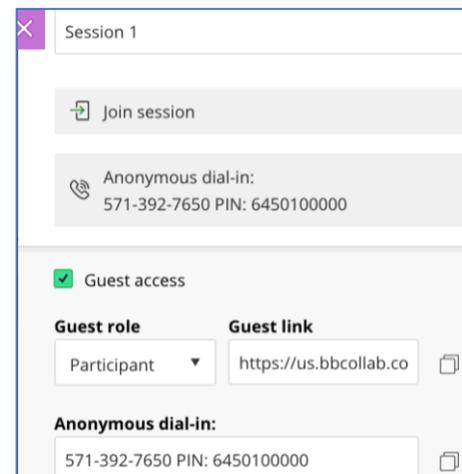
☎ Anonymous dial-in:
571-392-7650 PIN: 6450100000

☑ Guest access

Guest role
Participant ▾

Guest link
https://us.bbcollab.co

Anonymous dial-in:
571-392-7650 PIN: 6450100000