

GCULearn: Creating a Collaborate Ultra Session

Instructor Guide

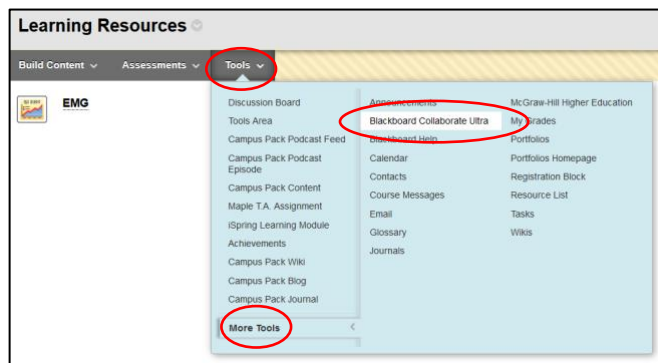
Collaborate Ultra is a synchronous collaboration tool that allows you to communicate with your students online using a webcam and microphone. Ideal for delivering online lectures or tutorial groups and for providing online office hours. An added of Collaborate is the recording feature as this mean you can record your session for future use or use it as a recording tool to document student presentations for either assessment or peer feedback.

1

To create a **Collaborate Ultra Session** enter the content area you wish to deliver the session from. This could be your **Learning Resources** area or a specific link created in the **Course Menu**.

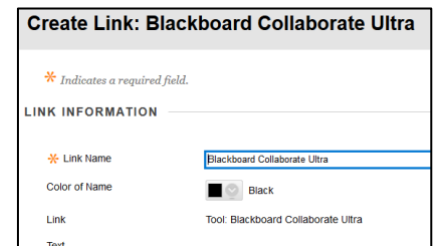
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From the content area tabs select **Tools > More Tools > Blackboard Collaborate Ultra**



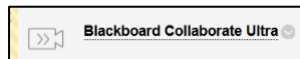
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You now need to create a link to your sessions. Give it a name that describes its purpose. Add a description in the text box if required and whether you want it available now or at some other time in the future. Then click submit and this will create a link in the content area window.



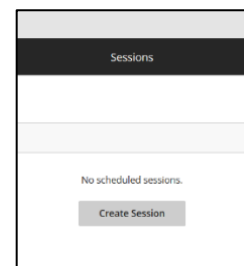
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Click the link to launch the **Session Window**



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You will see that you have **No Scheduled Sessions**. Click **Create Session** to view the **Event Details**.



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Give the session a **Name** and decide whether you wish to have **Guest Access** or not. **Guest Access** can be used to allow users not enrolled in GCULearn modules to access the Collaborate session. Options you have are:

Participant = observer

Presenter = guest lecturer

Moderator = Scribe or assistant.

Copy the link to send to guests via email.

The screenshot shows the configuration for a session named 'Lecture 1'. It includes a search bar for a secure link, a checked 'Guest access' option, a 'Guest role' dropdown set to 'Participant', and a 'Guest link' field containing 'https://eu.bbcollab.cor'. Below this is the 'Event Details' section with 'Start' and 'End' date and time pickers (18/05/2018, 18:49 and 19:49 respectively), checkboxes for 'No end (open session)' and 'Repeat session', and an 'Early Entry' dropdown set to '15 mins before start time'. A 'Provide a description' link is at the bottom.

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The **Event Details** lets you decide when the session will run and for how long. Provide a **start date** and **time** and then an **end date** and **time**.

It isn't advised to leave the session open but you can repeat the session if you intent to have it every day, weekly or monthly.

Although you have set a date and time for the event you can also allow **early entry**. This gives the students time to test their equipment (webcams, mics and plugins) prior to the session which helps prevent any delays.

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You can now enter a series of optional **Session Settings**. **Default Attendee Role** should always be set to **Participant** unless you wish everyone to join as either presenter or moderator (not recommended as this would provide your students with all the interactive tools available to you as the host). Note: this setting is not the same as the **Guest Role** outlined above. Adding guests give you the ability allow individuals not enrolled on your course access to the collaborate session.

Recording: If you wish the session to be recorded for say assessment purposes or as on online lecture then check the **Allow Recording Downloads**.

Anonymise chat messages will remove the student identities from the recording but not their messages. This means that you can reuse the recording in the future (Built in GDPR).

Moderator permissions: leave unchecked.

Participant settings: recommended to leave unchecked if you are providing an online lecture as student writing over your slides or chatting over you can be a distraction. Note these settings can be changes to allow interaction one the session has started (See guide on using Collaborate Ultra).

Private Chat: is to restrict private chat between participants check Participants can only chat privately with moderators. If you do not select this option then it is recommended that you supervise all private chat.

The screenshot shows the 'Session Settings' panel. It features a 'Default Attendee Role' dropdown set to 'Participant'. Under 'Recording', 'Allow recording downloads' is checked, while 'Anonymise chat messages' is unchecked. Under 'Moderator permissions', 'Only show profile pictures for Moderators' is unchecked. Under 'Participants can:', 'Share audio', 'Share video', 'Post chat messages', and 'Draw on whiteboard and files' are all unchecked. Under 'Private Chat', 'Participants can only chat privately with moderators' is unchecked, and 'Moderators supervise all private chats' is checked. At the bottom are 'Delete' and 'Save' buttons.

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Click **Save** to complete the session setup. You should now see the session details listed in the session window. Note if you selected repeat session you will have multiple sessions listed below your primary sessions. You have now created your first Collaborate Ultra Session in GCULearn.

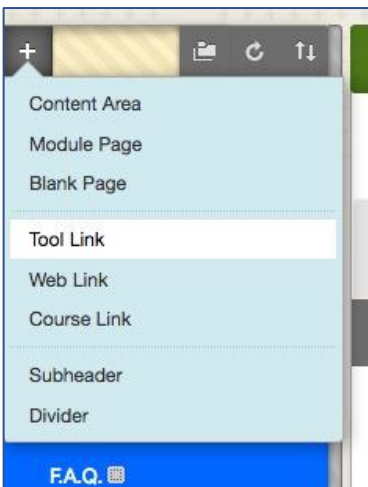
The screenshot shows the session window for 'Technicians Hub - Course Room', which is 'Unlocked (in progress)'. It includes a 'Create Session' button and a list of sessions. The first session is 'Lecture 1' on 18/05/2018 from 18:49 to 19:49, which is 'Unlocked (in progress)'.

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The next thing you need to think about is how you and your students will access the sessions. You can either. By far the best method it to place a link to your Collaborate Ultra sessions in the course navigation menu.

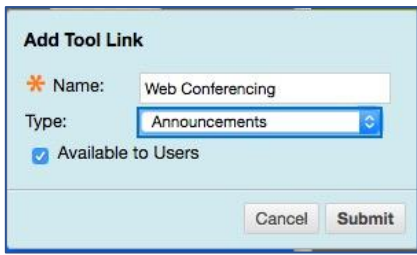
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From the **Course Menu** click on the + symbol and choose Tool Link



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Give the **Tool Link** a name

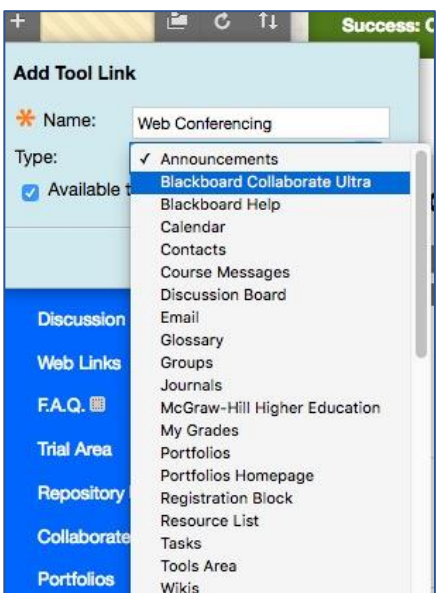


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From the dropdown menu choose **Blackboard Collaborate Ultra** then hit **Submit** to add your link to the menu.

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The link will be added to the bottom of the menu. Hover the mouse pointer over the link to highlight it and grab the up/down arrow to reposition the link in the menu



Notes: