
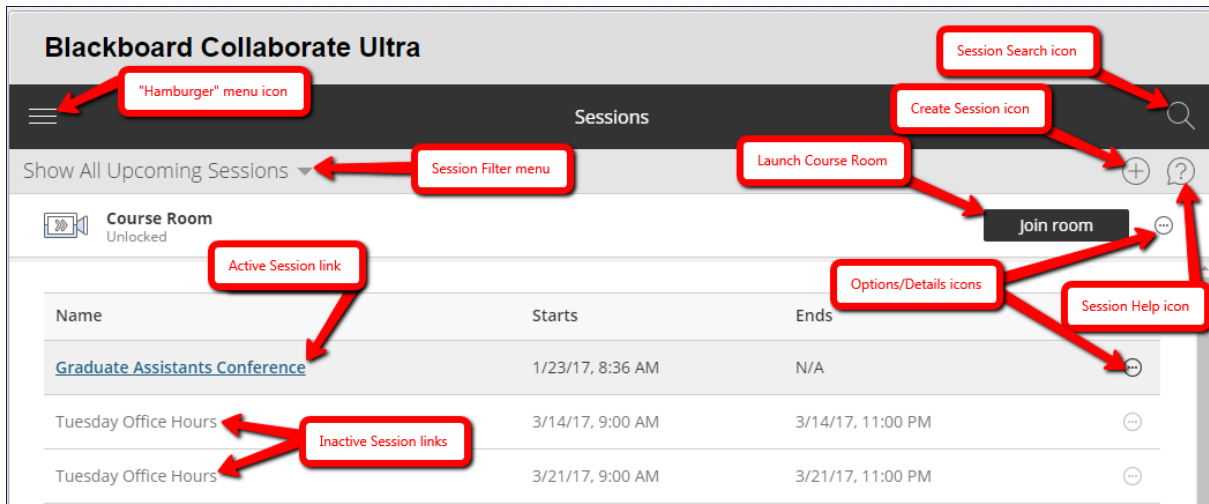


Collaborate Ultra: Room Management

Even in the Classic Experience of Blackboard Learn, the interface for the Blackboard Collaborate Ultra tool in Blackboard Learn has elements of the Ultra Experience: the “please wait while loading”

animation, the “hamburger” or “pancake” menu icon, the “more options” icon () , panes that slide out from the side, etc.



The screenshot shows the Blackboard Collaborate Ultra interface with several key elements annotated with red boxes and arrows:

- "Hamburger" menu icon (top left)
- Session Search icon (top right)
- Create Session icon (top right)
- Session Filter menu (top left)
- Launch Course Room (top right)
- Join room (top right)
- Active Session link (middle left)
- Options/Details icons (middle right)
- Session Help icon (middle right)
- Inactive Session links (bottom left)

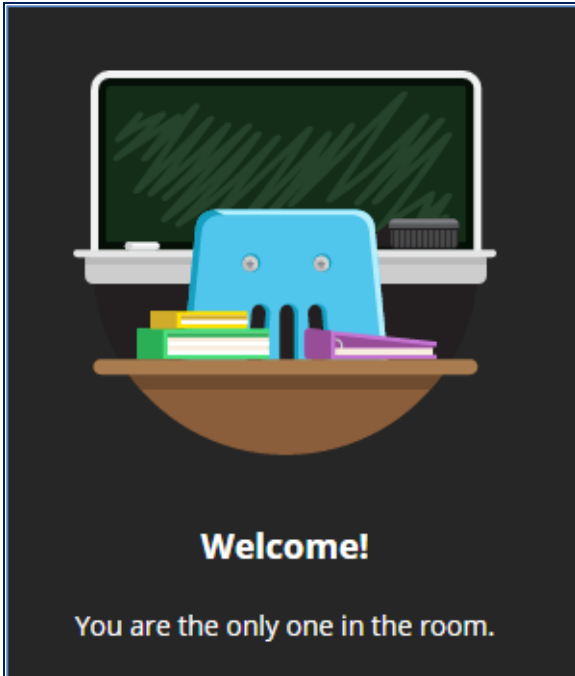
Name	Starts	Ends
Graduate Assistants Conference	1/23/17, 8:36 AM	N/A
Tuesday Office Hours	3/14/17, 9:00 AM	3/14/17, 11:00 PM
Tuesday Office Hours	3/21/17, 9:00 AM	3/21/17, 11:00 PM

At UST, every course and organization in Blackboard Learn has access to a single conference space called the Course Room. The course can also accommodate multiple Sessions at a time, and each session can make use of the Breakout Groups feature to subdivide itself. Moderators can control access to the Course Room, leave it completely open to students and other Participants, or disable it entirely. Moderators can also re-enable a disabled room.

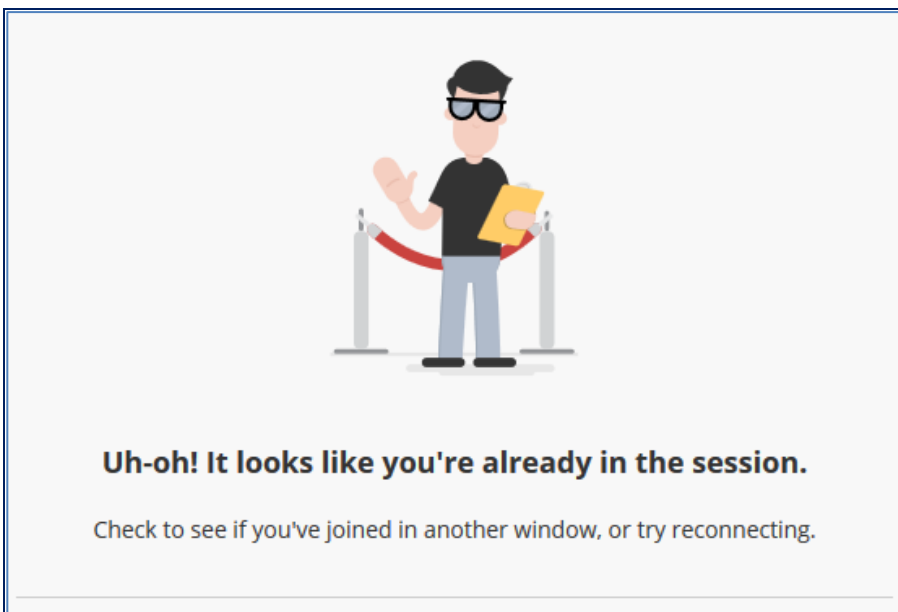
Joining the Room

To launch the Course Room in a new browser tab, click the **Join room** link in the top portion of the Blackboard Collaborate Ultra page. You may also click a link to an active session in its specified time frame.

The first user to enter the room will encounter this notification:



Each user account can be in the room in only one place: When users try to enter the room via a second browser or device, Collaborate informs them that they are already logged in.



If an instructor has a Test Student account, he or she may join the room using two different accounts on two different browsers or devices.

For information and instructions on how to navigate within the Collaborate room, see the tutorial entitled *The Session Interface*.

Scheduling Sessions

Blackboard Collaborate Ultra has evolved from its previous, Classic version that educational institutions have used for several years. The current version of Blackboard Learn's Collaborate Ultra "building block" focuses on a feature that was added in the spring of 2016: the ability of Moderators to schedule sessions. These sessions can be scheduled for a fixed period of time or set as an Open Session (with no end time). However, there is no requirement to schedule any sessions if a Moderator just wants to leave the Course Room open for the duration of a course.

If there are no upcoming sessions listed on the page, click the **Create Sessions** icon or the large **Create Session** button to open the New Session pane.

The screenshot shows the 'New Session' dialog box. At the top is a title bar with a close button (X) and the text 'New Session'. Below this is a section titled 'Event Details' with an upward-pointing arrow. The 'Start' section has two input fields: a date field containing '7/11/16' with a calendar icon, and a time field containing '3:24 PM' with a clock icon. The 'End' section has two input fields: a date field containing '7/11/16' with a calendar icon, and a time field containing '4:24 PM' with a clock icon. Below these are two checkboxes: 'No End (Open Session)' and 'Repeat Session', both of which are unchecked. There is an 'Early Entry' dropdown menu set to '15 min before start time'. At the bottom of the pane is a blue link 'Add a description...'. At the very bottom are two buttons: 'Cancel' and 'Save'.

When the New Session pane appears, a Moderator can:

- Give the session a unique name (required), which may include the date and start time.
- Set the Start and End dates and times, which must be in the future, or check **No End**.
- Check **Repeat Session** for any session that will occur at fixed intervals.

Repeat Session

Repeat Weekly ▼

Every Week ▼

S M T W T F S

End After Occurrences ▼ 10

- Set how far in advance of the start time Participants may join the session.

Early Entry

15 min before start time ▼

No early entry

15 min before start time

30 min before start time

45 min before start time

60 min before start time

- Click **Add a description** to reveal a text box to type a description for the session.
- Scroll down farther to modify the Session Settings. A Moderator can also modify most of these settings during the live conference.

Session Settings

Recording

Allow Recording Downloads

Moderator Permissions

Show profile pictures for moderator only

Participants can:

Share their audio

Share their video

Post chat messages

Draw on whiteboard and files

Enable Session Telephony

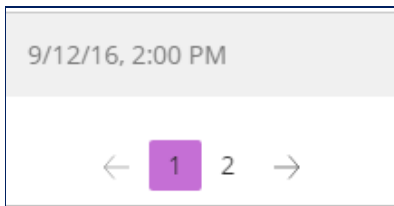
Allow users to join the session using a telephone

The Session Settings portion of the New Session pane helps the Moderator control what Participants can do during the session. With a large number of Participants, it may be useful to turn off their ability to share audio, share video, or draw on shared content.

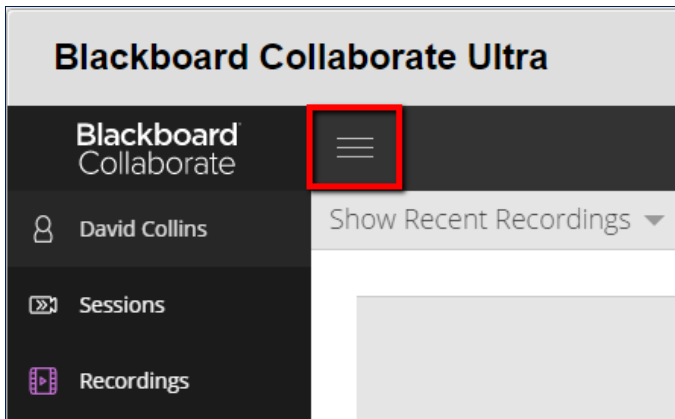
When all the settings are in place, click the **Save** button to add the session to the current list; otherwise click **Cancel**.

Each new occurrence of a session appears in the list on the Blackboard Collaborate Ultra page with its start and end times and a **Session Options** icon. The menus shown below appear for single and repeated sessions, respectively:

If the list contains more than ten upcoming sessions, navigational links appear below the list.

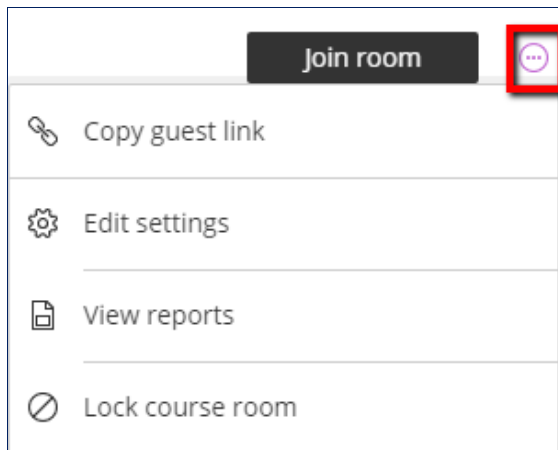


The Collaborate Ultra Menu

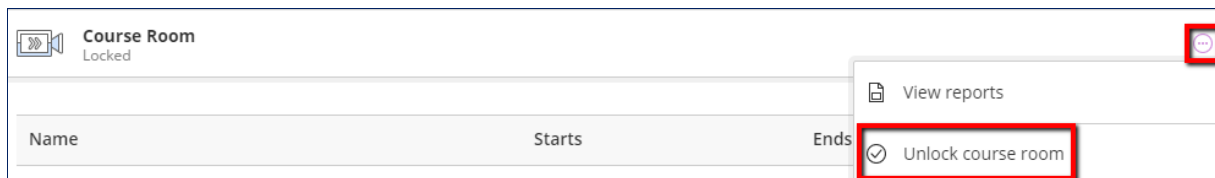


The menu icon at the top-left of the Blackboard Collaborate Ultra page produces a menu with just two commands: **Sessions** and **Recordings**. This allows users to switch the list portion of the page between a list of available sessions and recordings. Switching to **Recordings** hides the **join room** link and the **Create Session** icon; it also changes the **Session Search** icon to a **Search Recordings** icon and the **Show Sessions** drop-down to a **Show Recordings** drop-down.

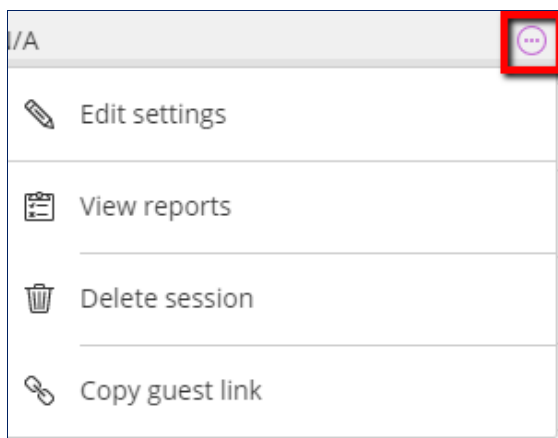
Course Room and Session Options



The Course Room Options menu usually contains four commands: **Copy guest link**, **Edit settings**, **View reports**, and **Lock course room**. When Guest Access is disabled, the **Copy guest link** command is hidden on the menu, leaving three commands. When the room is disabled, it has just two commands:



Some of the same commands appear on the Session Options menu for each session created. In place of **Lock course room**, Sessions have a **Delete session** command.

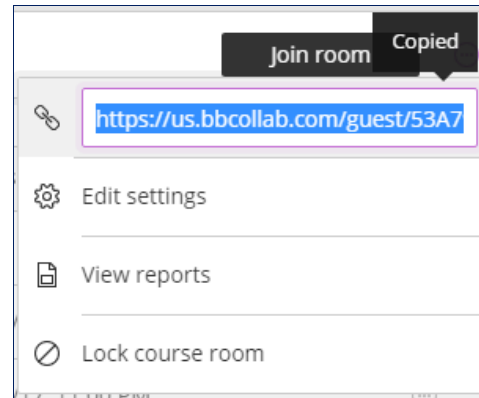
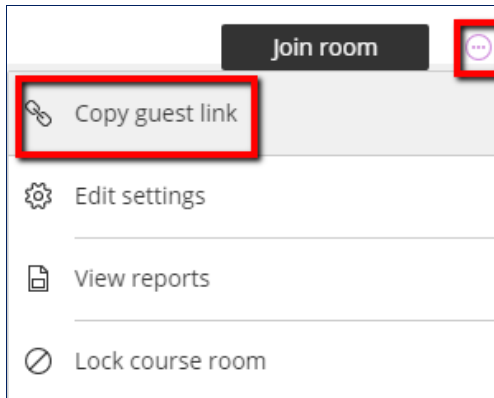


Copy guest link

The **Copy guest link** command appears only if Guest Access is enabled in the room's settings. Clicking this command displays the unique URL for the Course Room and copies that URL to the Clipboard. You

can then paste the URL text into an email message or other document to send to guest users. Guests can use the link to enter the room with whatever role has been assigned to them.

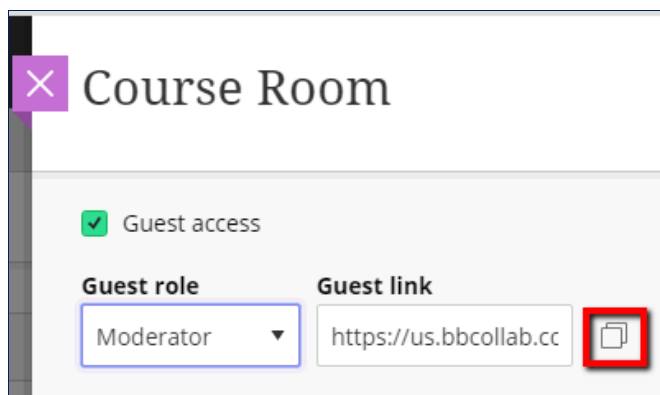
- **NOTE:** *Guests do not have Blackboard profiles for the conference, so they must type a screen name after launching a conference. As of this writing, including a pound sign (#) anywhere in the screen name produces an error, so advise guests not to use that character in their names.*



Edit settings

Use this command to open the Settings pane, allowing you to modify settings for the room. These modifications include enabling or disabling Guest Access, changing default roles for guest users and Participants, and adjusting various Session Settings.

You can also use this command to send a Guest link with a specific role embedded, making your guest a Participant, Present or Moderator. With the Guest access checkbox checked, select the appropriate role from the dropdown list, and click the **Copy** icon to the right of the Guest link textbox.



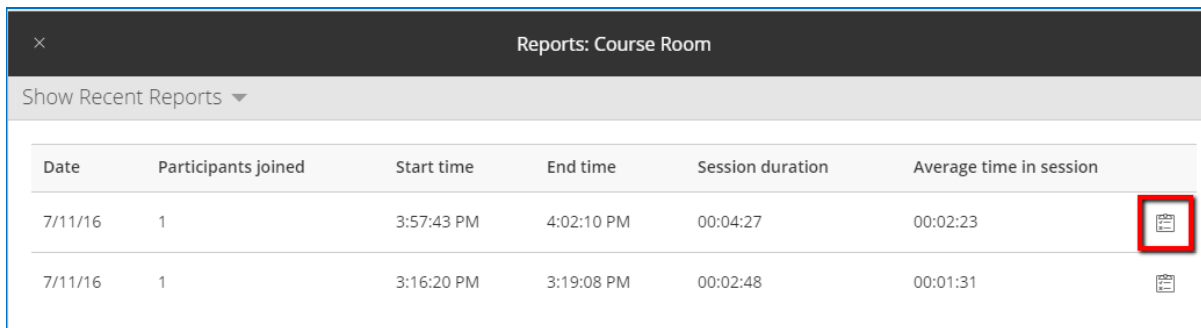
If you leave Guest Access enabled, you can determine the default role for all guests—i.e., users who are not enrolled in the course or organization. After modifying any settings for the room, click the **Save** button to save those changes. To close the pane without saving, click the **X** icon in its top-left corner.



View reports

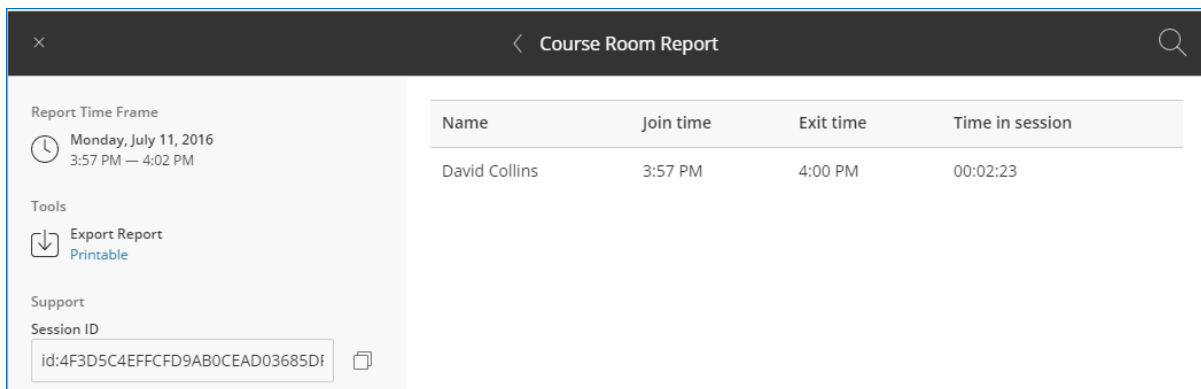
Every time the room is occupied, whether scheduled or not, generates a report and adds it to the list of reports for the room. Information in the report includes start date, start time, end time, number of participants, calculated duration, the average time users spent in the session, and a unique Session ID.

The **View Reports** command displays a list of reports with the basic information for the session. Click the icon in the far-right column to see more information, as well as a Session ID that you can copy and paste, and a link to export the report to a printable format (*not* PDF) in a new tab.

Click the **Back** (<) icon to return to the Reports page, or the **X** icon at the top-left to return to the main Collaborate Ultra page.



Date	Participants joined	Start time	End time	Session duration	Average time in session	
7/11/16	1	3:57:43 PM	4:02:10 PM	00:04:27	00:02:23	
7/11/16	1	3:16:20 PM	3:19:08 PM	00:02:48	00:01:31	



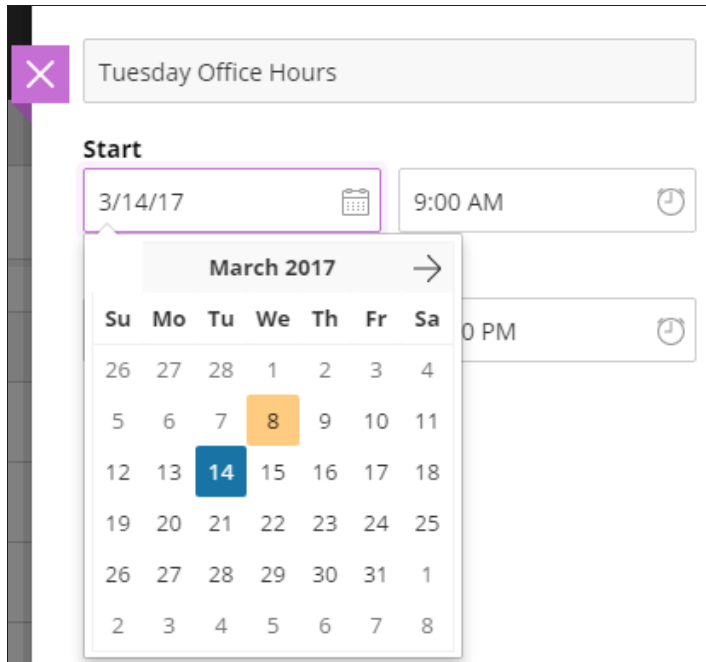
Name	Join time	Exit time	Time in session
David Collins	3:57 PM	4:00 PM	00:02:23

Lock course room

Clicking the **Lock course room** command immediately hides the **Join room** link from all users and changes the Course Room's status to **Locked**. An instructor may unlock the room by selecting the **Unlock course room** command that appears on the menu for a disabled room.

Edit occurrence

This command appears on the Session Options menu for recurring sessions only. It opens a limited version of the Settings pane, where the only editable properties are the Start and End dates and times.



Edit recurring session

This command opens the full Settings pane to allow editing of all settings for all occurrences within a series. It also provides a Guest Link for use with any occurrence, as well as a **Delete** button to delete the entire series.

The screenshot shows a configuration form for a session titled "Tuesday Office Hours". At the top left is a purple close button (X). Below the title is a section for "Guest access" which is checked. Underneath are two fields: "Guest role" set to "Participant" and "Guest link" set to "https://us.bbcollab.cc" with a copy icon. Below these are two expandable sections: "Event Details" (collapsed) and "Session Settings" (expanded). Under "Session Settings", there is a "Default Participant Role" dropdown set to "Participant" and a "Recording" section. At the bottom, there is a warning message: "Please correct the errors in the form before saving." and two buttons: "Delete" and "Save".

Delete session

For individual sessions, clicking the **Delete session** command displays a message box asking you to confirm your intentions. For recurring sessions, the message box also asks whether you intend to delete the entire series or only that occurrence.

The screenshot shows a confirmation dialog box titled "Delete Session" with a close button (X) in the top right corner. The main text reads: "This session will be permanently removed. Are you sure you want to delete it?". At the bottom, there are two buttons: "No, Take Me Back" and "Yes, Delete It".



Delete Recurring Session?

You can permanently delete this session only or the entire series of recurring sessions.

Delete ALL sessions in the series.

Cancel

Delete