
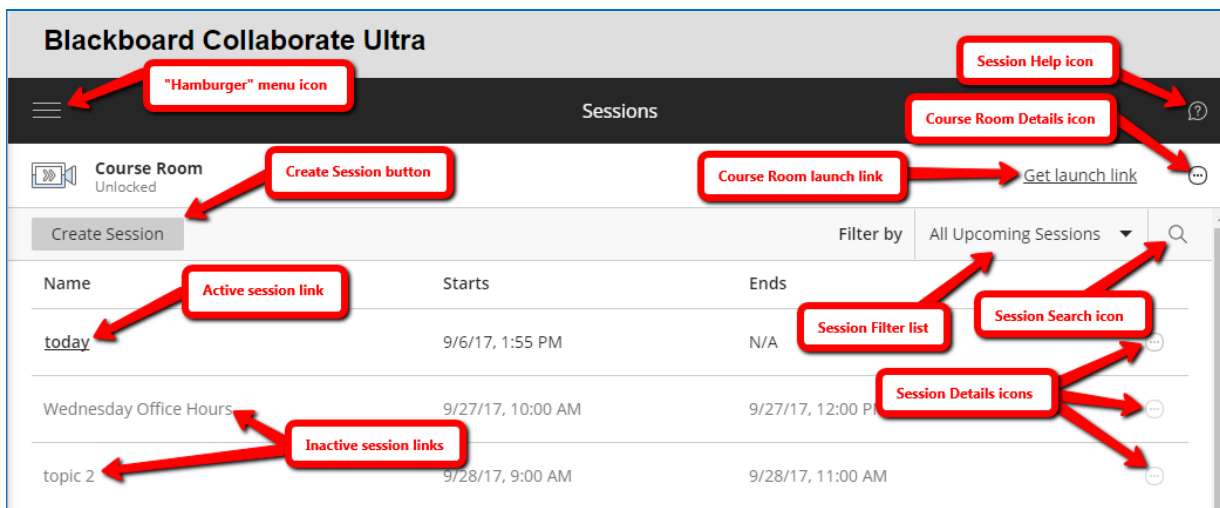


Collaborate Ultra: Room Management

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**: Located in the top-left corner.
- Session Help icon**: Located in the top-right corner.
- Course Room Details icon**: Located in the top-right corner, below the help icon.
- Course Room launch link**: A link labeled "Get launch link" in the top-right area.
- Create Session button**: A button labeled "Create Session" in the top-left area.
- Active session link**: A link labeled "today" in the first row of the session list.
- Inactive session links**: Links labeled "Wednesday Office Hours" and "topic 2" in the second and third rows of the session list.
- Session Filter list**: A dropdown menu labeled "Filter by All Upcoming Sessions" in the top-right area.
- Session Search icon**: A magnifying glass icon in the top-right area.
- Session Details icons**: Three icons (help, details, and more options) in the right side of the session list rows.

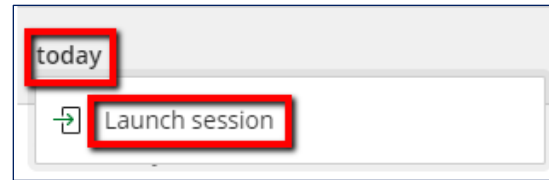
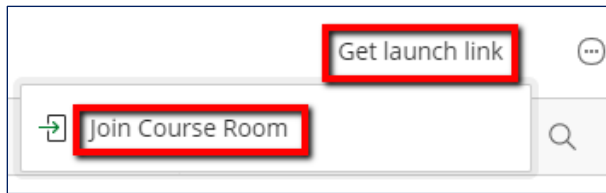
Name	Starts	Ends
today	9/6/17, 1:55 PM	N/A
Wednesday Office Hours	9/27/17, 10:00 AM	9/27/17, 12:00 PM
topic 2	9/28/17, 9:00 AM	9/28/17, 11:00 AM

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 attendees, or disable it entirely. Moderators can also re-enable a disabled room.

Joining the Room

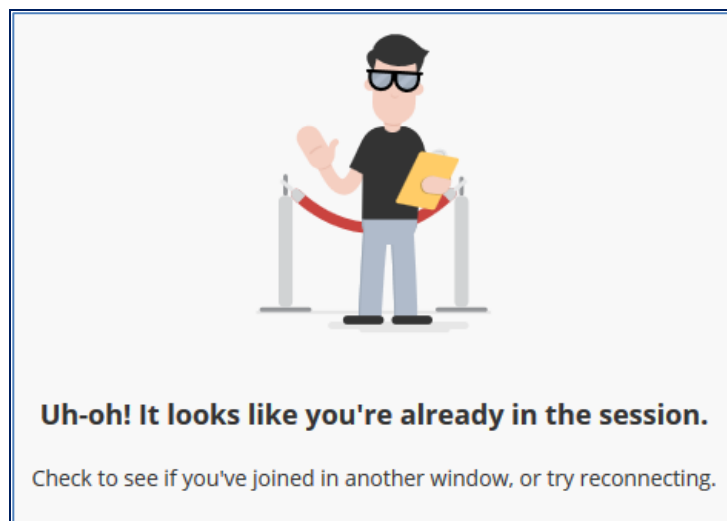
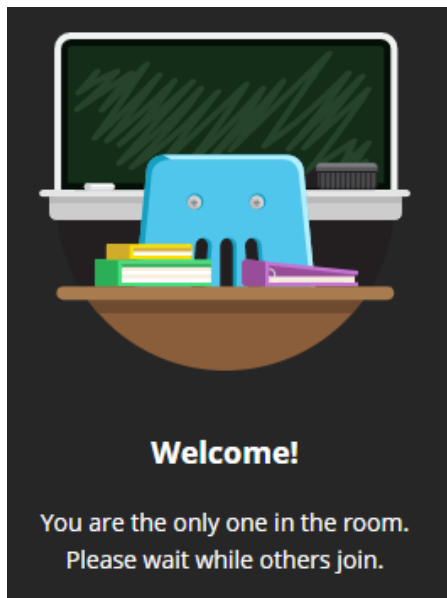
To launch the Course Room in a new browser tab, click the **Get launch link** link in the top-right portion of the Blackboard Collaborate Ultra page, and then click **Join Course Room**. This two-click method of entry generates a fresh, unique link for each user, making it more difficult to share links with unauthorized users.

Alternatively, users may click a link to an active session within its specified time frame, and select **Launch session**. Sessions are entirely separate from each other and from the Course Room. (See page 19 for more information about sessions.)



If not clicked within 60 seconds, the **Join Course Room** and **Launch session** options revert to **Get Launch Link**. If necessary, click that option, and then click a second time to launch the Course Room or session.

The first user to enter the conference 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.

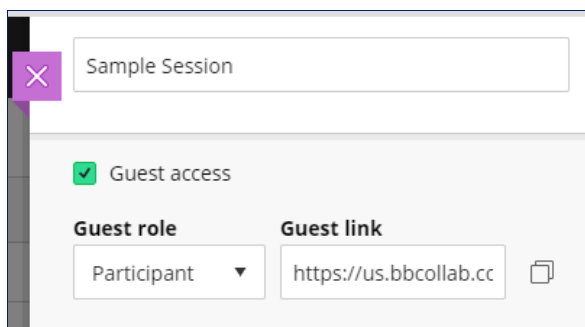
For information and instructions on how to navigate within the Collaborate room, see the tutorial entitled *The Session Interface*.

Scheduling Sessions

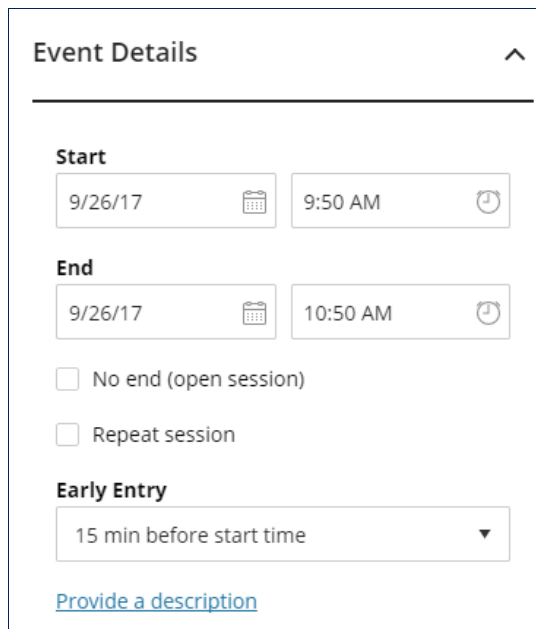
Blackboard Collaborate Ultra has evolved from its previous, Classic version that educational institutions have used for several years. The current version of Blackboard Learn's Collaborate Ultra "building

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 Session** button to open the New Session pane.



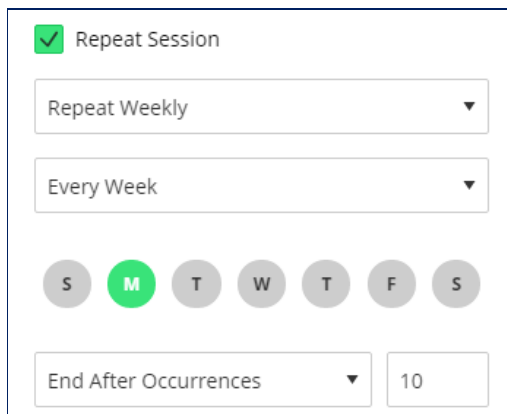
A screenshot of the 'New Session' pane. At the top, there is a text input field containing 'Sample Session' with a close button (X) on the left. Below this, there is a checked checkbox for 'Guest access'. Underneath, there are two sections: 'Guest role' with a dropdown menu set to 'Participant', and 'Guest link' with a text input field containing 'https://us.bbcollab.cc' and a copy icon.



A screenshot of the 'Event Details' pane. It has a title 'Event Details' and an upward arrow. The 'Start' section has a date field '9/26/17' and a time field '9:50 AM'. The 'End' section has a date field '9/26/17' and a time field '10:50 AM'. There are two checkboxes: 'No end (open session)' and 'Repeat session', both currently unchecked. The 'Early Entry' section has a dropdown menu set to '15 min before start time'. At the bottom, there is a link that says 'Provide a description'.

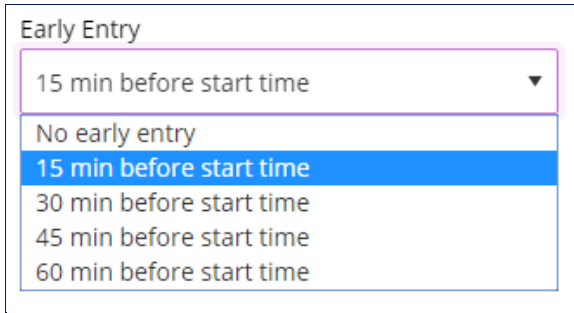
When the New Session pane appears, a Moderator can:

- Give the session a unique name (required), which may include the date and start time.
- Determine whether guest users (with no UST Blackboard account) may join the session, and if so with what role.
- 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.

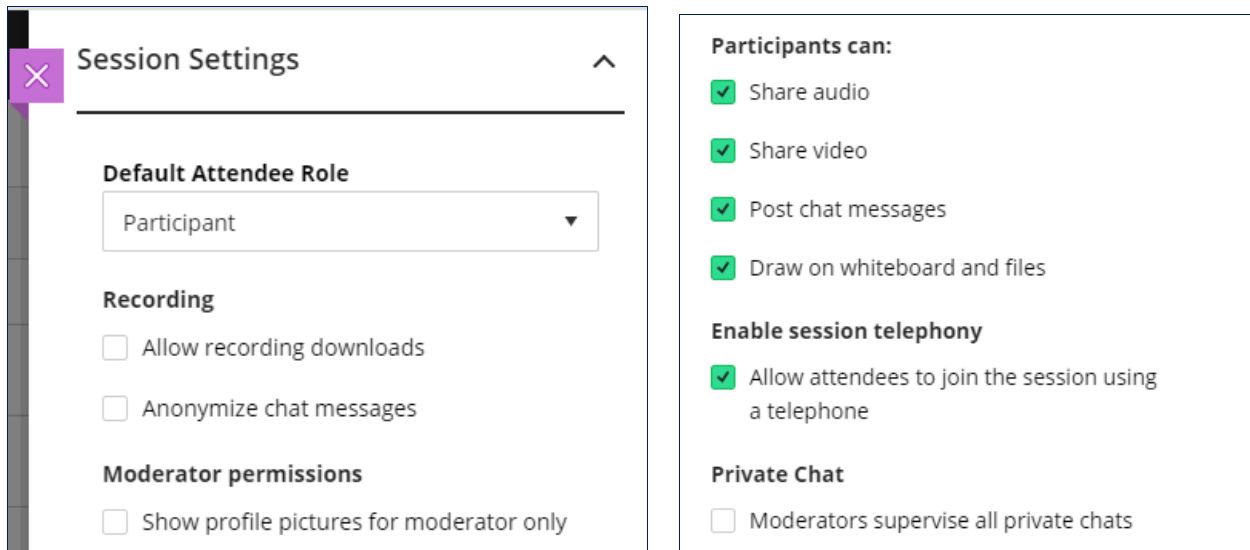


A screenshot of the 'Repeat Session' options. It starts with a checked checkbox for 'Repeat Session'. Below that is a dropdown menu set to 'Repeat Weekly'. Underneath is another dropdown menu set to 'Every Week'. There are seven circular buttons representing days of the week: S, M, T, W, T, F, S. The 'M' button is highlighted in green. At the bottom, there is a dropdown menu set to 'End After Occurrences' and a text input field containing the number '10'.

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

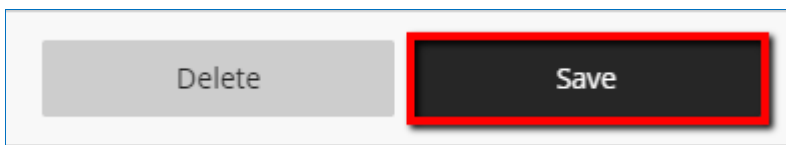


- Click **Add a description** to reveal a text box to type a description for the session.
- Scroll down and click **Session Settings** to expand that portion of the pane. A Moderator can also modify most of these settings during the live conference.



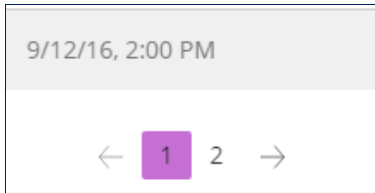
The Session Settings portion of the New Session pane helps the Moderator control what privileges Participants have during the session. With a large number of Participants, it may be useful to turn off their ability to share audio, share video, or draw on shared content.

When all the settings are in place, click the **Save** button to add the session to the current list; otherwise click **Cancel** or **Delete**. A few seconds after the beginning of the process, the caption of the **Cancel** button changes to **Delete**, because the session itself is automatically saved.

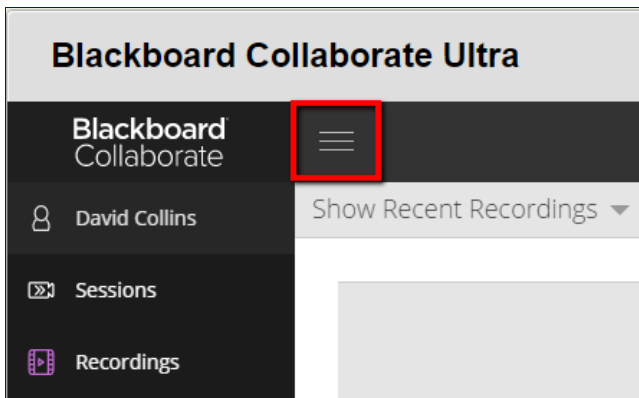


Each new occurrence of a session appears in the list on the Blackboard Collaborate Ultra page with its start and end times and a **Session Options** icon. The menus shown below appear for single and repeated sessions, respectively:

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

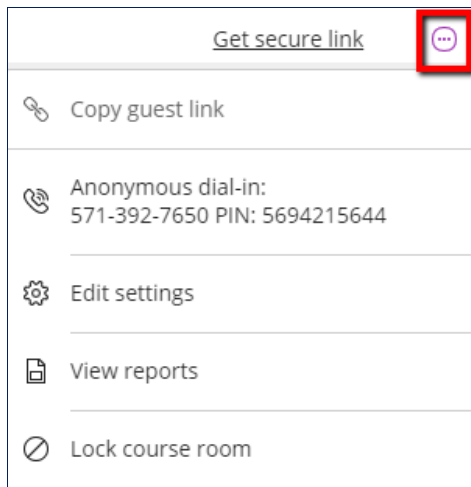


The Collaborate Ultra Menu

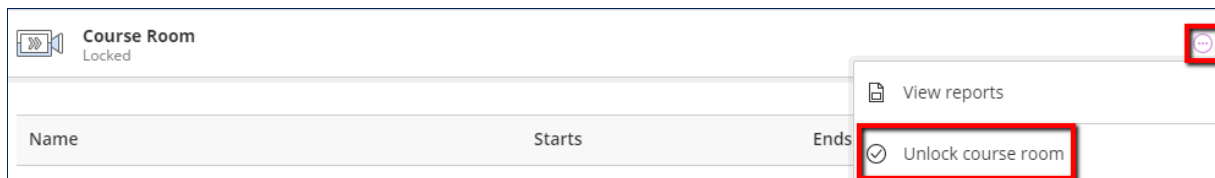


The menu icon at the top-left of the Blackboard Collaborate Ultra page produces a menu with just two commands: **Sessions** and **Recordings**. This allows users to switch the list portion of the page between a list of available sessions and recordings. Switching to **Recordings** hides the **join room** 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.

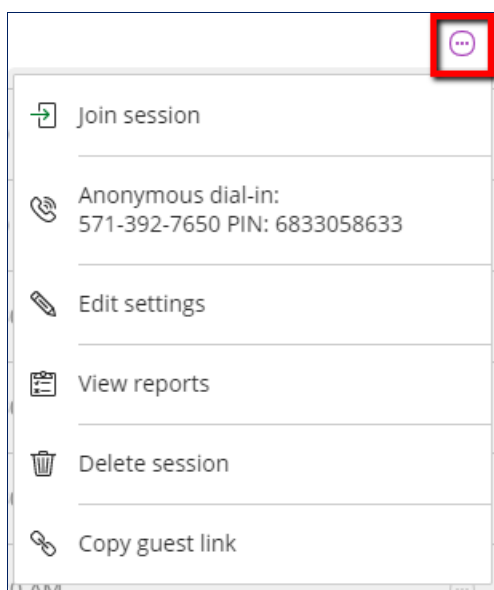
Course Room and Session Options



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.



Join session

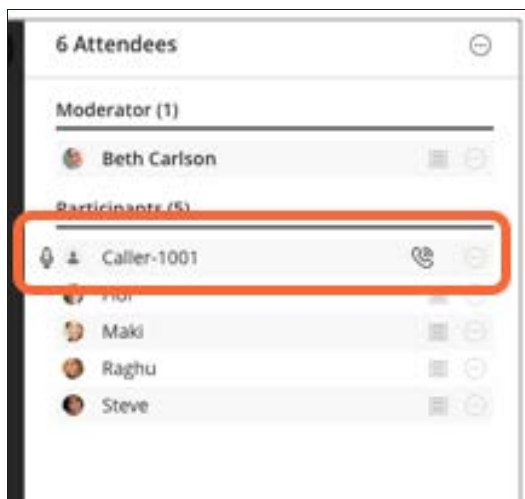
This command appears only for active sessions—i.e., when the current time is within the session's specified time frame. It launches the session on a new browser tab.

Anonymous dial-in

Clicking this command does not do anything. It is in place to inform users of the dial-in number and PIN they can use to join the session without signing into Collaborate Ultra on a computer or mobile device.

This new feature does not take the place of the existing telephone-access feature, but supplements it. Users may still join sessions via a computing device and use a phone to share audio in the absence of a working microphone.

Anonymous refers to the fact that users who join sessions via telephone only do not have assigned identities or any way to identify themselves. Collaborate gives each anonymous user a name consisting of **Caller-** followed by a sequential number, such as **Caller-1001**. Users on computing devices can see this identification in the Attendees pane of the Collaborate Panel, with a telephone icon appearing by their names.

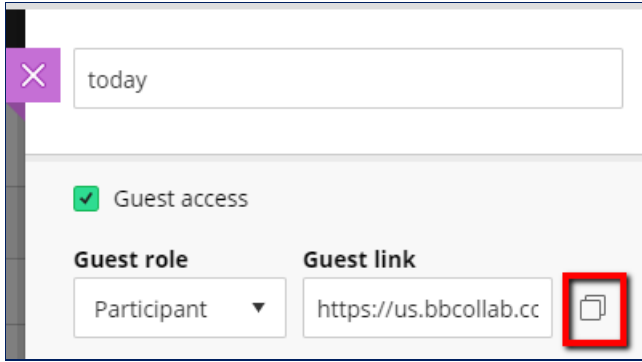


Unlike the other telephone-access feature, anonymous dial-in allows all users joining by phone to use the same PIN. This PIN can be sent to users via e-mail or included in an entry on the Course or Organization Calendar.

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.

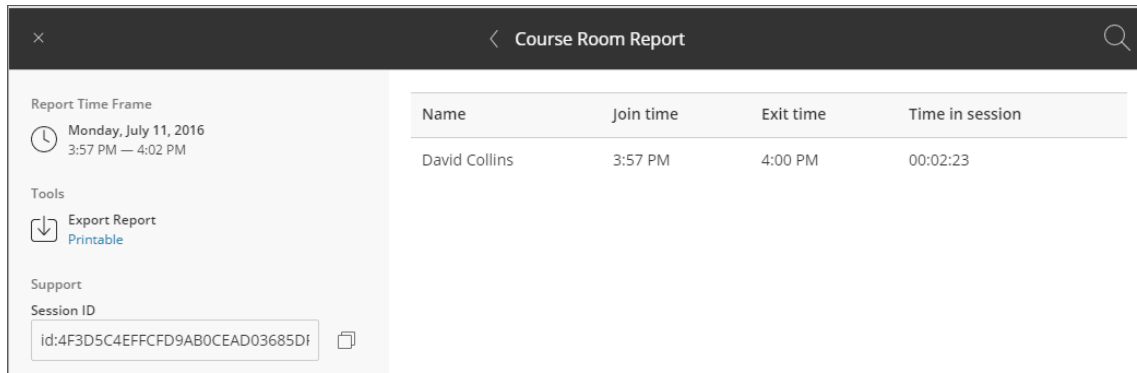
View reports

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 attendees, 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. By default, the list is filtered to sessions within the last 30 days. 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. Users are listed chronologically by when they joined the conference.

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	

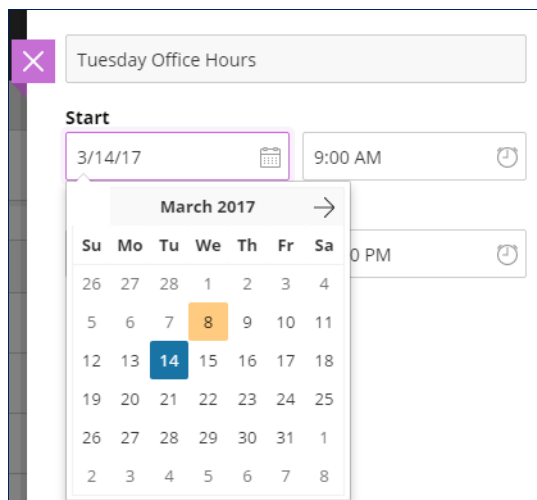


Lock course room

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.



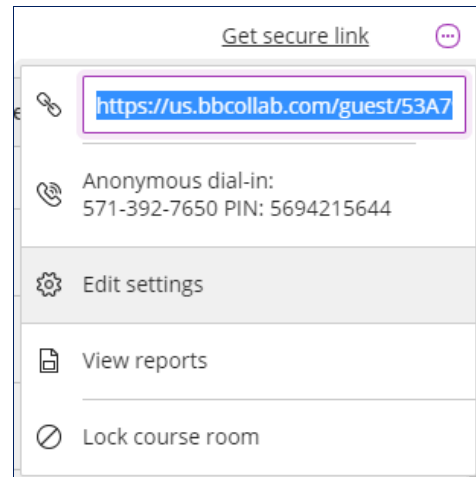
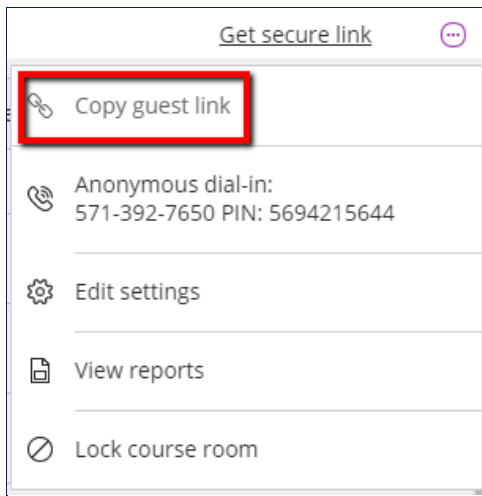
Edit recurring session

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.

Copy guest link

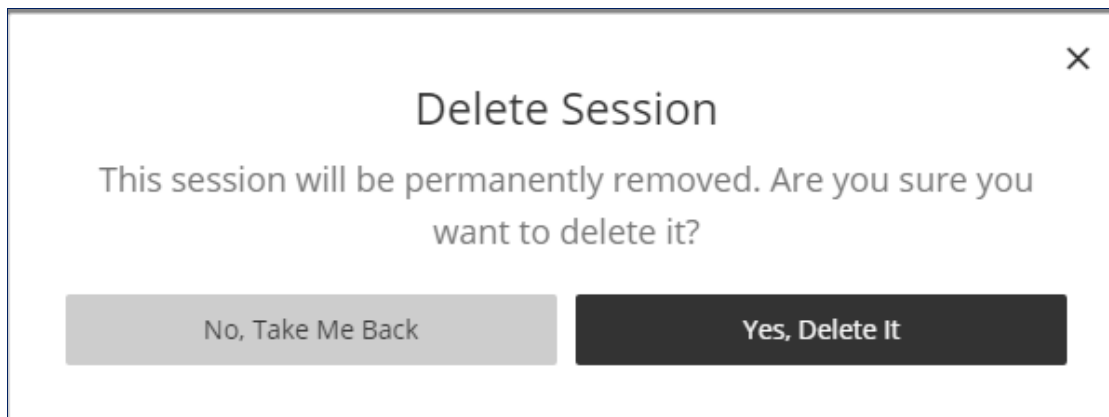
The **Copy guest link** command appears only if Guest Access is enabled in the room's settings. Clicking this command displays the unique URL for the Course Room and copies that URL to the Clipboard. You can then paste the URL text into an email message or other document to send to guest users. Guests 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.



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.





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