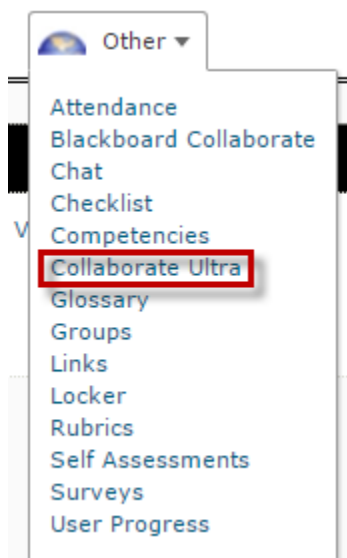


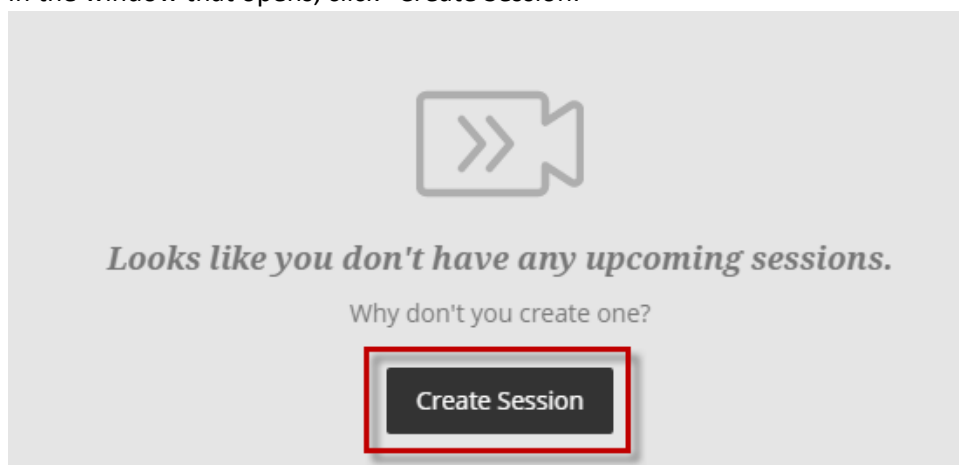
# Collaborate Ultra in D2L

Collaborate Ultra is the replacement for Blackboard Collaborate. Currently, Blackboard Collaborate is still available in D2L, but it will eventually be removed, so it is a good idea to learn Collaborate Ultra now. There are a lot of really great improvements in Ultra, but perhaps the most significant one is that people do not get kicked out as often, and there is no java or launcher downloads required because it is all browser-based. You will also notice that it looks a lot more user-friendly and very similar to Google Hangouts and Skype, except with all of the classroom features that were in the old Collaborate. Let's get started!

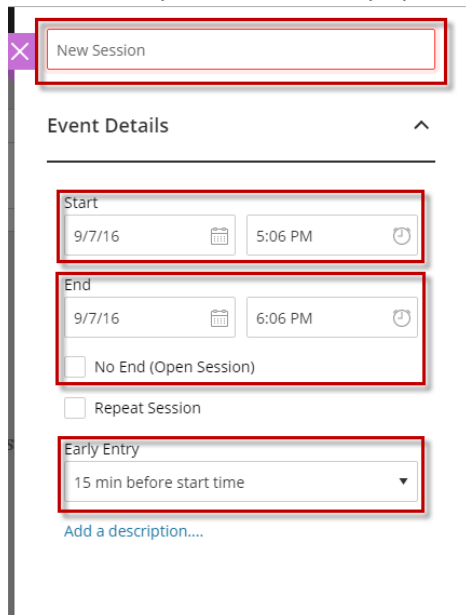
1. In your D2L course, click "Other," then "Collaborate Ultra."



2. In the window that opens, click "Create Session."



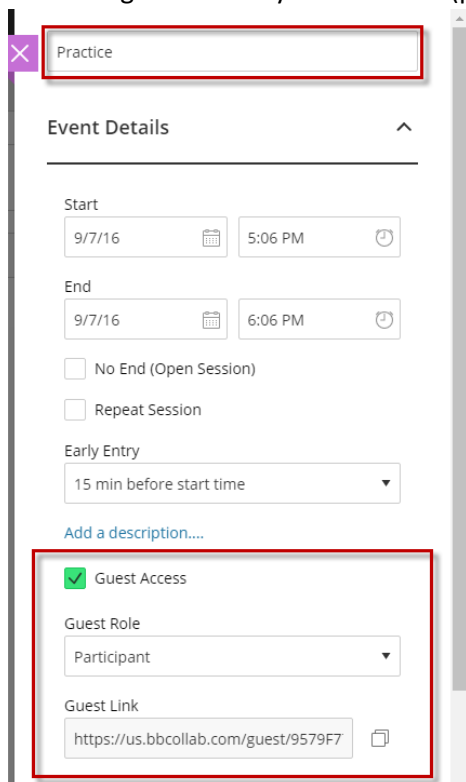
3. Give your session a name. Under “Event Details,” choose a start date, end date (or check “No End Date” if you want it to stay open forever), and early entry allowance.



The screenshot shows a form titled "New Session" with a close button (X) in the top left. Below the title is a section labeled "Event Details" with an upward arrow. The form contains several input fields and checkboxes:

- A text input field containing "New Session".
- A "Start" section with a date field set to "9/7/16" and a time field set to "5:06 PM".
- An "End" section with a date field set to "9/7/16" and a time field set to "6:06 PM".
- Two checkboxes: "No End (Open Session)" and "Repeat Session", both of which are unchecked.
- An "Early Entry" dropdown menu set to "15 min before start time".
- A link labeled "Add a description..." below the dropdown.

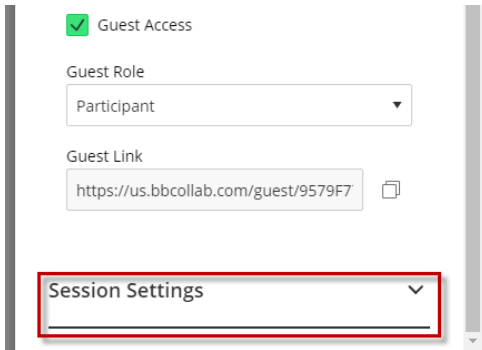
4. Once you enter a “New Session” name and click out of the box, “Guest Access” options will appear. Choose your “Guest Role,” and if you need to, copy the “Guest Link.” The guest link is helpful if you have a guest speaker in your class or if you are using Collaborate Ultra for something other than your D2L class (perhaps an online meeting with colleagues).



The screenshot shows the same "New Session" form as above, but with the "Guest Access" section expanded. This section is highlighted with a red box and includes:

- A checked checkbox labeled "Guest Access".
- A "Guest Role" dropdown menu set to "Participant".
- A "Guest Link" text field containing the URL "https://us.bbcollab.com/guest/9579F7" and a copy icon to its right.

5. Under “Guest Link,” click on “Session Settings.”



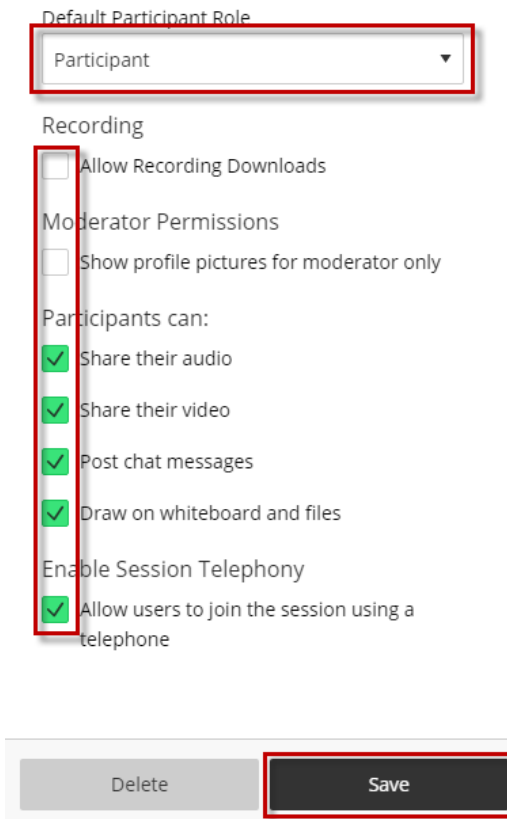
Guest Access

Guest Role  
Participant

Guest Link  
<https://us.bbcollab.com/guest/9579F7>

Session Settings

6. Choose the options you want in your session, then click “Save.” The “Default Participant Role” is what your students will enter the room from D2L as. A participant can do anything in the check-boxes under “Participants can,” a presenter has access to share screens or upload media, and a moderator has access to everything plus the ability to change people’s roles. You will be a moderator by default.



Default Participant Role  
Participant

Recording  
 Allow Recording Downloads

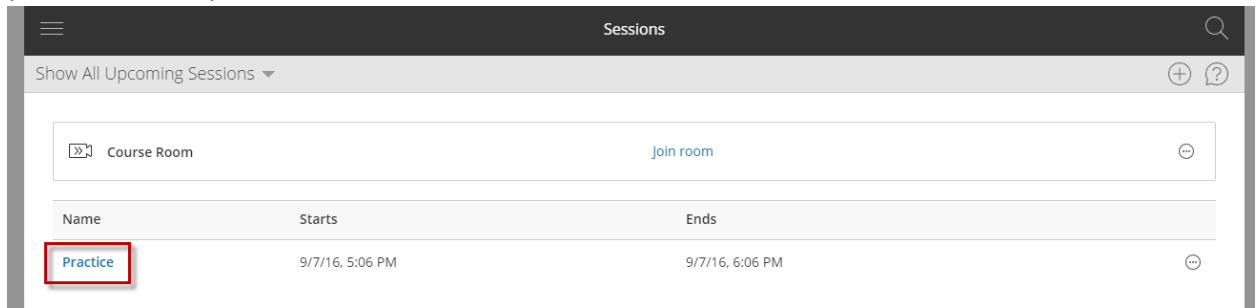
Moderator Permissions  
 Show profile pictures for moderator only

Participants can:  
 Share their audio  
 Share their video  
 Post chat messages  
 Draw on whiteboard and files

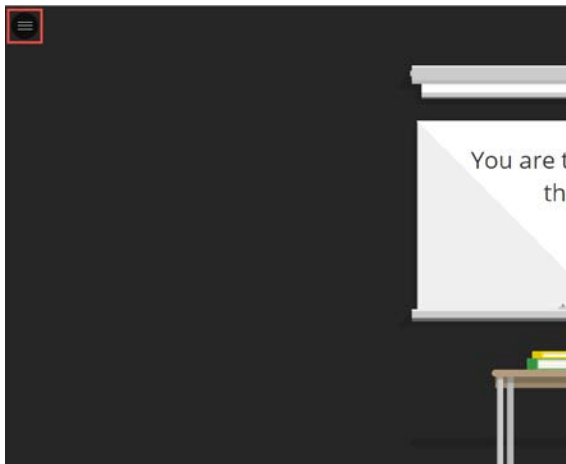
Enable Session Telephony  
 Allow users to join the session using a telephone

Delete Save

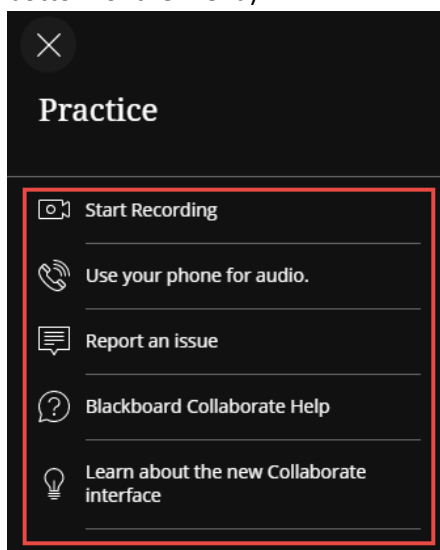
7. Once your session has been created and settings have been saved, you can click on the name of your session to open it.



8. Click on the three bars at the top left to open the session menu. In here, you will be able to record sessions and manage your session settings.



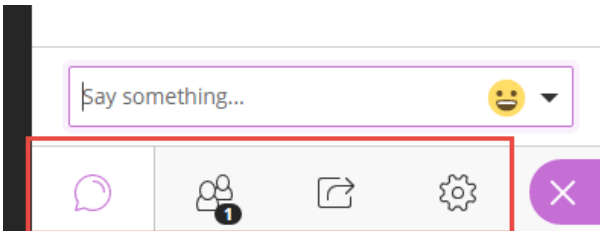
9. In the session menu, you can also use your phone for audio (click the button and then call in to the phone number and enter the pin), find various types of help, and leave the session (very bottom of the menu).



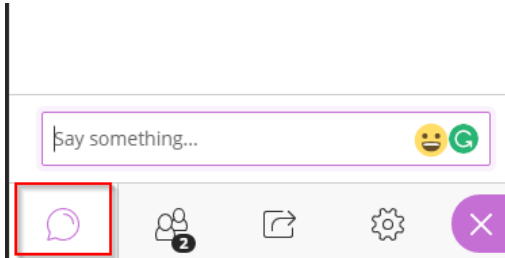
10. At the bottom right corner, you can click on the arrows on the purple tab to open a panel to collaborate with everyone in your session.



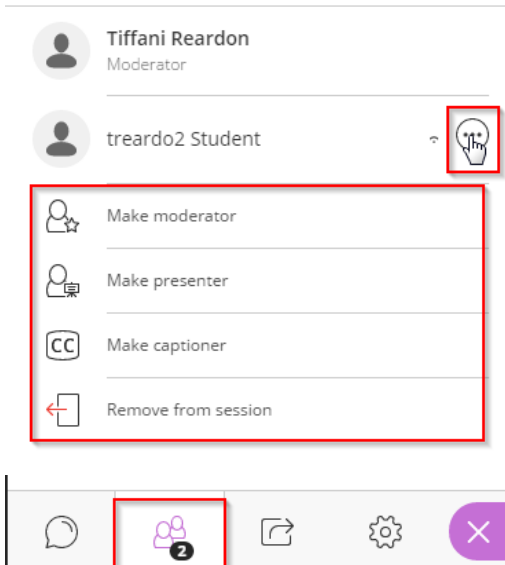
11. Use the tabs at the bottom to move between the options in the Collaborate panel.



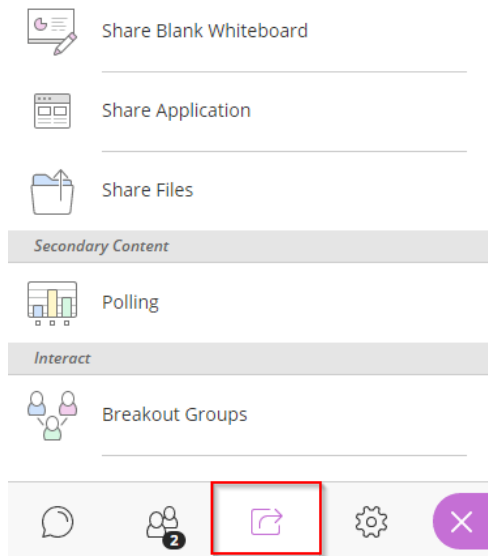
12. The first tab opens the Chat function. Here you and your students can communicate, even during presentations. This could be helpful for if students have questions during your lecture, but you don't want them to interrupt you, or if you need to give a one-minute warning to students presenting. It's also a great way for students to chat before or after class, just like in a face-to-face classroom!



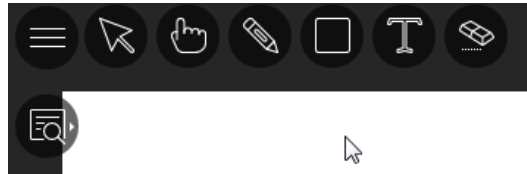
13. On the Collaborate panel, the second option allows you to view participants and edit their permissions. To edit permissions, hover over the name and click the three dots. You can make them a moderator, presenter, captioneer, or even remove them from the session.



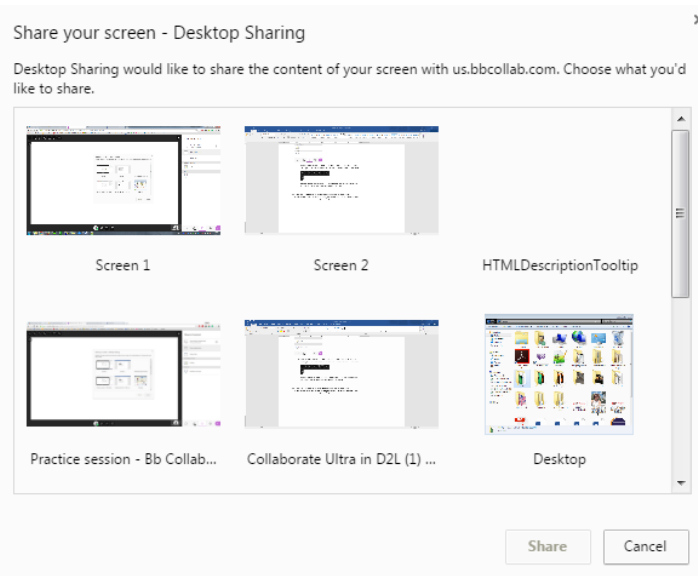
14. The third option will allow you to share content (blank whiteboard, application/desktop, and files), poll participants, and create breakout groups.



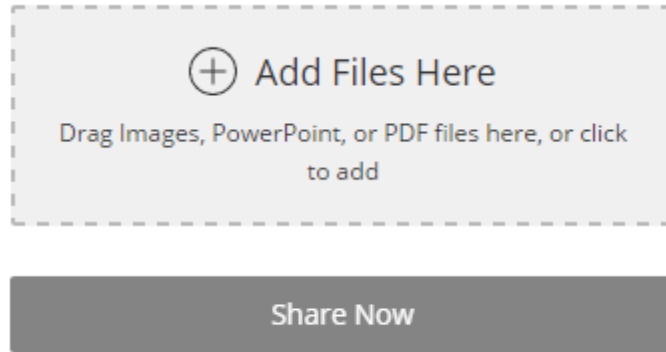
- a. When you share the blank whiteboard, you are given options to point, draw, type, and erase things on the whiteboard using the controls in the top left corner. Try them all out to see what you can do with them!



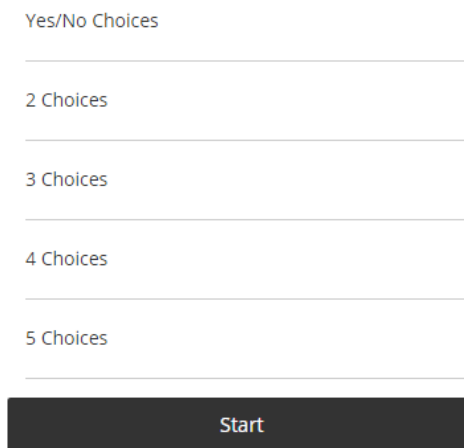
- b. When you share an application, you have the opportunity to choose one of the things you have open on your computer or to simply share the screen.



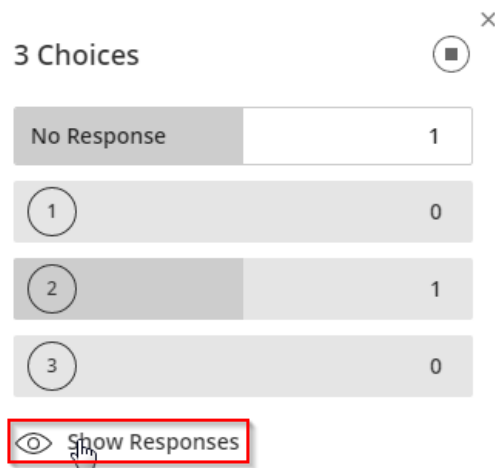
- c. When you share files you can upload images, PowerPoint, or PDF files to show your students.



- d. When you poll students, you will get to choose the type of poll.



Once you click start at the bottom, it will push the poll out to your students and they will choose which number (or yes/no) they want to choose. Here you have the option to say “show responses,” which will allow students to see the results.





15. When creating Breakout Groups, you are given two options for choosing the makeup of the group. “Random assignment” will create and assign groups for you. “Custom assignment” gives you complete control over whom you place in the groups and the number of groups.

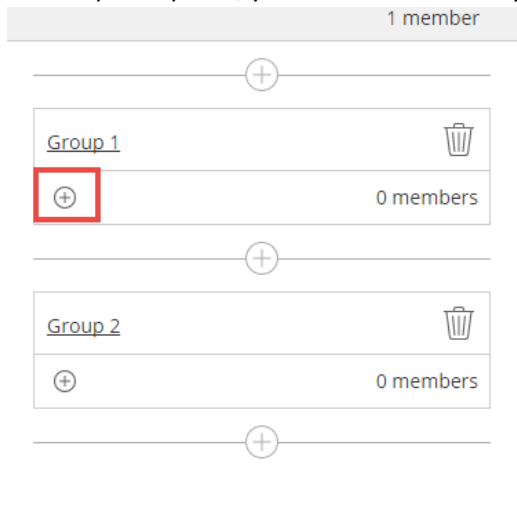
< Breakout Groups

The screenshot shows the 'Assign Groups' dropdown menu with 'Custom assignment' selected. Below it is a checkbox labeled 'Allow participants to switch groups'. The 'Main Room' section shows a participant named Tina Parmar with 1 member. Below the main room are two group cards, 'Group 1' and 'Group 2', each with 0 members and a plus sign to add members.

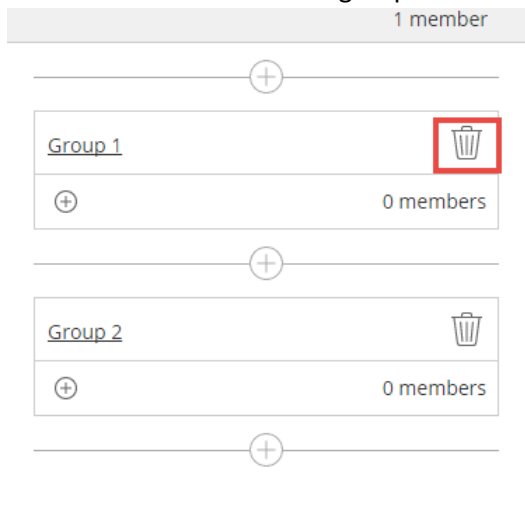
16. When using custom assignment, you may add more groups by clicking the “+” symbol on top of the group name.

The screenshot shows the 'Main Room' section with 1 member. Below it are two group cards, 'Group 1' and 'Group 2', each with 0 members. A plus sign is highlighted on top of the 'Group 1' name, indicating where to click to add more groups.

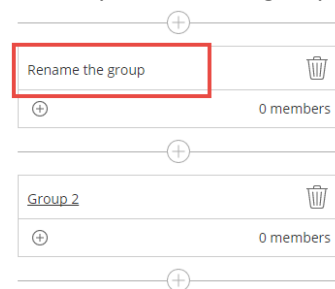
17. To add participants, you will click the “+” symbol under the group name.



18. Click the trashcan to delete groups.

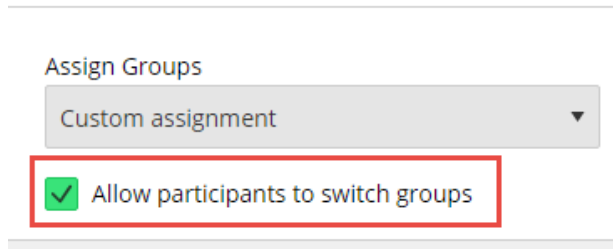


19. You may rename the group by clicking on the Group name.

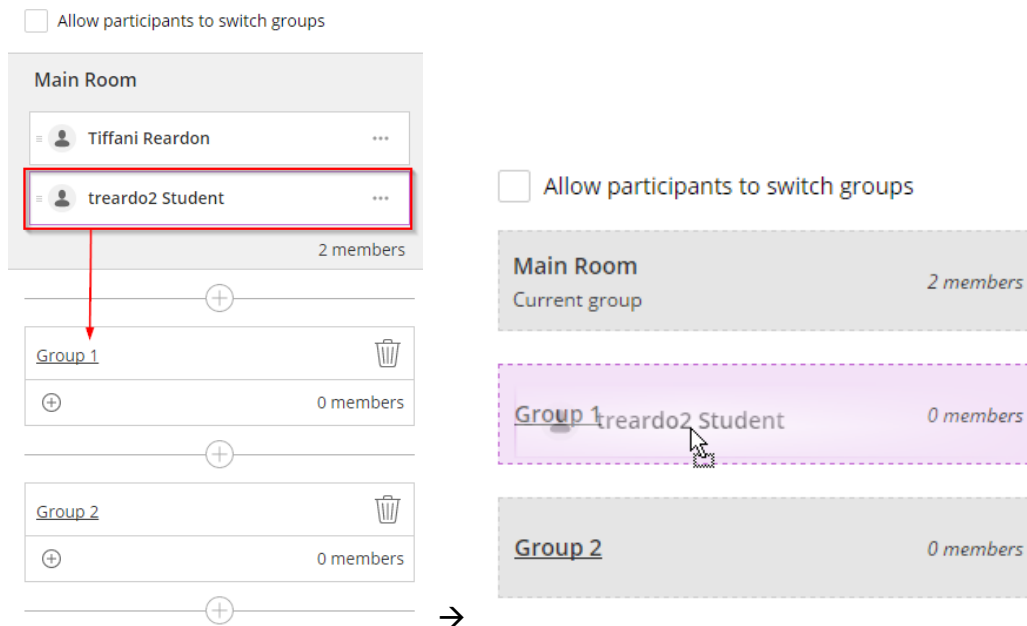


20. In either option, “Random assignment” or “Custom assignment,” you may allow participants the option to switch groups.

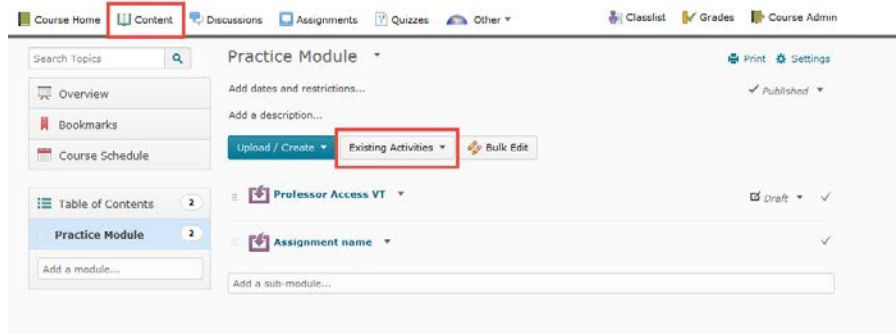
## < Breakout Groups



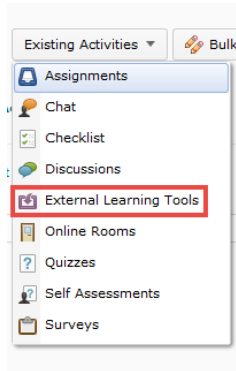
21. Once you start the breakout groups, you can click and drag people to move them into groups, including yourself (you will be in the main room by default).



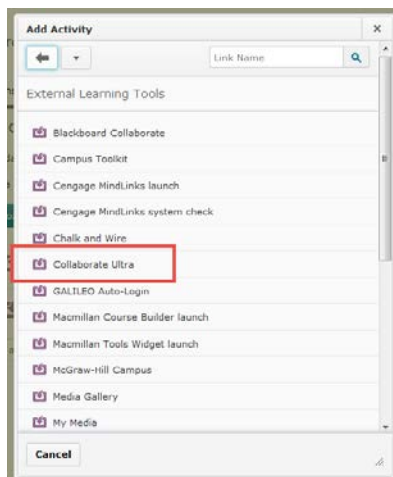
22. To add a link to Collaborate Ultra in D2L, go to Content, click the module you want it in, and then select “existing activities.”



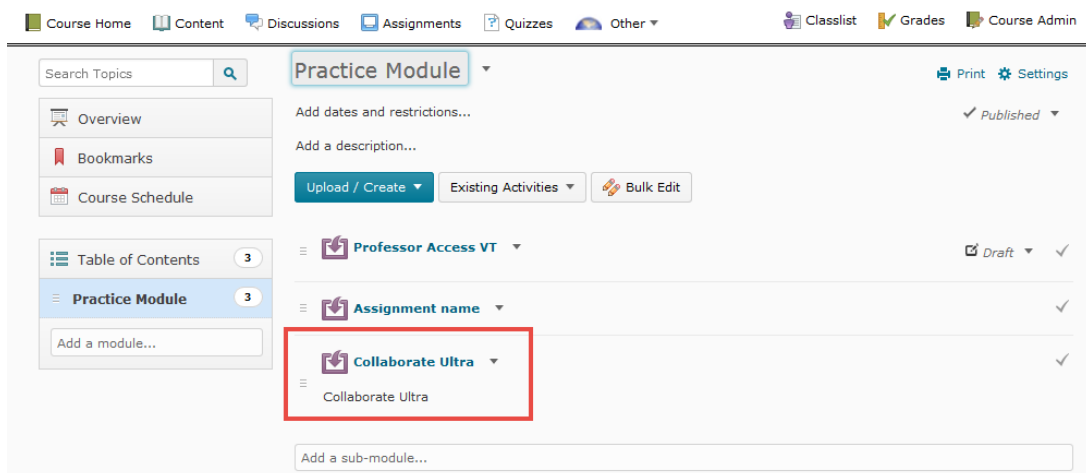
23. Select “External Learning Tools.”



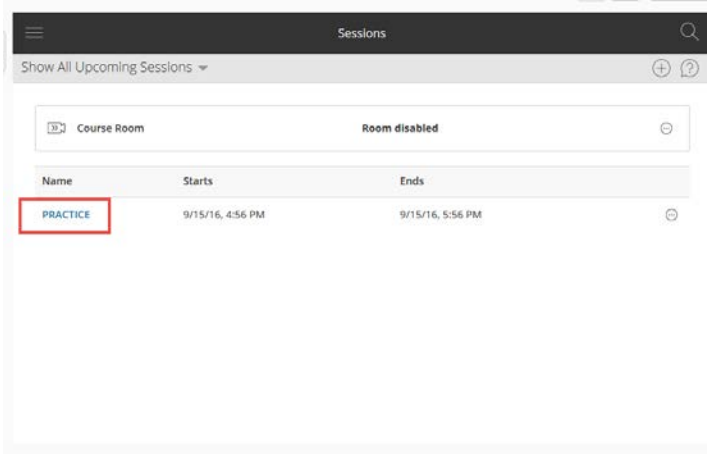
24. Select “Collaborate Ultra.”



25. Collaborate Ultra will be placed within the course content. Then click on “Collaborate Ultra” within the module.



26. Students will be able to view all upcoming sessions, and they can join the session by clicking on the link.



Created by Tina Parmar, September 2016

Edited by Tiffani Reardon, September 2016