Collaborate Ultra - How to create and participate in a video session

(Thanks to James for assembling the instructions)

Part 1: For instructors to create a video session

1. Login to Brightspace.
2. Go to your course or your sandbox.
3. Click on Content.
4. At the bottom of the left column, click on Add a module.
5. Give it a name (e.g., online meetings) and hit Return. This will show up on the right part of the Brightspace page.
6. Click on the Existing Activities menu, then External Learning Tools.
7. Scroll down and select Collaborate Ultra. This will show up under the module you just created.
8. Click on Collaborate Ultra. This will take you to a new Collaborate Ultra page.
9. Click on Create Session. A menu will pop up from the right side.
10. In the New Session box, give the session a Name.
11. Scroll down to Event Details. Specify the start date and end date. If you want the session to remain open, click on "No end (open session)."
12. In Session Settings, set the Default Attendee Role that everyone receives when they log in.
   • If you choose Participant, everyone can join the session.
   • If you choose Presenter or Moderator, everyone can upload files. (For sessions with students, the Moderator role should be fine.)
   • If you want other to be able to record the session, click on Allow recording downloads.
13. When everything is set up, click on Save. This will take you back to the Collaborate Ultra page that lists all of your sessions.
14. Click on the session you just created. This will open the menu on the right side.
15. Scroll down to Guest role and choose Participant, Moderator, or Presenter.
16. To the right of Guest link, click on the icon to copy the link.
17. Paste that link into an e-mail and share it with your guests. (To check that the link works, you can open a new tab in your browser and paste the link.)

Part 2: For everyone to participate in a video session

18. In the e-mail, click on the link to go to the session. (Firefox and Google Chrome are recommended.)
19. When the Blackboard Collaborate page opens, enter your name and click on Join Session.
20. In the menu at the bottom, click on the microphone icon to share audio. Click on the camera icon to share video. Others can now hear and see you.
21. When your image appears, click on the Share Video button.
22. At the bottom right, you can click on the X tab to open and close the Collaborate panel.
23. To exit, go to the menu at the bottom, click on your head and choose Leave session.

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