

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**.