

Edge Hill University

ONLINE COLLABORATION

BLACKBOARD COLLABORATE ULTRA - PRIVILEGES AND PERMISSIONS

Privileges and permissions

Staff can choose from a number of privileges settings for students to engaging with Blackboard Collaborate. In most cases the Participant role is sufficient for students to take part in an online session. However, should you want them to lead and manage a session, a higher level of activity may be required for a more advanced use of Blackboard Collaborate. The role of Presenter offers more control of tools, or the Moderator role might be preferred, if you want your students to be able to manage other's privileges and to record a session.

Note: Giving all students the Moderator role can be challenging. Moderators have the ability to give and remove privileges. This can result in confusion and disruption within the session as Moderators can each cancel-out the actions of another Moderator.

Users can be Moderators, Presenters, Participants, and Captioners in the Ultra experience.

- **Moderator:** Moderators have full control over all content being shared. They can make any Participant a Presenter or a Moderator. Moderators see hand raise notifications and can lower hands. They can remove Participants from a session, but they cannot remove other Moderators. Moderators can choose to record sessions, adjust session settings, including deciding what Participants can and can't do.
- **Presenter:** The Presenter role is designed to allow students to present without giving them full moderator privileges. Presenters can upload,

share, edit, and stop sharing content. They can also see hand raise notifications and can lower hands.

- **Participant:** Participants can enable and disable notifications, such as when Participants enter and leave a session or when someone has posted something to the chat. Moderators decide if Participants share audio and video, chat, and draw on the whiteboard or shared files.
- **Captioner:** A participant is assigned this role by a Moderator. The Captioner is given an area to type what is being said. Other Participants can view what the Captioner is typing in real time. You can have multiple Captioners for multiple languages.

	Moderator	Presenter*	Participant
Manage pre-session settings (Select Session options, Edit settings, and Session Settings).	✓		
Create session recording	✓		
Edit your own profile.	✓	✓	✓
View a user's profile.	✓	✓	✓
Remove a Participant from the session.	✓		
Promote Participant to Presenter or Moderator role.	✓		
Edit Participant's permission to use a feature.	✓		
Invite someone to be a Participant in the session.	✓		
Share content (Share files, Applications and Whiteboard).	✓	✓	
See and lower raised hand notifications.	✓	✓	

* The audio video features are never removed from the Presenter role. The Presenter role is recommended for student group activity.

Management of recordings

Session recordings, exporting recordings, and the secure storage of recordings.

Recordings

A Collaborate (Virtual Meeting \ Virtual Classroom) session can be recorded – Moderator only option. Recording functionality is not available to students (Participants or Presenter).

Collaborate recordings can be saved locally (Blackboard Collaborate Server) as MP4 files. However all recording must be removed from Collaborate, a large archive of recorded sessions on the Collaborate service has the potential to be costly for the University and may also pose a liability if not properly managed.

The University has invested in the Panopto service, a video recording solution. Staff are advised to use Panopto or a similar secure video repository.

Saved recordings:

At the moment the Collaborate Ultra recordings captures audio, video, and any content that is shared during the presentation as well as the captured, real time closed captions.

Collaborate Ultra does not record: Text chat, Participants List, Polling and Breakout Rooms.

Why do I want to record my Collaborate session?

If you decide to record a Collaborate Ultra session, it is useful to think about the purpose of the recording. You might want to record a session for users who:

- Could not attend the live session (perhaps those based in a different time zone).
- Want to use the recording as a revision aid.
- Review a recorded meeting or group discussion and take additional notes.

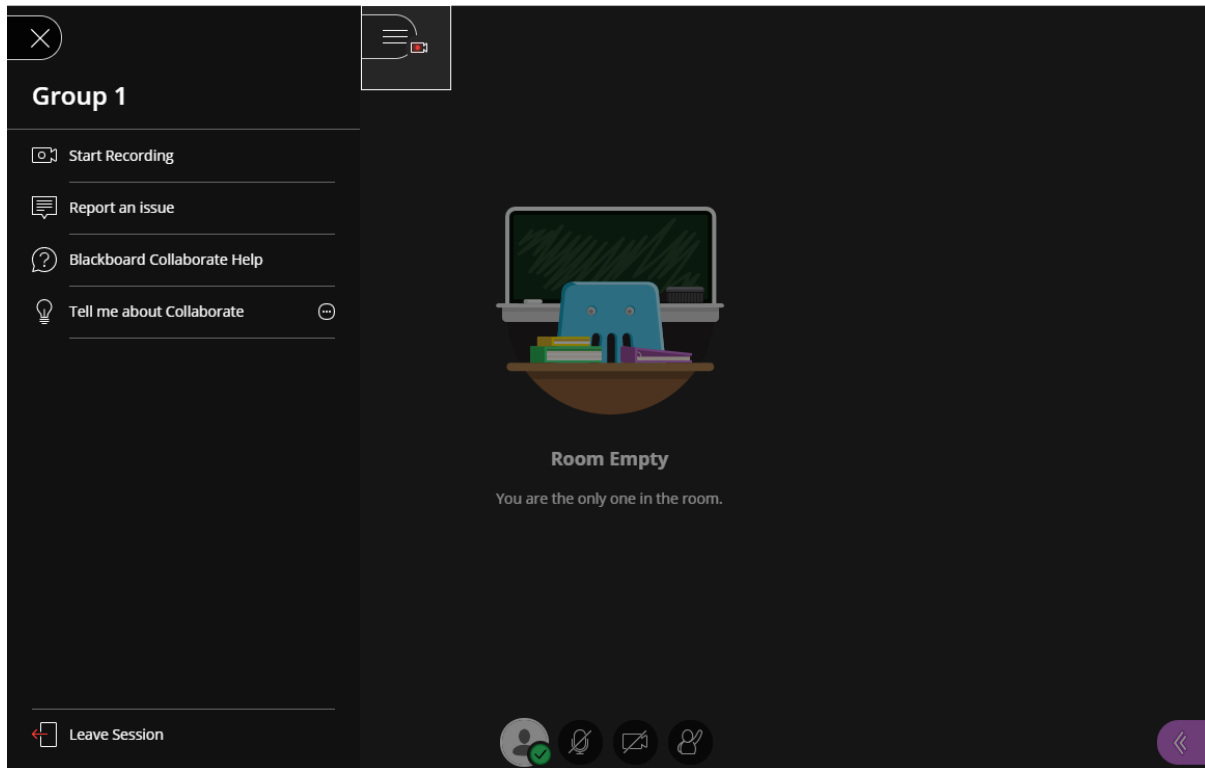
Consider what element of the session would be most valuable to users. For example:

- The session audio.
- Session slides\uploads\file shares.

[How do I record and download a Collaborate Session recording?](#)

Recordings capture the audio, video, and any content that is shared during a session. Recordings also capture any real time captions or chat available during the session.

Open the Session menu and select Start Recording. The recording camera appears on with a red dot while recording is in progress (as show in the image below).



To finish recording, open the Session menu and select Stop Recording.

Remember, only moderators can record sessions.

Everyone can view the recordings from any device as often as they want. There are no view limits.

[Do files remain for repeated sessions?](#)

Files only remain if you are entering the same Session repeatedly. Each session is independent of another, therefore does not inherit the properties or files of another session even if the sessions are set-up in the same Blackboard Module/Course area.

STAT_TEST_BAXTERM_2 GOOD PRACTICE - Sandbox | Blackboard Collaborate Ultra

Blackboard Collaborate Ultra

Sessions

GOOD PRACTICE - Sandbox - Course Room
Locked

Create Session Filter by All Upcoming Sessions

Name	Starts	Ends
<u>Group 1</u>	27/10/2017, 14:00	22/12/2017, 15:00
<u>Group 2</u>	27/10/2017, 14:00	22/12/2017, 15:00
<u>Presenter (Student) Session</u>	13/12/2017, 16:03	31/01/2018, 17:03

Files uploaded to the session will appear in the Share Files window in the Collaborate Panel on the right of the screen. These files remain in the Share Files until you delete them or the session expires and is no longer available from the Sessions link page.

Room Empty

You are the only one in the room.

Share Files

Add Files
Drag image, PowerPoint, or PDF files. Or select to choose files.

Panopto for Flipped Classroo...

Student response comparisio...

Share Now

Video Content Management

Panopto can be used as a simple video content management system to store your Blackboard Collaborate videos securely. Unlike social hosting site such as YouTube and Vimeo, you can manage your Collaborate videos so that they are secure and limited to those you want to view them.

Control who accesses your Blackboard Collaborate recordings. Panopto integrates with Active Directory and LMS authentication systems for a safe and secure user viewing experience.

Formats supported by Panopto include: MP4, MOV, MPG, WMV etc. They can be viewed from any device.

For more information on Panopto visit the Learning Services wiki:

[Lecture Capture Support Materials](#)

For Panopto support contact: panopto@edgehill.ac.uk

Other Sources of Help and Support for Staff

The 'Help' link within the Course Control Panel

Click the 'Help > Blackboard Help' link within the Course Control Panel at the bottom left of your course to access 'Blackboard Help for Instructors'.

Learning Services Wiki:

Visit the Learning Services wiki within the GO Portal to access a range of information including, policies, guides and resources.

Wiki:

[Learning Technology Development Wiki](#)

Learning Technology Development:

Contact Learning Technology Development if you need further assistance or have any further queries.

Email: ltsupport@edgehill.ac.uk

Telephone: 01695 650754

Team Contacts: [Learning Technology Development Division Contacts](#)