

Edge Hill University

STUDENT ONLINE COLLABORATION

BLACKBOARD COLLABORATE ULTRA

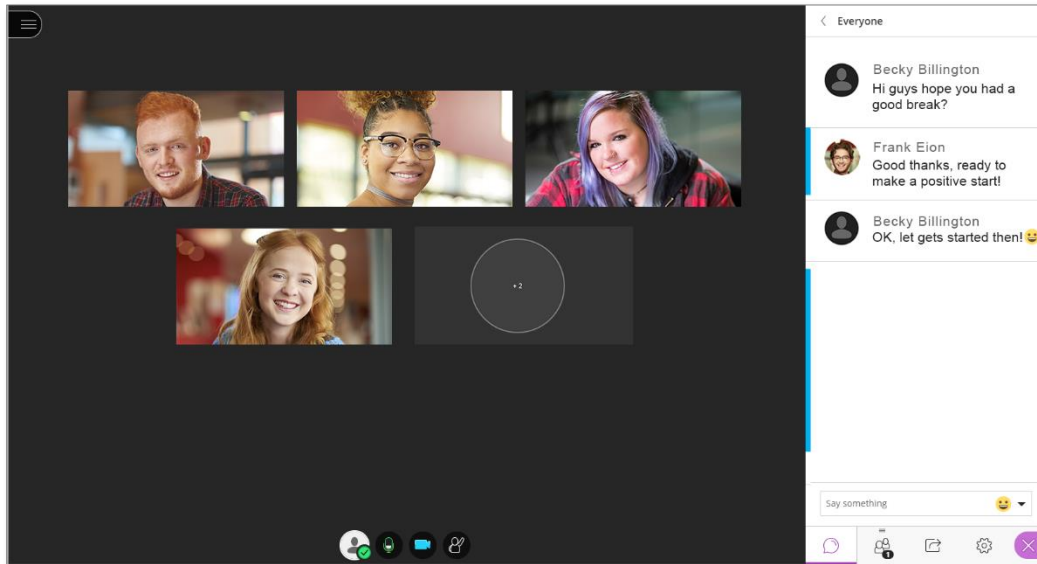
Guide No. LTD5046
Version No. 1.1

Update: 16/10/2019

Why Create an Online Student Session

When the course room is unlocked anyone can join the session at any time.

Instructors don't have to be present for students to join the session. However, if you don't want students to join a course room session unsupervised, lock the course room and create scheduled sessions.



Student Lead Sessions:

If you want students to collaborate for example on a project, be able to interact and share resources, you can setup multiple sessions applying the Presenter¹ or Moderator² role so that students can upload, share, edit, and stop sharing content. They can also see and manage hand raise notifications, lowering them in a fair and orderly way.

Multiple Sessions at once:

If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.

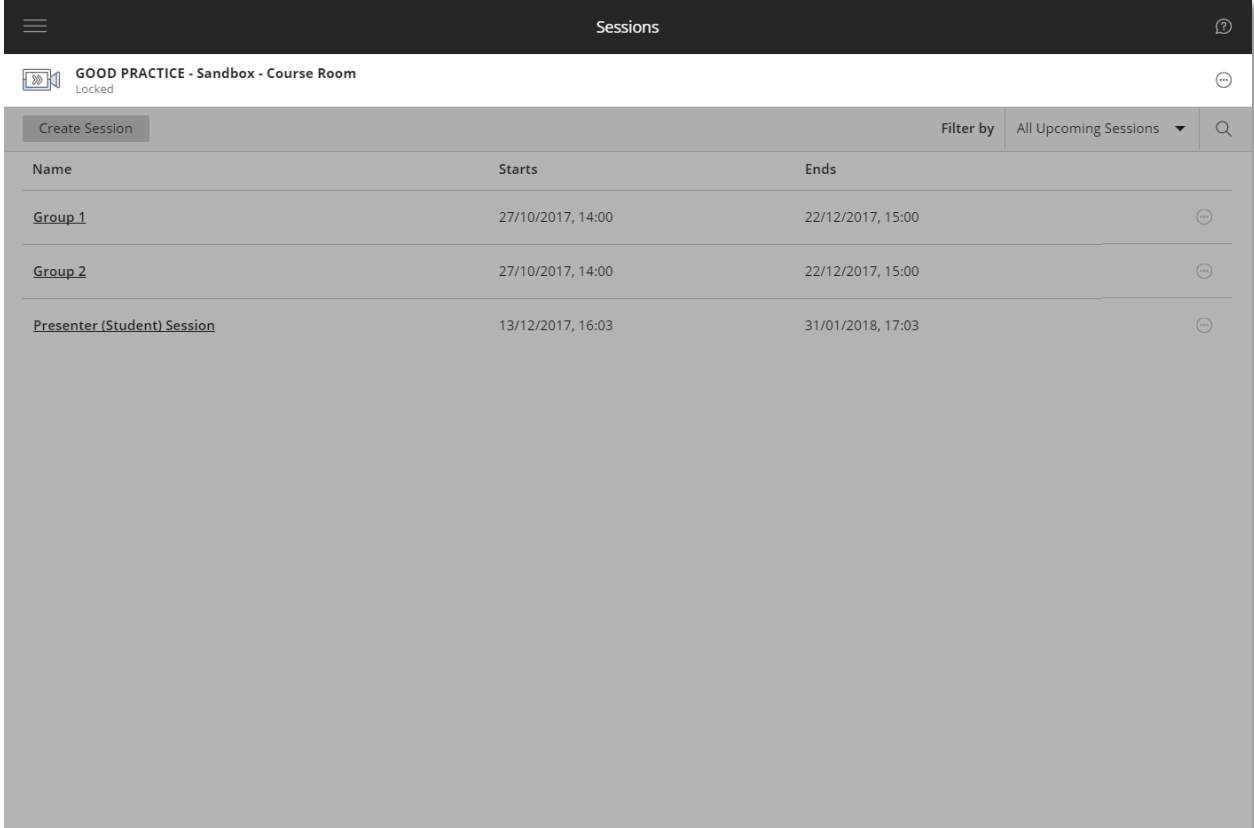
¹ The Presenter role is recommended for student group activity (see LTD Guide: [LTD5045](#)).

² Giving all students the Moderator role can be challenging, causing confusion and disruption within the session as Moderators can each cancel-out the actions of another Moderator.

Create and edit sessions:

Course Room:

A default room is provided for your course that lasts as long as your course. By default, the room is titled with your course name and is always available. You can create individual sessions for specific occasions, such as test reviews, a group activity and discussing content in your course.



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

Sessions Details:

Create Session.

The screenshot shows the 'Sessions' interface. On the left, a table lists existing sessions:

Name	Starts	Ends
Group 1	27/10/2017, 14:00	22/12/17
Group 2	27/10/2017, 14:00	22/12/17
<u>Presenter (Student) Session</u>	13/12/2017, 16:03	31/01/18

On the right, a form for creating a new session is displayed. The session name is 'Presenter (Student) Session'. The 'Guest access' checkbox is checked. The 'Guest role' is set to 'Participant' and the 'Guest link' is 'https://eu.bbcollab.cor'. The 'Event Details' section includes:

- Start:** 13/12/2017, 16:03
- End:** 31/01/2018, 17:03
- No end (open session)
- Repeat session
- Early Entry:** 15 mins before start time
- [Provide a description](#)

At the bottom, there are 'Delete' and 'Save' buttons.

- Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session prior to the start time.
- Type a detailed description of the meeting. This helps students find the right session.
- Set guest access for the meeting. Select 'On' to allow students to invite additional guests.
- You can send a copy of the guest link to your students, or other guests. You can also decide if your guests join as participants, presenters, or moderators by default.
- Session links can be long and break when sent. Using a URL shortening service, such as [TinyURL](#), can help with this.

- Decide if guests join as a participant or presenter. If you're not sure which permissions to apply, don't worry. Permissions can be set during the meeting.

Session Settings:

Decide who can do what in your sessions.

The screenshot shows the 'Sessions' management interface. On the left, there is a 'Course Room' header with a 'Locked' status and a 'Create Session' button. Below this is a table with three columns: 'Name', 'Starts', and 'Ends'. The table contains three rows of session data:

Name	Starts	Ends
Group 1	27/10/2017, 14:00	22/12/2017, 15:00
Group 2	27/10/2017, 14:00	22/12/2017, 15:00
Group 3	27/10/2017, 14:00	27/10/2017, 15:00

On the right side, the 'Session Settings' panel is open, showing various configuration options:

- Event Details**: (Dropdown menu)
- Session Settings**: (Dropdown menu)
- Default Attendee Role**: (Dropdown menu set to 'Participant')
- Recording**:
 - Allow recording downloads
 - Anonymise chat messages
- Moderator permissions**:
 - Only show profile pictures for Moderators
- Participants can:**
 - Share audio
 - Share video
 - Post chat messages
 - Draw on whiteboard and files
- Enable session telephony**:
 - Allow attendees to join the session using a telephone
- Private Chat**:
 - Participants can only chat privately with moderators
 - Moderators supervise all private chats

At the bottom of the settings panel, there are 'Delete' and 'Save' buttons.

- Allow recording downloads from the Recording page as well as on the recording playback page (only the Moderator role can record a session).
- Show the profile pictures of moderators only.
- Allow participants to use audio, video, chat and the whiteboard editing tools.

[More information on Session Settings.](#)

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.

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