# Creating a Collaborate Ultra Session

Collaborate Ultra is a real-time (synchronous) video conferencing tool with a multitude of functions and settings. These instructions outline how to create a session using Collaborate Ultra. Many of the settings are self-explanatory and the instructions below focus on those that are key. For instructions on how to link Collaborate Ultra within our course please see our help resource document Linking Collaborate Ultra.

1. Access the area in the course where Collaborate Ultra has been added and click on Collaborate Ultra, arriving on the page where the default Course Room is located, and which lists the sessions (even if there are none thus far). Please ensure that you have linked Collaborate in an area of the course that is visible to students to ensure they will be able to enter the sessions created.

2. Click the "Create Session" option within the Collaborate Ultra tool.
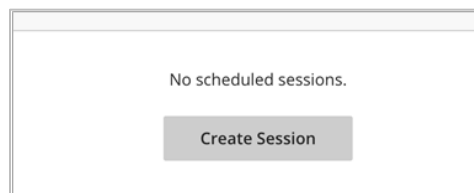
3. Name the session. For example: "Office Hours".
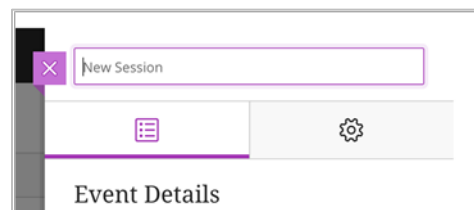
4. The first option in the "Event Details" tab is a checkbox for 'Guest access'. In most circumstances, this option is not necessary, as students enrolled in the course will automatically have access to the session.
For more information on Guest Access, please refer to the section at the end of this document.

5. Choose the start date and time and an end date and time for the session (when the session will open and close). Choosing 'No end' will leave the session open indefinitely and is ideal for providing a space for students to meet. 'Repeat session' is a common choice for recurring sessions, like weekly office hours.

6. Selecting the 'Repeat session' option will reveal the options for how frequently sessions should occur.
Note: To remove a repeat session (i.e. study break week), click on the recurring series (after they have been set up) to open up the list of single occurrences (1), then click the three dots to the right of the session (2), and delete the occurrence (3).
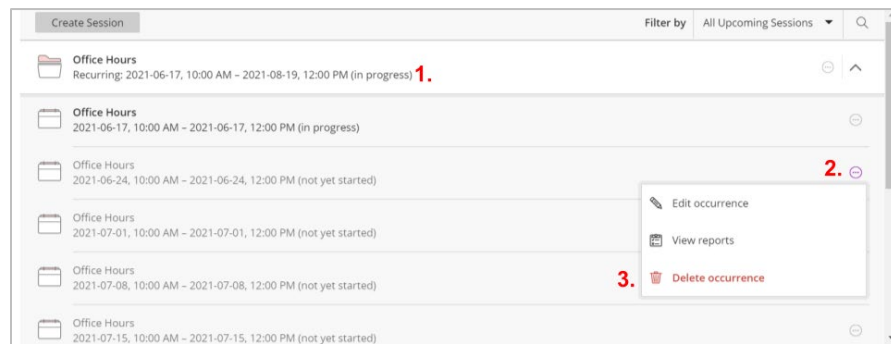
7. "Early Entry" can allow individuals into the session before the start time. 15 minutes is recommended to give attendees time to get settled in.

8. Next, click the gear icon (right tab within the top ribbon) to access "Session Settings". From here, you can set the default role of the attendees; in most cases, students as participants (the default role) is adequate. Altering the default role will modify the role for those who enter from the Brightspace course. If you wish to give all participants more control (i.e. they can see hand raise notifications, make other attendees moderators, remove attendees, etc.), change the default attendee role to moderator. If rooms are set up for students to use for group work, it is recommended to change the default role to at least presenter so the students can screenshare to the session.
Note: the role for an individual can be adjusted by a moderator during the session (i.e. appointing a single student to be a moderator)

9. Recording sessions is a popular option and can be initiated when the session begins. Check the box to allow the session to be downloaded. Recordings are always available for downloads for the instructor. Enabling this will allow students to download them as well. The recordings are stored within Collaborate and can be accessed from the main Collaborate Page by clicking on the three horizontal lines in the top left and choosing recordings.

10. The 'Participant permissions' section contains options to allow participants to share audio, video, post chat messages and draw on whiteboard and files (they are all selected by default). These permissions can be adjusted during the session.

Participant permissions
- ✔ Share audio
- ✔ Share video
- ✔ Post chat messages
- ✔ Draw on whiteboard and files
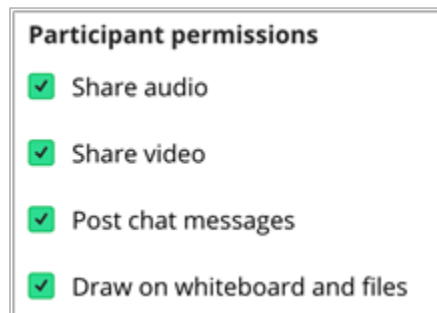
11. When you are finished all the above steps, save the session to finalize. To join the session at the start time, click on it and choose "Join Session".

Guest Access

It is possible to provide a link for direct access, without needing to enter the Brightspace course. The "Guest access" option is generally preferred for providing access for guest speakers or can be used if an instructor wishes to join from multiple devices.

1. When the 'Guest access' box is checked, a link will be created that can be copied and shared with required external participants through email, or other external communications. The link will take the participant directly to the session without needing to log in to Brightspace.

2. Upon selecting the guest access box, the option to choose a role will appear. While Participant is the default, you can change the guest role to Moderator if you wish to give the participant more control (i.e. they can see hand raise notifications, make other attendees moderators, remove attendees, etc.).

Event Details

☒ ✔ Guest access

Guest role   **Guest link**
                         Save the session to get the guest link.

Participant ▼