Creating a BB-Collaborate Ultra Session

BB-Collaborate Ultra is the web-based version of our BB-Collaborate “Classic” web conferencing software that we use in the Online Rooms area. Sessions - each time someone enters and records their activities, it creates a session. You can create different sessions for different uses - guest speakers, group work, lecture capture, etc. The recorded sessions will be date stamped in the Recordings area for later viewing. At this time, it is recommended that you use Google Chrome as your browser when working with BB-C Ultra. Some of the features will not work in other browsers.

1. From the course navigation bar, select the BB-C Ultra icon.

   **Note:** The BB-C Ultra icon has been added next to the Online Rooms icon on the course navigation bar. When support for the “Classic” version stops, the Online Rooms icon will be removed from your course.

2. The BB-Collaborate Ultra window will open. By default, BB-Collaborate Ultra will create a Course Room (orange box) that is an open session dedicated to your course. You could use this room as a quick way to hold an impromptu class meeting.

   **Note:** If you would like to disable this Course Room, select the Course Room Options button (A) and select Disable course room (B) from the menu.

3. Select the Create Session button.

   **Note:** You can also use the Create Session button in the upper right corner to make sessions.
4. A session panel will open on the right side of the screen. You will be able to:
   A. Use the X to close this panel
   B. Type the name of your new session, ex. Guest Speakers.
5. In the Event Details area, you will be able to:
   C. Set the Start Dates and Time
   D. Set the End Dates and Time
   **Note:** If you want to use this session several times during the semester, you can either set a future end date or use No End and Repeat Session.
   E. No End (Open Session) - This will allow you to use this session until the end of the semester.
   F. Repeat Session – This gives us the ability to set up how often and on which days the session is available.

   ![Session Panel]

   G. Set the Early Entry – In most cases the 15 minute default will be enough time, but if you need more time to set-up your session, select the amount of time you will need from the dropdown menu.
   H. Type a Description for the session.
   I. Allow Guest Access to the session. This will allow you to invite individuals who are not in the course to attend the session.
   **Note:** Until a name has been typed, the Guest Access section will not appear.
   J. Select the Guest Role you would like. There are three choices:
      i. Participant - they have the ability to interact with others in the session and use the whiteboard tools but can’t edit the session itself.
      ii. Presenter - only has the ability to use the microphone, web camera, and chat tools during the BB-Collaborate Ultra session. They are also able to use the Share Blank Whiteboard, Share Application, and Share Files options.
      iii. Moderator - they have the ability to create and edit Sessions here as well as make changes during the BB-Collaborate Ultra session.
   K. Use the Guest Link to invite people that you would like to join the session who are not already enrolled in the course.
   **Note:** you will need to copy the Guest Link and, using your campus email account, send it to anyone you would like to join the session.
L. Use the Session Settings expand icon to adjust participant permissions.

6. In the Session Settings area, you will be able to:
   a. Select the role participants should have. Like with the Guest Role, you have three options - Participant, Presenter, and Moderator.
      **Note:** If you were leading the lesson, you would want to leave the default Participant role selected. But if you were having your students lead the lesson, you would want to select the Presenter role. If your students are to work on group projects, you would want to select the Moderator role so they have full access to the session tools and features.
   b. Select the Allow Recording Downloads check box. It is recommended that you do this so your participants can watch the recordings later.
   c. Select who can display a profile picture - everyone or moderators only.
   d. Adjust what the Participants have access to when they are in the session.
      i. Share their Audio - This will let them to use their microphones to talk during the session
      ii. Share their Video - This will let them to use their web cams during the session.
         **Note:** If some of your participants have lower internet speeds you may want to uncheck this option.
      iii. Post Chat Messages - This will let them to use the chat tool during the session.
      iv. Draw on whiteboard and files - This will let them to use the drawing tools during the session.
         **Note:** If one participant draws or writes on the whiteboard area, it is visible to everyone in the session.
   e. Enable Session Telephony - Allows users to join the session using a telephone. This will let them to talk and hear the session with a telephone instead of their computers.
      **Note:** It is recommended that you keep this option checked if you have participants with lower internet speeds.
   f. When you have finished setting up the session, select the Save button.
7. On the Sessions screen, you will see the Session you just created. Click on the session name to enter the room.

8. If you need to make changes to a session, select the Session options dropdown menu.

9. From this menu, you are able to Edit the Settings, View Reports, and Delete the Session.

Please see the Using BB-C Ultra as a Moderators handout for more information on entering and setting up your BB-C Ultra session. The Using BB-C Ultra Advanced Features handout will show how to use the Share Application, Polling, and Breakout Groups features.