



# Collaborate Ultra

## How to create, access and record a virtual meeting space within MyEd as Staff

**Please Note for Visitor Staff creating sessions:**

**Visitor Staff** are staff members who are registered in the Visitor Registration System (VRS). Their uun usually begins with v1.

In sessions created by **Visitor Staff**, everyone who is added as a Moderator will enter the Collaborate session with a **Presenter Role** not Moderator Role

If you would like for everyone to have a Moderator Role in the Collaborate session then a **Staff member** will need to create the Collaborate session within MyEd not the Visitor Staff.

[Presenters](#): Role is designed to allow people to present without giving them moderator privileges. Can upload, share, edit and stop sharing content. Can see hand raise notification and can lower hands. No access to Polling or Breakout Rooms or to editing participant’s privileges or creating session recordings.

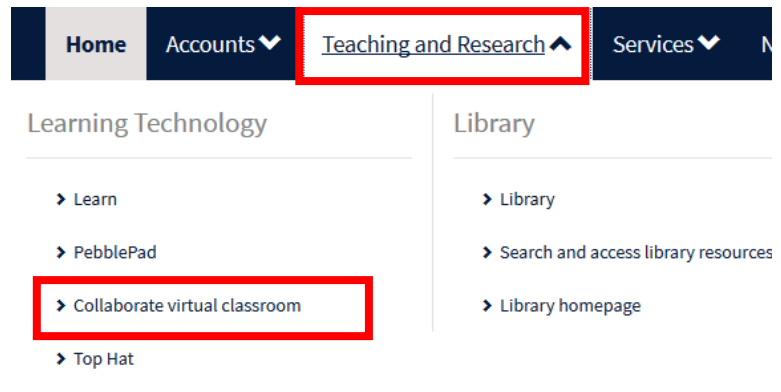
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## How to access Collaborate via MyEd

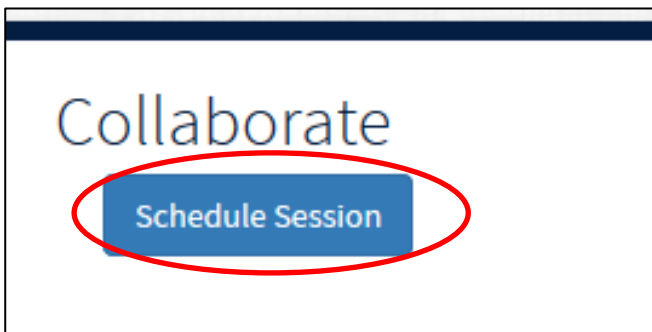
To create a Virtual Meeting login to **MyEd** > the Collaborate channel is located in the **Teaching and Research** tab.

Under Learning Technology click on **Collaborate virtual classroom**.



## Creating a session

Within the Collaborate channel click on **Schedule Session**.



Please complete steps 1- 4 to successfully create a Collaborate Session.

### Step 1: Meeting Options

Creators will have a list of available meeting options:

**Session Name:** name the session (this cannot be changed once created).

**Start Date and Time:** schedule the session for the time and date you want (this must be in the future and can be edited).

**End Date and Time:** set an end date and time for your session

**Early Session Entry:** allow user to join session from a specified time before session start time/date.

**Raise Hand on Entry:** attendees automatically have their hands raised when they join a session.

**Allow in-Session Invitations:** moderators can send invitations to join a session from within a session.

**Allow Guest:** Guests (internal or external to the University) can be invited to the session with a fixed guest urls.

**Show Profile:** Each user's profile is visible (profile photo if uploaded to Collaborate).

**Participants can use tools:** all attendees have full access to the Collaborate features (e.g. audio, video, text chat, and whiteboard) (you can adjust this "in session").

**Can Share Audio:** Participants can share audio in the session.

**Can Share Video:** Participants can share their video in the session.

**Can Post Messages:** Participants can post text chat messages in the session.

**Can annotate whiteboard:** Participants can annotate the whiteboard in the session.

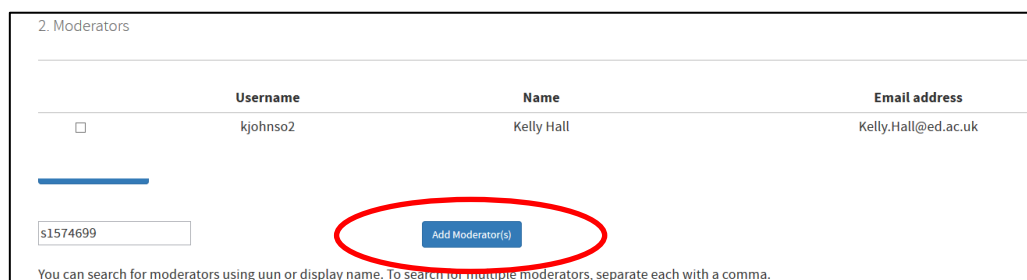
**Open Chair:** this functionality has been disabled.

**Can Download Recording:** recordings from this session can be downloaded.

## Step 2: Add additional Moderators

When you create a session you will automatically be given the Moderator role for that session. You do have the option to add additional Moderators. Any Moderator added to a Virtual Meeting on session creation will receive an email notifying them of the session details.

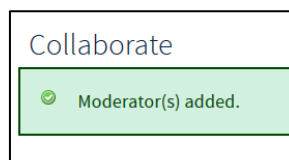
- To add an additional moderator for the **session enter the UUN** of the person you want to add as a moderator > **select Add Moderator(s)**



|                          | Username | Name       | Email address       |
|--------------------------|----------|------------|---------------------|
| <input type="checkbox"/> | kjohno2  | Kelly Hall | Kelly.Hall@ed.ac.uk |

You can search for moderators using uun or display name. To search for multiple moderators, separate each with a comma.

- If the UUN is correct the moderator list will be updated. In addition a display message will be displayed at the top of the page stating the Moderator has been added successfully.



(You can add multiple Moderators by entering a comma separated list of UUNs)

## Step 3: Add Participants

Any participant added to a Virtual Meeting on session creation will receive an email notifying them of the session details.

- To add an internal participant, **enter the UUN** of the person you would like to add as a participant > **select Add Participant(s)**.

- To add multiple internal participants enter a comma separated list of UUNs > select Add Participant(s).

Note: if the UUN or display name is incorrect you will receive an error message stating the incorrect UUN or display name.

- To add external participants enter **the name and email address of the participant** you want to invite > select **Add External Participant**.

(Inviting external participants to a session requires a valid email address.)

- All added participants should now be listed.

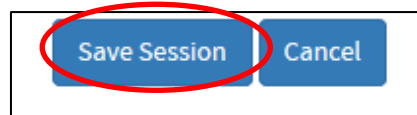
**Please Note:**

If you are planning on having a large session, instead of adding all the users to the session in the internal or external participant list you can email them the guest link instead.

See [How to invite external user to a Collaborate Ultra session within MyEd.](#)

## Step 4: Save the session

- With the previous steps complete you are now ready to complete the creation of your session. **Select Save Session** (located at the bottom of the screen).



You will be returned to the Collaborate channel and will be able to see the created session listed within the Collaborate channel.

## Accessing a Virtual Meeting Space

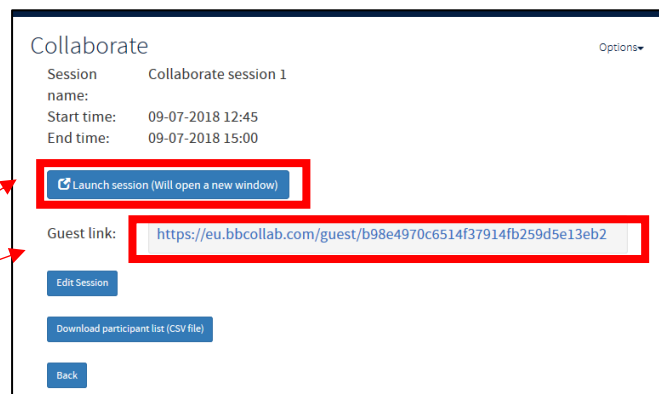
- Within the Collaborate Channel in MyEd **click on the Session name**.

|                          |                              |                     |                     |                   |
|--------------------------|------------------------------|---------------------|---------------------|-------------------|
| <input type="checkbox"/> | <b>Collaborate session 1</b> | 24-07-2017<br>12:45 | 24-07-2017<br>15:00 | <b>Edit</b>       |
|                          |                              |                     |                     | <b>Recordings</b> |

- A session information screen will be displayed which contains information on the **session name, start time, end time**

To launch the session select **“Launch Session”** button.

**guest link** to send to participants.

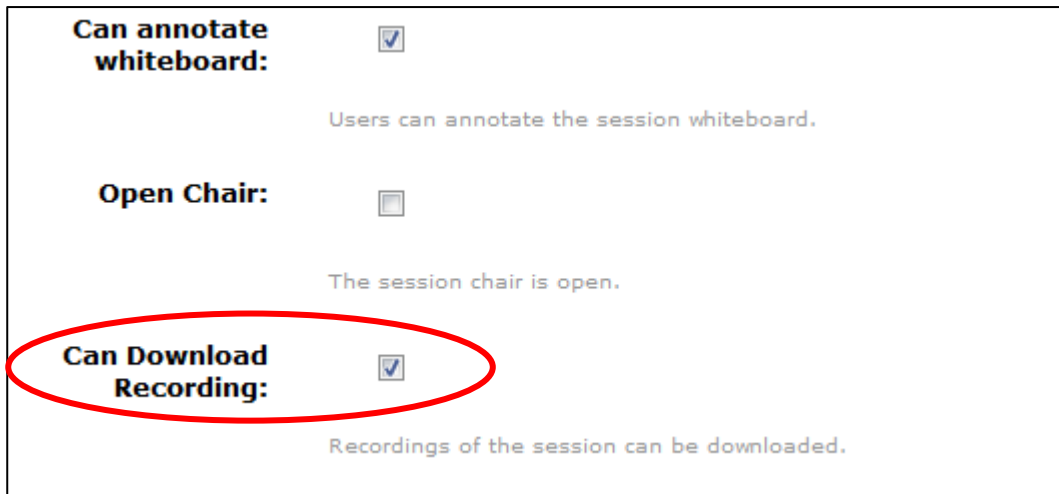


- This will automatically open Collaborate Ultra in a new tab in your browser (use **Google Chrome** for the best experience).
- [University of Edinburgh Collaborate Ultra Support webpages](#)
- More on Browser Support: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Get\\_Started/Browser\\_Support](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Browser_Support)

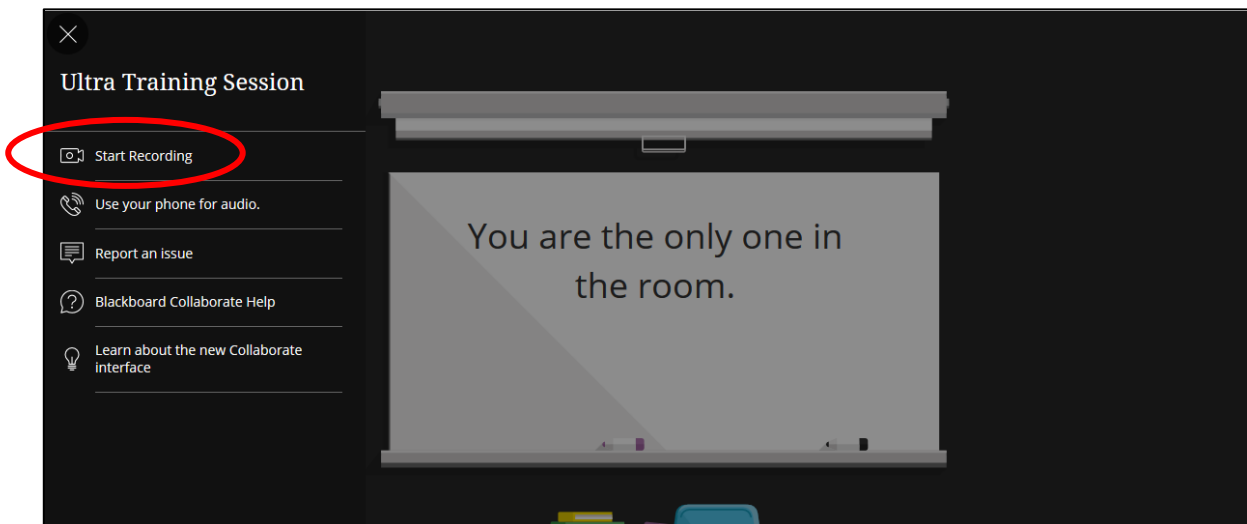
## Recording and downloading Collaborate Ultra Sessions in MyEd

### When creating the Collaborate session

When creating the session in MyEd, remember to select **Can Download Recording** in the **Session Information**.



## Recording your Collaborate session



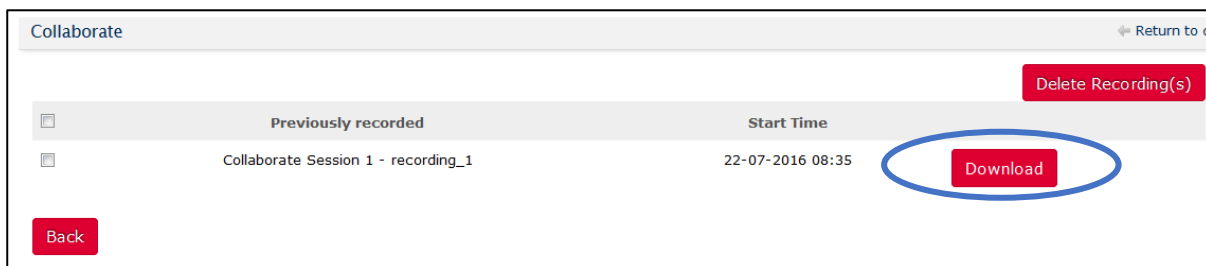
1. From within your Collaborate Session click on **Start Recording** (highlighted in interface picture above) to start recording your session.
2. To pause recording click on the **Stop Recording** button. This pauses the recording. To start recording again you can click on **Start Record**.  
*Note: Every time the pause and start recording is clicked within a session it will create a new recording. Therefore if the start and pause are clicked numerous times in a session there may be several recordings to download.*
3. Exit the Collaborate Session by closing the window.

## Accessing your session recording in MyEd

1. Navigate to your session in MyEd.
2. Click on **Recordings** button to the far right of the session.



3. Click on the **Download** button.



4. This will download the Collaborate Ultra recording as an **MP4 file**.

## Deleting your session recording in MyEd

1. Navigate to your session in MyEd.
2. Click on **Recordings** button to the far right of the session.
3. **Tick** the box at the far left of the recording and select **Delete Recording(s)**.



## Where to store the Collaborate Ultra Recordings

The best place to store your Collaborate Ultra recordings would be [Media Hopper Create](#), which is the University of Edinburgh Media Asset Management Service. You can easily upload the MP4 files into your Media Hopper Channel.

More information about Recording and Storage management with Collaborate Ultra:

- <https://www.ed.ac.uk/information-services/learning-technology/communication/bb-collaborate/recording>