



Collaborate Ultra

How to create & access a virtual meeting space within MyEd as a student

Please Note for Student created sessions:

In sessions created by **Students**, everyone, including the student who creates the session, will enter the Collaborate session with a **Presenter Role** not Moderator Role.

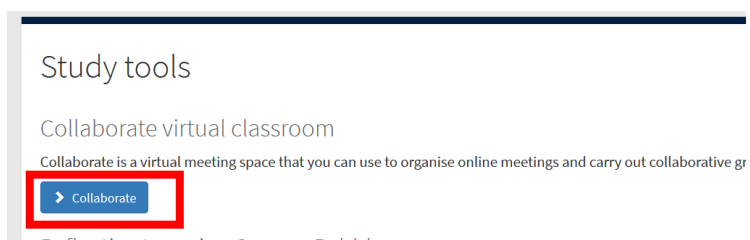
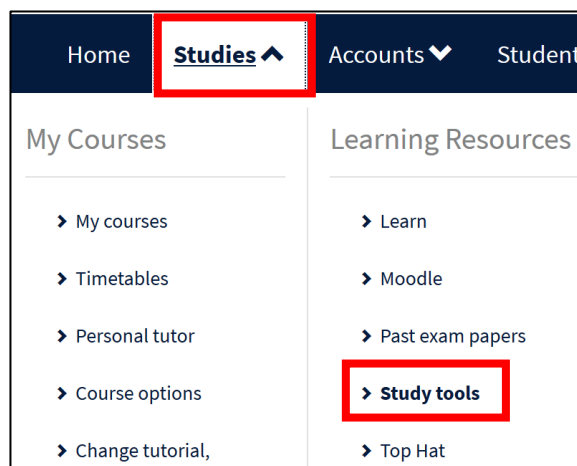
If you would like for everyone to have a Moderator Role in the Collaborate session then a Staff member will need to create the Collaborate session within MyEd not the Student or Visitor Staff.

Presenters: Role is designed to allow students 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. No access to editing participant's privileges. No access to record the session.

How to access Collaborate via MyEd

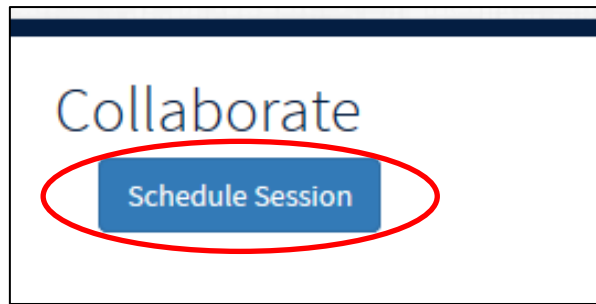
To create a Virtual Meeting login to **MyEd** > Click on **Studies** Tab

Go to **Study tools** then **Collaborate**



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

Users 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).

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.

- Set the options as required for your virtual meeting space.

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 (which will be Presenters in the session).

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

Again, please note for Student created sessions:

In sessions created by **Students**, everyone, including the student who creates the session, 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 Student or Visitor Staff.

Presenters: Role is designed to allow students 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. No access to editing participant's privileges. No access to record the session.

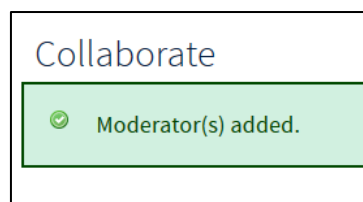
- To add an additional moderator for the **session enter the UUN or display name** (e.g. John Smith) of the person you want to add as a moderator > **select Add Moderator(s)**

	Username	Name	Email address
<input type="checkbox"/>	kjohnso2	Kelly Hall	Kelly.Hall@ed.ac.uk

Add Moderator(s)

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 or display name** (e.g. Mary Smith) of the person you would like to add as a participant > **select Add Participant(s)**.

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

External participants

Display Name:

Email:

Add External Participant

Enter an external participant.

Save Session **Cancel**

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

- All added participants should now be listed.

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"/>	Collaborate session 1	24-07-2017 12:45	24-07-2017 15:00	Edit
				Recordings

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

Collaborate

Session name: Collaborate session 1

Start time: 24-07-2017 12:45

End time: 24-07-2017 15:00

Guest link: <https://eu.bbcollab.com/guest/b98e4970c6514f37914fb259d5e13eb2>

Edit Session

Download participant list (CSV file)

Launch session (Will open a new window)

Back

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

- 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