Using Collaborate Ultra with Groups

It is possible to restrict access to a scheduled Collaborate Ultra session to a particular group of students (eg. members of a tute group) using the Adaptive Release rules in LearnJCU.

This guide assumes the following:

- You have already established your groups and their members in your LearnJCU subject site. You can use the groups automatically created by the class registration process or you can establish your own groups if you need different groupings of students. Details on creating and managing your own groups can be found here.
- You have added the Collaborate Ultra tool link to your LearnJCU subject site menu to allow scheduling of individual Collaborate sessions. If you’ve not already done this, see the Scheduling a Collaborate Ultra session in LearnJCU guide (PDF).

To establish group access to Collaborate sessions:

1. Make Blackboard Collaborate tool links unavailable to students
2. Create group folders and apply access rule
3. Schedule a Collaborate session for each group

1. Make Blackboard Collaborate tool links unavailable to students

The Blackboard Collaborate tool links on your LearnJCU subject site menu and in the Tools area allow users to see all scheduled Collaborate sessions. Making the Collaborate tool links ‘unavailable’ ensures that you are able to manage Collaborate sessions while preventing students from seeing the class list of scheduled sessions.

1. Log onto your LearnJCU subject site and turn Edit Mode ON
2. Locate the Blackboard Collaborate link on your site menu and from the pull-down arrow next to the link choose Hide Link
3. Locate the additional Collaborate Ultra link on your site menu and from the pull-down arrow next to the link choose Hide Link. Note: The link may be named Blackboard Collaborate Ultra or similar, and may be located at the bottom of your site menu.
4. Navigate to the Tools area on your site menu and locate the Blackboard Collaborate and Blackboard Collaborate Ultra student tools.

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Last modified: July 14, 2017
5. Click the **Hide Link** button next to both Collaborate tools so that their labels are greyed out.

### 2. Create group folders and apply access rule

To restrict access to selected Collaborate sessions to a particular group you must first place the link for those sessions in a content folder. Unlike tool links, content folders can have an Adaptive Release rule applied to ensure that only the members of a particular group can see the folder to which they have been granted access. An easy solution is to create a new content area on your site menu that is accessible to all students (e.g. ‘Online tutorials’) and then place your group folders in that area.

1. Click the + symbol at the top of your subject menu and select **Content Area**

   ![Content Area](image)

2. Type the **name** of the content area to be added (e.g. ‘Online tutorials’), select the **Make available to Users** option and **Submit**.

   **Note:** The new content item will appear at the bottom on your site menu but can be re-positioned by dragging it up the menu (e.g. under ‘Discussions’)

3. Navigate to your new content area from the **Build Content** pulldown, choose **Content Folder**. You can name each folder to match your student groups.

4. Type a **name** for your folder (e.g. ‘Blue group tutes’) and optionally a description then click **Submit** to create the folder.

5. From the folder’s options menu (pull down arrow), choose **Adaptive Release**

   ![Adaptive Release](image)

   Scroll down to the **Membership** section of the Adaptive Release page. The groups displayed on the left column will include those automatically created by class registration and any that you have created manually.

6. From the left column, select the group to be granted access to the folder (e.g. Blue group) and click the **right arrow icon** to move the group to the right-hand column.
7. Click the **Submit** button to apply the Adaptive Release rule on the folder.

### 3. Schedule a Collaborate session for each group

When a Collaborate session is scheduled a Guest link can be created and placed in the appropriate group folder. In this example, when the Guest link is placed in the ‘Blue Group tutes’ folder, only members of the Blue group will be able to access the folder containing the links to their scheduled sessions.

To schedule Collaborate Ultra sessions for each group of students:

1. Click the **Collaborate Ultra** tool link on your site menu

2. Click the **Create Session** button

3. Type in a **name** for your session and ensure **Guest access is allowed**. Set your **Event Details** (eg. time and date) and **Session Settings** (eg. allow recording downloads) as required.
4. Click the **Copy** icon next to the Guest link URL then click the **Save** button to close the session options.

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5. Navigate to the group folder you created previously (e.g. Blue group tutes) and from the **Build Content** pulldown, choose **Web Link**.

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6. Types in a **name** for your web link (e.g. Week 1 tute) in the **URL** field paste your copied Guest link.
Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. More Help

* Indicates a required field.

WEB LINK INFORMATION

<table>
<thead>
<tr>
<th>* Name</th>
<th>Week 1 tute</th>
</tr>
</thead>
<tbody>
<tr>
<td>* URL</td>
<td><a href="https://aubccollab.com/guest/4E6030C095C">https://aubccollab.com/guest/4E6030C095C</a>; For example, <a href="http://www.myuniversity.ac.uk">http://www.myuniversity.ac.uk</a></td>
</tr>
</tbody>
</table>

DESCRIPTION

Text:
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Click Submit to proceed. Click Cancel to go back.

7. Click the blue Submit button to complete the placement of the session link.

This process can be completed for as many sessions or groups as needed.

Frequently Asked Questions

Q. Can I set up a Guest link for a recurring series of Collaborate sessions?
A. No, you can set up recurring sessions, however, as each session has a unique URL, you must add the Guest link for each session in the series to the appropriate group content folder.

Q. Can I identify students if they enter the Collaborate sessions as a guest?
A. Yes, all participants are required to enter their name to access the session as a guest. Ask students to use their full name when entering the session.

Q. How do I track participation in the Collaborate session?
A. In your list of scheduled Collaborate sessions and use the session options icon (three dots) to the right of the session and choose the View Reports option. Choose a date range to search for previous reports. Click the date of the listed session to show each student's join time, exit time and total time in the session. The report can be exported as a web page that can be printed or copied.