Quick Guides

How to Create a
Collaborate Ultra Session

Step 1

In Canvas, if you do not see Collaborate Ultra on the left hand navigation panel go to:
Settings> Navigation tab> Click and drag Collaborate Ultra to Drag and drop items to reorder them in the course navigation> Click Save button at bottom of page.

Collaborate Ultra will now appear in the navigation panel.

Once logged into Canvas. Locate the course you would like create the Collaborate Ultra session in.

Collaborate Ultra

Click Collaborate Ultra from the left hand navigation panel

Step 2

Click "Create Session" and enter event details

E36899 Sandbox

Sessions

E36899 Sandbox – Course Room
Unlocked (available)

Create Session

No scheduled sessions.

Create Session

New Session

A name for the session is required.

Event Details

Start
23/03/2020   12:19

End
23/03/2020   13:19

☐ No end (open session)

☐ Repeat session

Early Entry
15 mins before start time ▼

Provide a description
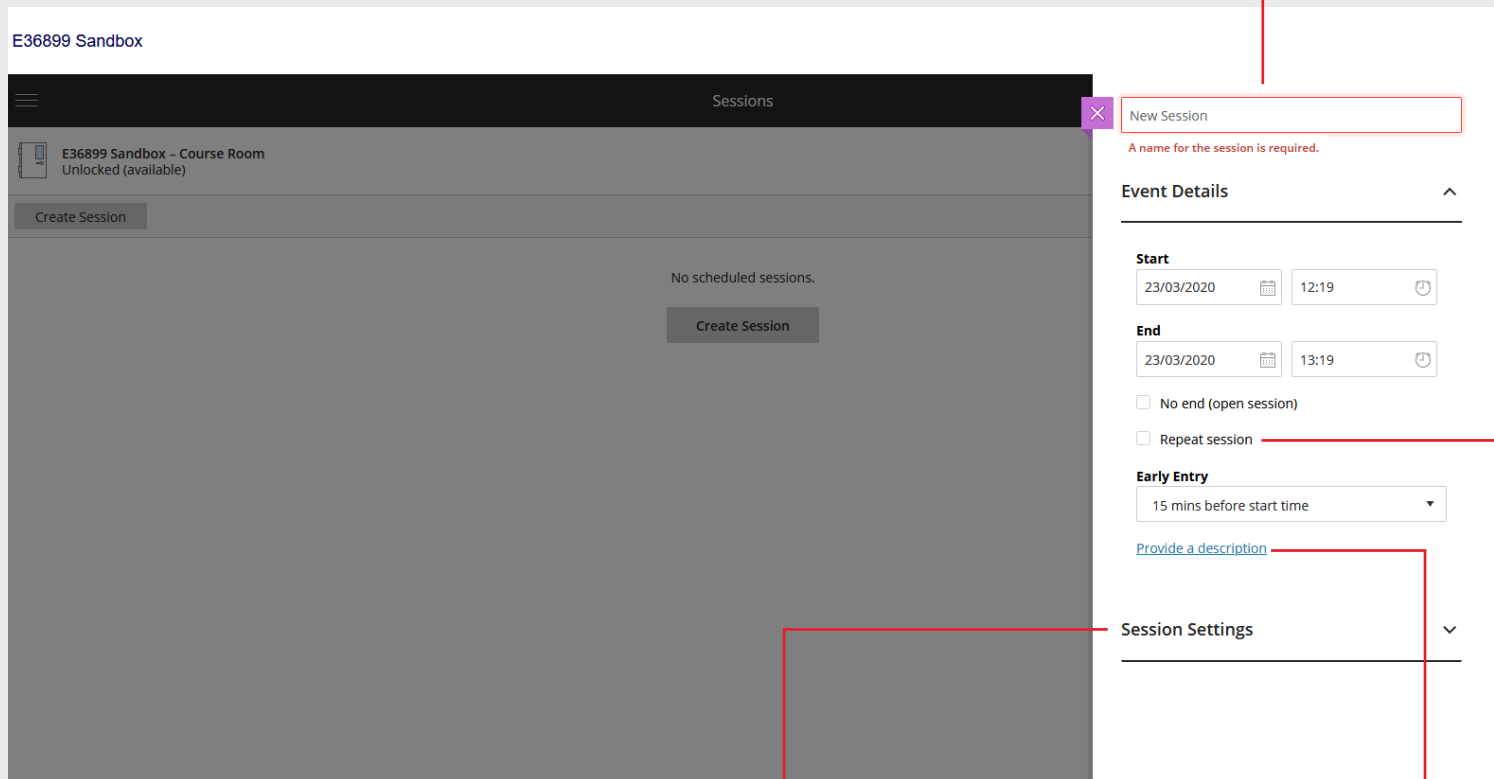
Session Settings

New Session

Enter the name/topic/week of lecture

Repeat session

Daily, weekly, months
Same time on specific days
Schedule occurences

Session Settings

Recording, moderator, participant and Private Chat options
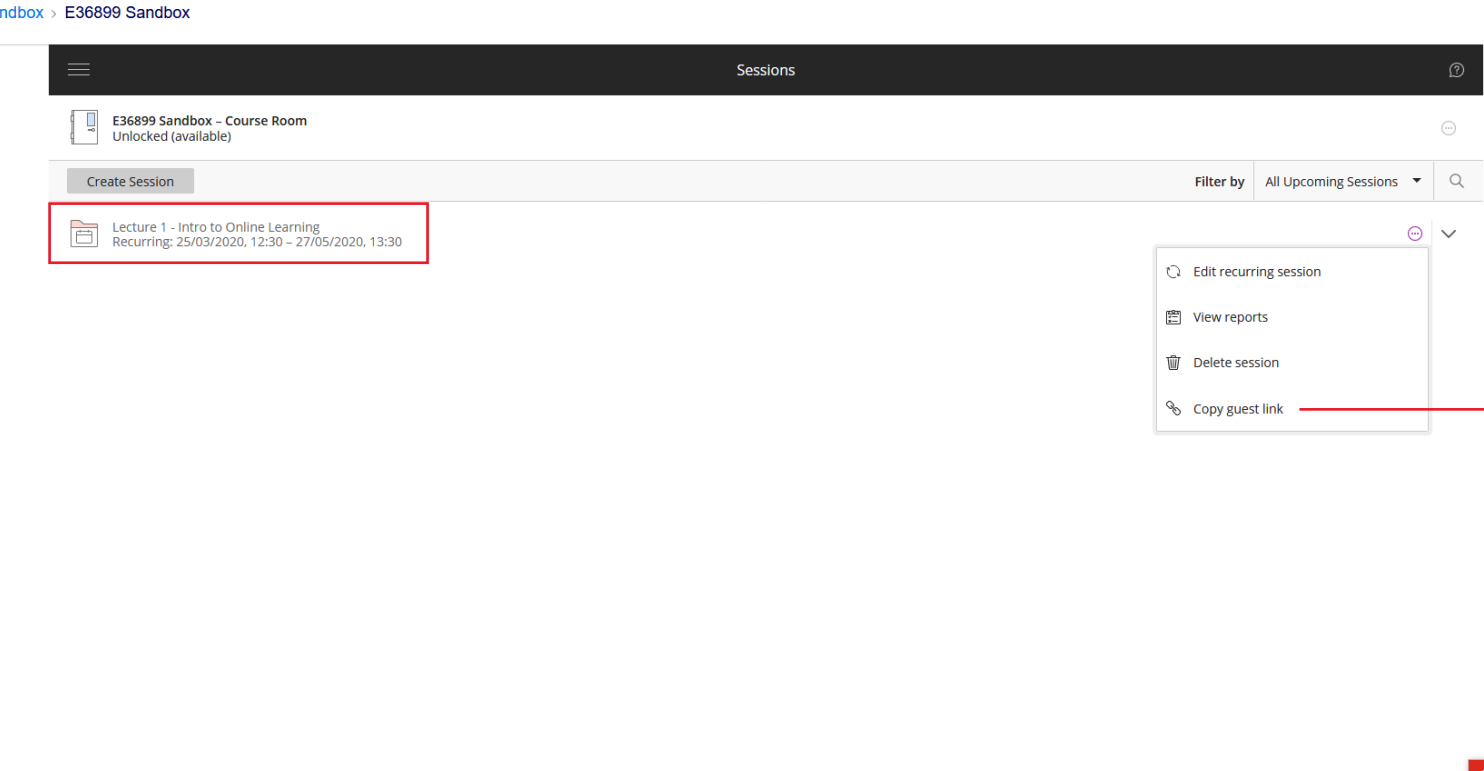
Provide a description

Enter 3-5 bullet points of purpose of session

Step 3

When students login to your course, you can direct students to Collaborate Ultra to locate all their Lecture sessions and times

AND/OR

You can also click ⚫⚫⚫ to Edit recurring session, View reports, Delete session and Copy guest link.

ndbox › **E36899 Sandbox**

| ☰ | **Sessions** | ⑦ |

📙 **E36899 Sandbox – Course Room**
Unlocked (available)   ⋯

| Create Session | Filter by | All Upcoming Sessions ▼ | 🔍 |

📁 Lecture 1 - Intro to Online Learning
Recurring: 25/03/2020, 12:30 – 27/05/2020, 13:30   ⋯ ⌄

🔄 Edit recurring session

🗒 View reports

🗑 Delete session

🔗 Copy guest link ────────────────────────── **Copy guest link**

Copy guest link, is a great
way to share lecture
session in communication
(announcements, emails,
discussion) with students