



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.

ICCP (exemplar)

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Introduction to Common Cooking Practices

Introduction to Common Cooking Practices
RMITCANCOOK
RMIT Studios

Welcome to Introduction to Common Cooking Practices! Cooking is fun. Not only is it creative, industrious and yummy, but it can also bring people together. Throughout the next few modules, you will be introduced to a variety of utensils, ingredients and recipes. We are placing a focus on Italian and, specifically, pasta dishes. We are doing this partly so that we can limit the number of tools and ingredients you will need but also because the best Italian cooking uses fresh ingredients and prepares the food from nothing. Throughout the course we will show you how to prepare the food with primary ingredients but we will also show shortcuts with already prepared products. Either way, by the end of this course you should be able to cook a number of pasta dishes to impress your family and friends. Bellissimo!

So, let's get started! If this is your first time here, please review the *Course Welcome and Orientation* information.

Otherwise please navigate to the necessary Module.

Course welcome and orientation

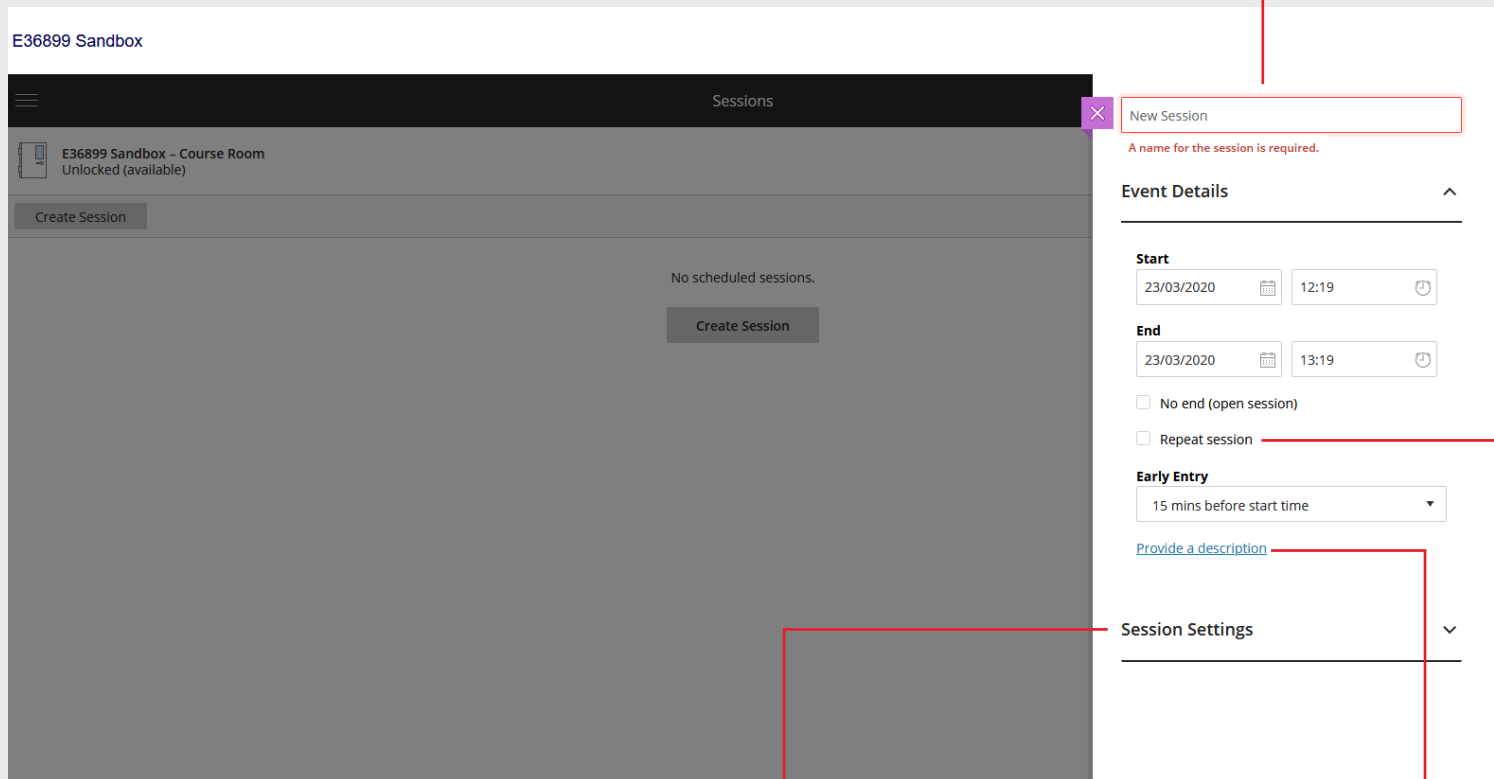
Get started with this course and stay up to date with the support that is available

Collaborate Ultra

Click Collaborate Ultra from the left hand navigation panel

Step 2

Click "Create Session" and enter event details



New Session

Enter the name/topic/week of lecture

Repeat session

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

Session Settings

Recording, moderator, participant and Private Chat options


Provide a description

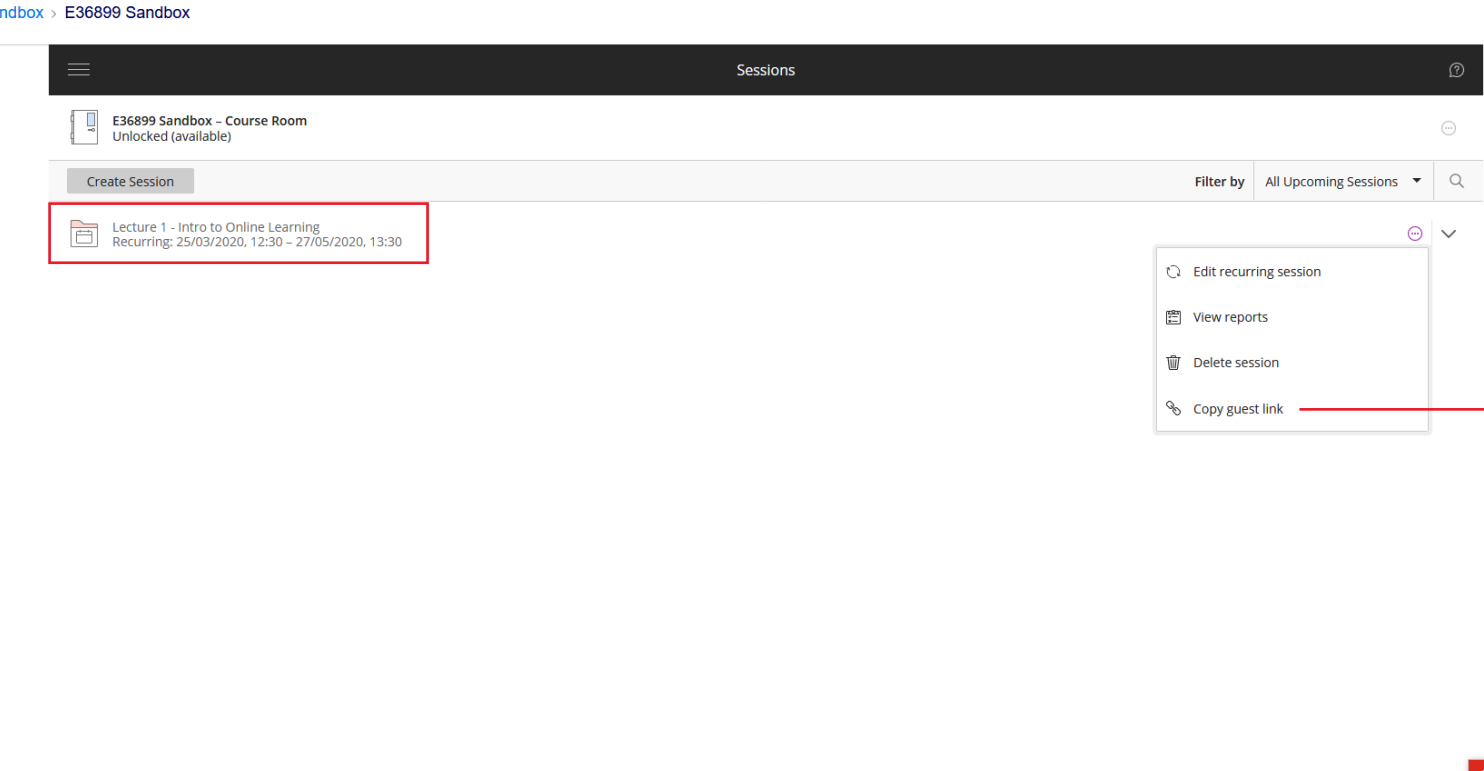
Enter 3-5 bullet points of purpose of session

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.



The screenshot shows the 'Sessions' page for 'E36899 Sandbox'. At the top, there is a navigation bar with a hamburger menu, the text 'Sessions', and a help icon. Below this is a header for 'E36899 Sandbox - Course Room' with a status 'Unlocked (available)'. A 'Create Session' button is on the left, and a 'Filter by' dropdown menu is on the right, currently set to 'All Upcoming Sessions'. A search icon is also present. The main content area lists a session: 'Lecture 1 - Intro to Online Learning' with a recurring schedule of '25/03/2020, 12:30 - 27/05/2020, 13:30'. This session entry is highlighted with a red box. To the right of the session entry is a three-dot menu icon. A dropdown menu is open from this icon, showing four options: 'Edit recurring session', 'View reports', 'Delete session', and 'Copy guest link'. A red line points from the 'Copy guest link' option to the text on the right.

Copy guest link

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