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00:00:00,063 --> 00:00:05,907

Hello there, in this video I'm going to be talking about setting up tutorial groups in Blackboard Collaborate Ultra.

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00:00:05,907 --> 00:00:09,907

By the end of the video you should know how to create a Content Area and a Folder in

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00:00:09,907 --> 00:00:14,907

Blackboard for each of the tutorial groups and also how to set up a recurring Blackboard Collaborate

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00:00:14,907 --> 00:00:18,176

Ultra session for each tutorial group.

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00:00:18,176 --> 00:00:25,176

So having logged into Blackboard, I'm on a shell here. The first thing I'm going to do is create a new Content Area in the left here. To do that

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00:00:25,176 --> 00:00:31,214

I'm going to move my mouse over the Add Menu Item icon and click on Content Area.

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00:00:31,214 --> 00:00:36,214

I'm going to call this Live online sessions and

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00:00:36,214 --> 00:00:42,214

I'm going to tick to make it available to the users so the students can see this and I'm going to click Submit.

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00:00:42,214 --> 00:00:47,214

We can see we now have a new Content Area in the left here. I can drag that with my mouse,

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00:00:47,214 --> 00:00:52,214

bring it up a little bit if I want to make it a bit more prominent on the shell.

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00:00:52,214 --> 00:01:00,214

So I'm going to click in there. First of all, I'm going to create a Folder in here for my first tutorial group. To do that

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00:01:00,214 --> 00:01:06,571

I'm going to move over to Build Content and click on Content Folder. So Blackboard will ask me for a name for this folder.

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00:01:06,571 --> 00:01:11,982

So I'm going to call this tutorial group one.

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00:01:11,982 --> 00:01:18,982

It's also important here that I put the member of academic staff's name here, as it appears in the student timetable.

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00:01:18,982 --> 00:01:24,982

The reason being we're going to end up with a number of these links and we're also going to

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00:01:24,982 --> 00:01:29,982

use this convention when we come to set the sessions up in Collaborate Ultra as well.

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00:01:29,982 --> 00:01:33,982

Because what we want to do in a scenario where we might have tutorial groups running

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00:01:33,982 --> 00:01:38,982

concurrently, we want to make sure the right students click the right link.

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00:01:38,982 --> 00:01:46,982

So, 'tutorial group one, academic staff members name'. I could put a description in here,

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00:01:46,982 --> 00:01:52,666

just a bit of instruction text for the students there. And I'm going to click Submit.

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00:01:52,666 --> 00:01:55,666

And we then have our link to our Folder. Just for completeness

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00:01:55,666 --> 00:01:58,042

I'm going to create a second one.

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00:01:58,042 --> 00:02:03,042

So now our students will be able to click Live online sessions.

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00:02:03,042 --> 00:02:10,042

If the student is in, for example, in tutorial group one, they're going to click here and they will see a link.

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00:02:10,042 --> 00:02:15,042

And it's that link that I'm going to show you how to set up next to a recurring Blackboard

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00:02:15,042 --> 00:02:20,042

Collaborate session for weekly tutorial groups for group one.

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00:02:20,042 --> 00:02:30,592

So on this particular shell, I'm going to click on Tools and then I'm going to click through to the Blackboard Collaborate Ultra tool here.

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00:02:30,592 --> 00:02:39,379

And what we're going to do here is we're going to click the Create Session button.

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00:02:39,379 --> 00:02:44,379

So having clicked Create Session, I get this new pane sliding in from the right here.

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00:02:44,379 --> 00:02:46,379

Again up the top here where it says New Session

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00:02:46,379 --> 00:02:59,379

I'm going over type that with tutorial group one and the academic staff member's name, as it appears in the timetable.

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00:02:59,379 --> 00:03:05,379

And what I'm going to do is I'm essentially going to set this up for the first occurrence.

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00:03:05,379 --> 00:03:12,379

So let's think, for example, off the top my head I think teaching starts on the 4th of October this year.

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00:03:12,379 --> 00:03:15,379

So the 5th of October possibly.

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00:03:15,379 --> 00:03:21,379

So maybe I've got a tutorial group that's gonna run every Thursday at 10:00 in the morning for two hours.

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00:03:21,379 --> 00:03:33,379

So for this example, I'm going to click the first Thursday, which is the 8th, gonna select ten o'clock in the morning using the time.

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00:03:33,379 --> 00:03:39,379

And it's a two hour tutorial group. So it will end again on the 8th of October.

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00:03:39,379 --> 00:03:47,379

And I'm going to set the end time there. And I can over time this to 12:00 noon.

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00:03:47,379 --> 00:03:53,379

So that's giving me a online session called Tutorial Group One with the academic staff

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00:03:53,379 --> 00:04:01,379

name, starting and ending at 10:00 and 12:00 noon on the 8th of October this year.

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00:04:01,379 --> 00:04:09,379

What I'm now going to do, though, is going to click the Repeat Session button there and we got some new options.

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00:04:09,379 --> 00:04:15,379

So this is a weekly tutorial group for tutorial group one so I'm going to leave it to repeat weekly.

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00:04:15,379 --> 00:04:20,379

I want it every week and it's saying by default,

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00:04:20,379 --> 00:04:24,379

I want it to repeat on a Thursday because the 8th of October is a Thursday.

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00:04:24,379 --> 00:04:29,379

Clearly, in your context, this will be whatever day your tutorial groups are running.

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00:04:29,379 --> 00:04:37,379

And I want to end after maybe eleven occurrences assuming there's 11 weeks between the start of term and Christmas.

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00:04:37,379 --> 00:04:42,379

I want to leave the early entry 15 minutes before start time as it is.

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00:04:42,379 --> 00:04:47,379

That means that my students have got 15 minutes ahead of the 10 o'clock start to click,

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00:04:47,379 --> 00:04:51,379

enable their microphone if that's what we want to do and just get into the room and

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00:04:51,379 --> 00:04:55,379

get settled down. So I'm now going to click Create. And we'll notice,

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00:04:55,379 --> 00:05:09,379

now, if I close this right-hand pane, we have 'tutorial group one academic staff name' and it's recurring from the 8th of October to the 17th of December,

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00:05:09,379 --> 00:05:16,379

starting at 10:00 in the morning, finishing at 12:00 noon. If I click this little arrow; Show Occurrences,

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00:05:16,379 --> 00:05:22,953

it will show me all of the scheduled sessions for Tutorial Group One.

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00:05:22,953 --> 00:05:25,953

So what we would then do in the real world is click Create Session again,

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00:05:25,953 --> 00:05:29,619

go through that process for tutorial group two, maybe group three,

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00:05:29,619 --> 00:05:36,619

maybe group four or as many groups as we've got on the shell or timetabled.

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00:05:36,619 --> 00:05:43,619

So I've got now a recurring tutorial group one. It's called Tutorial Group one, and it will have the staff member's name.

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00:05:43,619 --> 00:05:49,619

I'm now going to come back to the new Content Area that I created 'Live online sessions' here.

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00:05:49,619 --> 00:05:53,619

Bearing in mind I'm working with tutorial group one here.

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00:05:53,619 --> 00:06:03,619

I can click on the link and what I'm going to do is I'm going to move to Tools, More tools, and I'm going to select the Blackboard

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00:06:03,619 --> 00:06:07,136

Collaborate Ultra Tool here.

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00:06:07,136 --> 00:06:10,136

I'm not going to change the link name because in essence,

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00:06:10,136 --> 00:06:14,136

this link will just take the students to the main Collaborate Ultra page.

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00:06:14,136 --> 00:06:21,136

Unfortunatley we can't put a link direct to their specific room or session occurance.

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00:06:21,136 --> 00:06:27,136

I might put some text in here just along the lines of 'Click this link to access your tutorial group.

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00:06:27,136 --> 00:06:34,136

No earlier than 15 minutes ahead of your scheduled tutorial group', click Submit.

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00:06:34,136 --> 00:06:46,136

So the students then on the 8th of October, we know there's a tutorial group running then. Group one, they'll click on Live online sessions,

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00:06:46,136 --> 00:06:52,180

click here and this link will then take them through.

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00:06:52,180 --> 00:06:58,180

They will only see the link for the upcoming tutorial group. They may see the link to tutorial group

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00:06:58,180 --> 00:07:04,358

three, four, five, maybe. But having the academic's name in there

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00:07:04,358 --> 00:07:09,358

makes sure the student looks at the timetable, they see that it's a particular member of staff leading the tutorial group.

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00:07:09,358 --> 00:07:11,885

That's the link they need, that's the one they'll click.