

COLLABORATE ULTRA AS A TELECONFERENCING TOOL. SET UP INSTRUCTIONS.

1. Log in via www.ucd.ie/connect to Brightspace and access your Sandbox.
2. Select Virtual Classroom from Module Tools drop down menu

The screenshot shows the Brightspace user interface. At the top, there is a navigation bar with 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'Module Tools' dropdown menu is open, listing various options: Module Admin, Announcements, Checklist, ePortfolio, FAQ, Glossary, Intelligent Agents, Rubrics, Self Assessments, Surveys, Video Assignments, and Virtual Classroom. A yellow callout box with a white circle points to the 'Virtual Classroom' option, with the text 'Select Virtual Classroom' next to it.

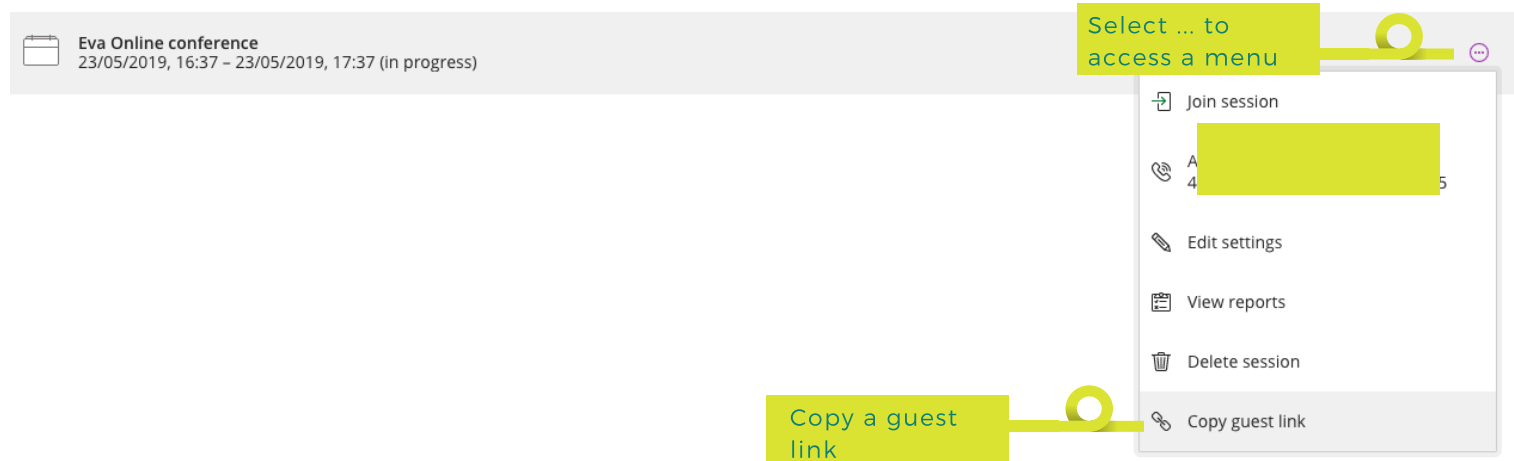
3. You will be then brought to another screen within Brightspace (below).

The screenshot shows the 'Sessions' page in Brightspace. The page title is 'Sessions'. Below the title, there is a section for 'Ewa Kilar-Magdziarz - Sandbox - Course Room' which is 'Unlocked (available)'. There is a 'Create Session' button. Below this, it says 'No scheduled sessions.' and another 'Create Session' button. A yellow callout box with a white circle points to the 'Create Session' button, with the text 'Select Create Session' next to it.

4. Give a name to your session: can be Online Teleconference+ your name

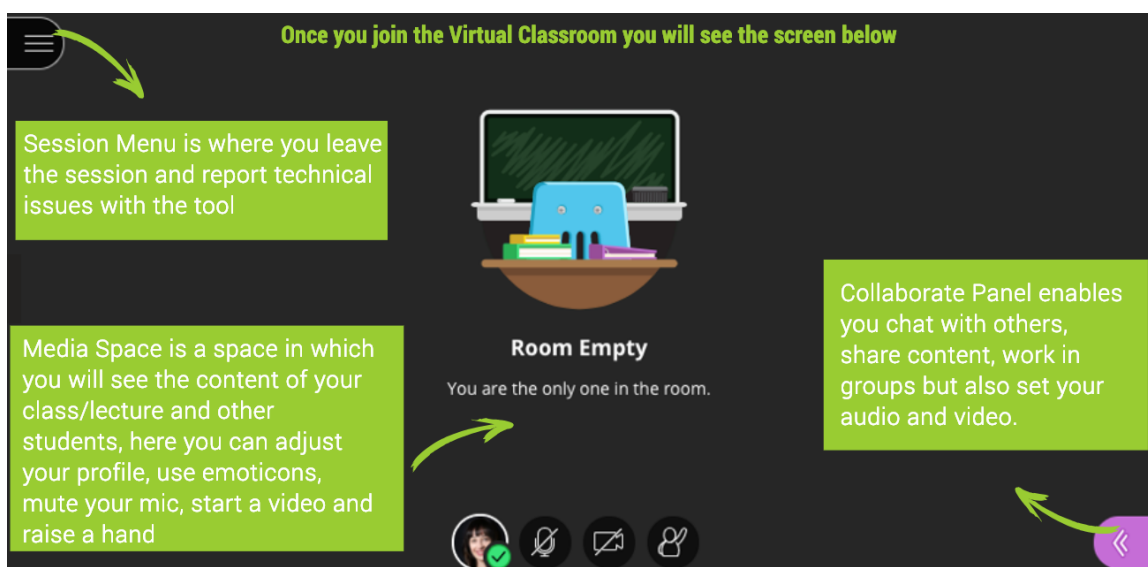
The screenshot shows the session creation form in Brightspace. The session name is 'Eva Online conference'. The form includes fields for 'Anonymous dial in' (442033189610 PIN: 196 605 8565), 'Dial In', 'Guest access' (checked), 'Guest role' (Participant), and 'Guest link' (https://eu.bbcollab.cor). The 'Event Details' section shows the start time as 23/05/2019 at 16:37 and the end time as 23/05/2019 at 17:37. There are 'Delete' and 'Save' buttons at the bottom. A yellow callout box with a white circle points to the 'Guest access' checkbox, with the text 'Make sure this is ticked' next to it.

5. You will be taken then to the main dashboard of the tool



6. Send the link to your colleague via email and join the session whenever ready. You might send the following in your email:

- *Having checked your Internet connection, please select the link:.....here insert your link.....*
- *The link will open in a new window/tab and will prompt to check your audio and video settings. The computer will pick up your inbuilt microphone, if there is not any, please connect loudspeakers to your device*
- *Once you check your audio/video the tool will open a black panel (like below - this image accessible via the following link)*
- *Start the teleconference approx 15 min before the scheduled time.*



You might consider using the same tool for classroom delivery. [More on it here.](#) 