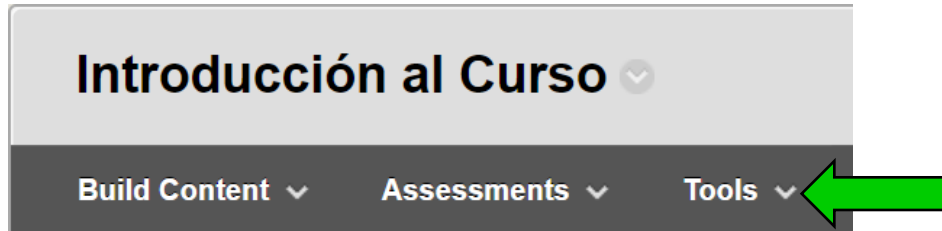


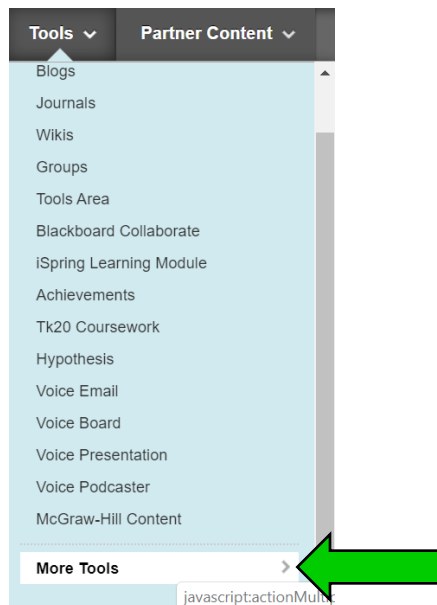


Pasos para crear la sala virtual:

Paso #1: Entrar al curso y dirigirse a **Introducción al Curso**. Clic **“Tools”**.

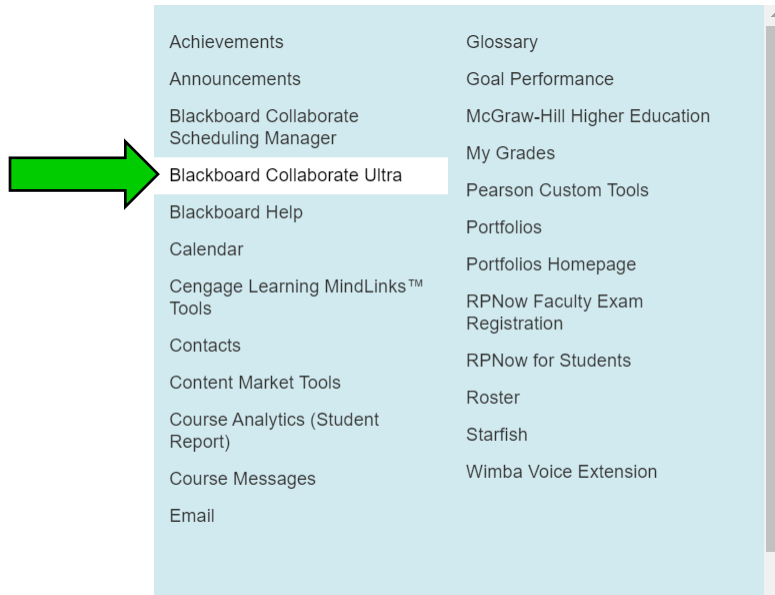


Paso #2: Clic **“More Tools”**.



Crear sala virtual Bb Collaborate Ultra

Paso #3: Clic “Blackboard Collaborate Ultra”.



Paso #4: Escribir el nombre deseado en “Link Name” (esto es un enlace en donde puede acceder para crear y ver sus salas virtuales).

A screenshot of a web form titled "Create Link: Blackboard Collaborate Ultra". Below the title is a note: "* Indicates a required field." The form is divided into sections. The "LINK INFORMATION" section contains a field labeled "* Link Name" with the text "Blackboard Collaborate Ultra" entered inside. A green arrow points to the right end of this text input field. There are other fields in the form, but they are not visible in this screenshot.

Paso #5: En el área de “Options”, marcar “Yes” en “Available” y “Track Number of Views”.

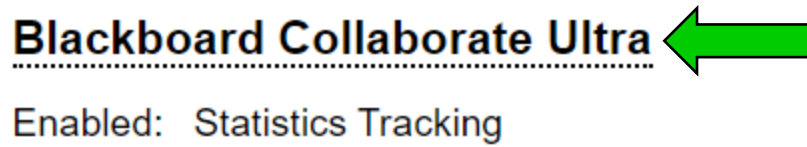
A screenshot of the "OPTIONS" section of the form. It contains two rows of radio button options. The first row is labeled "Available" and has two radio buttons: "Yes" (which is selected, indicated by a green arrow pointing to it) and "No". The second row is labeled "Track Number of Views" and also has two radio buttons: "Yes" (which is selected, indicated by a green arrow pointing to it) and "No".

Crear sala virtual Bb Collaborate Ultra

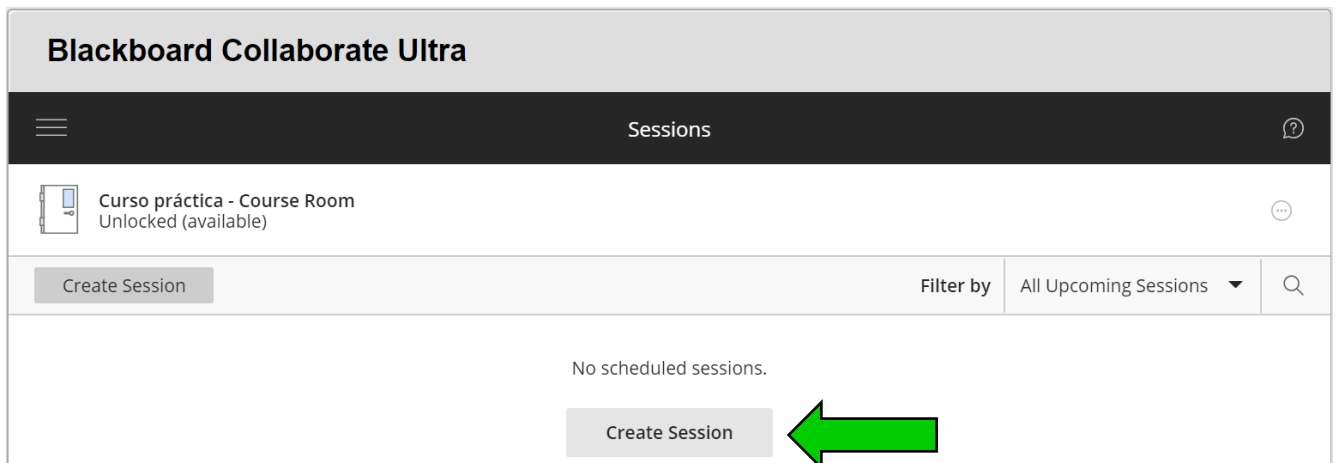
Paso #6: Clic “Submit”.



Paso #7: Buscar en Introducción al Curso el enlace creado. Este aparece al final de la página. Dar clic al título.



Paso #8: Para crear la sala dar clic “Create Session”.



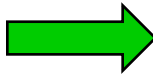


Paso #9: “New Session” escribir el nombre que se desea para la sala virtual.






Paso #10: “Event Details” seleccionar la fecha y la hora en que va a estar disponible su sala virtual.

Event Details ^

Start

End



  

Paso #11: “No end (open session)” – mantener sala virtual abierta. **“Repeat session”** – repetir la misma sala por varios días.

- No end (open session)
- Repeat session

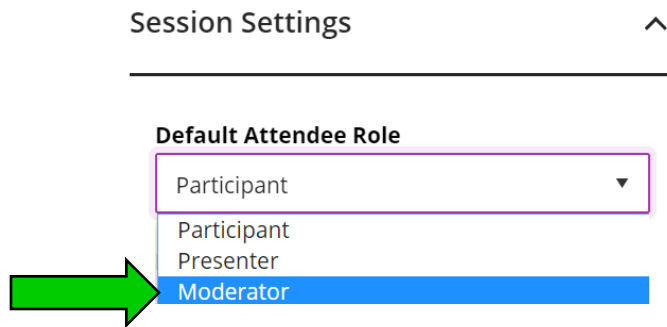
Paso #12: “Early Entry” seleccionar el deseado. (permite entrar a los participantes antes de la hora estipulada).

Early Entry

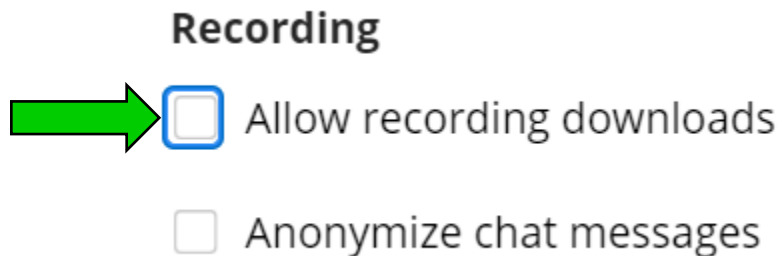
 

- No early entry**
- 15 min before start time
- 30 min before start time
- 45 min before start time
- 60 min before start time

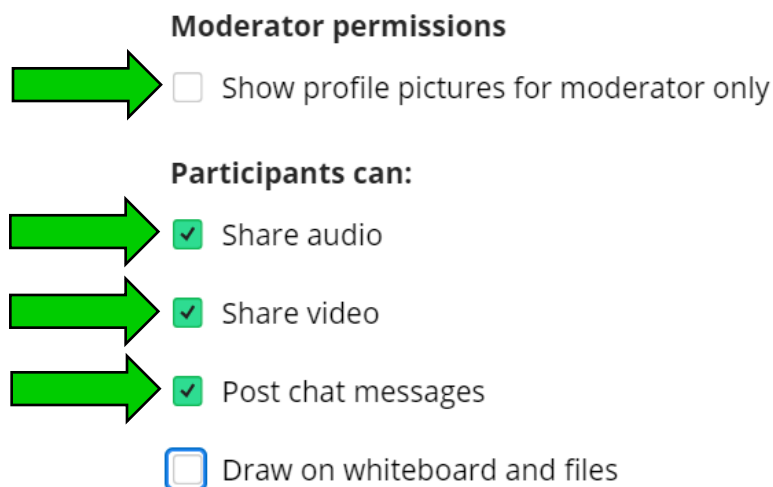
Paso #13: “Session Settings” escoger la persona que va a atender la sala (se recomienda **“Moderator”** para el profesor).



Paso #14: “Recording”, si desea grabar la clase virtual, marcar **“Allow recording downloads”**.

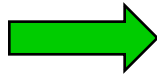


Paso #15: “Moderator permissions”, si el moderador(facultad) desea mostrar su imagen de su perfil. **“Participants can”** marcar **“share audio”**, **“share video”** y **“Post chat messages”**.





Paso #16: Marcar “Allow attendees to join the session using a telephone”, “Participants can only chat privately with moderators” y “Moderators supervise all private chats”.

Enable session telephony

 Allow attendees to join the session using a telephone

Private Chat

 Participants can only chat privately with moderators

 Moderators supervise all private chats

Large scale session (250+)

Allow 250+ attendees to join

Paso #17: Clic “Save”.

