

# Tutorials in Collaborate ULTRA

Collaborate ULTRA can also be used to host tutorials. To ensure your tutorials remain **private and secure** please follow the guidance below.

## 1. Create a Collaborate Tutorial Room

Create a new Collaborate room with a unique name, for example 'Tutorial Meeting Room – Lee Lewis.

To create a Collaborate activity, first activate 'edit content' at the top of your site, scroll to an appropriate topic area, then select 'add activity or resource' and select Collaborate Ultra. Edit the settings so the room stays open for the duration of course.

For full, illustrated guidance check out the Collaborate Complete Guide on UAL's [Designing and organising your course](#).

## 2. Upload a Holding Slide

Consider creating and uploading a holding slide that informs students who arrive early for their tutorial that they are in the right place. You might want to include details such as the course title, tutorial instructions and a schedule.

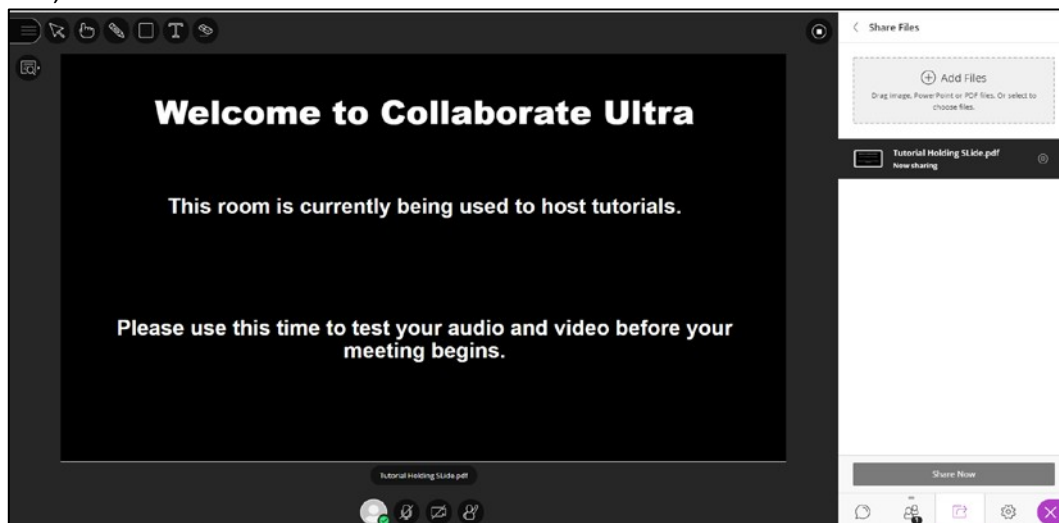


Figure 1 Tutorial Holding Slide in a Collaborate Session

## 3. Configure Session Settings

Choose whether to release access to audio, video, and chat from the Settings Menu in the Collaborate Panel. We recommend all releasing all three for tutorials.

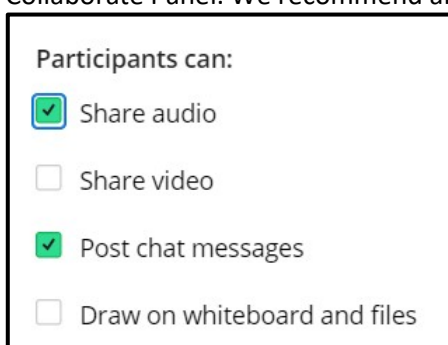


Figure 2 Adjusting Session Settings

## 4. Activate Breakout Groups

When a tutorial student arrives open the **Collaborate Panel**, select the **Share Content** menu, click **Breakout Groups** and move yourself and the student into **Group 1** then click **Start**.

This will ensure the conversation remains private while allowing you to see any new students who enter and they will see the **Holding Slide**.

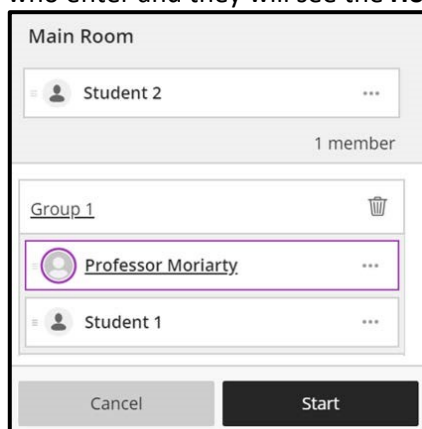


Figure 3 Organising Breakout Groups

## 5. Moving between Tutorial Meetings

First, inform the student when the tutorial meeting is over and give them the choice to leave Collaborate altogether or return to the Main Room.

Next, return to the **Breakout Groups** tool in the **Share Content** menu and drag-and-drop the last student out of **Group 1** before dragging-and-dropping new student into **Group 1**. Repeat this process for each scheduled tutorial session.

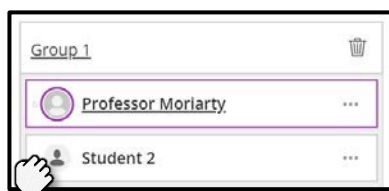


Figure 4 Adding students to a breakout group

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For further support, please contact:

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