

# Holding Class During Dangerous Weather

Wondering what options you have for holding class when getting to campus is difficult or dangerous for you or your students? Read below to see what Brian Krolczyk, Assistant Professor in the School of Health Promotion and Human Development, does with his class.

Greetings Faculty peers!

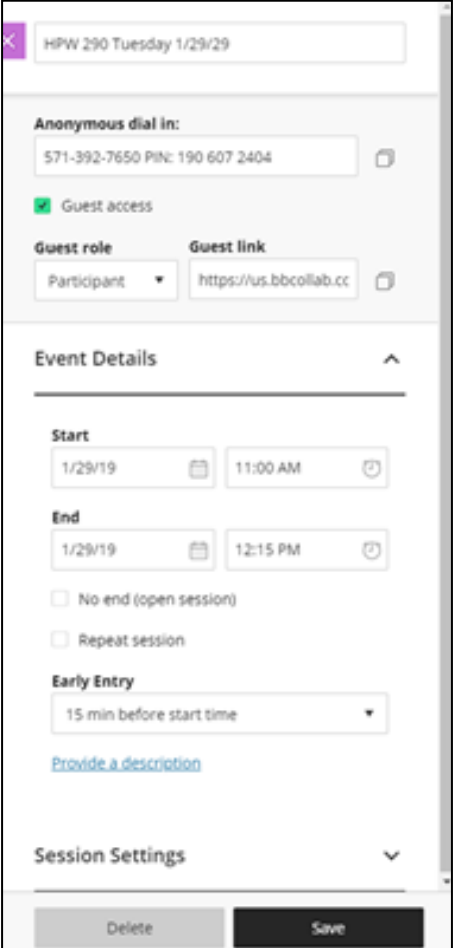
My students and I agreed that if we were experiencing a winter storm, we would connect virtually through the Collaborate Ultra feature in Canvas – as long as levels of engagement are high! They will have access to slides and the capability to ask questions. Here are some instructional steps below.

Warm regards,  
*Brian*

Brian Krolczyk, Ph.D  
Assistant Professor  
School of Health Promotion and Human Development

1. Email the class with plenty of time in advance. I told them it would be by 5 p.m. the night before. Let them know they will need to be connected to the internet and logged in to Canvas.
2. In your Canvas class, *select Collaborate Ultra*.
3. *Select Create Session*.
4. Give the session a name.
5. Leave the shaded area with the anonymous dial in alone. It is preset to work with students.
6. Set the class Start and Stop time in the event details.
7. Click Save.
8. Then just enter the meeting when you are ready to begin.
9. When students open the slides, they can use the split screen feature in windows to view slides and lecture.

**Full instructions:**  
**[Instructor Collaborate \(Ultra\) guide](#)**



The screenshot shows the 'Create Session' interface in Canvas. At the top, the session name is 'HPW 290 Tuesday 1/29/29'. Below this, the 'Anonymous dial in' section shows a phone number '571-392-7650 Pin: 190 607 2404'. The 'Guest access' checkbox is checked. The 'Guest role' is set to 'Participant' and the 'Guest link' is 'https://us.bbcollab.cc'. The 'Event Details' section shows the start time as '1/29/19 11:00 AM' and the end time as '1/29/19 12:15 PM'. There are options for 'No end (open session)' and 'Repeat session', both of which are unchecked. The 'Early Entry' is set to '15 min before start time'. There is a link to 'Provide a description'. At the bottom, there are 'Delete' and 'Save' buttons.

