Create and Access Collaborate Sessions

Contents

Helpful Information

Instructors create Blackboard Collaborate sessions within their own Blackboard Courses. Sessions may be shared between multiple courses, with guests who do not have a Blackboard login. This allows for guest speakers or meeting with others who do not currently have Blackboard accounts.

Minimum System Requirements

Before you get started in a Blackboard Collaborate Web Conferencing session, you should ensure that your computer is able to support the needs of the collaboration environment. Visit http://goo.gl/84TX8 to learn more about the currently supported Operating Systems, supported Internet Browsers, and recommended system specification.

> *Tip: For all users, a headset is recommended (or at least headphones or an echo canceling microphone) rather than speakers.*

Check your system: http://goo.gl/gKRfP
This link checks to ensure your Operating System and Java Version are support. The link also includes information about Configuring Your System, Training and Resources and the Support Portal.

### Additional Blackboard Collaborate Help Documents

http://library.blackboard.com/ref/3c5e63f9-3950-444f-85f3-1b0d759f084d/index.htm
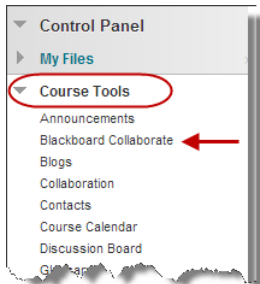
Create and Access Collaborate Sessions

Accessing Blackboard Collaborate

There are *three* ways to access the **Blackboard Collaborate List Page** within any Blackboard Course.
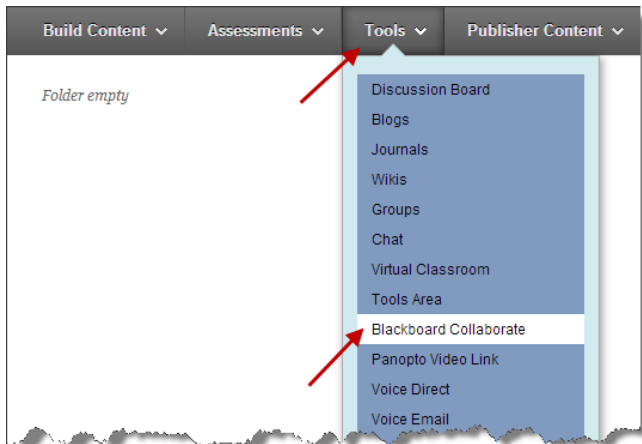
1. Click on **Tools** (or Communication) in the Course Menu → Select **Blackboard Collaborate** from the Tools page.
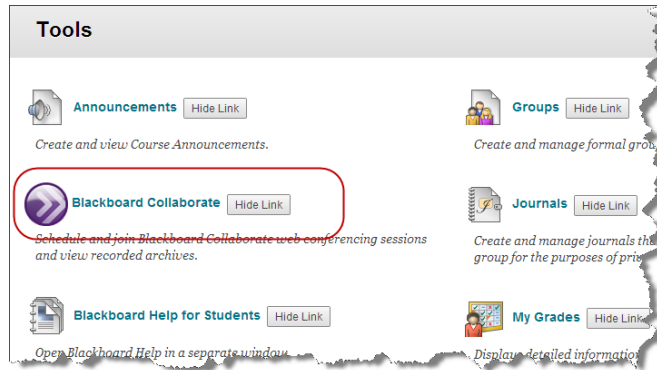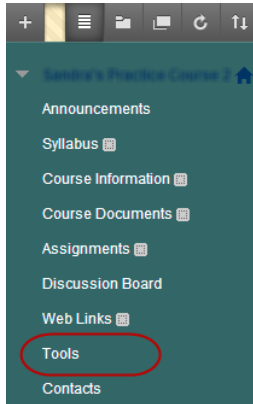
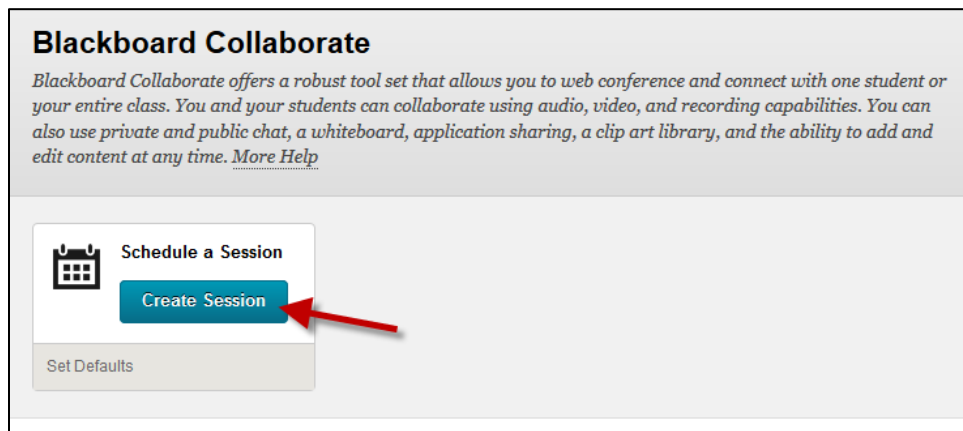2. Click on **Course Tools** in the Control Panel to expand the menu → Select **Blackboard Collaborate.**

3. Access any Content Area (Course Information, Course Documents) → Hover over the Tools menu →Select **Blackboard Collaborate**.

Creating a Session

On the Bb Collaborate List Page click **Create Session**.

Session Information

- Enter a **Session Name**.
- Select the **Start Time** and **End Time** for the session.
- Optionally choose to **Repeat** the session by clicking the Off button to activate.
- Choose the **Early session entry** time. (The period before the start of the session during which users can join the session.)

Room Options (expand each option to adjust settings)
Session Type

- Course (All users registered in this course can attend the session.)
- Shared (All users registered in courses selected can attend this session.)
  - If Shared is selected, choose additional courses by adding a checkmark beside the course.

Teleconference Options (select one)

- Use built-in (The system generates the teleconference number, code, and PIN for participants and moderators.)
- Use third party (To use another method, provide the information.)
- Do not use teleconference (Use VoIP only. Users are able to hear the session through their computer speakers or USB headset.)

Room Attributes

- **Recording Mode** – Manual, Automatic, or Disabled (controls the session recording options)
- **Max Simultaneous Talkers** – maximum is 6 (maximum number of microphones available, this can be adjusted during the session)
- **Max Cameras** – maximum is 6 (maximum number of cameras available, this can be adjusted during the session)
- **View Private Messages** – Allows moderators to view all private chat messages in the session.
- **All Permissions** – includes, microphone, camera, chat and whiteboard (all participants have these permissions, these can be adjusted within the session)
- **Raise Hand on Entry** – attendees automatically raise their hand when they join the session
- **Allow In-Session Invitations** – moderators may send invitations from within a session
- **Hide Names in Recordings** – names of all participants are hidden in the recordings
- **Preload Content** - upload a file to use in the session.

Grade Center Integration

- Decide if you want to **Add a grade column** for the Collaborate session. (Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center.)
- If adding a grade column, enter number of points.

Assign Roles (select one)

- All users join as participants. (Instructor will join as moderator.)
- All users join as moderators.
- Assign access (Restrict who can join this session as a moderator or a participant.) Select users who will be a moderator and/or participants. Users not selected will not have access to the session.

Click **Save** to create session

Scheduled session(s) will be listed on the Blackboard Collaborate Scheduled Sessions Page. If the session is missing, adjust the Start and End dates under the search feature.
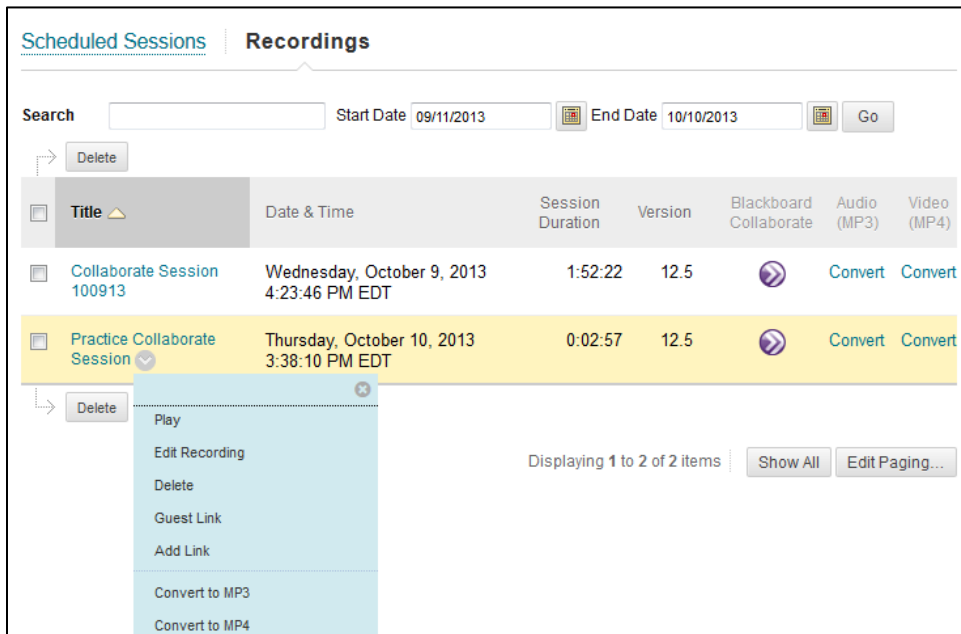
The title of the session will become a hyperlink when the session is active. Click the Title of the session to join the session.

Additional options are available by hovering your mouse over the session to reveal the contextual menu icon ⊗ (down arrow). Click the menu icon to reveal the menu.

- **Edit Session** allows you to edit the session information and room options.
- **Delete Session** allows you to delete the session if it no longer needed.
- **Allow Guests** allows you to allow (or disallow) guests, provides the Public URL, and Add guests to invite via email.
- **Add Link** allows you to add a link to the Collaborate session to a Content Area within the course.
- **View Session Attendance** allows you to view the users that attended the session including when the logged into the session and when they logged out of the session.

Accessing Recordings

Blackboard Collaborate Recordings are available in the Blackboard Collaborate List Page under Recordings. If you do not see a recording, check the Start and End dates in the search fields.

- To view the recording click the Title of the recording or the Bb Collaborate Icon.
- The recordings may be converted by the instructor into a downloadable Audio files (MP3) and/or Video files (MP4) by clicking convert under the far right columns.

Additional options are available to instructors by hovering your mouse over the session to reveal the contextual menu icon (down arrow). Click the menu icon to reveal the menu.

- **Play** allows you to watch the recorded session.

- **Edit Recording** allows you to edit the Title, Description, Courses where the recording is available, and enable a Guest Link to the recording.
- **Delete** removes the recording.
- **Guest Link** displays the guest link for the recording.
- **Add Link** allows you to add the recording to a Content area within the Bb Course.
- **Convert to MP3** converts the recording to a downloadable audio file.
- **Convert to MP4** converts the recording to downloadable a video file.

Course Room and My Room

All Blackboard courses have two rooms available to instructors that do not require scheduling, a "**Course Room**" and an Instructor "**My Room**".
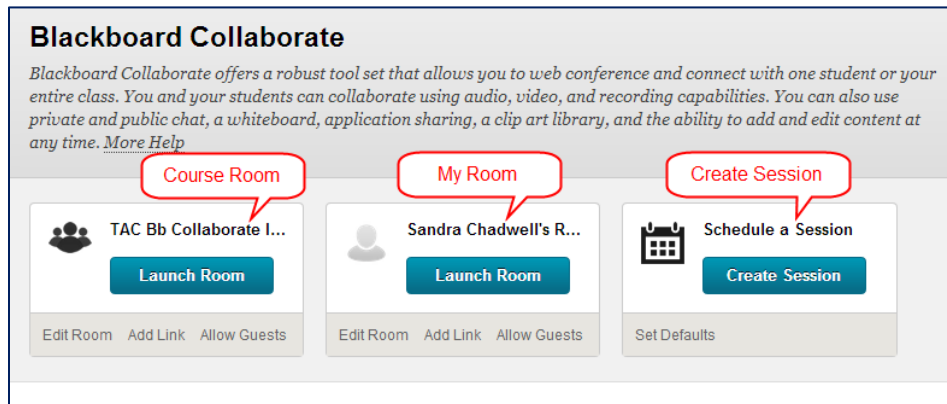
- A **Course Room** is a room that exists as long as the duration of your course.
- A **My Room** is a room that is available to each instructor that exists as long as you have a Blackboard account. It can be activated in multiple courses.

To Activate Course Room or My Room:
1. Control Panel → Customization →Tool Availability
2. Add a checkmark beside **Blackboard Collaborate Course Room** AND/OR
3. Add a checkmark beside B**lackboard Collaborate My Room**
4. Click **Submit** to save Changes.

Once your Course Room or My Room has been activated return to the Blackboard Collaborate session listing screen. Below the Course Room and My Room you have the option to Edit the Room, Add a Link to the Room and Allow Guests.

Student Access to the Blackboard Collaborate Page

Click on **Tools** (or Communication) in the Course Menu → Select **Blackboard Collaborate** from the Tools page. They may then select from **Scheduled Sessions** to join a session or **Recordings** to view a previously recorded session. If you do not want students in this area, click hide link beside the tool in the Tools page accessed from the Course Menu. You will then need to provide links to sessions and recordings within a content area.