

Create Collaborate Session

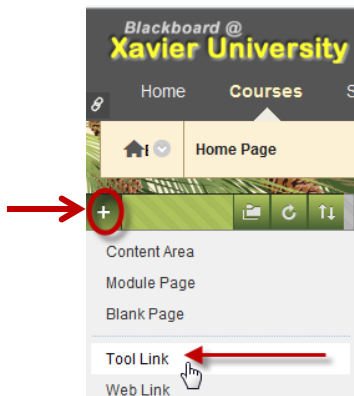
Collaborate is a web conferencing tool. Collaborate offers a live, virtual classroom environment with features that include audio, video, chat, application sharing and content sharing. Collaborate facilitates a way for faculty and students to interact as if they were meeting face-to-face.

You can create a Collaborate session for different events such as office hours, group work, virtual field trips, tutoring, Q & A sessions, study sessions, project planning, and general class lecture. When you create a Collaborate session you will have the opportunity to setup a repeating schedule and to create a Grade Center column to capture attendance for the web conference session.

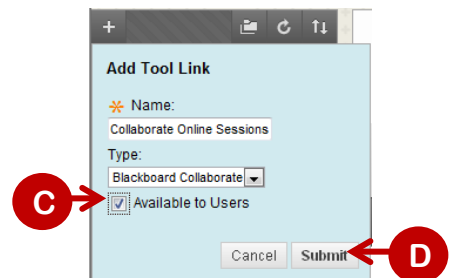
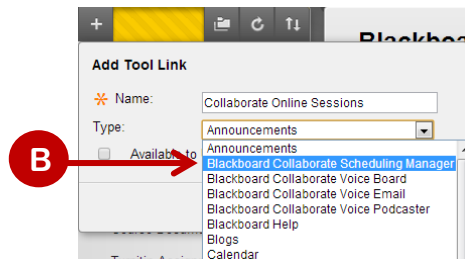
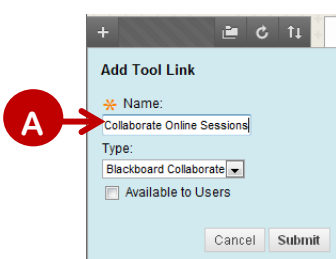
Add Collaborate Tool Link to Course Menu (Optional)

NOTE: You can add the Collaborate Tool Link to your course menu to make it easy for your students to find the Collaborate sessions in your course. Adding a Collaborate Tool Link to the course menu should only be done one time. You can skip to next section if you have added a Collaborate Tool link to your course menu already or if you prefer not to have the Collaborate Tool Link in your course menu.

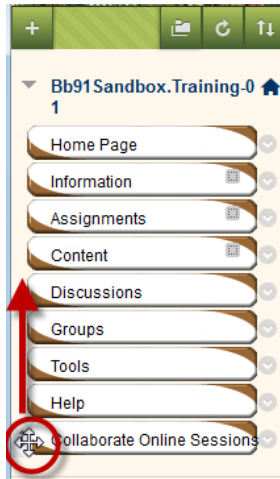
1. Click on the Add Menu Item icon (+) in the course menu then select Tool Link from the shortcut menu.



2. When adding the Tool Link to the course menu you should enter **A)** name for the tool link (e.g. Collaborate Online Sessions, Collaborate Live); **B)** choose Blackboard Collaborate Scheduling Manager from the Type pull down list; **C)** check the Available to Users option; and **D)** click on **Submit**.



NOTE: The Tool Link will be added to the bottom of your course menu. You can move the link into another position by rolling your mouse over the left hand side of the link. When the mouse turns into a crosshair arrow, click the crosshair arrow and drag and drop the link into the new position.



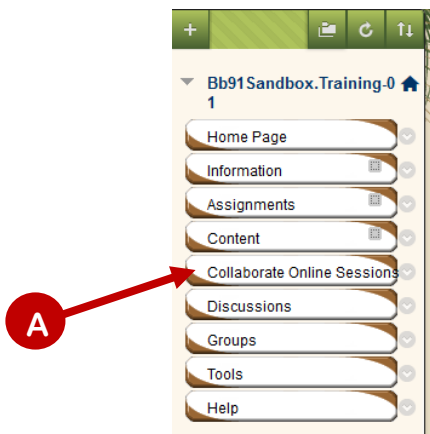
Create Collaborate Session

1. You should open the Collaborate Scheduling Manager in order to create a Collaborate session. You can get to the Collaborate Scheduling Manager in one of two ways.

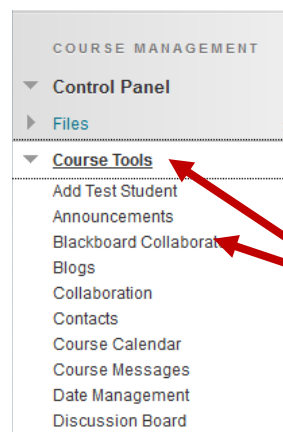
A) Click on the Collaborate Tool link you created in your course menu (referred to as “Collaborate Online Sessions” in this example)

OR

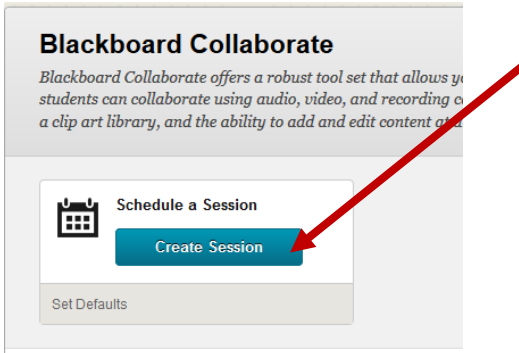
B) In the Control Panel, click on **Course Tools** to expand it and then select **Blackboard Collaborate**.



OR



2. Click the **Create Session** button.



3. Enter the Session Information:

- Enter a **Session Name** – the course name is entered by default
- Enter a **Start and End Time**
- If you want the session to **Repeat**, click the **Off** button to turn it **On**.
- By default 15 minutes will be selected for the **Early session entry**. This sets the number of minutes prior to the Start Time that participants will be able to enter the session.

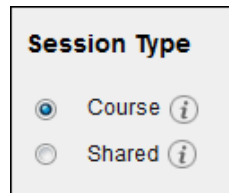
Note: Allow sufficient time for participants to enter the session to troubleshoot computer issues before the session starting time.

A screenshot of the "Create Session" form. The title "Create Session" is at the top. Under "Session Information", there are several fields: "Session Name" with the value "Intro to Oceanography Guest Speaker"; "Start Time" set to "10/02/2013 12:15 AM" and "End Time" set to "10/02/2013 02:00 PM"; "Repeat" set to "OFF"; and "Early session entry" set to "30 minutes".

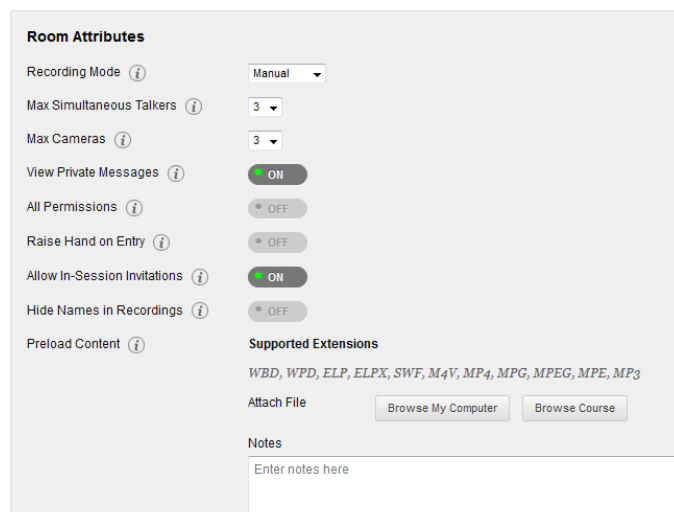
4. Setup the Room Options. Click on each section to expand it and setup your room options. See next pages for an explanation of the Room Options.

A screenshot of the "Room Options" section. It contains five expandable sections, each with a blue header: "Session Type", "Teleconference Options", "Room Attributes", "Grade Center Integration", and "Assign Roles".

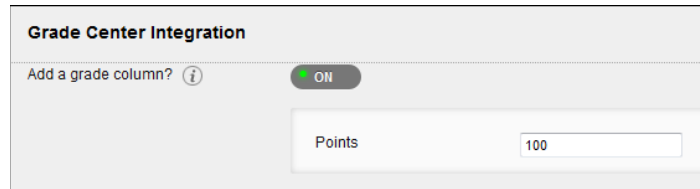
- **Session Type**
 - **Course** - All users registered in this course can attend the session.
 - **Shared** - All users registered in courses that you teach can attend this session.



- **Room Attributes**
 - **Recording Mode** - Controls the recording for the session.
 - **Manual** – Moderators manually start and pause the recording
 - **Automatic** – recording starts automatically when the first participant enters the room
 - **Disabled** – session will not be recorded
 - **Max Simultaneous Talkers** - Maximum number of simultaneous talkers allowed at the start of the session (1 to 6).
 - **Max Cameras** - Maximum number of simultaneous web cameras allowed at the start of the session (1 to 6).
 - **View Private Messages** - Allows moderators to view all private chat messages in the session.
 - **All Permissions** - All participants will have full permissions when they enter the session. Permissions are audio, video, chat and whiteboard. The moderator can give and take away permissions during the session.
 - **Raise Hand on Entry** - Users automatically raise their hands when they join the session.
 - **Allow In-Session Invitations** - While in a session, moderators can invite users to join.
 - **Hide Names in Recordings** - Names of participants are hidden when viewing recordings. Names are replaced with Participant 1, Participant 2, etc.
 - **Preload Content** - Upload a file to use in the session. This will preload into the session content such as whiteboard files, Plan files or multimedia content.

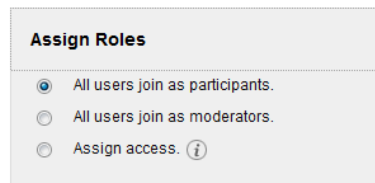


- **Grade Center Integration** - Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center. The instructor can assign the point value which defaults to 100.



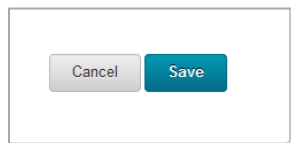
The image shows a settings panel titled "Grade Center Integration". It contains a toggle switch labeled "Add a grade column?" which is currently turned "ON". Below the toggle is a text input field labeled "Points" with the value "100" entered.

- **Assign Roles**
 - **All users join as participants** – default choice so that all participants only have the participant permission.
 - **All users join as moderators** – can be used if creating a study room, a room for group work, or similar rooms and there is not specifically assigned individual to facilitate/moderate the session.
 - **Assign access** - Restrict who can join this session as a moderator or a participant. If this option is chosen, you must assign all participants and moderators to the session.



The image shows a settings panel titled "Assign Roles". It contains three radio button options: "All users join as participants." (which is selected), "All users join as moderators.", and "Assign access." (with an information icon).

5. Click Save to create the web conference session.



The image shows two buttons: a grey "Cancel" button and a blue "Save" button.

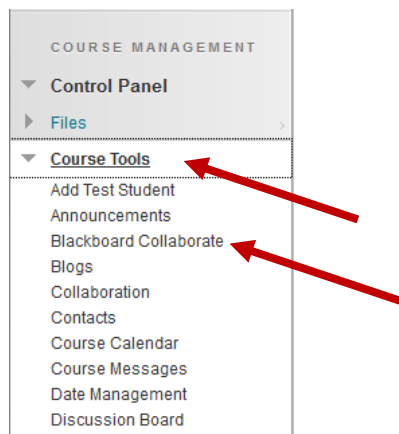
NOTE: Instructions for adding a Collaborate Session link to a Content Area within your course so that your students can access the link from the Content Area starts on the next page of this document.

Add Collaborate Session Link to Content Area (Optional)

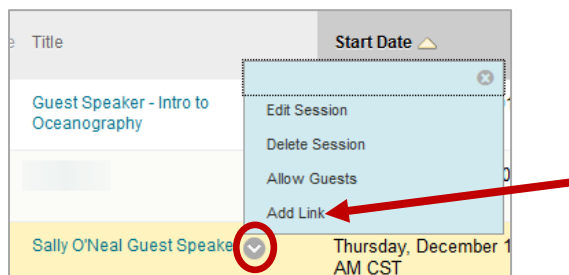
You can create a course link to the Collaborate Session in course areas, such as a content area or learning module. When you add a course link, students can access the Collaborate Session at a designated time alongside the relevant content in your course.

NOTE: These instructions assume you have already created your Collaborate Session and you want to add a link to the Collaborate Session to a Content Area within your course so that your students can access it.

1. Click on **Course Tools** to expand it and then select **Blackboard Collaborate**.



2. Locate the Collaborate Session. Roll your mouse over the Collaborate Session name, click on the arrow on the right of the session title, and then click on **Add Link** in the shortcut menu.



3. Click the checkbox next to the Content Area where you would like the link to the Collaborate session to be in your course.

The screenshot shows a form titled "Add Link" with a sub-header "Add Link to the Content Area". Under "Course Link Information", the "Course Link Name" is "Sally O'Neal Guest Speaker". The "Content Area List" has a tree view with "Information" expanded, showing a list of chapters with checkboxes:

- Chapter Material
- Chapter 1: The History of Ocean Exploration and Ocean Science
- Chapter 2: Beginnings of the Universe, Earth, and Life
- Chapter 3: Global Plate Tectonics
- Chapter 4: Marine Provinces
- Chapter 5: Marine Sediments
- Chapter 6: The Physical Properties of Water and Seawater
- Chapter 7: The Chemistry of Seawater

4. Click on the Details and/or Date Restrictions area to expand it. Enter details about the Collaborate Session and any date/time restrictions for the session. Click **Save** when you are done.

The screenshot shows a form titled "Course Link Options" with two expandable sections: "Details" and "Date Restrictions". At the bottom right, there are "Cancel" and "Save" buttons.

NOTE: The Collaborate Session link will be added to the bottom of the content area. You can move the link into another position by rolling your mouse over the left hand side of the link. When the mouse turns into a crosshair arrow, click the crosshair arrow and drag and drop the link into the new position.

Guest Participation

Guests can be invited to join your Collaborate session in one of two ways; **1)** using the web conference URL or **2)** with an email invitation. Each is explained below.

Join Using URL - Individuals who are not enrolled in a course can be invited to join using a URL. The URL is automatically generated when the session is created. It will display in a green banner at the top of the Blackboard Collaborate Scheduling Manager landing page.

Copy
this link

Success: Session was created successfully

To invite unregistered guests to this session American History, use the following link:
<http://vmsupbb91-1.bbcollab.net/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=82208052-c6e9-4bc4-a478-3b24068932bc>

Email Invitation - guests can also be invited to join a session by sending an email invitation directly from the course.

1. In the Blackboard Collaborate Scheduling Manager, locate the Collaborate session. Roll your mouse over the Collaborate session name and click the arrow on the right to display shortcut menu. Click on **Allow Guests**.



2. Enter the email address of the guest who should be invited and click **Add**. You can enter multiple email recipients. When you are finished entering the email address, click on **Send Invitations**. A standard email message which includes the URL to join the session, session start, end, and early entry times will be sent to recipients.

Alternatively, for a more customized email invitation, you can copy the web conference URL and paste it into an email message that you create yourself.