

Opening the Bb Collaborate Tool

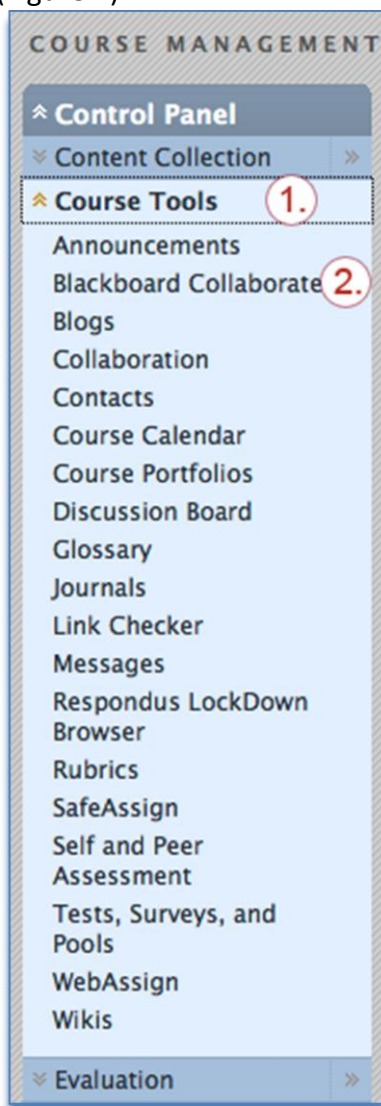
Within Blackboard there are 2 locations that grant access to the Bb Collaborate tool:

- Location 1: The Course Management Control Panel (Figure 1)
- Location 2: From within any Course Content area (Figure 3)

Location 1 - in the **Course Management Control Panel** (second menu down on the left):

1. Click on **Course Tools**
2. Click on **Blackboard Collaborate**

(Figure 1)

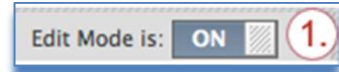


Creating Blackboard (Bb) Collaborate Sessions within a Blackboard Learn Course

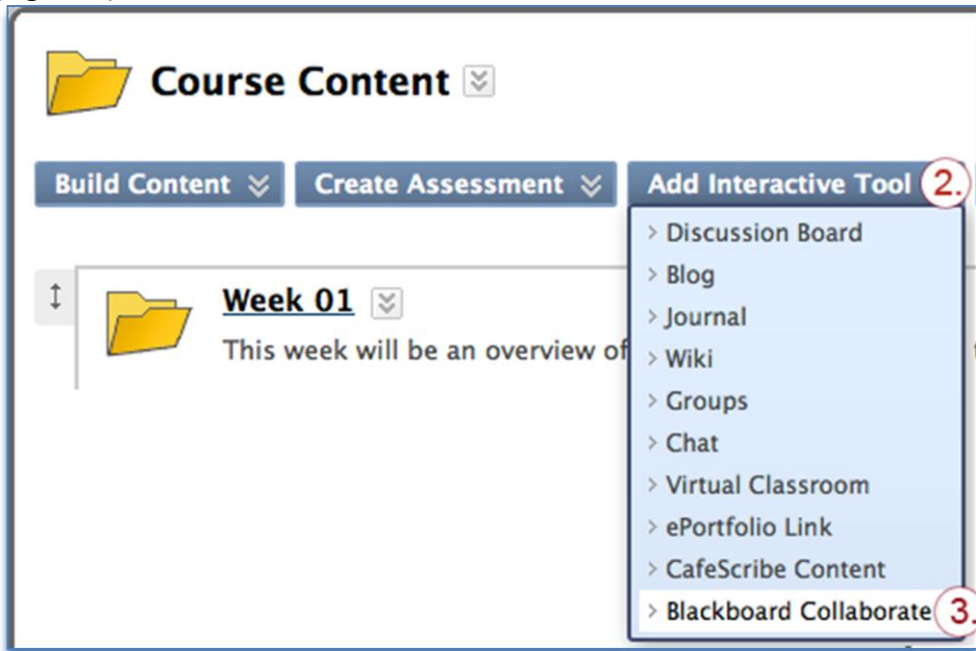
(Figure 2)

Location 2 - from within any Course Content area:

1. In the breadcrumb area, make sure Edit Mode is ON (Figure 2)
2. In the content area tool bar (of any Bb content area), click on **Add Interactive Tool** (Figure 3)
3. Click on **Blackboard Collaborate**



(Figure 3)



Introduction to the Bb Collaborate Tool (Figure 4)

Once you have opened the Bb Collaborate Tool you will see 5 areas of interest.

1. Click this button to create a session – (for more information jump down to Create a Simple Bb Collaborate Session – Figure 5).
2. The tabs allow you to switch between scheduled session and recordings of past sessions. The recorded sessions will appear in a list (if not change the search parameters) and click the title to view.
3. The Search area defaults to show scheduled sessions set to occur for the next 7 days. Use the various fields to refine the search.
4. Course Defaults permits the instructor of the course to set defaults for Collaborate sessions created in the course allowing quicker session create for the future of the course.
5. This area displays scheduled sessions; both upcoming and active sessions are displayed (how long into the future it displays depends on the Course Default). If the session is active the title will be a clickable link. If the session is not yet active the title will not be a link.

(Figure 4)

The screenshot shows the 'Bb Collaborate List Page' interface. At the top left is a navigation icon. Below it is a 'Create Session' button (1) and a 'Course Defaults' button (4). The main content area has two tabs: 'Sessions' (selected) and 'Previously Recorded' (2). Below the tabs is a search section with a 'Search' label, a dropdown menu set to 'Title', another dropdown set to 'Contains', and a text input field. Below the search fields are 'Start Date' (01/10/2012) and 'End Date' (01/16/2012) fields, each with a calendar icon, and a 'Go' button (3). Below the search section is a 'Delete' button. At the bottom is a table with columns: 'Available', 'Title', 'Start Date', 'End Date', 'Creator', and 'Session Type'. The table contains one row with a checkbox, a purple icon, the title 'Discussion of Chapter 1 and 2', the start date 'Tuesday, January 10, 2012 11:15:00 AM CST', the end date 'Tuesday, January 10, 2012 12:15:00 PM CST', the creator 'Ken Muessig', and the session type 'Course' (5).

| Available | Title | Start Date | End Date | Creator | Session Type |
|--------------------------|---|---|---|-------------|--------------|
| <input type="checkbox"/> | Discussion of Chapter 1 and 2 | Tuesday, January 10, 2012 11:15:00 AM CST | Tuesday, January 10, 2012 12:15:00 PM CST | Ken Muessig | Course |

Create a Simple Bb Collaborate Session (Figure 5)

After you click Create Session, you will see 4 tabs across the top [Information – Participation – Sharing – Content Area].

To create a quick and simple Collaborate session you only need to change the settings on the top half of the Information tab.

Session Information

1. The **Session Title** defaults to the course name. It is recommended that the title be changed to something that is more meaningful to the students, e.g. **PSYC 2001 - Dr. Smith - Week 3 - Discussion on Freud**. The maximum number of characters for the name is 64.
2. The **Session Type** defaults to **Course**, meaning that only students enrolled in this course will have access to the Collaborate session. If you select **Shared** that will make the Collaborate session available to all students in all of Blackboard Learn courses that you teach. Or alternately in the Courses field, you can select which courses (that you teach) that will have access to the session.

Schedule

3. Set the start and end date and time for your session. The end time is not a strict cut off; the session will remain open until all of the participants have left the session.
Note: You can use Collaborate to create a **virtual office** for your course, select a block of time equal to the semester (exactly 1 year is the maximum - any longer will return an error). Post in your syllabus the times you will be logged in and virtually available.
4. Early session entry defaults to 30 minutes. This is the amount of time that students can join the session before the start time you set. This time allows them to run the Audio Set-up Wizard and make sure their speakers, microphone, and webcam are configured properly.
5. If you check Repeat Session, an addition panel opens and let you configure when and how often to repeat the session. It can be a time saver if you plan on having several sessions on the same day and time over the duration of the semester.

At this point you can click Submit and the session will be created and ready for use.

If you would like more information about advanced settings please see the Blackboard Collaborate document: Scheduling a Blackboard Collaborate Session Building Block 3-0 located at: <http://www.blackboard.com/getdoc/3b4fdab5-1fd8-4d02-8f57-f469897966b3/Building-Block-3-0-Session-Scheduling.aspx>

Or read the continuing document after (Figure 5).

Creating Blackboard (Bb) Collaborate Sessions within a Blackboard Learn Course

(Figure 5)



Create Session

Information Participation Sharing Content Area

Cancel Submit

1. Session Information

Session Title 1.

Session Type What type of session to create.

Course 2.
All users registered in this course can attend the session.

Shared
All users registered in courses that you teach can attend this session.

Courses

| Available Courses | Selected Courses |
|---|----------------------------------|
| Betas and Limited Field Trials (beta) ETEC 6393 - Issues and Trends in I Fulbright College Online Course Te Supervisor's Development Program Bb9 Training - Getting Started (bb9) | Grade Center Sandbox (sandbox.gr |

2. Schedule

Date 3.

Start Date 4.

End Date 4.
Enter dates as in mm/dd/yyyy format. Time must be entered on 15 minute increments.

Early session entry 4.
The period before the start of the session during which users can join the session.

Repeat Session 5.

Advanced Settings

On the **Information** tab (Figure 6) under section

Session Attributes (Optional)

Recording Mode: Default is set to Manual to allow moderator to control when recording is started. Select Automatic to start recording immediately whenever a participant enters an empty session (this could produce 'dead air' at the beginning of your final recording). Select Disabled to prevent recording of a session (perhaps for a student led study session).

Max Simultaneous Talkers: Default is 6 (maximum possible). This is the maximum number of microphones that can be simultaneously active at any one time during the session. This value can also be changed from within the live session.

Max Cameras: Default is 6 (maximum possible). This is the maximum number of web cameras that can be simultaneously broadcasting at any one time during the session. This value can also be changed from within the live session.

Supervised: Check to allow moderators to view all messages (including private messages) sent between participants, even if the moderator is not an intended recipient.

All Permissions: Default is checked. This allows all participants to use all Blackboard Collaborate basic features (i.e. microphone, whiteboard, chat, and etc.). *This does not give participants moderator privileges.*

Raise Hand on Entry: Check the box to have participants automatically trigger the visual and audio alerts associated with raising their hand to speak when they first join a session.

Allow In-Session Invitations: Default is checked. This allows Moderators to use the In-Session invitations feature. It will create a generic email with a unique URL that will allow anyone to join your session.

Hide Names in Recordings: Check the box to hide the names of the live participants of a session from viewers of the recording.

Creating Blackboard (Bb) Collaborate Sessions within a Blackboard Learn Course

(Figure 6)

3. Session Attributes (Optional)

Recording Mode The mode of recording the session.

Max Simultaneous Talkers Maximum number of simultaneous talkers allowed at the start of the session.

Max Cameras Maximum number of simultaneous web cameras allowed at the start of the session.

Supervised Moderators may view all private chat messages in the session.

All Permissions All participants have full permissions access to session resources such as audio, whiteboard, etc.

Raise Hand on Entry Users automatically raise their hand when they join the session.

Allow In-Session Invitations Moderators may send invitations to join the session from within the session.

Hide Names in Recordings Names of session participants are hidden from viewers of recordings.

4. Create

Click Submit to Create your session(s). Click Cancel to return to the list sessions page, your input will be lost.

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Participation tab (Figure 7)

Restrict participants: Allows you to restrict which of your students can join the session. This could be used to set up different groups of students to work together on their own time.

All Moderators: Check this to allow all participants to join as moderators. This is generally not a good idea because moderators can invite others and control recording.

Available Participants: This allows you to assign rolls to different people enrolled in your course. For example if you wanted one student to present to the rest of the class, you could preconfigure that student to be a moderator (or you can give them moderator permissions from within the live session).

External Invitees: Allows you to invite people not enrolled in your course. Type a display name and enter an email address, then click **Add**. They will appear in the Selected Invitees area.

(Figure 7)



Create Session

Information Participation Sharing Content Area

Cancel Submit

1. Assign Roles

Restrict Participants
Moderators can restrict access to the session and assign roles.

All Moderators
All Participants join the session as Moderators.

Available Participants Available Invitees Selected Roles

Moderators
Ken Muessig

Participants

Blackboard Support
Elaine Terrell
Sarah Moore
Miran Kang
Abi Moser
Stormy Nolen
Kwesi Tandoh
Blackboard Helpdesk
Fake Student
Fake Student
Fake Student Two
Fake Student
Fake Student Five
Fake Student
Fake Student
Fake Student One
Fat Hades
Fake Student

2. External Invitees

External Invitees Sends an invitation link to people not registered in this course to join the session.

Display Name

Email Address Add

Selected Invitees Remove

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Sharing tab (Figure 8)

Preloads: Allows you to preload content. Supports the following extensions *.wbd, *.wbp, *.elp, *.elpx, *.swf, *.m4v, *.mp4, *.mpg, *.mpeg, *.mpe, *.mp3, *.qt, *.mov or *.wmv.

Telephony: Allows you to configure teleconferencing options. The U of A does not host a teleconferencing solution.

Session Notes: These appear briefly on the Blackboard page after you click to join the session. Note: HTML code is not accepted, only plain text.

(Figure 8)



Create Session

Information Participation **Sharing** Content Area

Cancel Submit

1. Preloads (Optional)

Upload a file to be available within the session. Supports the following extensions *.wbd, *.wbp, *.elp, *.elpx, *.swf, *.m4v, *.mp4, *.mpg, *.mpeg, *.mpe, *.mp3, *.qt, *.mov or *.wmv.

Preload File

2. Telephony (Optional)

Valid phone number formats include: 1-xxx-xxx-xxxx, 1 xxx xxx xxxx, 1 (xxx) xxx xxxx, 1 (xxx) xxx-xxxx, xxx-xxx-xxxx, xxx xxx xxxx, (xxx) xxx-xxxx or xxx.xxx.xxxx. PINs can only use numbers [0-9], asterisk [*], pound/number sign [#], and comma[.].

Moderator Phone

Moderator PIN

Participant Phone

Participant PIN

Phone / SIP Phone
Enable a phone number for teleconferencing.

SIP
Use Session Initiation Protocol (SIP) for teleconferencing. Examples: sip:example@sip.com, sip:myname@127.0.0.1:5000, sip:hello@world.co.uk:5000

Session Phone / SIP

Session PIN

3. Session Notes (Optional)

Notes will appear to moderators and participants on the details page prior to joining the session

Moderator Notes

Same as Moderator Notes

Participant Notes

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Content Area tab (Figure 9)

Checking the box at the top will allow you to automatically place a link to this session in any available Blackboard content area in your course.

Content Item Name: Defaults to the title of the session you entered on the Information tab. This can be changed.

Content Area List: Lists the available content areas for the link.

Description and Comment: Both will be displayed along with the link in the content area. See (Figure 10).

Required: By checking this, the word “Required” will appear next to the link. See (Figure 10).

Date Restrictions: controls how long the content link to the Collaborate session will be displayed to the students.

Creating Blackboard (Bb) Collaborate Sessions within a Blackboard Learn Course

(Figure 9)



Create Session

Information Participation Sharing **Content Area**

Add a link this session to in selected content areas.

* Indicates a required field. Cancel Submit

1. Content Area Details

* Content Item Name

Content Area List

| Available Content Areas | Selected Content Areas |
|---|------------------------|
| Assignments Course Content Quizzes SafeAssign Survey Syllabus Video | |

Description

A description of the session to be displayed within the selected content areas.

Comment

A comment that will be displayed on the content item within the selected content areas

Required

2. Options

Date Restrictions Display After


Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Creating Blackboard (Bb) Collaborate Sessions within a Blackboard Learn Course

(Figure 10)

**Content**

**Discussion of a Random Topic**
Required
Description: This will be a discussion of a topic decided upon by a random number generator, even though true randomness cannot be achieved by computational means.

Comment: This is one of the five required online meetings this semester.