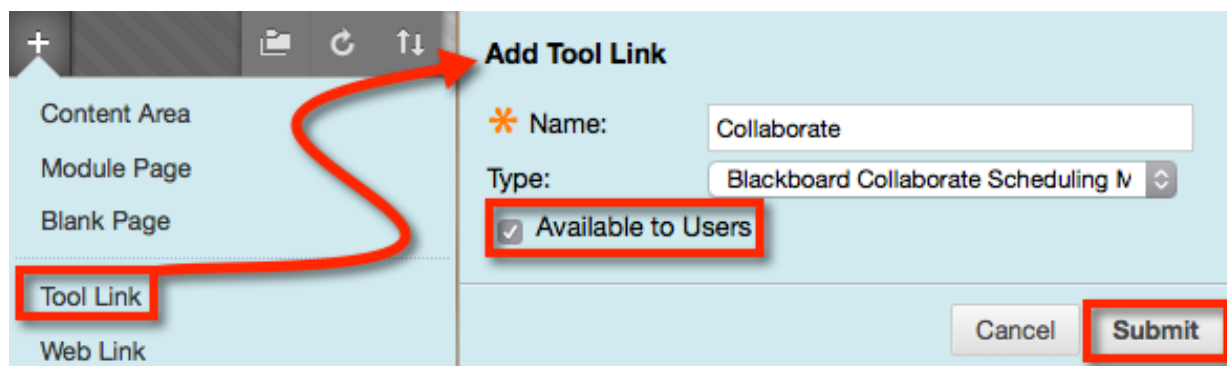


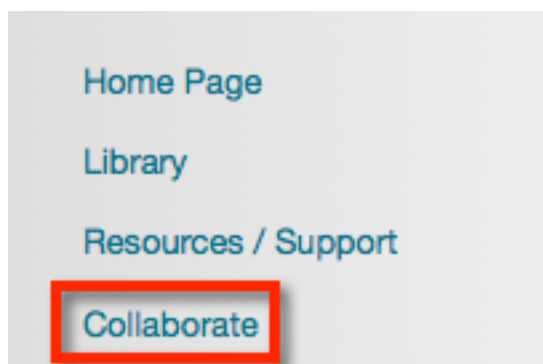
Schedule Collaborate Session

Proceed to your Blackboard course where you would like to add Blackboard Collaborate sessions.

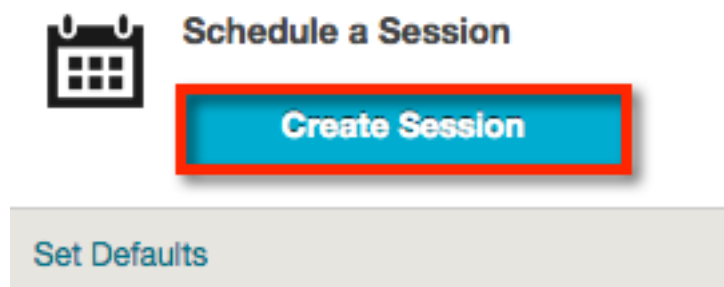
Click the “+” symbol above the left menu to open the drop down menu. Click **Tool Link**. Type **Collaborate** in the textbox right of **Name:**, select **Blackboard Collaborate Scheduling Manager** from the drop down menu right of **Type:**, and check **Available to Users**. Once you are finished, click **Submit**.



Select **Collaborate** from the left menu.



From the Blackboard Collaborate homepage, click the **Create Session** button under **Schedule a Session**.



Create a session name and select a start/end time. To open the calendar and time menu, click inside the textbox where it contains the date and time. Once you have made the appropriate changes, click **Done**. Make sure to complete times for both **Start Time** and **End Time**.

Create Session

SESSION INFORMATION

Session Name: Wednesday April 29th Session

Start Time: 04/29/2015 07:00 PM End Time: 04/29/2015 09:00 PM

Repeat: ☐ ON ☒ OFF

Early session entry ⓘ

ROOM OPTIONS

Room Type: [Select Room Type]

Room Number: [Select Room Number]

Room Address: [Select Room Address]

By default the **Repeat** option is turned **OFF**. If you would like to repeat the sessions at the same time daily, weekly or monthly, click the **OFF** button to turn it **ON**. Now go through and provide the dates and times you would like the session to repeat.

Repeat: ☒ ON ☐ OFF

Repeats: Weekly

Every: 1 weeks

On Day(s): Su Mo Tu **We** Th Fr Sa

Ends: ☒ After 10 occurrences ☐ On 06/29/2015

By default the **Early session entry** is set to **15 minutes**. This allows the users to enter the session 15 minutes prior to the start time you selected earlier. If you would like more or less time, select from the drop down menu.

Early session entry ⓘ

0 minutes

✓ 15 minutes

30 minutes

45 minutes

1 hour

You may either select **Course** or **Shared**:

- **Course**: All users registered in this course will be able to attend this session. It is recommended to use this option.
- **Shared**: All users registered in all courses that you teach can attend this session. Click inside the Additional Courses textbox to open the drop down menu. Select, which courses you would like to add.

Session Type

☒ Course ⓘ

☐ Shared ⓘ

Additional Courses

Test Course (-1111) x |

Test course by (BB-COLLAB-)

Blackboard Student Orientation - Spring 2014 (Blackboard_Student_Orientation_Course)

Student Orientation Course, Spring 2015 (Blackboard-Spring_2015)

Student Orientation Course (Blackboard-Fall_2014)

Blackboard Student Orientation, Summer 2014 (Blackboard_Student_Orientation_Course_14SU)

Blackboard Faculty Tutorials (BB9.1_Instruction)

Testing SP 11 (TEST-SP11)

Test Course (DsTC-1111)

You may choose **Use Built-in**, **Use third party**, **Do not use teleconference**:

- **Use Built-in**: The system generates the teleconference number, code, and PIN for participants and moderators. This is a great alternative for students who experience technical issues. (recommended)
- **Use third party**: To use another method, provide the information below
- **Do not use teleconference**: Use VoIP. Users are able to hear the session through their computer speakers or USB headset.

Teleconference Options

☒ Use built-in. ⓘ

☐ Use third party. ⓘ

Choose which option to use for the teleconference

☒ Use Phone ⓘ

Moderator Phone ⓘ

Moderator PIN ⓘ

Participant Phone ⓘ

Participant PIN ⓘ

Session Phone ⓘ

Session PIN ⓘ

☐ Use SIP ⓘ

☒ Do not use teleconference. ⓘ

Below are the options you have the ability to adjust. We recommended switching **Max Simultaneous Talkers** and **Max Cameras** from 3 to 6. We also recommend turning ON **View Private Messages**.

- **Recording Mode:** Controls the recording for the session.
- **Max Simultaneous Talkers:** Maximum amount of simultaneous talkers allowed at the start of the session.
- **Max Cameras:** Maximum amount of simultaneous cameras allowed at the start of the session.
- **View Private Messages:** Allows moderators to view all private chat messages in the session.
- **All Permissions:** All participants have full permissions access to session resources such as audio, whiteboard, and so on.
- **Raise Hand on Entry:** Users automatically raise their hands when they join the session.
- **Allow Guests:** While in a session, moderators can invite users to join.
- **Allow In-Session Invitations:** Ability to allow external guests to join the session.
- **Hide Names in Recordings:** Names of participants are hidden when viewing recordings.
- **Preload Content:** Upload a file to use in the session. To add a PowerPoint Presentation, you must wait and upload inside the session. Any other content must be an accept format.

Room Attributes

Recording Mode ⓘ

Max Simultaneous Talkers ⓘ →

Max Cameras ⓘ →

View Private Messages ⓘ →

All Permissions ⓘ

Raise Hand on Entry ⓘ

Allow In-Session Invitations ⓘ

Allow Guests ⓘ

Hide Names in Recordings ⓘ

Preload Content ⓘ *Want to use a Power Point file? [Learn How.](#)*

Attach File

Whiteboard/Plan: .wbd, .wbp, .elp, or .elpx

Multimedia: .mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.

Notes

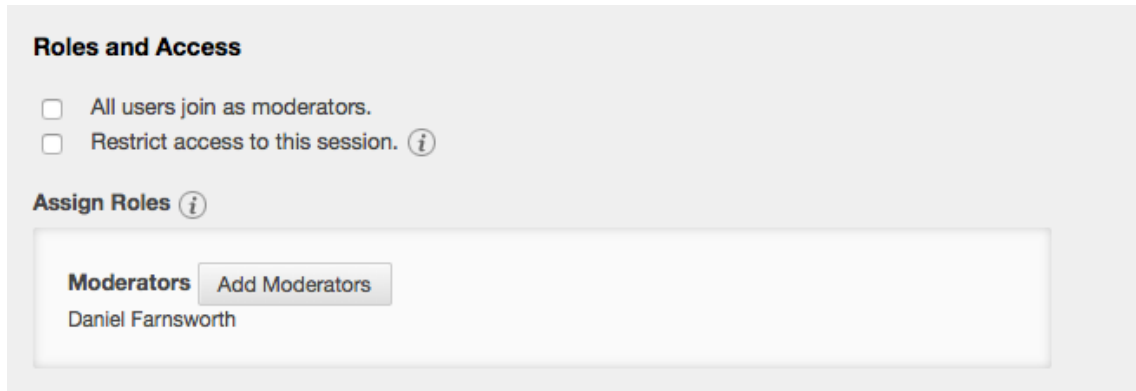
Grade Center Integration

Add a grade column? ⓘ

If you would like for this session to be graded, Turn **ON** the **Add a grade column?** and input a numeric value for points. Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center.

You may assign roles and give certain access to students:

- **All users join as moderators:** All users who join this session will have access to all permissions.
- **Restrict access to this session:** Only users who are listed below are allowed to access the session.
- **Assign Roles:** Assign roles to specific users in advance of the session.



Roles and Access

☐ All users join as moderators.

☐ Restrict access to this session. ⓘ

Assign Roles ⓘ

Moderators Add Moderators

Daniel Farnsworth

Once you have customized the settings to your needs, click **Submit**.

Submit

Your newly created session appears on the Collaborate homepage. Click the title to access the session.

SCHEDULED SESSIONS

RECORDINGS

Search

Start Date

05/24/2016

End Date

06/22/2016

Go

Delete

<input type="checkbox"/>	Available	Title ▲	Start Date	End Date	Creator	Session Type
<input type="checkbox"/>		Session I Tuesday May 24	Tuesday, May 24, 2016 4:30:00 PM CDT	Tuesday, May 24, 2016 7:30:00 PM CDT		Course

Delete