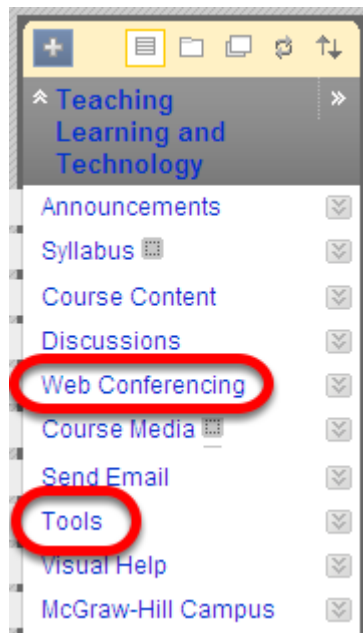


Creating a Collaborate Session

Adding Collaborate to a Blackboard course is a two-step process. First you add a link to the tool in the Course Menu. This is the second step of creating the actual Collaborate room (session) itself .

1. Open your course and make sure your Edit Mode is On
2. Click on the link to Collaborate in your course



NOTE: SBS faculty should have already created a link in the course menu to Collaborate Web Conferencing. All other faculty will access Collaborate under the Tools menu

3. Click Create Session

A screenshot of the 'Bb Collaborate List Page'. The page has a yellow header with the Blackboard logo and the title 'Bb Collaborate List Page'. Below the header, there is a 'Create Session' button highlighted with a red box. To the right of the button is a 'Course' dropdown menu. Below the button, there are two tabs: 'Sessions' and 'Previously Recorded'. Under the 'Sessions' tab, there is a search section with a 'Search' label, a 'Title' dropdown, a 'Contains' dropdown, and a text input field. Below the search section, there are 'Start Date' and 'End Date' fields with date pickers, and a 'Go' button. At the bottom, there is a table with columns: 'Available', 'Title', 'Start Date', 'End Date', 'Creator', and 'Session Type'. The table is currently empty, and a message below it says 'There are no sessions available in the selected timeframe.'

4. On the Information Tab, create a Session Title and Select Course for the Session Type

Update Session

Information Participation Sharing

Cancel Submit

1. Session Information

Session Title: Weekly Web Conference

Session Type: What type of session to create.

☒ Course
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
BB9 Student Course (10S1-SBSEDTECH-11FA-MBA-800-CE-Strategic Management)	12sp-sbsedtech-100-v
Practice Course for f2f and Online (Master)	

The **Session Title** defaults to the course name. We recommend you change the name to something more meaningful.

NOTE: However, you wish to set up a virtual office in each of your Blackboard courses, you could create a Shared Session, choose the courses that you want to have a virtual Office, and then click Submit. The system will automatically create a Virtual Office in each of the courses you have designated.

5. Schedule the session dates to correspond to the beginning and end of the semester

2. Schedule

Date

Start Date: 01/17/2012 01:45 PM

End Date: 04/26/2012 02:45 PM

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

Early session entry: 15 minutes

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

Repeat 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: One year is the maximum duration for any session. Any longer will return an error.

We recommend allowing students to enter the session 15 minutes before the start time. This gives participants time to conduct the Audio Setup Wizard if they haven't already done so. We also recommend that you be present in the session at that time as well.

6. Select the Session Attributes

3. Session Attributes (Optional)

Recording Mode	Manual	The mode of recording the session.
Max Simultaneous Talkers	6	Maximum number of simultaneous talkers allowed at the start of the session.
Max Cameras	6	Maximum number of simultaneous web cameras allowed at the start of the session.
Supervised	<input type="checkbox"/>	Moderators may view all private chat messages in the session.
All Permissions	<input checked="" type="checkbox"/>	All participants have full permissions access to session resources such as audio, whiteboard, etc.
Raise Hand on Entry	<input type="checkbox"/>	Users automatically raise their hand when they join the session.
Allow In-Session Invitations	<input checked="" type="checkbox"/>	Moderators may send invitations to join the session from within the session.
Hide Names in Recordings	<input type="checkbox"/>	Names of session participants are hidden from viewers of recordings.

We recommend the settings as shown above for general recordings.

NOTE: You must check **All Permissions** even in order for participants to be able to text chat.

Recording Mode

Manual – Moderator activates recording

Automatic – Recording starts when the first person enters the session

Disabled – Session will not be recorded

Maximum Simultaneous Talkers and Cameras – up to six simultaneous talkers and cameras can be activated for the session. The moderator can change the number during the live session.

Supervised – 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 – when a participant enters the session their hand will be automatically raised thereby notifying the moderator that someone has entered the room.

Allow In-Session Invitations – the session URL will be available to send from within the session so others may join the session.

Hide Names in Recordings – names of session participants are hidden from viewers of the recording. Names are replaced with Participant 1, Participant 2, etc.

7a. Determine levels of Participation as needed

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 Moderators

thomas dellicicchi
Isabetta Capalini

Elena Garofoli

Participants

Assign Roles

Restrict Participants – to restrict access to the session to a sub-set of the participants registered in the course. Participants can then be assigned the role of Moderator or Participant.

**All Moderators **– to assign the role of moderator to all session participants.

7b. Invite External Participants from this Tab as well

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 Remove

Selected Invitees

3. Create

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

Cancel Submit

You must first complete the Display Name and Email Address fields and then secondly, click Add. You will notice the name and address has been moved to the Selected Invitees area. An email will be sent to the user with a URL to join the session. The URL is unique to that participant.

8a. Create Session - Sharing Tab

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 numbers 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

1. Preloads – content can be preloaded into a session. The following file types are supported: .wbd, .wbp, .elp, .elpx, .swf, .m4v, .mp4, .mpg, .mpeg, .mpe, .mp3, .qt, .mov, .wmv

2. Telephony – a teleconferencing for audio can be added to the session, although it is not a feature that is automatically available. Once provided, the teleconference session supports a mix of VOIP and telephone audio.

8b. Create Session - Sharing Tab

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

Still on the Sharing Tab, Notes can be added for the moderator and for participants. These notes are available on the details page and viewable prior to joining the session.

9a. Create Session - Content Area

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

Weekly Web Conference

Content Area List

Available Content Areas

Course Materials

Course Media

Selected Content Areas

Invert Selection

Select All

Invert Selection

Select All

This gives you the option to directly access the web conferencing session from another content area in your course. Select from the Available Area List and move the desired area to the Selected Content Areas. This means that a participant could access Collaborate from either within course Materials or Course Media.

9b. Create Session - Content Area

The screenshot shows a web form for creating a session. It is divided into three main sections: Description/Comment, Options, and Create.

- Section 1 (Annotations 1 and 2):** Contains two text areas. The first is labeled "Description" and the second is labeled "Comment". Both have placeholder text: "A description of the session to be displayed within the selected content areas." and "A comment that will be displayed on the content item within the selected content areas." respectively. A red circle with the number "1" is next to the "Description" label, and a red circle with the number "2" is next to the "Comment" label. Red arrows point from these circles to their respective text areas.
- Required:** A checkbox is present. A yellow callout box points to it with the text: "By checking this box the word 'Required' will appear next to the link where the session is listed in Blackboard".
- Section 2 (Annotation 2):** Titled "Options", it contains "Date Restrictions". There are two rows of date and time pickers. The first row is "Display After" with a date of "04/05/2012" and a time of "01:45 PM". The second row is "Display Until" with a date of "04/05/2012" and a time of "02:45 PM". A red circle with the number "2" is next to the "Date Restrictions" label.
- Section 3 (Annotation 3):** Titled "Create", it contains a message: "Click Submit to create your session(s). Click Cancel to return to the list sessions page, your input will be lost." At the bottom right, there are two buttons: "Cancel" and "Submit". A red circle with the number "3" is next to the "Create" title, and a red circle highlights the "Submit" button.

1. If you choose to have Collaborate accessible from another area, you can add a description and/or comments if desired about the Collaborate session if desired.
2. Options - Set a date restriction on access to the session. Click Submit to create your session.
3. Click Submit to create the session.