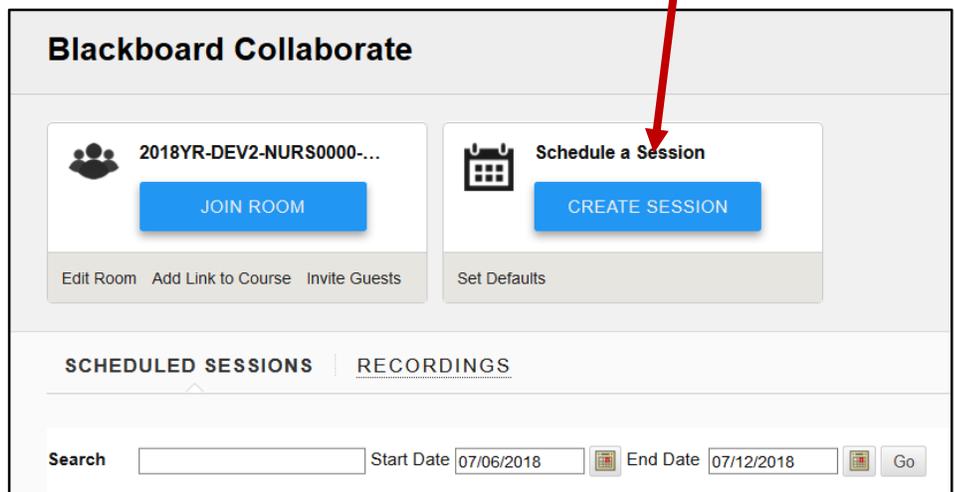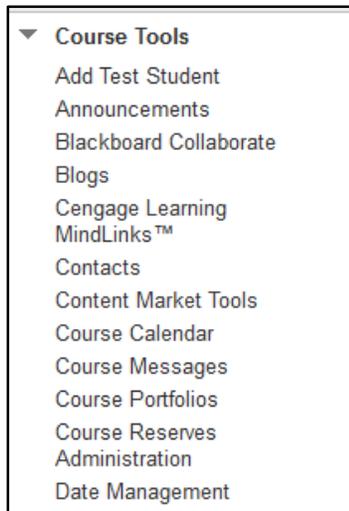# CREATE A SESSION IN BLACKBOARD COLLABORATE

1. In your course shell, Go to Course Tools > Blackboard Collaborate

2. To create a scheduled BB Collaborate session click on Create Session

3. Type a unique name for your session.

4. Set the date and time of the start and end of the session.

5. Select if students can enter the room before the session's start time.

ROOM OPTIONS

Session Type

- ⦿ Course ⓘ
- ○ Shared ⓘ

Teleconference Options

- ⦿ Use built-in. ⓘ
- ○ Use third party. ⓘ
- ○ Do not use teleconference. ⓘ

Room Attributes

Recording Mode ⓘ	Manual ⌄
Max Simultaneous Talkers ⓘ	3 ⌄
Max Cameras ⓘ	3 ⌄
View Private Messages ⓘ	● OFF
Full Participant Permissions ⓘ	● ON
Raise Hand on Entry ⓘ	● OFF
Allow In-Session Invitations ⓘ	● OFF
Allow Guests ⓘ	● ON
Hide Names in Recordings ⓘ	● OFF

6. These are default room option setting that can be changed as needed.

7. Recording mode can be set as automatic or manual which will record and archive to Collaborate session.

8. You can set the number of talkers and cameras, participant permissions, etc.

9. It is good practice to set 'Allow Guests' as on so that students can still join the room using the Guest Access in case they have trouble logging in.

10. You can attach any files in advance provided they are in the acceptable format.

11. Collaborate interactions can be graded. Moderator role can be assigned to students if they are present some course content.

12. Click SAVE once all settings are done.

Preload Content ⓘ

Want to use a Power Point file? Learn How.

Attach File   [Browse My Computer] [Browse Content Collection]

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

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

Notes

Enter notes here

Grade Center Integration

Add a grade column? ⓘ   ● OFF

Roles and Access

☐ All users join as moderators
☐ Restrict access to this session ⓘ

Assign Roles ⓘ

Moderators [Add Moderators]
Anita admin2

[CANCEL] [SAVE]

13. The session will show up under Scheduled Sessions.

Blackboard Collaborate

2018YR-DEV1-NURS0000-...	Schedule a Session
JOIN ROOM	CREATE SESSION
Edit Room Add Link to Course Invite Guests	Set Defaults

SCHEDULED SESSIONS | **RECORDINGS**

Search [   ]   Start Date 07/13/2018 🗓   End Date 07/19/2018 🗓   Go

Delete

☐	Available	Title △	Start Date	End Date	Creator	Session Type
☐		BB Collaborate Overview 7/17	Tuesday, July 17, 2018 10:30:00 AM CDT	Tuesday, July 17, 2018 11:45:00 AM CDT	Anita admin2	Course
☐		BB Collaborate Overview 7/19	Thursday, July 19, 2018 2:30:00 PM CDT	Thursday, July 19, 2018 3:45:00 PM CDT	Anita admin2	Course

Delete

Displaying **1** to **2** of **2** items   Show All   Edit Paging…

14. Faculty and students can access the room by clicking 'JOIN ROOM' or using the Guest URL or by calling into the Participant phone number.

Room Details

2018YR-DEV1-NURS0000-ANITA DEVELOPMENTAL SHELL ROOM

JOIN ROOM

If you can't open the .collab file, download the Blackboard Collaborate Launcher.

Still can't get into your session? Please read our troubleshooting help topic.

Room Information

Guest URL: https://elearning.uh.edu/v

Moderator Phone   571-392-7703

Moderator PIN   132999100560

Participant Phone 571-392-7703

Participants PIN   509661537693