Getting Started with Bb Collaborate

INSTRUCTIONAL COMPUTING *&* **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

Overview

Blackboard Collaborate enables instructors and students to collaborate outside of class sessions in a live online environment. It allows interaction and collaboration among everyone in the class.

## Creating a Session in Bb Collaborate

Note: This document assumes that your computer meets the minimum requirements to run Blackboard collaborate and your course is available for students to view. For more information, please view the document titled Configurations Recommendations for Bb Collaborate

To create a session in Bb Collaborate:

1. Log into your Blackboard Course.
2. On the left side, click on **Tools.**
3. In the tools page, click on **Blackboard Collaborate**.

4. Two types of Rooms are set up by default:
    a. **Course Room** – Room is already created for the class by default.
    b. **Schedule a Session** – Create a new session to use for the class.
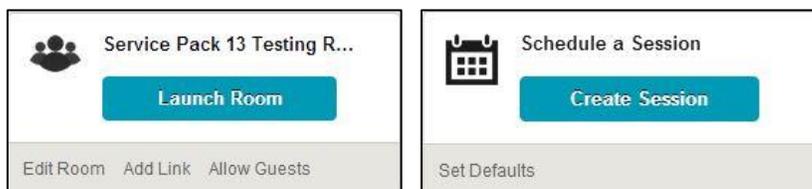
5. Click on **Create Session** to create a new session.
6. In the **Create Session** page, you can change the Session Name to anything you like to call it.

7. You can specify the start and end dates/times for the session.

   Note: Times can only be entered in 15 minutes increments.

8. **Repeat** – You can repeat your session to future dates. By default, this option is set to off. You can repeat your sessions by daily, weekly, or monthly.

9. **Early Session Entry** – The period before the start of the session during which users can join the session. You can set up to 1 hour before the start of the session to join.

Room Options

10. **Session Type:** There are two session types.
    a. **Course** – All users registered in this course can attend this session.
    b. **Shared** – All users registered in courses that the professor teach can attend this session.

       Note: You will get a list of courses that you teach and mark the course that you want to add to the session.

11. **Room Attributes**
    a. **Recording Mode** – Controls the recording for the session.
    b. **Max Simultaneous Talkers** – Maximum number of simultaneous talkers allowed at the start of the session.
    c. **Max Cameras** – Maximum number of simultaneous web cameras allowed at the start of the session.
    d. **View Private Messages** – Allows moderators to view all private chat messages in the session.
    e. **All Permissions** – All participants have full permissions access to session resources such as audio, whiteboard, and so on.
    f. **Raise Hand on Entry** – Users automatically raise their hands when they join the session.
    g. **Allow In-Session Invitations** – While in a session, moderators can invite users to join.
    h. **Hide Names in Recordings** – Names of participants are hidden when viewing recordings.
    i. **Preload Content** – Upload a file to use in the session.

12. **Grade Center Integration –** By default, this option is set to off. When turned on, you can adjust the points possible for the session.
    a. **Add a grade column** – Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center.

13. **Assign Roles -** Restrict who can join this session as a moderator or a participant.

Assign Roles

○ All users join as participants.
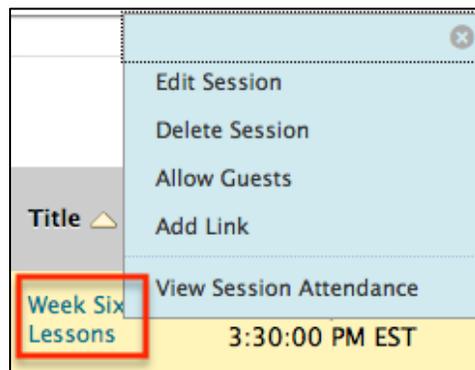○ All users join as moderators.
○ Assign access. (i)

14. Click **Save** to create the session.
15. Once the session is created, you will see it listed in your BB Collaborate List Page
16. **Joining Session**
    a. Click the clickable **Title of the Session**
    b. Click the down arrow next to the clickable title to get the menu for the session.
    c. **View Session Attendance** – You can view who is in the session before the session start.
    Note: Sessions are only available during their specified dates and times, otherwise you will not be able to enter it.

Edit Session

Delete Session

Allow Guests

Title △   Add Link

View Session Attendance

Week Six
Lessons   3:30:00 PM EST

Room Detail

1. There are two options in room detail that allow the user to interact before starting the session.
    a. **Guest URL** - Invite unregistered users you want to invite to your session.
    b. **Launch Room** – Click to start up the session and to download necessary files.

Room Details
Click *Launch Room* to enter a room. The *Launch Room* function only appears if the session is ready to be launched. Provide the guest URL to unregistered users you want to invite to your session.

Mac OS X 10.8.4 Users: The Collaborate Launcher is now available! *Please see Launcher Quick Reference Guide.* If you are joining via Blackboard Learn, *click here for assistance.*
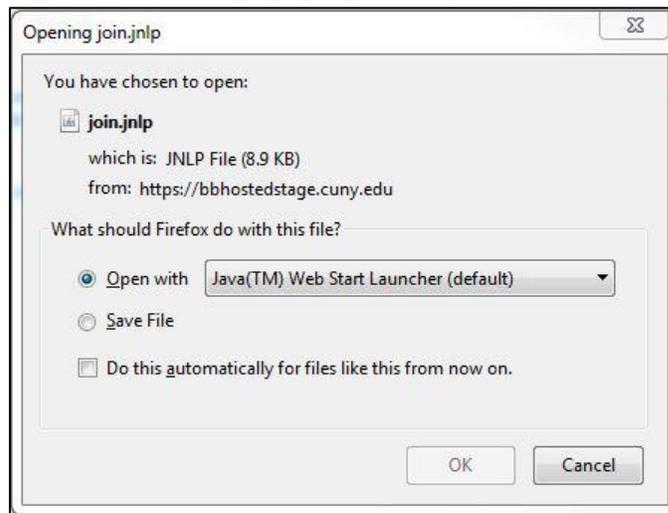
SP testing

Guest URL   https://bbhostedstage.cuny.edu/webapps/bb-collaborate-bb_bb60/external.guest.session.launch.event?uid=5ff012b8-34a6-4a5d-820a-27389b49c6b7

Collaborate Session not Launching? You may need *Collaborate Launcher.*

Start Date
Nov 20, 2013 4:45 PM

End Date
Nov 20, 2013 5:30 PM

Launch Room

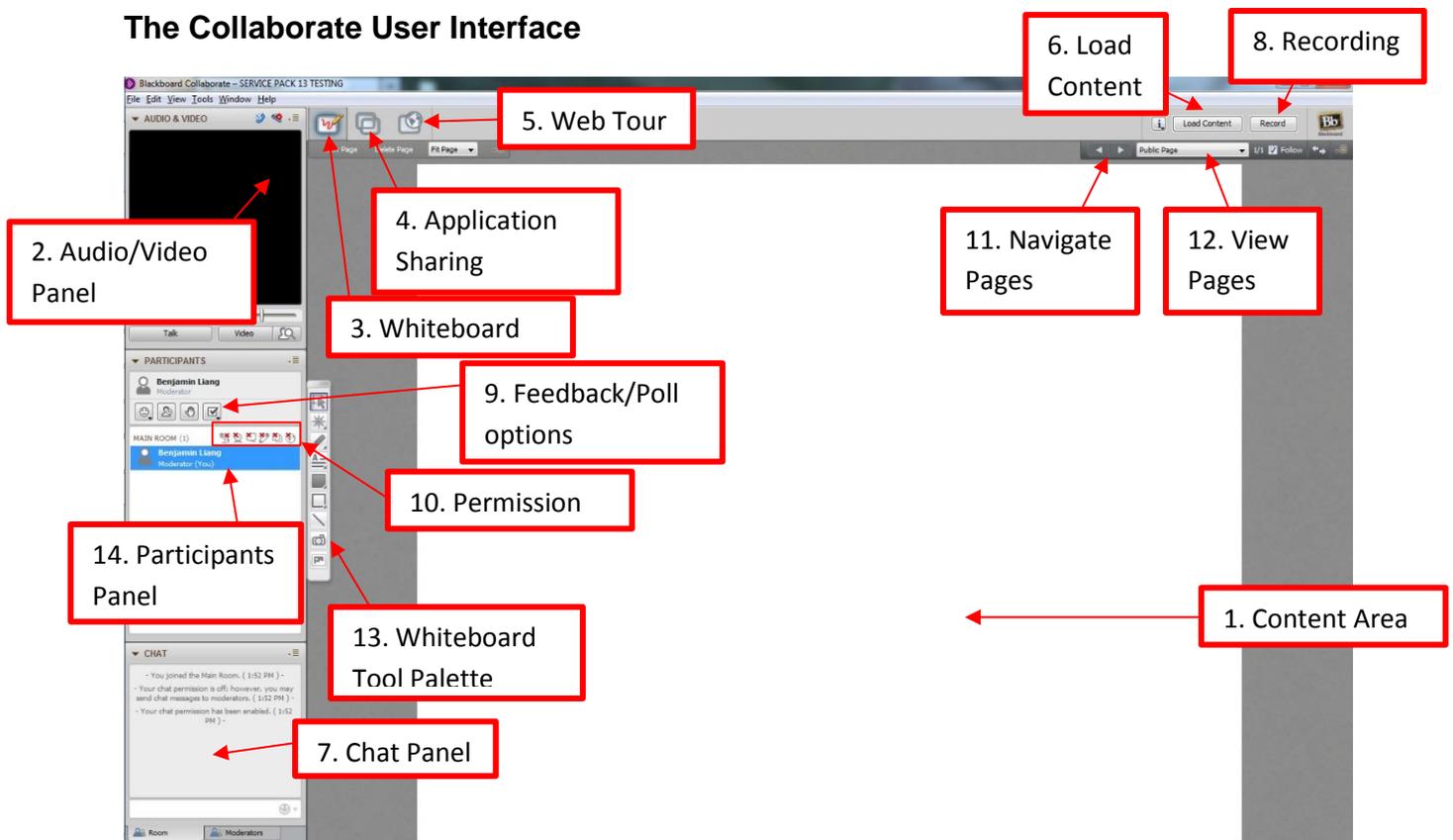c. If you receive the popup right away, select **Open With**.

d. Press **OK**.
e. The Java Applet might start download if it started for the first time but click on **Run** on the Security Warning window.

Note: Steps are slightly different if you are using Mac. You would need to download Blackboard Collaborate Launcher to launch the session.

The Collaborate User Interface

Note: For help with recording, please view the document titled **Recording Sessions with Collaborate**.

1. **Content Area** - This area is displayed to all participants, content is controlled by the moderator.
2. **Audio/Video Panel** - This Panel displays webcam video and toggling options for talk and video.
3. **Whiteboard** - Allows participants with whiteboard permission to use the **Whiteboard Tools Palette** in the content area to write, draw, etc.
4. **Application Sharing** - Allows participants with application sharing permission to share open desktop applications (e.g. Excel, Word).
5. **Web Tour** - Allows sharing of websites to all participants which they can individually (or as a group) browse through pages on a website.
6. **Load Content -** Allows loading of content in the content area as the background, such as a PowerPoint presentation.
7. **Chat Panel -** Allows all participants in the session to send messages to the group.
8. **Record -** Allows the moderator to record the session to make available to all participants at a future date.
9. **Feedback/Poll Options -** Participants can give feedback in various ways using these options.

10. **Permission -** Global permissions control for all participants in the session.
11. **Navigate Pages** – Move forward and backward between all the pages that you have opened.
12. **View Pages** – View all open pages in a list format.
13. **Whiteboard Tool Palette** – Tools to use on the whiteboard.
14. **Participants Panel** – A list of all the participants in collaborate session with display of their name and rights that they have in collaborate session.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357.