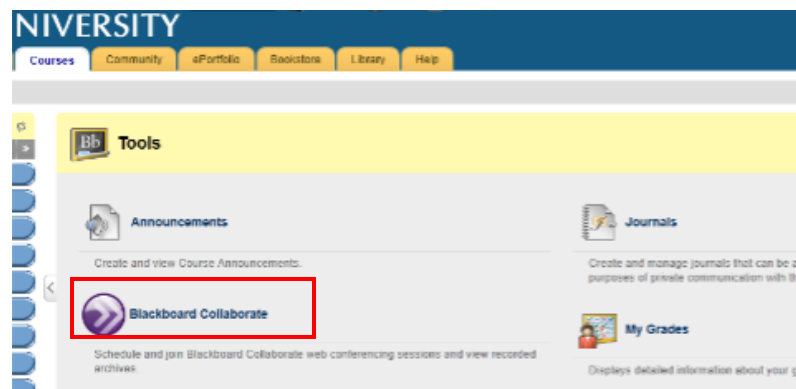


WEB CONFERENCING

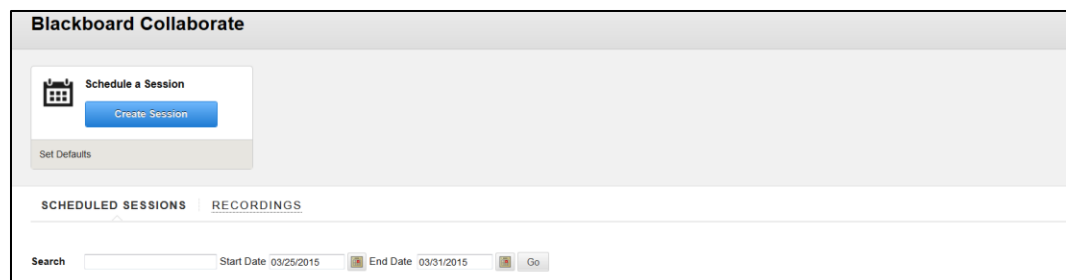
CREATING A SESSION IN BLACKBOARD COLLABORATE

This tutorial will guide you on the steps to create a Blackboard Collaborate session.

1. Log onto **Blackboard** and enter the class you wish to create the session in.
2. You will find the Blackboard Collaborate feature under the “**Tools**” section in Blackboard.



3. Once on the Blackboard Collaborate page, **click Create Session**





4. Create Session : Attributes and Options

- ◆ Session Information- To title the session, select which courses you'd like to include
- ◆ Schedule- Schedule when you'd like your session to begin, how long, and if the session is reoccurring and how early participants can enter session

Create Session

SESSION INFORMATION

Session Name: JBlackwellTest

Start Time: 03/25/2015 01:15 PM End Time: 03/25/2015 02:15 PM

Repeat: * OFF

Early session entry: 15 minutes

- ◆ Choose recording options, number of talkers, cameras, permissions, etc.
- ◆ Assign Roles- Distinguish who has what roles (Moderators vs. Participants)
- ◆ External Invitees- Invite other participants, guest speakers, etc. via email
- ◆ Preloads- Load documents such as Power Points so they are available prior to session
- ◆ Session Notes- create notes for moderator(s), participants

Room Attributes

Recording Mode: Manual

Max Simultaneous Talkers: 3

Max Cameras: 3

View Private Messages: * OFF

All Permissions: ON

Raise Hand on Entry: * OFF

Allow In-Session Invitations: ON

Allow Guests: * OFF

Hide Names in Recordings: * OFF

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

Attach File: [Browse My Computer](#) [Browse Course](#)

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

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

Notes: Enter notes here

Roles and Access

☐ All users join as moderators.

☐ Restrict access to this session.

Assign Roles

Moderators: [Add Moderators](#)

Brian Gregory



5. **Click Submit.** The session will become available in your Blackboard Collaborate section and will display a purple icon once it becomes available. Click the icon or the name to enter the session. This will prompt Java. Accept the terms and your session will begin.

Blackboard Collaborate

 **Schedule a Session**
[Create Session](#)
[Set Defaults](#)

SCHEDULED SESSIONS | **RECORDINGS**

Search Start Date 03/25/2015  End Date 03/31/2015  [Go](#)

[Delete](#)

	Title	Start Date	End Date	Creator	Session Type
	JBlackwellTest	Wednesday, March 25, 2015 1:15:00 PM EDT	Wednesday, March 25, 2015 2:15:00 PM EDT	Brian Gregory	Course

My Notes: