ACADEMIC TECHNOLOGIES (ITS)
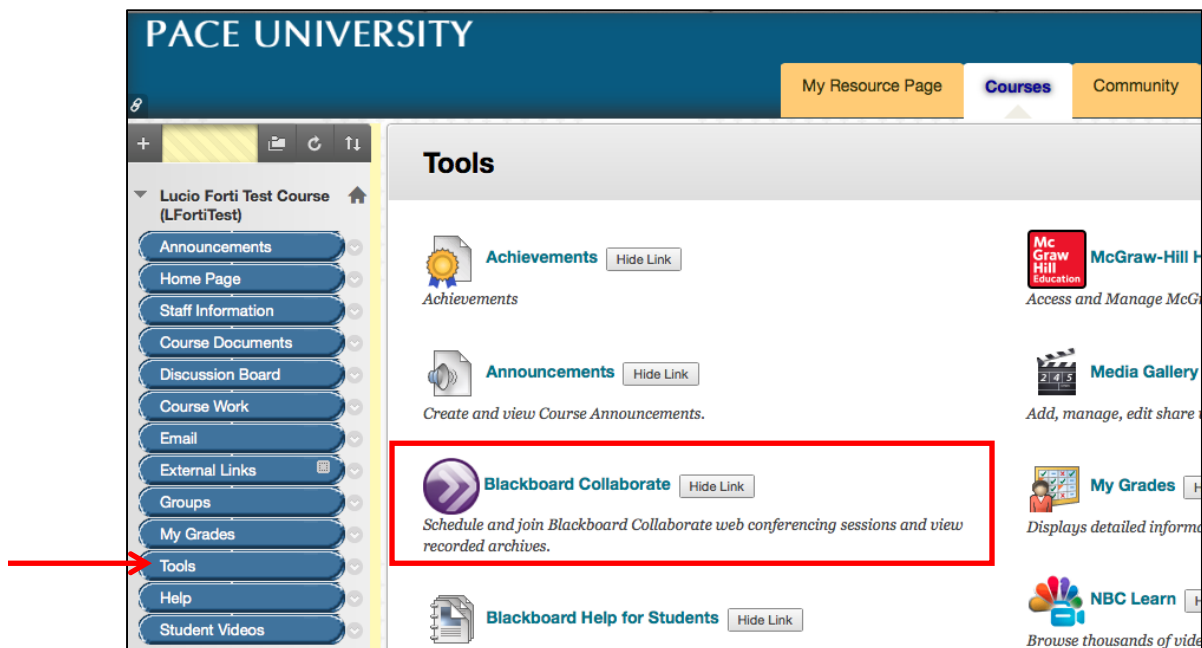
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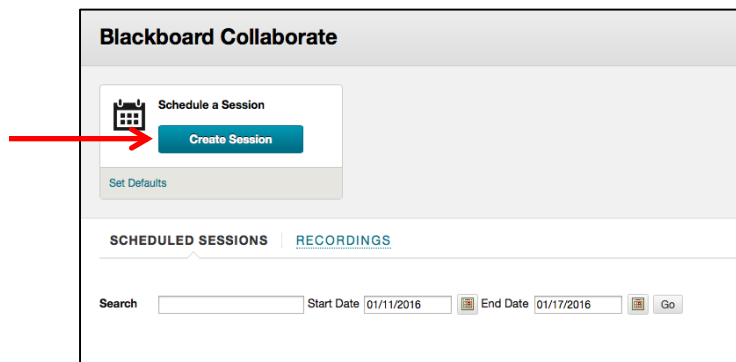*Work toward greatness.*

TUTORIAL

CREATING A SESSION IN BLACKBOARD COLLABORATE

This tutorial will guide you through 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 **Blackboard Collaborate** feature under the "Tools' section in Blackboard.

3. You will be taken to the Blackboard Collaborate scheduler. Click **Create Session.**

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4. You will be taken to a page that will say **Create Session** at the top. Fill out the Session Information, Room Attributes, and Roles and Access with the appropriate settings for your session.

Session Information

- *Session Name*: Enter a title here as you would like it to appear to students.
- *Start Time*: Define the date and time when instruction will begin inside the session.
- *Early Session Entry*: How soon before the start-time students can click to enter the session. The minimum recommended time is 15 minutes.

Create Session

SESSION INFORMATION

Session Name	Lucio Forti Test Course
Start Time	01/11/2016 10:45 AM End Time 01/11/2016 11:45 AM
Repeat	OFF
Early session entry ⓘ	15 minutes

Room Attributes

- Choose recording options, number of talkers, cameras, permissions, etc.
- *Allow Guests*: Turn this *On* if you will need to invite participants or guest speakers who are not enrolled in your course in blackboard.
- *Preload Content*: Load documents such as Power Points so they are available as soon as participants join the session.

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, .swf, or .wmv.

Notes

Enter notes here

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Roles and Access

- By default, students will join using the general Participant role. You can override this for all participants with the first checkbox.
- *Restrict access to this session:* Will only make the session available to students you define here.
- *Assign Roles:* Click on Add Moderators to add other users as moderators in the session. By default, the instructor creating the session will be a moderator.

Roles and Access

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

Assign Roles ⓘ

Moderators [Add Moderators]
Sarah Koppalakonda

5. Click **Submit**. The session will be 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.

Blackboard Collaborate

📅 Schedule a Session
[Create Session]

Set Defaults

SCHEDULED SESSIONS | RECORDINGS

Search [_____] Start Date [01/11/2016] End Date [01/17/2016] [Go]

[Delete]

	Available	Title △	Start Date	End Date	Creator	Session Type
☐	⊘	Lucio Forti Test Course	Monday, January 11, 2016 11:15:00 AM EST	Monday, January 11, 2016 12:15:00 PM EST	Sarah Koppalakonda	Course

[Delete]

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