

## How to Create and Set Up Collaborate Sessions in Your Course

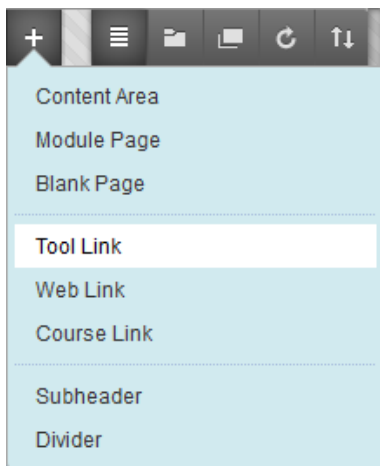
In this tutorial you will be able to understand how to create and set up Collaborate session in your course and modify them if necessary.

### Topics Covered

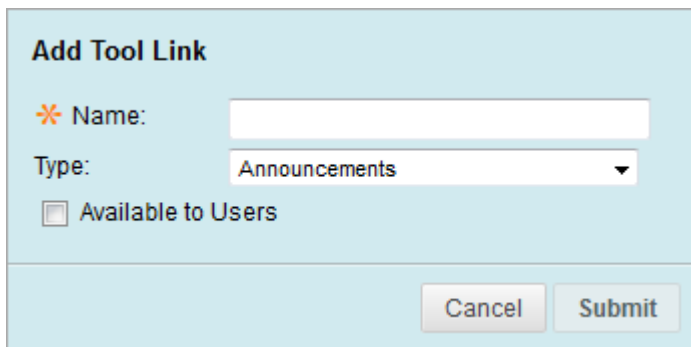
1. [Creating a Bb Collaborate link in your course main menu](#)
2. [Creating a New Session](#)
3. [Editing the settings for a session after it has been created](#)

### Creating a Bb Collaborate link in your course main menu

1. Click on the **(+)** sign in the top left corner of your main course menu
2. Select **Tool Link** in the drop down menu that appears



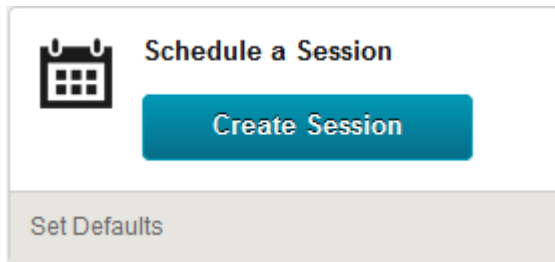
3. Give the link the name **Bb Collaborate**
4. In the drop down menu next to **Type** select **Blackboard Collaborate Scheduling Manager**
5. Check the box next to **Available to Users**
6. Click **Submit**

A screenshot of the 'Add Tool Link' form. The form is light blue and contains the following fields: 'Name:' with a text input field, 'Type:' with a dropdown menu showing 'Announcements', and a checkbox labeled 'Available to Users'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.



## Creating a New Session

1. Click on the **Bb Collaborate** link we showed you how to make above to get to the **Schedule Manager**
2. Click on **Create Session**



3. Enter a Session Name
  - a. The session name will be the same name given to any recording you do using this collaborate session you are creating. If you do multiple recordings with the same session each will have the same name and be differentiated by the date the recording was made. Names on recording cannot be changed later.
4. Select a **Start Time** and **End Time**
  - a. The session will be available for use for as long as you set the session to be open.
  - b. You can make a session open for use for an entire semester by setting the times accordingly.
5. Under **Early session entry** select how early the system should allow the student into the session before the start time. (Your options are 0 min, 15 min, 30 min, 45 min, or 1 hour early)

### Session Information



Session Name	<input type="text" value="Dr. John Doe's Virtual Office"/>	
Start Time	<input type="text" value="03/27/2014 11:15 AM"/>	End Time <input type="text" value="04/01/2014 12:15 PM"/>
Repeat	<input type="button" value="-OFF"/>	
Early session entry ⓘ	<input type="text" value="15 minutes"/>	


6. Below where it says **Room Options** select **Session Type**
  - a. If this session will be only for you course then leave **Course** selected
  - b. If this session will be shared with other courses then select **Shared**. You will then be able to select other courses that you want to have access to this session.





















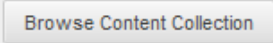
## HOW TO CREATE AND SET UP COLLABORATE SESSIONS IN YOUR COURSE

### Session Type

- Course 
- Shared 

- Next go to Room Attributes.
- We recommend using the settings in the picture below; however, you may change them to your liking. To understand what each of the setting are for, hover over the  icon to see a description. (**NOTE:** Do not Use the **Preload Content** feature as it does not work very well)


### Room Attributes


Recording Mode 	Manual 
Max Simultaneous Talkers 	6 
Max Cameras 	6 
View Private Messages 	
All Permissions 	
Raise Hand on Entry 	
Allow In-Session Invitations 	
Hide Names in Recordings 	
Preload Content 	<b>Supported Extensions</b>
	Attach File  

- Next click on Grade Center Integration
- If you do not wish to assign students a grade for participation the turn this feature **Off**. If you do desire to give grades turn this feature **On** and enter a number value next to **Points**.

- It is recommended that you create a new session each time you desire to give a participation grade.

### Grade Center Integration

Add a grade column? 



Points


- Next go to the Assign Roles section
- By default all student that come into the session will be Participants (this is recommended)



## HOW TO CREATE AND SET UP COLLABORATE SESSIONS IN YOUR COURSE

- a. **Moderator:** someone that can have full control of features in an active collaborate session (recommended for presenters only, this is the default for instructors and TAs)
- b. **Participant:** an observer that will only have the ability to use features while in a session that the moderator allows them to have access to.
- c. If you create a room for students to use on their own you should use the **All users join as moderators** setting.

### Assign Roles


- All users join as participants.
- All users join as moderators.
- Assign access. 

13. You can give specific people moderator privileges ahead of time by using the **assign access** setting.

14. You are now done and need to click **Save** to finalize the creation of your new session.

Save



## Editing the settings for a session after it has been created

1. Go to the session that you wish to edit the setting for and click the  icon next to the session title.
2. Select Edit Session

### Scheduled Sessions

### Recordings

Search  Start Date  End Date  Go

<input checked="" type="checkbox"/> Available	Title 	Start Date
<input checked="" type="checkbox"/>	Dr. John Doe's Virtual Office 	Thursday, March 27, 2014 12:15:00 PM EDT

Delete

- Edit Session
- Delete Session
- Allow Guests
- Add Link
- View Session Attendance