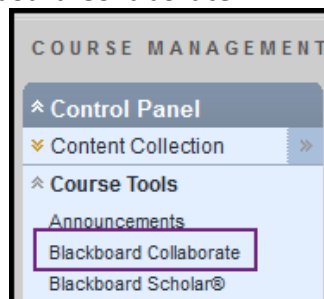


Scheduling a Blackboard Collaborate 11 Session in using the Building Block 3.0 Quick Reference Guide

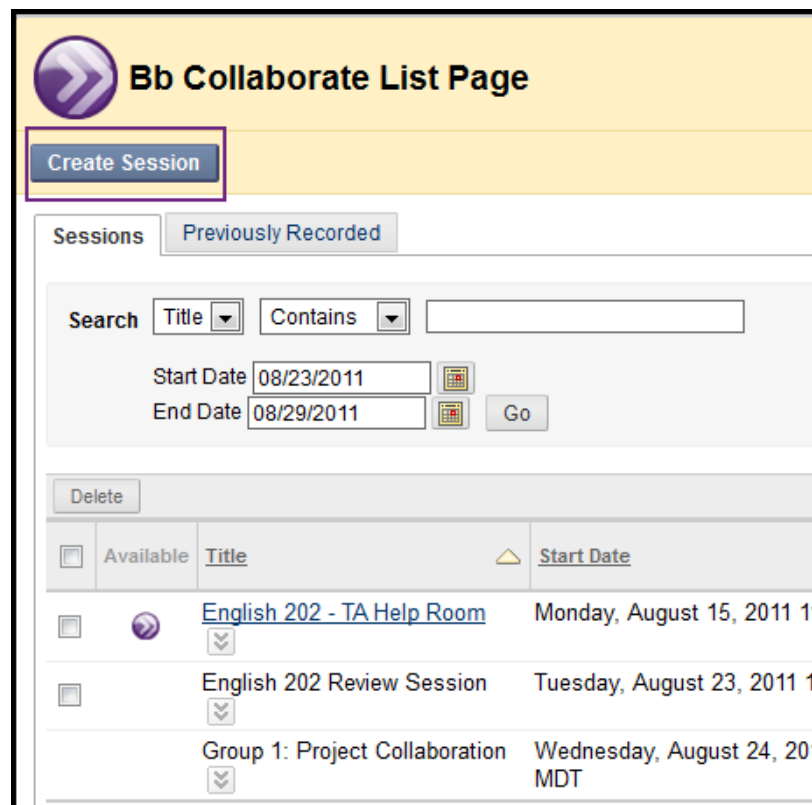
The Building Block 3.0 enables Blackboard Learn 9.1 customers to easily and seamlessly integrate a Blackboard Collaborate 11 web conferencing session into a course. Participants can launch a live session or recorded session directly from the Blackboard Learning System for a great user experience every time—regardless of connection speed.

Schedule a Web Conference Session

1. Log into your Blackboard Course.
2. In Course Management, locate Course Tools and then click **Blackboard Collaborate**.



3. From the Bb Collaborate List Page, click **Create Session** to schedule a new web conferencing session.



Create Session – Session Information

1. Give the session a title
2. Choose the type of session
 - Course – session will only be displayed in the current course
 - Shared - session is displayed in multiple selected courses. Available for instructors who have more than one course. Use case: create a virtual office.

1. Session Information

Session Title:

Session Type: What type of session to create.

☒ Course
All users registered in this course can attend the session.

☐ Shared
All users registered in courses that you teach can attend this session.

Courses:

Available Courses	Selected Courses
English 101 (ENG101)	English 202 (eng202)

Create Session – Schedule

- Date** – set the Start Date and End Date. Session can be for a specific date and time or set to run over a longer period of time for example for a full semester or term.
- Early session entry** – the period of time before the start of the session during which users can join the session.

2. Schedule

Date: Start Date End Date
Enter dates as in mm/dd/yyyy format. Time must be entered on 15 minute increments.

Early session entry:
The period before the start of the session during which users can join the session.

Repeat Session: ☐

- Repeat session** – sessions can be set up to repeat.

Repeat Session: ☒

Repeat Every: Day

Repeat Until:
Enter dates as mm/dd/yyyy

Daily

Daily

Weekdays
Every Monday, Wednesday and Friday
Every Tuesday and Thursday

Weekly

Monthly

Create Session – Session Attributes

3. Session Attributes (Optional)

Recording Mode:
The mode of recording the session.

Max Simultaneous Talkers:
Maximum number of simultaneous talkers allowed at the start of the session.

Max Cameras:
Maximum number of simultaneous web cameras allowed at the start of the session.

Supervised: ☒
Moderators may view all private chat messages in the session.

All Permissions: ☒
All participants have full permissions access to session resources such as audio, whiteboard, etc.

Raise Hand on Entry: ☐
Users automatically raise their hand when they join the session.

Allow In-Session Invitations: ☒
Moderators may send invitations to join the session from within the session.

Hide Names in Recordings: ☒
Names of session participants are hidden from viewers of recordings.

- Recording Mode
 - Manual – Moderator activates recording
 - Automatic – Recording starts when the first person enters the session
 - Disabled – Session will not be recorded
- Maximum Simultaneous Talkers and Cameras – up to six simultaneous talkers and cameras can be activated for the session. The moderator can change the number during the live session.
- Supervised – allows moderators to view all private chat messages in the session.
- All Permissions – all participants will have full

permissions when they enter the session. Permissions are audio, video, chat and whiteboard. The moderator can give and take away permissions during the session.

5. Raise Hand on Entry – when a participant enters the session their hand will be automatically raised thereby notifying the moderator that someone has entered the room.
6. Allow In-Session Invitations – the session URL will be available to send from within the session so others may join the session.
7. Hide Names in Recordings – names of session participants are hidden from viewers of the recording. Names are replaced with Participant 1, Participant 2, etc.

Create Session - Participation

The Participation tab allows the session creator to assign session roles and to invite participants who are not registered in the Blackboard course.

1. Assign Roles
 - a. Restrict Participants – to restrict access to the session to a sub-set of the participants registered in the course. Participants can then be assigned the role of Moderator or Participant.
 - b. All Moderators – to assign the role of moderator to all session participants.

The screenshot shows the '1. Assign Roles' window. It has a title bar '1. Assign Roles'. Below it, there are three main sections: 'Restrict Participants' with a checkbox and description 'Moderators can restrict access to the session and assign roles.', 'All Moderators' with a checkbox and description 'All Participants join the session as Moderators.', and 'Available Participants'. The 'Available Participants' section contains a list of names: 'Blackboard Administrator', 'Steve Schoen', 'Valerie Schreiner', and 'Susan White'. To the right of this list are two more sections: 'Available Invitees' (empty) and 'Selected Roles'. The 'Selected Roles' section has a list with 'Moderators' and 'John Green'. Below 'Selected Roles' is a 'Participants' section, which is currently empty. Navigation arrows are present between the lists.

2. External Invitees – participants can be invited to a session even if they are not registered in the course. Complete the Display Name and Email Address fields and click Add. An email will be sent to the user with a URL to join the session. The URL is unique to that participant.

The screenshot shows the '2. External Invitees' window. It has a title bar '2. External Invitees'. Below it, there is a description: 'Sends an invitation link to people not registered in this course to join the session.' There are two input fields: 'Display Name' and 'Email Address'. To the right of these fields is an 'Add' button. Below these fields is a 'Selected Invitees' list, which is currently empty. To the right of this list is a 'Remove' button.

Create Session – Sharing

1. Preloads – content can be preloaded into a session. The following file types are supported: .wbd, .wbp, .elp, .elpx, .swf, .m4v, .mp4, .mpg, .mpeg, .mpe, .mp3, .qt, .mov, .wmv

1. Preloads (Optional)

Upload a file to be available within the session. Supports the following extensions *

Preload File

2. Telephony – a teleconferencing for audio can be added to the session. The session supports a mix of VOIP and telephone audio. See the Blackboard Collaborate web conferencing user guide available from the On-Demand Learning Center for detailed information about configuring a teleconference.
3. Session Notes – notes can be added for the moderator and for participants. These notes are available on the details page and viewable prior to joining the session.

Create Session – Content Area

1. Content Area Details - To access the web conferencing session from a content area, select from the Available Area List and move the desired are to the Selected Content Areas. Add a description and/or comment if desired.

1. Content Area Details

★ Content Item Name

Content Area List

Available Content Areas	Selected Content Areas
- Web Conferencing - Bb Instant Messaging - Voice Authoring - Bb Collaborate - Content	Information

2. Options – Set a date restriction on access to the session.

2. Options

Date Restrictions

☒ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Recordings

Web conferencing sessions can be recorded and access to the recorded session is available from the course.

Sessions **Previously Recorded**

Search

Start Date

End Date

Sort by:

☐

☐

Title: **ENGLISH 202 - TAHELP ROOM**

Creation Date: Aug 15, 2011 11:30 AM

Size: 30 KB

Description: Listen to this recording if

The name of the recording can be changed by selecting **Edit** from the recording options menu.

Edit Recording

★ Title

Description