# Recommended Method for Setting Up a Collaborate Session

The Collaborate tool, now available in all HuskyCT sites, makes it possible for instructors to interact with students synchronously in an online web conferencing session that includes the capabilities for video, audio, screen sharing, text chat, hand-raising, file sharing, and an interactive whiteboard.

Add the Blackboard Collaborate Tool to the course navigation menu

Click the "+" sign at the top of the left-hand navigation menu and choose "Tool Link" from the drop-down list
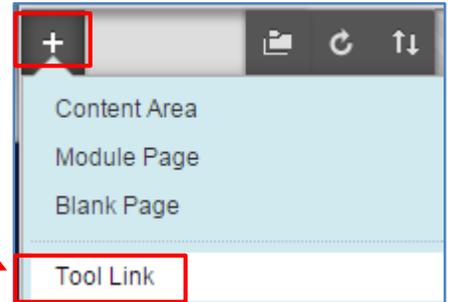
Enter a **name** for the Tool Link

Select "Blackboard Collaborate Scheduling Manager" from the "Type" menu

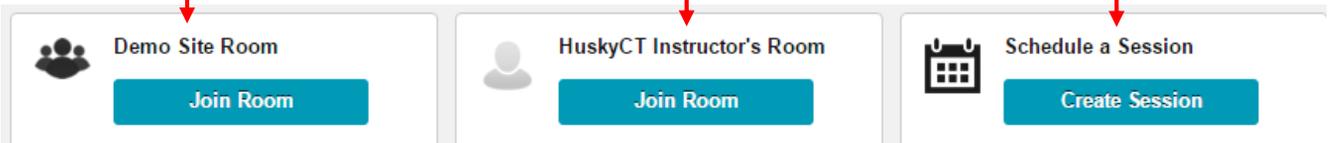Check the box for "Available to Users"

Click "Submit"

Please note the following:

Each HuskyCT site comes with three rooms

one with the name of the course

one with the name of the instructor

one that allows instructors to schedule sessions at specific times with specific settings
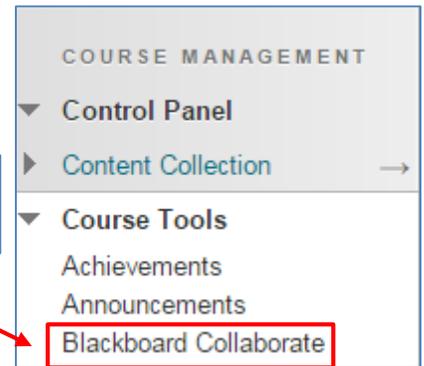
Adding the tool gives students access to all three rooms.

To **eliminate confusion for the students** about which Collaborate room they should use and to **simplify the set-up for instructors,** we **recommend just using the room that allows the scheduling of sessions**.
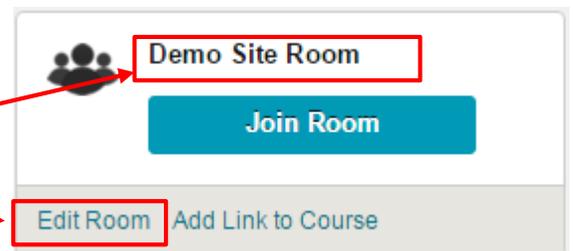
The **instructions** on the next page explain **how to hide the extra rooms** from the students' view.

**OPTIONAL: "Deactivate/Hide" the course and instructor Collaborate rooms**

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection   →

▼ **Course Tools**

Achievements

Announcements

Blackboard Collaborate

a. Go to **Course Tools** under the **Control Panel** in the left-hand navigation area and choose **"Blackboard Collaborate"**

Demo Site Room

Join Room

b. Find the room with the **course name**
   Click on **"Edit Room"**

Edit Room | Add Link to Course

Roles and Access

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

c. Scroll to the **bottom the of settings screen** and check the box for **"Restrict access to this session"**

Cancel   **Save**
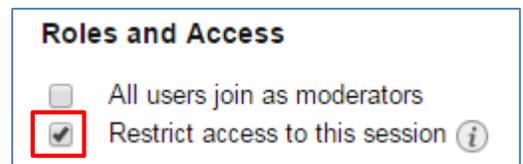
d. Click on "Save" at the bottom of the screen.

HuskyCT Instructor's Room

Join Room

Edit Room   Add Link

e. **Repeat steps b, c, and d** for the Collaborate room with **the instructor's name**
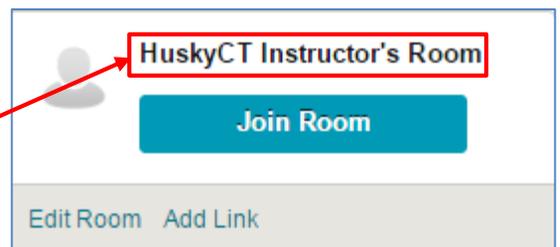
Please note: If you have chosen not to make the Blackboard Collaborate tool available to students in the course navigation menu you will need to link to your Collaborate Rooms/Sessions from a Content Area.

Schedule a session

Click on the Collaborate tool link added to your navigation menu or go to Course Tools and click on Blackboard Collaborate

▼ Course Tools
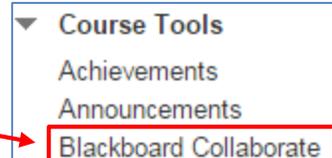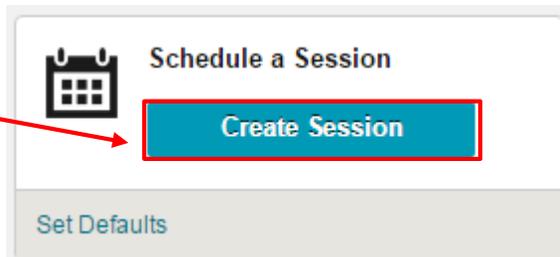Achievements
Announcements
Blackboard Collaborate

Click on **"Create Session"** under **"Schedule a Session"**

Schedule a Session

Create Session

Set Defaults

Edit the settings as needed.

NOTE: Mouse over the ⓘ icons to get more information on each setting.

SESSION INFORMATION

Enter a **Session Name**

Session Name

Review for Exam

Enter **Start and End times**

11/03/2015 06:00 PM   End Time 11/03/2015 07:00 PM

Repeat   ● OFF   Change this to "ON" to set up recurring sessions

Early session entry ⓘ   15 minutes ▼   By default this is set to 15 minutes

Choose Session Type and Teleconference Options

"Course" gives access to the students enrolled in the HuskyCT site where you are setting up the session.

Session Type
◉ Course ⓘ
○ Shared ⓘ

Teleconference Options

"Use built-in" should be selected to allow participation via phone as well as a headset

◉ Use built-in. ⓘ
○ Use third party. ⓘ
○ Do not use teleconference. ⓘ

Select the Room Attributes

Room Attributes

Settings outlined in **green** are the default.

Setting outlined in **red** has been changed.

Recording Mode ⓘ	Manual ▼
Max Simultaneous Talkers ⓘ	3 ▼
Max Cameras ⓘ	3 ▼
View Private Messages ⓘ	● OFF
Full Participant Permissions ⓘ	● OFF
Raise Hand on Entry ⓘ	● OFF
Allow In-Session Invitations ⓘ	● ON
Allow Guests ⓘ	● ON
Hide Names in Recordings ⓘ	● OFF

These **Participant Permissions** cover microphone, video camera, chat, and the ability to edit the whiteboard. Turning off "full participant permissions" here will allow you to select at the start of session or during the session which permissions you wish to assign to which students and for how long. This will be particularly important for large classes.

When finished will all the settings, click **Save** at the bottom of the screen.

NOTE: If the newly created session does not show in the list of scheduled sessions, adjust the date range and click "Go"

Start Date 10/29/2015 🗓 End Date 11/30/2015 🗓 Go

Enter and moderate the session

Go to the Collaborate Tool and **click on the name of the scheduled session.**

⊙ Review for exam

Are you on a computer used previously for a Collaborate session?

If **YES,** click on **Join Room**.
This will download of the "meeting.collab" file used to access the session.

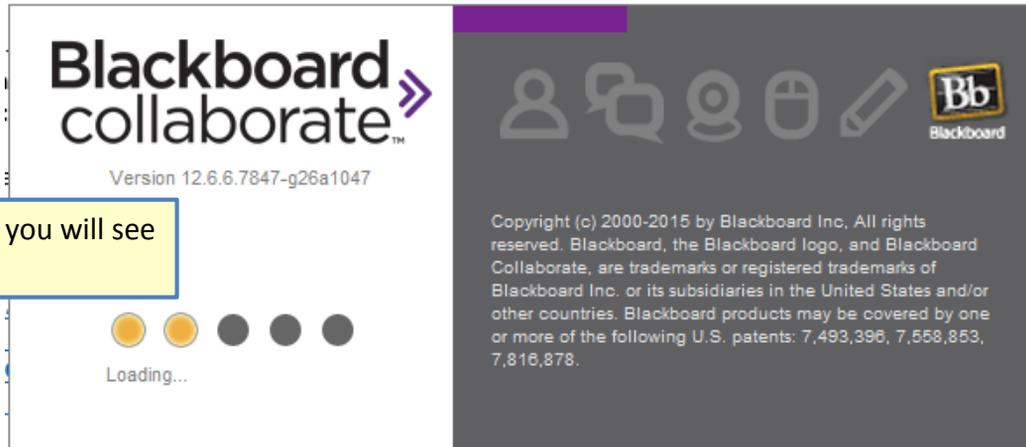Join Room

If you can't open the .collab file download the Blackboard Collaborate Launcher.

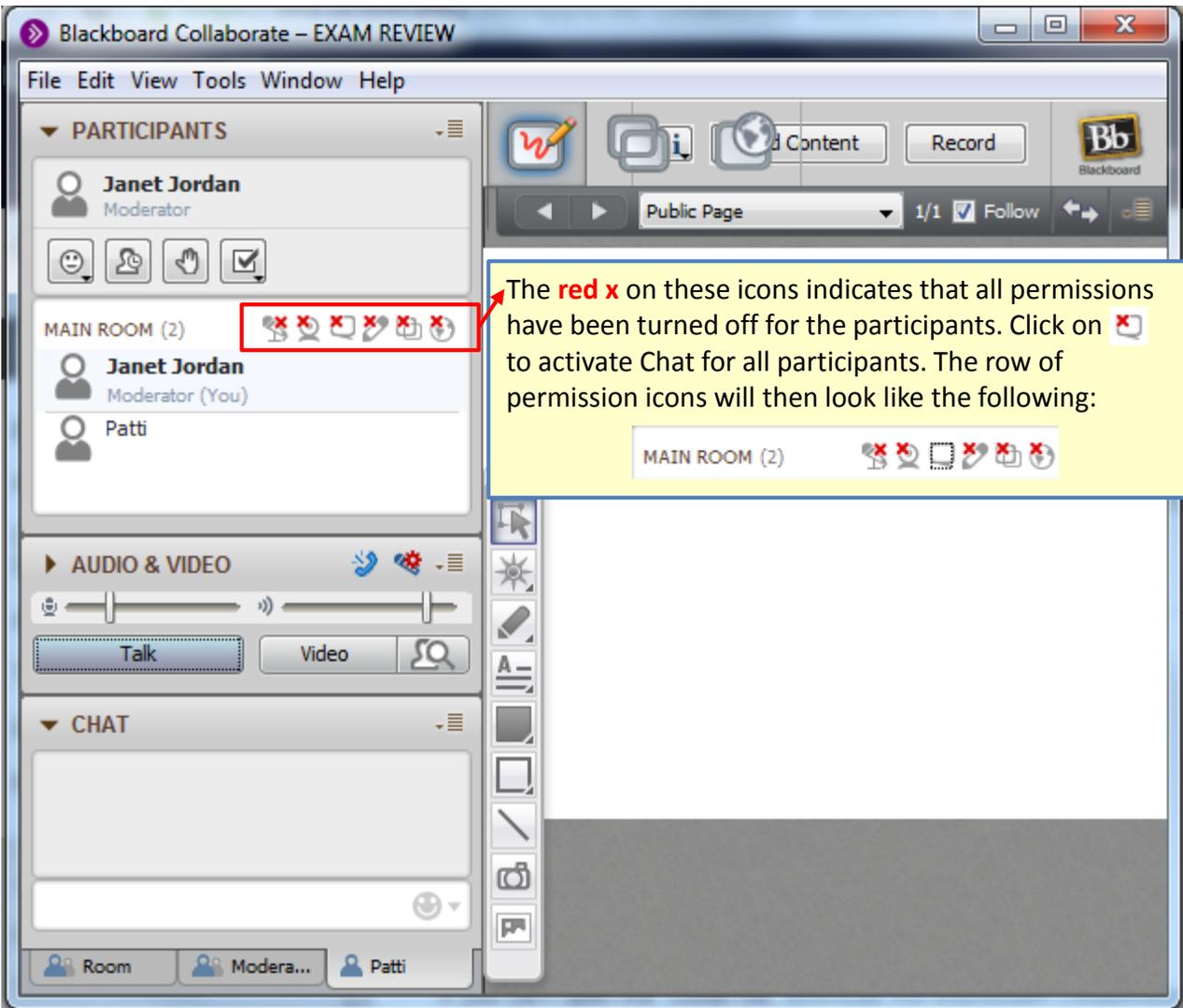If **NO,** click on **download the Blackboard Collaborate Launcher** link.

Please see Blackboard's help for Collaborate Launcher:
http://library.blackboard.com/ref/dd78664a-1e35-44c4-af70-b0da7deeb491/index.htm

Blackboard
collaborate™

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Loading...

While the session loads, you will see a banner like this.

When the session opens, you will see a screen such as the one below, with a list of participants who have joined the room, the Audio and Video controls, the Chat window, and the Whiteboard.
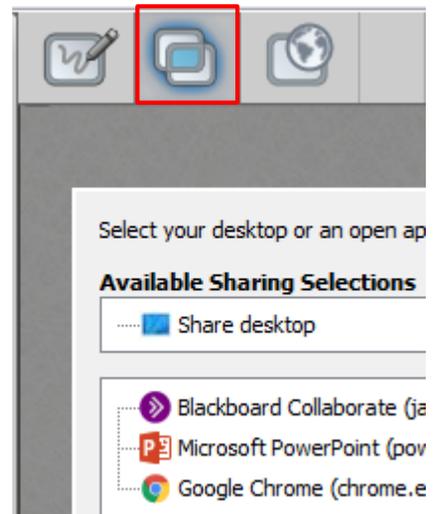
Blackboard Collaborate – EXAM REVIEW

File   Edit   View   Tools   Window   Help

▼ PARTICIPANTS

Janet Jordan
Moderator

MAIN ROOM (2)

Janet Jordan
Moderator (You)

Patti

▶ AUDIO & VIDEO

Talk   Video

▼ CHAT

Room   Modera...   Patti

Content   Record

Public Page   1/1 ☑ Follow

The **red x** on these icons indicates that all permissions have been turned off for the participants. Click on to activate Chat for all participants. The row of permission icons will then look like the following:

MAIN ROOM (2)

By default, the session will open to the Whiteboard option

New Page   Delete Page

These tools can be used to write on the whiteboard
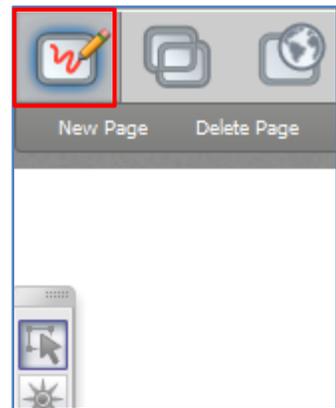
Clicking on Application Share will allow you to share your desktop or any currently running application

Select your desktop or an open ap

Available Sharing Selections

Share desktop

Blackboard Collaborate (ja
Microsoft PowerPoint (pow
Google Chrome (chrome.e

Use this button in the top toolbar to record the session

Load Content   Record

Bb
Blackboard