Scheduling a Blackboard Collaborate Web Conferencing Session using the Building Block 4.2 Quick Reference Guide

The Building Block 4.2 enables Blackboard Learn 9.1 customers to easily and seamlessly integrate a Blackboard Collaborate web conferencing session into a course. Participants can launch a live session or recorded session directly from the Blackboard Learning System.

Schedule a Web Conference Session

1. Log into your Blackboard Course.
2. Locate your course and select Blackboard Collaborate from Course Tools.
3. From the Information screen, select Tools and click Blackboard Collaborate.
4. On the Blackboard Collaborate landing page, you will find two options to launch rooms and an option to create a session.
   a. Course Room: the first room is called the Course Room. It automatically takes the name of the course but this can be changed. The Course room will remain available for the duration of the course and does not need to be scheduled. Attendance in this room cannot be added to the Grade Center.
   b. My Room: the second room is a private room which is automatically created for instructors and administrators. The same room/same links are shared over all of the courses that you may own. It can be used for Office Hours, meetings or for practice.
c. **Schedule a Session**: the third type of room is one that can be scheduled.

5. Click **Create Session** to create and schedule a new session.

6. Complete the **Session Information** and **Room Options**

**Session Information**

1. Enter a **Session Name** – the course name will be the default
2. Enter a **Start** and **End Time**
3. If you want the session to **Repeat**, click the **Off** button to turn it **On**.
4. By default 15 minutes will be selected for the **Early session entry**. This sets the number of minutes prior to the Start Time, participants may enter the session.

**Room Options**

1. **Session Type**
   a. **Course** - All users registered in this course can attend the session.
   b. **Shared** - All users registered in courses that you teach can attend this session.

2. **Room Attributes**
   a. **Recording Mode** - Controls the recording for the session.
      i. **Manual** – Moderators manually start and pause the recording
      ii. **Automatic** – recording starts automatically when the first participants enters the room
      iii. **Disabled** – session will not be recorded
   b. **Max Simultaneous Talkers** - Maximum number of simultaneous talkers allowed at the start of the session (1 to 6).
   c. **Max Cameras** - Maximum number of simultaneous web cameras allowed at the start of the session (1 to 6).
d. **View Private Messages** - Allows moderators to view all private chat messages in the session.

e. **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.

f. **Raise Hand on Entry** - Users automatically raise their hands when they join the session.

g. **Allow In-Session Invitations** - While in a session, moderators can invite users to join.

h. **Hide Names in Recordings** - Names of participants are hidden when viewing recordings. Names are replaced with Participant 1, Participant 2, etc.

i. **Preload Content** - Upload a file to use in the session. This will preload into the session content such as whiteboard files, Plan files or multimedia content.

3. **Grade Center Integration** – Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center. The instructor can assign the point value which defaults to 100.

4. **Assign Roles**
   a. All users join as participants – default choice so that all participants only have the participant permission.
   b. All users join as moderators – can be used if creating a study room or similar and there is not specifically assigned individual to facilitate/moderate the session.
   c. Assign access - Restrict who can join this session as a moderator or a participant. If this option is chosen, you must assign all participants and moderators to the session.

**Guest Participation**

Individuals who are not enrolled in a course can be invited to join using a URL. The URL is automatically generated when
the session is created. It will display in a green banner at the top of the Blackboard Collaborate landing page.

Email Invitation – guests can also be invited to join a session by sending an email invitation directly from the course.
1. Locate the session and click the chevron to display options.
2. Select Allow Guests
3. Enter the email address of the guest who should be invited and click Add and Done.

Recordings
Web conferencing sessions can be recorded and access to the recorded session is available from the course.
1. From the landing page, select Recordings

2. Locate the desired recording and Click the Play button.
3. Click the chevron next to the name of the recording to find the recording options menu