Creating a New Session in Blackboard
How to create a new session?

- Login into your Blackboard account
- Click on the link of the course you want to create a new web conferencing session
- Click on the Bb Collaborate section of the course:
How to create a new session?

- Click on “Create Session” button:
How to create a new session?

- To create a session you need to set up two parts:
  * Session information
  * Room Options

These are the two sections
How to create a new session?

- **Session information:**

  **Create Session**

  **SESSION INFORMATION**

  - **Session Name:** By default the session name is the course's name, it can be customized.
  - **Start Time:** 04/19/2015 08:00 PM
  - **End Time:** 04/19/2015 09:00 PM
  - **Repeat:** Off
  - **Early session entry:** 15 minutes

  Set up the start and end time
  
  Turn it ON for recurrent sessions
  
  Period of time before the start of session in which users can join the session
How to create a new session?

- Room Options:

  - Session Type
  - Teleconference Options
  - Room Attributes
  - Results Center Integration
  - Constituencies and Access

- Who is going to join the session
- To assign Teleconference number to participants
- To control the recording, the video, speaker, allow guest, preload content, etc.
- To create a column in the Result Center and assign grades after the session
- To add more moderators to the session
How to create a new session?

- **Session type:** *(Room Options)*
  Select “Course” to allow only the students registered in your course to participate in the session
  Select “Share” to share the session with all the courses you’re teaching
How to create a new session?

- Teleconference Options: *(Room Options)*
  * Use built-in: to generate a teleconference number, code, and Pin in case of no microphone for students
  * Use third party to use another method
  * Do not use teleconference to allow users to hear session through computer speakers or USB headset

![Teleconference Options menu]

Select “built-in”
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**Room Attributes:** *(Room Options)*

- **Recording Mode:** Controls the recording of the session. Select “Automatic”.
- **Max # of speakers and webcam allow at the start of the session:**
- **View Private Messages:** Set this “ON” to view all private chat messages.
- **Allow Guests:** Set this “ON” to allow guest in the session.
- **Upload files to be used in the session:**
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- **Room Attributes**: *(Room Options)*

Set “OFF” these 3 settings
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- **Result Center Integration:** *(Room Options)*
  This option will allow you to grade students attending the session.
  Will create a column in the Results Center.
  Once the session ends you pull an attendance report and this will push the point to the Results Center.

```
Results Center Integration
Add a result column?  ON
```

Set “ON” this setting.
How to create a new session?

- Result Center Integration:
  Set this “ON” to grade the session and add the points

Set up the possible points

Points | 100
How to create a new session?

- Constituencies and Access:
  This option will allow you to restrict the access to specific users.
  You can assign moderator privileges to specific users before the start of the session.

Don’t allow all users join as moderator.

Click here to allow other users to be moderator.
How to create a new session?

- Default settings:
  Session type: Course
  Teleconference Options: Use built-In
  Room Attributes:
  Recording Mode: Automatic
  View private messages: ON
  All permissions: Off
  Raise hand on entry: Off
  Allow In-session invitation: Off
  Allow Guest: On
  Hide Names in Recording: Off
How to create a new session?

- After setting all the web conferencing options click save
How to create a new session?

- Confirmation Message and URL: after you save all the settings you will receive a confirmation message and a URL to be shared among your students and/or any guest.
View a scheduled session

- Scheduled Session View:
View a scheduled session

Once the session becomes available a purple icon appears next to the session link:

Click here to join the session
Join a session

Session details:
URL to be shared with your students via email
Teleconference number and pin to connect via phone

Click here to join session

URL of the session
Teleconference number
Join a session

If this is the first time using the Blackboard Collaborate you will need to download the Collaborate Launcher

The steps vary depending on the browser being used:

Click here to download
Join a session

The first time you click on the “Join Room” you will be prompted to download the Blackboard Collaborate Launcher

Click here to download
Install Collaborate Launcher

Follow the instructions to install the Collaborate Launcher according to your browser and operating system.

Click here
Install Collaborate Launcher

Once you download the file, look for it in your download folder and double click.
Click on Run to start the installation
Install Collaborate Launcher

Follow the instructions of the Launcher setup:
Install Collaborate Launcher

Install Collaborate Launcher - Google Chrome

Install Collaborate Launcher - Internet Explorer

Install Collaborate Launcher - Mozilla Firefox
To view recorded session

- Click on RECORDINGS inside Blackboard Collaborate to view old sessions:
To view recorded session

- Click on name of the session or to download the recording click on the purple icon.
Need help?

For more details go to:

http://www.fnu.edu/bb-collaborate-tutorial/

Or Contact our Distance Learning Department:
Liber Gonzalez lgonzalez@fun.edu
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