



Creating a New Session in Blackboard

Blackboard
collaborate™





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:

The screenshot shows a Blackboard course interface. On the left is a navigation sidebar with a menu titled 'Basic Writing Skills' containing items: 'Announcements', 'Your Instructor', 'Lectures', 'Assignments', 'Discussions Board', 'Textbooks', 'Tools', 'Student Resources', and 'Bb Collaborate'. The main content area is titled 'Announcements' and features a message titled 'Enrollment Verification Form - Important Message' posted on Wednesday, July 30, 2014 at 4:45:00 PM EDT. The message text reads: 'Each semester, students enrolled in online courses must complete an enrollment verification survey no later than 05/17/2015 at 12:00 noon in order to be considered for the course. Otherwise, you may be entered as a No Show "NS" for the course, may not be eligible for the link bellow to fill out your form. After you have completed the form, please let know your instructor. Thank you.' Below the message is a blue link: 'Course Link/Assignments/Enrollment Verification Form'. A pink callout box with a white border and a pointer to the 'Bb Collaborate' menu item contains the text 'Click here on Bb Collaborate'.



How to create a new session?

- Click on “Create Session” button:

The screenshot displays the Blackboard Collaborate interface. On the left is a navigation menu under the heading "Basic Writing Skills" with items: Announcements, Your Instructor, Lectures, Assignments, Discussions Board, Textbooks, Tools, Student Resources, and Bb Collaborate. The main content area is titled "Blackboard Collaborate" and features a "Schedule a Session" section with a calendar icon and a prominent blue "Create Session" button. A pink callout bubble with the text "Click here" points to this button. Below this is a "Set Defaults" link. Further down, there are tabs for "SCHEDULED SESSIONS" and "RECORDINGS". At the bottom, a search bar is followed by "Start Date" (04/28/2015) and "End Date" (05/04/2015) fields, each with a calendar icon, and a "Go" button.



How to create a new session?

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

Create Session

SESSION INFORMATION

Session Name

Start Time End Time

Repeat

Early session entry ⓘ

ROOM OPTIONS

Session Type

Teleconference Options

Room Attributes

Results Center Integration

Constituencies and Access

These are the
two sections



How to create a new session?

- Session information:

Create Session

SESSION INFORMATION

Session Name

Basic Writing Skills

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

Set up the start and end time

Repeat

OFF

Turn it ON for recurrent sessions

Early session entry ⓘ

15 minutes ▾

Period of time before the start of session in which users can join the session



How to create a new session?

- Room Options:

ROOM OPTIONS

The screenshot shows the 'ROOM OPTIONS' configuration page with the following options and their functions:

- Session Type**: Who is going to join the session
- Teleconference Options**: To assign Teleconference number to participants
- Room Attributes**: To control the recording, the video, speaker, allow guest, preload content, etc.
- Results Center Integration**: To creates a column in the Result Center and assign grades after the session
- Constituencies and Access**: 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

ROOM OPTIONS

Session Type

Course ⓘ

Shared ⓘ

Teleconference Options

Select “Course”



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

Use built-in. ⓘ Select "built-in"

Use third party. ⓘ

Do not use teleconference. ⓘ



How to create a new session?

- Room Attributes:(Room Options)

Room Attributes

- Recording Mode Controls the recording of the session. Select "Automatic"
- Max Simultaneous Talkers Max # of speaker and webcam allow at the start of the session
- Max Cameras
- View Private Messages ON Set this "ON" to view all private chat messages
- All Permissions OFF
- Raise Hand on Entry OFF
- Allow In-Session Invitations OFF
- Allow Guests ON Set this "ON" to allow guest in the session
- Hide Names in Recordings OFF
- Preload Content

Want to use a Power Point file? [Learn How.](#)

Attach File

Whiteboard/Plan: *.wbd, .wbp, .elp, or .elpx*

Multimedia: *.mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.*

Notes



How to create a new session?

- Room Attributes:(Room Options)

Room Attributes

Recording Mode <i>i</i>	Automatic ▼
Max Simultaneous Talkers <i>i</i>	3 ▼
Max Cameras <i>i</i>	3 ▼
View Private Messages <i>i</i>	<input checked="" type="checkbox"/> ON
All Permissions <i>i</i>	<input type="checkbox"/> OFF
Raise Hand on Entry <i>i</i>	<input type="checkbox"/> OFF
Allow In-Session Invitations <i>i</i>	<input type="checkbox"/> OFF
Allow Guests <i>i</i>	<input checked="" type="checkbox"/> ON
Hide Names in Recordings <i>i</i>	<input type="checkbox"/> OFF
Preload Content <i>i</i>	

Want to use a Power Point file? [Learn How.](#)

Attach File

Whiteboard/Plan: .wbd, .wbp, .elp, or .elpx

Multimedia: .mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.

Notes

Set "OFF" these 3 settings



How to create a new session?

- 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? ⓘ OFF

Set "ON" this setting

Constituencies and Access



How to create a new session?

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

Results Center Integration

Add a result column?  ON

Points

Set up the possible points



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

The screenshot shows the 'Constituencies and Access' settings panel. It contains two main sections: 'Constituencies and Access' and 'Assign Constituencies'. The 'Constituencies and Access' section has two checkboxes: 'All users join as moderators.' and 'Restrict access to this session.' with an information icon. The 'Assign Constituencies' section has an information icon and a list of moderators. A callout box points to the 'Restrict access to this session.' checkbox with the text 'Don't allow all users join as moderator'. Another callout box points to the 'Add Moderators' button with the text 'Click here to allow other users to be moderator'. The list of moderators currently shows 'Blackboard Administrator'.

Constituencies and Access

- All users join as moderators.
- Restrict access to this session. ⓘ

Assign Constituencies ⓘ

Moderators Add Moderators

Blackboard Administrator



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

Create Session

SESSION INFORMATION

Session Name

Start Time End Time

Repeat

Early session entry ⓘ

ROOM OPTIONS

Cancel

Click here



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.

Confirmation Message
and URL

Success: Session was created successfully

To invite unregistered guests to this session Basic Writing Skills, use the following link:

https://fnu.blackboard.com/webapps/bb-collaborate-bb_bb60/launchSession/guest?uid=38712853-65de-4003-b2e5-297b0549c494

Blackboard Collaborate



Schedule a Session


Create Session





View a scheduled session

- Scheduled Session View:

Blackboard Collaborate

 Schedule a Session
[Create Session](#)
[Set Defaults](#)

SCHEDULED SESSIONS | [RECORDINGS](#)

Search Start Date  End Date 

<input type="checkbox"/>	Available	Title ▲	Start Date	End Date	Creator	Session Type
<input type="checkbox"/>		Basic Writing Skills	Sunday, April 19, 2015 11:00:00 PM EDT	Sunday, April 19, 2015 11:30:00 PM EDT	Blackboard Administrator	Course

Displaying 1 to 1 of 1 items |

Session scheduled



View a scheduled session

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

Blackboard Collaborate

Schedule a Session
[Create Session](#)

Defaults

SCHEDULED SESSIONS | [RECORDINGS](#)

Search Start Date End Date

Available	Title ▲	Start Date	End Date	Creator	Session Type
	Basic Writing Skills	Tuesday, April 21, 2015 11:00:00 AM EDT	Tuesday, April 21, 2015 1:15:00 PM EDT	Blackboard Administrator	Course

Displaying 1 to 1 of 1 items |



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

Room Details

BASIC WRITING SKILLS

Start Date
Apr 21, 2015 11:00 AM
End Date
Apr 21, 2015 1:15 PM

[Join Room](#)

Click here to join session

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

Still can't get into your session? Please read our troubleshooting help topic.

Room Information

Guest URL:	https://fnu.blackboard.com/webapps/bl
Participant Phone	571-392-7703
Participants PIN	867650074953

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:

Room Details

BASIC WRITING SKILLS

Start Date
Apr 21, 2015 11:00 AM
End Date
Apr 21, 2015 1:15 PM

[Join Room](#)

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

Still can't get into your session? Please read our troubleshooting help topic.

Room Information

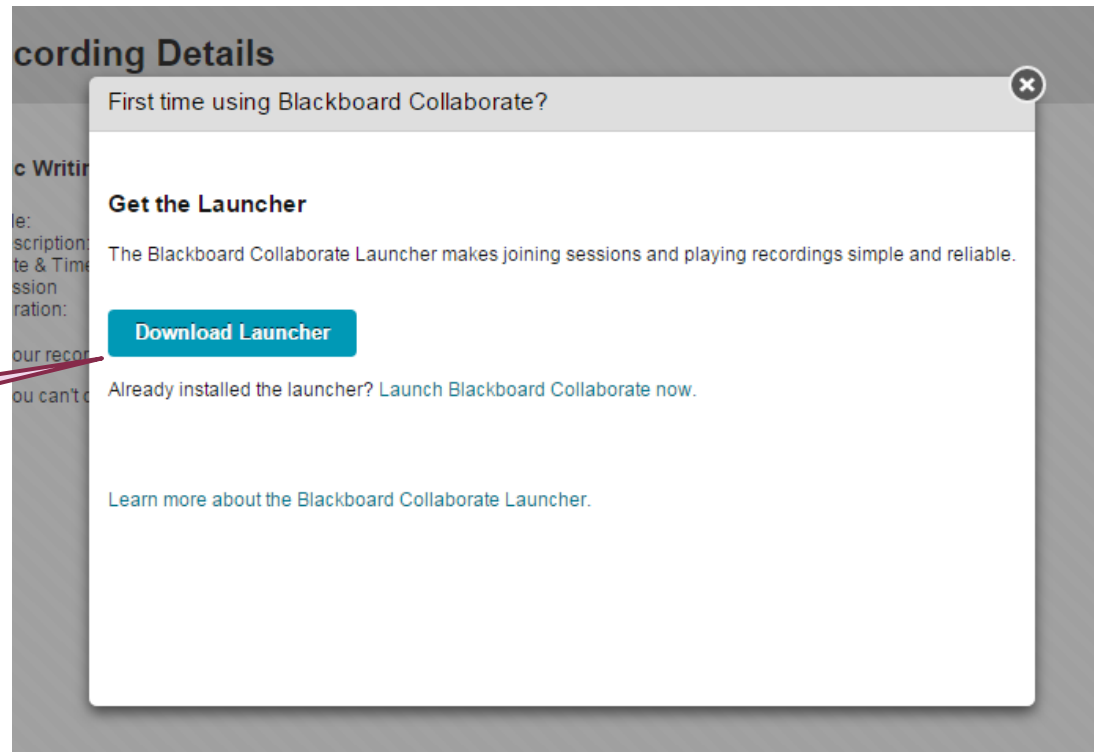
Guest URL:	https://fnu.blackboard.com/webapps/b
Participant Phone	571-392-7703
Participants PIN	867650074953

[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

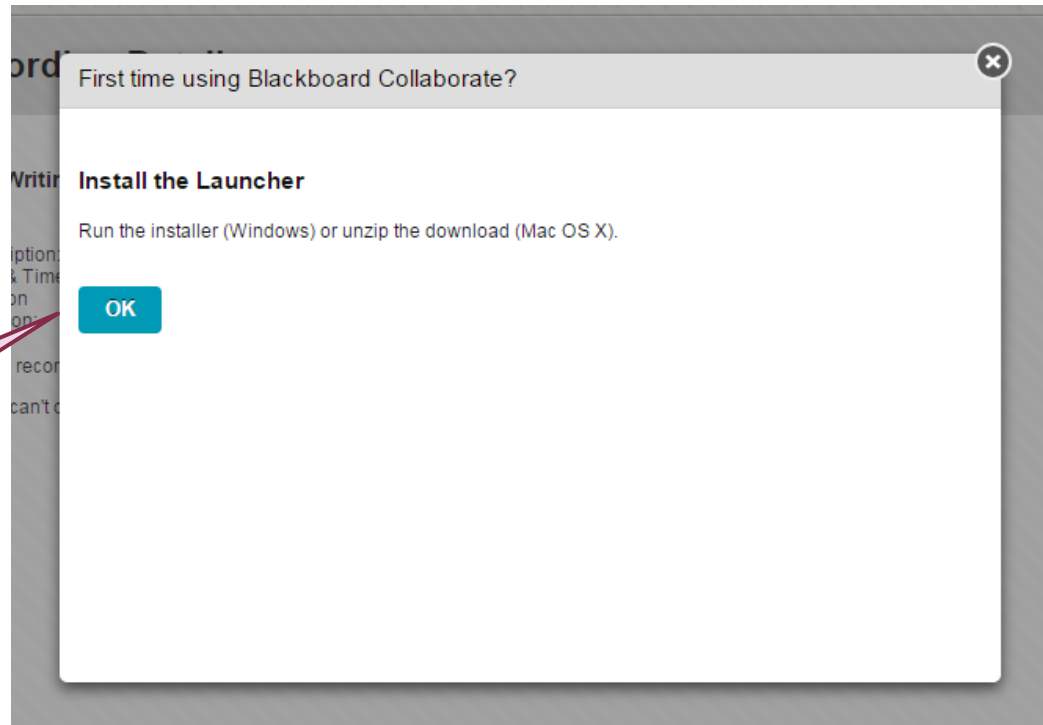


Click here to download



Install Collaborate Launcher

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

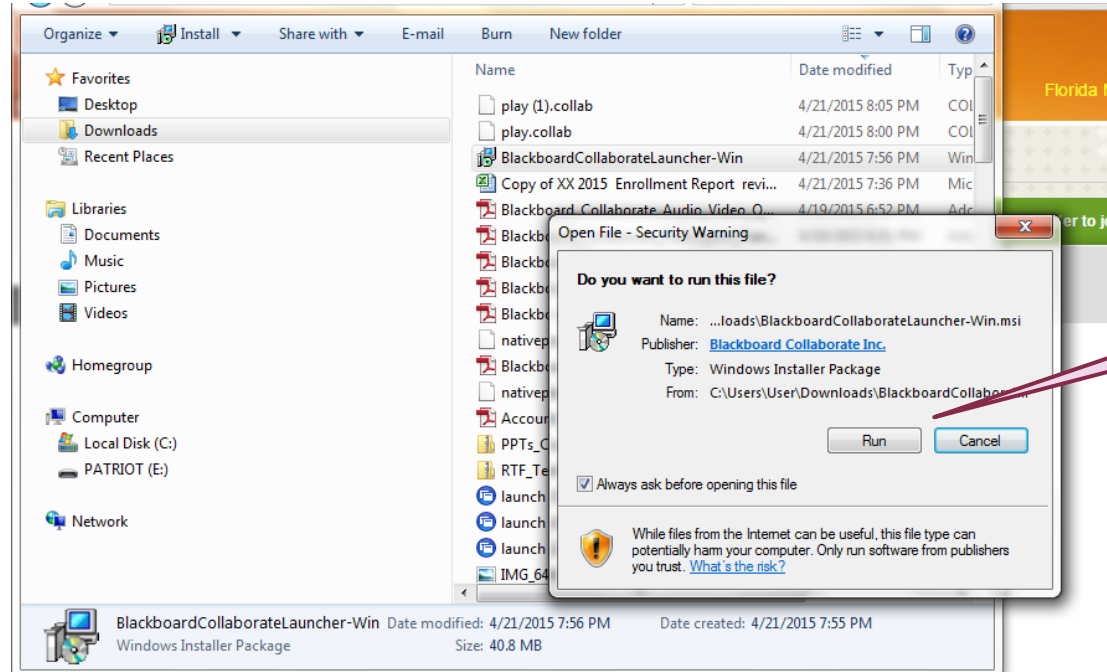


Click here



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

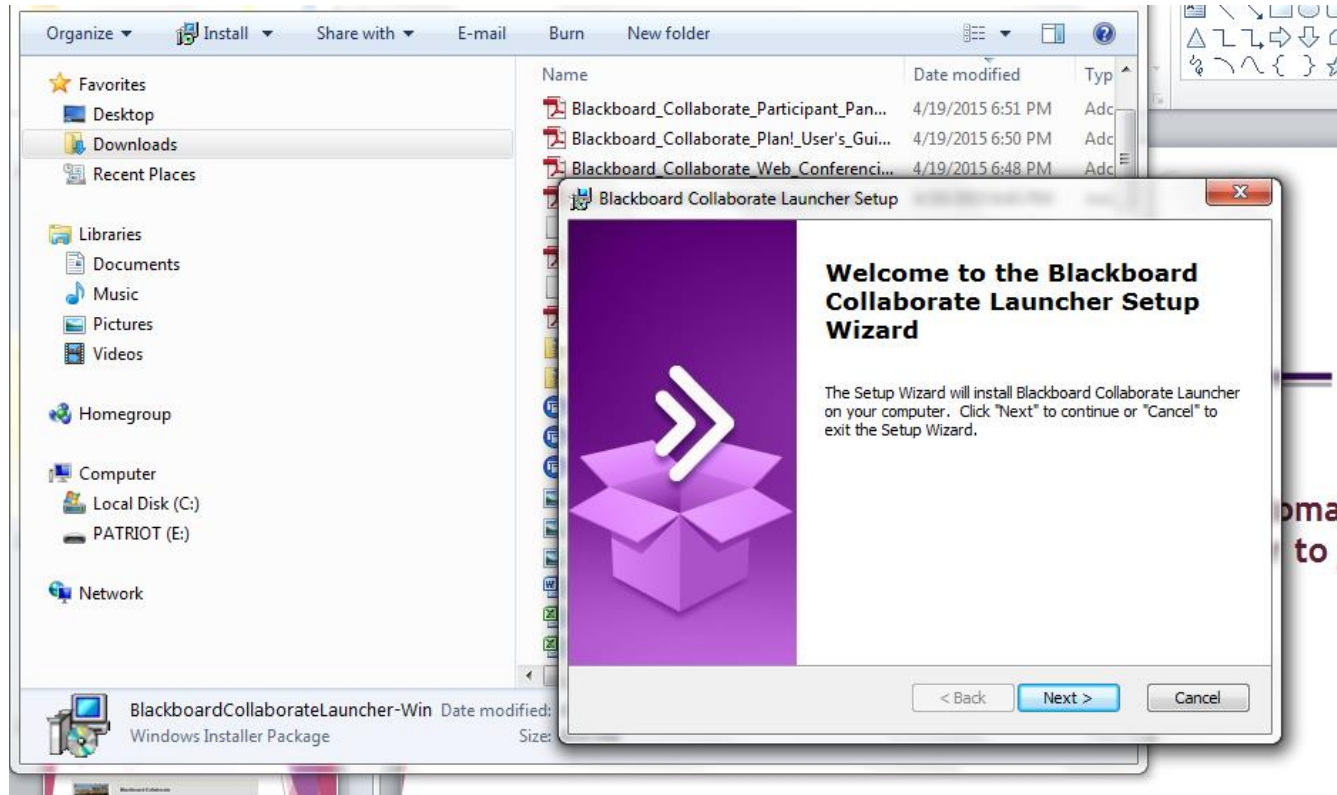


Click here



Install Collaborate Launcher

Follow the instructions of the Launcher setup:



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to j



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:

The screenshot shows the Blackboard Collaborate interface. At the top, there is a header with the text "Blackboard Collaborate". Below this, there is a section for "Schedule a Session" with a calendar icon and a "Create Session" button. A "Set Defaults" link is also visible. Below this section, there are two tabs: "SCHEDULED SESSIONS" and "RECORDINGS". The "RECORDINGS" tab is selected and underlined. A pink speech bubble with the text "Click here" points to the "RECORDINGS" tab. At the bottom of the interface, there is a search bar and a date range filter with "Start Date" set to "04/19/2015" and "End Date" set to "04/25/2015", followed by a "Go" button.



To view recorded session

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

Schedule a Session
Create Session
Set Defaults

SCHEDULED SESSIONS | RECORDINGS

Search Start Date End Date Go

Title ▲	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
Basic Writing Skills	Tuesday, April 21, 2015 1:00:47 PM EDT	1:37:08	12.6			Convert

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Click here (pointing to the purple play button icon)

Click here (pointing to the session title 'Basic Writing Skills')



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
Sandra Lomena slomena@fnu.edu

