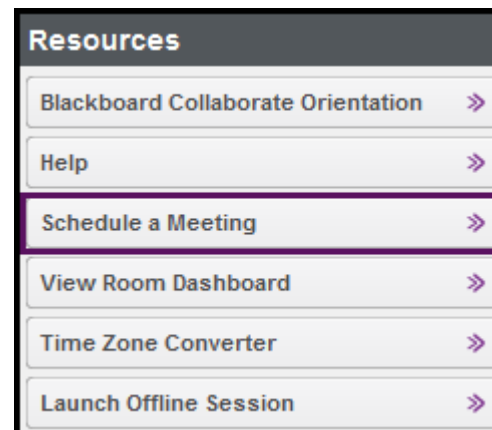


# Scheduling a Meeting Quick Reference Guide

The Session Administration System (SAS) provides ASP clients with the ability to register users, create and schedule sessions, invite participants, access recorded sessions and the ability to generate usage reports. There are two ways to create a meeting using the SAS. This Quick Reference Guide show you how to use the quick and easy “Schedule a Meeting” feature. The second method is available under Utilities > Session Management > Meetings. You can learn more about this method by reviewing the user guide available on the On-Demand Learning Center.

## Schedule a Meeting

1. Login to the **SAS**.
2. In the **Resources** panel, click **Schedule a Meeting**.  
**Note:** you must be logged in as an Administrator or Supervisor to see this option.



3. Complete the **Basic Fields** information.

1. Enter a **Session Name**
  2. Enter the **Session Start** and **End Date/Time**
  3. Click **Create the Session**
4. Set the correct time zone by selecting **Advanced Fields**

- Select the correct **Time Zone**. This will default to the time selected in the Profile tab.
5. Click **Default Fields** and set the desired session settings. Click **Save as Defaults** if you want the SAS to remember the settings as your defaults and apply them the next time you create a meeting.

**Default Fields**
Save as Defaults >

Version	11	
Hosted By	Admin	
Session Type	NONE	
Label Type	DEFAULT	
Notify Invitees	<input checked="" type="checkbox"/>	Automatically send e-mail notification to invited users.
Must Be Supervised	<input checked="" type="checkbox"/>	Chairs may view Private messages between participants.
Permissions On	<input checked="" type="checkbox"/>	Invitees have full privileges when they join the session.
Enable Recording	<input checked="" type="checkbox"/>	Enables the Moderator to turn the recorder on and off during the session.
Email Recording Link	<input checked="" type="checkbox"/>	If a recording is made, session attendees who were invited to the session using the SAS are automatically emailed after the session with recording playback information.
Enable Recording Viewer Details	<input checked="" type="checkbox"/>	Captures additional recording viewer details. Viewers will be prompted to enter a name and/or email address if the SAS cannot determine appropriate values for these fields.
Allow In-Session Invitations	<input checked="" type="checkbox"/>	Provide the ability to invite guest users via email to an active session.
Hide Attendee Names	<input type="checkbox"/>	Hide the names of the attendees in recordings.
Video Quality	FINE COLOR	Video Quality setting to use when recording an Blackboard Collaborate session.
Boundary Time	30	The number of minutes before the start time a participant may join the session.
Max Talkers	2	The number of talkers who may talk simultaneously in the session.
Max Cameras	1	The number of web cameras that may stream simultaneously in the session.
Moderator Phone		The telephone number that moderators may use to connect to the telephone conference.
Moderator Phone PIN		The PIN used by moderators to access the telephone conference.
Participant Phone		The telephone number that participants may use to connect to the telephone conference.
Participant Phone PIN		The PIN used by participants to access the telephone conference.
Session SIP or Phone?	<input checked="" type="radio"/> Phone <input type="radio"/> SIP	Indicates if the Session SIP/Phone is a telephone number or SIP address.
Session SIP/Phone		The telephone number or SIP address that the Blackboard Collaborate session will use to connect to the telephone conference.
Session SIP/Phone PIN		The PIN used by the Blackboard Collaborate session to access the telephone conference.

### Complete the fields:

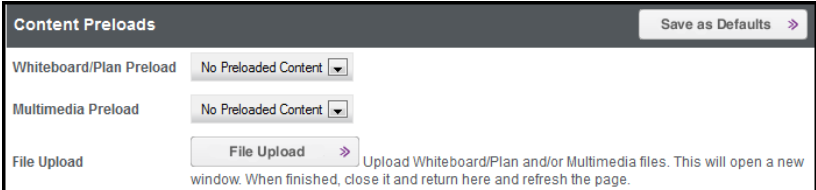
- Select the version of web conferencing desired. Note you may only see one version.
- **Hosted By** will contain the name of the person who is creating the meeting. This is an administrative function and you may leave the default.

- **Session Type** and **Label Type** are optional fields and will be populated with **NONE**, and **DEFAULT**. If your organization is using these fields, select the appropriate choice from the drop-down list.
- Check **Notify Invitees** to automatically notify all invitees, who are invited through the SAS, about the session.
- Check **Must Be Supervised** if you want the Moderator to view private messages sent between participants.
- Check **Permissions On** if you want participants to enter the session with privileges such as audio, video, chat and whiteboard.
- Check **Enable Recording** if you want to give the Moderator the ability to start and pause the recording during the session.
- To automatically email the recording link to invited participants, check **Email Recording Link**. Note that only participants who are invited through the SAS will receive the email from the server. Optionally, the moderator will receive the direct link to the recording in the email notification. Then using their own email client, the moderator can distribute the recording link. **Enable Recording Viewer Details** allows viewers to be prompted to enter a **name and /or email address** if the SAS cannot determine appropriate values for these fields (i.e. when recording link is accessed after logging into the SAS).

- To invite someone to your session from within the session, check **Allow In-Session Invitations**. The In-Session Invitation functionality will be enabled for the web conferencing session.
- **Hide Attendee Names** hides the names of all attendees in the recording.
- If using live video and recording the session, select the quality desired in the **Video Quality** field.
- Enter a **Boundary Time**. The boundary time determines how early participants can enter the session.
- Enter desired **Max Talkers**. Enter a number between 1 and 6. From within the session, the moderator can adjust this number.
- Enter desired **Max Cameras**. Enter a number between 1 and 6. From within the session, the moderator can adjust this number.
- Enter the **Moderator Phone** number, which is the number the moderator of the teleconference, may use to connect.
- Enter the **Moderator Phone PIN** number.
- Enter the **Participant Phone** number which is the number anyone wishing to access the audio portion of the session will dial into.
- Enter the **Participant Phone PIN** number.

- Select **Session SIP or Phone**. Some teleconference providers will use a Session Initiation Protocol (SIP) instead of a phone number. Check with your Blackboard Collaborate administrator if you are unsure of which one to select.
- Enter the **Session SIP/Phone PIN**. If using a Phone PIN, it is recommended that you enter the Moderator PIN and have the session dial into the teleconference as the moderator of the phone conference. The moderator of the session will use VoIP. If the moderator of the session wants to use the teleconference, then enter the Participant PIN.

6. To preload content into the session click **Content Preloads**.



- To add a previously uploaded Whiteboard or Plan file, click on the drop-down arrow in the **Whiteboard/Plan Preload** field.
- To add a previously uploaded multimedia file, click on the drop-down arrow in the **Multimedia Preload** field.
- To upload a Whiteboard, Plan or Multimedia file so that it is available to be preloaded into a session, click the **File Upload** button.

- Optional Step. Click **Save as Defaults**. This will add the selected preloaded content to each meeting you create.

7. To invite others to your meeting click **Invitees**.

### New Invitee

By default, when you create the meeting, you will be the moderator of the meeting and sent an invitation. This area allows you to invite users directly from the SAS either as moderators or participants. Create a new invitee/contact or choose from an existing contact.

#### To create a new invitee:

- **Email Address** – this field is required. Enter the email address for the invitee.
- **Display Name** – this field is required. Enter the name exactly as you wish for it to appear in the web conferencing session.
- **First Name** and **Last Name** – optional.
- **Time Zone** – It is important to enter the participant's time zone so that the email notification correctly identifies the session start time.
- **Invitee is chair** – Select this box if you would like the invitee to receive a Moderator link.
- After completing the required information, click **Create the Invitee**. The invitee will be added to the session, added to your Contacts and will receive an email notification for the session.

### Existing Contact

All existing contacts will appear in the **Invite Existing Contact** list. Contacts can be added following the process described above or from Utilities > Contacts > New.

9. Click the **Create the Session** button at the top of the **Basic Fields** screen. The session will be created and added to **My Schedule**. The SAS will generate the Chair, Guest, and Recording URLs. The Moderator and Participant email notifications will be sent to the invitee if Notify Invitees was selected. The Guest link will be displayed in the SAS and will also be included in the email to the Chair and Owner of the Meeting.