Blackboard collaborate

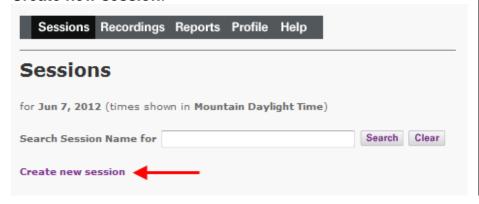## ELM: Scheduling a Session

Quick Reference Guide

This guide explains the steps for creating and scheduling a Blackboard Collaborate session on your ELM server.
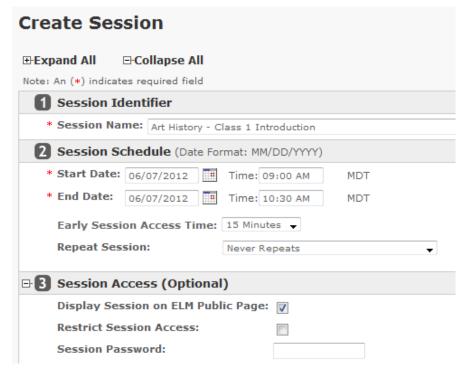
Schedule a Session

a. Open a web browser and type the URL for your ELM server.

b. Login to **ELM** using the User ID and Password provided to you. Note: both are case sensitive.

Login Name: smith
Password: ••••••••••
[Log In] [Forgot Password?]

c. Under the **Sessions** tab, create a new session by selecting **Create new session**.

Sessions Recordings Reports Profile Help

Sessions

for Jun 7, 2012 (times shown in **Mountain Daylight Time**)

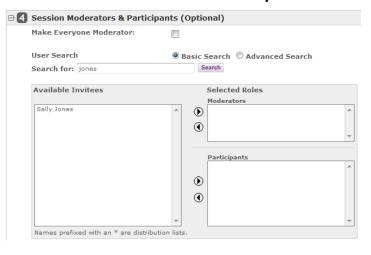Search Session Name for [   ] [Search] [Clear]

Create new session ←

d. Complete the **Required** session information and review the **Optional** session information.

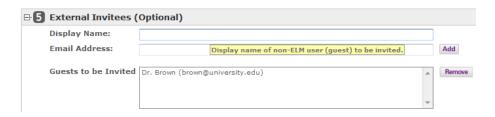   a. Complete the **Session Identifier** section by entering a **Session Name**.

Create Session

⊞Expand All   ⊟Collapse All
Note: An (∗) indicates required field

1 Session Identifier
* Session Name: Art History - Class 1 Introduction

2 Session Schedule (Date Format: MM/DD/YYYY)
* Start Date: 06/07/2012   Time: 09:00 AM   MDT
* End Date: 06/07/2012   Time: 10:30 AM   MDT
Early Session Access Time: 15 Minutes ▾
Repeat Session: Never Repeats ▾

⊟ **3 Session Access (Optional)**
Display Session on ELM Public Page: ☑
Restrict Session Access: ☐
Session Password: [   ]

   b. Complete the **Session Schedule** by entering a **Start** and **End Date/Time**

   c. Select the desired **Early Session Access Time** from the drop down list. The boundary time determines how many minutes prior to a session start time participants and moderators can join.

   d. Select the **Repeat Session** interval desired if applicable.

   e. (Optional) Complete the **Session Access** information.
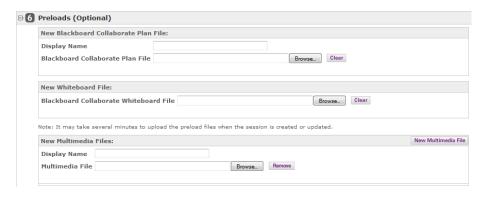
1

- Select the checkbox to **Display Session on ELM Public Page**. Public sessions are available without logging into the ELM server. A Private session requires a login to the server or an invitation with the URL link

- Select the checkbox to **Restrict Session Access**. Only invited participants can attend the session once restricted.

- Enter a **Session Password** if desired. The password is also applied to recordings.

f. (Optional) Complete the **Session Moderators & Participants** section.

- Select from the **Available Participants** list or type a name in the **Search** box to find a participant.

- Click on the name in the **Available Invitees** list and using the arrow button move the invitee to the **Selected Roles** of **Moderators** or **Participants**.

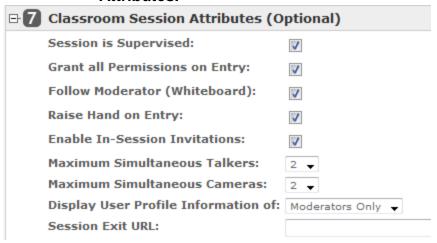g. (Optional) Complete the **External Invitees** section. This section allows you to invite individuals who do not have accounts. Enter a **Display Name** which is the way the name will appear in the session and enter an **Email Address** and click **Add.**

h. (Optional) **Preloads** are a way to load content into the session in advance. You may load a Plan file, Whiteboard file, or Multimedia file.
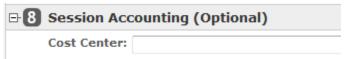
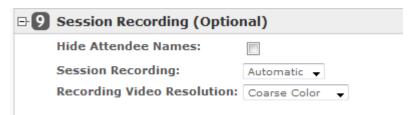i. (Optional) Select the desired **Classroom Session Attributes.**

⊟ 7 Classroom Session Attributes (Optional)

Session is Supervised:	☑
Grant all Permissions on Entry:	☑
Follow Moderator (Whiteboard):	☑
Raise Hand on Entry:	☑
Enable In-Session Invitations:	☑
Maximum Simultaneous Talkers:	2 ▾
Maximum Simultaneous Cameras:	2 ▾
Display User Profile Information of:	Moderators Only ▾
Session Exit URL:	

- Check **Session is Supervised** if you want the Moderator to view Private messages between Participants
- Check **Grant Permissions on Entry** to give participants permission when they enter a session.
- Check **Follow Moderator (Whiteboard)** to force the Whiteboard screen to follow the moderator upon entry into the session and during the session.
- Check **Raise Hand on Enter** if you want a participant's hand to automatically be raised upon entering a session.
- Check **Enable In-Session Invitations** to make the In-Session Invitation button available to the session Moderator.
- Set the desired **Maximum Simultaneous Talkers**
- Set the desired **Maximum Simultaneous Cameras**
- Set **Display User Profile Information of** to choose who will see user profiles
- Enter a **Session Exit URL** to redirect participants to a URL after exiting the session

j. (Optional) Complete the Session Accounting field by applying a **Cost Center**.

⊟ 8 Session Accounting (Optional)

Cost Center: [ ]

k. Select **Recording Mode**

i. **Manual** = Moderator activates recording

ii. **Automatic** = Recording starts when first person enters session

iii. **Disabled** = Session will not be recorder

⊟ 9 Session Recording (Optional)

Hide Attendee Names:	☐
Session Recording:	Automatic ▾
Recording Video Resolution:	Coarse Color ▾

l. (Optional) Add **Session Notes** for the Moderators or Participants.

m. Click **Create**

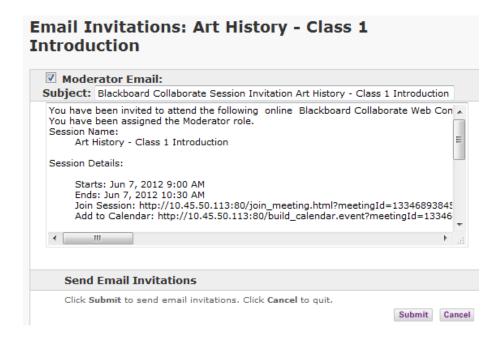[Create] [Cancel]

Bb

Blackboard

Session Confirmation and Links

Two links are created. The first link is used to join the session as a participant. The second link will add the session to your calendaring software.

Session Details:	[Art History - Class 1 Introduction]	
Session Time:	9:00 AM - 10:30 AM	
Session Links:		
Jun 7, 2012	Join Session Link:	http://10.45.50.113:80/join_meeting.html?meetingId=1334689384559
	Add to Calendar:	http://10.45.50.113:80/build_calendar.event?meetingId=1334689384559
Participants:		
Moderators:	John Smith	
Participants:	<No Users>	
Invited Guests:	<No Users>	
Preloads:		
Plan File:	<No Preload>	
Whiteboard File:	<No Preload>	
Multimedia Files:	<No Preload>	
	Send email invitations.	
	Session Schedule.	

Send email invitations

1. Click the **Send email invitations** link to send an email invitation.

2. Select the **Moderator Email** checkbox to include the moderator in the email.

3. Customize the templates as desired, and click **Submit**.

Email Invitations: Art History - Class 1 Introduction

☑ **Moderator Email:**
Subject: Blackboard Collaborate Session Invitation Art History - Class 1 Introduction

You have been invited to attend the following online Blackboard Collaborate Web Con
You have been assigned the Moderator role.
Session Name:
    Art History - Class 1 Introduction

Session Details:

    Starts: Jun 7, 2012 9:00 AM
    Ends: Jun 7, 2012 10:30 AM
    Join Session: http://10.45.50.113:80/join_meeting.html?meetingId=13346893845
    Add to Calendar: http://10.45.50.113:80/build_calendar.event?meetingId=13346

Send Email Invitations

Click **Submit** to send email invitations. Click **Cancel** to quit.

[Submit] [Cancel]

Visit the **Blackboard Collaborate On-Demand Learning Center** for more helpful resources.