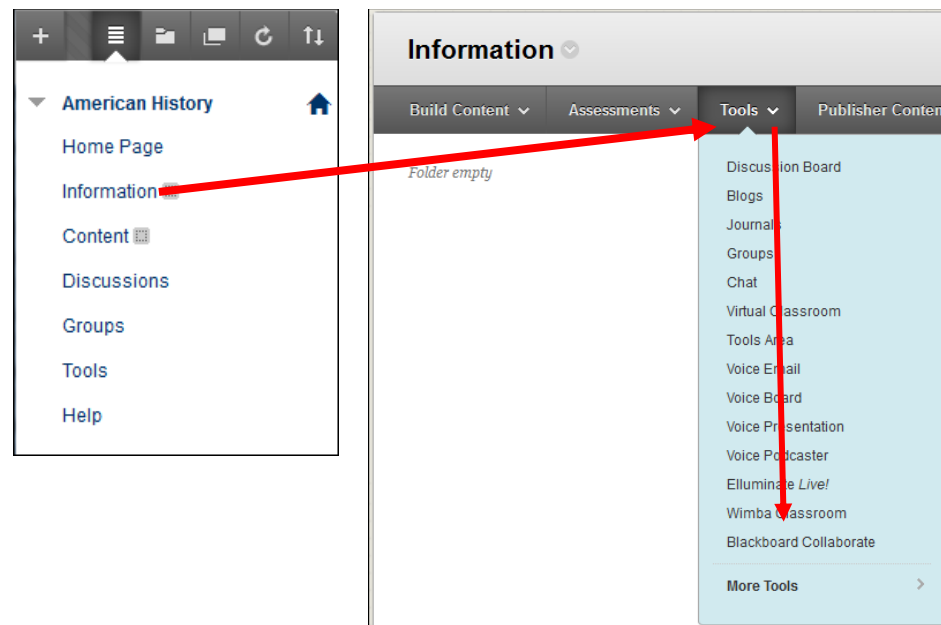


Scheduling a Blackboard Collaborate Web Conferencing Session using the Building Block 4.0 Quick Reference Guide

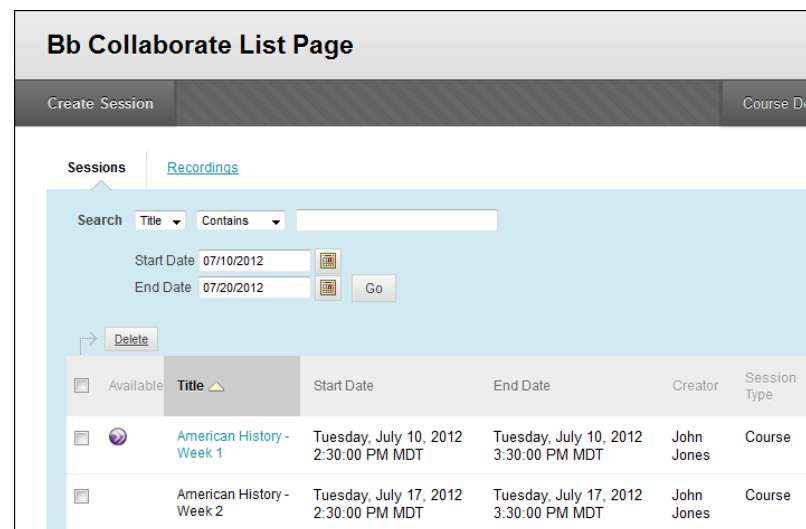
The Building Block 4.0 enables Blackboard Learn 9.1 customers to easily and seamlessly integrate a Blackboard Collaborate web conferencing session into a course. Participants can launch a live session or recorded session directly from the Blackboard Learning System for a great user experience every time—regardless of connection speed.

Schedule a Web Conference Session

1. Log into your Blackboard Course.
2. Locate your course and select Information.
3. From the Information screen, select **Tools** and click **Blackboard Collaborate**.



4. From the Bb Collaborate List Page, click **Create Session** to schedule a new web conferencing session.



Session Information

1. Give the session a title
2. Choose the type of session
 - Course – session will only be displayed in the current course
 - Shared - session is displayed in multiple selected courses. Available for instructors who have more than one course. Use case: create a virtual office.

1. Session Information

Session Title:

Session Type: *What type of session to create.*

Course
All users registered in this course can attend the session.

Shared
All users registered in courses that you teach can attend this session.

Courses

Available Courses	Selected Courses
Advanced American History 305 (A) American History 202 (AM202)	American History (AM101)

Schedule

1. **Date** – set the Start Date and End Date. Session can be for a specific date and time or set to run over a longer period of time for example for a full semester or term.
2. **Early session entry** – the period of time before the start of the session during which users can join the session.

2. Schedule

Date

Start Date:

End Date:

Enter dates as in mm/dd/yyyy format. Time must be entered on 15 minute increments.

Early session entry:

The period before the start of the session during which users can join the session.

Repeat Session:

3. **Repeat session** – sessions can be set up to repeat.

Repeat Session

Repeat Every: Day

Repeat Until:

Enter dates as mm/dd/yyyy

Session Attributes

3. Session Attributes (Optional)

Recording Mode
Controls the recording the session.

Max Simultaneous Talkers
Maximum number of simultaneous talkers allowed at the start of the session.

Max Cameras
Maximum number of simultaneous web cameras allowed at the start of the session.

Supervised
Moderators may view all private chat messages in the session.

All Permissions
All participants have full permissions access to session resources such as audio, whiteboard, etc.

Raise Hand on Entry
Users automatically raise their hand when they join the session.

Allow In-Session Invitations
Moderators may send invitations to join the session from within the session.

Hide Names in Recordings
Names of session participants are hidden from viewers of recordings.

1. Recording Mode
 - a. Manual – Moderator activates recording
 - b. Automatic – Recording starts when the first person enters the session
 - c. Disabled – Session will not be recorded
2. Maximum Simultaneous Talkers and Cameras – up to six simultaneous talkers and cameras can be activated for the session. The moderator can change the number during the live session.
3. Supervised – allows moderators to view all private chat messages in the session.
4. 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.
5. Raise Hand on Entry – when a participant enters the session their hand will be automatically raised thereby notifying the moderator that someone has entered the room.
 6. Allow In-Session Invitations – the session URL will be available to send from within the session so others may join the session.
 7. Hide Names in Recordings – names of session participants are hidden from viewers of the recording. Names are replaced with Participant 1, Participant 2, etc.

Integrate with Grade Center

To grade attendance in a web conferencing session, enable the Grade Center integration. This turns the Blackboard Collaborate session into a graded activity. Any participant in the course who attends the session will receive 100 points in a new column of their Grade Center report. This grade reflects only attendance.

4. Integrate with Grade Center

Enable Grade Center Integration
Once Grade Center integration is enabled, students will be graded for attending the Blackboard Collaborate sessions or viewing the recording archive.

5. Create

Click Submit to Create your session(s). Click Cancel to return to the list sessions page, your input will be lost.

Participation

The Participation tab allows the session creator to assign session roles and to invite participants who are not registered in the Blackboard course.

1. Assign Roles
 - a. Restrict Participants – to restrict access to the session to a sub-set of the participants registered in the course. Participants can then be assigned the role of Moderator or Participant.
 - b. All Moderators – to assign the role of moderator to all session participants.

1. Assign Roles

Restrict Participants
Moderators can restrict access to the session and assign roles.

Choose course: American History (AM101)
Display participants for the selected course.

All Moderators
All Participants join the session as Moderators.

Available Participants

Available Invitees	Moderators	Participants
Blackboard Administrator	John Jones	
Emma Smith		

2. Guest Invitees
 - a. **Allow Unregistered Guest** - If a session has been set to allow unregistered guests, an HTTP

web address will be created. This link can be copied and pasted into emails or documents to distribute to guests you wish to invite to the session.

2. Guest Invitees

Allow Unregistered Guests
If checked, a generic link can be generated to allow uninvited unregistered guests to join the session.

Guest Invitees *Sends an invitation link to people not registered in this course to join the session.*

Display Name: Dr. Black

Email Address: d.black@nasa.gov

Selected Invitees

Success: Session was created successfully

To invite unregistered guests to this session American History - Week 4, use the following link:
<http://c-vcalsu-bb91.bbbb.net/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=b29ecf13-902f-4886-9792-4965e3367745>

- b. Select **Allow Unregistered Guests** to invite by email a guest who is not registered in the course. The link will be specific to that invitee. To find this link again later, locate your session in the list. Click the chevron to the right of its name to open the options menu, then select **Guest Link**.

Sharing

1. Preloads – content can be preloaded into a session. The following file types are supported: .wbd, .wbp, .elp, .elpx, .swf, .m4v, .mp4, .mpg, .mpeg, .mpe, .mp3, .qt, .mov, .wmv



1. Preloads (Optional)

Upload a file to be available within the session. Supports the following extensions *.wbd, *.wbp, *.elp, *.elpx, *.swf, *.m4v, *.mp4, *.mpg, *.mpeg, *.mpe, *.mp3, *.qt, *.mov or *.wmv.

Preload File No items found.

2. Telephony – a teleconferencing for audio can be added to the session. The session supports a mix of VOIP and telephone audio. See the Blackboard Collaborate web conferencing user guide available from the On-Demand Learning Center for detailed information about configuring a teleconference.
3. Session Notes – notes can be added for the moderator and for participants. These notes are available on the details page and viewable prior to joining the session.

Content Area

1. Content Area Details - To access the web conferencing session from a content area, select from the Available Area List and move the desired are to the Selected Content Areas. Add a description and/or comment if desired.

1. Content Area Details

* Content Item Name

Content Area List *Select content area(s) where a link to the session should appear.*

- Information
- Content

2. Options – Set a date restriction on access to the session.

2. Options

Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Recordings

Web conferencing sessions can be recorded and access to the recorded session is available from the course.

Sessions Previously Recorded


Search

Start Date

End Date

Sort by:

Delete

 Title: [ENGLISH 202 - TAHELP ROOM](#)

Creation Date: Aug 15, 2011 11:30 AM

Size: 30 KB

Description: Listen to this recording if

- > Play
- > Edit
- > Delete
- > Add Content Item