Overview

The Collaborate Administration workshop is designed to help administrators understand the Session Administration System as well as understand how Collaborate integrates with a Learning Management System (LMS). The workshop provides a choice of up to four (4) modules for the option to customize your experience to align with your institution’s need. Each module is designed to build upon the previous, so it is recommended that participants complete modules. We recognize not all clients are the same and may be deploying different Collaborate platforms and using different learning management systems, therefore a Blackboard Consultant will work with your team to ensure that the learning objectives fit the needs of your institution.

Workshop Modules:

Module 1: Session Administration System Basics

This module focuses on the Session Administration System (SAS) and will give participants a solid understanding of the features and the hierarchal structure of the SAS. Participants will learn how to create user accounts with appropriate permissions and have hands-on practice time. All institutions should select this module.

Learning Outcomes:

• Understand the features of the Session Administration System (SAS)
• Explore the relationship between the SAS and LMS Integration
• Understand types of Collaborate sessions
• Recognize the SAS hierarchy and its significance
• Identify the login process and toggle between platforms
• Understand the SAS user roles and account creation process

Module 2: Session Administration System for the Ultra Experience

This module focuses on the Session Administration System (SAS) for use with the Collaborate Ultra experience. The focus will be how to access the Ultra scheduler, create sessions, obtain recordings and generate reports. This module should be selected if the institution is deploying the Collaborate Ultra experience or a dual deployment.

Learning Outcomes:

• Review Session Administration System basics
• Explore Collaborate with the Ultra experience
• Accessing Collaborate platforms from the SAS
• Create Collaborate session using the SAS
• Session recordings
• Generate attendance reports

Module 3: Session Administration System for the Original Experience

This module focuses on the Session Administration System (SAS) for use with the Collaborate Original experience. The focus will be how to access the Original scheduler, create sessions, obtain
recordings and generate reports. This module should be selected if the institution is deploying the Collaborate Original experience or a dual deployment.

Learning Outcomes:
- Review Session Administration System basics
- Explore Collaborate with the Original experience
- Accessing Collaborate platforms from the SAS
- Create Collaborate session using the SAS
- Session recordings
- Generate reports

Module 4: Collaborate and the Learn Integration

This module is designed to help you effectively install and configure Collaborate with your Learn environment and implement Collaborate at your institution. **Prior to the session:** Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to install the Collaborate Building Block. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Learn environment.

Learning Outcomes:
- Identify Building Block options
- Evaluate procedure for obtaining Building Block credentials
- Recognize the configuration of your LMS Integration component
- Define and discuss session defaults for both Collaborate experiences at the system level
- Evaluate Collaborate in the course
- Recognize course tool availability
- Define course rooms
- Identify locating sessions and recordings
- Generate attendance reports at the course level

Module 5: Collaborate and the Moodlerooms Integration

This module is designed to help you effectively install and configure Collaborate with your Moodlerooms environment and implement Collaborate at your institution. **Prior to the session:** Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to install the Collaborate Plugin. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original, or Collaborate Ultra in their Moodlerooms environment.
Learning Outcomes:

- Evaluate procedure for obtaining Building Block credentials
- Recognize the configuration of your LMS Integration component
- Define and discuss session defaults for both Collaborate experiences at the system level
- Recognize course tool availability
- Evaluate Collaborate in the course
- Define roles and permissions
- Identify procedure for session creation and locating the recordings

Module 6: Collaborate and the Canvas Integration

This module is designed to help you effectively install and configure Collaborate with your Canvas environment and implement Collaborate at your institution. **Prior to the session:** Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to configure the Collaborate LTI. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Canvas environment.

Learning Outcomes:

- Evaluate procedure for obtaining Building Block credentials
- Recognize the configuration of your LMS Integration component
- Evaluate Collaborate in the course
- Identify procedure for session creation and locating the recordings
- Generate attendance reports at the course level

Module 7: Collaborate and the D2L Integration

This module is designed to help you effectively install and configure Collaborate with your Desire 2 Learn environment and implement Collaborate at your institution. **Prior to the session:** Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to configure the Collaborate LTI. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Canvas environment.

Learning Outcomes:

- Evaluate procedure for obtaining Building Block credentials
- Recognize the configuration of your LMS Integration component
- Evaluate Collaborate in the course
- Identify procedure for session creation and locating the recordings
Module 8: SAS Planning, Implementation and Integration Review Health Check

This module will be a review of your institution’s implementation plan for the SAS hierarchy, confirm integrations are working as expected and answer any remaining questions. A worksheet will be provided as a framework for this session. This module should be selected by all institutions.

Learning Outcomes:

- Review provided worksheet entries and confirm all systems are working as expected
- Answer outstanding questions on the SAS or integration.

Module 9: Collaborate and the Moderator Access License

This module explores the Moderator Access License and how it is used with the Session Administration System. It will also provide detailed information for creating Moderator Access user accounts for each license as well as how to create Collaborate sessions and obtain recordings. This module is the only one needed for a Moderator Access License.

Learning Outcomes:

- What is Moderator Access?
- What is the Session Administration System?
- Essential SAS roles to know
- Creating sessions, users, and reports
- Resources

Who Should Attend

System Administrators, IT staff, support staff, project leads; and anyone who plans to use, or support the use of Collaborate.

Duration and Location

- It is recommended that the first three modules are delivered in one 3-hour session. Module 8 will be scheduled for 1 hour.
- Maximum 7 participants, limited to a small group who will be managing Collaborate. Not suitable for end users.
- Modules are sequential and should be attended by the same audience.
- Your Blackboard training consultant will provide a link to the Collaborate session.

Prerequisites

- Use Web RTC supported Browser, such as Chrome
- Building Block/Plugin/LTI integration should be installed to LMS prior to first workshop
- Email and high speed Internet access
- Basic computer navigation and web browsing skills