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.

**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.

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

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.
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.

2. Guest Invitees
   a. Allow Unregistered Guests - 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.

   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
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 area to the Selected Content Areas. Add a description and/or comment if desired.

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

Recordings

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