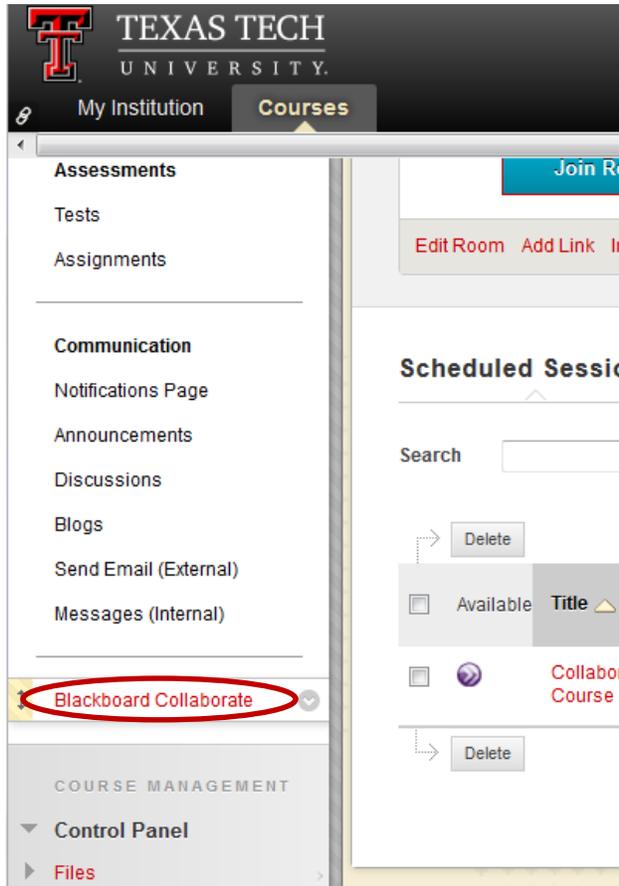
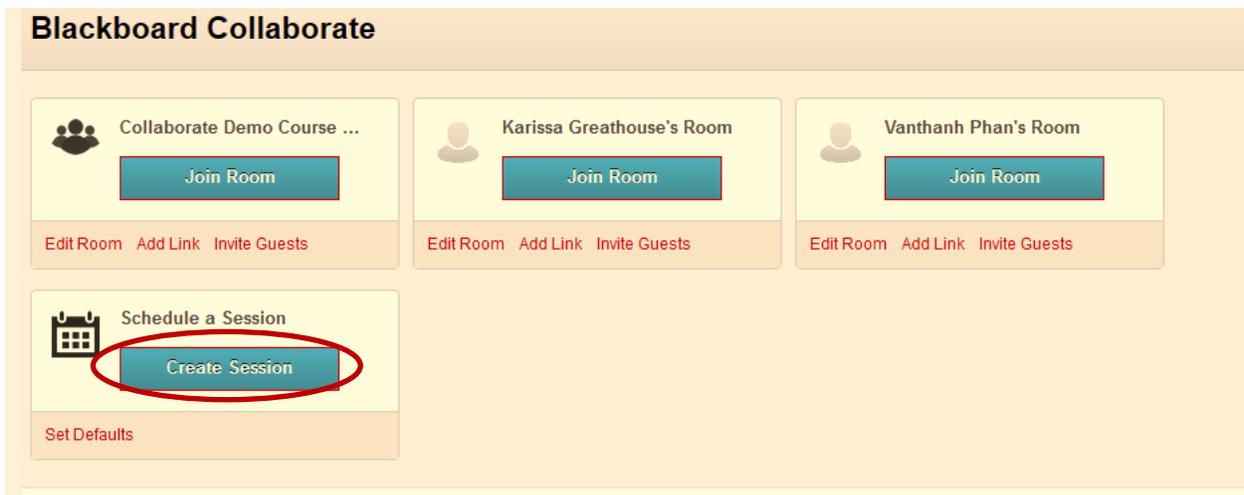


## HOW TO CREATE A NEW BLACKBOARD COLLABORATE SESSION

Step 1: Click on Blackboard Collaborate on the course menu.



Step 2: Click on Create Session.



Step 3: Adjust Start Time and End Time. Click Done.

### Session Information

Session Name: Collaborate Demo Course

Start Time: 10/14/2014 04:00 PM End Time: 10/14/2014 05:00 PM

Repeat: [Slider]

Early session entry ⓘ

### Room Options

Session Type

Teleconference Options

Room Attributes

Grade Center Integration

Roles and Access

Calendar for October 2014. The date 14 is highlighted. Below the calendar, the time is set to 04:00 PM. There are sliders for Hour and Minute. At the bottom, there are 'Now' and 'Done' buttons. The 'Done' button is circled in red.

Cancel Save

### Session Information

Session Name: Collaborate Demo Course

Start Time: 10/14/2014 04:00 PM End Time: 10/14/2014 05:00 PM

Repeat: -OFF

Early session entry ⓘ: 15 minutes

### Room Options

Session Type

Teleconference Options

Room Attributes

Grade Center Integration

Roles and Access

Calendar for October 2014. The date 14 is highlighted. Below the calendar, the time is set to 05:00 PM. There are sliders for Hour and Minute. At the bottom, there are 'Now' and 'Done' buttons. The 'Done' button is circled in red.

Cancel Save

Step 4: Click on “Session Type” to expand selection area. Choose Session Type.

- “Course” means “All users registered in this course can attend the session”.
- “Shared” means “All users registered in courses that you teach can attend this session.”

#### Session Information

Session Name	Collaborate Demo Course		
Start Time	10/14/2014 04:00 PM	End Time	10/14/2014 05:00 PM
Repeat	← OFF		
Early session entry	15 minutes		

#### Room Options

**Session Type**

Course

Shared

**Teleconference Options**

**Room Attributes**

**Grade Center Integration**

**Roles and Access**

Cancel Save

Step 5: Click on Teleconference Opyions to expand the selection area. You should select “Do not use teleconference” because this option would allow users to hear the session through their computer speakers or USB headset. .

#### Room Options

**Session Type**

Course

Shared

**Teleconference Options**

Use built-in.

Use third party.

Do not use teleconference.

**Room Attributes**

**Grade Center Integration**

**Roles and Access**

Cancel Save

## Step 6: Adjust Room Attributes.

**Room Attributes**

Recording Mode ⓘ

Max Simultaneous Talkers ⓘ

Max Cameras ⓘ

View Private Messages ⓘ

All Permissions ⓘ

Raise Hand on Entry ⓘ

Allow In-Session Invitations ⓘ

Allow Guests ⓘ

Hide Names in Recordings ⓘ

Preload Content ⓘ

Want to use a Power Point file? [Learn How.](#)

Attach File

Whiteboard/Plan: *.wbd, .wbp, .elp, or .elpx*

Multimedia: *.mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.*

Notes

Enter notes here

- **Recording Mode:** Controls the recording for the session. (1) if you select “Manual”, you can turn this function on and off during your session. (2) if you select “Automatic”, the session will be recorded whenever you start. (3) if you select “disable”, the session will not be recorded.
- **Max Simultaneous Talkers:** Maximum number of simultaneous talkers allowed at the start of the session. Usually, 3 is appropriate.
- **Max Cameras:** Maximum number of simultaneous web cameras allowed at the start of the session. Usually, 3 is appropriate.
- **View Private Messages:** Allows moderators to view all private chat messages in the session. If you turn this on you can see all the messages that your students have although they send it as private messages.
- **All Permission:** All participants have full permissions access to session resources such as audio, whiteboard, and so on.
- **Raise Hands on Entry:** Users automatically raise their hands when they join the session.
- **Allow Guests:** Ability to allow external guests to join the session. Usually this should be turned on to allow guests to access the session.
- **Hide Names in Recordings:** Names of participants are hidden when viewing recordings. Usually, this function should be turned off since you may want to keep track of your students’ participation.
- **Preload Content:** Upload a file to use in the session. You can attach a file (normally a PowerPoint file) from your computer in advance.

## Step 7: Adjust Grade Center Integration and Role and Access

- **Grade Center Integration:** Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center. Usually this function is turned off unless you want to grade students' participation for the session. A grade column will be created after the session is over.
- **Roles and Access:** If you create the session, you are automatically the moderator. Besides, you can add more moderators. If your students need to present, you should add them as moderators so that they can have all the rights to use all the function that a moderator has.

**Finally click Save.**

The screenshot shows a settings interface with two main sections:

- Grade Center Integration:** A section with a toggle switch for "Add a grade column?". The toggle is currently set to "OFF".
- Roles and Access:** A section containing two checkboxes: "All users join as moderators." and "Restrict access to this session.". Below these is an "Assign Roles" section with a list of moderators. The list currently contains "Vanthanh Phan" and an "Add Moderators" button.

Cancel Save