

Setting Up a Blackboard Collaborate Session

- All students and faculty and staff are eligible to use Blackboard Collaborate
- Students and faculty can meet virtually online, as if they were in a traditional classroom. Collaborate allows for audio, video, interactive whiteboard, application and desktop sharing, breakout rooms, and session recording.
- Collaborate opens right in your browser, so you don't have to install any software to join a session.
- Technical support for Collaborate is available to all students, faculty and staff through Open SUNY at 1-844-673-6786
- For the best experience with Collaborate, we recommend using the Google Chrome browser.

Log into Blackboard: <https://sunywcc.sln.suny.edu/> and navigate to the course you want to use for the meeting.

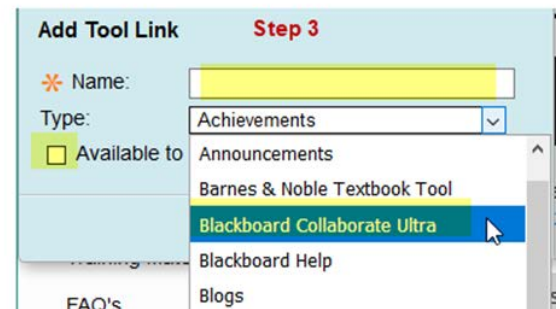
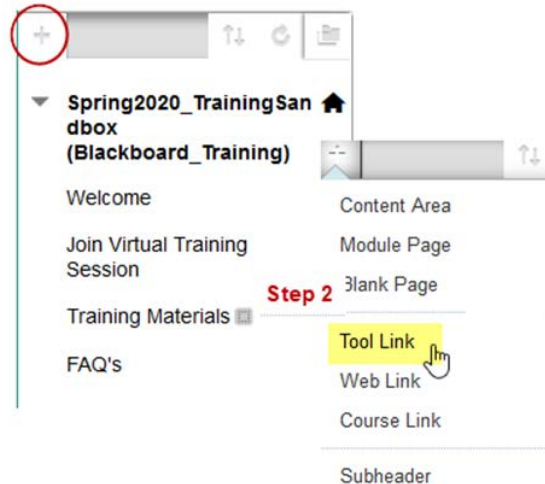
Step 1. Click on the plus sign (+) at the top of your course menu.

Step 2. Select Tool Link

Step 3. Give the link a name and from the drop down menu, select Blackboard Collaborate Ultra (make sure to select Available to Users)

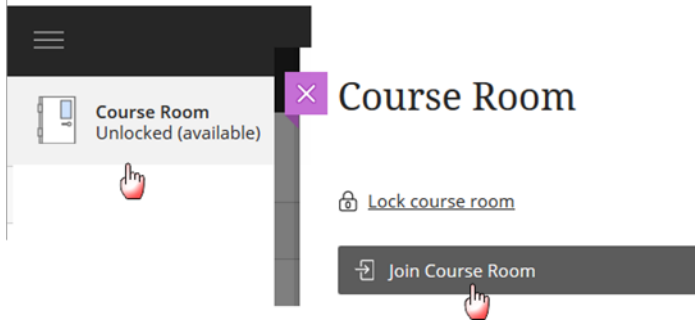
You have now created a direct link to Collaborate in your course

Step 1

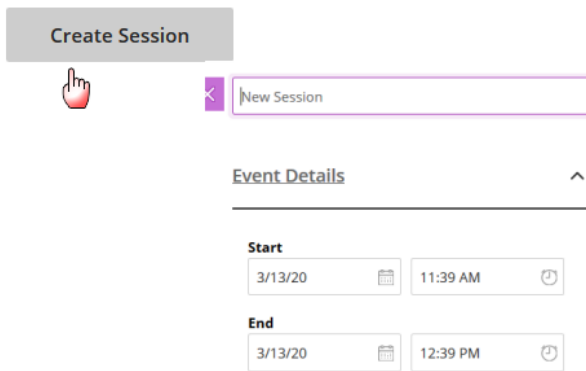


Creating a Session

1. To create an instant session, click Course Room and Join Course Room

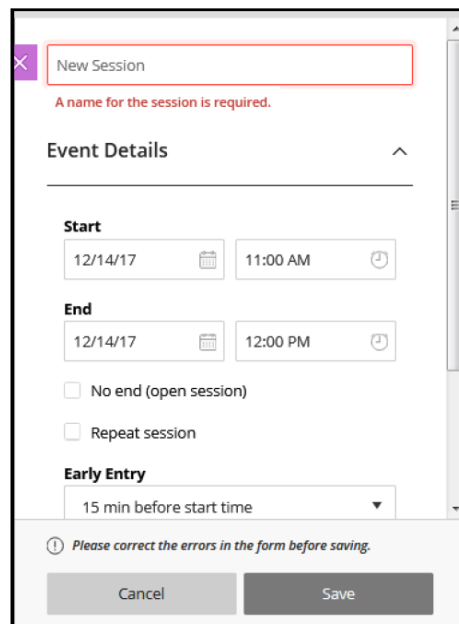


2. Alternately, you can schedule a session in advance

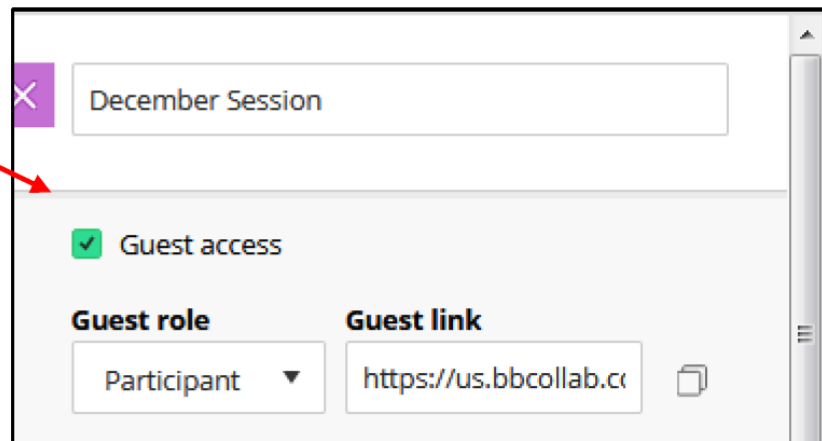


Session Settings

In the Create Session page, you can change the Session Name to anything you like to call it.



Guest access You can allow or restrict Guest access and assign a default role for guests. If Guest access is enabled, a URL is provided to send to guests.



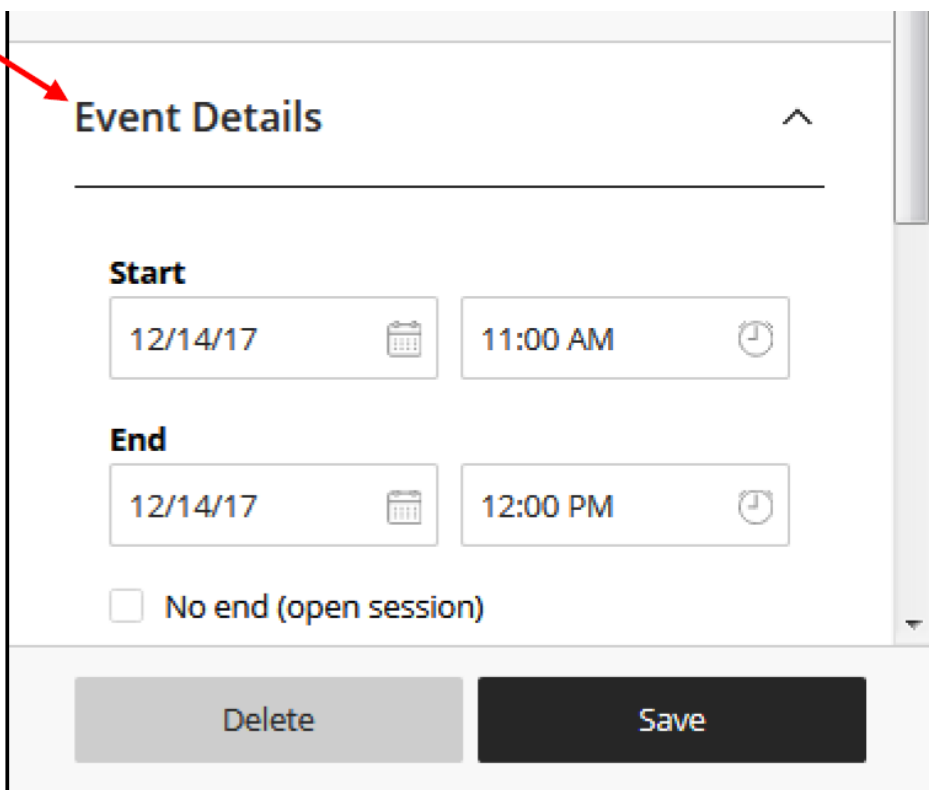
December Session

Guest access

Guest role Participant

Guest link https://us.bbcollab.cr

Event Details In the Event Details section you can specify the start and end dates/times for the session. Select **No end** to create an open session.



Event Details

Start

12/14/17 11:00 AM

End

12/14/17 12:00 PM

No end (open session)

Delete Save

Session Settings

a. Default Attendee Role – Select the default role for participants in the Collaborate session.

- b. Recording – Allow recordings to be downloaded, and/or anonymize chat messages
- c. Moderator permissions – Show the profile pictures for the moderator.
- d. Participants can – Check/Uncheck to change the ability for participants to: Share Audio, Share Video, Post Chat messages, Draw on whiteboard and files
- e. Enable session telephony—Allow attendees to join the session using a telephone
- f. Private Chat —Allow participants to only chat privately with the moderators and/or allow moderators to supervise all private chats

Important Note: It is recommended that instructors turn **off** the Share Audio option for student to prevent feedback and other audio problems. Students should be directed to the Chat option for questions during a session.

 **Participants can:**

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Enable session telephony

- Allow attendees to join the session using a telephone


Private Chat

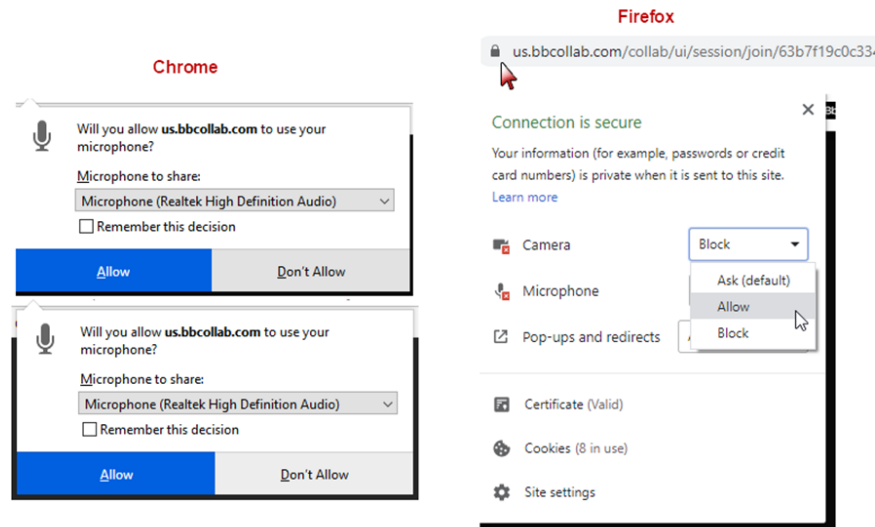
- Participants can only chat privately with moderators
- Moderators supervise all private chats

DeleteSave

Entering a Session

You will have to grant access to your computer microphone and camera to participate in the session.

Remember to use [Google Chrome](#)  if at all possible.

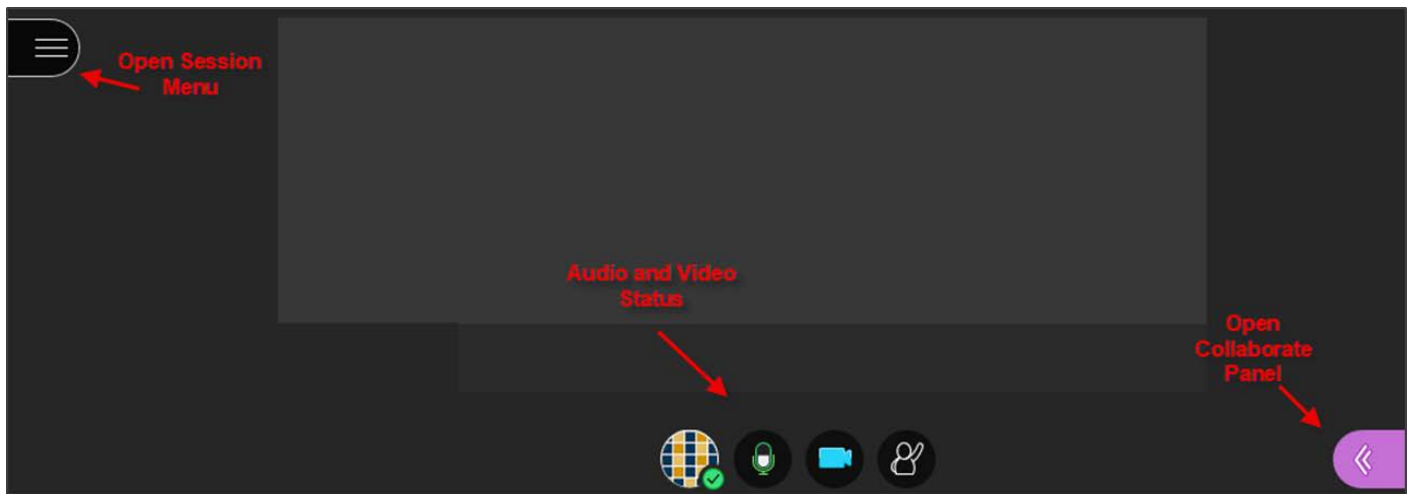


Navigating the Session Environment

Open Collaborate Panel – in the lower right of your screen, is where faculty can edit the session settings, chat with students and share content

Open Session Menu –in the upper left of the screen is where you can record the session

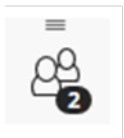
Audio and Video Status – on the bottom of the screen, displays your audio and video status during the session.



The Collaborate Panel



1. The Chat area, where participants can type questions



2. List of session Attendees



3. The Share Content area



4. Your session settings

Sharing Content

The third icon in the Collaborate panel is where you can share content with your class.

1. To share a whiteboard, click the Share Blackboard Whiteboard

2. To share Applications/Screen, you must choose which window/application you would like to share. Click Share.

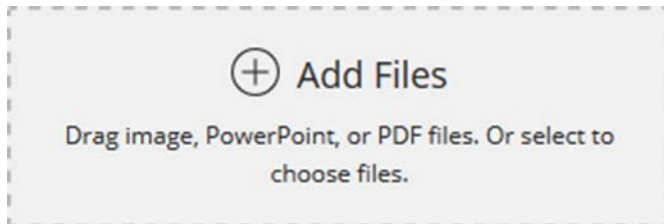
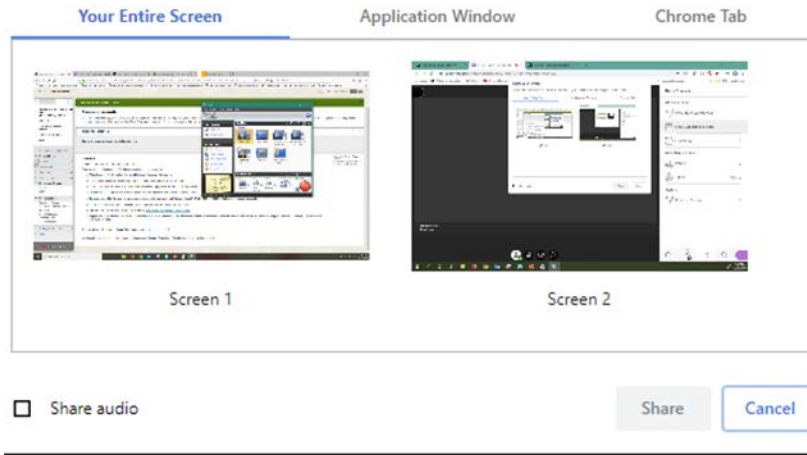
3. To share images, PowerPoint or PDF files, click Share Files. Drag and drop your files into the gray box or click the plus button and search your computer for the file, when uploaded, click Share Now and click on a page to starting sharing.

5. To stop sharing, click the encircled white square in the upper right corner.

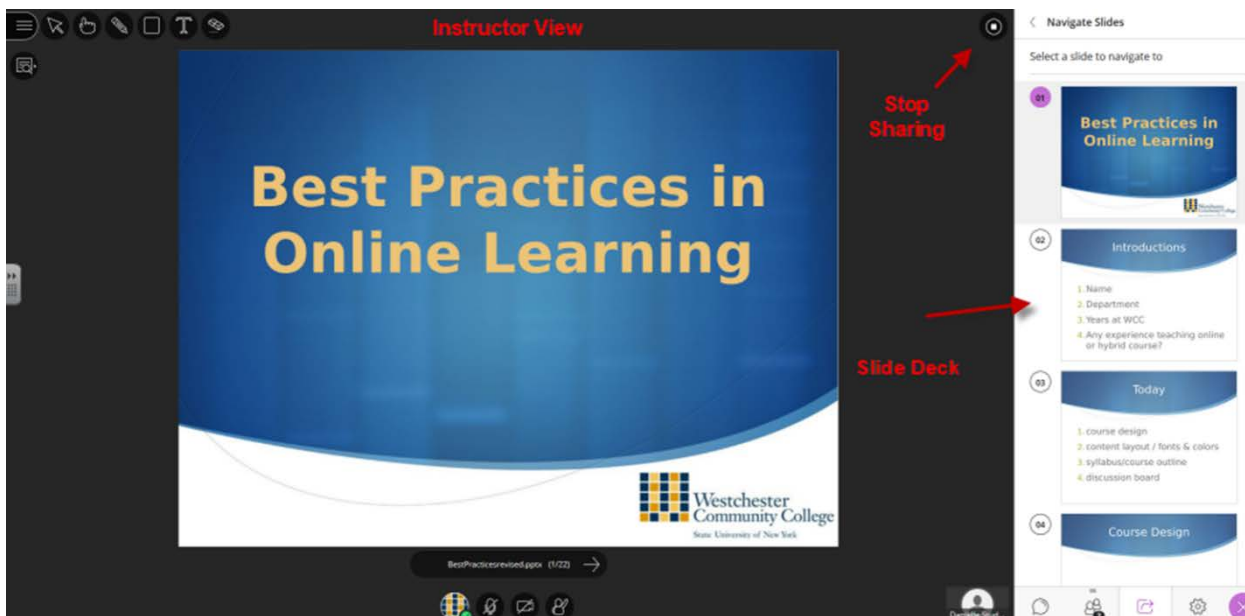


Share your screen

us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

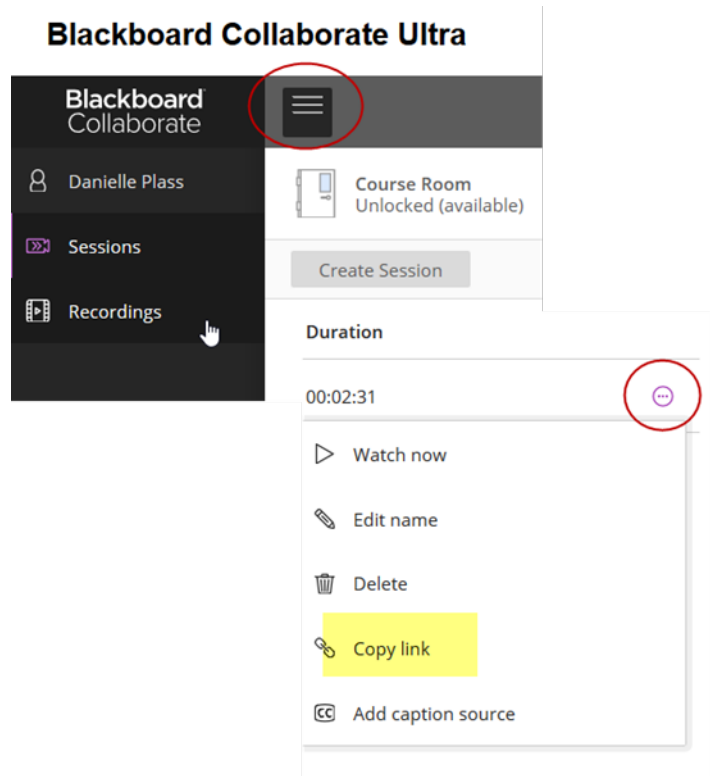
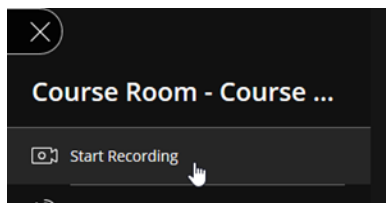


Instructor View of Sharing a PowerPoint Presentation



Recording the Session

To record a session, open the Session Menu and select Start Recording. To stop recording, select Stop Recording.



To access the recordings, return to the Collaborate page in Blackboard and click on the white horizontal lines next to Sessions.

To share the recording, click on the circle with 3 dots next to the Session Name and select Copy Link.

For more documentation and videos on Blackboard Collaborate Ultra visit:

https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Basics