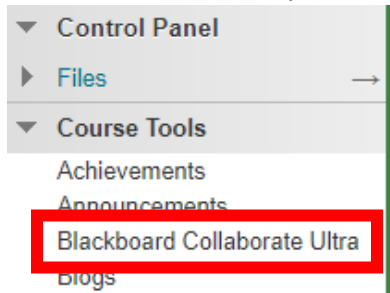




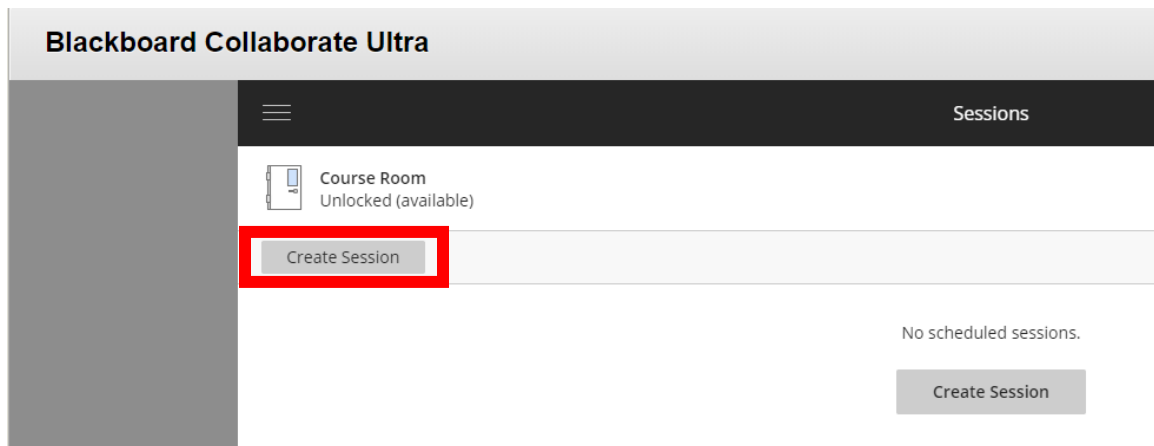
Creating and Using a Blackboard Collaborate Session

Part 1: Create A Blackboard Collaborate Session

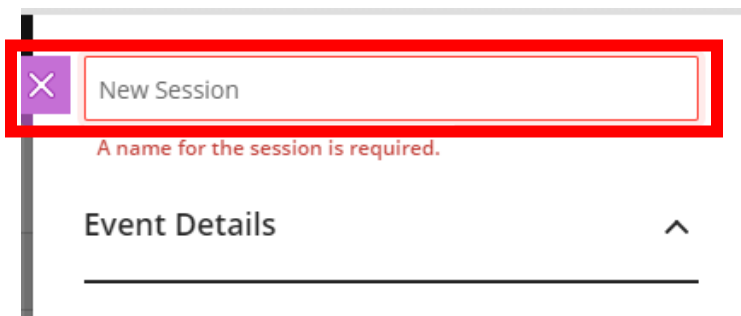
1. Under **Control Panel** expand **Course Tools** and click **Blackboard Collaborate Ultra**



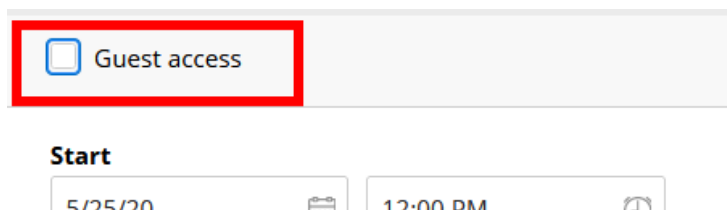
2. Click **Create Session**



3. Type in a **Name** for the session, and click outside of the textbox anywhere. Once you do the session will be created:



4. Do **not** enable guest access to prevent the link from being shared with uninvited guests.









5. Set the start and end date of your session, decide if you want the session repeated or have no end in case you aren't sure the duration of the session.

Event Details ^

Start

8/31/18  4:29 PM 

End

8/31/18  5:29 PM 

No end (open session)

Repeat session

Early Entry

15 min before start time ▼

[Provide a description](#)

6. Once you are done editing click **Save**.


Delete Save

7. At this point students will be able to access the collaborate session from their blackboard account under the tools menu, (**you can also give them a quick link in the menu by following this guide: [Enabling Blackboard Collaborate Link for Students](#)**).



Part 2: Using the Collaborate Session

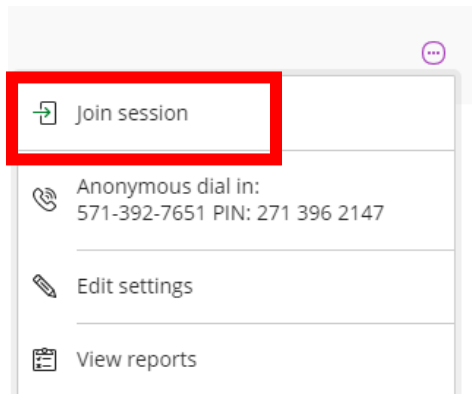
I highly recommend joining sessions using **Google Chrome.**


1. Click the  next to the session you wish to join.





 Office Hours
8/31/18, 4:29 PM - 8/31/18, 5:29 PM (in progress)



2. Click **Join Session.**





-  Join session
-  Anonymous dial in:
571-392-7651 PIN: 271 396 2147
-  Edit settings
-  View reports



3. Take a look at your interface:

Session Menu

Room Empty
You are the only one in the room.

Audio and Video Mute

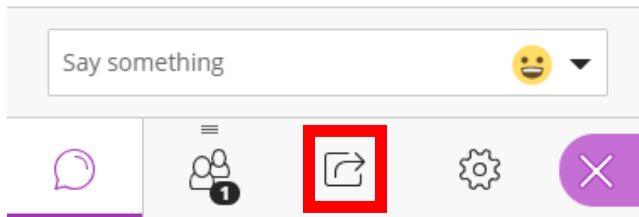
Collaborate Panel



Optional: Share Screen or Application

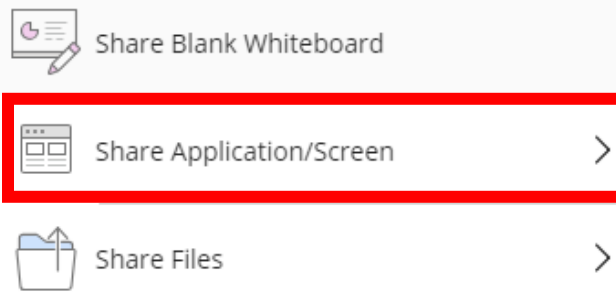
1. Open the Collaborate Panel

2. Click the  at the bottom.



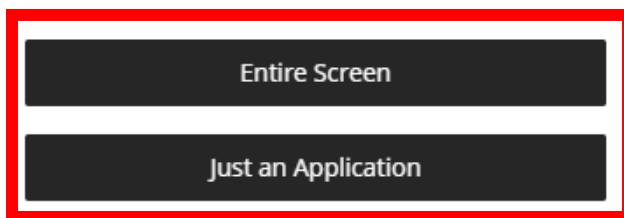
3. Click **Share Application/Screen**

Primary Content

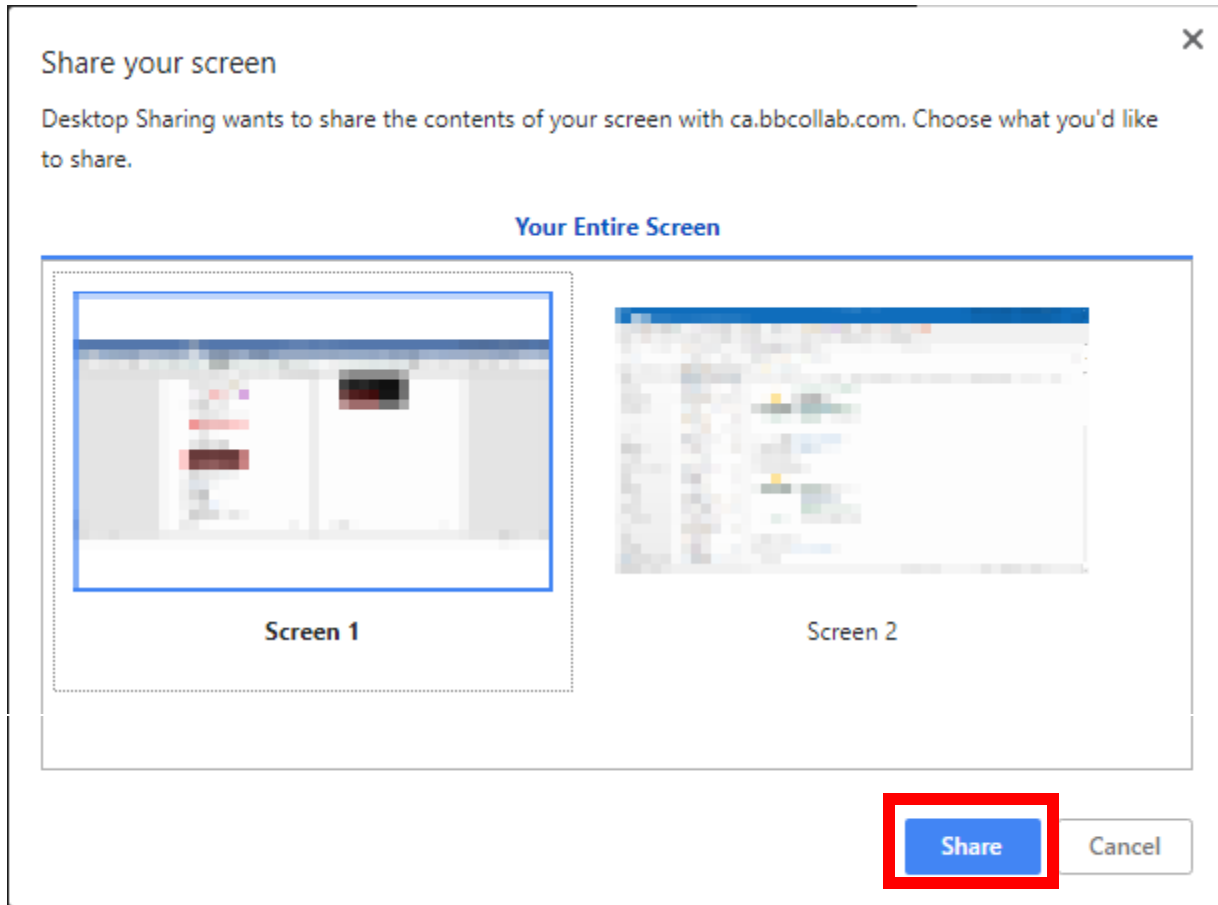


4. Choose **Entire Screen** or **Application**

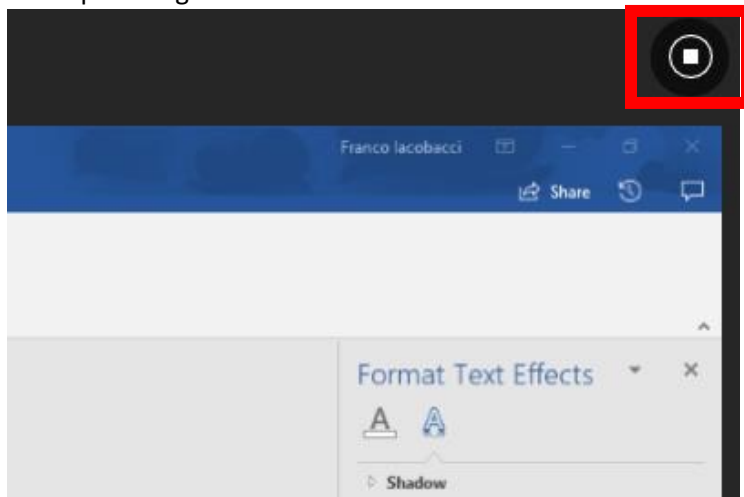
Which do you want to share?



5. Choose your desired Screen or application and click **Share**.




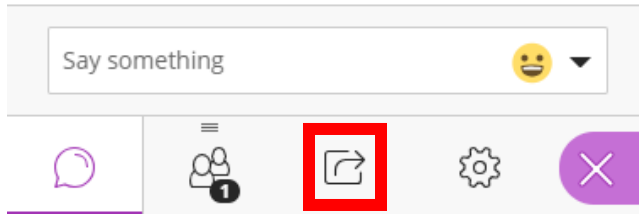
6. To stop sharing click



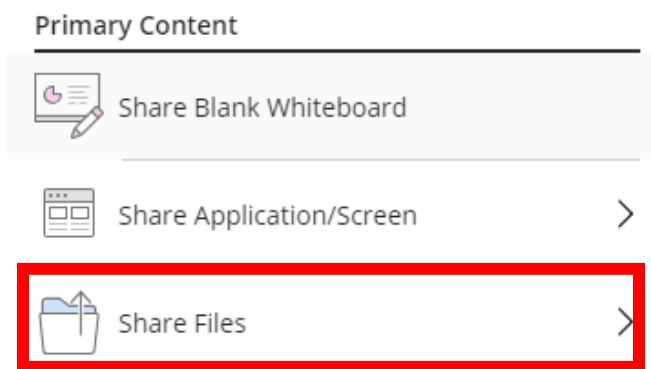


Optional: Share PowerPoint Presentation

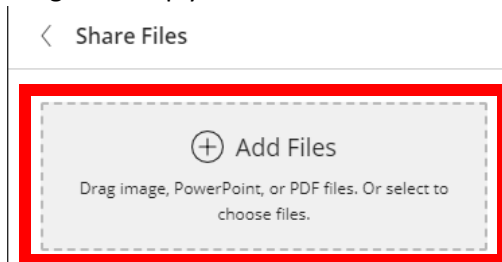
1. Open the Collaborate Panel
2. Click the  at the bottom.



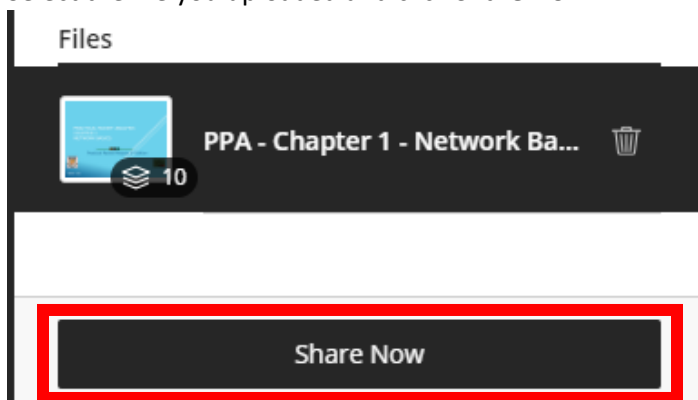
3. Click **Share Application/Screen**



4. Drag and Drop your PowerPoint or PDF into the **Add Files** box.




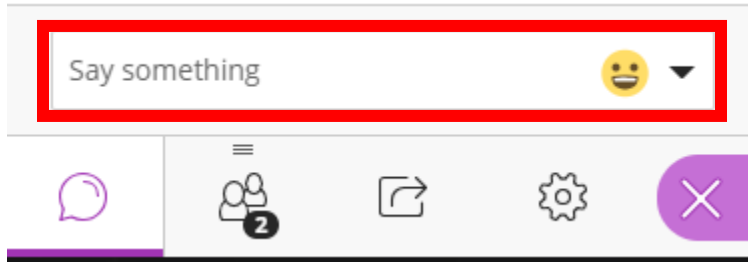
5. Wait for the file to be uploaded, converted, and loaded (can take a minute or 2).
6. Select the file you uploaded and click **Share Now**





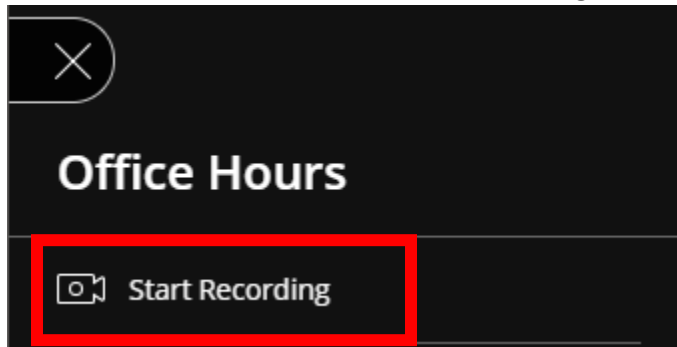
Optional: Chat

1. Open the Collaborate Panel and click 
2. Select the **Everyone** (if necessary most of the time it won't be).
3. Type a message in the chat box and hit **Enter**.



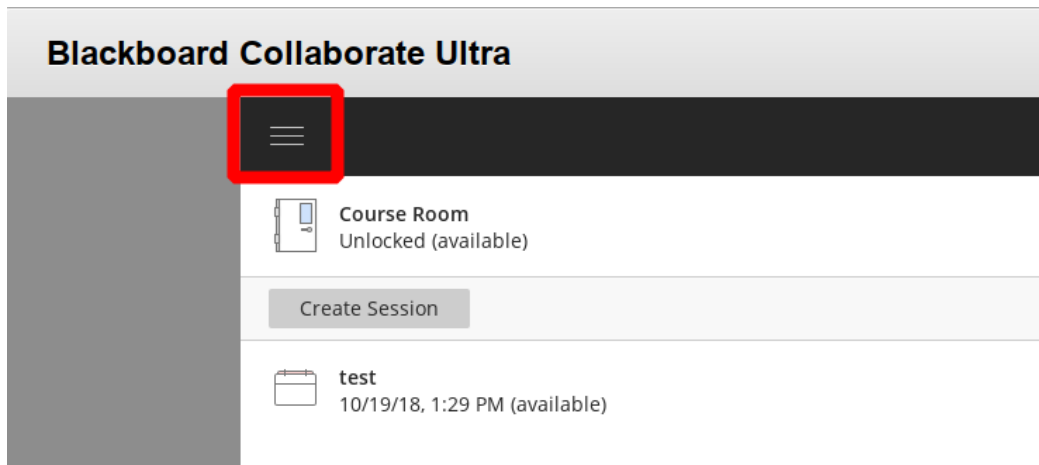
Optional: Record Session

1. Click the **Session Menu** and click **Start Recording**



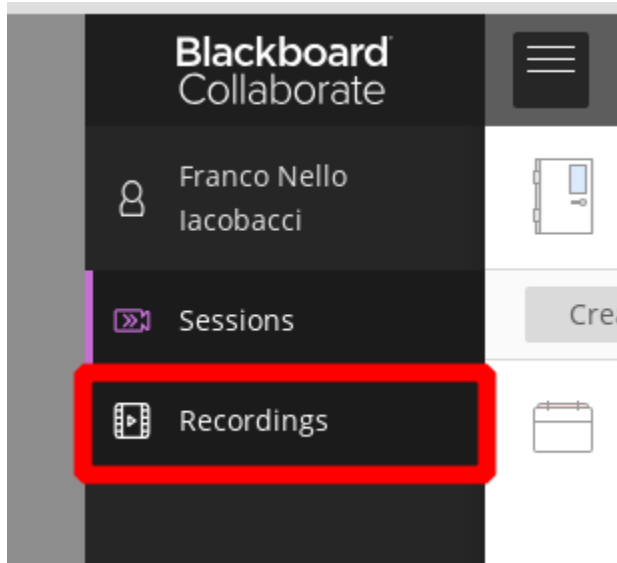
Optional: Posting Record Collaborate Sessions

1. Go back to the collaborate window click the menu button:





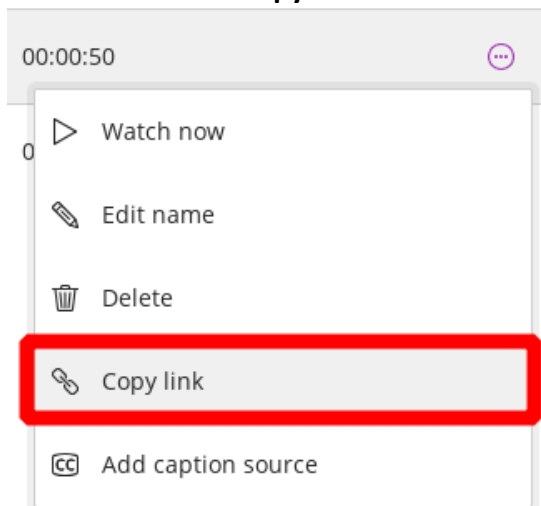
2. Click **Recordings**



3. Choose the recording you want click the **menu (...)** button for it.

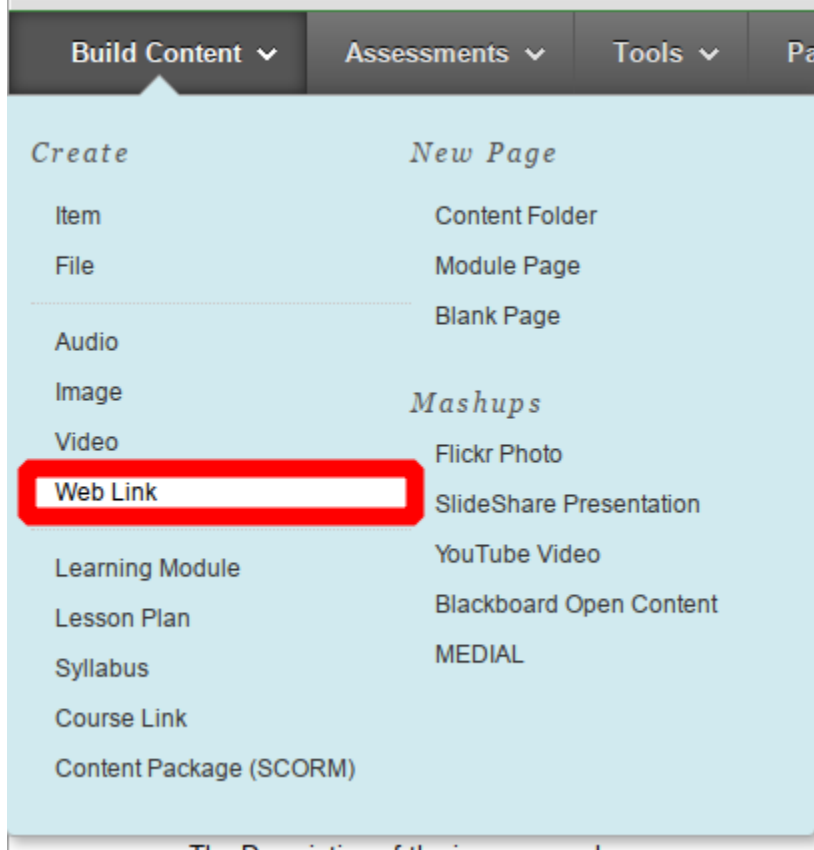
Session name / Recording name	Date	Duration	
test / recording_2	10/19/18, 1:37 PM	00:00:10	⋮
test / recording_1	10/19/18, 1:35 PM	00:00:50	⋮
test / recording_1	10/19/18, 1:31 PM	00:01:47	⋮

4. Then click **Copy link**.





- Now that you have the link you have a couple of choices, add it as a web link or embed the video
- Either way you will need to create a web link.



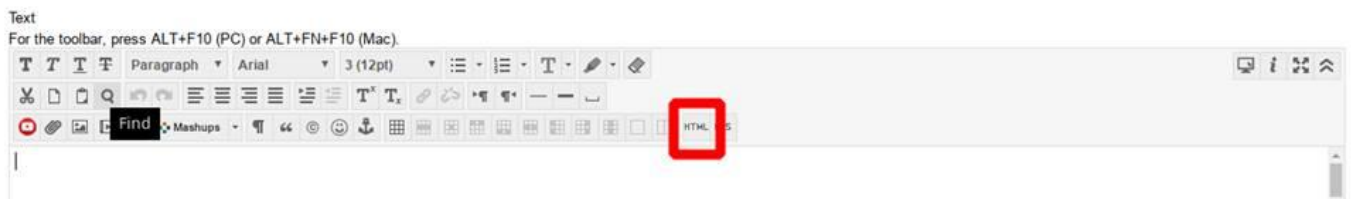
- Enter a title and the URL you just copied.

✱ Name

✱ URL

The screenshot shows the 'Web Link' form. The 'Name' field contains the text 'Video Lecture'. The 'URL' field contains the text 'https://ca-iti.bbcollab.com/recording/cd50t'. Below the URL field, there is a note: 'For example, http://www.myschool.edu/'. The entire form is highlighted with a red rectangle.

- Now **optionally** you can embed the video by clicking the **html**.





9. Then add the following code:

```
<p><iframe width="990" height="540" src="link here"></iframe></p>
```

Looks like:

```
HTML code view Word Wrap  
  
<p><iframe width="990" height="540" src="https://ca-  
liti.bbcollab.com/recording/cd50b423c0ad4c12aef1425bffa96412"></iframe></p>
```

10. Then click **Update**.

11. Then click **Submit**.

12. On the content page you'll see.

