

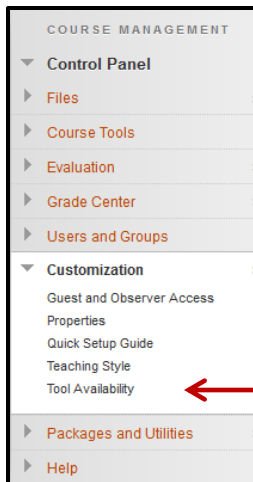
Blackboard Collaborate

Adding the Collaborate Tool
In Blackboard Learn

Blackboard Collaborate is a synchronous learning platform that allows instructors and students to meet live online. To use the tool, the instructor must first make it available in Blackboard Learn.

Step 1 – Enabling Collaborate in Blackboard

The first step is to enable the tool in the course. To do this, access the Control Panel and expand the Customization area, then select Tool Availability.



Step 2

From the Tool Availability list, find the five rows that begin with Blackboard Collaborate. Make sure every box that can be checked in these rows is selected. Click Submit.

Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

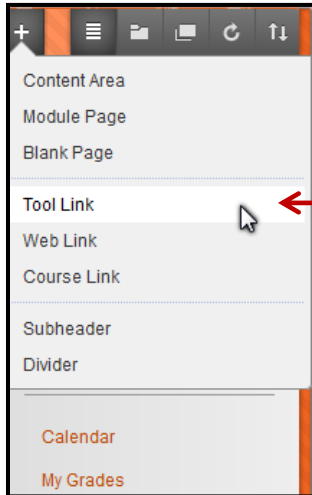
Filter by: ▾

Cancel Submit

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Test Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate Course Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate MashUp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate My Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Scheduling Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3 – Adding Collaborate to the Course Menu

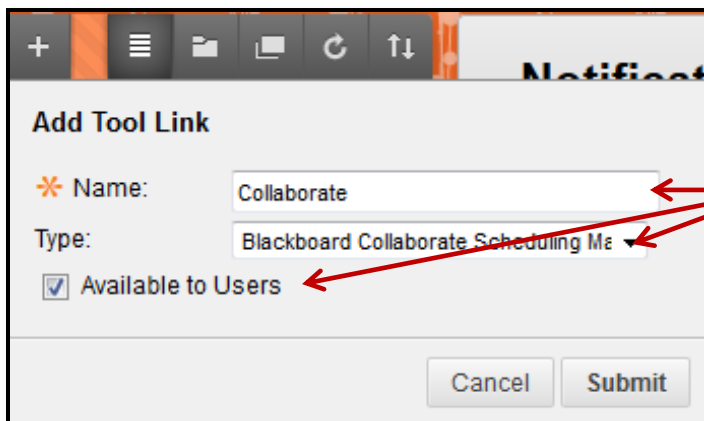
Once the tool is enabled, add it to the course menu for ease of access for both instructor and student. To accomplish this, hover over the + sign at the top of the course menu and select Tool Link from the list.



Tool Link allows instructors to add direct access to any tool available in Blackboard. Other common tools added to the course menu include My Grades, Announcements, and Email.


Step 4

From the Tool Link menu, give the menu item a name (i.e. Collaborate), select the Blackboard Collaborate Scheduling Manager tool from the Type drop down list, and check Available to Users to allow student access. Click Submit.



This will add the Collaborate tool link to the bottom of the course menu.



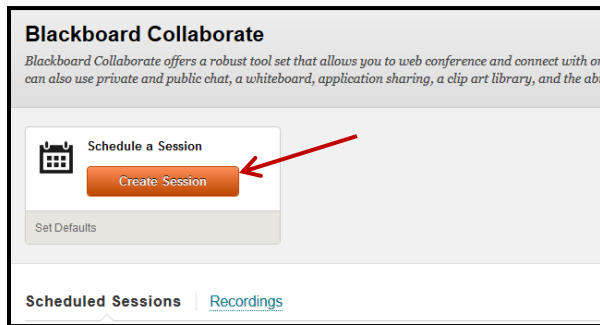
To adjust where in the course menu the tool is placed, click the  icon to drag it to the desired location.

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Step 5 – Create a Session

Now that the Collaborate tool is available, create the first class session. To do this, click on the new Collaborate link in the course menu. From the new page, click the big colored Create Session button.



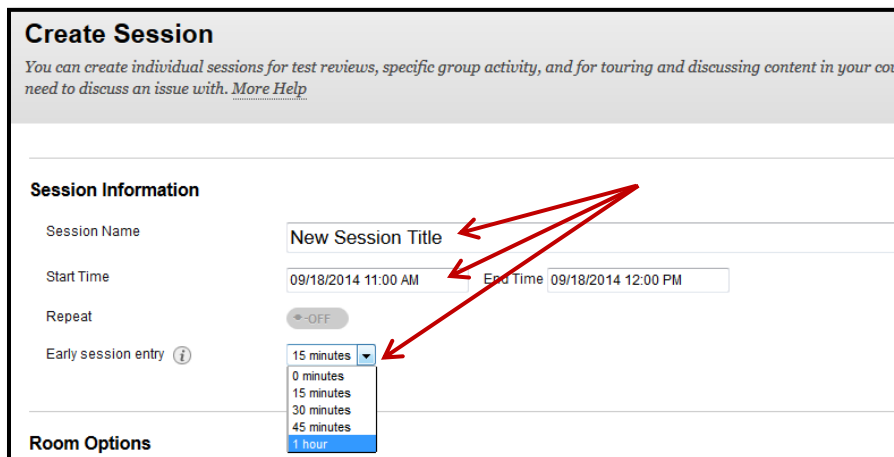
Step 6 – Session Settings

The next step is to set up the session settings. The first settings are Session Information:

- Name the Session
- Determine a Start and End time for the Class Session
- Set the Early Session Entry to Desired Time



Early Session Entry time is suggested to be set to 1 hour. This allows everyone time to test their system.

A screenshot of the "Create Session" form. The form is titled "Create Session" and has a subtitle: "You can create individual sessions for test reviews, specific group activity, and for touring and discussing content in your course. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability to record sessions. For more information, see the help page." Below the subtitle, there are several sections. The "Session Information" section includes: "Session Name" with a text input field containing "New Session Title"; "Start Time" with a date and time picker set to "09/18/2014 11:00 AM"; "End Time" with a date and time picker set to "09/18/2014 12:00 PM"; "Repeat" with a toggle switch set to "OFF"; and "Early session entry" with a dropdown menu currently showing "15 minutes" and a list of options: "0 minutes", "15 minutes", "30 minutes", "45 minutes", and "1 hour". A red arrow points to the "1 hour" option. Below the "Session Information" section is the "Room Options" section, which is currently empty.

Step 7

Finally, set up the Room Options. Clicking on each sub-section (below) will expand a list of options in that area. Following is a list of setting descriptions and suggestions.

<p>Session Type:</p> <ul style="list-style-type: none"> • Course/Shared 	<ul style="list-style-type: none"> • Making the session available to the one course is most common. However, the session can be shared between multiple courses the instructor is enrolled in for special instances such as guest speakers.
<p>Teleconference Options:</p> <ul style="list-style-type: none"> • Built-In/Third-Party/Do Not Use 	<ul style="list-style-type: none"> • Teleconference is not used much unless a student needs the access. If it is used, it is suggested to use the Built-In.
<p>Room Attributes:</p> <ul style="list-style-type: none"> • Recording Mode • Max Simultaneous Talkers/Cameras • View Private Messages • All Permissions • Raise Hand on Entry • Allow In-Session Invitations • Hide Names in Recordings • Preload Content 	<ul style="list-style-type: none"> • The recording option can be turned on immediately upon moderator access to the room or be left on manual to be turned on at will within the session. • The max talkers/cameras is the number of people that can have the talk button on at one time. It is suggested to be set to at least 2 or to the largest breakout group +1. • View Private Messages allows the instructor to see all private messages sent among students. • All Permissions gives participants access to the chat, audio, and whiteboard tools. • Raise Hand on Entry will raise each student's hand as they enter the session and chime at the moderator. • In-Session Invitations lets the moderator invite others. • Hide Names in Recordings is suggested to be off. • Preload Content allows pre-loading of whiteboard files.
<p>Grade Center Integration:</p> <ul style="list-style-type: none"> • Add a Grade Column? 	<ul style="list-style-type: none"> • This will add a column to the grade center worth the point value chosen that is automatically given to all participants who join the session.
<p>Assign Roles:</p> <ul style="list-style-type: none"> • All Users Join as Participants/Moderators • Assign Access 	<ul style="list-style-type: none"> • For a typical class, all students will need to join as participants. However, if setting up sessions for group work, participants should enter as moderators. • Assigning access is another option for group work. This will limit the session to be available only to the group members. Be certain someone is given moderator access to be able to use the tools.