Adding Blackboard Collaborate to Your Blackboard Learn Course

Blackboard Collaborate is the web conferencing tool that has replaced Wimba Live Classroom. This tool is used for online collaboration.

Adding Blackboard Collaborate to your Blackboard Learn course.

1. Click on the plus sign in the top left corner of your course menu.

2. Click Tool Link.

3. Name your new Tool Link (i.e. Collaborate Classroom). The type of tool link you are selecting is the Blackboard Collaborate Scheduling Manager. Click the box next to Available to Users.
4. The Collaborate Classroom link will show up at the bottom of the menu on the left side of the screen.

![Collaborate Classroom Link](image1)

5. Click on the **Collaborate Classroom** link.

6. The following dialog box will Display. Click “Create Session.”

![Create Session Dialog Box](image2)
7. The Session Information screen will appear. The system will automatically name your session based on course name. However, you can change this name to meet your specific needs. You will also set your start and end time for the session. **Note:** The room can only be available for one year.

### Session Information

- **Session Name:** Blackboard Collaborate Workshop
- **Start Time:** 10/31/2013 09:00 AM
- **End Time:** 10/31/2013 16:00 AM
- **Repeat:** Off
- **Early session entry:** 15 minutes

### Room Options

- **Session Type**
- **Teleconference Options**
- **Room Attributes**
- **Grade Center Integration**
- **Assign Roles**
8. Below the Session Information, you will find Room Options. This is where you will choose your **Session Type**, **Teleconference Options**, **Room Attributes**, **Grade Center Integration**, and **Assign Roles**.

**Session Type**
For Session Type, you can choose Course or Shared. If you choose Course, all registered users in this course can attend. If you choose Shared, all users registered in courses that you teach can attend. **Note:** In most cases, you will use Course.
**Teleconference Options**

In Teleconference Options, you will decide if you would like to have a dial-in option for students to use.

1. Use built-in – the system generates a number and pin for participants and moderators to use.
2. Use third party – you will provide the number and pin for participants and moderators to use.
Room Attributes
In Room Attributes, you will choose your Recording Mode, Max Simultaneous Talkers, Max Cameras, View Private Messages, All permissions, Raise Hand on Entry, Allow In-Session Invitations, Hide Names in Recordings, and Preload Content.

1. Recording Mode – Controls the recording for the session.
2. Max Simultaneous Talkers – Maximum number of simultaneous talkers allowed at the start of the session.
3. Max Cameras – Maximum number of simultaneous cameras allowed at the start of the session.
4. View Private Messages – Allows moderators to view all private chat messages within the session.
5. All Permissions – All participants have full permissions access to all resources such as audio, whiteboard, and so on.
6. Raise Hand on Entry – users automatically raise their hand when they join the session.
7. Allow In-Session Invitations – while in a session, moderators can invite users to join.
8. Hide Names in Recordings – names of participants are hidden when viewing a recording.
9. Preload Content – upload a file to use in the session.
Grade Center Integration
In Grade Center Integration, you will choose if you would like to add a column to your grade book. Once the session is over, you can pull an attendance report to push the grades to the Grade Center.

Assign Roles
In Assign Roles, you will choose how you want attendees to enter the room. They can all be participants, moderators, or you can assign access as you wish.

When you have finished choosing your setting, click Save.

Your recording will appear under Scheduled Sessions on the main Blackboard Collaborate page.

For further opportunities to learn about Blackboard Collaborate Web Conferencing, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit the Faculty Resource Center at http://frc.ua.edu.

Last updated 31 Jan 2014