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.

![Image](image1.png)

2. Click Tool Link.

![Image](image2.png)

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.

![Image](image3.png)
4. The Collaborate Classroom link will show up at the bottom of the menu on the left side of the screen.

5. Click on the **Collaborate Classroom** link.
6. The following dialog box will display. Click **Create Session**.

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Blackboard Collaborate offers a robust toolset that allows you to web conferencing and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability to add and edit content at any time. More Help
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.
9. 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.

### Room Options

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<tr>
<th>Option</th>
<th>Description</th>
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<tr>
<td>Session Type</td>
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**Session Type**

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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 for 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 and Whiteboard.
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.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu or visit our website at http://frc.ua.edu.

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