

Adding Blackboard Collaborate to Your Blackboard Learn Course

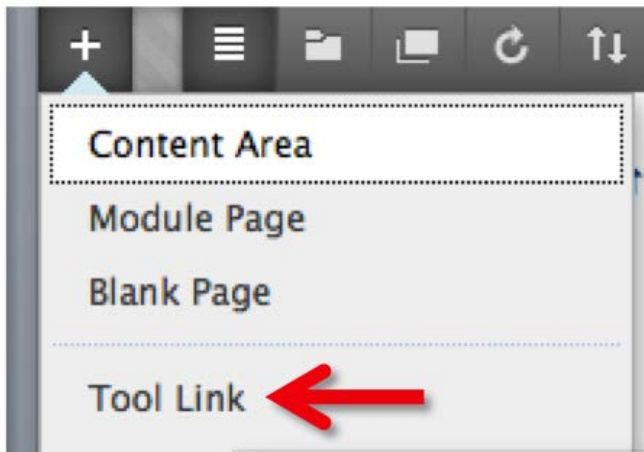
Blackboard Collaborate is the web conferencing tool that has replaced Wimba Live Classroom. This tool is used for online collaboration.

Adding Blackboard Collaborate to Your Blackboard Learn Course

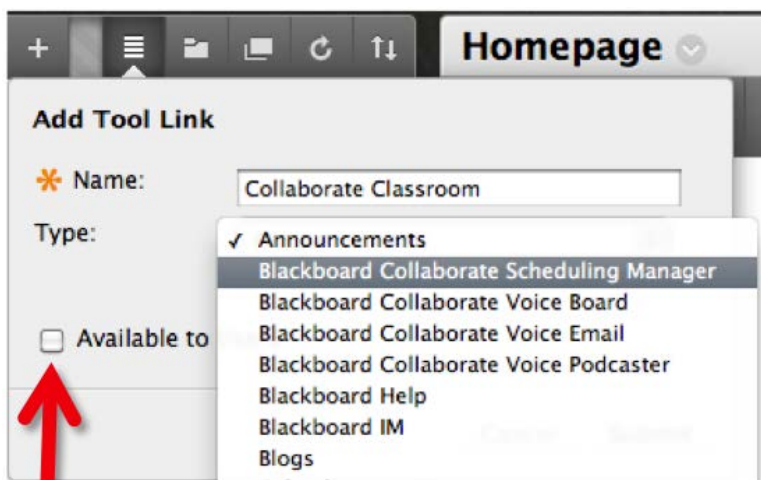
1. Click on the plus sign in the top left corner of your course menu.



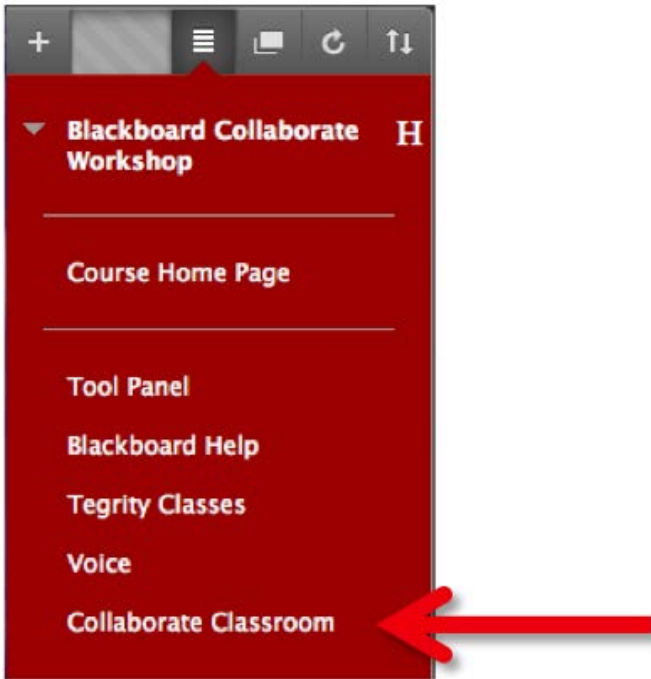
2. Click Tool Link.



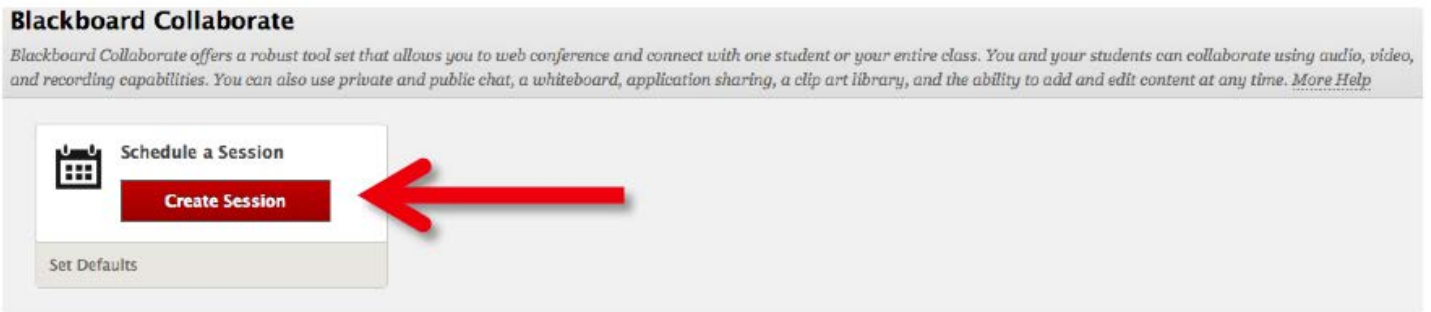
3. Name your new Tool Link (i.e. Collaborate Classroom). The type of tool link you are selecting is the Blackboard Collaborate Scheduling Manager. Click the box next to Available to Users.



- The Collaborate Classroom link will show up at the bottom of the menu on the left side of the screen.



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



Scheduled Sessions [Recordings](#)

Search Start Date End Date

No sessions are available in the selected timeframe.

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.

Create Session

You can create individual sessions for test reviews, specific group activity, and for touring and discussing content in your course. When privacy is a concern, create a new session and restrict access to only the user you need to discuss an issue with. [More Help](#)

Session Information

Session Name	<input type="text" value="Blackboard Collaborate Workshop"/>		
Start Time	<input type="text" value="10/31/2013 09:00 AM"/>	End Time	<input type="text" value="10/31/2013 10:00 AM"/>
Repeat	<input type="text" value="-OFF"/>		
Early session entry ⓘ	<input type="text" value="15 minutes"/>		

Room Options

<input type="text" value="Session Type"/>
<input type="text" value="Teleconference Options"/>
<input type="text" value="Room Attributes"/>
<input type="text" value="Grade Center Integration"/>
<input type="text" value="Assign Roles"/>

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

Session Type

Teleconference Options

Room Attributes

Grade Center Integration

Assign Roles

Cancel Save

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 you teach can attend. **Note:** In most cases, you will use Course.

Session Type

Course 

Shared 

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.

Teleconference Options

Use built-in. [i](#)

Use third party. [i](#)

Do not use teleconference. [i](#)

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**.

Room Attributes

Recording Mode [i](#)

Max Simultaneous Talkers [i](#)

Max Cameras [i](#)

View Private Messages [i](#)

All Permissions [i](#)

Raise Hand on Entry [i](#)

Allow In-Session Invitations [i](#)

Hide Names in Recordings [i](#)

Preload Content [i](#)

Supported Extensions

WBD, WPD, ELP, ELPX, SWF, M4V, MP4, MPG, MPEG, MPE, MP3

Attach File

Notes

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>.

Last updated 18 July 2017