This document is designed to teach instructors how to launch a Blackboard Collaborate session. For instructions on best practice use of the various tools see Collaborate Learn!:
http://www.wpunj.edu/bb/collaborate/collaborate-learn.dot

I. Locating Collaborate

The Collaborate icon should live in the Tools menu, and does for some fall 2012 courses, but not most.
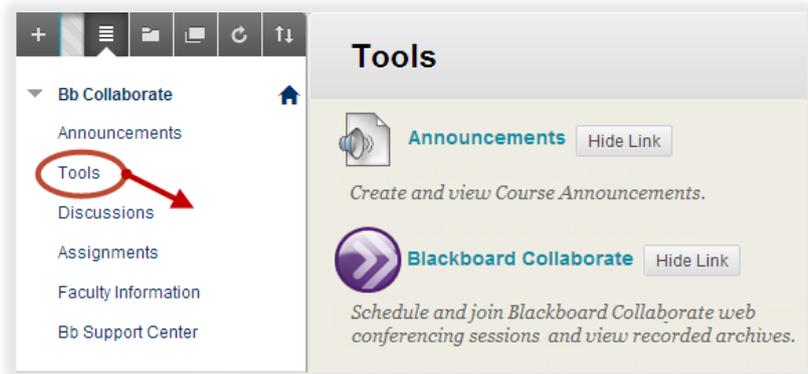
Starting in the spring of 2013 instructors should expect to find the purple Collaborate icon in the Tools area. Until then it can be found in the tools area any content area:
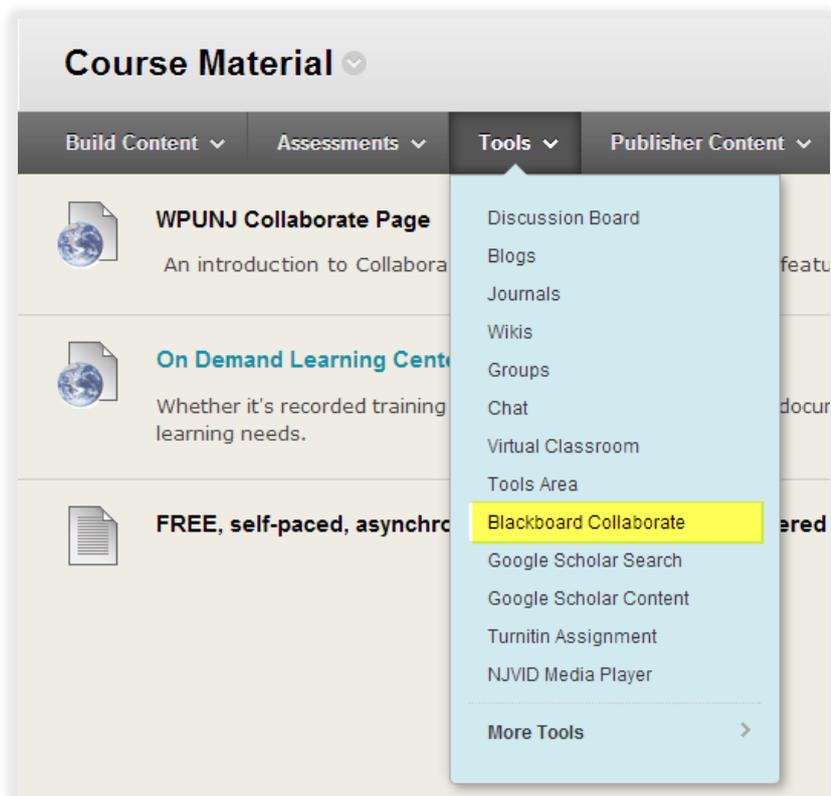
II.   Configure a session

After clicking on Collaborate the select **Create Session**
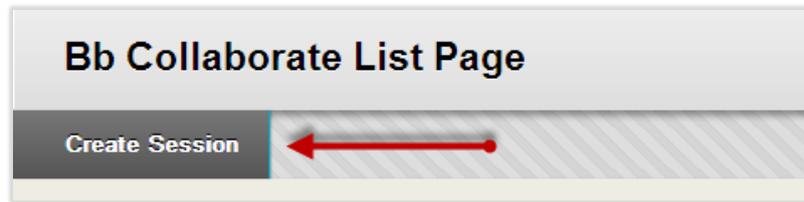
In the **Session Information** interface enter a title for the conference and choose which course or courses should be included in the session.

Moderators needn't include an active course; one may select the option to invite participants a few steps down the line.

Schedule a time for the session to begin and end. One may schedule repeat sessions, launching a virtual office hours session every Monday evening at 6:30, for example.

Other session options include:

- Recording mode: auto/manual
- Simultaneous talkers: up to six
- Simultaneous cameras: up to six
- Supervised: yes/no
- Permissions: to all the functions, whiteboard etc.
- Raise hand on entry: to alert the moderator of a new participant
- Allow In-Session invitations: this is the big one! See below.
- Hide names in recordings: discretion option

Of the options listed above the one that is probably the most important to the average user is **Allow In-Session invitations**. When the instructor is using Collaborate for a class s/he can designate who can participate in the discussion, but in the case of meetings, interviews, demonstrations and the like moderators need the ability to invite users.

Allow In-Session Invitations

☐

Moderators may send invitations to join the session from within the session.
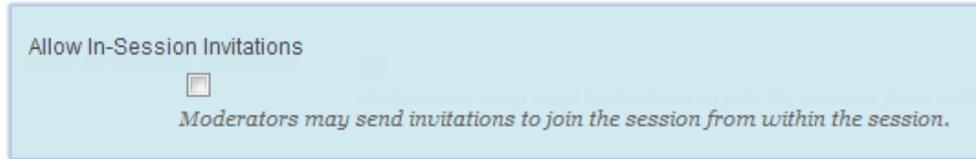
Remote users do not need to have either Blackboard or Collaborate; all they need is a computer connected to the internet.

Click here to jump to **Invite Users**

Instructors using Collaborate in class can integrate web conferencing sessions into the **Grade Center** in the same way discussions, wikis, journals and the rest can all be graded.

4. Integrate with Grade Center

Enable Grade Center Integration ☐
Once Grade Center integration is enabled, students will be graded for attending the Blackboard Collaborate sessions or viewing the recording archive.
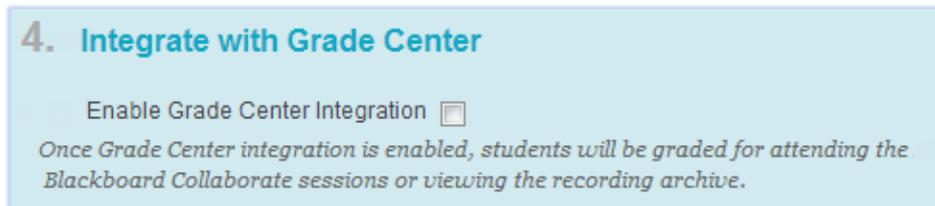
And remember to click **Submit** in the lower right corner of the page.

III. Launch a Session

Start on the **Collaborate List** interface (see page 1 of this document) and select the distinctive purple icon that signifies an available session:

Bb Collaborate List Page

Create Session

Sessions   Recordings

Search Title ▼ Contains ▼ [   ]

☐	Available	Title △	Start Date
☐	⟫	Bb Collaborate	Wednesday, October 24, 2012 9:30:00 AM EDT
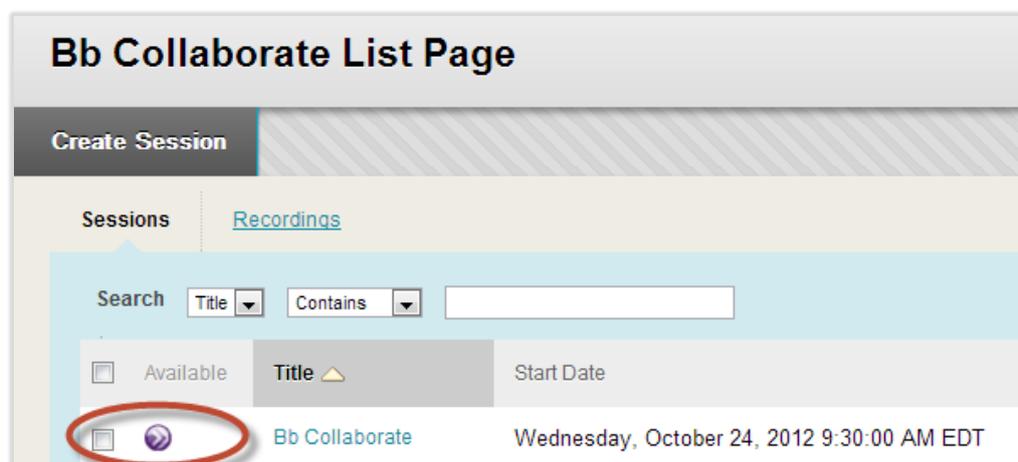
After the launch icon has been selected a receipt will confirm that a session is being initiated.

View Session Details Bb Collaborate.

Bb Collaborate

Start Time: Oct 24, 2012 9:30 AM
End Time: Oct 25, 2012 5:00 PM
Session Type: Course

Your session has been launched.
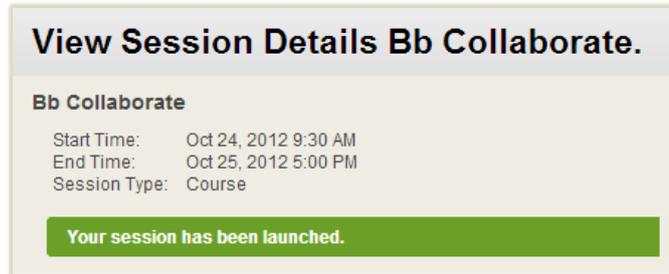
Following several automated interfaces you'll be able to download the -– somewhat inauspicious-looking -- Java symbol which, with a click, opens the web conferencing interface. The Java symbol does not have the gray background pictured to the right; I added that to make it visible on this page!

Invite new participants by selecting Tools, then **In-Session Invite**. Remember this option is only available if you have configured the conference to allow in-session invites.
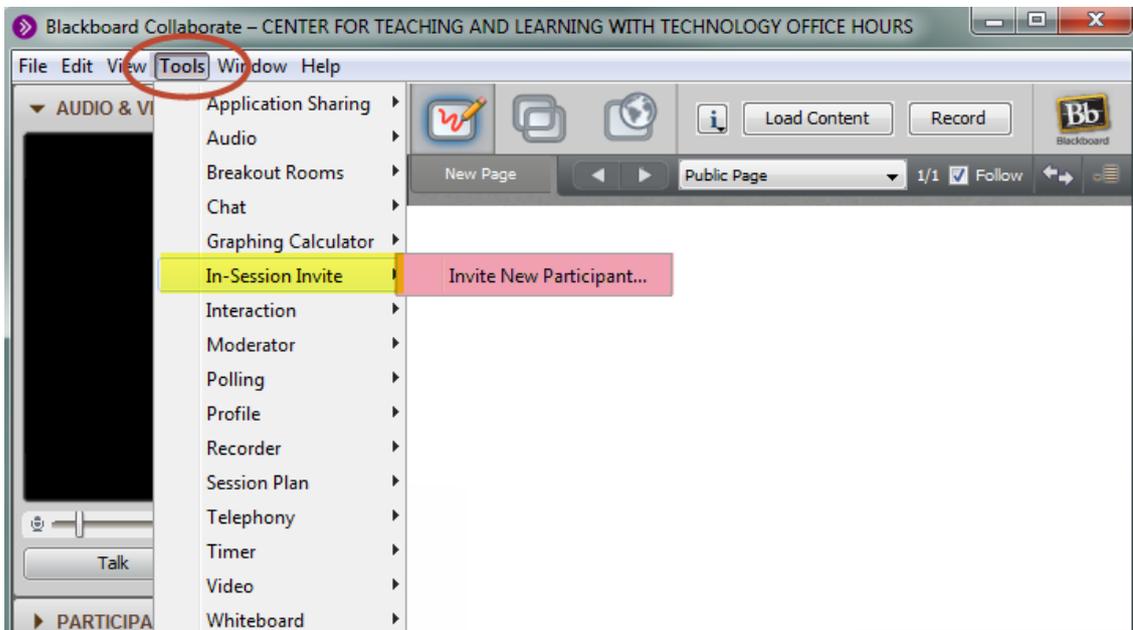
Send the URL (highlighted below) to the people with whom you'd like to conference.

Moderators can simplify use of this long and unwieldy URL employing either the **Copy Link** or Compose **Email tools.** Alternately, the link can be truncated with the use of a tool such as TinyURL or bitly
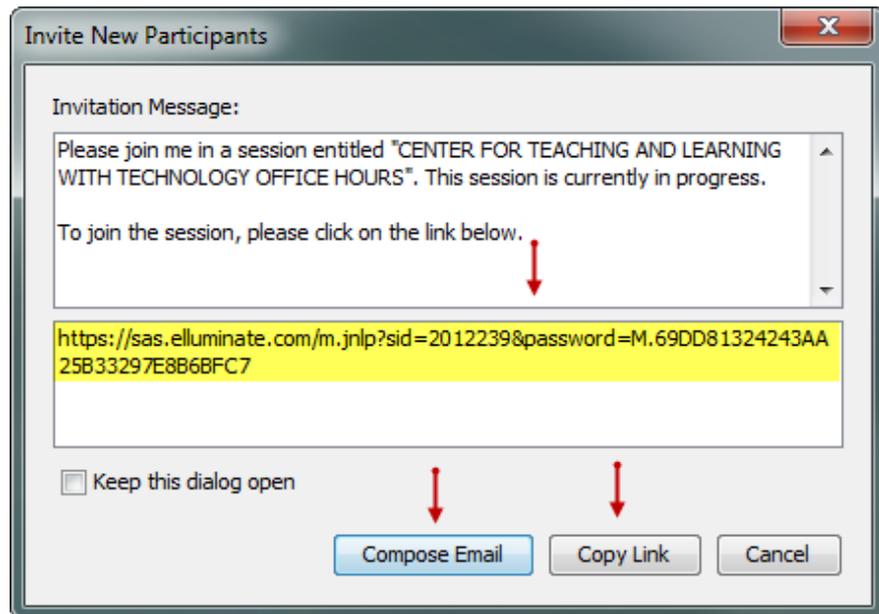
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WPUNJ Collaborate Learn!
http://www.wpunj.edu/bb/collaborate/collaborate-learn.dot

Collaborate Essentials for Moderators
http://tinyurl.com/wpunj-collab-mods

Participants Panel Quick Reference Guide for Moderators
http://tinyurl.com/wpunj-collab-partpanel

Collaborate Essentials for Participants
http://tinyurl.com/wpunj-collab-participants