

## Blackboard Collaborate

Blackboard Collaborate is a virtual classroom/web conferencing tool built into Blackboard Learn 9.1. It offers a more collaborative, interactive, and mobile learning experience that constantly evolves. With Blackboard Collaborate, you can effectively keep your students engaged in the learning process.

**Course Room:** A default room provided for your course that lasts as long as the duration of your course. By default, the room is titled with your course name and is always available.

- By default, students enter your Course Room as participants. Instructors and administrators enter as moderators. You can allow all participants to join as moderators so collaboration can start without your presence.
- If you have supervision concerns, you can completely turn off your Course Room at the course level.
- Use your Course Room to acclimate students to your course setup, introduce new concepts, host Q and A sessions, lead study sessions, and grade group presentations.

**Shared Room:** A default room provided for each instructor that lasts as long you retain an account on the system. By default, the room is titled with your name and is always available.

- My Room is accessible from any course where you have the instructor role.
- You can disallow participants from a certain course to enter your room.
- By default, students enter your room as participants. You can allow all students to join as moderators or only allow select users from a course you teach to join your room.

**The Main Blackboard Collaborate Page** You can enter an existing room, edit settings for existing rooms, set defaults for sessions you want to create, create new sessions from this page, and search existing sessions and recordings.

### Create Session

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#### Session Information

Session Name

Start Time  End Time

Repeat

Early session entry ⓘ

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#### Room Options

##### Session Type

☒ Course ⓘ
 ☐ Shared ⓘ

[Teleconference Options](#)

[Room Attributes](#)

[Grade Centre Integration](#)

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## Begin Collaborating

Click Launch Room to enter a room. The Launch Room function only appears if the session is ready to be launched. On the Room Details page, click **Launch Room** to initiate **Blackboard Collaborate**.

### Room Details

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Mac OS X 10.8.4 Users: The Collaborate Launcher is now available! [Please see Launcher Quick Reference Guide](#). If you are joining via Blackboard Learn, [click here for assistance](#).

**SBX\_tank1**

Guest URL <https://learn.humber.ca/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=581850b8-eb9c-4fe1-b6c3-84b1ff56e527>

Collaborate Session not Launching? You may need [Collaborate Launcher](#).

Start Date  
19-Sep-2013 16:30

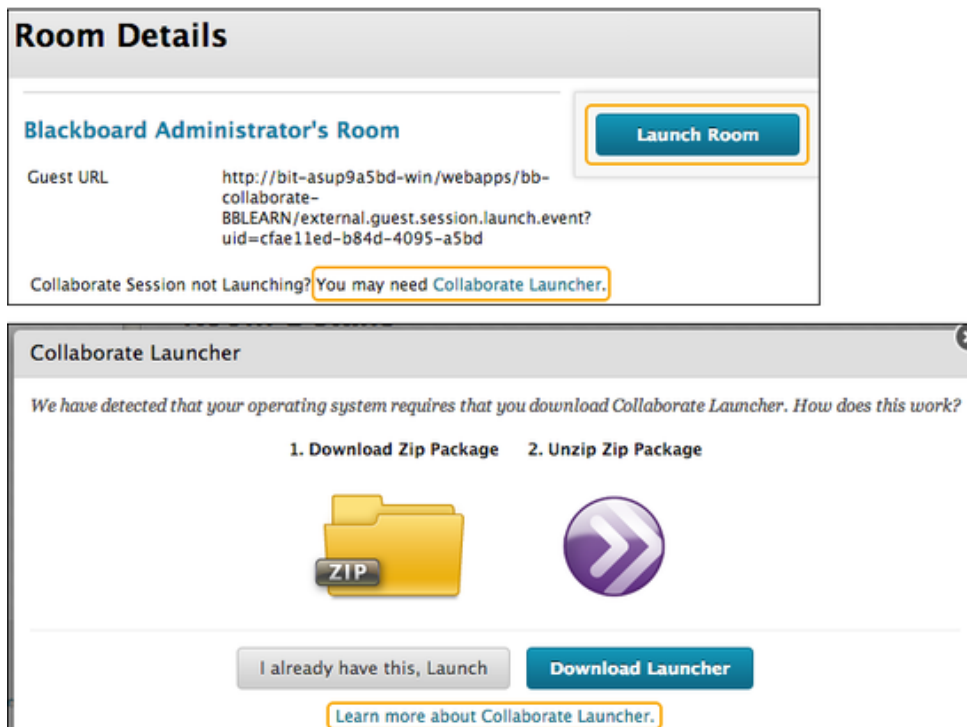
End Date  
19-Sep-2013 17:30

## Collaborate Launcher Pop-up Window

With some operating systems, when users click the Launch Room function, a pop-up window provides the following two options.

1. If you do not have the Collaborate Launcher, download it now, and when complete, double-click the **.collab** file in your Downloads folder to launch your session.
2. If you have already downloaded the Collaborate Launcher, double-click the **.collab** file in your Downloads folder to launch your session.

You may find you do not need to use the launcher as the **.jnlp** file opens your session properly after clicking Launch Room.



## Edit Settings

You can customize any of your rooms. **Click Edit Room** to adjust settings for simultaneous speakers, private messages, the recording options, and more.

## Add a Course Link

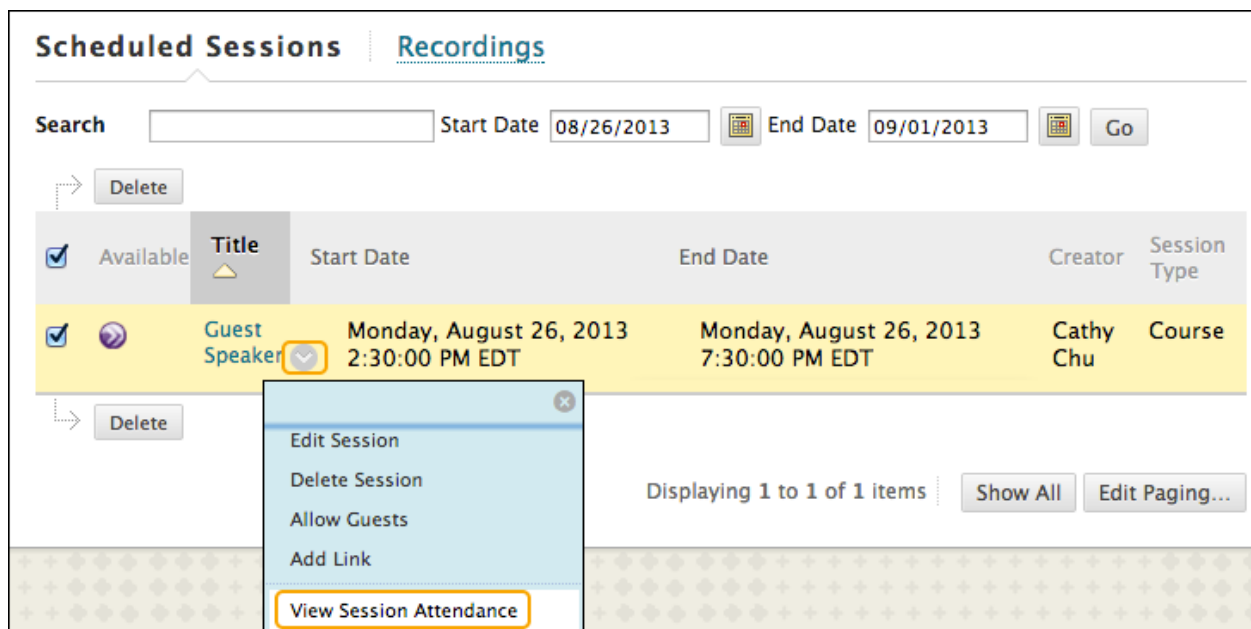
Click **Add Link** to create a **course link** to the room in one of your course areas, such as a **content area** or **learning module**. When you add a course link, students can access the room at a designated time alongside the relevant content in your course.

## Allow Guests

You can send guests a URL to access your Blackboard Collaborate session. In the pop-up window, add your guests' email addresses and click Send Invitations.

## Search Sessions and Recordings

Type a keyword or phrase in the Search box to locate a specific session or recording. You can also provide a date range for the search. Results are limited to the scheduled sessions or available recordings listed in the course you are in.



**Scheduled Sessions** | [Recordings](#)

Search  Start Date  End Date

<input checked="" type="checkbox"/>	Available	Title	Start Date	End Date	Creator	Session Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Guest Speaker	Monday, August 26, 2013 2:30:00 PM EDT	Monday, August 26, 2013 7:30:00 PM EDT	Cathy Chu	Course

Displaying 1 to 1 of 1 items

## Grade Center Integrations


If you select **ON** for Add a grade column, you can automatically add a Grade Center column after a session is over. Provide the points you want to assign for this activity. After a session ends, you can access an attendance report that allows you to

push points to the Grade Center. The points are solely for attendance. From the session's contextual menu, select View Session Attendance.

On the View Session Attendance page, you see a list of the students who attended the session. If a student exited the session and returned, his or her name appears in the list again.

To automatically award the predetermined points for attending the session. **Click Post Attendance** to Grade Center on the action bar. You cannot select which users receive points, but you can adjust points for individual users from their Grade Details pages in the Grade Center.

In the Grade Center, point to the column heading to view more information about the column on the Grade Information Bar. Click the column heading's contextual menu to edit the column title.

View Session Attendance		
		 <b>Post Attendance to Grade Center</b>
Attendee Name	Attendee Joined At	Attendee Left At
Cathy Chu	Monday, August 26, 2013 2:20:07 PM EDT	Monday, August 26, 2013 2:42:49 PM EDT
Chris Casper	Monday, August 26, 2013 2:21:40 PM EDT	Monday, August 26, 2013 2:23:41 PM EDT
Ashby Cooper	Monday, August 26, 2013 2:37:59 PM EDT	Monday, August 26, 2013 2:42:15 PM EDT
Sarah Spooner	Monday, August 26, 2013 2:29:32 PM EDT	Monday, August 26, 2013 2:39:35 PM EDT

**Session Attendance has been successfully posted to the grade center.**

## Blackboard Collaborate

Grade Center : Full Grade Center

Create Column>Create Calculated ColumnManageReports

Move To TopEmailSort Columns By: Layout Po

Grade Information BarPossible: 20 | BBC | Attendance of GUEST SPEAKER [2013-08-26 14:20:07]

Last Name	First Name	Attendance of	Journal: Space	Journal:
Brown	Tony	--	--	
Casper	Chris	20.00	--	