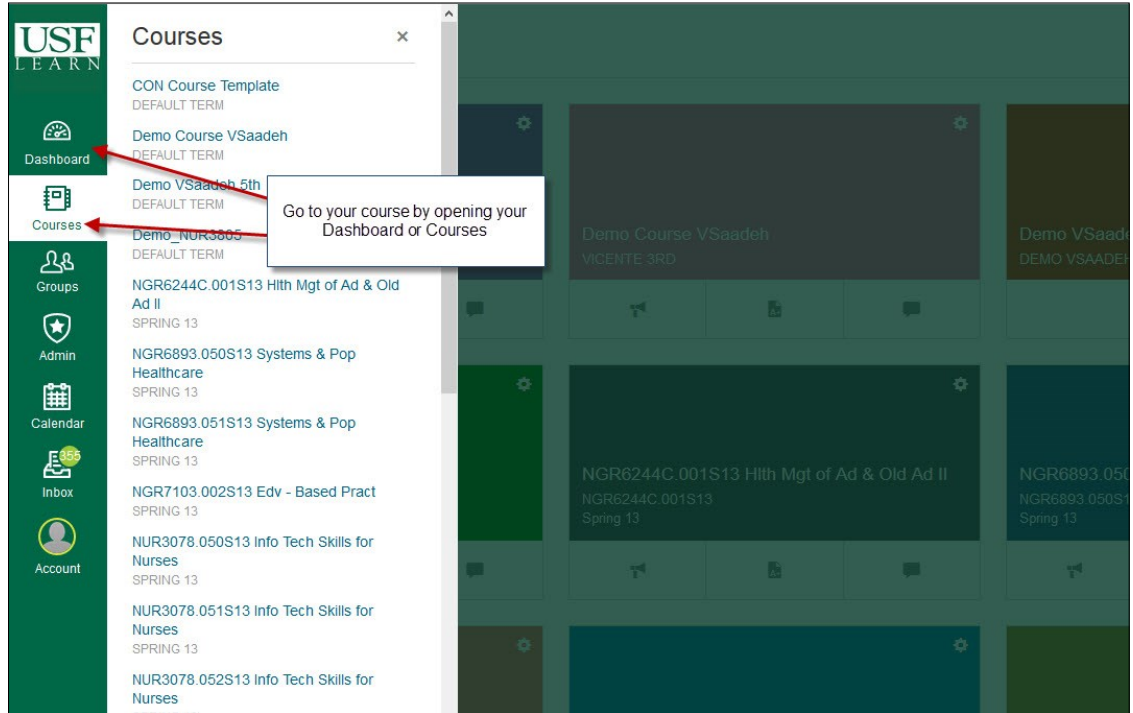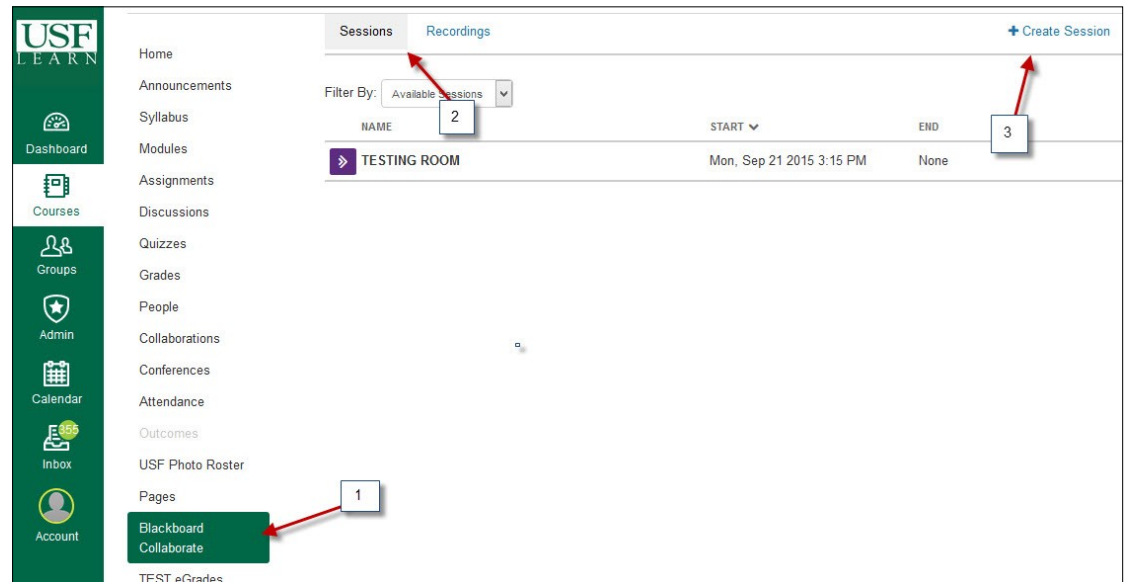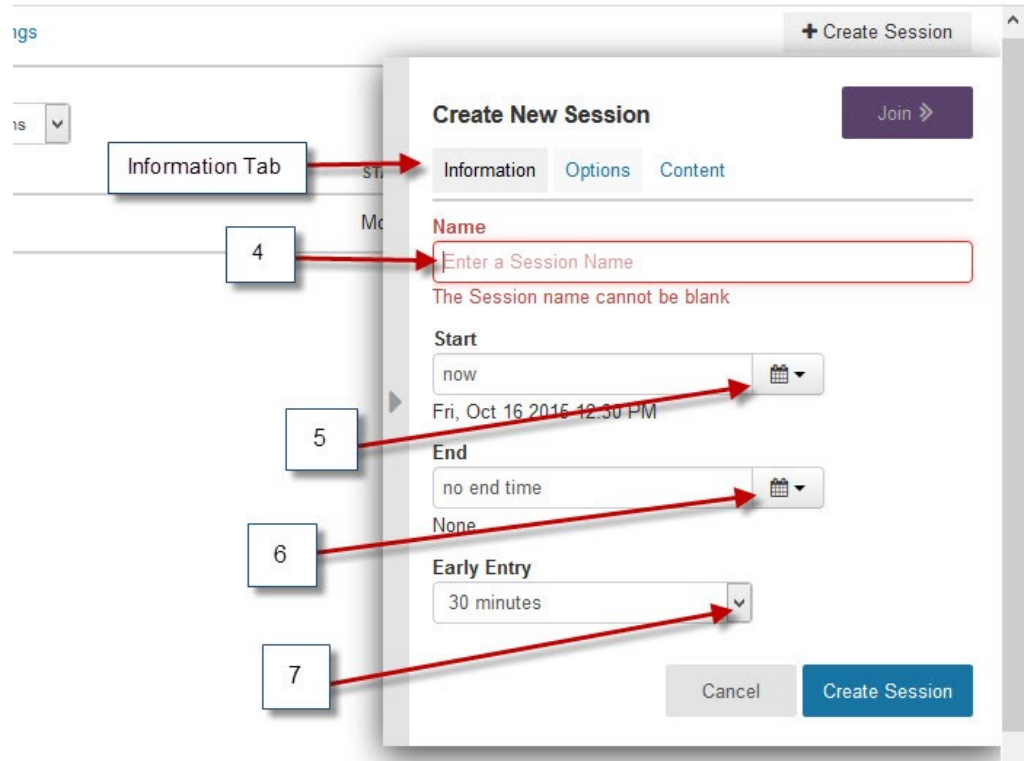# How to create a Blackboard Collaborate session

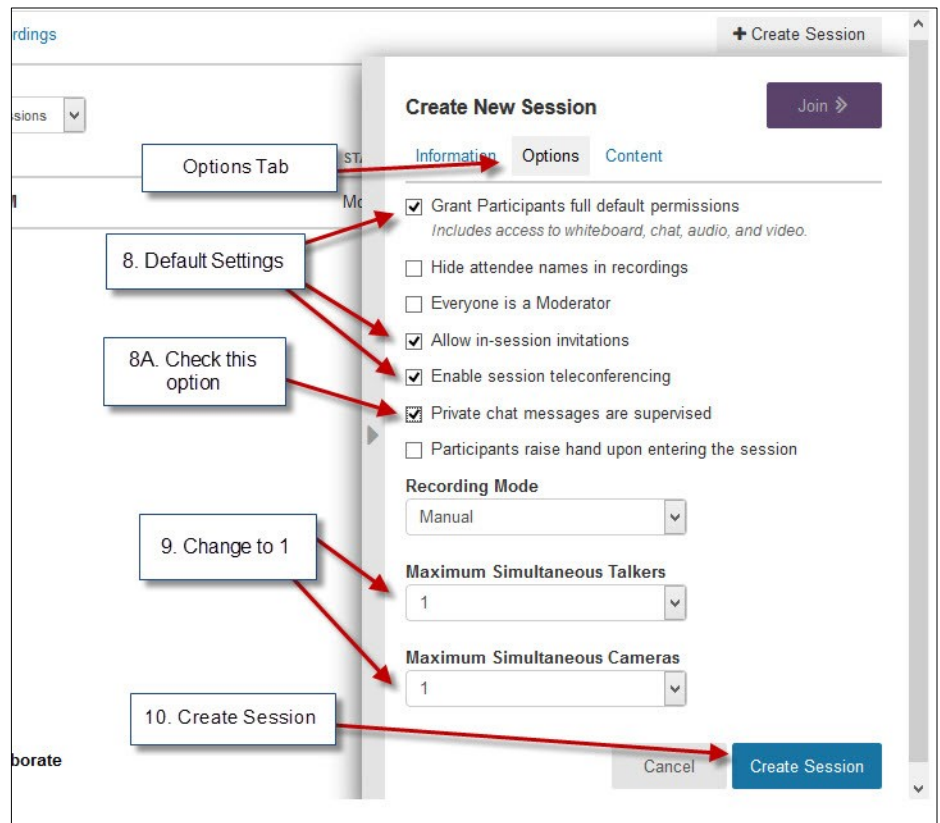Open your Course by clicking the Dashboard or Courses tab.

1) Go to Blackboard Collaborate
2) Go to Sessions
3) Create Sessions

USF HEALTH

College of Nursing

4) Type Title
5) Click to open calendar to setup start time
6) Repeat previous step to setup end time
7) 30 minutes default

Information Tab

+ Create Session

Create New Session

Join »

Information   Options   Content

Name

4

Enter a Session Name

The Session name cannot be blank

Start

now

Fri, Oct 16 2015 12:30 PM

5

End

no end time
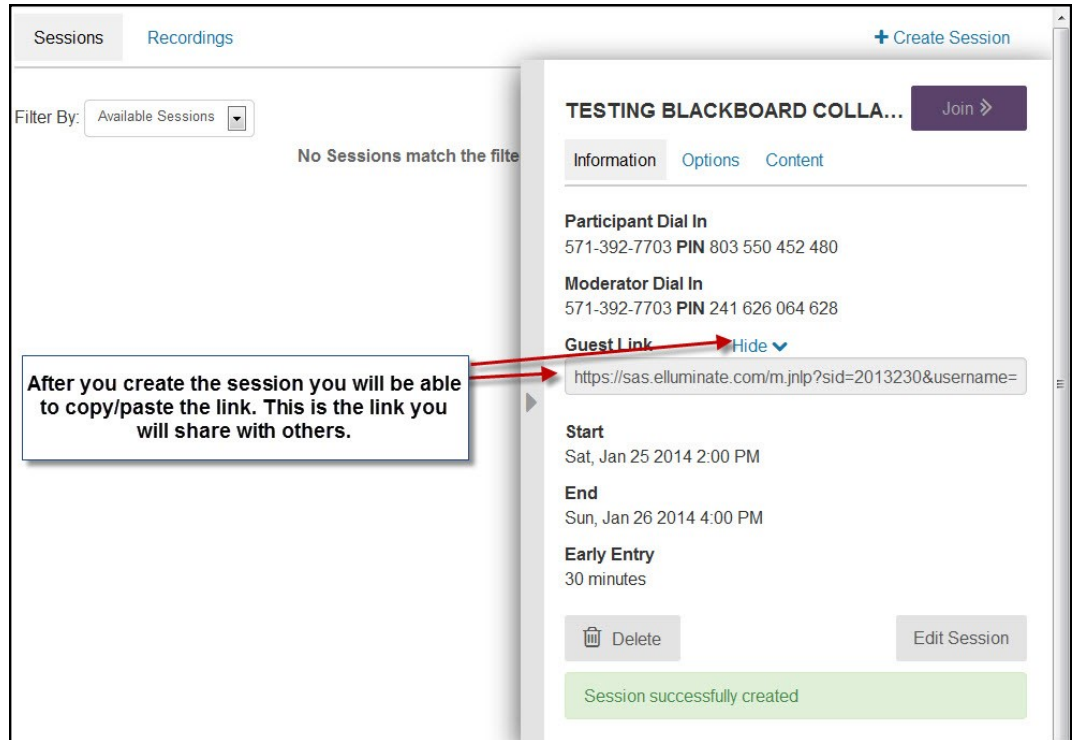
None

6

Early Entry

30 minutes

7

Cancel   Create Session

8) Default settings, Other are optional
8A) Check this option to monitor chats
9) Change to 1
10) Click to Create Session.

Options Tab

+ Create Session

Create New Session

Join »

Information   Options   Content

☑ Grant Participants full default permissions
Includes access to whiteboard, chat, audio, and video.

8. Default Settings

☐ Hide attendee names in recordings

☐ Everyone is a Moderator

8A. Check this option

☑ Allow in-session invitations

☑ Enable session teleconferencing

☑ Private chat messages are supervised

☐ Participants raise hand upon entering the session

Recording Mode

Manual

9. Change to 1

Maximum Simultaneous Talkers

1

Maximum Simultaneous Cameras

1

10. Create Session

Cancel   Create Session

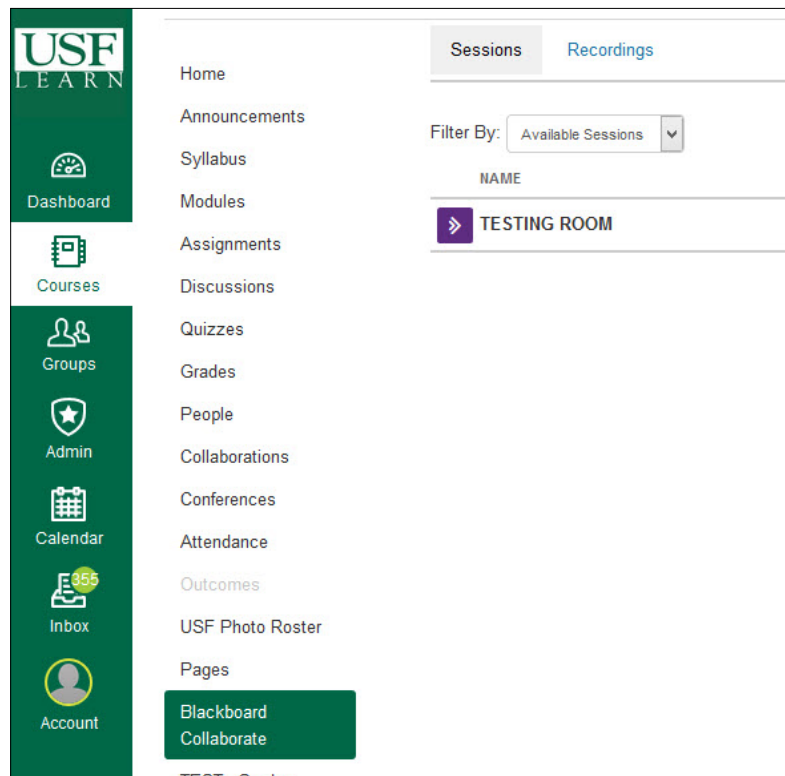**After creating the session click on Show Guest Link. Copy and paste this link if sharing**

Sessions | Recordings | + Create Session

Filter By: Available Sessions

No Sessions match the filte

TESTING BLACKBOARD COLLA... | Join »

Information | Options | Content

Participant Dial In
571-392-7703 **PIN** 803 550 452 480

Moderator Dial In
571-392-7703 **PIN** 241 626 064 628

Guest Link — Hide ∨
https://sas.elluminate.com/m.jnlp?sid=2013230&username=

After you create the session you will be able to copy/paste the link. This is the link you will share with others.

Start
Sat, Jan 25 2014 2:00 PM

End
Sun, Jan 26 2014 4:00 PM

Early Entry
30 minutes

🗑 Delete | Edit Session

Session successfully created

Your Session is ready

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» TESTING ROOM