Creating and Editing Sessions in Collaborate

Create and Edit Sessions

1. You can create sessions from the Blackboard Collaborate Ultra tool by clicking the **Create Session Button** (Figure 1).
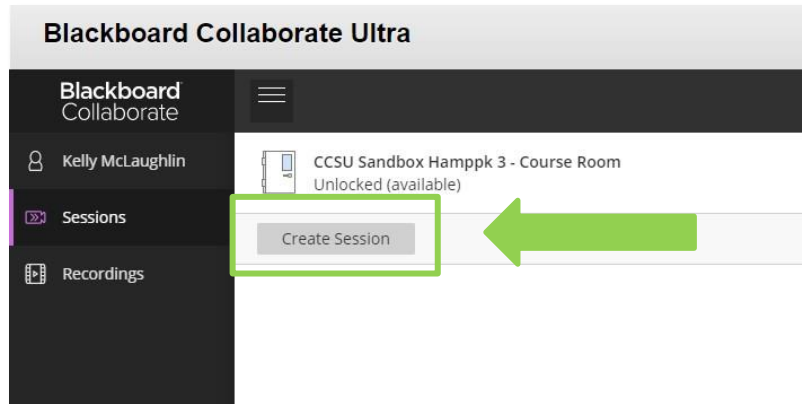
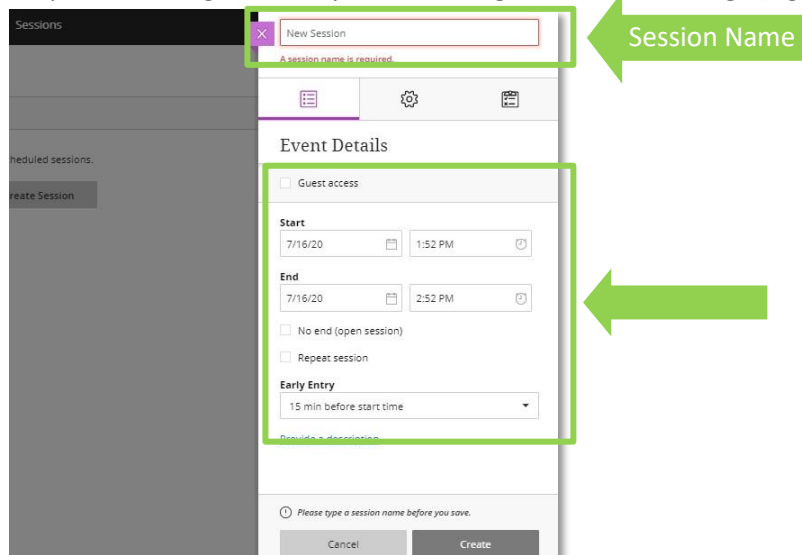2. A **Panel** will open on the right where you can **Configure Session Settings** (Figure 2).

a. Type a meaningful name for the session. This helps students find the right session.

b. Set the data and time the session starts and ends. You can choose to keep a session open or repeat on the days and times your class will meet synchronously online.

c. You can also choose to allow students to enter the session before the start time by selecting a time preference under the **Early Entry** drop-down box

d. Type a detailed description of the meeting. This helps students prepare for the session. This is only helpful if you aren't using the repeat option. Click **Provide a description**

e. If you would like any guests to attend your session, check the box titled **guest access.** This will allow participants to invite additional guests

   Please note for security purposes you may want to leave this option unselected.

3. Open **Session Settings** and decide if users can (Figure 3):

   f. **Download recordings**. Allow recording downloads from the Recordings page as well as on the recording play back page.

   g. **Share profile pictures**. Or show the profile pictures of moderators only. This is helpful if not all students have Webcams, but they can still display a picture so you can get to know your students on a more personal level.

   h. Use **audio**, **video**, **chat**, and the **whiteboard** editing tools.

   i. To avoid students having personal discussions within the course during the class session it is best to **turn the chat option off**. You can allow students to chat with moderators only.

   j. **Use their phone** for session audio. This may be useful if a student's computer does not have a microphone or speaker.

4. Open **Attendance Reporting** to allow for Collaborate to take attendance for you while you are in a session (Figure 4).

   k. Click on the top **clipboard icon** to access Attendance Reporting

   l. Select the Share Attendance information with LMS

   m. Leave the Late After or Mark Absent as they are or change them to your desired time. You can also determine the amount of time a student has to be in the session to count as present by using the sliding scale.
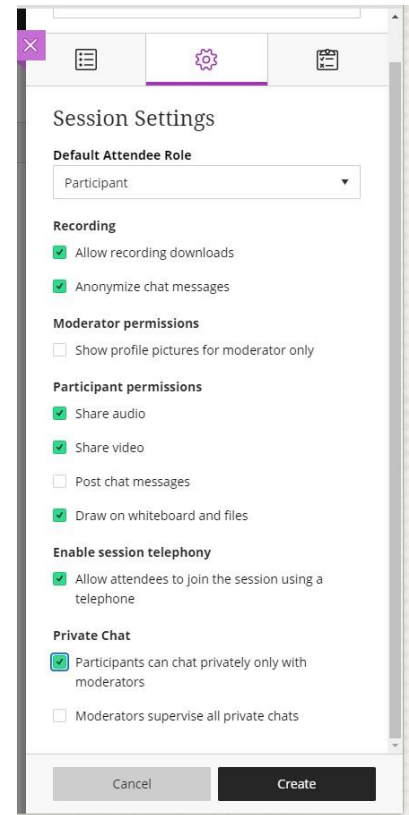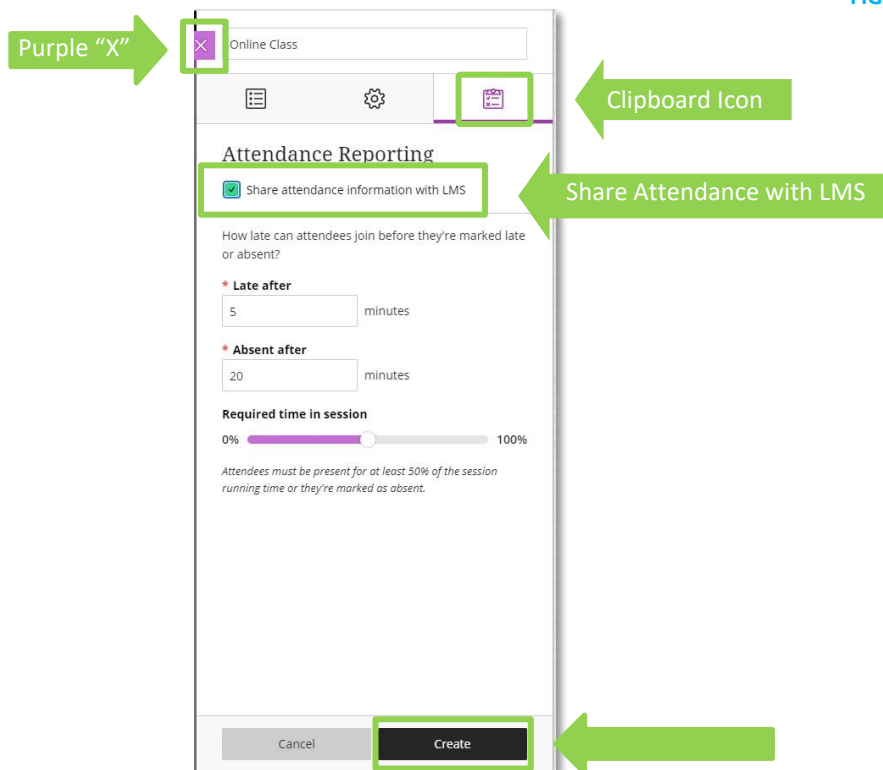

FIGURE 3

FIGURE 4

5. Select **Create** and then **Save**. (Figure 4).
6. To get back to Blackboard to view your sessions, click on the purple box with the **X** to close the session window (Figure 4).
7. The session will now appear under the Collaborate tool link. If there are recurring sessions, they are packaged in a folder. Click on the folder to view all sessions (Figure 5).
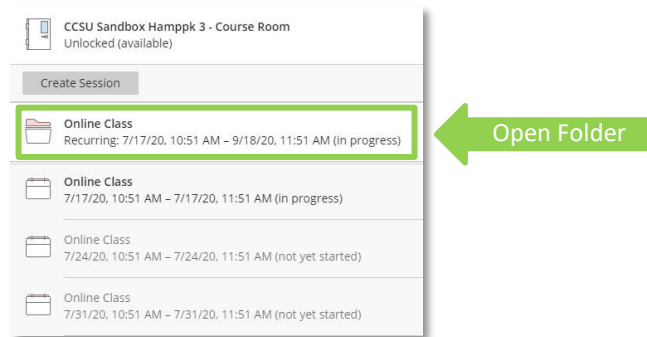

FIGURE 5

Session Options (Edit, Delete, View Reports, or Get a Secure Link)

1. Under **Session Options** you can **edit** the entire series, **delete** the entire series, **view reports**, or get a **secure link** to the session. You can also edit and delete individual sessions. **Click** on the three "dots" on the right-hand side of the **Session Folder** (for sessions with recurrences) to access the **Session Options Menu** (Figure 6). Select the item on the Menu and then follow the prompts.

FIGURE 6

2. To **delete** one session or **edit** one session, **Click** on the **Session Options Menu** to the right of the individual session (Figure 7). Select the item on the Menu and then follow the prompts.
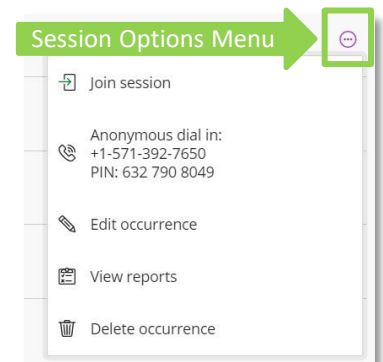
Office Hours

Collaborate can be used for Office Hours. Please watch this video for some suggestions/information on how to set up Collaborate for Office Hours.

FIGURE 7