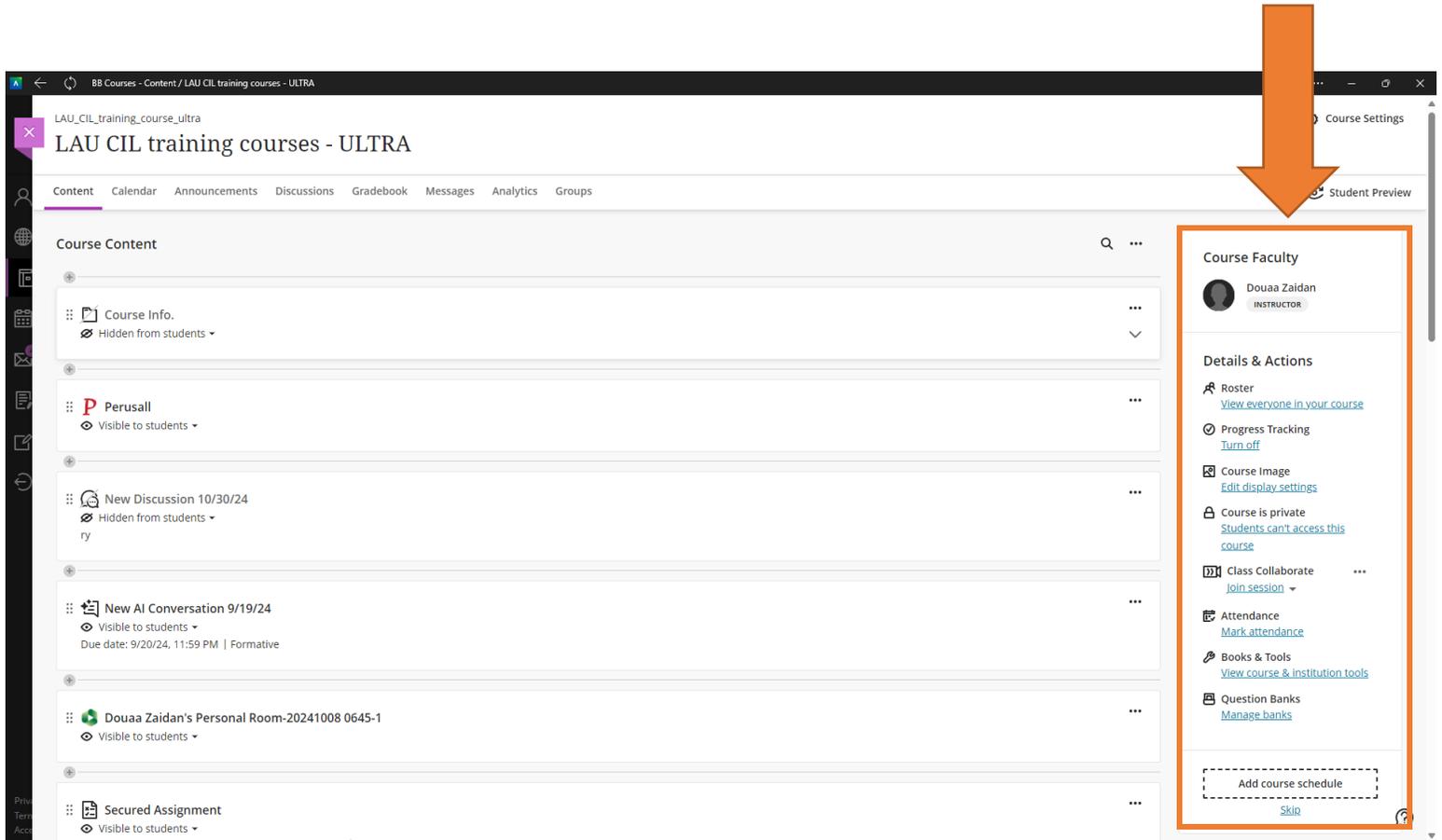


Synchronous Sessions Using Class Collaborate in Blackboard Ultra

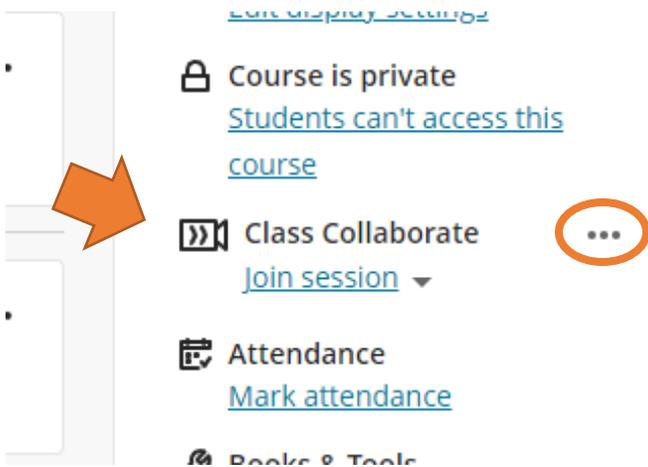
☺ Access Class Collaborate

1. Log in to your Blackboard Ultra course. Once you're on the course page, look at the right-hand menu. Scroll down until you see "Class Collaborate".
2. Click on the 3 dots on the right then select "Manage all Sessions" to open the Collaborate dashboard.



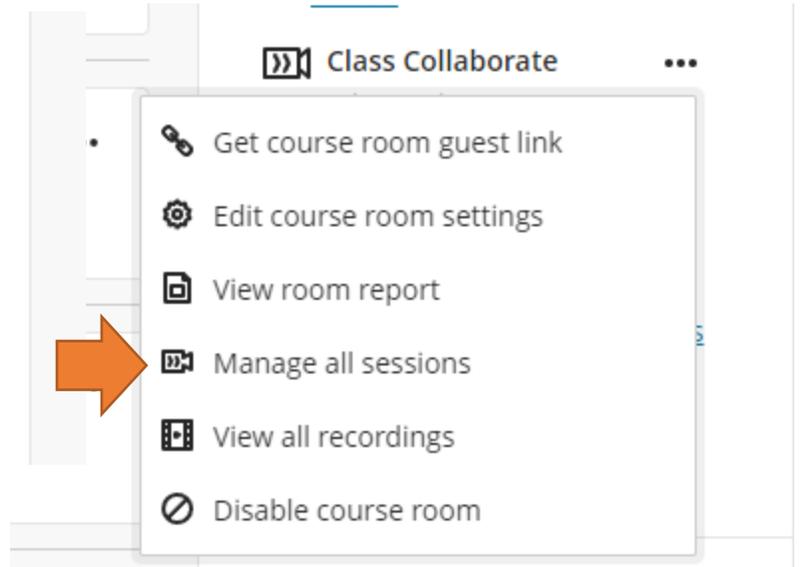
The screenshot shows the Blackboard Ultra course page for "LAU CIL training courses - ULTRA". The right-hand menu is open, and the "Class Collaborate" option is highlighted with an orange box. A large orange arrow points down from the top right towards the "Class Collaborate" option. The menu items include: Course Faculty (Douaa Zaidan, INSTRUCTOR), Details & Actions (Roster, Progress Tracking, Course Image, Course is private, Class Collaborate, Attendance, Books & Tools, Question Banks), and Add course schedule (Skip).

1



This close-up shows the right-hand menu with the "Class Collaborate" option highlighted by a red arrow. The "Class Collaborate" option is followed by a red circle containing three dots, indicating a dropdown menu.

2



This close-up shows the dropdown menu for "Class Collaborate". The "Manage all sessions" option is highlighted by a red arrow. The menu items are: Get course room guest link, Edit course room settings, View room report, Manage all sessions, View all recordings, and Disable course room.

😊 Scheduling a Session

First, go to the 'Collaborate' tool in your course. Next, click on 'Create Session.' A new page will open where you can set the session details.

Start by naming your session, choose something your students will easily recognize like 'Week 1 Live Discussion'.

Set the date and time for your session.

If you want the session to repeat, you can select 'Repeat Session' and choose the frequency—daily, weekly, etc.

Once you've customized your session, click 'Create'

The screenshot shows a 'Create Session' form with the following elements:

- Session Name:** A text input field containing 'Testing'. An orange arrow points to this field.
- Event Details:** A section containing:
 - Guest access
 - Start:** Date '10/24/24' and time '10:52 AM'. An orange arrow points to this section.
 - End:** Date '10/24/24' and time '11:52 AM'. An orange arrow points to this section.
 - No end (open session)
 - Repeat session
 - Frequency dropdown: 'Repeat Weekly'
 - Interval dropdown: 'Every Week'
 - Day selection: 'T' (Tuesday) is selected.
 - End After Occurrences: '10'
 - Early Entry: '15 min before start time'
- Buttons:** 'Cancel' and 'Create' buttons at the bottom. An orange arrow points to the 'Create' button.

😊 Customizing Session Settings

After creating a session, click the 'Session Settings' section. Here, you can control permissions. For example, you can allow students to share audio and video or restrict these options if you prefer.

If you wish to enable download for recorded sessions select "Allow recording downloads"



Session Name
Testing

☰ ⚙️ 📋

Session Settings

Default Attendee Role
Participant

Recording

- Allow recording downloads
- Anonymize chat messages

Moderator permissions

- Show profile pictures for moderator only

Participant permissions

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Enable session telephony

- Allow attendees to join the session using a telephone

Private Chat

- Participants can chat privately only with moderators
- Moderators supervise all private chats

Cancel Save

😊 Customizing Session Settings

If you wish to share the attendance directly with blackboard select "Share attendance information with LMS" and adjust the required time for marking students late or absent.

* Session Name
Testing

Attendance Reporting

Share attendance information with LMS

How late can attendees join before they're marked late or absent?

* Late after
5 minutes

* Absent after
20 minutes

Required time in session
0% 100%

Attendees must be present for at least 50% of the session running time or they're marked as absent.

Save

Once you're happy with the settings, click 'Save' to finalize everything."

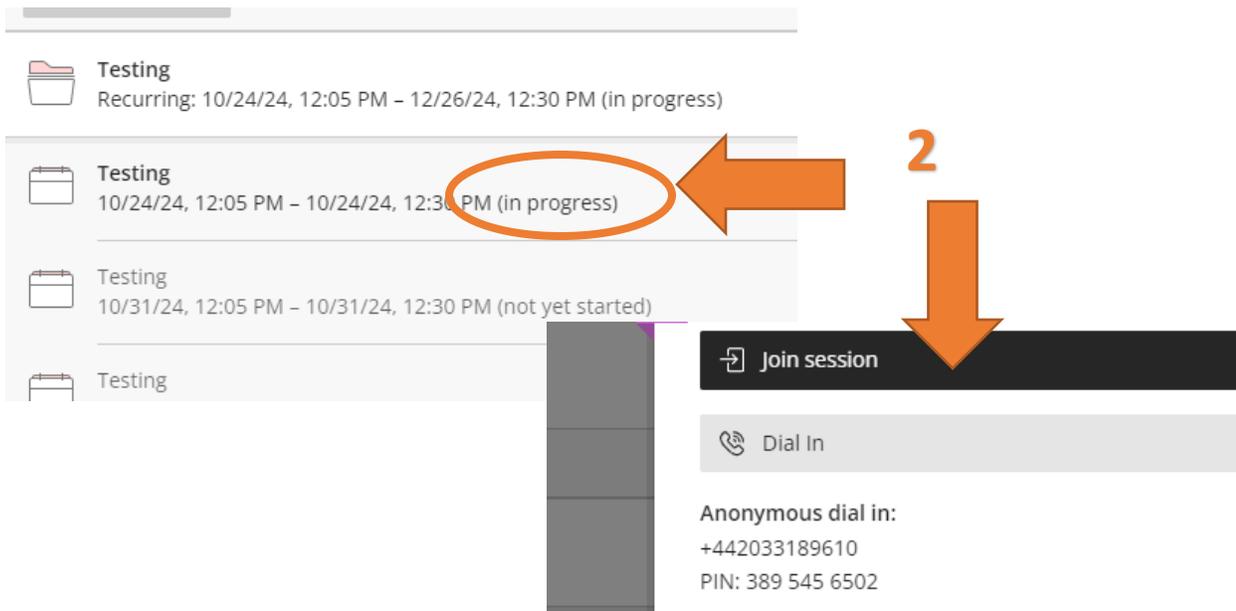
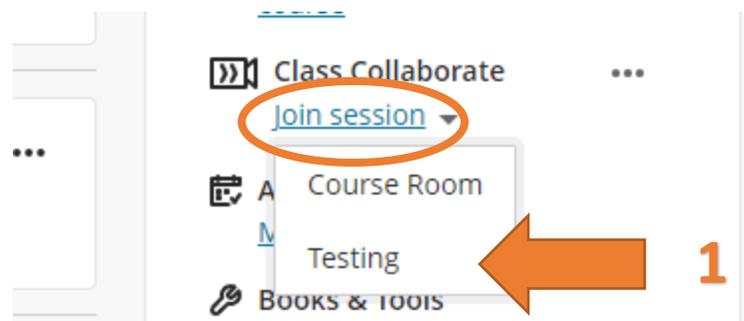
Kindly note that you can always go back and change the session settings later from the 3 dots on the right side of the session name.

😊 How to Join a Blackboard Collaborate Session

There are two ways to access the scheduled session in Blackboard. First, navigate to your course in Blackboard, then, in the course menu:

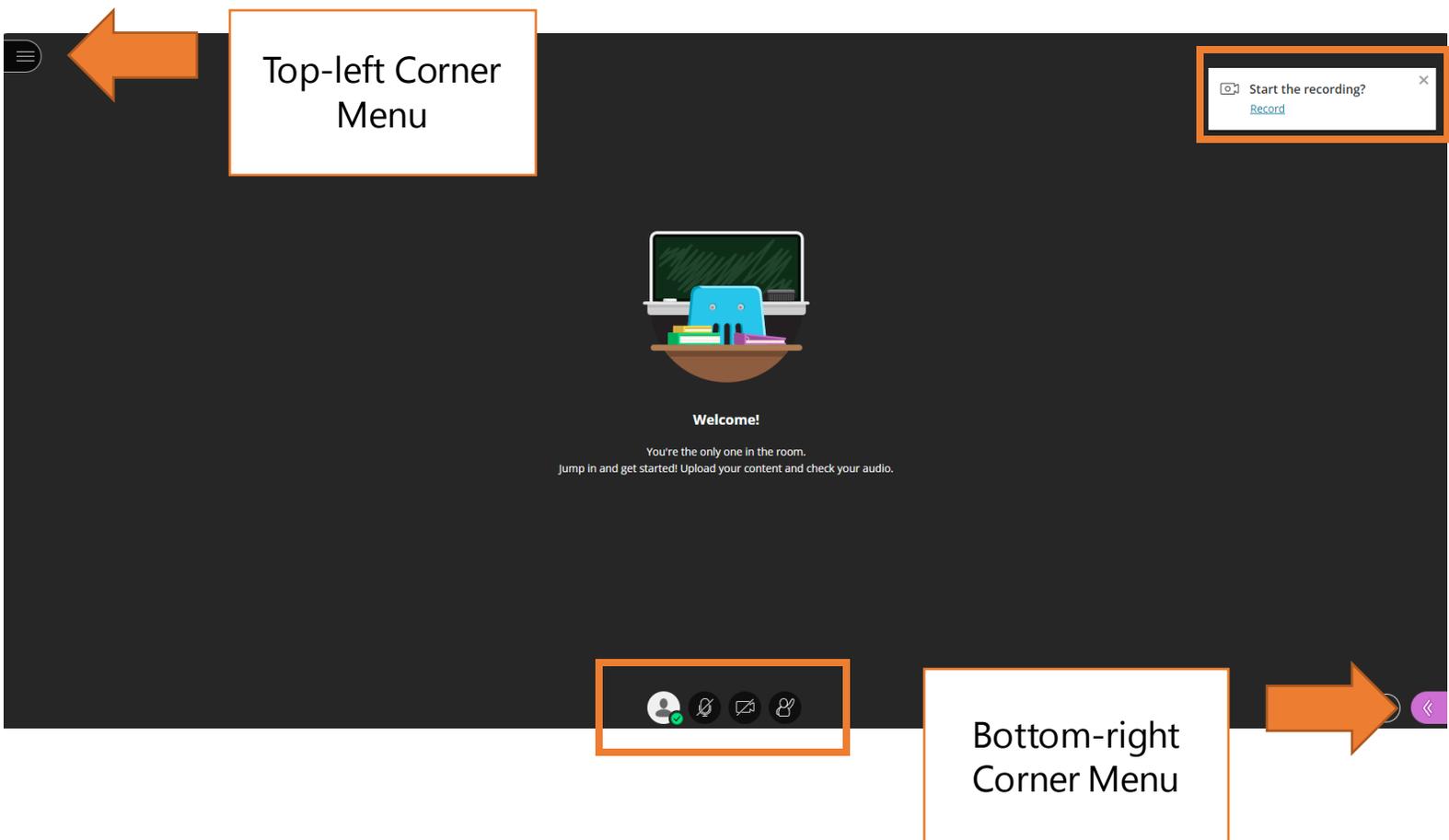
1. Click on “Join Session” under Class Collaborate and select the session you wish to join.
2. Click on the three dots next to Class Collaborate, then select “Manage All Sessions”. Find the session marked “In Progress”, click on it, and then select “Join Session”.

A new window will open, prompting you to allow access to your microphone and camera. That’s it! You’re now in the live session.



Kindly note that to avoid confusion between the scheduled session and the general course room (endless session), you can disable the course room by clicking the three dots next to "Class Collaborate" and selecting "Disable Course Room".

😊 Recording a Session for Later Viewing

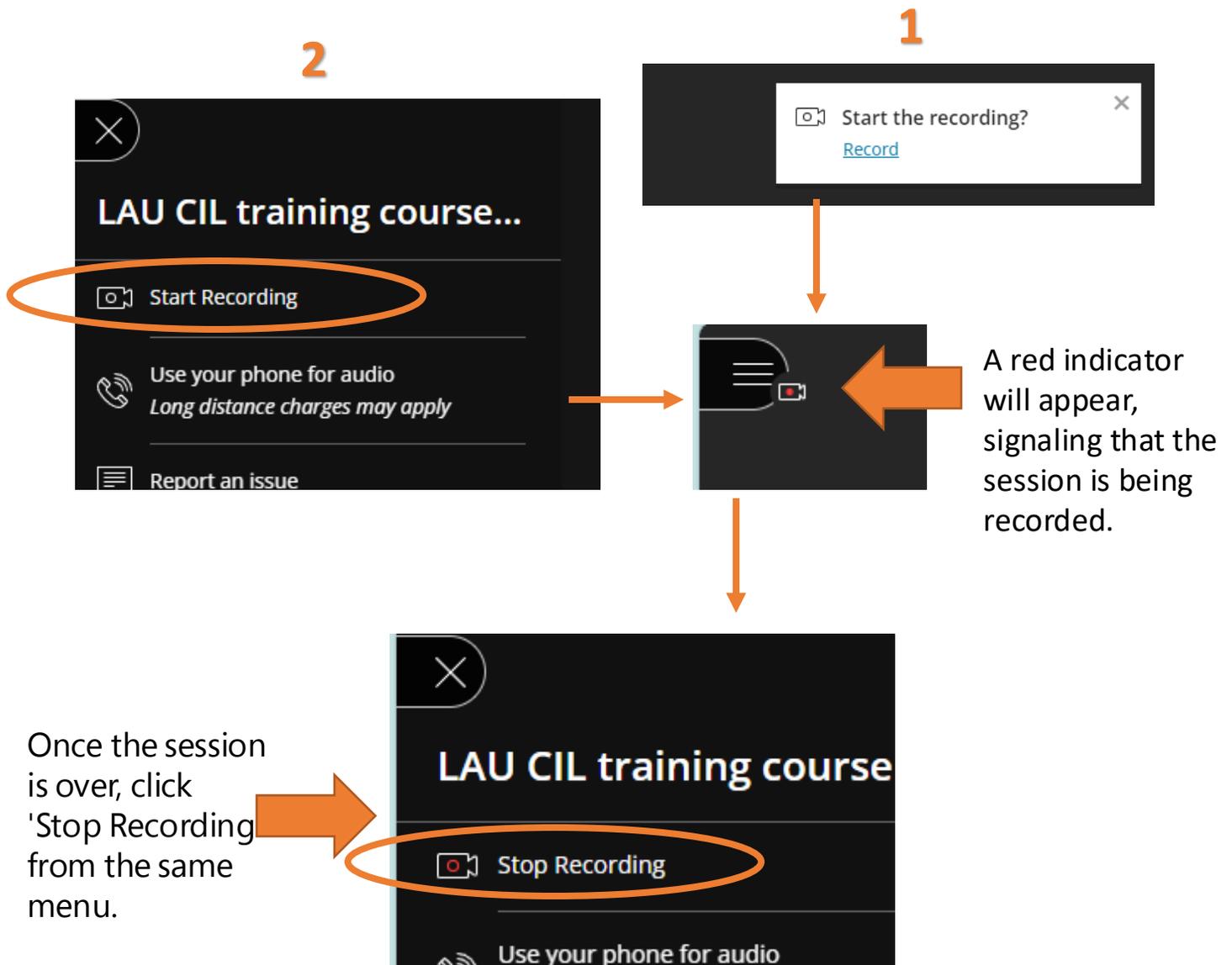


When you're in a live session:

1. A pop-up window will appear, reminding you to record. Click "Record" to begin
2. Open the session menu in the top-left corner, and click 'Start Recording.'

See More

😊 Recording a Session for Later Viewing



Kindly note that your recording will automatically be saved and available in the Collaborate tool under 'View all Recordings,' where students can access it at any time.

☺ Sharing Content During a Live Session

Once you've started your live session, click on the 'Share Content' button located in the bottom-right toolbar. You have several options.

You can use the virtual whiteboard. Students can also interact with the whiteboard if you give them permission.

you can share your entire screen or a specific application

you can upload files like PowerPoint slides. click 'Share Files,' then upload the file from your computer. Select the file, and it will appear for all participants.

Select 'Polling' to have the option to create a multiple-choice or yes/no question. Type your question and the possible answers, then click 'Start' to launch the poll.

To stop sharing, simply click 'Stop Sharing' at any time.

Share Content

Primary Content

- Share Blank Whiteboard
- Share Application/Screen
- Share Camera
- Share Files >

Secondary Content

- Polling >

Interact

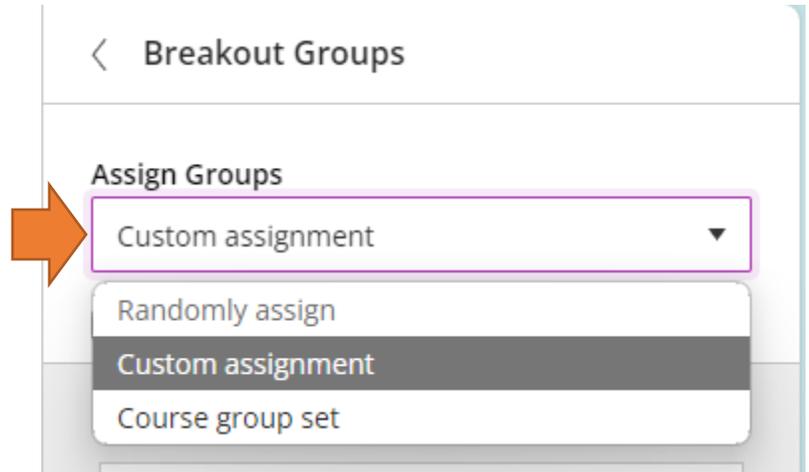
- Breakout Groups >

Select 'Breakout Groups' to create small virtual rooms for discussion

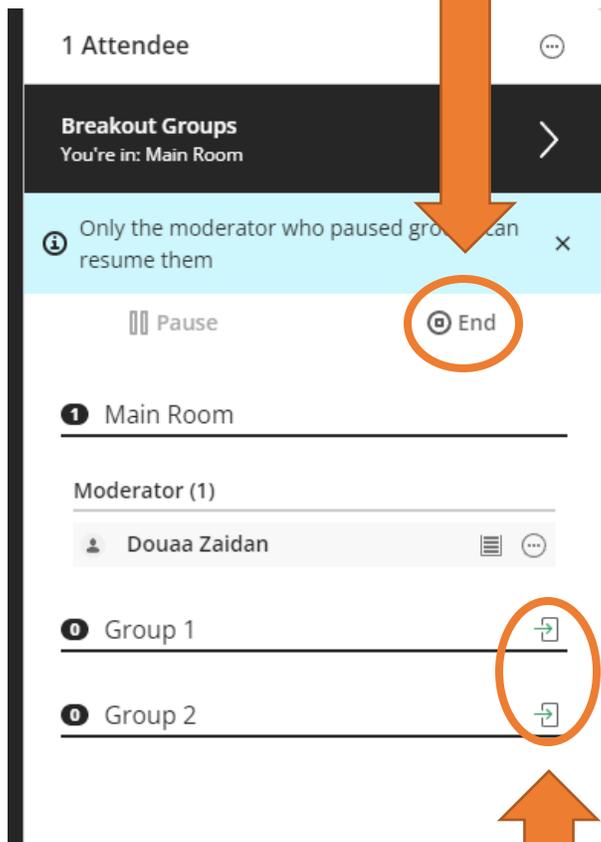
Stop Sharing

☺ Managing Breakout Groups

You can assign students to groups manually, let Blackboard assign them automatically, or assign them based on the course group set.

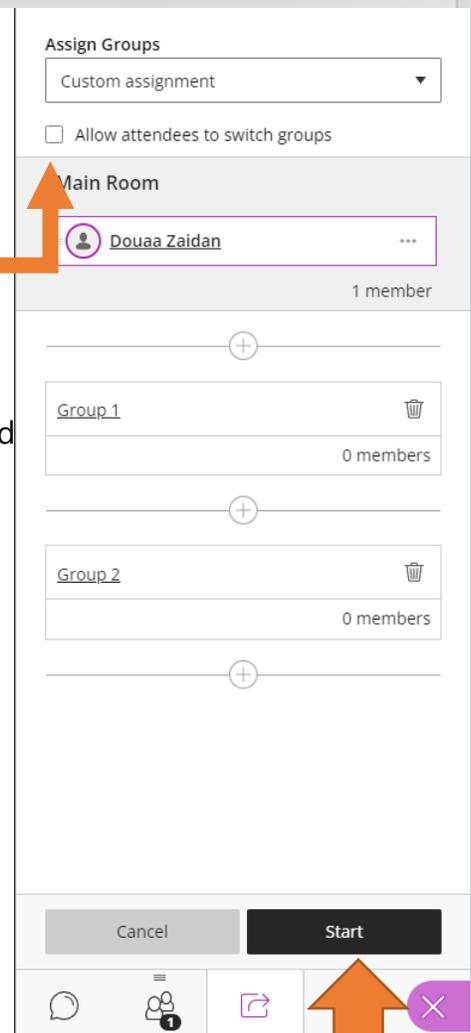


When you're ready to bring everyone back, click 'End.'



You can move between groups to check on progress by clicking on these icons.

Select 'Allow attendees to switch groups' if you would like to give them this permission



Once the groups are set, click 'Start.'

🌟 Accessing the session from multiple devices

Unfortunately, Blackboard Collaborate does not allow the same user to join a session simultaneously on multiple devices. When attempting this, the system may recognize a duplicate login and disconnect one of the devices. However, you can use the following steps to join the session from multiple devices:

1. When you are scheduling a session (refer to page 2), select **Guest Access**, then select Moderator from the "Guest Role" dropdown.
2. Save the session by clicking the Create button once you've configured the settings.
3. After saving, you will see an option to Copy Guest Link. Share this guest link with your other device via email, WhatsApp, or any other preferred method.
4. When the class begins, use the guest link on your second device, enter your name, and join the session.

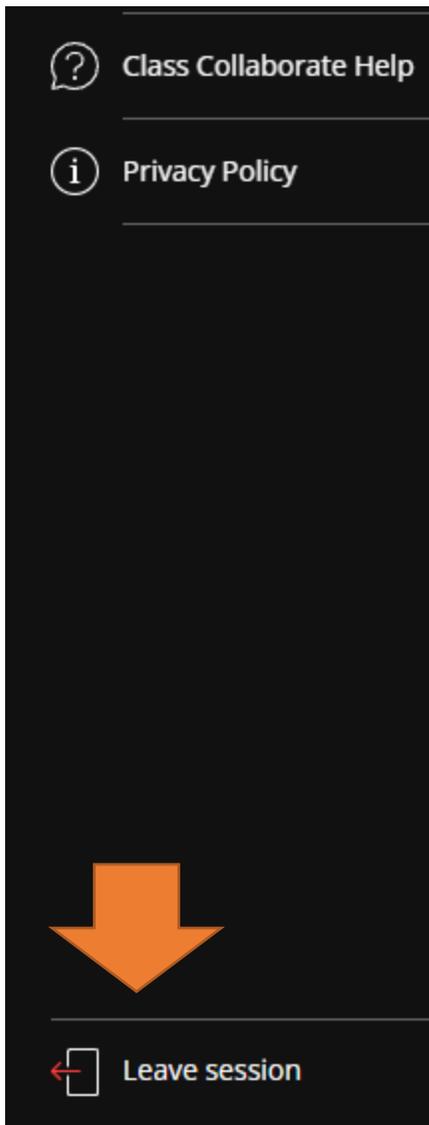
The screenshot displays the 'Event Details' interface for a Blackboard Collaborate session. It features a 'Join session' button on the left and a 'Guest access' section on the right. The 'Guest access' section includes a checked checkbox, a 'Guest role' dropdown menu set to 'Moderator', and a 'Guest link' field with the text 'Save the session to get the guest link.' Below this, the 'Start' date and time are shown as '10/28/24' and '12:34 PM'. A vertical grey bar with two orange arrows points from the 'Join session' button to the 'Guest role' dropdown and the 'Guest link' field. A large orange arrow points from the 'Guest link' field to a copy icon. A large orange number '1' is positioned below the 'Start' date and time, and a large orange number '2' is positioned below the 'Guest link' field.

Kindly note that if you've set the session to repeat, this link will remain the same for future sessions.

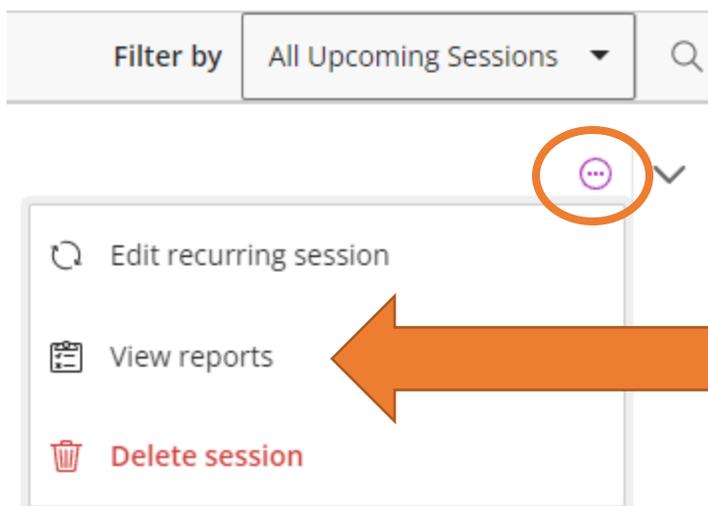
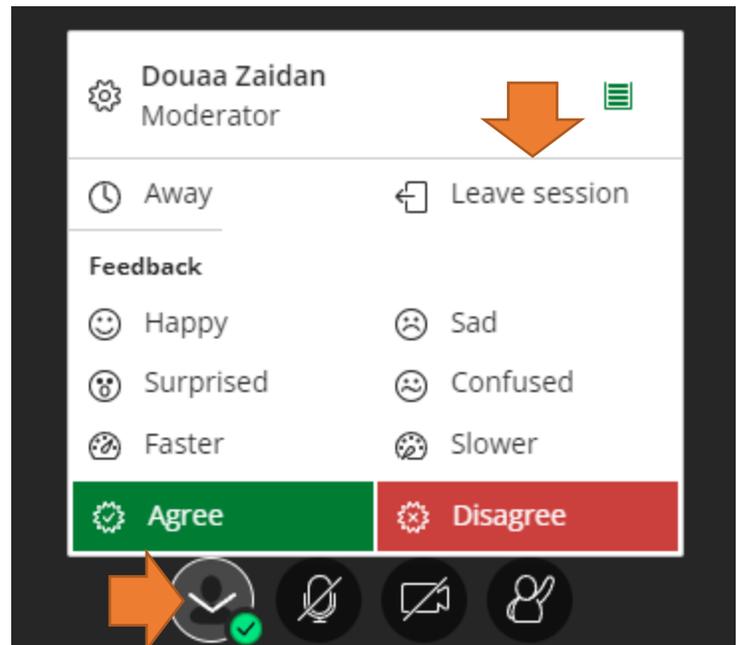
🕒 Ending a Collaborate Session and Reviewing Attendance

First, open the session menu in the top-left corner and click 'Leave Session.'

1



Or
2



Once you end the session, a report is generated.

To review attendance, go back to the Collaborate dashboard, and click 'View Reports' for the session you want to review. You'll see a list of participants and how long they were in the session.

For more guidelines and tutorials please visit the CIL website <https://cil.lau.edu.lb/>

For tech support related to Blackboard kindly contact Mrs. Dima Tawk at dima.tawk@lau.edu.lb.

For questions about managing hybrid teaching and instructional approaches, feel free to contact the CIL via email at cil@lau.edu.lb.



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