



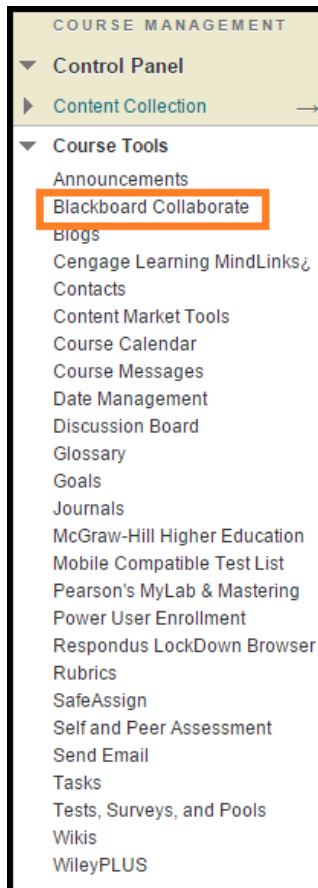
# FORT HAYS STATE UNIVERSITY

## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

## Create Blackboard Collaborate Sessions in Your Course

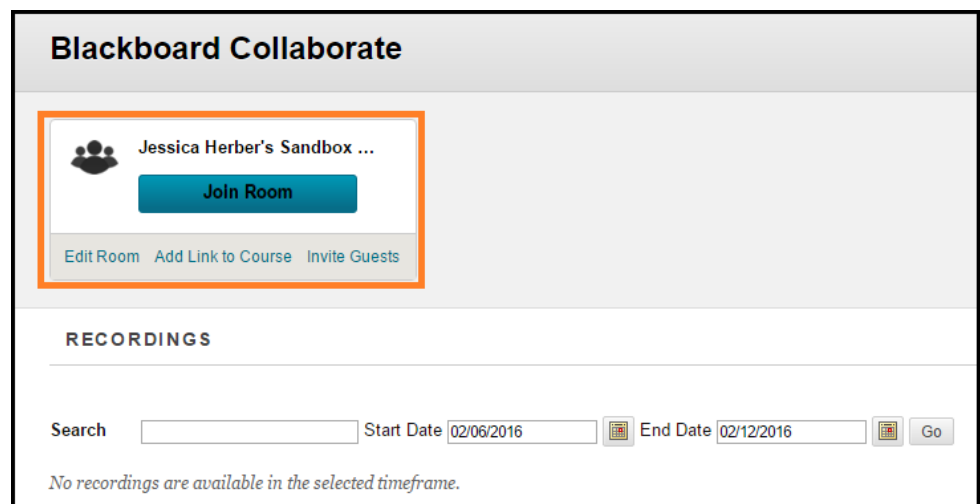
Blackboard Collaborate is a powerful all-in-one platform that offers you an immersive human experience through your computer, tablet, or mobile device everywhere, every time. A fully interactive web conferencing environment and asynchronous voice authoring capabilities allow for greater engagement so you're not missing a thing.



You can use a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability to add and edit content at any time.

To create a collaborate session in your Blackboard course shell follow these instructions:

1. In your control panel, under course tools select the Blackboard Collaborate option.
2. The next page will have your collaborate room on it with several other features. Each of those will be discussed in detail below.



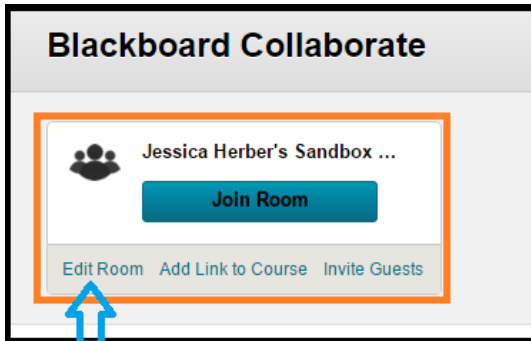


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3. The first option for your session is to "Edit Room."



- a. Here you can change the room's name, as well as allowing guests and adding moderators.

**Edit Room**

**ROOM INFORMATION**

Room Name

**ROOM OPTIONS**

**Room Attributes**

Full Participant Permissions  OFF

Allow Guests  ON

**Roles and Access**

All users join as moderators

Restrict access to this session

**Assign Roles**

Moderators  Jessica Herber

When you have finished editing these settings, hit "Save."



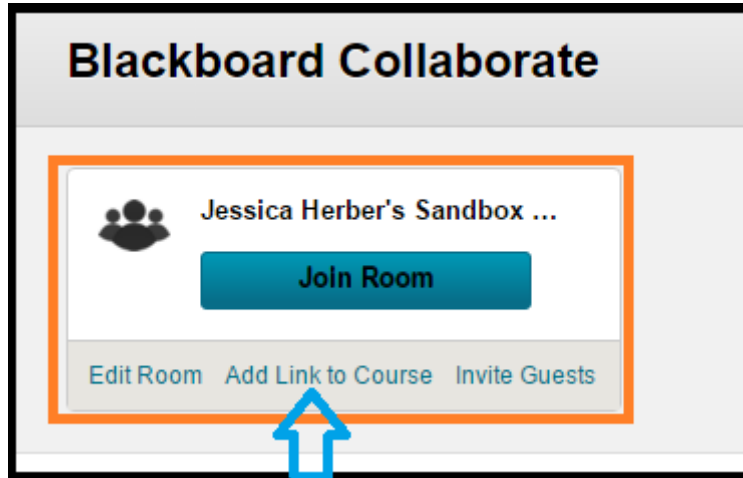


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4. The next feature is to “Add Link to Course.”



- a. In this area you can change the Course Link Name, as well as select what content area you would like the link to appear in your Blackboard course shell.

### Add Link

*Add Link to the Content Area*

**COURSE LINK INFORMATION**

Course Link Name

Content Area List

- Test
- ^ Assignments
- v Module 4 - Photography and Image Editing



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- b. You can also add details about what this session is being used for by giving it a description.

COURSE LINK OPTIONS

**Details**

Description

*Provide a description of the session that will appear with the course link in the selected content areas.*

Comment

*Provide a comment that will appear with the course link in the selected content areas.*

Required  OFF

- c. Also, you can enable Date Restrictions to allow the link to be available for only a specific amount of time.

**Date Restrictions**

Date Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**\*\*\* Also know that instructors can only schedule on session at a time. So if you are working with different groups, these groups will have to join sessions at different time periods.**

- d. When you are done with these settings, hit "Save."



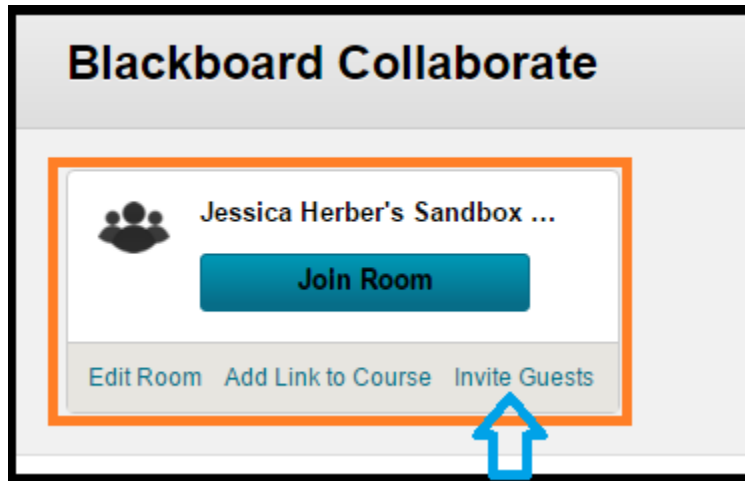


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5. The final feature is to “Invite Guests.”



- a. A pop-up window will open with this feature. You can either share the Public URL, or you can individually “add guests to invite” by entering their email address in the appropriate field.

