

BLACKBOARD COLLABORATE

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System Requirements: A PC running Windows 7 or later or a MAC running OS X 10.9 or later. Blackboard Collaborate requires that Java be installed. Chrome is the recommended browser for using Blackboard Collaborate, though it will work with Firefox and Internet Explorer. Do not use Blackboard with Windows 10 Edge browser.

BLACKBOARD COLLABORATE

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OVERVIEW

Blackboard Collaborate provides a powerful all-in-one, browser-based, collaboration platform that allows instructors to web conference using audio, video, a whiteboard, screen sharing, application sharing, a private and public chat, and a recording and archiving feature.

Each course in Blackboard has two default Collaborate rooms set up – a room for the course (only students from the course can join), and a room for the instructor (available to students in any course the instructor teaches – useful for providing virtual office hours). Instructors can use the provided collaboration rooms, or create and schedule a new session. Creating a new Collaboration session allows instructors to control the settings and security of the session, including restricting student access to provide a private, more secure setting. The instructor can control which student(s) have access to the room, and what role the student will have (participant or moderator).

Blackboard Collaborate

Flex: Bb Collaborate Room

[Join Room](#)

[Edit Room](#) [Add Link to Course](#)

Tammy Cottrell's Room

[Join Room](#)

[Edit Room](#) [Add Link](#)

Schedule a Session

[Create Session](#)

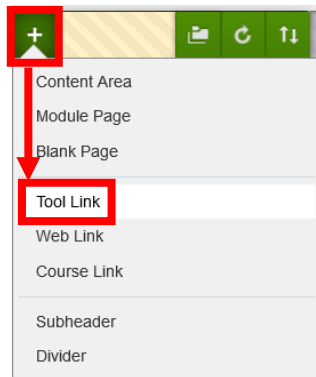
[Set Defaults](#)

SCHEDULED SESSIONS | [RECORDINGS](#)

Search Start Date End Date

ADD A TOOL LINK ON THE COURSE MENU

If Collaborate will be used in a course, it is suggested that a direct link be added to the course menu. To add a link, click the **+** icon at the top left of the course menu, then select **Tool Link** from the menu.



In the Add Tool Link box, enter the name of the link in the provided field (e.g. Collaborate), then select **Blackboard Collaborate Scheduling Manager** from the pull down menu. Click the check box next to **Available to Users** to select it, then click the **Submit** button.

Add Tool Link

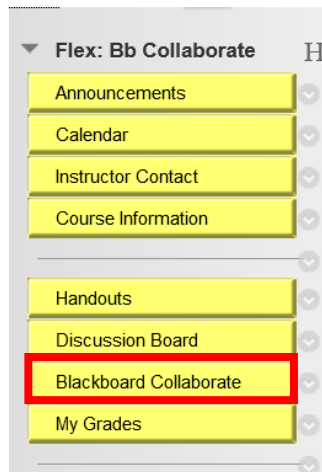
* Name:

Type:

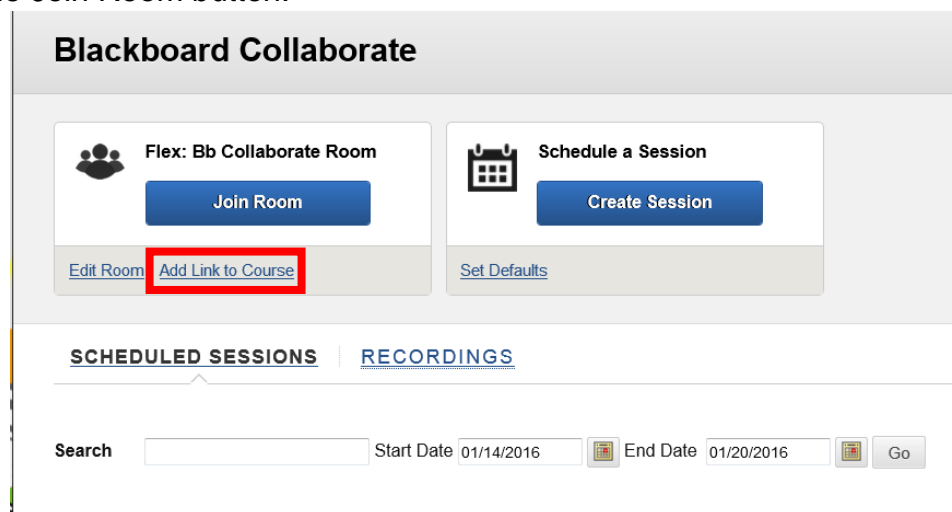
☒ Available to Users

Select Bb Collaborate from the pull down menu

The new menu link will appear at the bottom of the course menu, and may need to be reordered.



Course menu links can also be added from the Collaborate tool screen. Click on **Add Link to Course** under the Join Room button.



If desired, change the default Course Link Name in the provided field. Click the check box next to the content area the direct link should appear to select it. To add a description or instructions, click the **Details** link to expand the section. Enter the description or instructions in the provided text box. To add display date restrictions, click the **Date Restrictions** link to expand the section. Enter the display date and time restrictions, or use the calendar and clock icons to select the display start and end dates and time. Once the add link page has been completed, click the **Save** button located at the bottom right of the page.

Add Link

COURSE LINK INFORMATION

Course Link Name

Flex: Bb Collaborate Room

Link Name

Content Area List

Select Content
Area for Link

- ☐ Course Information
- ☐ Handouts
- ☒ Resources
- ☐ TEMPLATE INSTRUCTIONS

COURSE LINK OPTIONS

[Details](#)

Click to add instructions

[Date Restrictions](#)

Cancel

Save

The new link will appear at the bottom of the content area selected and will provide students with a direct link to the collaboration room. The link may need to be reordered.



Flex: Bb Collaborate Room

Required

Description: Please join our review session on 5/2/12 at 3:00 pm. We will be covering the material for the final exam.

The default room settings can be changed by clicking the **Edit Room** link at the bottom of the room box. For a detailed description of the settings, see the Create a Collaboration Room section.

Blackboard Collaborate



Flex: Bb Collaborate Room

Join Room

[Edit Room](#)

[Add Link to Course](#)



Tammy Cottrell's Room

Join Room

[Edit Room](#)

[Add Link](#)



Schedule a Session

Create Session

[Set Defaults](#)

SCHEDULED SESSIONS

RECORDINGS

Search

Start Date 01/20/2016



End Date 01/20/2016



Go

[Delete](#)

<input type="checkbox"/> Available	Title	Start Date	End Date	Creator	Session Type
<input type="checkbox"/>	Unit 2 Review	Wednesday, January 20, 2016 4:45:00 PM PST	Wednesday, January 20, 2016 5:45:00 PM PST	Tammy Cottrell	Course

[Delete](#)

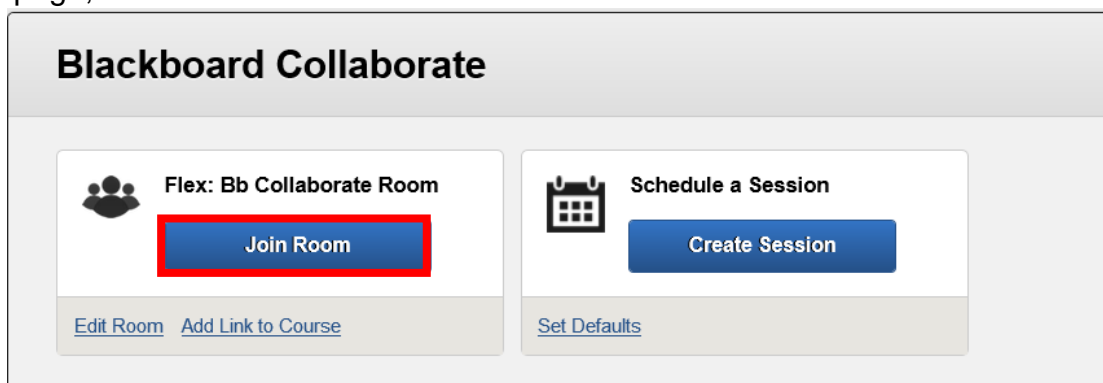
Displaying 1 to 1 of 1 items

[Show All](#)

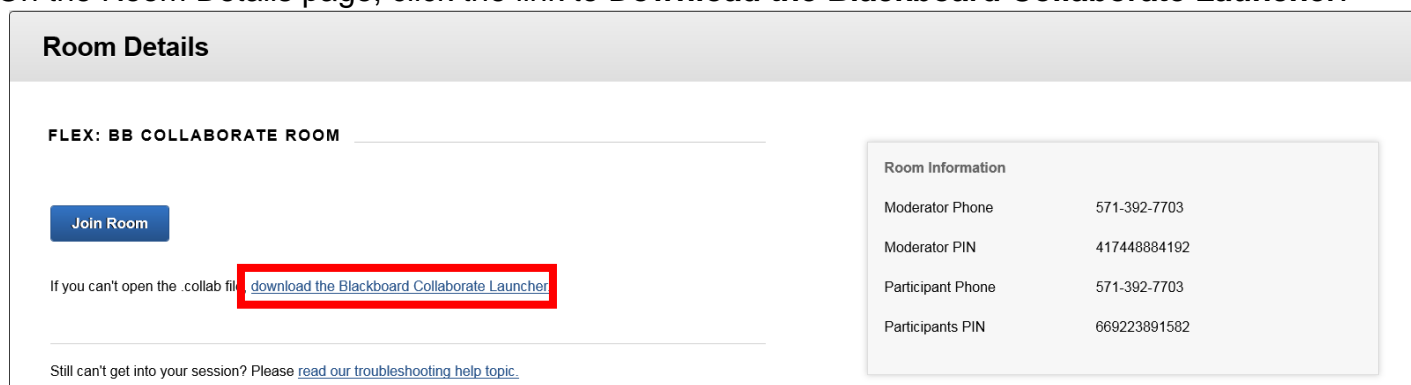
[Edit Paging...](#)

DOWNLOAD THE LAUNCHER

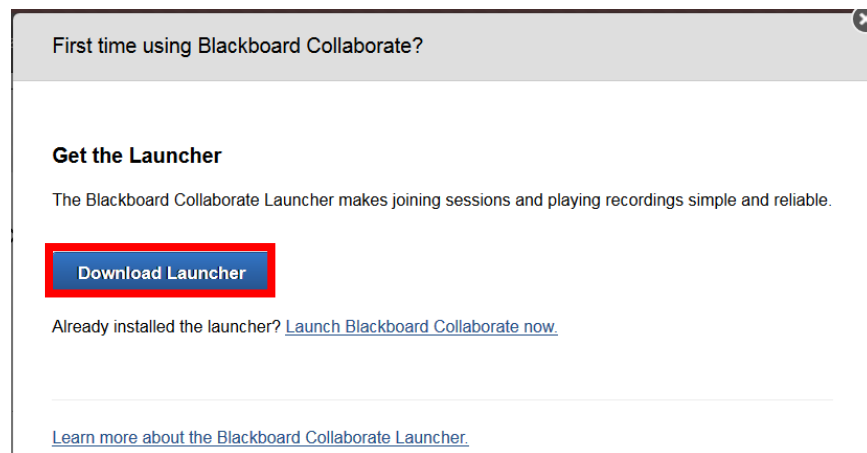
Blackboard Collaborate requires that the launcher be installed on the computer. From the Collaborate page, click the **Join Room** button.



On the Room Details page, click the link to **Download the Blackboard Collaborate Launcher**.



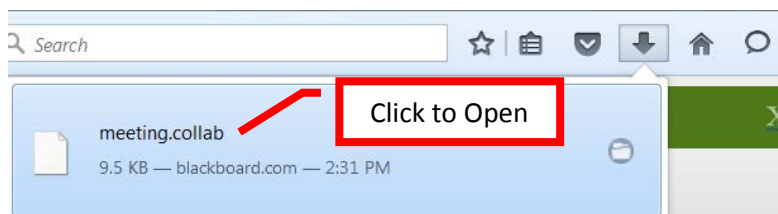
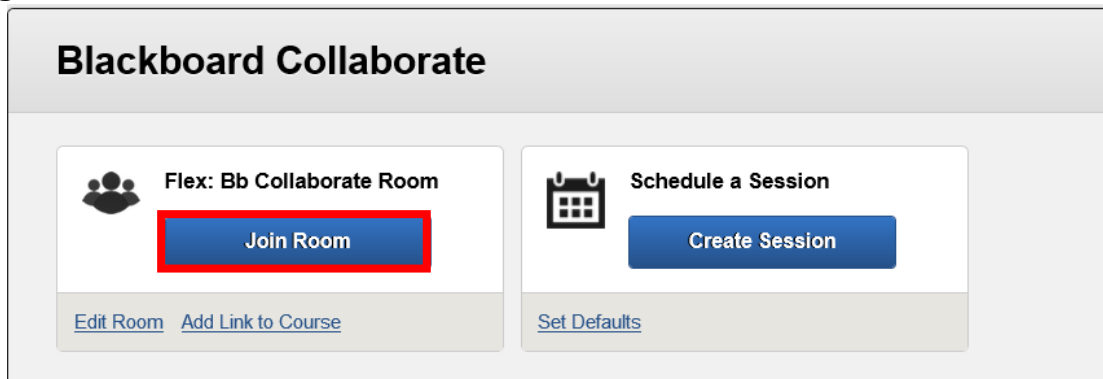
In the dialog box, click the **Download Launcher** button.



Follow the prompts on the browser to download and install the Launcher. The prompts will vary depending on which browser is being used.

LAUNCH A COLLABORATE SESSION

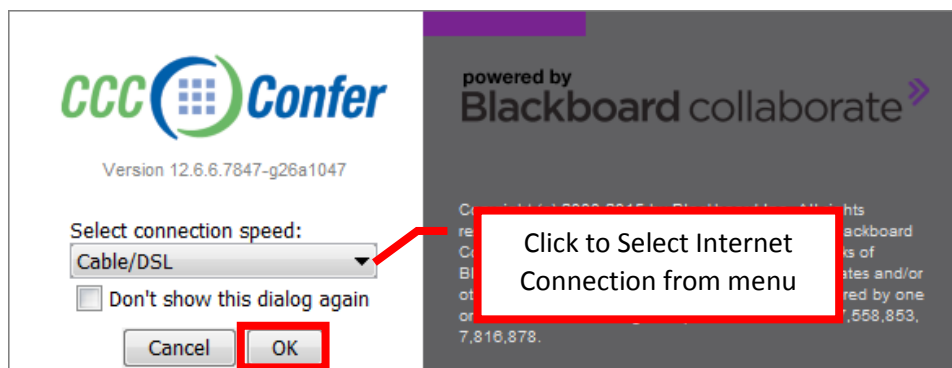
To launch a collaboration session, once the launcher has been downloaded, click the **Join Room** button on the Collaboration page. If the collaboration session does not launch automatically, open the **Meeting.collab** file in the download folder.



If prompted, click **Accept** to agree to the Blackboard Collaborate Participation Agreement.

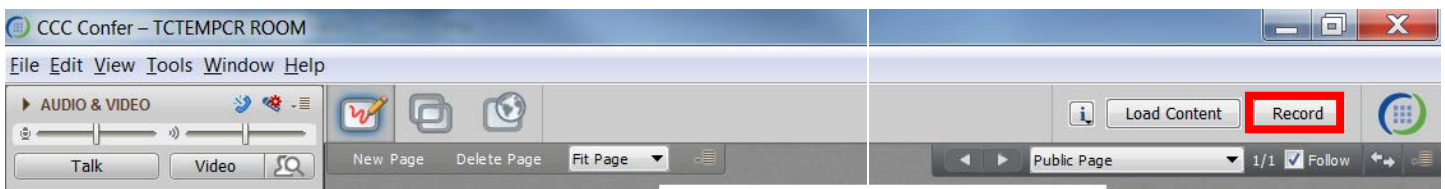
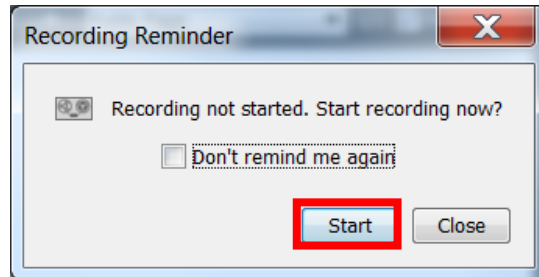


Select the type of internet connection. **Cable / DSL** is the most common. Then click the **OK** button to continue. To always use the same connect type, click the check box next to Don't Show this Dialog Again to select it. Blackboard will not prompt for the connection speed input again for the device.

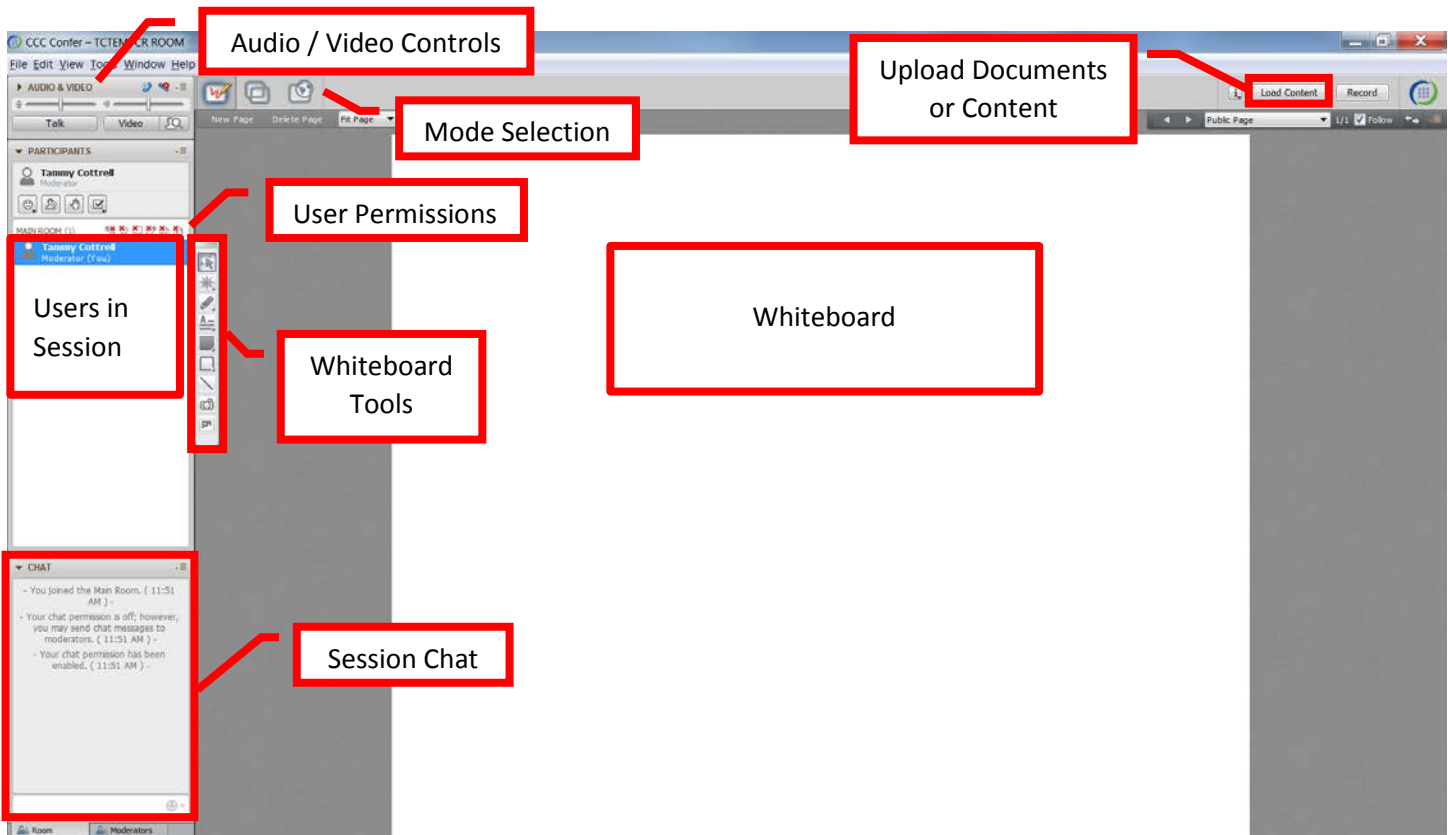


USING BLACKBOARD COLLABORATE

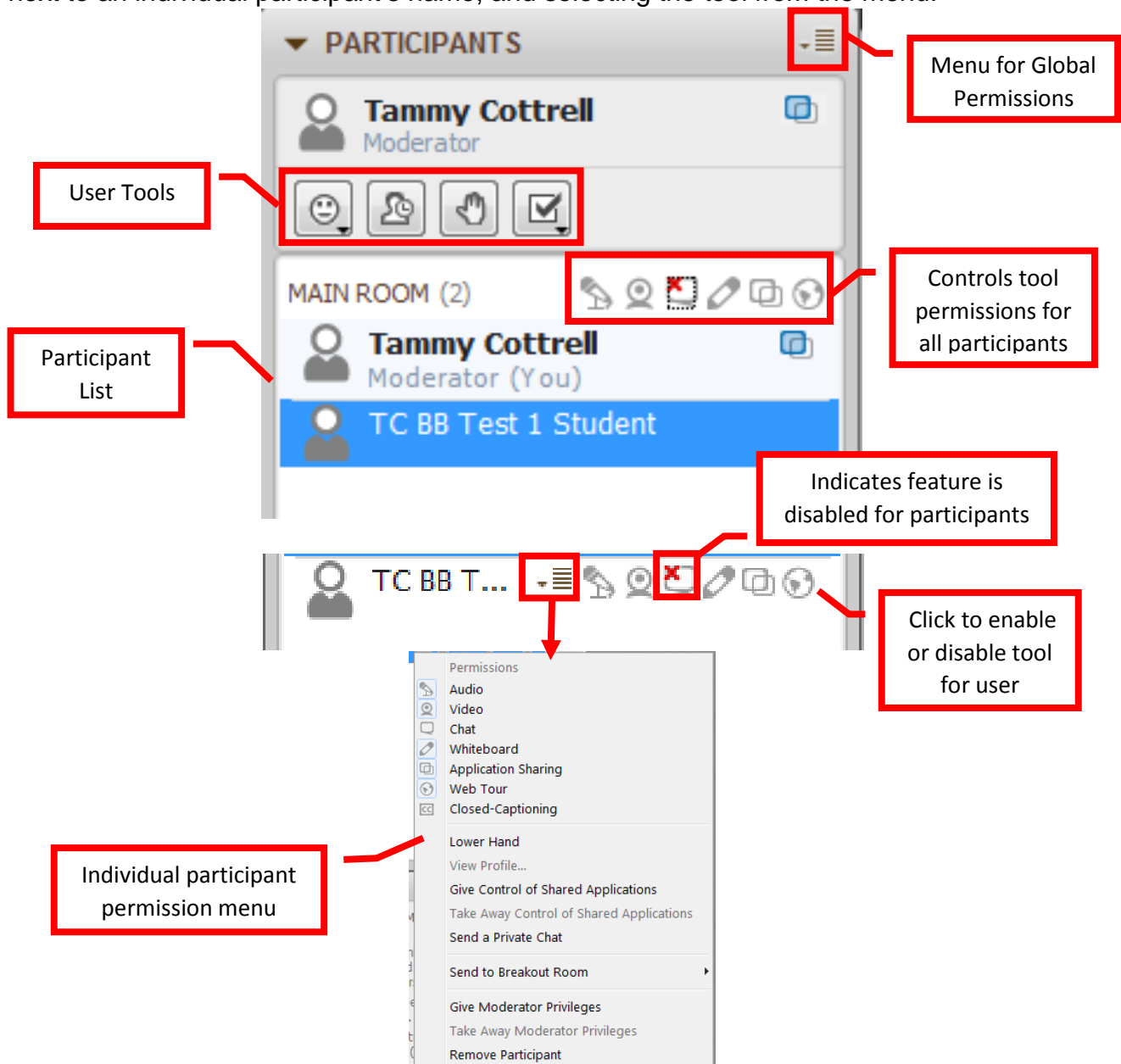
Session Recording is a feature in Collaborate that allows instructors to record the session and post it in the course. The moderator (instructor) will be prompted upon entering Collaborate if the session should be recorded. Click **Start** to record the current session. The recording can also be manually started at any time during the session by clicking the **Record** button in the upper right of the Collaborate home page.



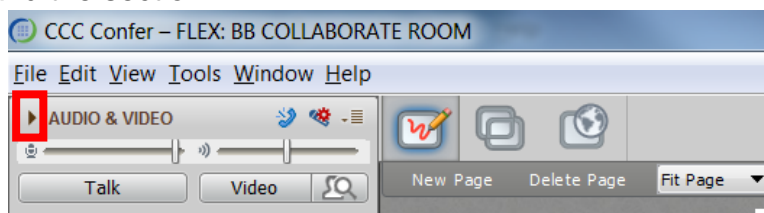
The **Collaborate Home Page** includes tools for audio and video conference, a whiteboard, file sharing, web sharing and screen sharing, chat, the ability to control user permission, assign a user (other than the instructor) as a moderator, and user tools. The home page defaults to the whiteboard view.



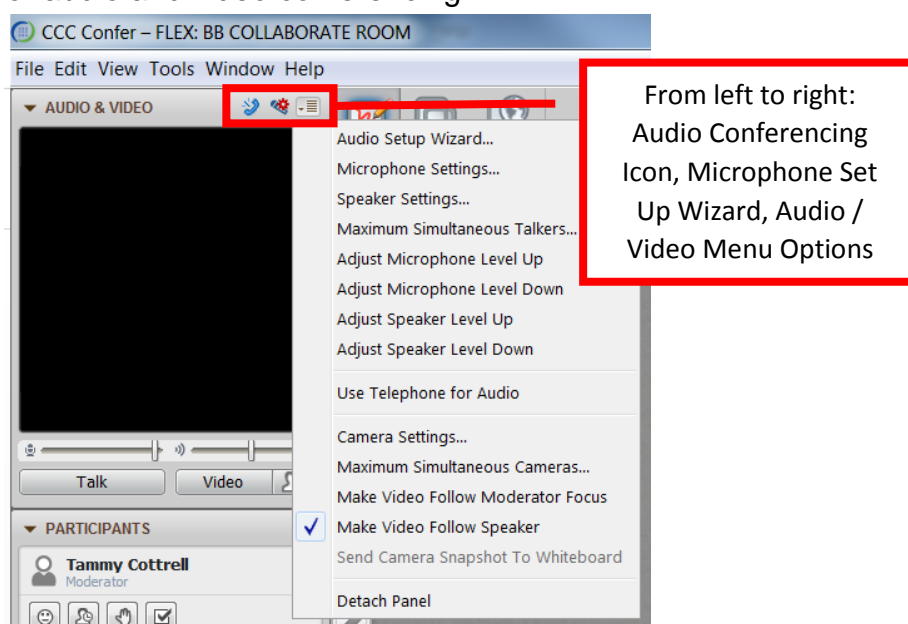
The **Participants** box provides a list of all of the session's participants, and identifies the moderator. The top tool bar allows participants to (from left to right) add an emoticon, step away from the session, raise their hand, and answer a poll (yes/no). The Collaborate tools are listed next to Main Room. The moderator can control which tools the participants have permission to use. A red X on the upper left of the icon indicates that the tool is not available to participants. To allow use of the tool for all participants, click on the icon. Global permissions (for all participants) can also be set using the menu icon, located in the top right of the Participant's box. Tool permissions can also be assigned on an individual basis for each participant. To adjust a participant's permissions, hover over the user's name. The available tool icons will appear to the right of the participant's name. Click on a tool icon to enable or disable for that individual user. Permissions can also be assigned by clicking the Menu icon next to an individual participant's name, and selecting the tool from the menu.



The **Audio & Video Conferencing** tools can be accessed by clicking the right facing arrow next to **Audio & Video** to expand the section.




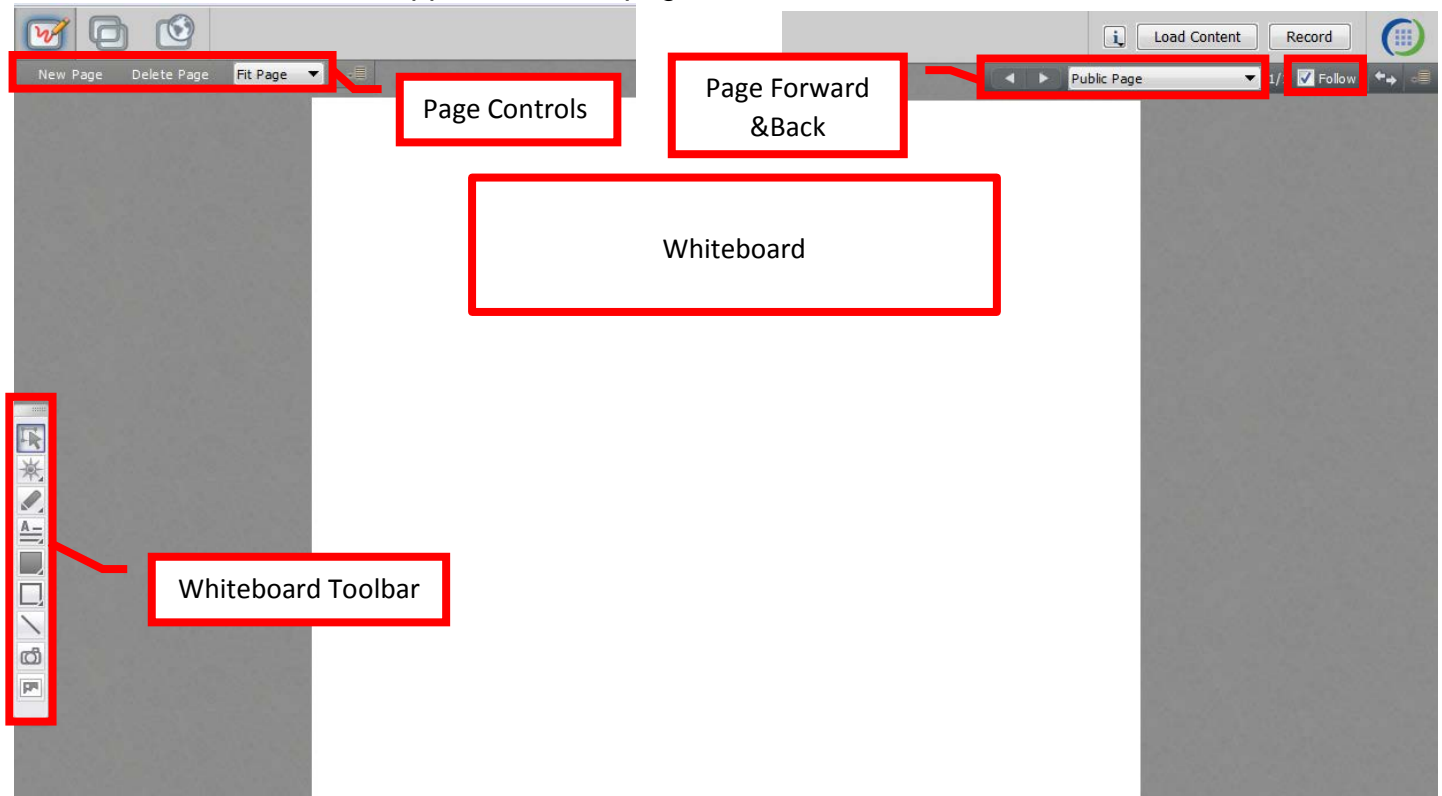
The top tool bar has icons to use audio conferencing and set up the microphone. Audio conferencing allows participants to call into the session (if the audio on their device is not working). It is recommended that students use a headset and webcam attached to their computer, as the experience will be more fluid, and it makes it easier for the student to participate. Participants are encouraged to use the microphone set up wizard the first time Collaborate is used. The final icon are the menu options available for audio and video conferencing.



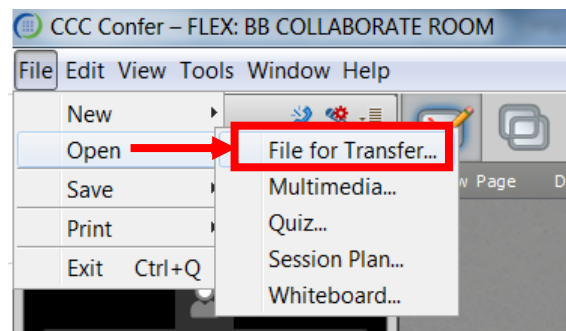
To turn the microphone on so participants can hear, click the **Talk** button. The bars above the Talk button can be used to control the microphone and speaker volumes. To display the video feed, click the **Video** button. The user's name will appear at the bottom of their image and will appear as their name appears in Blackboard. The audio and video feeds can be turned on and off as needed, any time during the session.

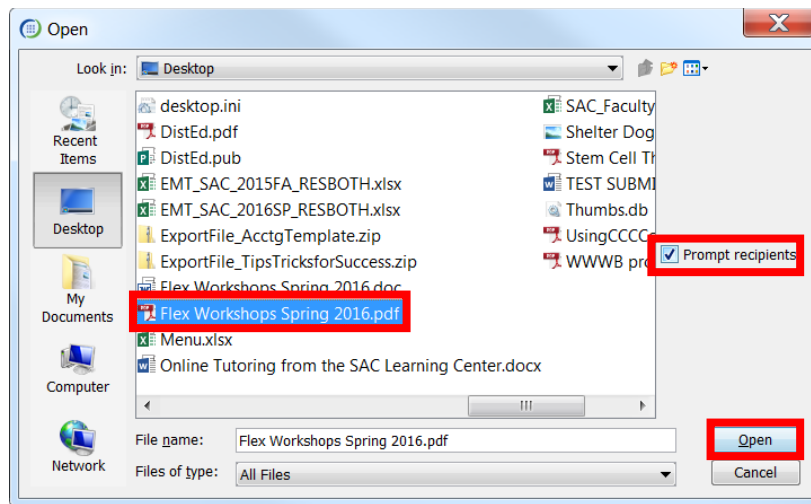


Whiteboard allows the moderator to write or draw as if using a physical whiteboard. The whiteboard toolbar includes icons (from top to bottom) to select objects, select a specific pointer style and point to objects on the page, write with a pen on the whiteboard, enter text on the whiteboard, draw a filled rectangle or ellipse on the page, draw a rectangle or ellipse on the page, insert a screen shot on the whiteboard, and place clip art on the whiteboard. There are page forward and back icons in the top right, and page controls including creating a new page, deleting the current page, and the page size in the top right of the screen. Images can be loaded on to the whiteboard by clicking the Load Content button in the upper right of the screen. When selected, the Follow check box requires participants to “follow” the moderator to a different page. To select the whiteboard, click the whiteboard icon  in the upper left of the page.

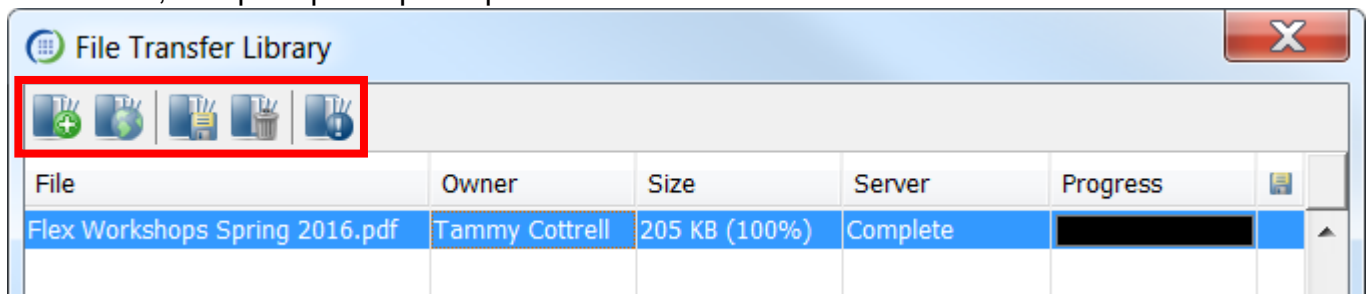


File Sharing allows the instructor to share a variety of files with participants. To share a file, click the **File** menu in the top left of the screen, and select **Open**, then choose **File for Transfer** from the menu. In the Open box, select the file to be uploaded. Click the check box next to **Prompt Recipients** to notify the participants when the file is ready for them to save. Once the file is selected, click **Open** to upload the file to the Collaborate session.

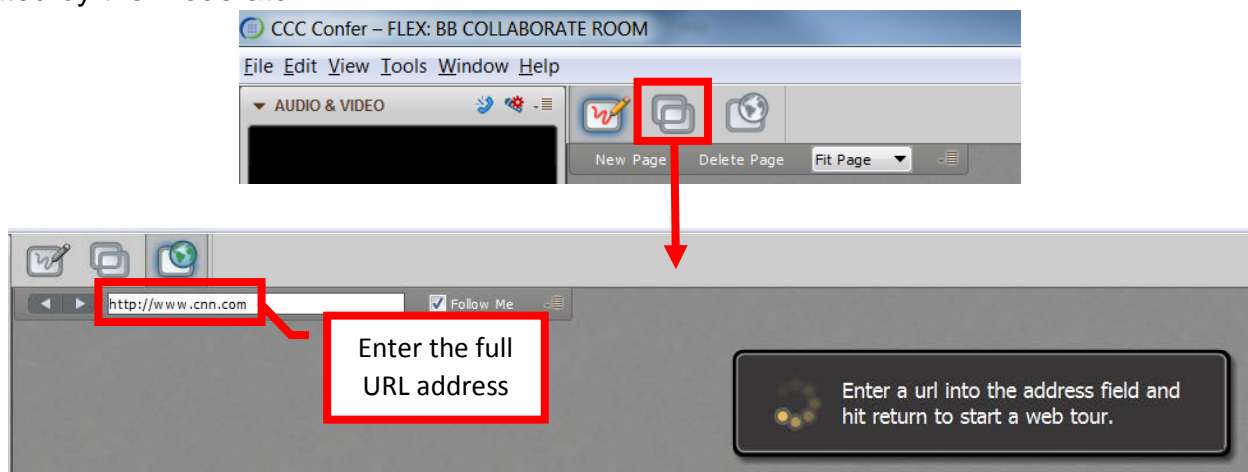


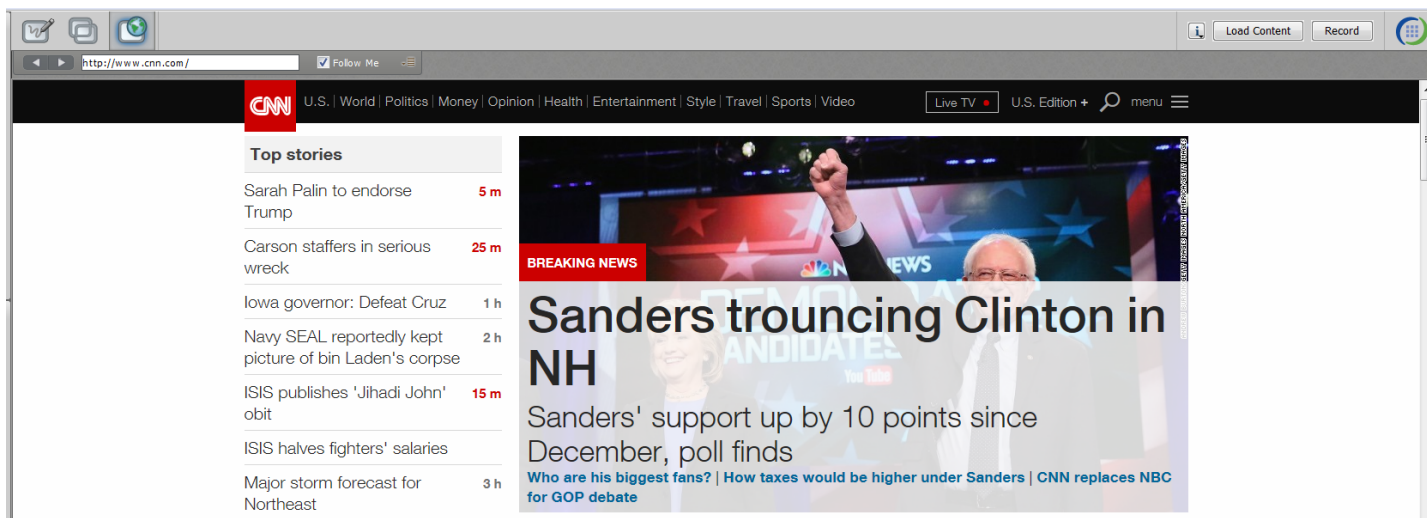


Once the upload is complete, participants can click once on the file to select it. The File Transfer Library tool bar has icons (from left to right) to add a file, enter the URL of a remote file, save the file, delete the file, and prompt the participants that the file can be saved.

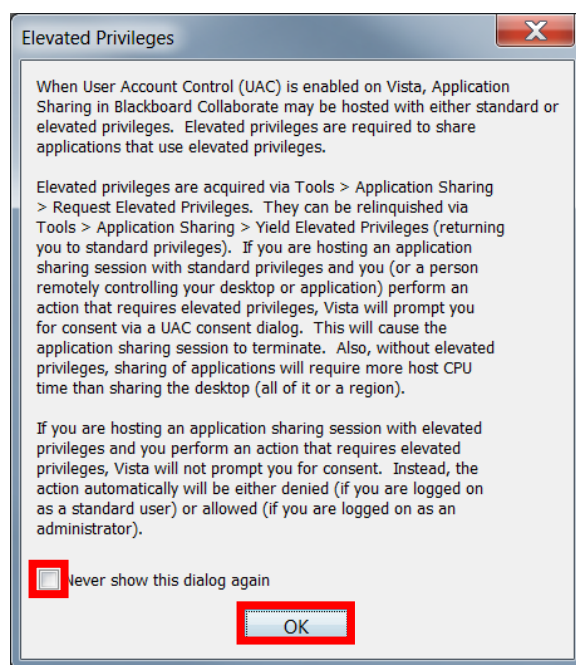
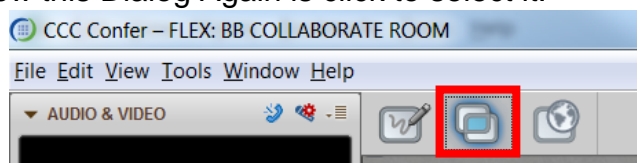


Web Tours or sharing a web site can be accessed by clicking the web tour icon in the upper left of the screen. In the provided address bar, enter the full URL of the site to share. Remember to include **http://www.** at the beginning. The web page will be displayed on the screen and can be navigated by the moderator.

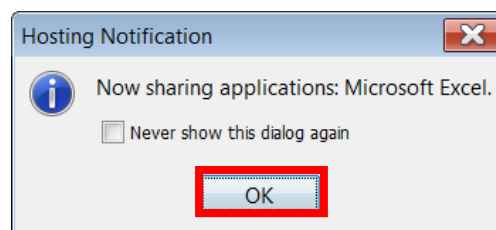
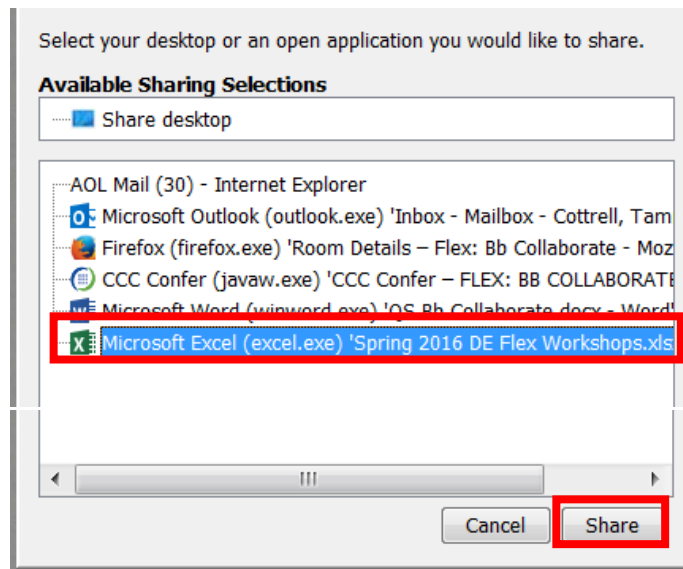




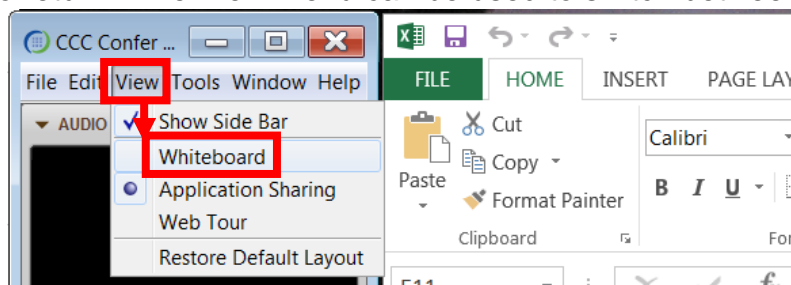
Application Sharing or screen sharing allows the moderator and/or participants to share their computer screen including any applications or programs that are open. To share the screen, click the Application Sharing icon on the top tool bar. A dialog box about Elevated Privileges will appear. Click OK to continue. The dialog box will appear each time application sharing is used, unless the checkbox next to Never Show this Dialog Again is click to select it.



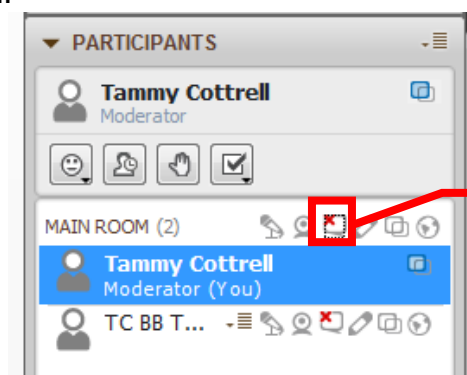
A list of the open applications will appear on the screen. Click the desired application to select it, then the **Share** button located at the bottom of the box. A dialog box will alert that the application is now being shared. Click OK to continue.



The participants in the Collaborate session will now be viewing the shared application live. To return to the whiteboard, click the CCC Confer icon on the taskbar then select **View** from the top menu. Click on **Whiteboard** to return. The View menu can be used to switch between functions.

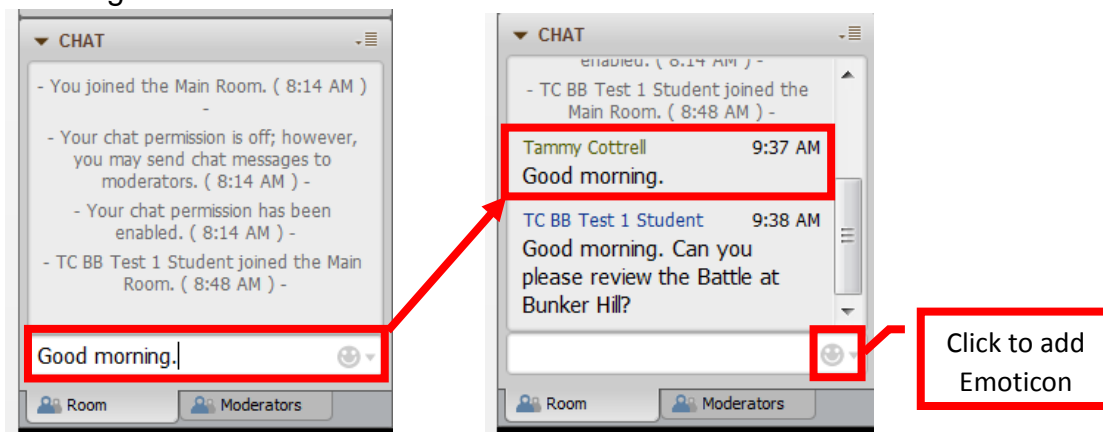


Chat can be used by participants and the moderator to communicate during the session. The benefit of chat, is that it does not interrupt the session, provides a written record of questions /answers, and does not require the participant to have a microphone. In the Participant box, ensure that Chat is enabled for users. A red X on the top left of the icon indicates that the feature is not available. To turn on a feature, click on the icon.

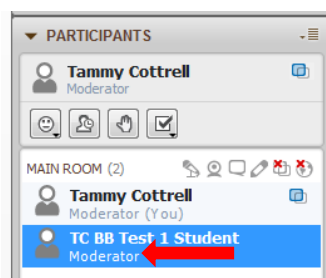
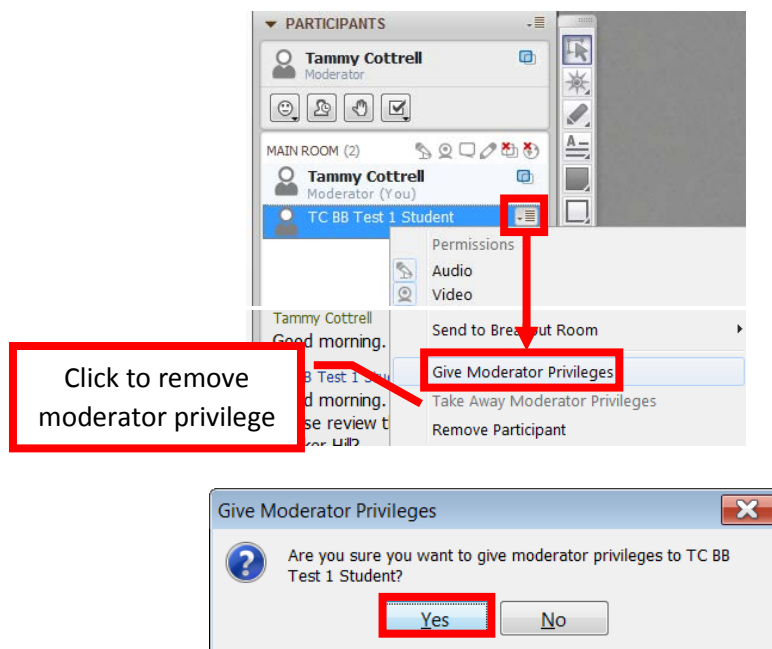


Indicates feature is disabled for all participants

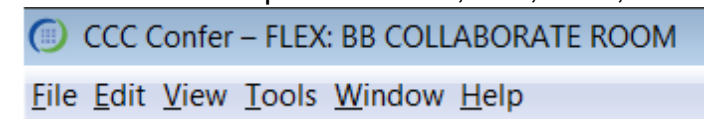
To chat, participants type the message in the provided box and press <Enter>. The message will appear in the chat area with the author's name and a time stamp. Emoticons can be added by clicking the icon to the far right of the text box.



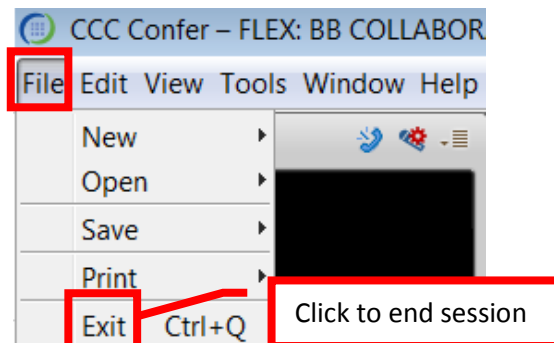
The role of the **Moderator** is assigned to the instructor by default. The instructor can give a participant moderator permission, which will allow the participant to lead the session. To provide Moderator permission, in the Participants box hover over the name of the participant and click the menu icon to the right. Select **Give Moderator Privileges** from the menu. A dialog box will ask to confirm the change in permissions. Click **Yes** to continue. The title of “Moderator” will appear under the participant’s name. To remove moderator permission from the participant, click the menu icon and select **Take Away Moderator Privileges** from the menu.



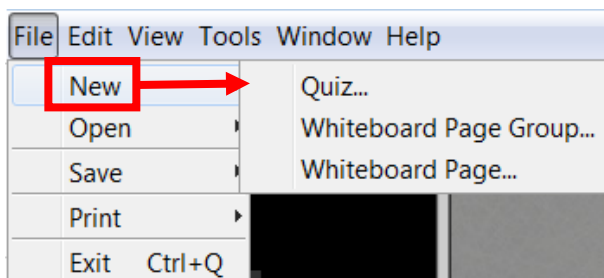
The **Menu Bar** provides the instructor with options for File, Edit, View, Tools, Window, and Help.



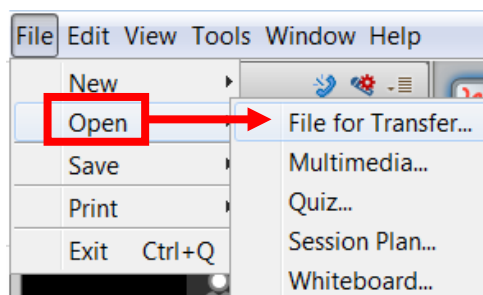
The **File** menu contains options for New, Open, Save, Print, and Exit. Click **Exit** to close the Collaborate session and return to Blackboard.



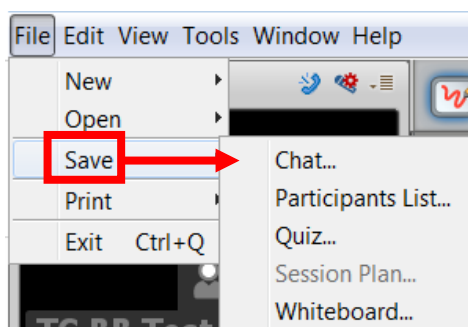
The New menu allows the instructor to create a quiz, whiteboard page group, or a new whiteboard page.



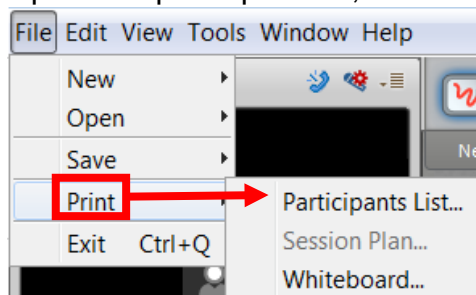
The Open menu allows the instructor to open a file for transfer, multimedia, a quiz, session plan, and the whiteboard.



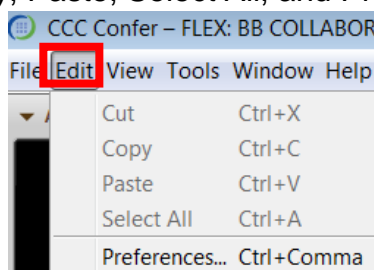
The Save menu has options to save the chat, participant list, quiz, session plan, and the whiteboard content.



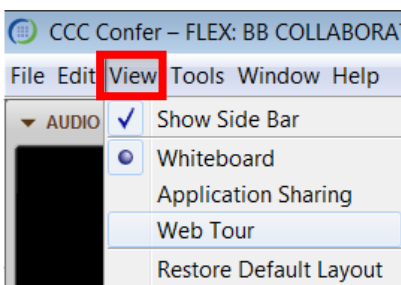
The Print menu provides options to print the participant list, session plan, and the whiteboard content.



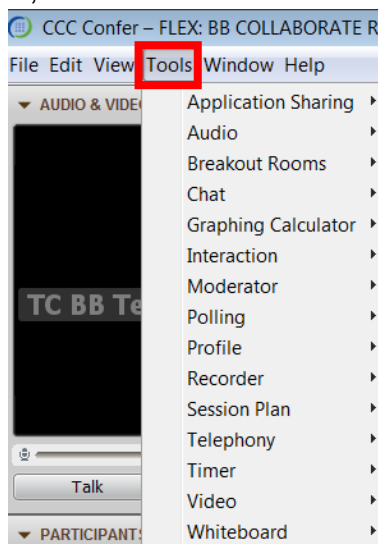
The **Edit** menu has tools to Cut, Copy, Paste, Select All, and Preferences.



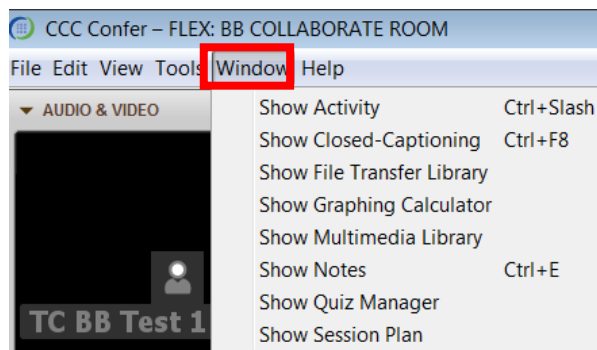
The **View** menu allows the moderator to Show the Side Bar, and switch between the Whiteboard, Application Sharing, and Web Tour functions, as well as Restore the Default Layout.



The **Tools** menu contains all the preferences, settings, and options for Application Sharing, Audio, Breakout Rooms, Chat, Graphing Calculator, Interaction, Moderator, Polling, Profile, Recorder, Session Plan, Telephony, Timer, Video, and the Whiteboard.

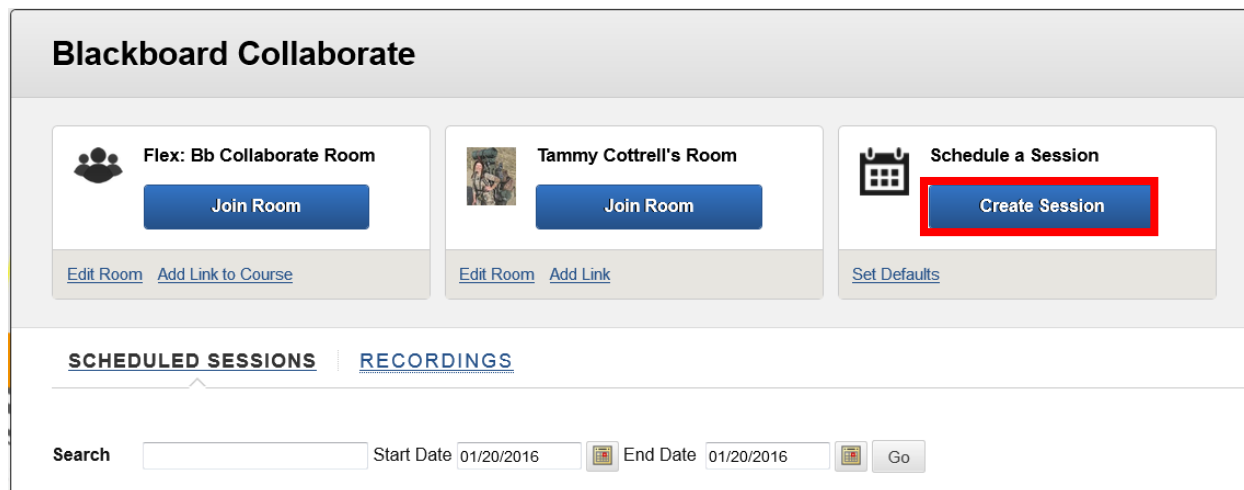


The **Window** menu has options to Show Activity, Show Closed-Captioning, Show File Transfer Library, Show Graphing Calculator, Show Multimedia Library, Show Notes, Show Quiz Manager, and Show Session Plan.




CREATE A NEW COLLABORATE SESSION

Instructors can create new Collaborate sessions. Creating a new session allows the instructor to restrict access to the session to an individual or a particular group of students, instead of the entire class, and allows the instructor to add a specific start and end date / time. This can be useful for private office hours, tutoring, etc. To create a session, from the Collaborate page, click **Create Session**.



On the Create Session page, enter a Session Name in the provided text box. Select the Start Time and End Times. If the session will be recurring, click the button in the Repeat field to turn it on. Then enter the recurrence information. If participants will be allowed to enter the session early, select the time that entry will be permitted (e.g. 15 minutes to 1 hour early). The Room Options section allows instructor to configure the type of room (Course – specific only to that one course, or Shared – students enrolled in any course the instructor is teaching can join the room) and teleconferencing options. The Room Attributes section allows the instructor to customize the recording options, max simultaneous talker, the max number of cameras visible, private messages settings, full participant permissions (provides all participants will full use of the audio, video, chat, and whiteboard features), to automatically have participants raise their hand on entry, allow in-session invitations (the moderator can send invitations during the course of the session), allow guests in the session, hide the names in the recording, and preload content. To preload content, click the Browse My Computer, and select the file(s) to be uploaded. Notes can be entered in the provided textbox. There is an

option to grade attendance in the session, if it is required. To grade attendance in the session, click the button next to Add a Grade Column to turn it on, then enter the total number of points in the provided field. The Roles and Access section provides options to allow all participants to join the session as moderators, and to restrict access to this session (only allow specific users to join the session). Click the check box next to the desired option(s) to select it. The Assign Roles section allows the instructor to add moderators and specific participants (only if the session access is restricted) to the session. Click the Add Participants button, then a dialog box will provide a list of all the course users. Click the check box next to the name of the desired students to select. Once all the participants have been selected from the list, click Submit to add them to the session. For more information about a specific field on the creation page, hover over the information icon () next to the field.

Create Session

SESSION INFORMATION

Session Name

Unit 2 Review

Enter Session Name

Start Time

01/20/2016 02:30 PM

End Time

01/20/2016 03:30 PM

Select Start & Times

Repeat

ON

Select if Recurring Session

Repeats:

Weekly

Every:

1

weeks

On Day(s):

Su Mo Tu We Th Fr Sa

Ends:

After 10 occurrences

On 03/20/2016

Early session entry

15 minutes

ROOM OPTIONS

Session Type

Course

Shared

Course = Only students in the class can access
Shared = Students in any course taught by the instructor can access

Teleconference Options

Use built-in

Use third party

Do not use teleconference

Only users who are listed below are allowed to access the session.

Room Attributes

Recording Mode

Manual

Max Simultaneous Talkers

3

Max Cameras

3

View Private Messages

OFF

Full Participant Permissions

OFF

Raise Hand on Entry

OFF

Allow In-Session Invitations

OFF

Allow Guests

OFF

Hide Names in Recordings

OFF

Preload Content

Attach File

Browse My Computer

Browse Course

Click to add content files to the session

Notes

Enter notes here

Grade Center Integration
Add a grade column?

☒ ON Click to grade participation

Points

Roles and Access

☐ All users join as moderators
☒ Restrict access to this session

Assign Roles

Moderators Add Moderators
Tammy Cottrell

Participants Add Participants

Cancel Save

Click to Select User

Users

Search Username Contains Go Options: User Information

<input type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input type="checkbox"/>		Tammy	Cottrell	tc12345	tc12345@rscdd.edu
<input type="checkbox"/>		TC BB Test 1	Student	tcbbstud1	Cottrell.Tammy@sac.edu

Displaying 1 to 2 of 2 items Show All Edit Paging...

Cancel Submit

A green confirmation banner will appear at the top of the page if the session was successfully created. The newly created session will appear under the **Scheduled Sessions** tab at the bottom of the page.

Success: Session was created successfully

Blackboard Collaborate

Flex: Bb Collaborate Room
Join Room
[Edit Room](#) [Add Link to Course](#)

Tammy Cottrell's Room
Join Room
[Edit Room](#) [Add Link](#)

Schedule a Session
Create Session
[Set Defaults](#)

SCHEDULED SESSIONS | [RECORDINGS](#)

Search Start Date End Date Go


<input type="checkbox"/>	Available	Title	Start Date	End Date	Creator	Session Type
<input type="checkbox"/>		Unit 2 Review	Wednesday, January 20, 2016 4:45:00 PM PST	Wednesday, January 20, 2016 5:45:00 PM PST	Tammy Cottrell	Course


Displaying 1 to 1 of 1 items Show All Edit Paging...


ACCESS A RECORDED SESSION

To access a recorded Collaborate session, access the Collaborate tool in Blackboard. Click the **Recordings** tab on the page. The recorded sessions will be listed in chronological order. To search for a specific session, use the search field at the top. Double click on the session to be viewed to launch it. If prompted, select the option to **Open with Blackboard Collaborate Launcher**, click **OK** to continue. Another prompt may appear asking to verify if the application can be run, click **Run** to continue. Click the check box next to Do this Automatically and Do Not Show this Again respectively to have the device automatically make these choices in the future and not display the dialog boxes.

Blackboard Collaborate

**Flex: Bb Collaborate Room**
[Join Room](#)
[Edit Room](#) [Add Link to Course](#)



**Tammy Cottrell's Room**
[Join Room](#)
[Edit Room](#) [Add Link](#)

**Schedule a Session**
[Create Session](#)
[Set Defaults](#)

[SCHEDULED SESSIONS](#) **RECORDINGS**


Search Start Date 01/15/2016 End Date 01/21/2016

Use to search for sessions

Title	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
Flex: Bb Collaborate Room	PST	0:06:15	12.6		Convert	Convert
Flex: Bb Collaborate Room	Wednesday, January 20, 2016 2:24:09 PM PST	0:08:39	12.6		Convert	Convert

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Opening play.collab

You have chosen to open:
 **play.collab**
which is: Blackboard Collaborate Session (9.5 KB)
from: https://rscdd.blackboard.com

What should Firefox do with this file?

☒ Open with Blackboard Collaborate Launcher (default)


☐ Save File

☒ Do this automatically for files like this from now on.

[OK](#) [Cancel](#)

Security Warning

Do you want to run this application?

**Name:** Blackboard Collaborate
Publisher: Blackboard Inc.
Location: https://.../classroom-applaunch.jar

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the publisher.

☒ Do not show this again for apps from the publisher and location above

[More Information](#) [Run](#) [Cancel](#)

The session will be opened in another window. The playback control at the bottom can be used to pause, play and move ahead on the recording. To exit the recording, either click the red X at the top right of the screen, or click on File and select Exit from the menu. A dialog box will appear to confirm that the session should be terminated. Click OK to exit the session. Click the check box next to Don't Ask Me this again to select it, to keep the confirmation box from appearing each time a session is ended.

