BLACKBOARD COLLABERATE SESSIONS

To create sessions, first navigate to the Blackboard Collaborate webpage. Go to www.northernc.on.ca and click on the LIT link.

ODA Training | Citrix | Indigenous Website | MyNorthern Student Portal | Employee Portal | LIT

N Northern COLLEGE

Admissions ⌄

Click on the following link:

Blackboard Learn & Blackboard C

Blackboard Learn
Blackboard Learn - Basics Online Tra
Blackboard Learn - Beyond the Basic
Training

Blackboard Collaborate
Introduction to Blackboard Collaborat
Blackboard Collaborate – Basic "How
Using Breakout Groups

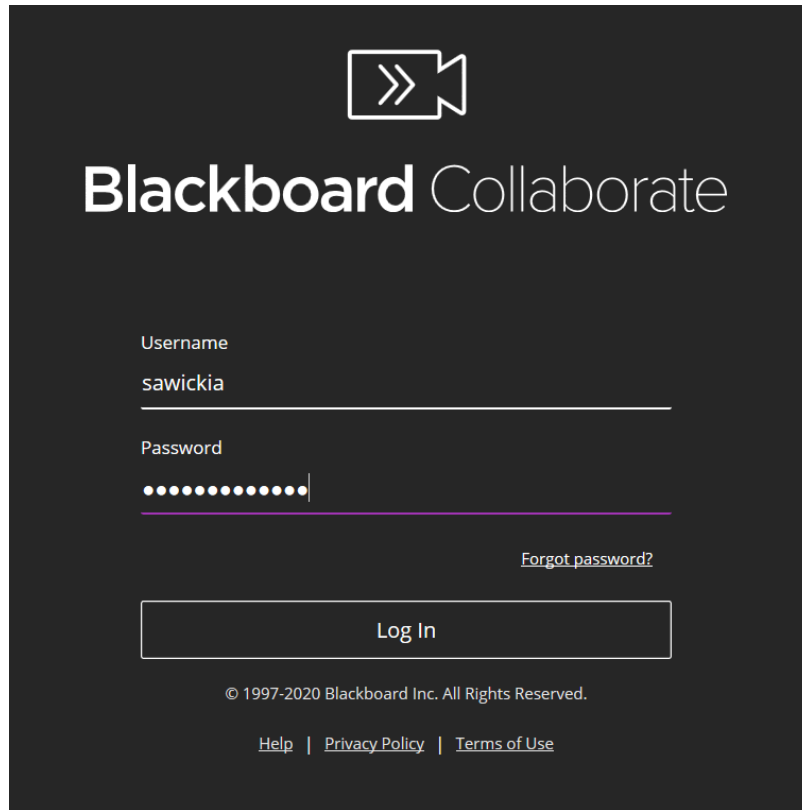**Blackboard Logins**
Blackboard Learn
Blackboard Collaborate

Then log in.

You can also navigate directly too: ca.bbcollab.com
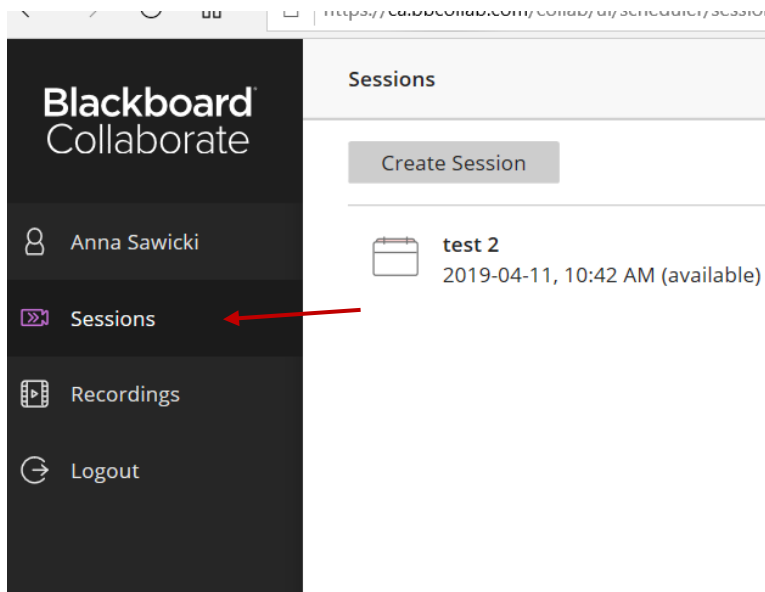
www.cabbcollab.com

Getting Started
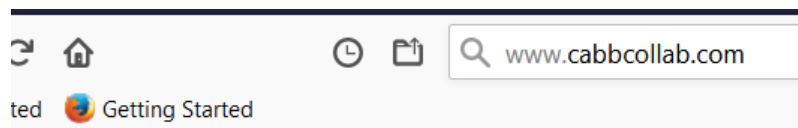
tore

Enter in your credentials provided by the IT department. Your **username** and **password** aren't necessarily the same as the username and password for Blackboard Learn. This login is created separately and must be obtained from the IT department before your start.

When you've entered your credentials, click log in. When Blackboard Collaborate first loads, by default, it loads to the session screen.

CREATING YOUR FIRST SESSION

To create you first session, click on the Create Session button.

Create Session

This will appear on the right hand side of your screen.

1. Every session should be given a name. In this instance, we will call it "Intro to Computers."
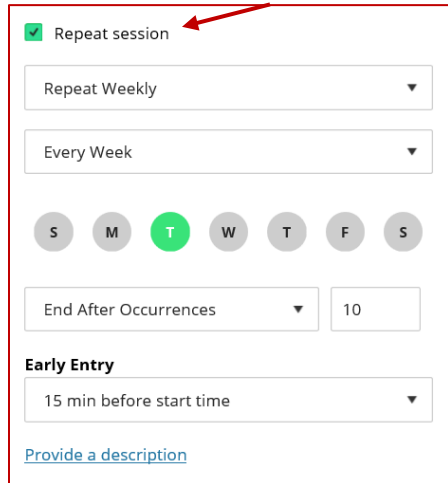
2. Next you need to click on Guest Access. This tells Collaborate that there is going to be participants added to the session and you want to have a link you can share with those participants to join.

By default, the **guest roles** are set to *participant.* This is likely how you want to leave it during your classes for your students. However, you can change *participant* to *presenters* and *moderators* if you'd like for them to have more control over the Collaborate session.

3   Next you need to choose a start date. You can choose the date it starts; what time it starts. As well, you can choose what date it ends and what time it ends.
If you don't want the session to end - so that if you're running over and want to continue, check the box that says: **No End (open session).** The session will remain open until you leave. *In This case, because it's a class, you do need it to end.*

REPEATING A SESSION

If you want to book this session every Monday at the same time for the remainder of the semester, check the box next to **Repeat Session**.

Then you have the option of the following below. Because it's a weekly class, you will choose **Repeat Weekly**.

Then it will ask you if you want to repeat every week, every 2 weeks etc. *Leave it on every week.*

By default, you can see Monday is selected in green because this is the date of your first session. If you had this particular class on two days of the week at the exact same time, you could select another day and Blackboard Collaborate would create a reoccurring session every Monday and whatever other day you choose.
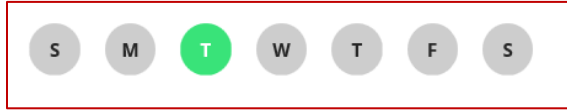
Now you need to tell Collaborate how many times you want these sessions to occur. You can end after a certain amount of occurrences or end on a specific date.
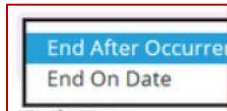
Early Entry time allows your participants and yourself to enter your session 15 mins early to the start time. This is the default. You can change it for no early entry or allow other enter times up to one hour before.

Early Entry

15 min before start time ▼

When you are finished, click on the Create button, bottom right.
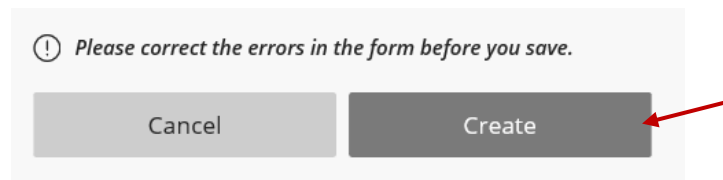
At this point, you have created your session, however, you need to go and copy the guest link and post that into Blackboard Learn. This way, students can click on the link and your join your session/s on time for class.

As soon as you create your session, Blackboard Collaborate will send you an email detailing the session you just created. It lets you know your session name, start and ends times of the session, and if it repeats, how often it repeats and when it will run until.

Anna Sawicki:

Your Blackboard Collaborate session is scheduled:

Name:	Intro to Computers
Starts:	August 18, 2020 10:44:00 AM EDT
Ends:	August 18, 2020 11:44:00 AM EDT
Repeats:	Every 1 Week(s) on Tuesday, Monday for 10 Week(s)

Join Session:

Join your session up to 15 minutes before it starts.

• Your link: Join the Blackboard Collaborate session (This link is associated with your account. share with anyone else.)

Note: Any attendees you invited when scheduling the session are automatically emailed their ow link.

Invite others to join:

Send this guest link to your attendees:

• Guest link: https://ca.bbcollab.com/guest/a20922d5583b4e59ad2b282a5b4f903f

Session dial-in:

Call in anonymously. Attendees using this PIN appear as anonymous callers in the session.
• Dial-in: +1-571-392-7651
• PIN: 3951044416

This email also provides you with a link that you can use to join your Blackboard Collaborate session indicated here by your link:

Join your session up to 15 minutes before it starts.

• Your link: Join the Blackboard Collaborate session (This link is associated with your account. Don't share with anyone else.)

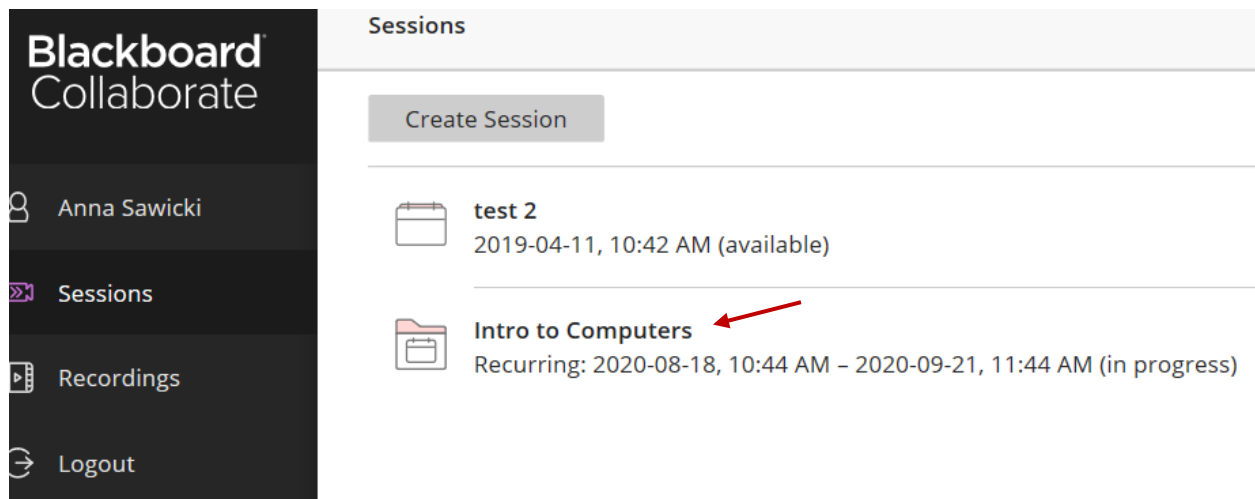Also the link that the guests will use to access your session.

Send this guest link to your attendees:

- **Guest link:** https://ca.bbcollab.com/guest/a20922d5583b4e59ad2b282a5b4f903f

NOTE: because of how easy it is to mix up these two links, **Your link** and **Guest link,** it's recommended you grab the guest link from the Blackboard Collaborate page. Navigate back to your collaborate page. Close the right hand window that was open to create the session.

Event Detai

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Get secure lir

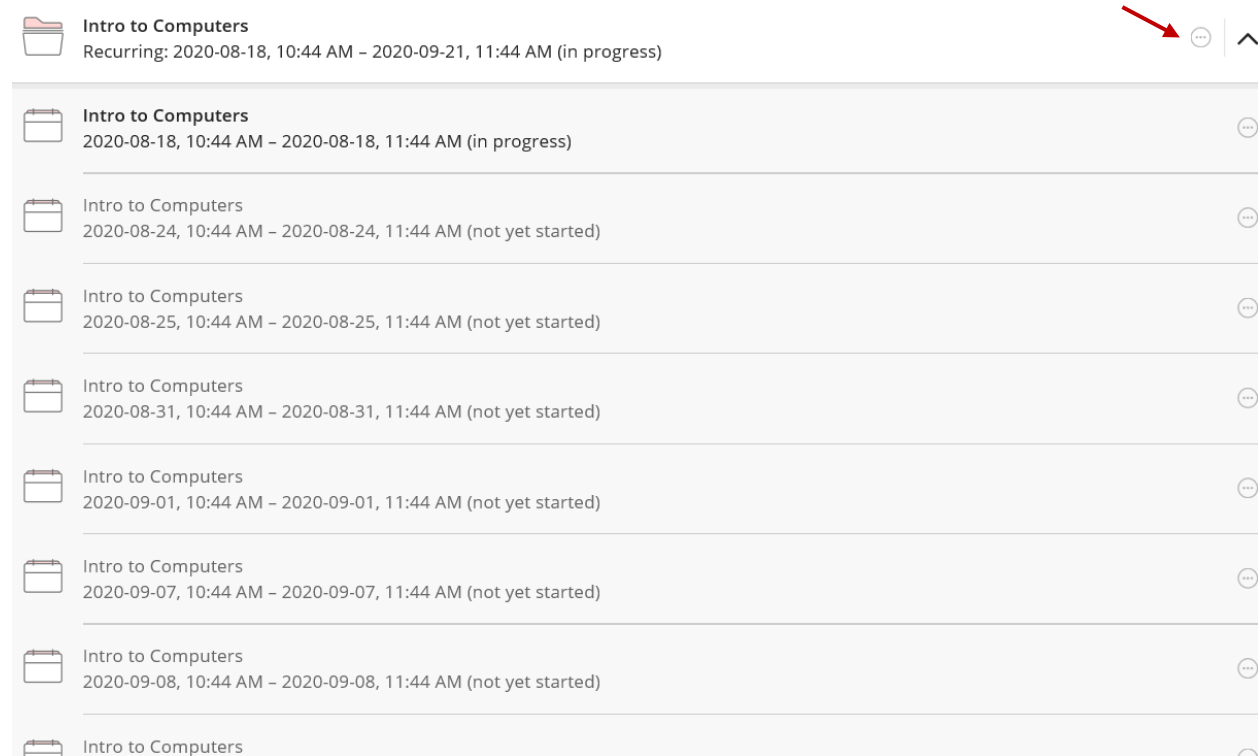**Your access link**
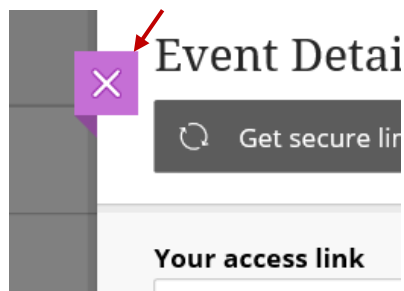
This returns you back to the Collaborate default page on sessions. Now you can see you created a session "**Intro to Computers**" and it's reoccurring.

Blackboard Collaborate

Anna Sawicki

Sessions

Recordings

Logout

Sessions

Create Session

test 2
2019-04-11, 10:42 AM (available)

Intro to Computers
Recurring: 2020-08-18, 10:44 AM – 2020-09-21, 11:44 AM (in progress)

If you click on the down arrow on the right of the session, it's going to show you all of the occurrences for this class.

COPY THE GUEST LINK
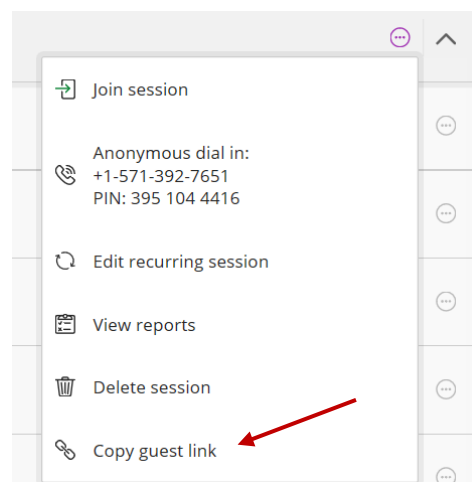
To grab the guest link, click on the 3 dots next to the up arrow.

Intro to Computers
Recurring: 2020-08-18, 10:44 AM – 2020-09-21, 11:44 AM (in progress)

Intro to Computers
2020-08-18, 10:44 AM – 2020-08-18, 11:44 AM (in progress)

Intro to Computers
2020-08-24, 10:44 AM – 2020-08-24, 11:44 AM (not yet started)

Intro to Computers
2020-08-25, 10:44 AM – 2020-08-25, 11:44 AM (not yet started)

Intro to Computers
2020-08-31, 10:44 AM – 2020-08-31, 11:44 AM (not yet started)

Intro to Computers
2020-09-01, 10:44 AM – 2020-09-01, 11:44 AM (not yet started)

Intro to Computers
2020-09-07, 10:44 AM – 2020-09-07, 11:44 AM (not yet started)

Intro to Computers
2020-09-08, 10:44 AM – 2020-09-08, 11:44 AM (not yet started)

Intro to Computers

Then click on the **Copy guest link** at the bottom.

Join session

Anonymous dial in:
+1-571-392-7651
PIN: 395 104 4416

Edit recurring session

View reports

Delete session

Copy guest link

This automatically copies the link to the clipboard so you can then go post this link anywhere you choose in Blackboard Learn for the students to access.
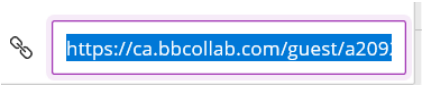
NOTE: for reoccurring sessions such as this one, the link is the exact same for every session that you have created. Therefore, you only need to click on and copy the guest link once. Then paste that into Blackboard Learn. The students would navigate to that link for every class for the semester and click on that link.

ENTER YOUR SESSION

When it's time for you to enter your session, all you need to do is click on the circle, then choose, join session. You can also join the session from **Your link** within the email.