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HuskyCT User Guide: Recommended Method for Setting Up a Collaborate Session

The Collaborate tool, now available in all HuskyCT sites, makes it possible for instructors to interact with students synchronously in an online web conferencing session that includes the capabilities for video, audio, screen sharing, text chat, hand-raising, file sharing, and an interactive whiteboard.

Add the Blackboard Collaborate Tool to the course navigation menu

Click the "+" sign at the top of the left-hand navigation menu and choose "Tool Link" from the drop-down list
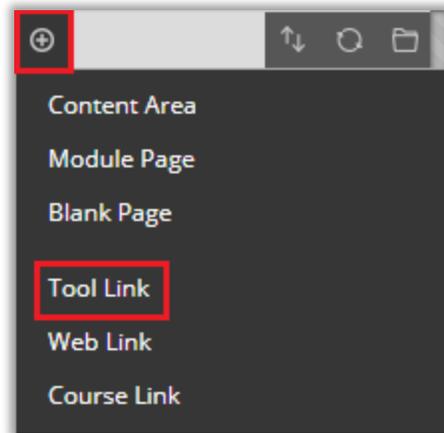
- Enter a name for the Tool Link
- Select "Blackboard Collaborate Scheduling Manager" from the "Type" menu
- Check the box for "Available to Users"
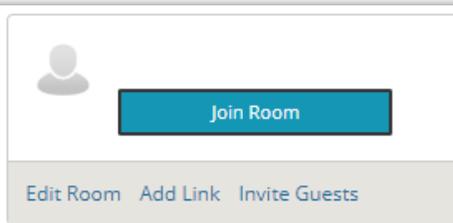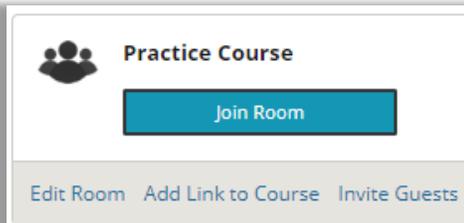- Click "Submit"

Please note the following:

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Each HuskyCT site comes with three rooms

One with the name of the course

One with the name of the instructor

One that allows instructors to schedule sessions at specific times with specific settings
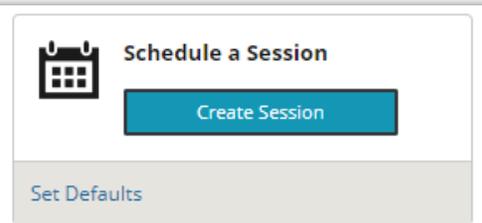

Adding the tool gives students access to all three rooms.

To eliminate confusion for the students about which Collaborate room they should use and to simplify the set-up for instructors, we recommend just using the room that allows the scheduling of sessions.

The instructions on the next page explain how to hide the extra rooms from the students' view

OPTIONAL: "Deactivate/Hide" the course and instructor Collaborate rooms

Go to Course Tools under the Control Panel in the left-hand navigation area and choose "Blackboard Collaborate"
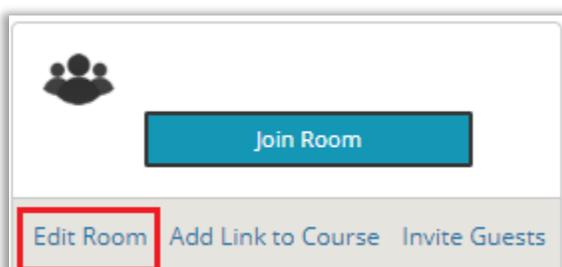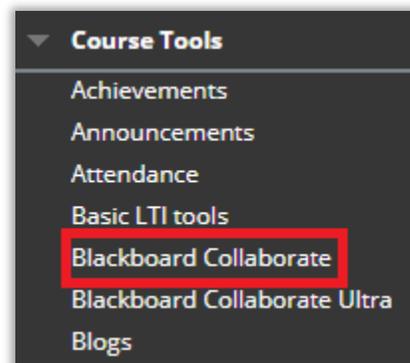
Find the room with the course name, then click on "Edit Room"

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Roles and Access

☐ All users join as moderators

☑ Restrict access to this session ⓘ
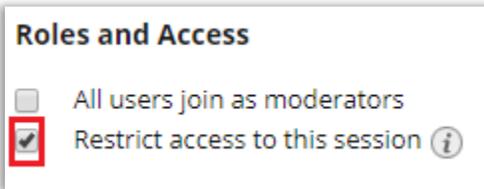
Scroll to the bottom of the settings screen and check the box for "Restrict access to this session"

Cancel   Save

Click on "Save" at the bottom of the screen
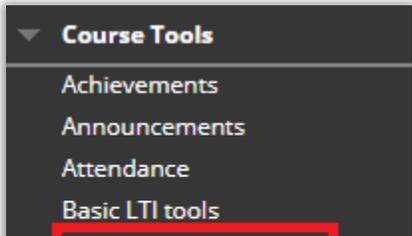
Repeat these steps for the Collaborate room with the instructor's name

Please Note: If you have chosen not to make the Blackboard Collaborate tool available to students in the course navigation menu you will need to link to your Collaborate Rooms/Sessions from a Content Area.

Schedule a session

▼ **Course Tools**

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Click on the Collaborate tool link added to your navigation menu or go to Course Tools and click on Blackboard Collaborate

Schedule a Session

Create Session

Set Defaults
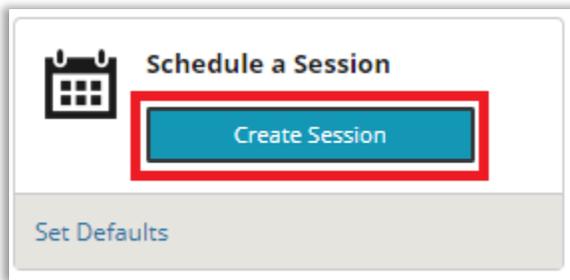
Click on "Create Session" under "Schedule a Session"

SESSION INFORMATION

Enter a Session Name

Session Name
Review for Exam

Enter Start and End times
06/19/2018 02:30 PM   End Time 06/19/2018 03:30 PM

Repeat   OFF   Change this to "ON" to set up recurring sessions

Early session entry ⓘ
15 minutes ▾   By default this is set to 15 minutes

Choose Session Type and Teleconference Options

Session Type

⦿ Course ⓘ

◯ Shared ⓘ

Teleconference Options

⦿ Use built-in. ⓘ

◯ Use third party. ⓘ

◯ Do not use teleconference. ⓘ

"Course" gives access to the students enrolled in the HuskyCT site where you are setting up the session.

"Use built-in" should be selected to allow participation via phone as well as a headset

Select the Room Attributes

Settings outlined in green are the default, settings outlined in red have been changed

These Participant Permissions cover microphone, video camera, chat, and the ability to edit the whiteboard. Turning off "full participant permissions" here will allow you to select at the start of session or during the session which permissions you wish to assign to which students and for how long. This will be particularly important for large classes.

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 ⓘ	■ ON
Allow Guests ⓘ	■ ON
Hide Names in Recordings ⓘ	● OFF

When finished with all the settings, click "Save" at the bottom of the screen.

Enter and moderate the session

Go to the Collaborate Tool and click on the name of the scheduled session.

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⊙ Review for Exam

Start Date
Jun 19, 2018 2:30 PM

End Date
Jun 19, 2018 3:30 PM

Join Room

If you can't open the .collab file download the Blackboard Collaborate Launcher.

Click on Join Room, which will download the collab file used to access the session.

Please see Blackboard's help for Collaborate Launcher:

http://library.blackboard.com/ref/dd78664a-1e35-44c4-af70-b0da7deeb491/index.htm

When the session loads, you will see a banner like this.

Blackboard» collaborate™
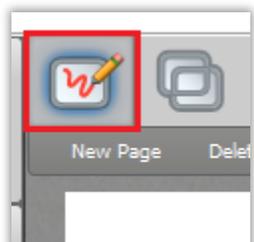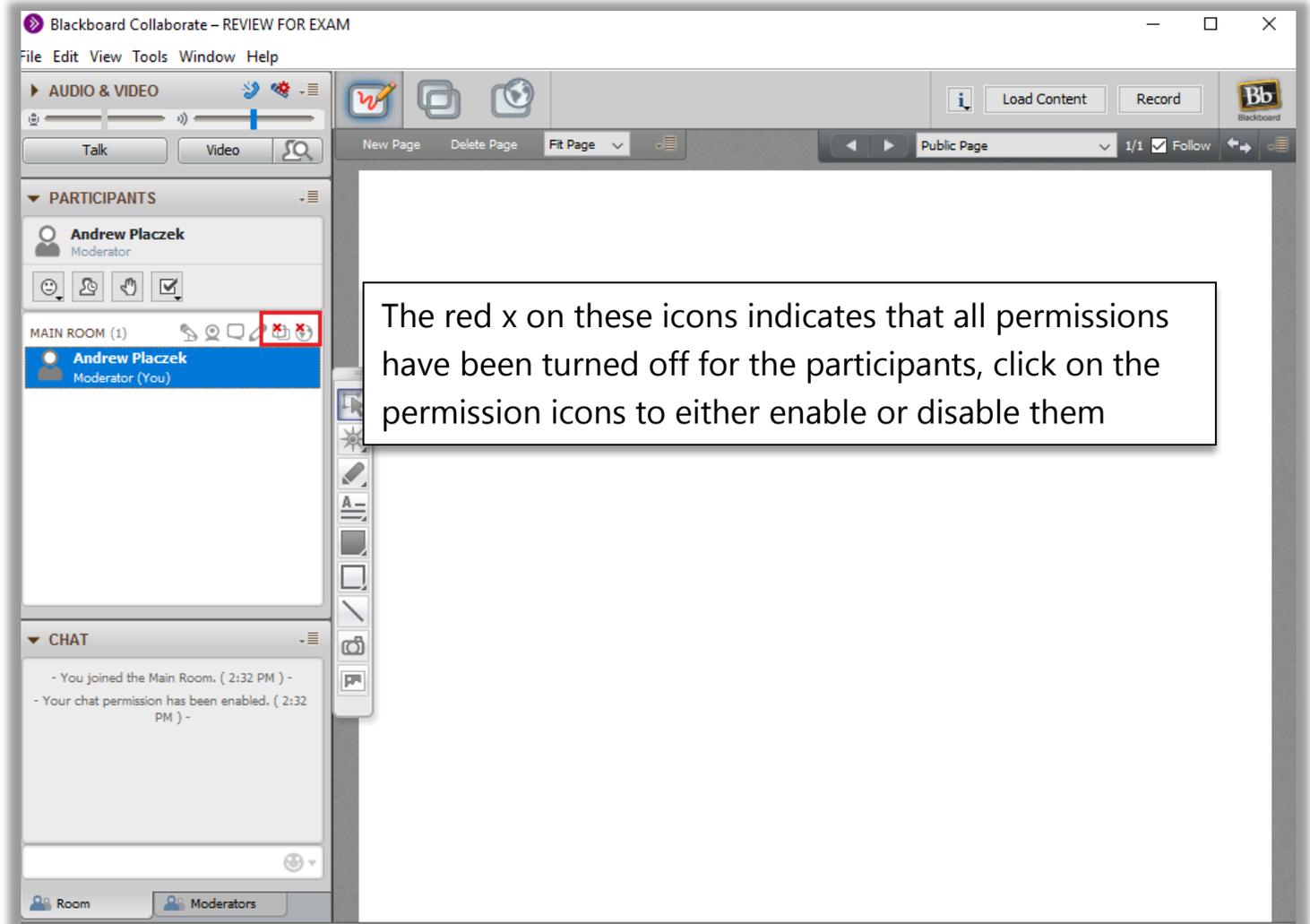
Version 12.6.8.7895-ga9619f5

By joining this session, I agree to the Collaborate Participant Agreement which includes my consent to the use of cookies to store personal information in connection with providing the service. More information on the use of cookies is available at the Blackboard Privacy Center.

Quit   Accept

Bb
Blackboard

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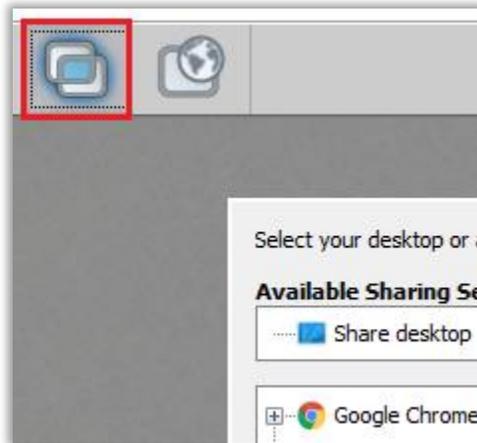
When the session opens, you will see a screen such as the one below, with a list of participants who have joined the room, the Audio and Video controls, the Chat window, and the Whiteboard.

The red x on these icons indicates that all permissions have been turned off for the participants, click on the permission icons to either enable or disable them

By default, the session will open to the Whiteboard option

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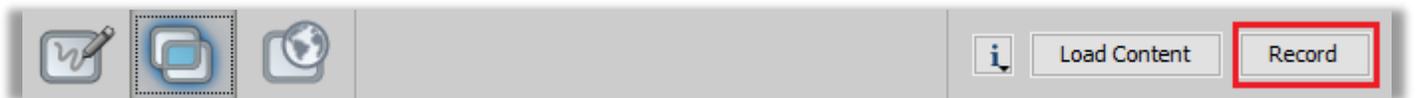
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These tools can be used to write on the whiteboard

Clicking on Application Share will allow you to share your desktop or any currently running application

Select your desktop or a

Available Sharing Se

Share desktop

Google Chrome

Use this button in the top toolbar to record the session

Load Content   Record

Resources:

Moderator's Guide

Training Videos: Overview for Moderators , Using the Whiteboard , Application Sharing

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.