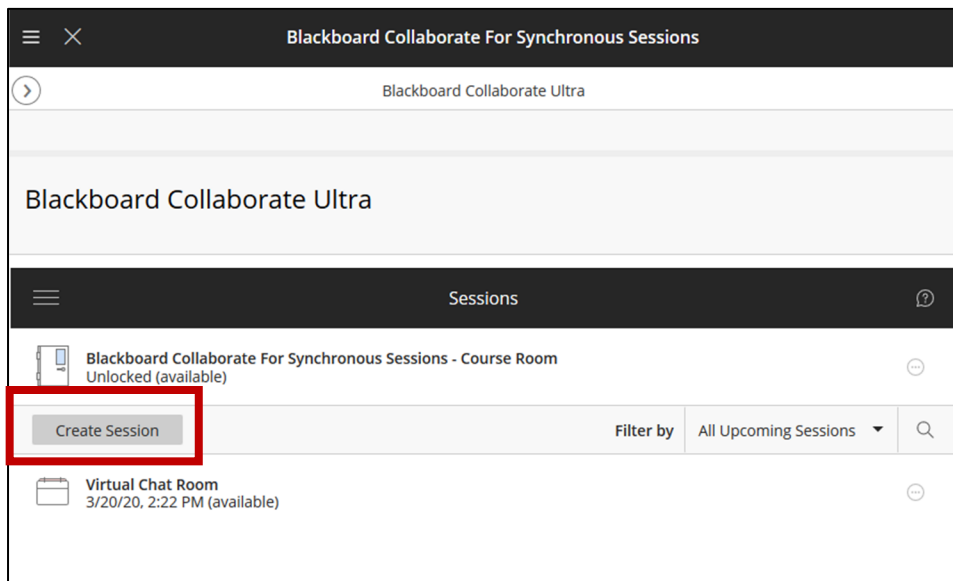


## Create Sessions in Blackboard Collaborate for Group Presentations

Blackboard Collaborate is a synchronous session space where groups of students can enter sessions specifically created by an instructor for their group, for the purpose of presenting. Presentations can be recorded by those with Moderator privileges. These presentations can be shared files, such as Power Point presentation slides, PDFs and images. More than one Power Point file can be loaded up to the shared files area for different presenters. Student presenters can also share their screen to take the audience to websites, and post clickable URLs in the chat for attendees to view in a browser tab. Students can share applications, such as Word, and create Whiteboards on which they draw, or type information for demonstrating ideas or collaborating.

1. To create a session for a group, log into Blackboard, click on Courses, then click on the name of the course where you want to setup Blackboard Collaborate sessions. The CSU course template will have a link to Blackboard Collaborate, but it can also be found by clicking on Tools on the course menu.
2. Once in the Blackboard Collaborate Ultra area, you will be on the Sessions screen. Your default course room session is listed at the top and remains at the top of this page. You'll want to click on the Create Session button, just below. The button is outlined in red below.



3. On the session setup panel that pops out on the right, enter a name for the group and their topic name. These could be "Group 1 – Topic Name," "Group 2 – Topic Name," "Group 3- Topic Name," etc. As soon as you enter a name, an anonymous dial in number is generated automatically. The students won't need it, so you can ignore this and keep scrolling down through the settings.

Group 1 - Topic name

Join session

**Anonymous dial in:**  
+1-571-392-7650 PIN: 836 029 4889

Dial In

Guest access

**Guest role**      **Guest link**  
Moderator      <https://us.bbcollab.cc>

4. Under Event Details, click on the calendar icon and clock icon to set the start time and end times for the presentation. Note: Since groups will be entering separate session rooms, the presentation times can be the same. Just be sure to tell them to record the session. It would be good to give them 30 minutes or more Early Entry before the start of the session because it can take a long time to upload PowerPoint files for people on weaker internet connections. To select a longer Early Entry time, click the arrow to the right of the default time setting and click on a longer time from the drop-down menu.

The screenshot shows a meeting configuration window with the following elements:

- Guest access:** A green checkmark and the text "Guest access".
- Guest role:** A dropdown menu currently set to "Moderator".
- Guest link:** A text box containing "https://us.bbcollab.cc" and a copy icon.
- Event Details:** A section header with an upward-pointing arrow.
- Start:** A date field "3/24/20" with a calendar icon, and a time field "12:09 PM" with a clock icon. Both icons are highlighted with red boxes.
- End:** A date field "3/24/20" with a calendar icon, and a time field "1:09 PM" with a clock icon. Both icons are highlighted with red boxes.
- Options:** Two unchecked checkboxes: "No end (open session)" and "Repeat session".
- Early Entry:** A text box containing "30 min before start time" and a dropdown arrow icon. The dropdown arrow is highlighted with a red box.
- Session Settings:** A section header with a downward-pointing arrow icon. The arrow icon is highlighted with a red box.
- Other:** A purple "X" icon in the top-left corner and a blue link "Provide a description" below the Early Entry field.

- Next, under Sessions Settings, click the drop-down arrow to expand the options. Click the arrow to the right of Default Attendee Role. By default, attendees enter with the Participant role, but you want to change this to Moderator to give them the ability to record their presentation.

The screenshot shows the 'Session Settings' interface. At the top, there is a title 'Session Settings' with an upward arrow. Below this, the 'Default Attendee Role' section features a dropdown menu currently set to 'Moderator'. A red box highlights the dropdown arrow, and another red box highlights the 'Moderator' option in the expanded list. Below the dropdown is an unchecked checkbox for 'Anonymize chat messages'. The 'Moderator permissions' section includes an unchecked checkbox for 'Show profile pictures for moderator only'. The 'Participants can:' section has four checked checkboxes: 'Share audio', 'Share video', 'Post chat messages', and 'Draw on whiteboard and files'. At the bottom, there is an 'Enable session telephony' section and two buttons: 'Delete' and 'Save'.

6. It would be a good idea to check off “Allow recording downloads,” if you would like to be able to download an .mp4 video file of the presentation to save.

The screenshot shows the 'Recording' section of the settings. It features a checked checkbox for 'Allow recording downloads' and an unchecked checkbox for 'Anonymize chat messages'. A red box highlights the checked checkbox for 'Allow recording downloads'.

7. Under “Participants can:” be sure that all the boxes are checked of to allow presenters to share audio, share video, post chat messages, draw on whiteboard and files, as well as join by using a telephone in case they have trouble with their mic. When you are done, click the Save button at

the bottom.

**Moderator permissions**

Show profile pictures for moderator only

**Participants can:**

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

**Enable session telephony**

- Allow attendees to join the session using a telephone

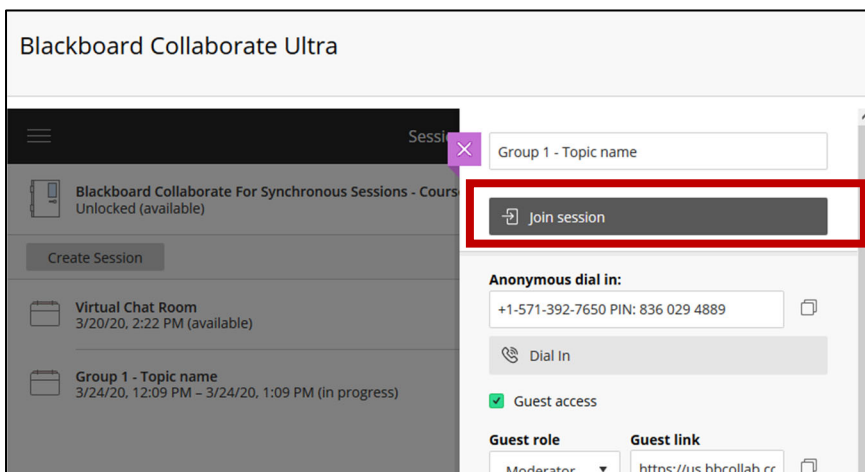
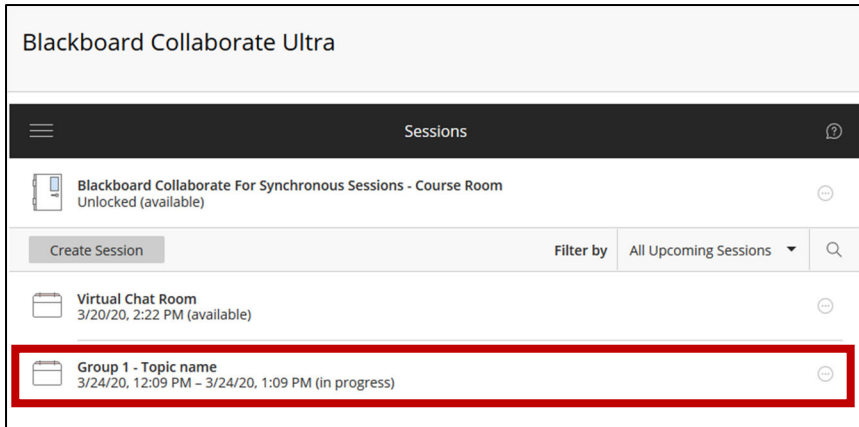
**Private Chat**

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

**Attendance Reporting** ▼

Delete Save

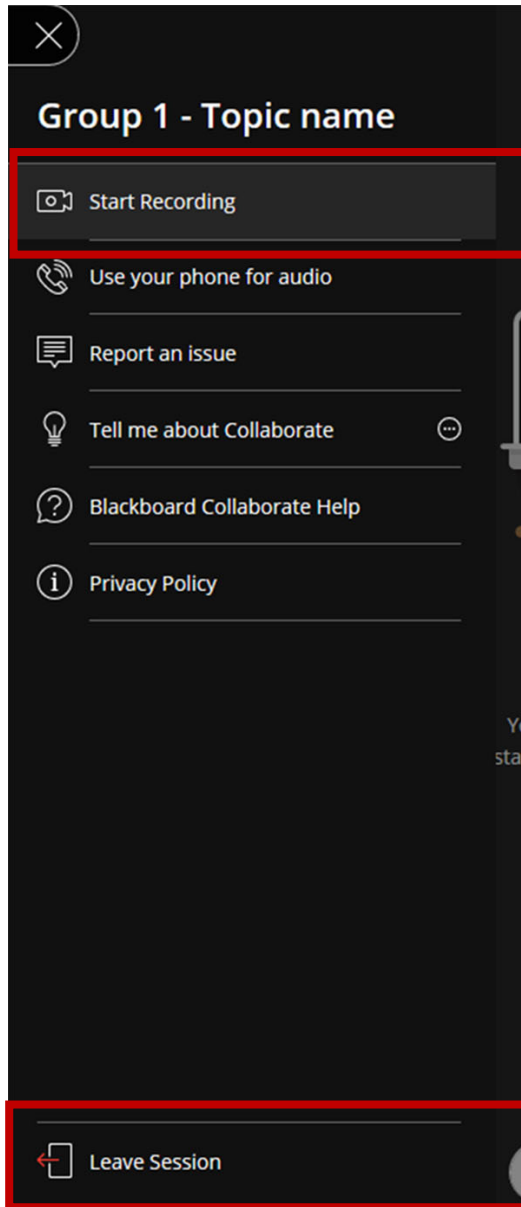
8. The link to the newly created session will appear in the Sessions area of Blackboard Collaborate Ultra. The students will be able to find it here and will just need to click on the name of the session and then click Join Session on the panel that pops out on the right.



9. Once in the session, the student presenters can click the button that looks like three horizontal white lines, called the session menu, to expand the session controls on the left.



10. Then, one of them needs to click on “Start Recording” before they start and “Stop Recording” when they are finished.



11. When they are finished with the session, they would click Leave Session at the bottom of the Sessions Menu, see outlined in red above.