

BLACKBOARD COLLABERATE SESSIONS




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

[ODA Training](#) | [Citrix](#) | [Indigenous Website](#) | [MyNorthern Student Portal](#) | [Employee Portal](#) | [LIT](#)



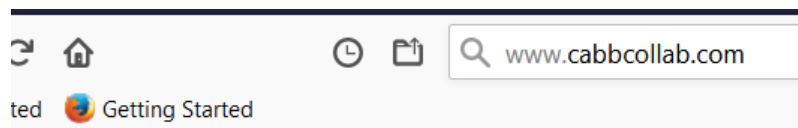
Click on the following link:

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](#)

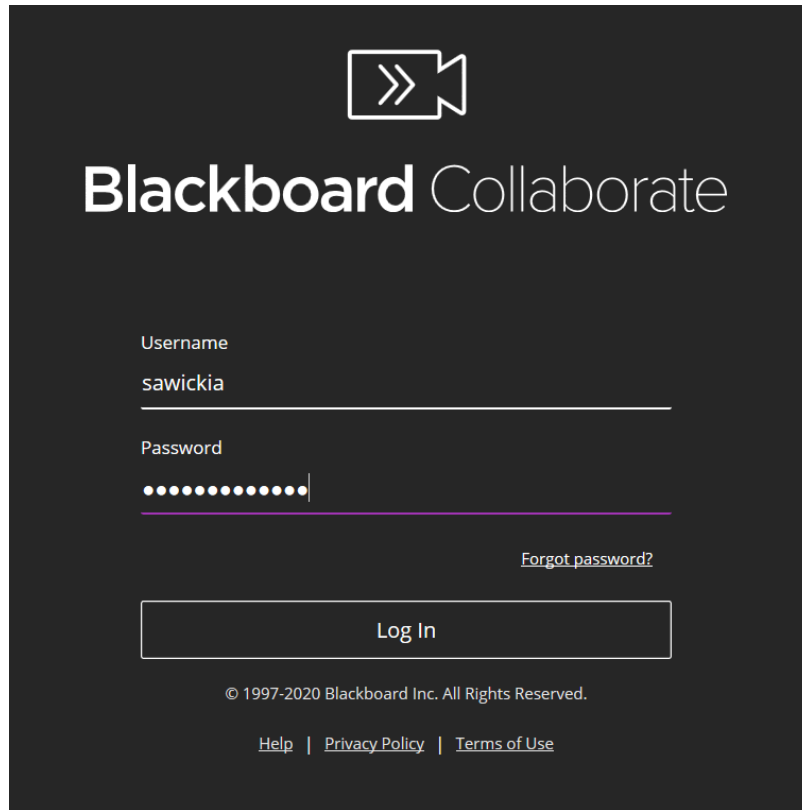
Then log in.

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



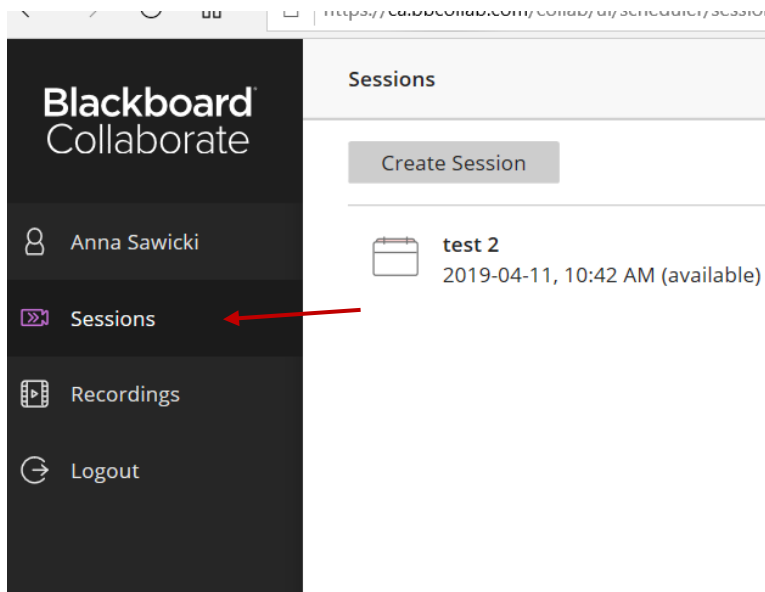
ifore

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.



The image shows the Blackboard Collaborate login interface. At the top center is a logo consisting of two white chevrons pointing right, enclosed in a square frame. Below the logo, the text "Blackboard Collaborate" is displayed in a large, white, sans-serif font. Underneath, there are two input fields: "Username" with the text "sawickia" and "Password" with a series of white dots. A "Forgot password?" link is positioned to the right of the password field. A large, white "Log In" button is centered below the fields. At the bottom, there is a copyright notice "© 1997-2020 Blackboard Inc. All Rights Reserved." and three links: "Help", "Privacy Policy", and "Terms of Use".

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



The image shows a screenshot of the Blackboard Collaborate session screen. On the left is a dark sidebar with the "Blackboard Collaborate" logo at the top. Below the logo, the user's name "Anna Sawicki" is displayed next to a person icon. Further down, there are four menu items: "Sessions" (with a camera icon), "Recordings" (with a film strip icon), and "Logout" (with a circular arrow icon). A red arrow points to the "Sessions" menu item. The main content area on the right has a header "Sessions" and a "Create Session" button. Below this, there is a calendar icon next to the text "test 2" and "2019-04-11, 10:42 AM (available)".

CREATING YOUR FIRST SESSION

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

Create Session

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

The screenshot shows a 'Create Session' form with the following fields and options:

- Session Name:** Intro to Computers
- Event Details:** Includes a 'Guest access' checkbox (checked), 'Guest role' dropdown (set to 'Participant'), and 'Guest link' text.
- Start:** Date: 2020-08-18, Time: 8:44 AM
- End:** Date: 2020-08-18, Time: 9:44 AM
- Options:** 'No end (open session)' and 'Repeat session' checkboxes (both unchecked).
- Early Entry:** Dropdown menu set to '15 min before start time'.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom.

1. Every session should be given a name. In this instance, we will call it "Intro to Computers."

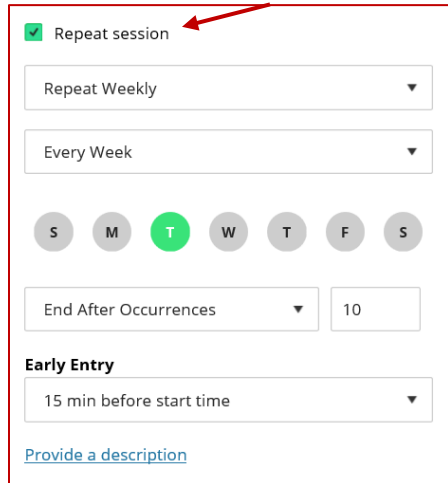
2. Next you need to click on Guest Access. This tells Collaborate that there is going to be participants added to the session and you want to have a link you can share with those participants to join.

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**.



Repeat session

Repeat Weekly

Every Week

S M T W T F S

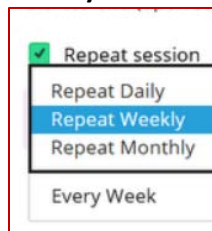
End After Occurrences 10

Early Entry

15 min before start time

[Provide a description](#)

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



Repeat session

Repeat Daily

Repeat Weekly

Repeat Monthly

Every Week

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



Repeat session

Repeat Weekly

Every Week

Every 2 Weeks

Every 3 Weeks

Every 4 Weeks

Every 5 Weeks

Every 6 Weeks

Every 7 Weeks

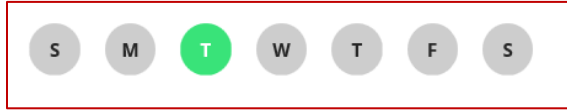
Every 8 Weeks

Every 9 Weeks

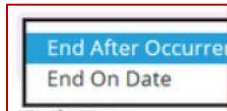
Every 10 Weeks

15 min before sta

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.



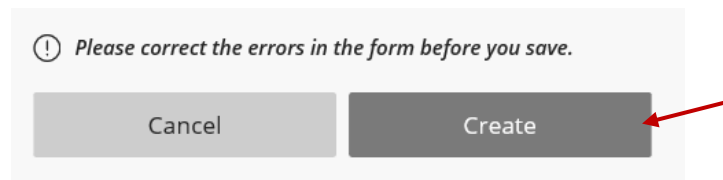
Now you need to tell Collaborate how many times you want these sessions to occur. You can end after a certain amount of occurrences or end on a specific date.



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

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 you 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.

WARNING! This email may not be safe to open or reply to. It originated from outside of Northern College. Do not respond, click links or open attachments unless you can verify the originating email address is legitimate, and know it is safe. Please contact IT if you are unsure.

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. Don't share with anyone else.)

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

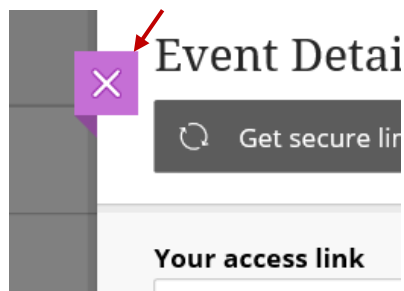
• **Your link:** [Join the Blackboard Collaborate session](#) (This link is associated with your account. Don't share with anyone else.)

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

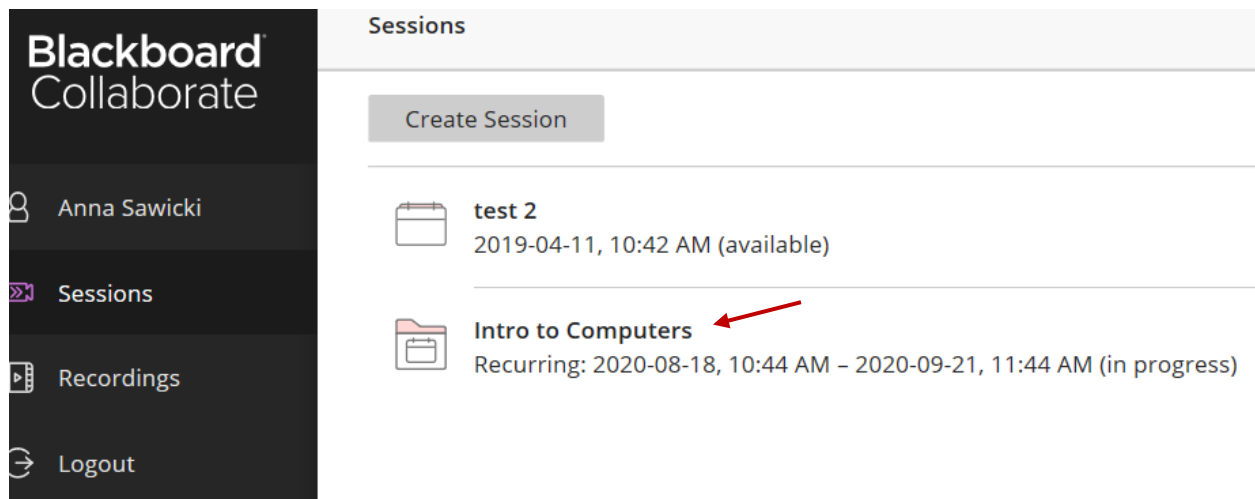
Send this guest link to your attendees:

• **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.



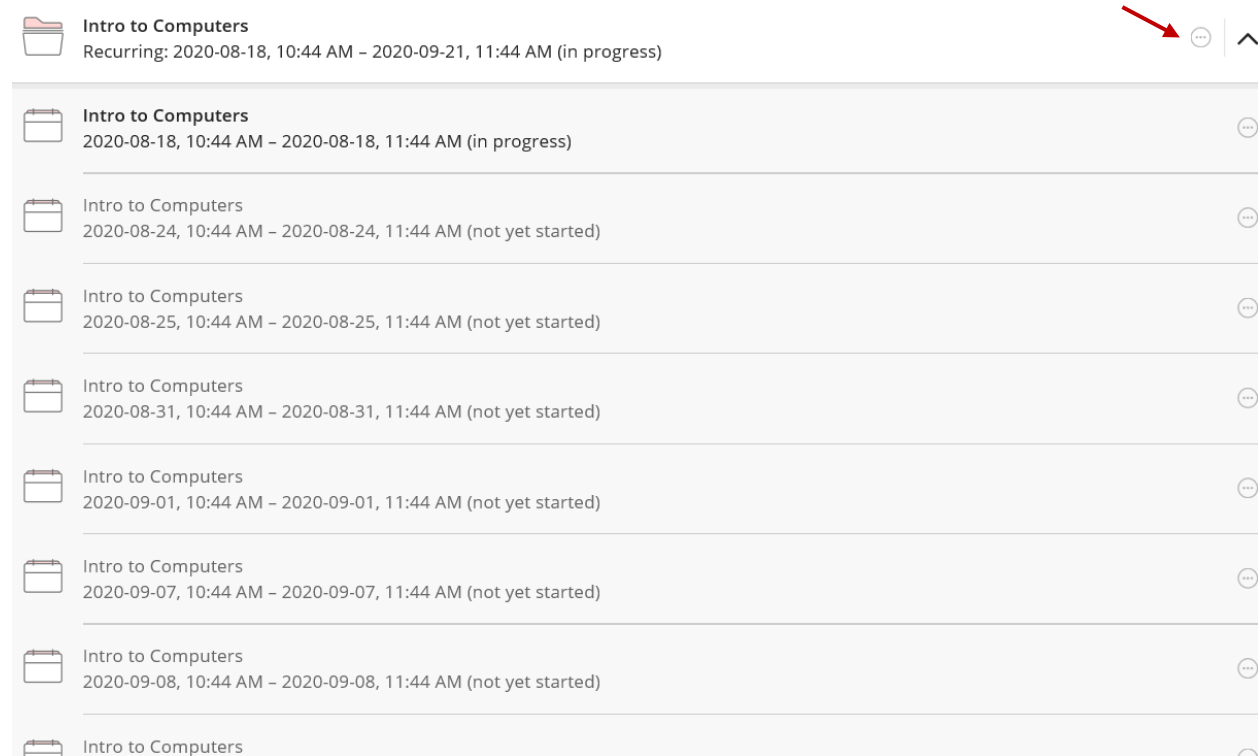
This returns you back to the Collaborate default page on sessions. Now you can see you created a session “Intro to Computers” and it's reoccurring.



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.

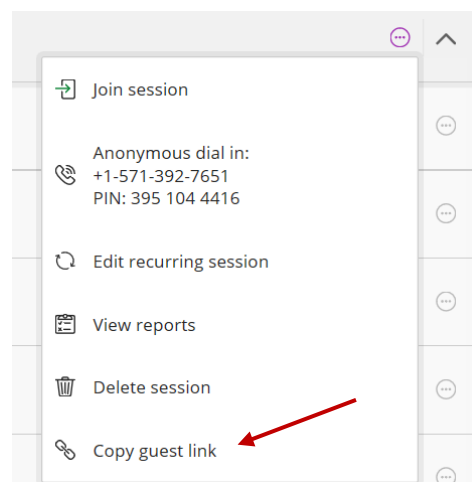
COPY THE GUEST LINK

To grab the guest link, click on the 3 dots next to the up arrow.



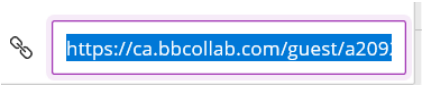
The screenshot shows a list of sessions for 'Intro to Computers'. At the top, there is a summary row with a folder icon, the title 'Intro to Computers', and the text 'Recurring: 2020-08-18, 10:44 AM - 2020-09-21, 11:44 AM (in progress)'. To the right of this row is a three-dot menu icon and an up arrow icon. A red arrow points to the three-dot menu icon. Below this are several individual session rows, each with a calendar icon, the title 'Intro to Computers', and specific dates and times. Each row also has a three-dot menu icon on the right.

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



The screenshot shows a dropdown menu with several options. At the top is 'Join session' with a plus icon. Below it is 'Anonymous dial in:' with a phone icon and the text '+1-571-392-7651' and 'PIN: 395 104 4416'. Other options include 'Edit recurring session', 'View reports', 'Delete session', and 'Copy guest link' with a link icon. A red arrow points to the 'Copy guest link' option.

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.

