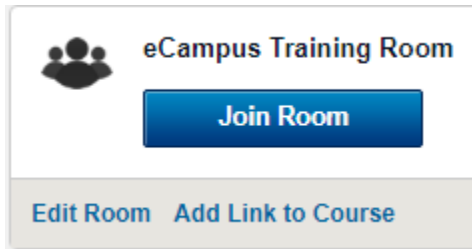
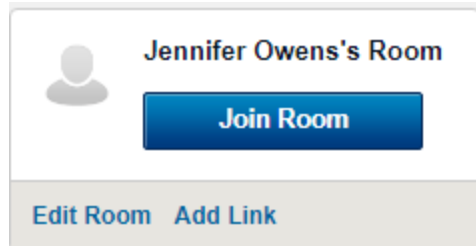


Create a Web Conference Session

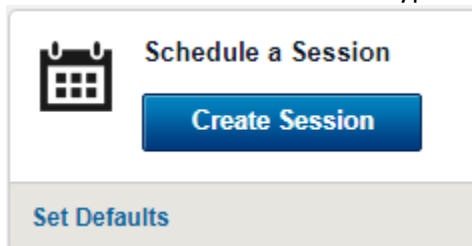
1. Log into your eCampus account.
2. Locate your course and select **Blackboard Collaborate** from **Course Tools** within the **Control Panel**.
3. On the Blackboard Collaborate landing page, you will find two options to launch rooms and an option to create a session.
 - a. **Course Room:** the first room is called the Course Room. It automatically takes the name of the course. The Course room will remain available for the duration of the course, and does not need to be scheduled.



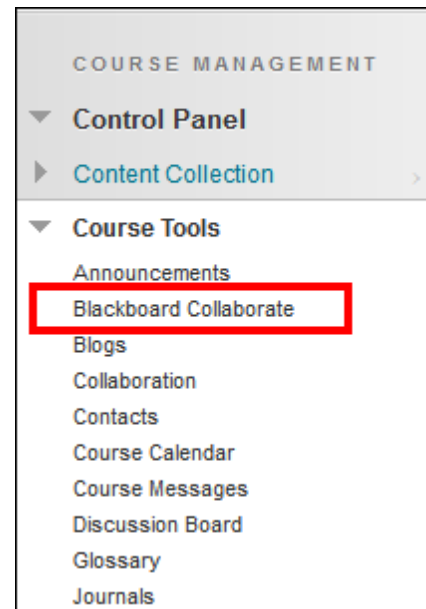
- b. **My Room:** the second room is a private room which is automatically created for instructors and administrators. The same room/same links are shared over all of the courses in which you are listed as the instructor. It can be used for Office Hours, meetings or for practice.



- c. **Schedule a Session:** the third type of room is one that can be scheduled.



4. Click **Create Session** to create and schedule a new session.
5. Complete the **Session Information** and **Room Options**.



Session Information

1. Enter a **Session Name** – the course name will be the default.
2. Enter a **Start and End Time**.
3. If you want the session to **Repeat**, click the **Off** button to turn it On.
4. By default 15 minutes will be selected for the Early **session entry**. This sets the number of minutes prior to the Start Time, participants may enter the session.

SESSION INFORMATION

Session Name

Start Time End Time

Repeat OFF

Early session entry ⓘ

Room Options

1. **Session Type**
 - a. **Course** -All users registered in this course can attend the session.
 - b. **Shared** -All users registered in courses that you teach can attend this session.
2. **Room Attributes**
 - a. **Recording Mode** - Controls the recording for the session.
 - i. **Manual** – Moderators manually start and pause the recording.
 - ii. **Automatic** – recording starts automatically when the first participants enters the room
 - iii. **Disabled** – session will not be recorded.
 - b. **Max Simultaneous Talkers** - Maximum number of simultaneous talkers allowed at the start of the session (1 to 6).
 - c. **Max Cameras** - Maximum number of simultaneous web cameras allowed at the start of the session (1 to 6).
 - d. **View Private Messages** - Allows moderators to view all private chat messages in the session.
 - e. **All Permissions** - All participants will have full permissions when they enter the session. Permissions are audio, video, chat and whiteboard. The moderator can give and take away permissions during the session.
 - f. **Raise Hand on Entry** - Users automatically raise their hands when they join the session.
 - g. **Allow In-Session Invitations** - While in a session, moderators can invite users to join.

Session Type

Course ⓘ

Shared ⓘ

- h. **Hide Names in Recordings** - Names of participants are hidden when viewing recordings. Names are replaced with Participant 1, Participant 2, etc.,
- i. **Preload Content** - Upload a file to use in the session. This will preload into the session content such as whiteboard files, Plan files or multimedia content.

Room Attributes

Recording Mode ⓘ Manual ▾

Max Simultaneous Talkers ⓘ 6 ▾

Max Cameras ⓘ 3 ▾

View Private Messages ⓘ ON

All Permissions ⓘ ON

Raise Hand on Entry ⓘ OFF

Allow In-Session Invitations ⓘ ON

Hide Names in Recordings ⓘ OFF

Preload Content ⓘ

Supported Extensions

WBD, WPD, ELP, ELPX, SWF, M4V, MP4, MPG, MPEG, MPE, MP3

Attach File

Notes

Enter notes here

3. Assign Roles

- a. All users join as participants – default choice so that all participants only have the participant permission.
- b. All users join as moderators – can be used if creating a study room or similar and there is not specifically assigned individual to facilitate/moderate the session.
- c. Assign access - Restrict who can join this session as a moderator or a participant. If this option is chosen, you must assign all participants and moderators to the session.

Moderators

Blackboard Administrator

Participants

Guest Participation

Individuals who are not enrolled in a course can be invited to join using a URL. The URL is automatically generated when the session is created. It will display in a green banner at the top of the Blackboard Collaborate landing page.

Success: Session was created successfully

To invite unregistered guests to this session American History, use the following link:
<http://vmsupbb91-1.bbcollab.net/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=82208052-c6e9-4bc4-a478-3b24068932bc>

Email Invitation – guests can also be invited to join a session by sending an email invitation directly from the course.

1. Locate the session and click the chevron to display options.
2. Select **Edit Session**.
3. Set **Allow Guests** to **On**.
4. Click **Submit**.
5. Locate the session and click the chevron to display options.
6. Select **Invite Guests**.
7. Enter the email address of the guest who should be invited and click **Add** and **Done**.

Invite Guests

Public URL: https://vrock.ecampus.wvu.edu/webapps/bb-collaborate-BBLEARN/launchSession/guest?uid=831678ff-964c-4f0f-b6d6-77f428be0d06&course_id=_81343_1

Add guests to invite: