

Guide for Bb Collaborate Meeting

This guide is primarily focused on delivering a live lecture, with students present, online. It uses Blackboard Collaborate, which is integrated into our campus Bb LMS. These lectures, recorded, can be viewed by students at a later time. Hopefully this will get some online quickly – as in essence, you are swapping in person lectures for online lectures delivered at the same time as your normal lecture. Students are aware that there might be interruptions (kids, dogs, doorbells) and are quite accommodating – so don't sweat those too much (unless they are really intrusive!).

For your convenience you can control-click on any of these links to go immediately to the part of this document you are interested in, or since it is in rough chronological order, you can start at the top and work your way down.

I only cover loading your PowerPoint (PPT) briefly, but it is one of those “click and follow directions” items. There is a limit to the size of PPT you can upload, so you can split the PPT into two, or paste your images into the PPT as a jpeg or jpg as they are much smaller – if the image is already in the PPT, just copy it, then use “Paste Special” to paste it as a jpg or jpeg.

Please send me feedback on this document!

[Starting a Session](#)

[Make sure Audio/Video is working](#)

[Controlling Student Participation](#)

[Adding Students to the Session](#)

[Navigating Through Your PPT](#)

[Sharing your Desktop or an Application](#)

[Send Files to Your Students](#)

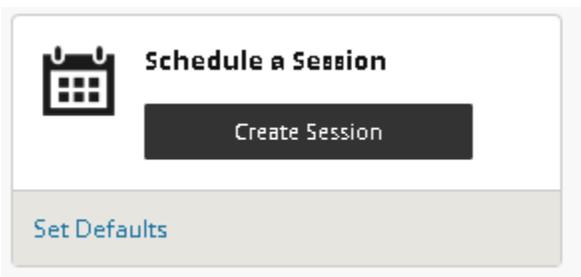
[Suggestions to Engage Students](#)

Starting a Session

[control - click here to go back to page 1](#)

Blackboard Collaborate allows you to set up a live lecture session with your students, who can either attend and ask questions/interact with you, or later watch the recordings (assuming you record the session) in a variety of formats (collaborate, MP4, MP3 – audio only). You can assign points for watching live, or the recording. Here is how to create a session:

1. Log into BlackBoard (Bb)
2. Open up the course you want to set up a meeting/Lecture for
3. Navigate along the side to “Tools & Communication” then click on “Blackboard Collaborate”
4. Click on:



5. Provide a Session Name – it defaults to the course name, but I usually change it to something like “PSYC 3000 Unit 2 Lecture 1” and I usually put the date on it.
6. Set the start and ending times, and the early session entry – that is, how many minutes before the start time the students, and you, can enter the session. I usually set it to 30 minutes as I upload my powerpoints and that takes some time to do. Also, students may have to download software, test their audio, etc. Be aware that if you have your PPT open, it will not load unto Bb – simply close it and Bb will open it.

Session Name	PSYC 3000 Unit 2 Lecture 1 3-06-2020	
Start Time	03/06/2020 03:00 PM	End Time 03/06/2020 05:00 PM
Repeat	Off	
Early session entry 	30 minutes ▼	

7. I usually keep the room options the same as what they default to – for me it is:

ROOM OPTIONS

Session Type

- Course *i*
- Shared *i*

Teleconference Options

- Use built-in. *i*
- Use third party. *i*
- Do not use teleconference. *i*

The teleconference option allows students to call in, so it might be useful. They would not see anything, but in some cases they might be able to see the collaborate session, but not hear it. This option would be useful then.

8. For Room attributes, I generally set it like this:

Room Attributes

Recording Mode *i* Manual ▾

Max Simultaneous Talkers *i* 6 ▾

Max Cameras *i* 6 ▾

View Private Messages *i* OFF

Full Participant Permissions *i* ON

Raise Hand on Entry *i* OFF

Allow In-Session Invitations *i* ON

Allow Guests *i* OFF

Hide Names in Recordings *i* OFF

Preload Content *i* Attach File

Browse My Computer Browse Content Collection

Notes

Enter notes here

- If I think going to reuse the recordings (you might use them if you were sick in another semester and the material/lectures were similar), then I will choose to “Hide Names in Recordings”

9. For giving points for attending the lecture I do this:



Grade Center Integration

Add a grade column? ON

Points

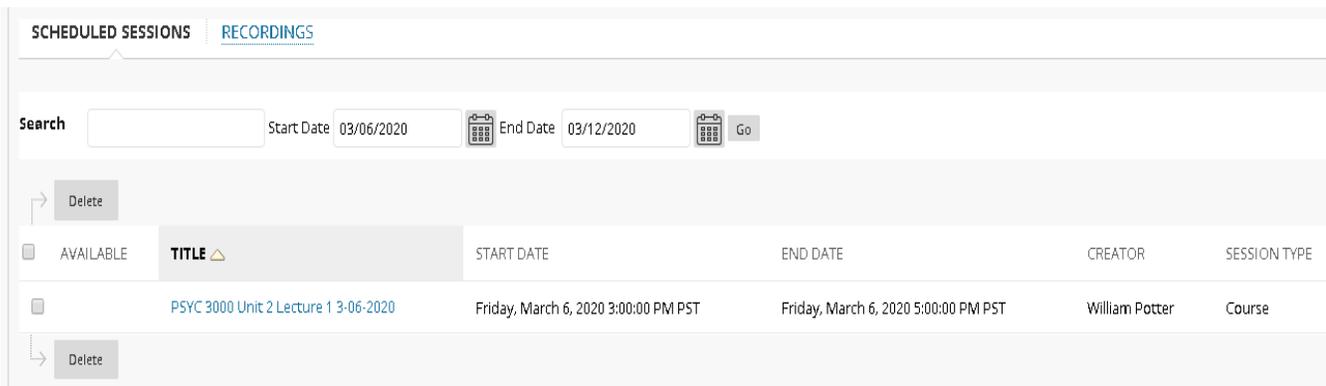
You can set the point value to whatever you want. The students will get points if they attend, or watch the archived video, in separate grade columns.

10. I generally do not have additional moderators – they can change setting, delete PPTs, etc. so I usually do not allow that access. You can elevate a student or other attendee to a moderator while in session and then take that away, if need be.

11. Finally, click on save:



12. This screen should appear meaning you set up the session successfully:



SCHEDULED SESSIONS RECORDINGS

Search Start Date 03/06/2020 End Date 03/12/2020 Go

AVAILABLE	TITLE	START DATE	END DATE	CREATOR	SESSION TYPE
<input type="checkbox"/>	PSYC 3000 Unit 2 Lecture 1 3-06-2020	Friday, March 6, 2020 3:00:00 PM PST	Friday, March 6, 2020 5:00:00 PM PST	William Potter	Course

- I, and students, will be able to log into it at 2:30 pm, a half hour before the start time.

13. To start your session:

A. Click on the label you gave the session, in this case PSYC 3000 UNIT 2.... This window should appear. If this is your first time doing a collaborate session, you should click on the “[download the Blackboard Collaborate Launcher](#)” link provided and install that software.



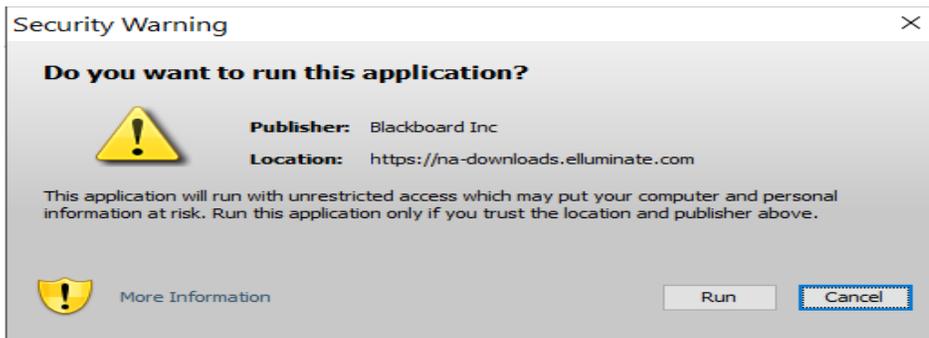
Start Date
Mar 14, 2020 12:45 PM

End Date
Mar 14, 2020 1:45 PM

If you can't open the .collab file, [download the Blackboard Collaborate Launcher](#).

Still can't get into your session? Please [read our troubleshooting help topic](#).

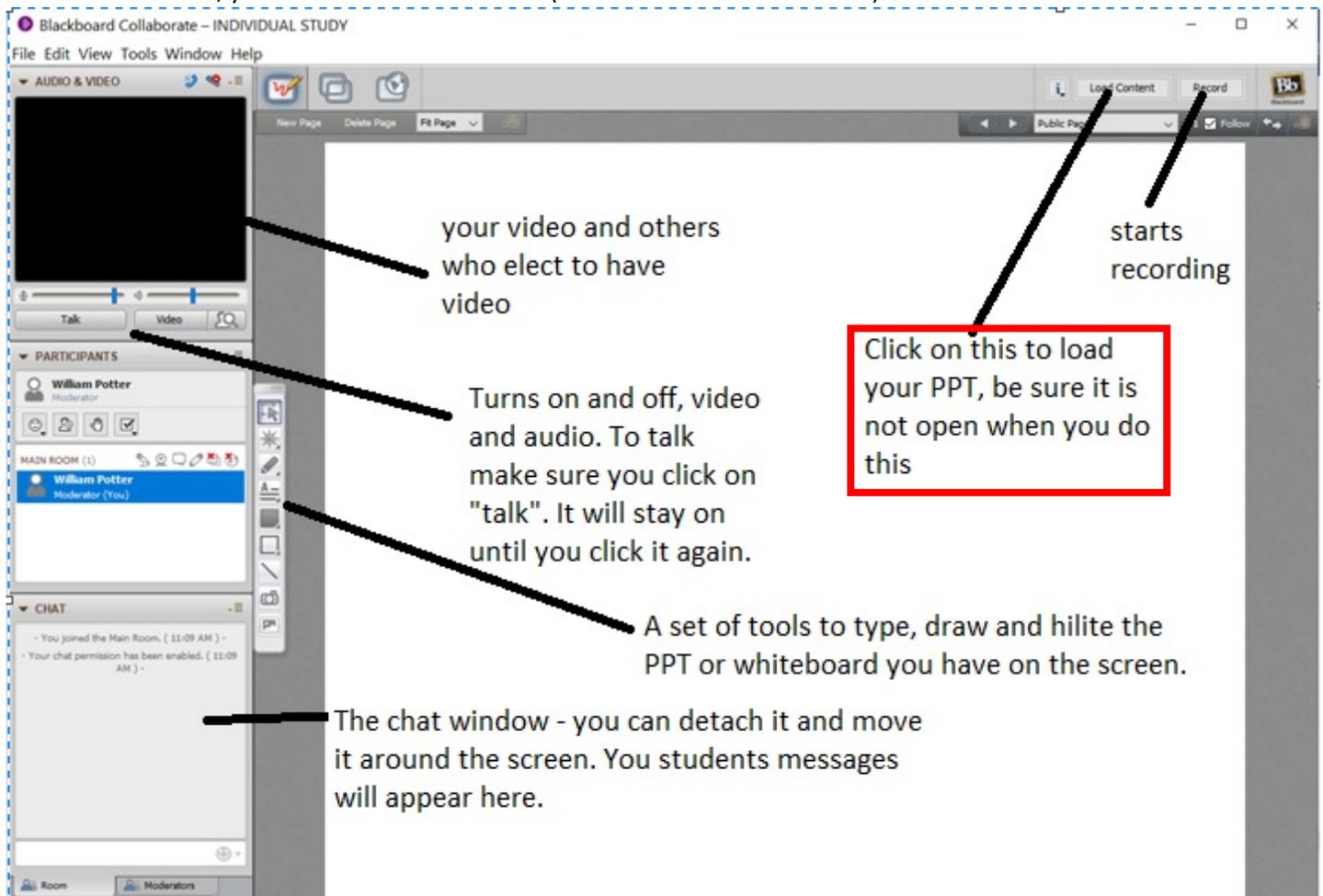
Once installed, click on “Join Room” and either a file will automatically download, called something like “meeting.collab”. It will likely be saved in your download folder, but you might be able to save it somewhere easy to find. You might also look at the bottom left corner of your browser – often the downloaded file is displayed there. Click once (if that does not work, double-click) on the file to open it. That will start the process to enter the session:



Click on run. If a second window appears just like this, click cancel – it means your computer is trying to start up a second instance of the Session which will cause you some problems. I think this may have something to do with how your systems handles single and double-clicks when you click on the meeting.collab file.

You might be prompted to tell the system what speed your internet is, usually you would select cable/DSL or wireless, but if things are running slow you can exit the session and re-sign in using a slower speed.

Once in the session, your screen will look like this (I added all the text notations):

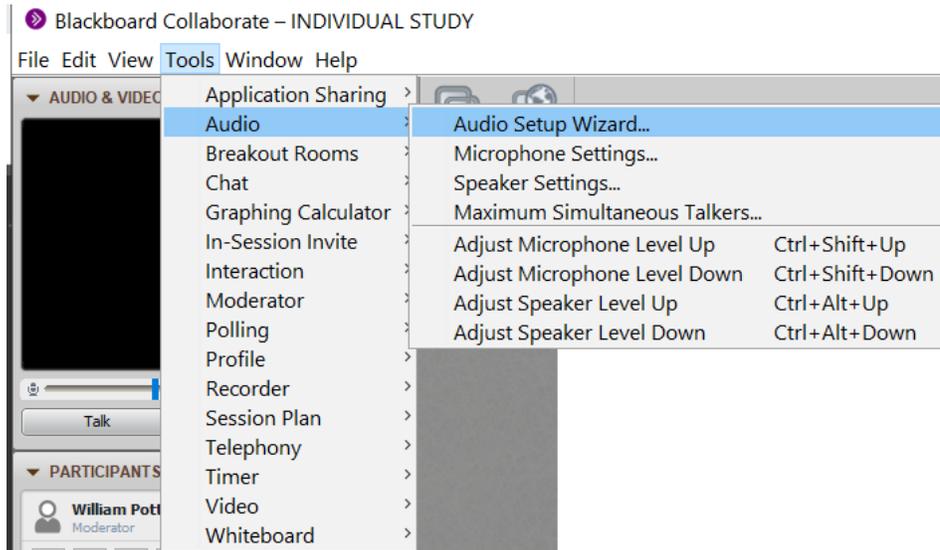


Now would be the time to load your PPT – see figure above – click on “Load Content”

Make sure Audio/Video is working

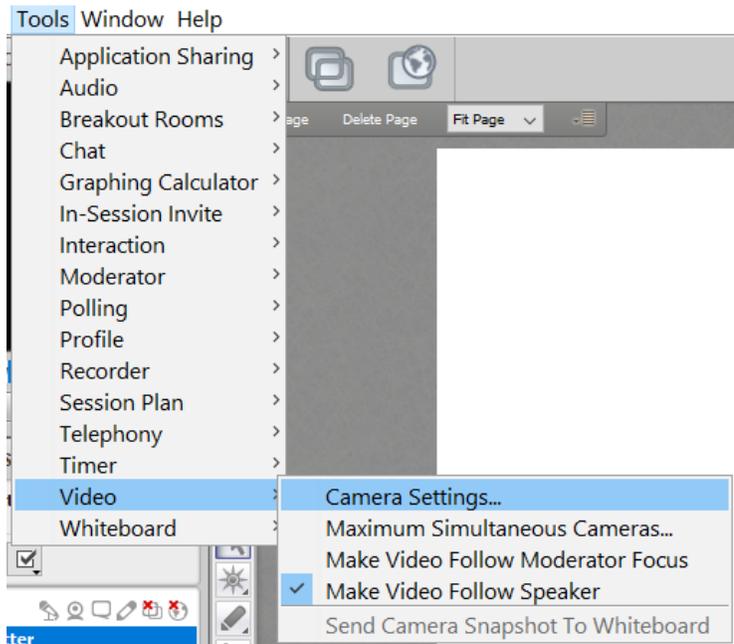
[control - click here to go back to page 1](#)

If your video or audio is not working, you can use the wizard – Tools, Audio



Just follow the instructions.

Video does not have a wizard, but you can do Tools, Video, Camera Settings



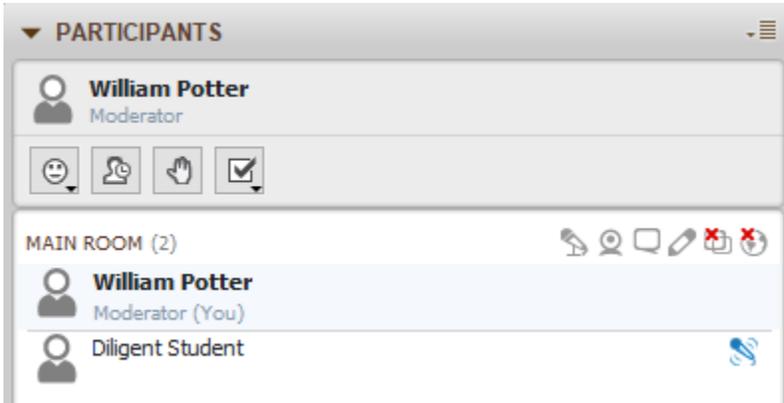
Sometimes lowering the video frame rate will get the camera going, once you click on “Apply”. Be aware that video takes up lots of bandwidth. So if the connection keeps dropping, or is choppy, I will often turn off the video and just use audio, just click on the video button to turn it on/off (it is below the actual video frame).

At the start of a session I always check my Audio/Video with students who sign in early. If they don't respond, you can type a chat message asking if they can hear you. You might have to prompt them to turn on their sound.

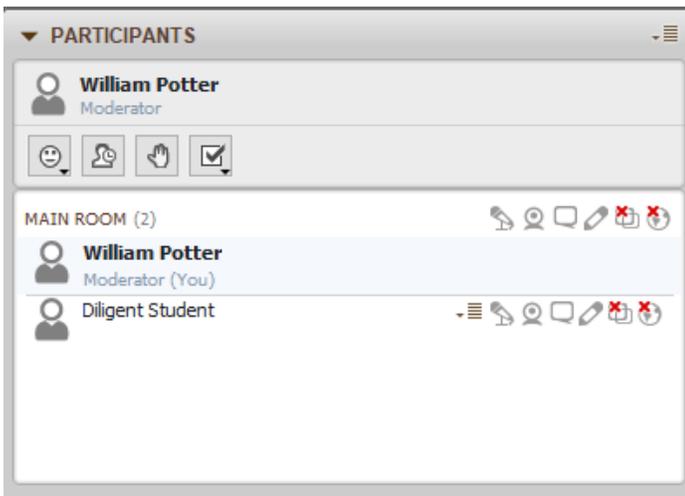
Controlling Student Participation

[control - click here to go back to page 1](#)

Once a student joins, you have a number of things you can do – for instance if the student leaves their talk button on, you will hear lots of noise in the background and possible feedback. You can turn off their mic by clicking on it (see below – the mic next to “Diligent student” means they are the one talking)



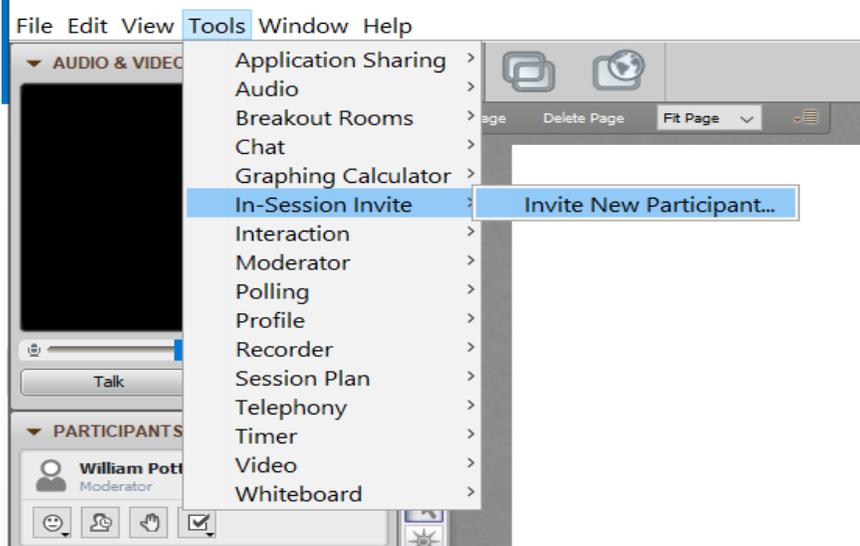
When you hover your mouse over a student’s name, you will see options that you can click on to turn on/off video, audio, chat, etc. among other things like elevate their privileges.



Adding Students to the Session

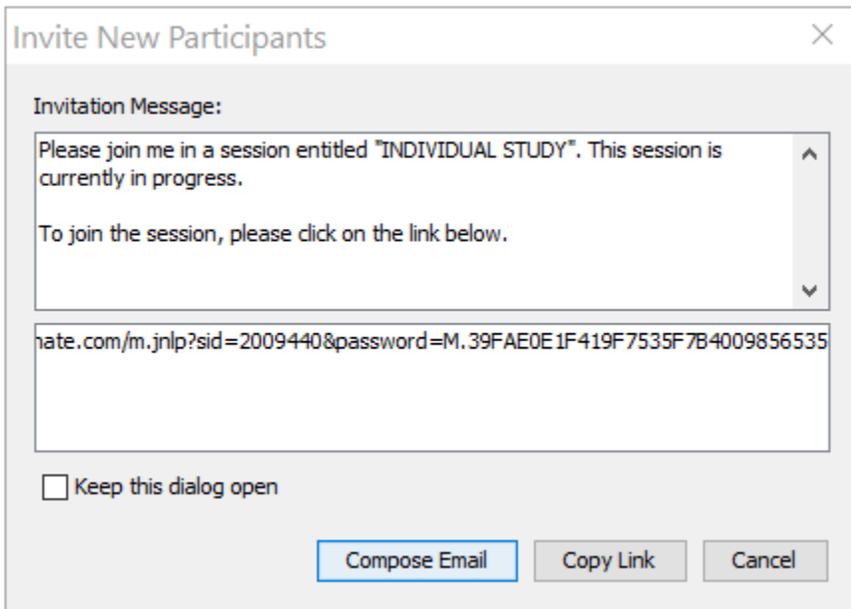
[control - click here to go back to page 1](#)

I monitor emails – if a student emails and can't get on, sometimes I send them an invite to their personal email account. To do that, when you are in the session, click on.....



By the way, the snipping tool does not allow you to capture hidden menus easily – on a windows machine you can Hold down the windows key, shift and S and you can take a “picture” of menus like above – it is copied to the clipboard and you can paste it into a document.

Once you select that this window will appear:

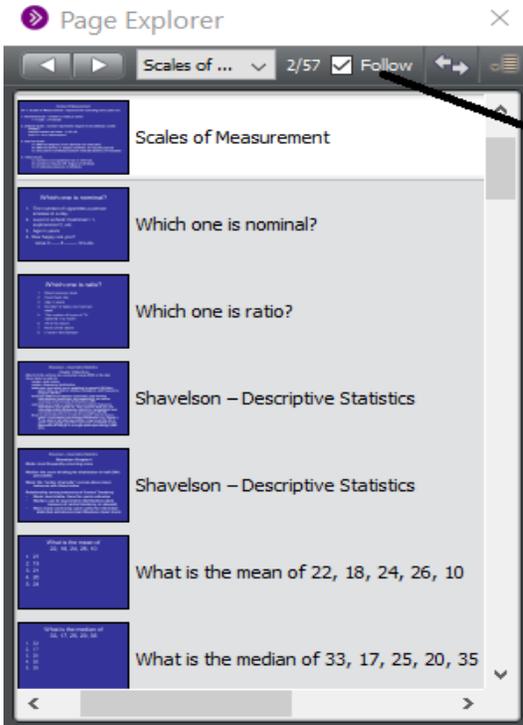


You can copy the link, or click on compose email (if you have outlook set up – it will use you default email method, but may not work if you access email from a webpage), or copy link then paste it into an email to your student(s).

Navigating Through Your PPT

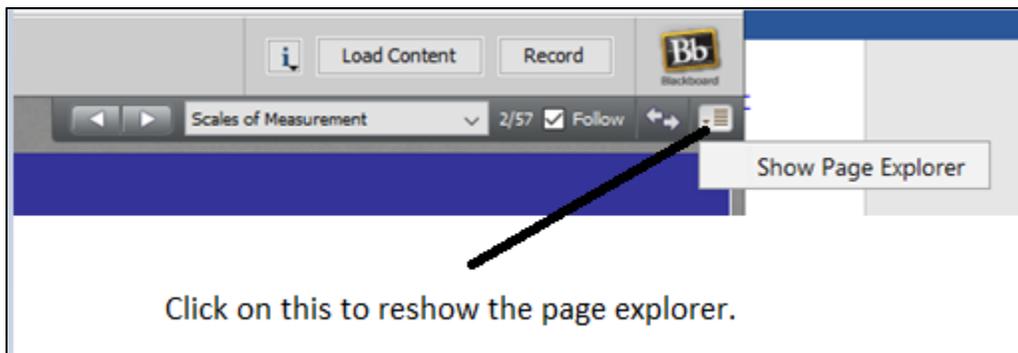
[control - click here to go back to page 1](#)

Once you have the PPT loaded (click on the “Load Content button”) the page explorer should pop up – it is a window as shown below. IF you have the “Follow” button checked the students will see when you change slides (by clicking on a new slide).



make sure this is clicked - the students will be able to see the slides you switch to. If you want to look over slides before the students see them, you can uncheck this, but be sure to recheck it when you want to display the slide (you might have to ask students what they are seeing).

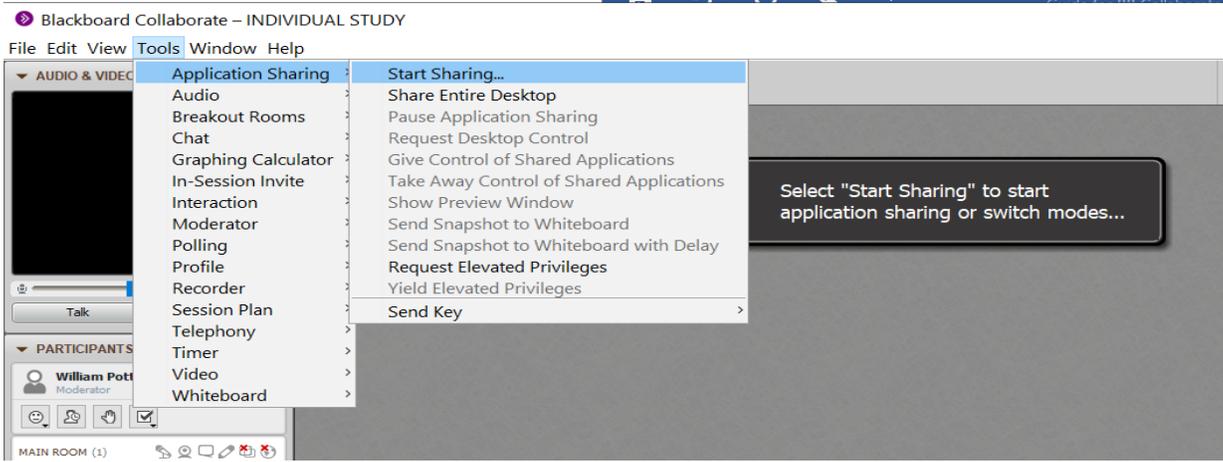
If the page explorer disappears you can get it back by clicking on this:



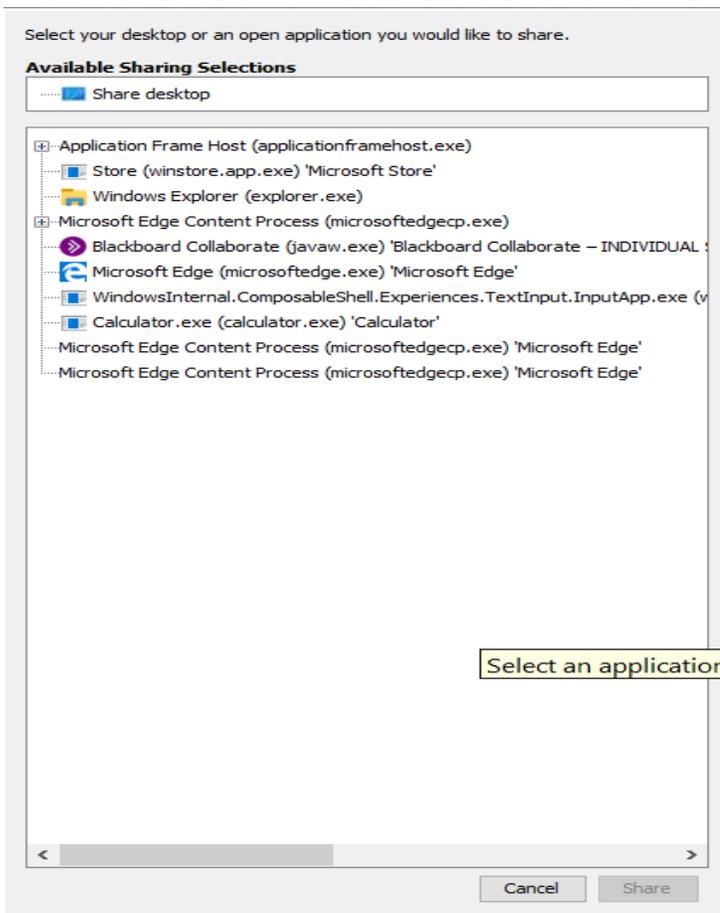
Sharing your Desktop or an Application

[control - click here to go back to page 1](#)

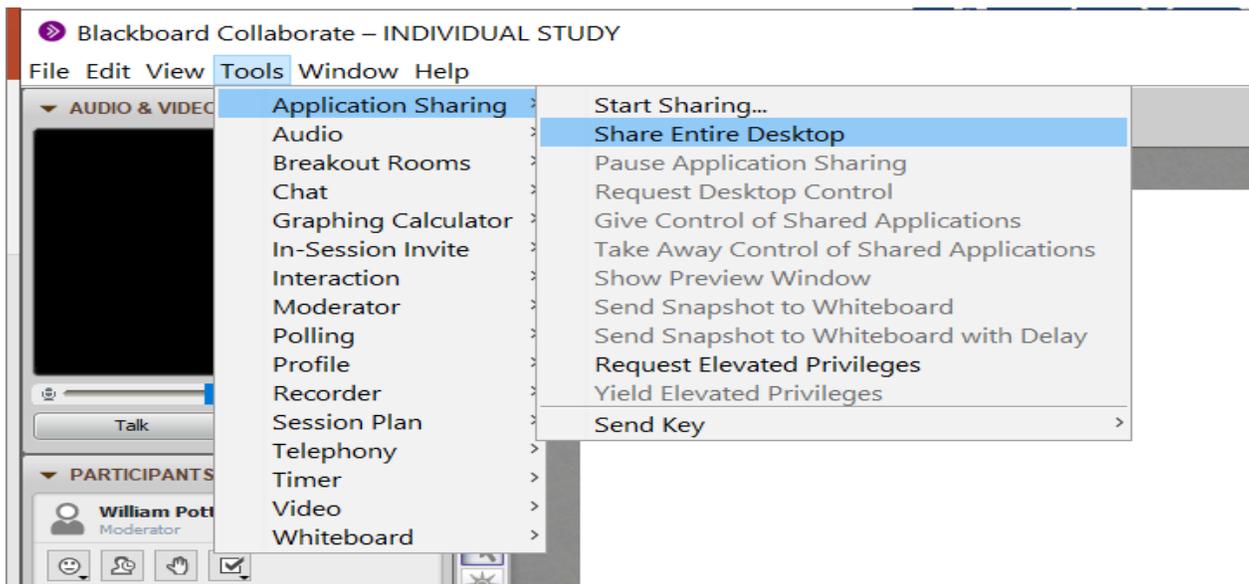
You might want to share your screen, or a running application to show students what you are doing, for instance showing students how to use Excel, JASP or SPSS.



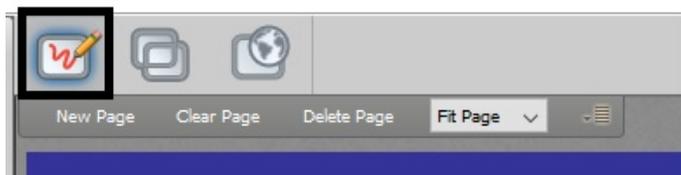
Click Ok for the elevated privileges window then this should appear



Simply click on the application you want to share. Notice that PPT is not in this list – I don't think Collaborate can identify that, but you can overcome that by sharing your entire desktop (another option as seen next).



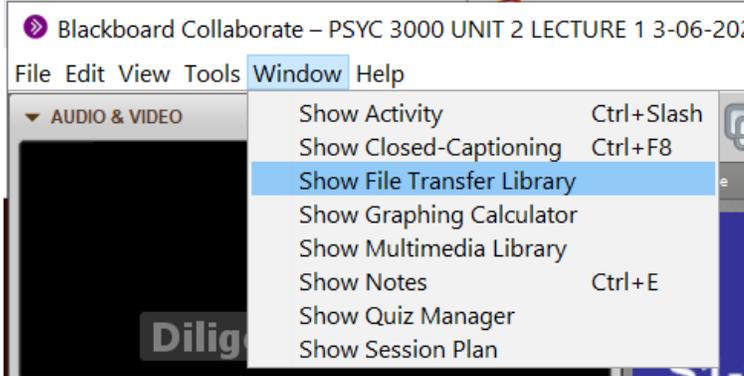
A yellow box will appear around whatever the students see. Interestingly – you can select the Bb Collaborate session and show students how to use the application, by sharing it with them. To stop sharing, look in the corners of the yellow highlight, there is a stop button. To return to your PPT or whiteboard click on this icon near the top left of the PPT or white board (with the black box on around it).



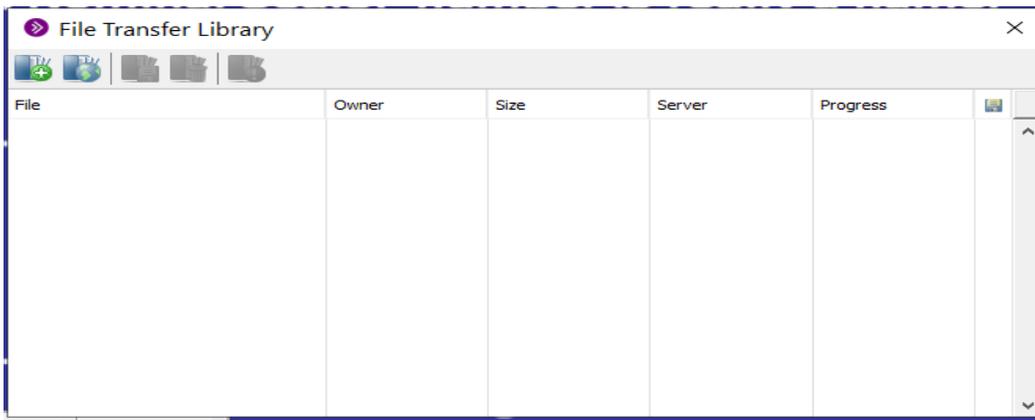
Send Files to Your Students

[control - click here to go back to page 1](#)

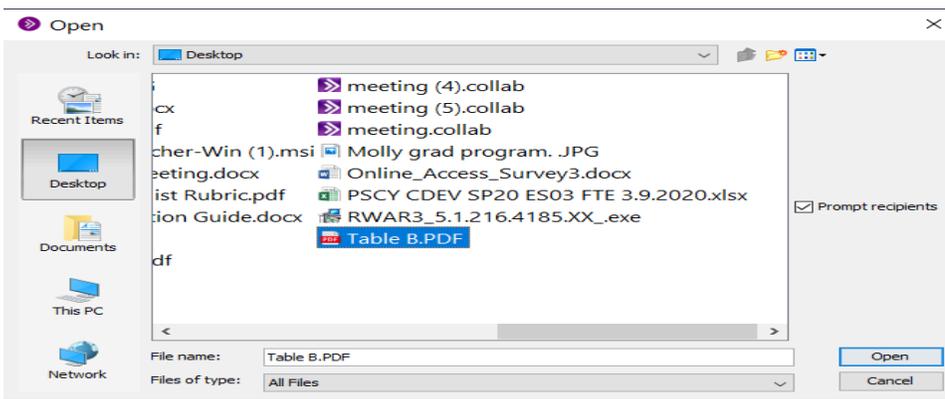
Sometimes you might want to send a file to your participants – you can do this in Blackboard using the file transfer function. It is nice, as Bb will also send the file if the student is watching the recorded collaborate session (not if they watch/listen to the mp4 or mp3 however). Of course you can also send files via email, but it is convenient and speedy to do it this way. To get started click on “Window, Show File Transfer Library” as shown below.



Once you do that the following window should appear:

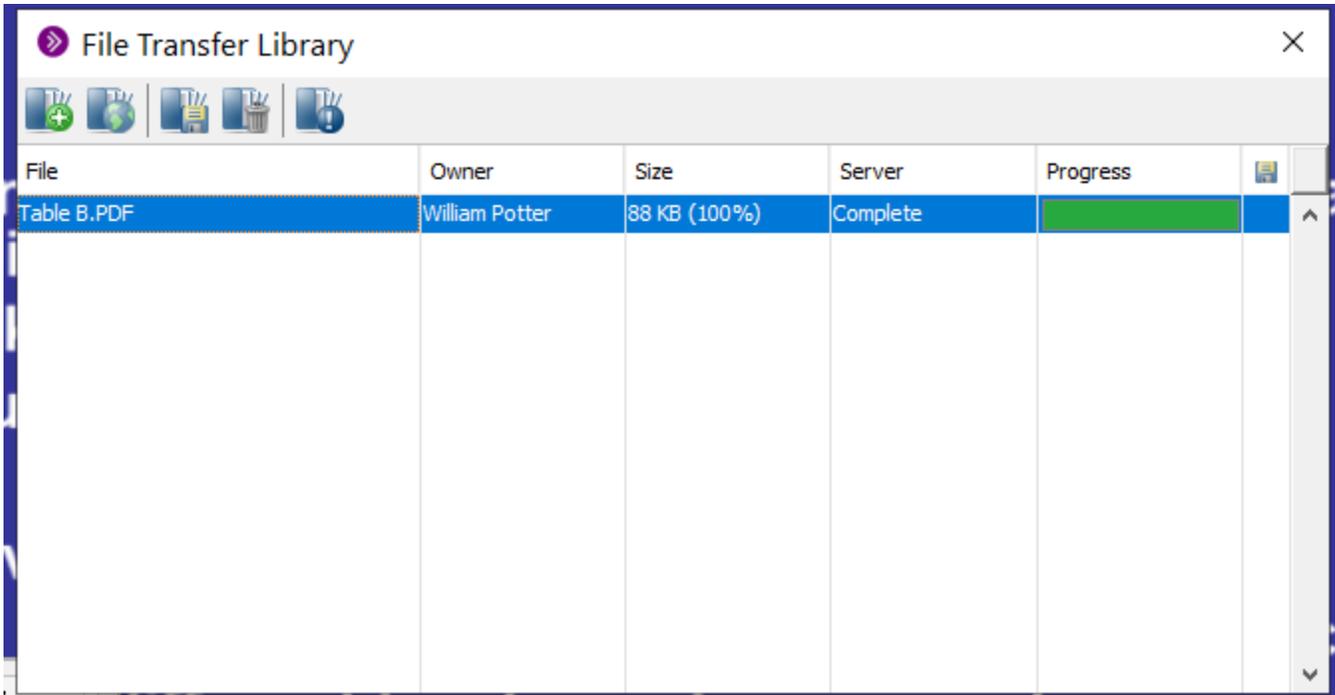


Click on the icon with the “+” and select a file – here is a file I often send (z score table)



When you click open the students will be prompted to save the file. You might tell them to save it in a convenient place. I often have to send it several times as they cannot find the file.

Once the file is sent it will be in the library, you can re-prompt students to save the file by clicking on the icon with the exclamation point on it – while you have the file you want to send highlighted.

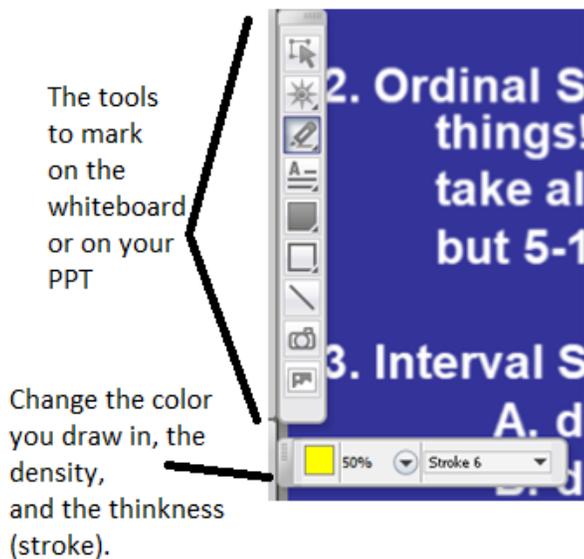


The screenshot shows a window titled "File Transfer Library" with a close button in the top right corner. Below the title bar is a toolbar with five icons: a green plus sign, a globe, a document with a pencil, a trash can, and a lightbulb. The main area contains a table with the following data:

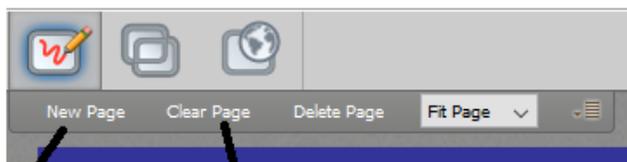
File	Owner	Size	Server	Progress	
Table B.PDF	William Potter	88 KB (100%)	Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	

Drawing on the Screen/Highlighting/Using the Whiteboard

You have a variety of tools available to you – they appear on the side of your PPT/Whiteboard, and look like this:



Click on each and play with it a bit. The second one down allows you to have sort of a laser pointer – when you click on it the students will see to where you are pointing, but no marks will appear on the PPT. If you click and hold down the mouse the students will see your mouse movements, but it tends to be choppy. I usually just write on the screen, then delete parts by using the tool at the top – the selection tool – or by clicking on “Clear Page”. You can insert a whiteboard by clicking on New Page.



Inserts a whiteboard for you to draw on, or paste pictures/text

Clears all the drawings and text that you added to the PPT

A mouse is a bit clunky for writing on the screen, you might want to practice a bit. Other options include using a touch screen if you have one, or using the trackpad on your laptop, or purchasing a standalone trackpad (I tried one, it did not work that well, but it might have been the trackpad I purchased).

Some Tips on Engaging Students in the Session

[control - click here to go back to page 1](#)

If students are just listening to you, and watching your PPT it can get pretty boring. I try to keep them engaged by calling on them (you will see their names in the participant list) and asking them to type in answers (be prepared to wait a bit!). I will also ask the entire class a question – for instance, provide an operational definition of “Athletic”. But then I will give them instructions to type out their answer in some other word-processing app, then when I say, copy and paste their answers into the chat box. That way, they cannot see others answers until they are finished. Then, I will go back and address each one – sometimes I recopy it into the chat box so it is the current one they see. It is a nice way to correct misconceptions/errors and for the students to see how other students answer.

In addition, since I have a fair amount of graphing, I have picked 4-6 students to grab a section of the screen (I usually divide it up into six equal parts with a line, then ask each selected student to create a particular type of graph in their assigned area on the screen (they also have access to the pen and text).

Sometimes I also have students do an “in class” assignment, such as the graphing, on paper or on word or even using paint or a similar program, then take a picture of the paper, and send it to me – or send me the file.

Finally, you can do simple polling – students can raise hands, select yes/no (with a class summary), and use emojis. This image illustrates some of the options available.

