Building & Deploying a Blackboard Collaborate Session

Toolkit for Teaching Inclusively in Response to Coronavirus

How can I use this for teaching inclusively in response to Coronavirus?

Blackboard Collaborate is a virtual classroom and online collaboration tool. In order to support students and staff who are unable to be on campus due to coronavirus, some of our teaching activities may need to be moved online. Below is a list of online activities available through Blackboard Collaborate:

1. Lecturers can deliver live online lectures
   a. Polls during live lectures
   b. Breakout groups from big live lectures
   c. Participants can give feedback throughout the live session
2. Students can deliver presentations
3. All may use the annotated whiteboard tools to draw and demonstrate concepts
4. Live demonstration of lab procedures
5. Document sharing in a session
6. Providing video/audio/text feedback

Other complementary tools:
1. Zoom/Skype
2. Echo360 via Universal Capture recording
3. Document Sharing via OneDrive, Padlet, etc.
4. Echo360 Lecture Capture and the Active Learning Platform

Create a Collaborate session in LMS

Log into your LMS unit. In the left-hand menu, click the “add content icon, and click “tool link”.

Type a name for the session (for example, what type of activity it is and in which week), choose “Blackboard Collaborate Ultra” from the dropdown menu, tick the box to make this available to students, and click submit.

In your left-hand menu, click the name of the Blackboard Collaborate tool you just created. Then create a session by clicking “create session”.

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On the right-hand menu, choose your event details:

a. Name your session, e.g. the week number tutorial for your class
b. Copy the guest link to send this to your students to access the this particular Collaborate session
c. Set your start time, and we recommend choosing “no end (open session)”.
d. Click “save”.
e. Provide students with the link to the setting by copy and pasting the link to LMS Blackboard.

Session settings – recording sessions

In the right-hand menu, scroll down and click “session settings”. To record your session for students to view later, tick the “allow recording downloads” box. Decide what participants can do in the session, and then click “save”.

**Session Settings**

**Default Attendee Role**

- Participant

**Recording**

- Allow recording downloads
- Anonymize chat messages

**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
Accessing session recordings
In your Collaborate area, click the menu icon.
Then click “recordings” to see all Collaborate recordings.

For more information about session settings, click here to visit the Blackboard help pages.

What are the different roles in a Collaborate session:
- Moderator
- Presenter
- Participant
- Captioner

Managing your Collaborate session
a. Best Practices for managing sessions
b. Share Content
c. Polling
d. Timer
e. Chat
f. Manage attendees
g. Recordings
h. Audio and Video
i. Breakout Groups

Navigate the Collaborate Panels:
a. Media space
b. Media space tools
c. Session menu
d. Session menu tools
e. Collaborate panel
f. Collaborate panel tools
g. Chat history keyboard controls
h. Scheduler

For help, please contact your faculty EEU team:

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For more information:
Blackboard Learn help pages for Collaborate Ultra
What is a session in Collaborate?