



**YOUNGSTOWN  
STATE  
UNIVERSITY**

Office of Distance Education

This getting started guide will provide you with basic instructions on how to use Blackboard Collaborate.

## Introduction

Even if you are new to web conferencing, with help from the Department of Cyberlearning and the available resources, you can create synchronous sessions that are engaging and interactive. We have compiled basic tasks and steps to help guide you along the way while using Blackboard Collaborate. If you have any questions or need assistance, you can always contact the Department of Cyberlearning.

## Helpful Resources

There are many resources available regarding Blackboard. Below is a list of resources that are available to help.

### **Instructional Design and Development Center:**

330-941-3244

[iddc@ysu.edu](mailto:iddc@ysu.edu)

### **Instructional Designers:**

330-941-1535

### **Electronic Information Technology Center:**

330-941-2762

### **Tech Desk:**

330-941-1595

### **Blackboard Online Help:**

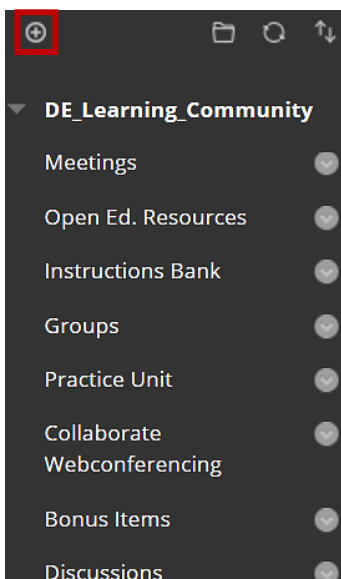
<https://help.blackboard.com/Learn/Instructor>

<https://help.blackboard.com/Collaborate/Ultra/Moderator>

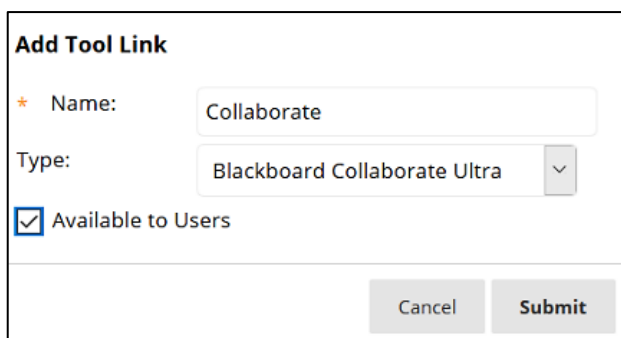
## Creating a Menu Item in Blackboard

You can add a menu item to the navigation panel in Blackboard making it quick and easy to access Blackboard Collaborate. This is especially helpful if students are accessing Collaborate for synchronous sessions or to view recordings.

1. From your course, click **Add Menu Item** from the left navigation.



2. Choose **Tool Link**.
3. In the **Name Box**, name the menu item.
4. In the **Type drop-down menu**, select **Blackboard Collaborate Ultra**.
5. Check the box for **Available to Users**.

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' at the top. Below the title, there are three fields: 'Name:' with a text input field containing 'Collaborate', 'Type:' with a dropdown menu showing 'Blackboard Collaborate Ultra', and a checkbox labeled 'Available to Users' which is checked. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

6. Click **Submit**.
7. Optionally, drag the item to the desired spot on the menu panel.

## Scheduling a Session

Schedule sessions for students to join during a scheduled time. This may be for office hours or a synchronous lesson.

1. Click the **Collaborate menu item** in the course.
2. Click **Create Session**.
3. Name the session.

Online Office Hours

Join session

Anonymous dial-in:  
571-392-7650 PIN: 6875424183

Guest access

**Guest role**      **Guest link**

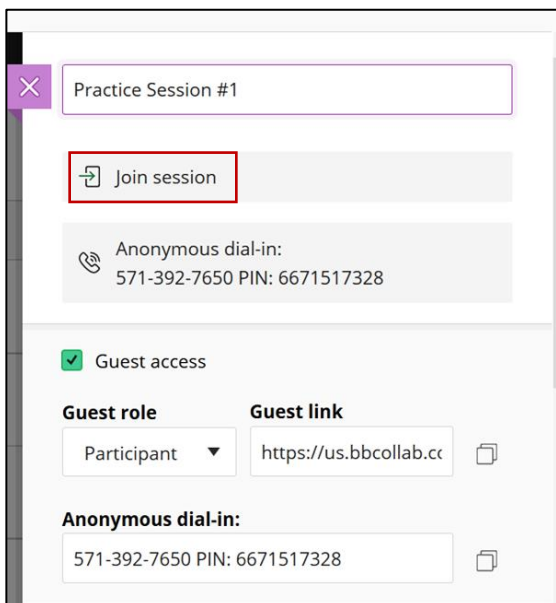
Participant      https://us.bbcollab.cc

4. Optionally, check the **Guest access** box.  
Guests are attendees who do not need to sign into the session or be enrolled in your course to join the session. When you enable guest access, a guest link is available for the session. This link can be used and shared by anyone who has it. Anyone with the guest link can join the session. A link will generate when you create and save your session.
5. Add the start/end dates and times. Adjust the remaining time options.
6. Optionally, click the **Session Settings** icon.
7. In the **Default Attendee Role** drop-down menu, assign the role the students will enter the course using. Presenter and Moderator gives the students additional controls. For example, Presenters and Moderators can share content and files. This can always be adjusted during your session as well.
8. Check the box for **Allow recording downloads** to get an .mp4 file of the session recording.
9. Adjust other session settings as desired.
10. Click **Create**.

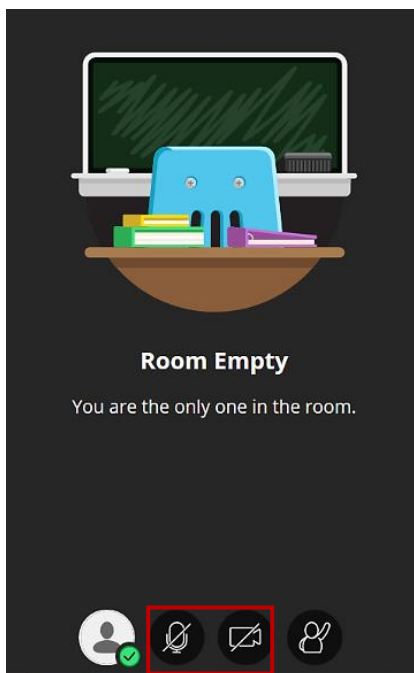
## Facilitating a Session

Once a session has been scheduled, you can join it at the designated time. If students try to join the session before the instructor starts it, they are given a message the session has not started yet.

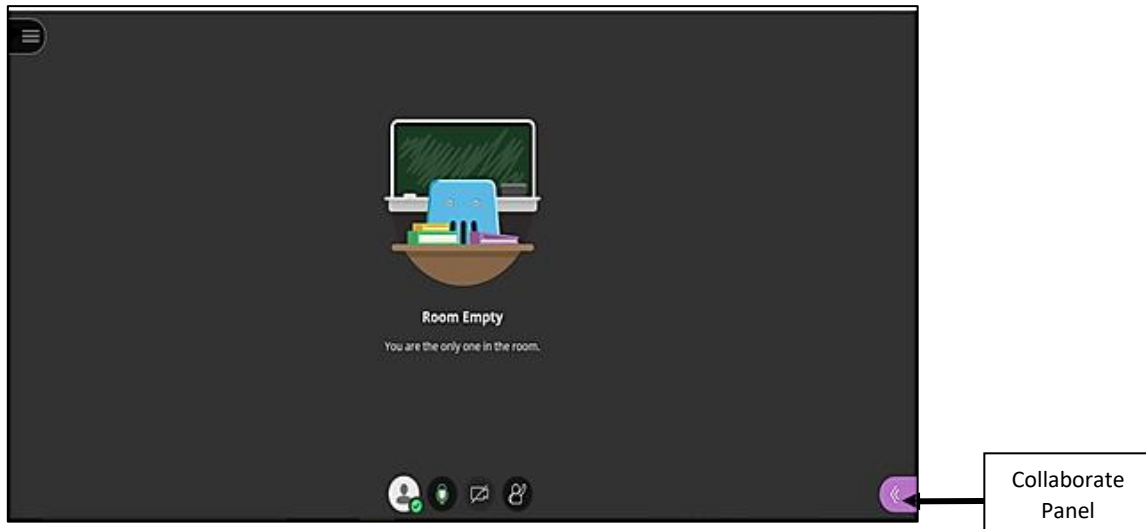
1. Click the **Collaborate** menu item in the course.
2. Select the name of the meeting and click **Join Session**.



3. Click the microphone and camera to enable the microphone and camera.

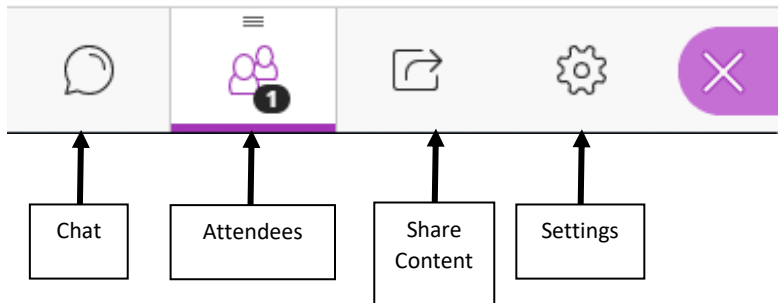


4. Click **Open Collaborate Panel** in the lower right corner.



5. On the **Collaborate Panel**:

- Click **Chat** to send a message to the entire group or specific student.
- Click **Attendees** to displays the names of all the students that have joined the session. Promote attendees to presenters or moderators.
- Click **Share Content** to share an application or the screen, to poll attendees, or to start breakout groups.
- Click **My Settings** to adjust audio, video, notification settings and session settings.



6. To record the session, click **Open Session Menu** in the upper left corner. Choose **Start Recording**.

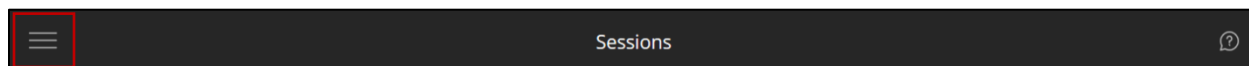


7. At this time, facilitate your session.
8. When the session is finished, select the **Session Menu** and choose **Stop Recording**.
9. On the **Session Menu**, click **Leave Session**
10. You can now close the browser window.

## Accessing the Recording

If the session was recorded, it can be accessed by the instructor and the students. This is very helpful for students that were unable to attend the synchronous session. An instructor can also record a lecture using Collaborate and allow the students to access it.

1. Select the **Collaborate menu item** in the course.
2. On the **Sessions bar**, select **Menu** on the left and then choose **Recordings**.



3. Click **Recording Options** to view, download, edit the name, delete, or copy the recording.
  - To have the download option, it needs set up when creating the session. See steps 7-9 under *Scheduling a Session*.

Session name / Recording name	Date	Duration
DELIC Meeting: Developing a Student Orientation / recording_1	6/5/18, 12:07 PM	00:58:44

4. Click **Copy link** to get the URL of the recording.



**IDDC Pro Tip:** Copy the link and paste it into your Blackboard course. This will improve clarity of the course and make the process of locating and viewing the recording easy for students.



## Blackboard Collaborate Breakout Groups

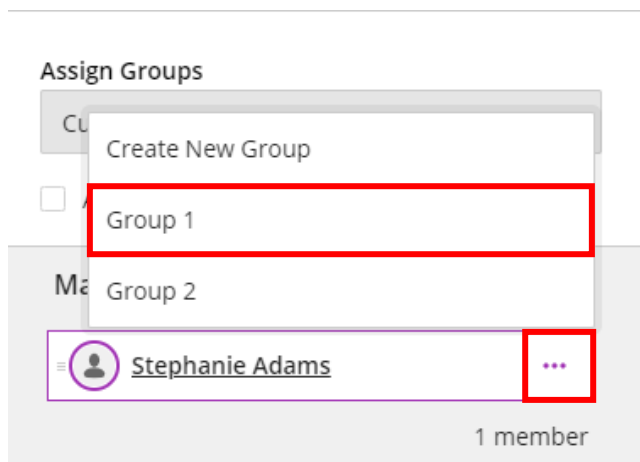
Blackboard Collaborate allows for breakout groups to facilitate small group collaboration. Breakout groups have their own audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the main room and other groups.

### Starting Breakout Groups

1. Start your Blackboard Collaborate session.
2. Select the  icon in the lower right corner to open the *Collaborate panel*.
3. Choose the  icon at the bottom of the panel. Choose **Breakout Groups**.
4. From the **Assign Groups** drop-down menu, select *Randomly assign* or *Custom assignment*.


Randomly assign will create groups and randomly assign attendees for you. Custom assignment lets you assign your own groups.

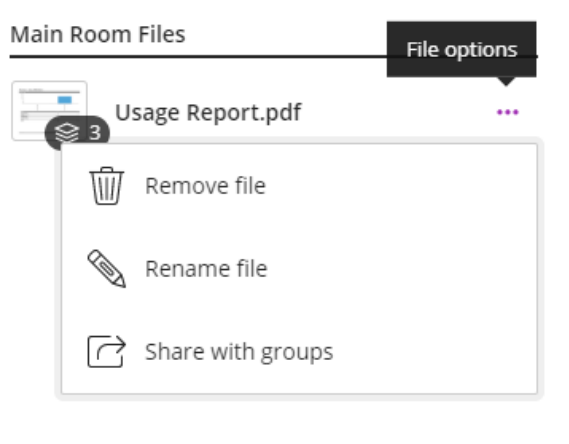
5. Optionally, check the box *Allow attendees to switch groups* if you want attendees to move freely from one group to another.
6. For a custom assignment, select an attendee's **option menu** and assign the attendee to a group. Continue this process for all attendees.



7. Select **Start**.  
Attendees will enter their breakout group. Every attendee in the group is a presenter meaning all attendees can share the whiteboard, files, and applications with the rest of their group.

## Sharing Files with Breakout Groups

1. Choose the  icon at the bottom of the panel.
2. Choose **Share Files**. Add the **desired file**.
3. Select the **options menu** next to the file and choose **Share with groups**.



4. Choose the groups you want to share the file with.
5. Select **Share Now**.

## Monitoring Breakout Groups

After breakout groups are started, you can move between groups to monitor them. From the Attendees panel, select Join group (1).

## Ending Breakout Groups

To end breakout groups and bring everyone back to the main room, select the **stop** icon at the top right of the panel. All attendees are moved back to the main room (2).

