## Blackboard Collaborate (for Original view courses)

Blackboard Collaborate is a synchronous online tool, which allows you and your students to communicate in real time via a virtual classroom.

Collaborate is easy to set up. Simply follow the steps below.

- 1. Login to Blackboard. <u>http://learning.westminster.ac.uk</u>
- 2. Go to the module that you want to start your collaborate session in.
- 3. Click on the Tools button on the left hand main navigation menu.



4. Locate and click on Blackboard Collaborate Ultra.



## 5. Click Create Session

MODULE: (2018)     6LLAW037W.Y My	Blackboard Collaborate Ultra	
Graduate Journey Announcements		Sessions
LEARNING RESOURCES	MODULE: (2018) 6LLAW037W.Y My Graduate Journey – Course Room	
Module Proforma G	Create Session	
Discussion Board 🛿 🌑		
Reading List 🛙 🛛 🔵		No scheduled sessions.
CILEX Video 🛛 😔		Create Session
ASSESSMENT		
Assessment Details & G		
Submit Coursework 🗟 🍘 🔮		
My Provisional Grades 🕅 🌑		

6. Name the session and set the start and end time.

Tip: If you intend to use the given session more than once in a semester, set the end time past the end of the semester. This allows you and your students to join the session at other times, say if you want to hold a Pre-lecture warm up every Wednesday at 6pm.

	MODULE: (2018) 6LLAW037W.Y	My Graduate Journey Blackboard Collaborate Ultra	🕲 💼 Edit Mode is: 💽
X	MODULE: (2018)     GLAW037W.Y My Graduate journey	Blackboard Collaborate Ultra	
	Announcements		Pre-lecture Warm-up
l	LEARNING RESOURCES	MODULE: (2018) GLLAW037W.Y My Graduate Journey – Course Room Uniockad (available)	-윈 join session
	Study Materials	Create Session	Anonymous dial in:
	Reading List 2	Pre-lecture Warm-up 13/03/2020, 11:21 (available)	+442033189610 PIN: 550 588 7819
	CILEX Video 🖬 💿		🛞 Dial In
l	ASSESSMENT O		Guest access
	Assessment Details & 💿 Submit Coursework		Participant * https://eu.bbcollab.cc
	Submit Coursework 🛙 🗃 🕥		
	My Provisional Grades 🗟 🌚		Event Details
l	Tools S		Start
	Blackboard Help 🕼 💿		13/03/2020 📋 11:21 🕑
	Your Voice 🗟 🔳 🛛 💿		End
	Discussion Board 🛛 💿		13/03/2020 🛅 12:21 🕐
			No end (open session)
	Course Management		Repeat session
	Control Panel		Early Entry
	Content Collection		15 mins before start time 🔹
	► Evaluation		Provide a description
	F Grade Centre		
	Users and Groups		Delete Save

7. Click on the session settings and choose the options that you want.

ions	Event Details Y
	Session Settings
	Default Attendee Role
	Participant •
	Recording
	Allow recording downloads
	Anonymise chat messages
	Moderator permissions
	Only show profile pictures for Moderators
	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
	Delete Save

8. You can copy and send the link out to everyone, click on Guest Access if you want to add people who are not enrolled on the module.

×	Pre-Lecture Warm-up
	윈 Join session
	Anonymous dial in:
	+442033189610 PIN: 669 659 6536
L	🕲 Dial In
L	Guest access
	Guest role Guest link Copy
L	Guest role     Guest link     Copy       Participant
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	Guest role Guest link Copy Participant T Https://eu.bbcollab.cc
	Guest role     Guest link     Copy       Participant     https://eu.bbcollab.cc     Image: Copy       Event Details     A       Start     Image: Copy       13/03/2020     Image: Copy       12:50     Image: Copy
	Guest role     Guest link     Copy       Participant     https://eu.bbcollab.cc     Image: Copy       Event Details     ^       Start     Image: Copy       13/03/2020     Image: Copy       End

For further information on using Blackboard Collaborate please go to

http://blog.westminster.ac.uk/blackboardhelp/collaborate-ultra/