1 Creating a Blackboard Collaborate Room in eLC

Online Rooms List

Click the Online Rooms link in the navbar, then click the New Room button
Creating a new room

Enter a **Name** for the room, then a **Description** (may be left blank), then choose to make the room **Restricted** or **Public**.

**Restricted Room:** Only attendees who you have added to the **Attendee** list can view the room and its archives

**Public Room:** Everyone on the course classlist can view the room and its archives

### Availability

Start Date and Time

11/15/2013 11:00 AM United States - New York

End Date and Time

11/15/2013 12:00 PM United States - New York

**Room availability settings**
Set a **Start Time** and **End Time** for the room. The end time can be set up to 180 days in the future. Rooms can be reused as often as you would like, so you can create one room and use it for the entire semester, for example.

### Advanced Properties

- **Attendees raise their hand on entry**
- **All attendees join as Moderators**
- **Participants have unrestricted access to resources**
- **Moderators can view all private chats**

<table>
<thead>
<tr>
<th>Early Room Entry (in minutes)</th>
<th>15</th>
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**Archive Mode**

<table>
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<th>Manual</th>
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Click the **Show Advanced Properties** link to display additional room options.

- **Attendees raise their hand on entry**: Users who have just entered the room will have the raised hand icon displayed on the participant list.

- **All attendees join as Moderators**: Give all attendees moderator privileges. A group working on a presentation can load it in Collaborate or use screen sharing, for example.

- **Participants have unrestricted access to resources**: Give all attendees Talk, Video, Chat, and Whiteboard privileges.

If you don’t allow participants unrestricted access to resources, attendees will not be able to talk or chat since they do not have any privileges when they enter the room. You will have to set these manually in the Participants window.
Moderators can view all private chats: Moderators can view all private chats between attendees

Early Room Entry: Allow participants to enter the room a certain number of minutes before the session is scheduled to start

Archive Mode: If you choose Manual, you must click the Record button to start the archive. Automatic will begin the archive when someone enters the room

Email Notification Options

Select Send email notification to send an email with session information and a link to join the session to attendees.

Attendees List

The attendees list shows all users who you have invited to join the session. If you have set your room to be Restricted, only attendees on this list will be able to view the room and its archives.

If you have set your room to be Public, you don't need to add attendees, unless you would like to give a specific user moderator privileges or invite someone who is not enrolled in the course.
To add an attendee, click the Add Attendees button.

Add Attendee Window

The Add Attendee window appears. Click to select a user/group/section from the list to add as an attendee. Attendees you have selected will be displayed under Review Selected Items. Click the red X to remove a user from the list.

If you would like to invite someone who isn’t in your course, click the Add External Attendee link, enter the user’s e-mail address, then click Add.

Once you have finished adding attendees, click the Add button.

Editing an attendee’s role

To remove an attendee from the list, click the Trash Can icon on the right. To set an attendee’s Role, click the pencil icon and select the appropriate role from the list, then click Apply.

Once you have finished, click the Save button to save the room.
Newly created room in Room List

Users will now be able to join the room from the Online Rooms link.

2 Adding a Content Link to a Collaborate Room/Archive

To add a link to an online room or archive to the content browser, go to a module, click Add Activities and select Online Rooms.
Select a room, then select to link to the room or to an archive

You can click the link you created in the content browser to join the room
Joining a Meeting

1. To enter the Meeting, click on **Join** next to the room in the Online Rooms list.

2. If you are on a Windows computer, a meeting.jnlp file will download to your computer. If you are using a Mac with Mac OS X 10.8 or above, open the .collab file that downloads with the Collaborate Launcher.

3. Select your connection type. If you are connected to a wi-fi or mobile network, select Wireless to improve audio/video quality.
4. You will now enter your meeting and be prompted to start a recording.

5. To check your Audio and Video inputs, go to Tools, Audio.

6. To upload your PowerPoint presentation, go to Load Content and choose your file. The PowerPoint will load and be converted and display when it is finished. There is a delay while this is going on and it is recommended that you enter the room well before time for your Meeting to have the content already loaded before Guests arrive. Note that content will not be saved in the room after the meeting ends – you will need to reload it if you use the room again.

7. You can move from slide to slide by clicking on the arrows at the top left of the Page Explorer window, or moving directly to a slide and double clicking on it.

8. You have a toolbar to allow you to point, underline, mark, etc, the slides as you present.
9. You have a chat window to talk back and forth with the Guests and another one for more than one moderator to discuss back and forth if they need to.
10. When you move your mouse over a user’s name, you will see icons appear. By default, Audio, Video, Chat, and Whiteboard tools are available. By default, Application Sharing and Web Tour permissions are off.

11. You can also promote a user to Moderator by clicking on their name and dragging them to the top of the list. To demote them, click on the name and drag it down to the bottom of the list.

12. Another way to promote a participant to moderator is to click on their name and go to Tools, Moderator, Give Moderator Privileges.
13. To start Application Sharing, go to Tools, Application Sharing. Choose to share the full desktop or only one application.
14. Once you start sharing your desktop, you will get a dialog box to let you know that it has started and your whole screen will have a yellow outline around it. Your main window will go away, leaving only the bar with the list of participants.

15. When you want to end application sharing, go back and click on your Collaborate bar with the participants and go to Tools, Application Sharing, Stop Sharing. You will be brought back to your presentation.
16. To send your users to a website, click on the Web Tours button and enter the URL you wish to send them to. Remember, this will only send your users there. Once there, any navigation you do on your computer will not be shown on participants’ computers.

17. To get back to your presentation, click on the Whiteboard button and you will be brought back.

18. You can send out documents to your Guests, such as Word documents or Excel spreadsheets by going to Load Content and choosing the document. If the file is not supported for loading, it will prompt you to distribute to ALL participants using File Transfer.

19. For Breakout Rooms, go to Tools, Breakout Rooms, Create Breakout Rooms. You can create rooms and move participants to them.

20. When you are finished with your session, click on the Record button and it will ask if you really want to stop/pause. Click OK. The recording will stop, but the archive will not be generated until everyone leaves the room.