How to create a Blackboard Collaborate Classroom in a CI Learn course

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Description: Instructions on how to create a Blackboard Collaborate class session within a current CI Learn course.

Blackboard Collaborate sessions can be created and accessed via a faculty myCI account.

- Log into your CI Learn / Blackboard course
- Navigate to (Tools) and select.

- In the course Tools area select (Blackboard Collaborate)
In the Bb Collaborate List Page select the (Create Session) Button.

Room and Media Settings
When you create a new Blackboard Collaborate Session Classroom, think about what type of room it will be

- A room used mostly for live instruction – synchronously
  - You can use a single Blackboard Collaborate Classroom for multiple sessions. This allows session content to be organized
- A room in which many users may be presenters.
- A room used mostly for the creation of archives – asynchronously
  - The room is not visible to students, but the archive room link can be provided as needed.
Blackboard Collaborate Session Creation Options

- Enter a Classroom session name. The name must not exceed 64 characters in length.
- Schedule the Classroom session Start Date and End Date. This is the class term start and stop dates.
- Select additional moderator and participants for the class or adjust current moderator and participant settings.
- Submit the setting to create the session

Instructor and participators practice checklist

- Distinguish the views between presenter and participant
- Identify the different areas of the interface
- Practice the common functions
  - Run the audio wizard
  - Use yes/no buttons
  - Use hand raise
  - Change user privileges
  - Use audio
  - Use video
  - Use Whiteboard tools