Blackboard collaborate™ web conferencing

Version 12.6

LTI Integration for Web Conferencing

User's Guide

January 11, 2014

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Preface

Product Overview

The Blackboard Collaborate LTI Integration for web conferencing enables any LTI-compliant course management system (CMS) to create and launch Blackboard Collaborate web conferencing sessions and recordings.

- Instructors can create sessions.
- Instructors, students, and guests can join sessions.
- Instructors, students, and guests can view recordings.
- Instructors can convert recordings to MP3 and MP4 format.

LTI is a open specification, driven by the IMS Global Learning Consortium. More information about this specification can be found here: http://imsglobal.org/lti/index.html.

The integration supports version 1.0 of the LTI specification.

Students in a course have the ability to join all scheduled sessions and view all recordings in a course. All instructors in a course also have the ability within that course to create, edit, and delete all sessions/recordings, regardless of which instructor created it.

Help and Other Resources

Technical Support

Blackboard Collaborate technical support and the support Knowledge Base are available through the (English only) Support Portal:

http://support.blackboardcollaborate.com

Documentation and Learning Resources

Documentation and learning resources (English only) for all Blackboard Collaborate products are available on the On-Demand Learning Center, which can be reached as follows:

- In your browser, enter the following address:

  http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx

Community

We encourage Blackboard Collaborate users of all levels (administrators, instructors and students) to submit questions to **Ask the Doctors**, a free (English-only) question-and-answer forum moderated by an expert team of your fellow Blackboard Collaborate users. Their goal is to provide quality answers to your questions in a highly responsive manner, while building a global knowledge base for online teaching and learning.

You can find **Ask the Doctors** at the link below:

http://discussions.blackboard.com/forums/default.aspx?GroupID=9

Messages posted in the **Ask the Doctors** forum do not go to our Support Team. If you require technical support assistance to resolve a problem, please contact Technical Support (see the heading *Technical Support* in this section).

Blackboard Collaborate Product Feedback

Blackboard Collaborate welcomes your comments and suggestions. If you have an idea for a new feature or enhancement, or would like to send other feedback, please send an email to BBCollaborateFeedback@blackboard.com.

Your feedback will be sent directly to our Product Management Team.

Other Documentation

This guide does not provide information on the use of Blackboard Collaborate web conferencing features. For detailed information on how to use these features once they have been linked to your course, refer to http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx.

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Chapter 1

Sessions

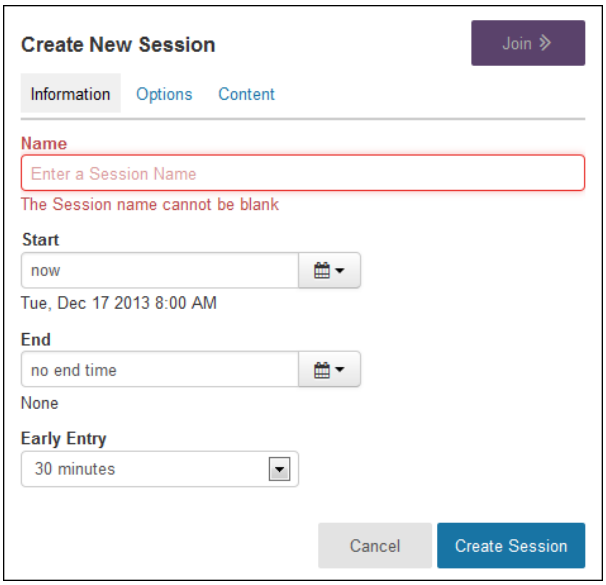
Creating a Session (Instructors Only)

To create a session:

1. Click the **Create Session** button in the upper right corner.

   The **Create New Session** window opens.



2. Enter the basic information for the session:
   - **Name** – The name for the session.

     The session name must be from 1 – 255 characters in length. It must begin with a letter or digit and may not contain '<', '&', '"', '#', or '%'. It can Can include UTF-8 characters.
   - **Start** and **End** – The date and time the session will start and end.

     > **Note**: You can use the date picker ( ) or you can enter a plain language description such as "2pm" or "Friday at 2pm."

     The integration will automatically round the time to the nearest 15 minute period.

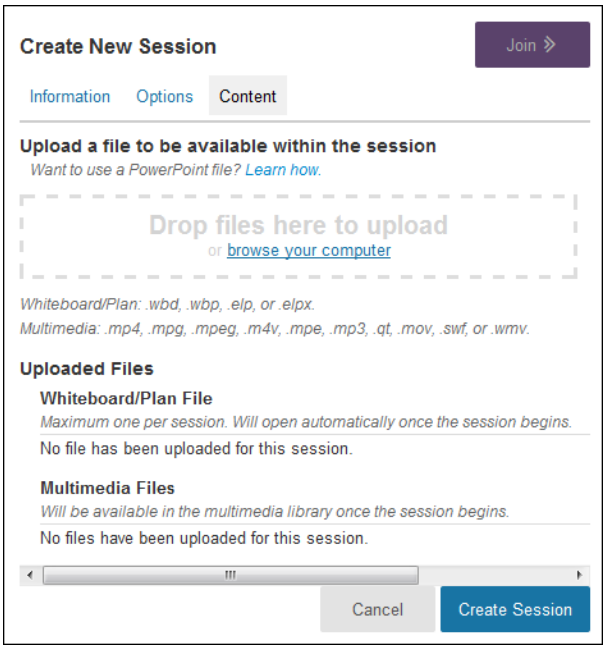
     To create a permanent session, set the end time to "no end time".

     The end time must be later than the start time, and the start time cannot be in the past.
   - **Early Entry** – The session will be available this many minutes before its official start time. During this time, students can join the session to configure their audio equipment, and instructors can edit in-session settings and upload content.

3. Optionally, click **Options**.

Item	Description
Grant Participants full default permissions	All Participants in the session will have all the normal permissions.
Hide attendee names in recordings	If this is selected, attendee's names are hidden for privacy.
Everyone is a Moderator	Gives all users in the session Moderator privileges.
Allow in-session invitations	Enables users to invite other people to the session.
Enable session teleconferencing	Allow session participants to dial into sessions via teleconference. Once this option is enabled, the Telephone number and PIN will be available on the session summary window. See *Viewing More Information About a Session* on page 12.
Private chat messages are supervised	Lets Moderators see the content of all private chats.
Participants raise hand upon entering the session	When users enter the room, their hand-raised flag is automatically set. This makes it easier for instructors to notice when someone has joined the session.
Recording Mode	Controls recording of the session. ▪ **Manual** – Any Moderator may begin recording the session at any time. ▪ **Automatic** – A new recording will begin when the first Participant enters the room. ▪ **Disabled** – The session cannot be recorded.
Maximum Simultaneous Talkers	Specifies the maximum number of people who may have their microphones enabled at the same time during this session. Participants will not be able to click the Talk button within the session if this number of participants already have their Talk buttons depressed. They will have to wait for one of the talkers to click their talk button again.
Maximum Simultaneous Cameras	Specifies the maximum number of cameras that will transmit video simultaneously.

4. Optionally, click **Content** to upload files.



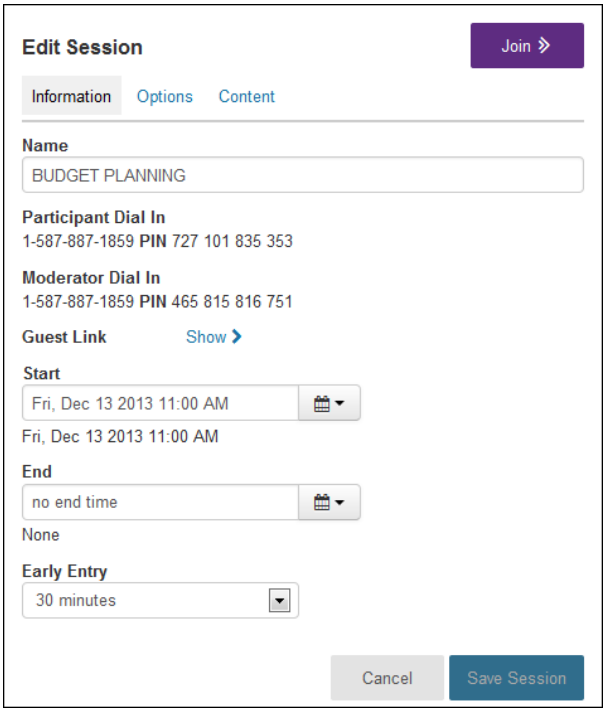
Whiteboards can be exported from any Blackboard Collaborate sessions and saved for future use. For more information on exporting and importing whiteboard files, refer to the Blackboard Collaborate Web Conferencing Moderator's Guide.

PowerPoint slides, can be *preloaded*, which makes them available to the session automatically when the session begins. See Quick Reference Guide - How To Preload a PowerPoint File in the Support Portal.

PowerPoint slides can also be loaded into a session when the session is running. (In this case, they will not automatically be available the next time the session is launched.) See How do I load a PowerPoint file within Blackboard Collaborate? on the On-Demand Learning Center.

5. Click **Create Session**.

   The Edit Session window appears.



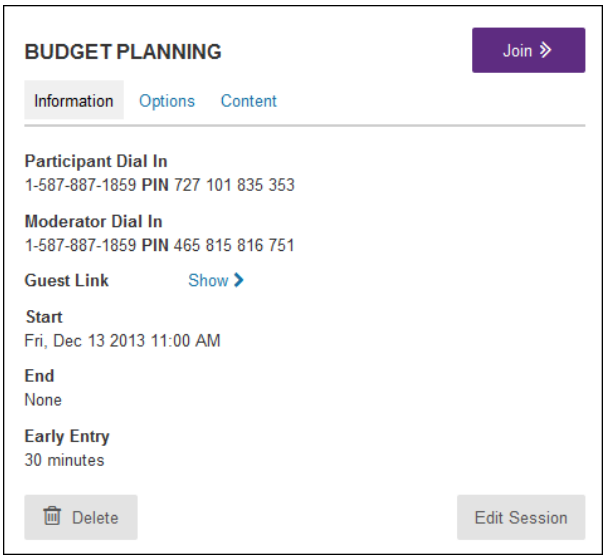
   Once you have saved the session, you can join the session from here by clicking the **Join** button. You can also join the session later from the main window. (See *Joining a Session* on page 11.)

Editing a Session

To edit an existing session:

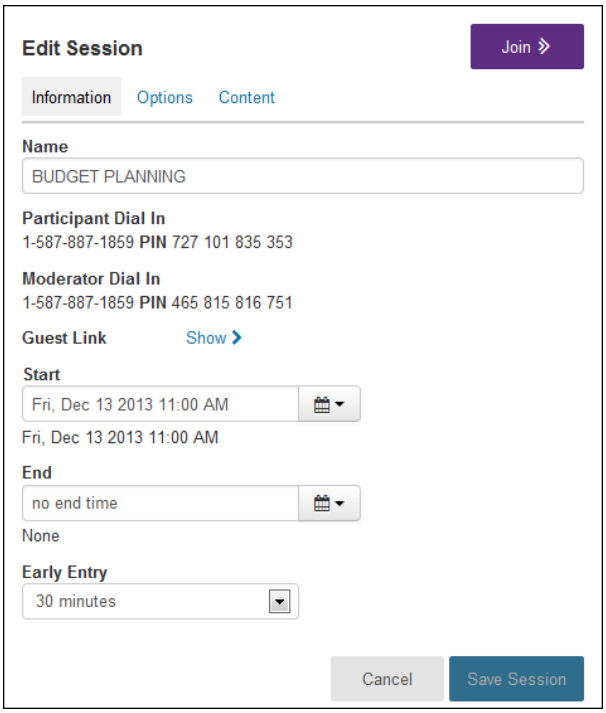
1. Click the session's name on the main window.

   The session summary window appears.



2. Click **Edit Session**.

   The Edit Session window opens.

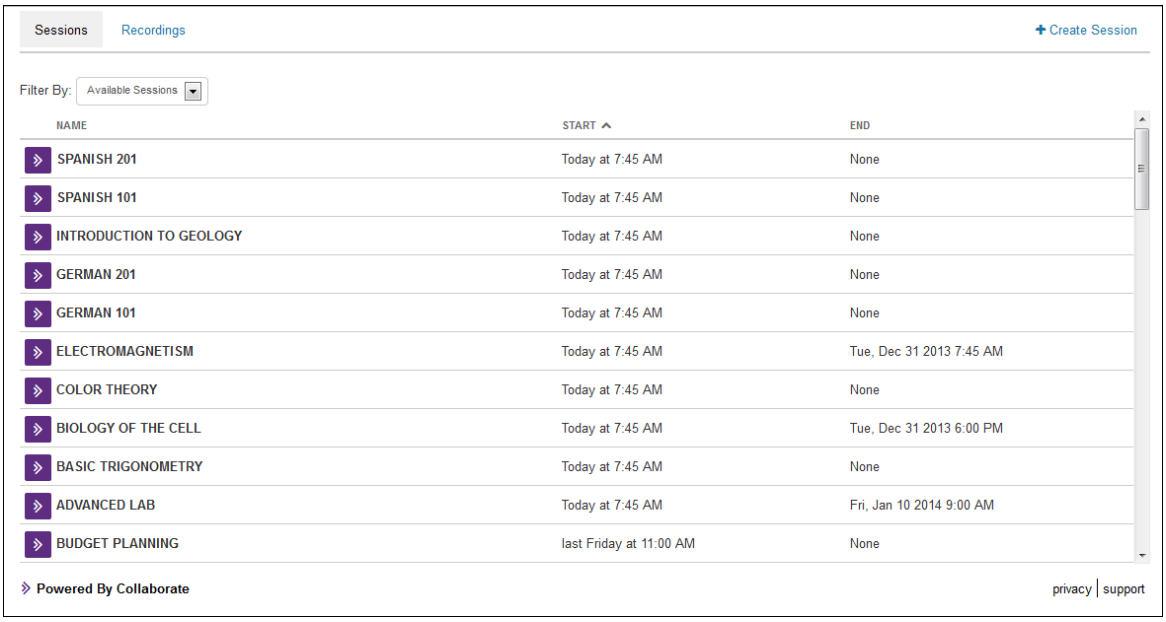


3. Make the desired changes, and click **Save Session**.

Joining a Session

To join a session:

1. Select the **Sessions** tab.



2. Optionally, use the **Filter By** menu to restrict the sessions that are listed.

3. Click the  icon beside the session.

> **Notes**:
> - You can sort the columns by clicking the column headers.
> - You can toggle between ascending and descending order by clicking the column header again.

You can also join a session from the session summary screen. See *Viewing More Information About a Session* on next page.

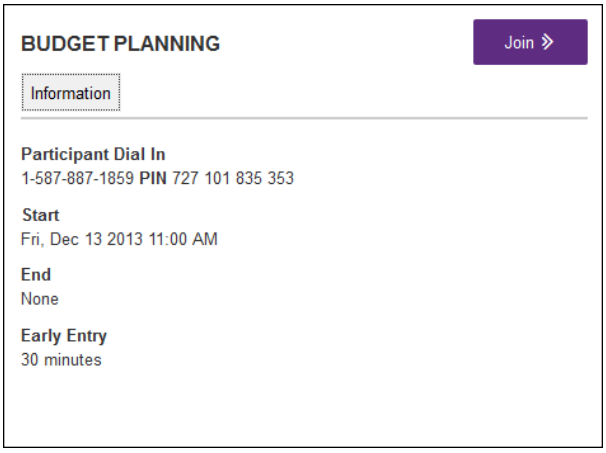
Viewing More Information About a Session

To view details about a session:

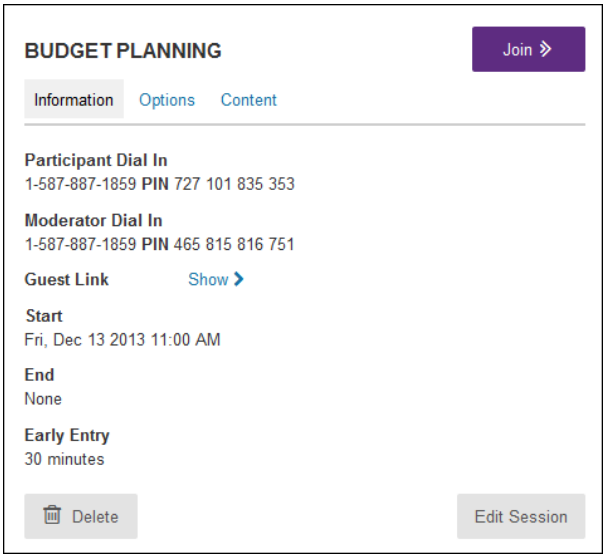
1. Select the **Sessions** tab.
2. Click the name of the session.

   The session summary window opens.

   - For students, it looks like this:



   - For instructors, it looks like this:



   Instructors can send the *guest link* to anyone they wish to invite to the session.

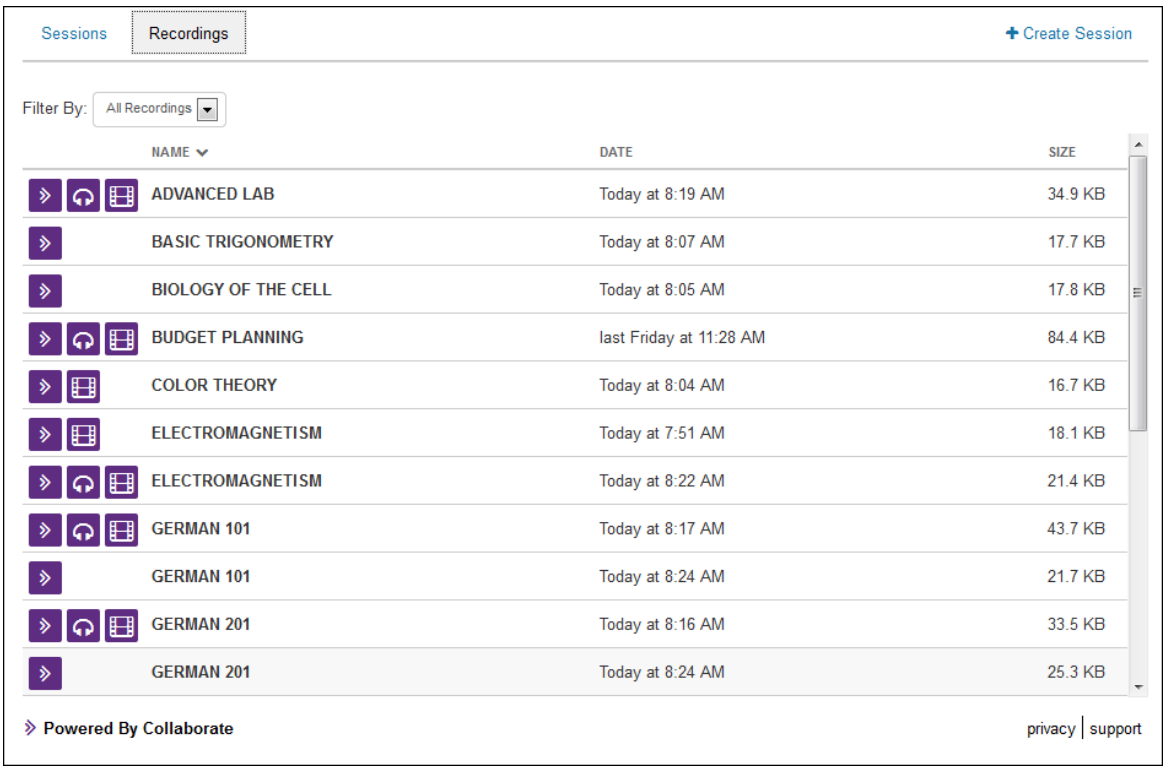
Chapter 2

Recordings

Viewing Recordings

To view a recording:

1. Select the **Recordings** tab.



2. Optionally, use the **Filter By** menu to restrict the recordings that are listed.

> **Note**: Recordings will not be available in this list until several minutes after the session ends (or recording is stopped in the session).

3. Click the icon beside the recording's name. (The MP3 and MP4 formats will only be available if the instructor has *Converting Recordings (Instructors Only)* on the facing page.)

   - – Plays the recording in the native format. (Audio and video.)
   - – Plays the recording in MP3 format. (Audio only.) Also allows the file to be downloaded for playback on other devices.
   - – Plays the recording in MP4 format. (Audio and video.) Also allows the file to be downloaded for playback on other devices.

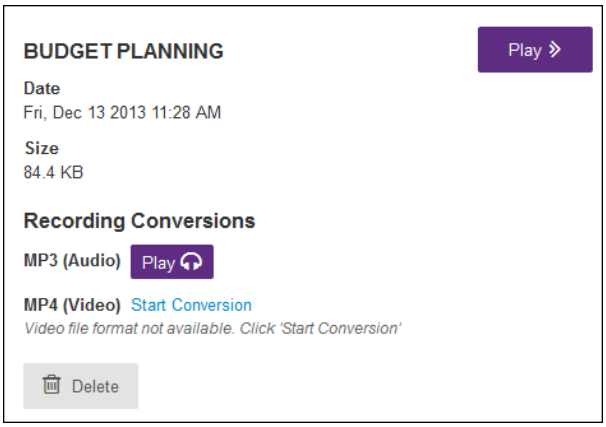
Notes:
- You can sort the columns by clicking the column headers.
- You can toggle between ascending and descending order by clicking the column header again.

Converting Recordings (Instructors Only)

To convert recordings to MP3 or MP4 formats:

1. Select the **Recordings** tab.
2. Click the recording's name.

   The recording summary window opens.



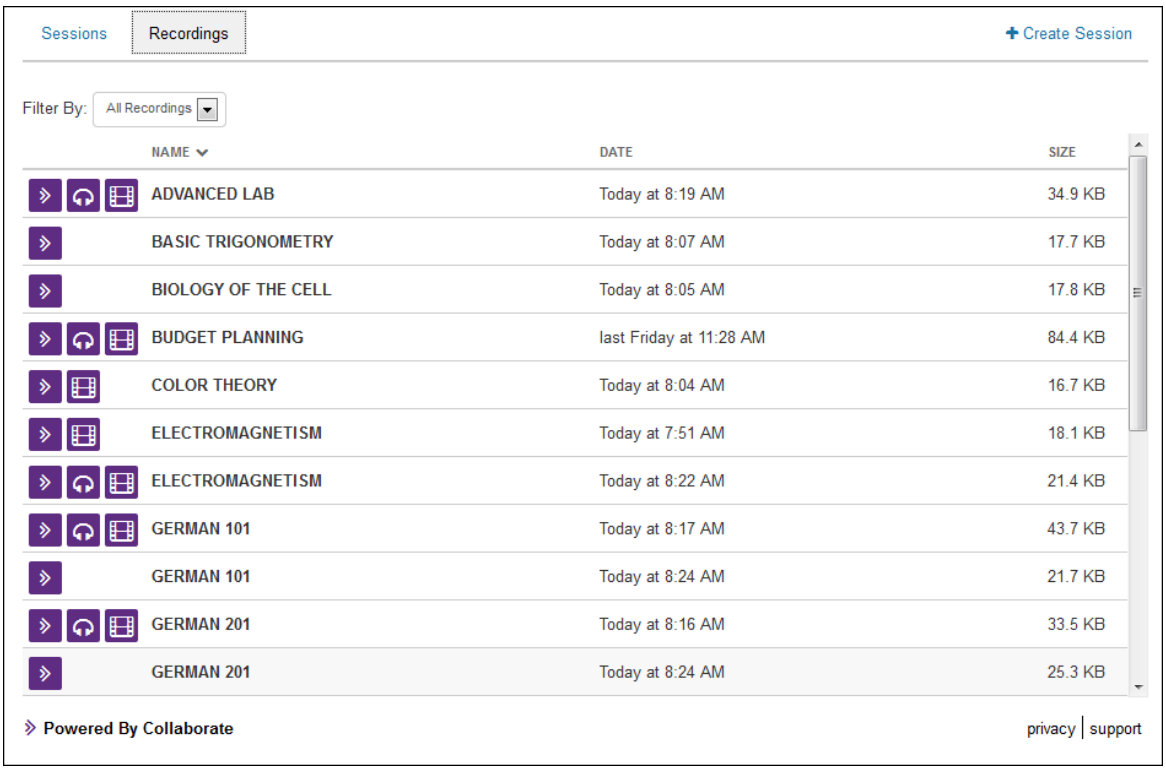
3. Click **Start**

Note: Only sessions where audio was recorded can be converted.

Deleting Recordings (Instructors Only)

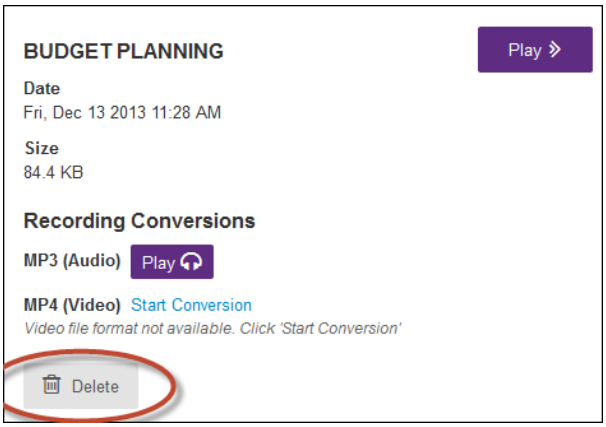
To delete a recording:

1. Select the **Recordings** tab.



2. Click the recording's name.

   The recording information window opens.



3. Click the **Delete** button.

Note: A recording cannot be deleted while a conversion is in progress.

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