

Blackboard collaborate 
web conferencing

Version 12.6

LTI Integration for Web Conferencing
User's Guide

January 11, 2014





Table of Contents



| | |
|--|-----------|
| Preface | 1 |
| Product Overview | 1 |
| Help and Other Resources | 2 |
| Technical Support | 2 |
| Documentation and Learning Resources | 2 |
| Community | 2 |
| Blackboard Collaborate Product Feedback | 2 |
| Other Documentation | 3 |
| Chapter 1 Sessions | 5 |
| Creating a Session (Instructors Only) | 5 |
| Editing a Session | 9 |
| Joining a Session | 11 |
| Viewing More Information About a Session | 12 |
| Chapter 2 Recordings | 13 |
| Viewing Recordings | 14 |
| Converting Recordings (Instructors Only) | 15 |
| Deleting Recordings (Instructors Only) | 16 |
| Blackboard Collaborate Copyright | 17 |
| Trademarks | 17 |

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 an 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>.

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.

Create New Session Join >

Information
Options
Content

Name

Enter a Session Name

The Session name cannot be blank

Start

▼

Tue, Dec 17 2013 8:00 AM

End

▼

None

Early Entry

▼

Cancel
Create Session

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 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 <i>Viewing More Information About a Session</i> 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. <ul style="list-style-type: none"> ■ 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.

The screenshot shows the 'Create New Session' dialog box with the 'Content' tab selected. It features a 'Join >' button in the top right. Below the tabs, there is a section for uploading files with a dashed box containing the text 'Drop files here to upload or [browse your computer](#)'. Below this, supported file formats are listed: 'Whiteboard/Plan: .wbd, .wbp, .elp, or .elpx.' and 'Multimedia: .mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.'. There are two sections for 'Uploaded Files': 'Whiteboard/Plan File' (Maximum one per session. Will open automatically once the session begins. No file has been uploaded for this session.) and 'Multimedia Files' (Will be available in the multimedia library once the session begins. No files have been uploaded for this session.). At the bottom, there is a 'Cancel' button and a 'Create Session' button.

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.

Edit Session Join >

Information Options Content

Name
BUDGET PLANNING

Participant Dial In
1-587-887-1859 PIN 727 101 835 353

Moderator Dial In
1-587-887-1859 PIN 465 815 816 751

Guest Link Show >

Start
Fri, Dec 13 2013 11:00 AM 📅

Fri, Dec 13 2013 11:00 AM

End
no end time 📅

None

Early Entry
30 minutes ▼

Cancel Save Session

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.

BUDGET PLANNING Join >

Information Options Content

Participant Dial In
1-587-887-1859 PIN 727 101 835 353

Moderator Dial In
1-587-887-1859 PIN 465 815 816 751

Guest Link [Show >](#)

Start
Fri, Dec 13 2013 11:00 AM

End
None

Early Entry
30 minutes

Delete Edit Session

2. Click **Edit Session**.

The Edit Session window opens.

Edit Session Join >

Information Options Content

Name

Participant Dial In
1-587-887-1859 PIN 727 101 835 353

Moderator Dial In
1-587-887-1859 PIN 465 815 816 751

Guest Link [Show >](#)

Start
 📅
Fri, Dec 13 2013 11:00 AM

End
 📅
None

Early Entry
 ▼

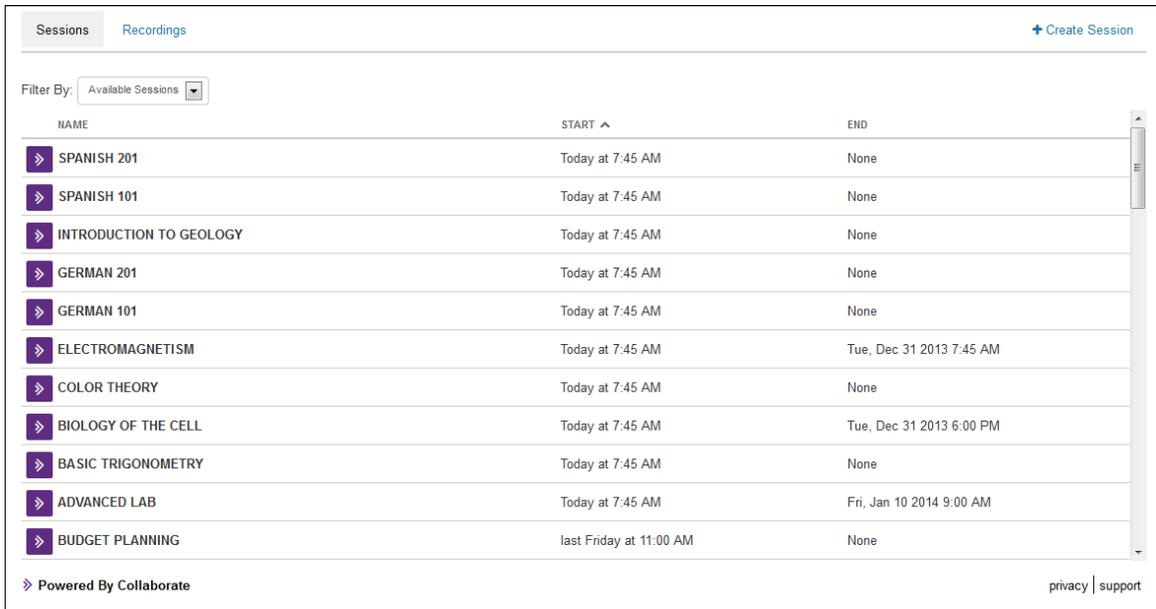
Cancel Save Session

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

Joining a Session

To join a session:

1. Select the **Sessions** tab.



The screenshot shows the 'Sessions' tab interface. At the top, there are tabs for 'Sessions' and 'Recordings', and a '+ Create Session' button. Below the tabs is a 'Filter By:' dropdown menu set to 'Available Sessions'. The main content is a table with three columns: 'NAME', 'START', and 'END'. The table lists various sessions, each with a purple arrow icon to its left. The sessions listed are: SPANISH 201, SPANISH 101, INTRODUCTION TO GEOLOGY, GERMAN 201, GERMAN 101, ELECTROMAGNETISM, COLOR THEORY, BIOLOGY OF THE CELL, BASIC TRIGONOMETRY, ADVANCED LAB, and BUDGET PLANNING. The 'START' column shows 'Today at 7:45 AM' for most, and 'last Friday at 11:00 AM' for 'BUDGET PLANNING'. The 'END' column shows 'None' for most, and specific dates and times for 'ELECTROMAGNETISM' and 'BIOLOGY OF THE CELL'. At the bottom left, it says 'Powered By Collaborate', and at the bottom right, it says 'privacy | support'.

| NAME | START | END |
|---------------------------|-------------------------|--------------------------|
| ▶ SPANISH 201 | Today at 7:45 AM | None |
| ▶ SPANISH 101 | Today at 7:45 AM | None |
| ▶ INTRODUCTION TO GEOLOGY | Today at 7:45 AM | None |
| ▶ GERMAN 201 | Today at 7:45 AM | None |
| ▶ GERMAN 101 | Today at 7:45 AM | None |
| ▶ ELECTROMAGNETISM | Today at 7:45 AM | Tue, Dec 31 2013 7:45 AM |
| ▶ COLOR THEORY | Today at 7:45 AM | None |
| ▶ BIOLOGY OF THE CELL | Today at 7:45 AM | Tue, Dec 31 2013 6:00 PM |
| ▶ BASIC TRIGONOMETRY | Today at 7:45 AM | None |
| ▶ ADVANCED LAB | Today at 7:45 AM | Fri, Jan 10 2014 9:00 AM |
| ▶ BUDGET PLANNING | last Friday at 11:00 AM | None |

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.

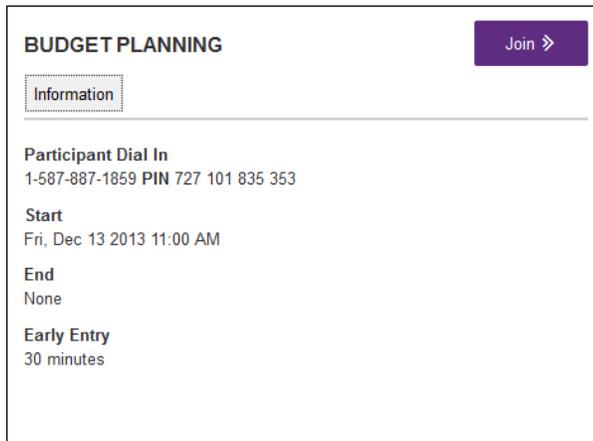
Viewing More Information About a Session

To view details about a session:

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

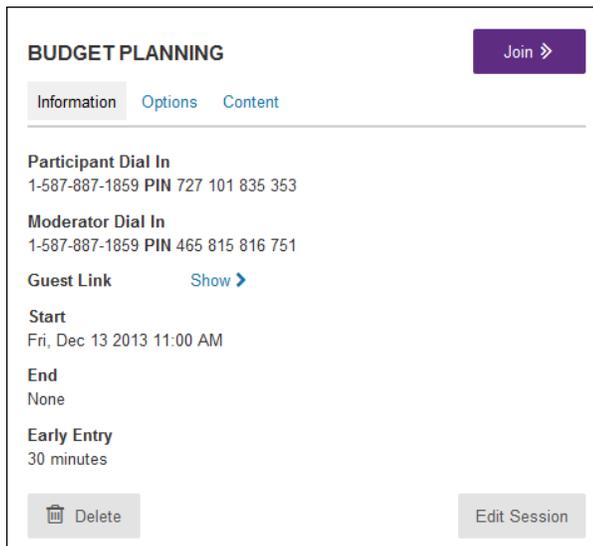
The session summary window opens.

- For students, it looks like this:



The screenshot shows a session summary window titled "BUDGET PLANNING" with a "Join" button in the top right. Below the title is a tab labeled "Information". The session details listed are: "Participant Dial In" with the number "1-587-887-1859 PIN 727 101 835 353", "Start" on "Fri, Dec 13 2013 11:00 AM", "End" as "None", and "Early Entry" of "30 minutes".

- For instructors, it looks like this:



The screenshot shows the same session summary window for an instructor. It includes tabs for "Information", "Options", and "Content". In addition to the student view details, it shows "Moderator Dial In" with the number "1-587-887-1859 PIN 465 815 816 751" and a "Guest Link" with a "Show" button. At the bottom, there are "Delete" and "Edit Session" buttons.

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.

| NAME | DATE | SIZE |
|-------------------------|-------------------------|---------|
| ▶ ▶ ▶ ADVANCED LAB | Today at 8:19 AM | 34.9 KB |
| ▶ ▶ BASIC TRIGONOMETRY | Today at 8:07 AM | 17.7 KB |
| ▶ ▶ BIOLOGY OF THE CELL | Today at 8:05 AM | 17.8 KB |
| ▶ ▶ ▶ BUDGET PLANNING | last Friday at 11:28 AM | 84.4 KB |
| ▶ ▶ COLOR THEORY | Today at 8:04 AM | 16.7 KB |
| ▶ ▶ ELECTROMAGNETISM | Today at 7:51 AM | 18.1 KB |
| ▶ ▶ ▶ ELECTROMAGNETISM | Today at 8:22 AM | 21.4 KB |
| ▶ ▶ ▶ GERMAN 101 | Today at 8:17 AM | 43.7 KB |
| ▶ ▶ GERMAN 101 | Today at 8:24 AM | 21.7 KB |
| ▶ ▶ ▶ GERMAN 201 | Today at 8:16 AM | 33.5 KB |
| ▶ ▶ GERMAN 201 | Today at 8:24 AM | 25.3 KB |

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.

BUDGET PLANNING Play ▶

Date
Fri, Dec 13 2013 11:28 AM

Size
84.4 KB

Recording Conversions

MP3 (Audio) Play ↻

MP4 (Video) [Start Conversion](#)
Video file format not available. Click 'Start Conversion'

Delete

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.

| NAME | DATE | SIZE |
|---------------------|-------------------------|---------|
| ADVANCED LAB | Today at 8:19 AM | 34.9 KB |
| BASIC TRIGONOMETRY | Today at 8:07 AM | 17.7 KB |
| BIOLOGY OF THE CELL | Today at 8:05 AM | 17.8 KB |
| BUDGET PLANNING | last Friday at 11:28 AM | 84.4 KB |
| COLOR THEORY | Today at 8:04 AM | 16.7 KB |
| ELECTROMAGNETISM | Today at 7:51 AM | 18.1 KB |
| ELECTROMAGNETISM | Today at 8:22 AM | 21.4 KB |
| GERMAN 101 | Today at 8:17 AM | 43.7 KB |
| GERMAN 101 | Today at 8:24 AM | 21.7 KB |
| GERMAN 201 | Today at 8:16 AM | 33.5 KB |
| GERMAN 201 | Today at 8:24 AM | 25.3 KB |

2. Click the recording's name.

The recording information window opens.

BUDGET PLANNING [Play](#)

Date
Fri, Dec 13 2013 11:28 AM

Size
84.4 KB

Recording Conversions

MP3 (Audio) [Play](#)

MP4 (Video) [Start Conversion](#)
Video file format not available. Click 'Start Conversion'

[Delete](#)

3. Click the **Delete** button.



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



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