Blackboard Collaborate Moderator Login & Session Setup

Bb Collaborate Moderator Login

The moderator controls for Blackboard Collaborate sessions can be accessed by logging into the Session Administration System.

sas.elluminate.com

A **username** and **password** are required to gain access to the moderator controls. If you have made arrangements to make use of Blackboard Collaborate at ICC, you will have received this username and password from the Teaching and Learning Center.

Blackboard collaborate.

User Login

Please log in by specifying your Username and Password.

Username:

Password:

Lost your password?

Two Approaches to Scheduling Blackboard Collaborate Sessions

The Session Administration System (SAS) for Blackboard Collaborate is used for setting up and scheduling Blackboard Collaborate sessions. Your login to the SAS allows you to schedule multiple Bb Collaborate sessions, just so long as two sessions are not scheduled at the same time. If two sessions need to be setup with schedules that conflict, they need to be setup under to separate logins to the SAS.

There are two approaches to choose from when managing the scheduling of Blackboard Collaborate sessions:

1. **Use the Session Administration System (SAS) to schedule each Bb Collab session separately.** Each session will have it's own separate, unique link for accessing the session. Each session will only be available between a designated start and end time.
2. **Schedule one session that lasts for a long period of time (all semester long, for example).** There will be one consistent link for accessing the collaborate session. The session is available whenever the link is accessed (even if the moderator is not present).

The main advantage of using the second method is that you can post one persistent link to give participants access to Blackboard Collaborate. For example, if you kept online office hours using Blackboard Collaborate, you could post one link for accessing the session within your Blackboard sites that would work all semester long—you wouldn't have to post a new link each time you scheduled office hours.

The main drawback of the second method is that you can't schedule two sessions that overlap each other—scheduling a session that lasts all semester long will prevent you from creating separate sessions during the semester. You CAN use the one persistent link for more than one purpose (staff meetings and online office hours, for example) but you run the risk of having one of your students wander into the Bb Collaborate session during your online staff meeting.

How to Schedule a Session

To schedule a Blackboard Collaborate session complete the following steps:

1. Use the **Username** and **Password** provided to you by the Teaching and Learning Center to sign in at **sas.elluminate.com**.
2. Click the **Schedule a Meeting** button from the menu at the left.
3. Enter a name for your session in the **Session Name** field (for example: Virtual Classroom).
4. Set the **Session Start** and **Session End** dates and times to the time frame of your online event.
5. Leave the **Reserve Seats** field set to 100. This is the maximum number of participants allowed in the session—our limit is 100.
6. Click the **Default Fields** menu button at left to verify your session settings. (If you want to use the session settings you have previously saved as your defaults, you don't have to do these Default Field steps, you can skip straight to creating your session).
7. Verify that your **Version** is set to highest available version number.
8. If you would like the person who logs in as Moderator to be listed in the session with a different name or title, you can enter that on the **Hosted By** field.
9. Decide whether or not you would like Moderators to view private chat messages sent between users during the session. Mark the **Must Be Supervised** box if you would like moderators to be able to view private chat.
10. **Permissions On** checkbox—Decide whether you would like participants to automatically be granted full privileges when they join the session. (These privileges can be granted or taken away by the moderator during the session as well.)
11. Adjust the **Boundry Time**. This is the number of minutes prior to the official start time of the session that participants are allowed to enter the session (Allowing time for participants to come in and adjust settings if necessary).
12. Leave **Max Talkers** set to 6. This setting allows a maximum of 6 participants to turn on their microphones at the same time. (Don't set this higher than 6.)
13. Leave **Max Cameras** set to 6. This setting allows a maximum of 6 participants to turn on their webcams at the same time. (Don't set this higher than 6).

NOTE: If you have questions about the setup options not discussed in this document, contact the Teaching and Learning Center.

14. Clicking the **Save as Defaults** button will allow you use these same Default Field settings next time you set up a session.
15. Click the **Create The Session** button.
16. You will be taken to a confirmation screen that lists the details of your session. (Continued on next page..)

17. **Make sure to copy the Guest Link that is listed here.** This is the link you need to provide your participants so they can access the session. You can send the link in an email to the participants you wish to have join the session, or you can embed the link in a webpage (like a Blackboard course), and participants can click on the link from there to access the session.
18. If the session you created was scheduled to begin immediately, you will also see buttons for joining the session displaying at the bottom of this screen. The **Join as Chair** button allows you to join as moderator, the **Join as Non-Chair** button allows you to sign in as a regular participant.

Inviting Participants to a Session

There are controls for inviting participants to a Blackboard Collaborate session that can be accessed as you are setting up the session. You CAN use these, but you will probably find it easier to copy the Guest Link for the session and paste it into an email that you compose in your standard email software (Outlook, Gmail, etc.)

You don't have to send out an invite by email to allow participants to access a session. You can make the Guest link available to users from within a Blackboard site, or other webpage, and then direct your participants to click on the link there.

Signing in to a Session as Moderator

In order to gain access to the moderator controls of a Blackboard Collaborate session, the moderator needs to access the session through the SAS system at sas.elluminate.com, rather than following the link provided for the rest of the participants for accessing the session. After someone signs into the session as moderator, it is possible for them to grant moderator privileges to other participants in the session as well.

To sign into an existing Bb Collaborate session as Moderator:

1. Open a web browser, go to **sas.elluminate.com**.
2. Fill in your **Username** and **Password** (which would have been provided to you by the ICC Teaching and Learning Center) and click the **Log In** button.
3. If necessary, adjust the Criteria for Displaying the Session Schedule, and click the Display Schedule button. The default criteria will search for sessions scheduled on the current day.
4. Click the **Display Schedule** button to search for sessions that match the listed criteria.
5. The session will display at the bottom of the screen. Click **Join** to enter the Bb Collaborate session as moderator.

6. The Blackboard Collaborate interface should download and run, in the same manner that it does for participants. (A .jnlp file will download, Java will begin running, and the interface will load.)

Moderator Privileges

As the moderator of a Blackboard Collaborate session, you have control over what features other users are able to use during the session. These privileges can be granted or restricted through the Participants pane.

A moderator can grant moderator privileges to other participants by clicking the drop down next to their name in the Participants pane, and choosing **Give Moderator Privileges** from the menu. You would want to do this in cases where your session has more than one presenter.

View, Edit, or Delete a Session

Following steps 1-4 in the instructions for "Signing in as Moderator to a Session" also presents you with a few options in addition to joining the session:

- **View**—This allows you to view some of the details of the scheduled session.
- **Edit**— This allows you to edit the settings for the scheduled session. Most of the settings that you chose from when originally setting up the session can be modified through this Edit option (for example, you could change the start time for the session).
- **Delete** - This allows you to delete the session.

Loading Slides into Blackboard Collaborate's Whiteboard

Use presentation software like Microsoft PowerPoint to create your slides. You can then upload the PowerPoint file into Blackboard Collaborate, and the PowerPoint slides will be converted to Blackboard Collaborate slides.

1. When signed into Blackboard Collaborate as moderator, click the **Load Content** button.

Use the Load Content button to load slides into the session

2. Browse to find your PowerPoint presentation file, and click Open.
3. The presentation will open in PowerPoint, a process will run that copies each slide out of PowerPoint, and PowerPoint will close.
4. You will see a dialogue box within Blackboard Collaborate that tells you that it is processing the slides. When the process is complete, the slides will be loaded as pages on the Bb Collaborate Whiteboard.