Blackboard Collaborate

Setting up Collaborate in your Blackboard Course.

Information

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact with your students both synchronously and asynchronously. Collaborate opens right in your browser, so you and your students do not need to install any software to join a session.

Collaborate is available in all Blackboard courses for all faculty at UTSA, regardless of whether the course is face-to-face, hybrid, or online.

Adding Collaborate to your Course

Collaborate should be added to your course navigation menu to help you and your students access it more easily.
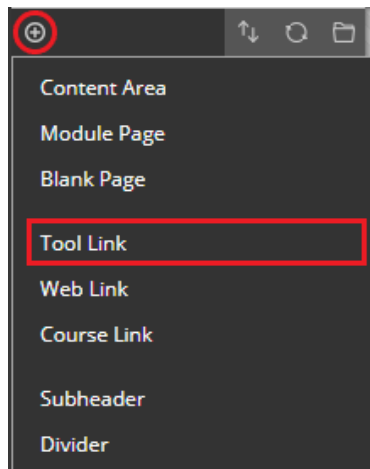
1) Log in to Blackboard and enter one of your courses.
2) Using the left-hand navigation menu, press the Add Menu Item button to open the drop down list.
3) Select Tool Link and then enter the following:
    a. Name: Collaborate
    b. Type: Blackboard Collaborate Ultra
    c. Available to Users must be checked
4) You and your students will now be able to see Collaborate in your navigation menu.

Using Blackboard Collaborate

Collaborate can be used for both synchronous and asynchronous online sessions.

Synchronous Sessions

Synchronous sessions allow students to interact with you in real time, much like being in a classroom. The advantages of synchronous sessions are that students can ask questions and contribute to your lesson. As an instructor, you can ask follow-up questions, utilize impromptu activities, and more easily measure student participation. A major disadvantages of synchronous sessions are that some online students may not always be able to attend every live session.

Setting up a Synchronous Session

1) Open your Blackboard course with Collaborate located in the navigation menu.
2) Click Collaborate to view the Sessions page
3) Select "Create Session"
4) Under Event Details:
    a. Name your session
    b. Select a start date and time
    c. Select an end date and time
    d. Allow students to enter the session at least 15 minutes early. This is recommended so students may address any technical issues early.
5) Under Session Details
    a. Allow recording downloads so students may re-watch your lesson at a later time.
    b. Select whether Participants can Share Audio from their Microphone, Share Video from their webcam, Post chat messages, or draw on whiteboard and upload files.
6) Attendance Reporting
    a. You may select whether your students attendance in the meeting is shared with the attendance feature in Blackboard.
7) Click Save when you are finished

Asynchronous Sessions

Asynchronous sessions allow students to watch your lessons whenever they have the opportunity. Students can follow along as you teach and also rewind or fast-forward through your lesson. Asynchronous meetings allow the most flexibility for students, but you may lose the ability to ask your students impromptu questions or easily measure student participation.

Setting up an Asynchronous Session

1) Open your Blackboard course with Collaborate located in the navigation menu.
2) Click Collaborate to view the Sessions page
3) Select Course Room: Unlocked (available)
4) Select Join Course Room at the top of the options.
5) Once inside your room, click the Open Session Menu button in the top-left corner.
6) When you are ready, click Start Recording and your session will automatically start being recorded.
7) Once you are finished with your lesson, click the Open Session Menu button in the top-left corner again and select Stop Recording
8) Allow Collaborate 2 – 3 hours to process the video recording
9) After processing, you and your students can view the recording by going back to the Collaborate page on Blackboard. Press the Menu button in the top-left corner, and select Recordings.

If you have additional questions about Blackboard Collaborate, contact the Office of Digital Learning. Additionally, you may also use the resources below to help you get started.

- How to [Create and edit Sessions](#)
- Learn about [Accessibility in Blackboard Collaborate](#)
- How to use [Collaborate Ultra as a Student](#)
- [UTSA Digital Learning Blackboard Collaborate webpage](#)