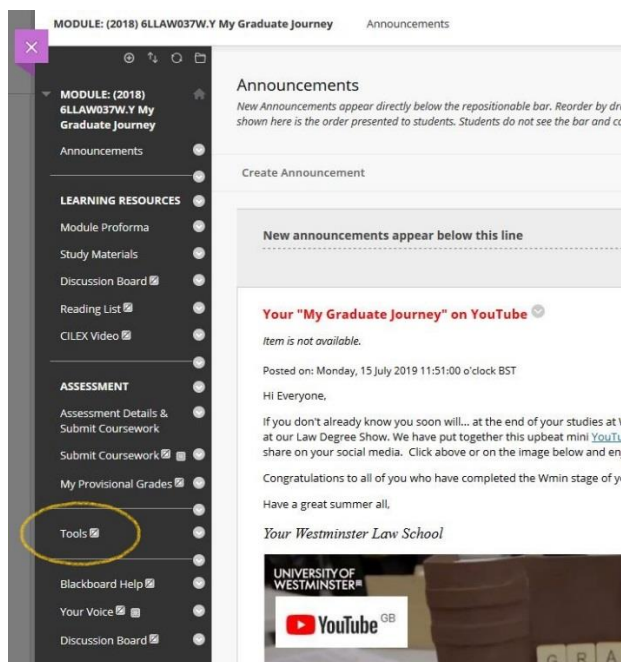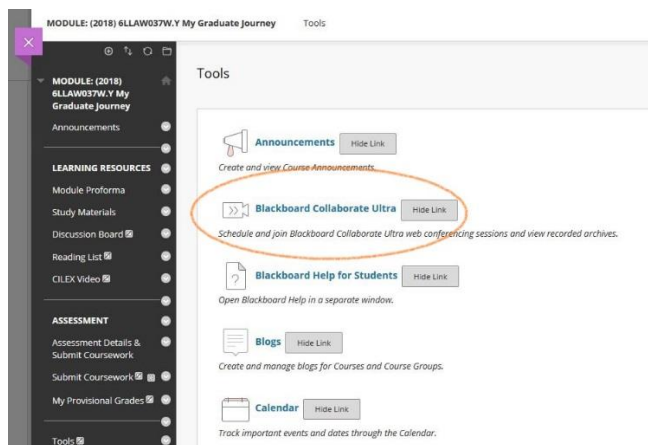# Blackboard Collaborate (for Original view courses)

Blackboard Collaborate is a synchronous online tool, which allows you and your students to communicate in real time via a virtual classroom.

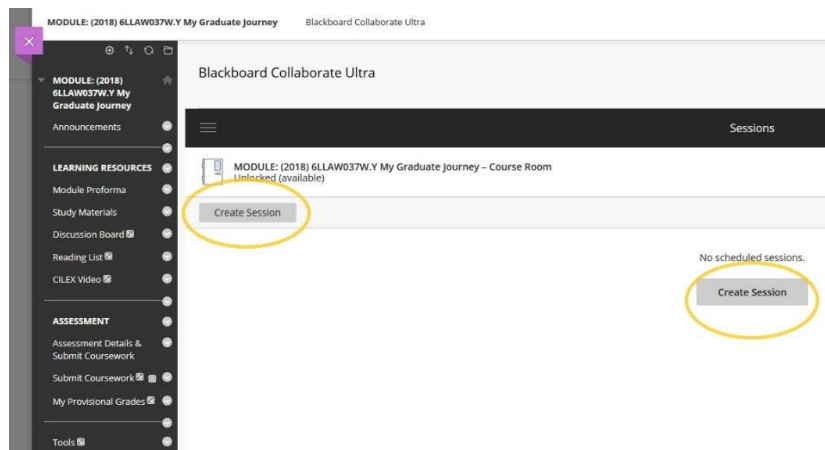Collaborate is easy to set up.   Simply follow the steps below.

1. **Login** to Blackboard.   http://learning.westminster.ac.uk
2. **Go to** the module that you want to start your collaborate session in.
3. **Click on** the Tools button on the left hand main navigation menu.
4. **If you don't see a Tools link** in the navigation bar then click the small + at the top of the left hand navigation panel and select 'Tool Link', then type 'Tools' in the open text box that appears, check the box 'Available to Users' and select 'Tools Area' from the drop down before clicking 'Submit'.

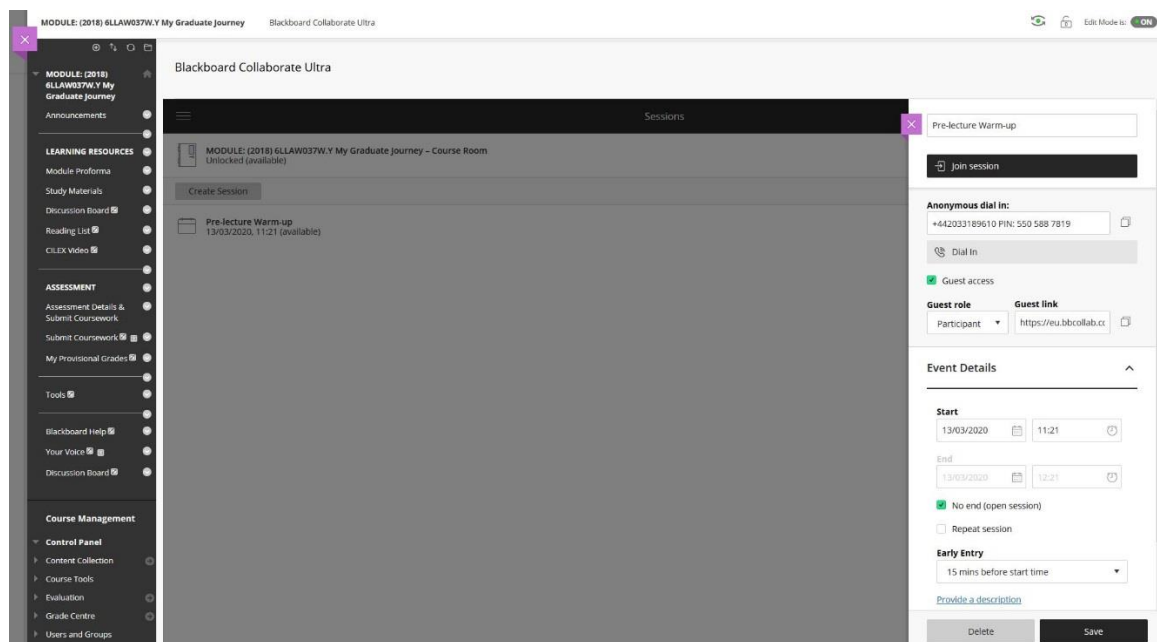5. **Locate and click on Blackboard Collaborate Ultra.**

6. Click Create Session

7. Name the session and set the start and end time.

Tip: If you intend to use the given session more than once in a semester, set the end time past the end of the semester.   This allows you and your students to join the session at other times, say if you want to hold a Pre-lecture warm up every Wednesday at 6pm.

8. Click on the session settings and choose the options that you want.

Sessions		Event Details ⌄

Session Settings ⌃

Default Attendee Role

Participant ▼

Recording

☐ Allow recording downloads

☐ Anonymise chat messages

Moderator permissions

☐ Only show profile pictures for Moderators

Participants can:

☑ Share audio

☑ Share video

☑ Post chat messages

☑ Draw on whiteboard and files

Enable session telephony

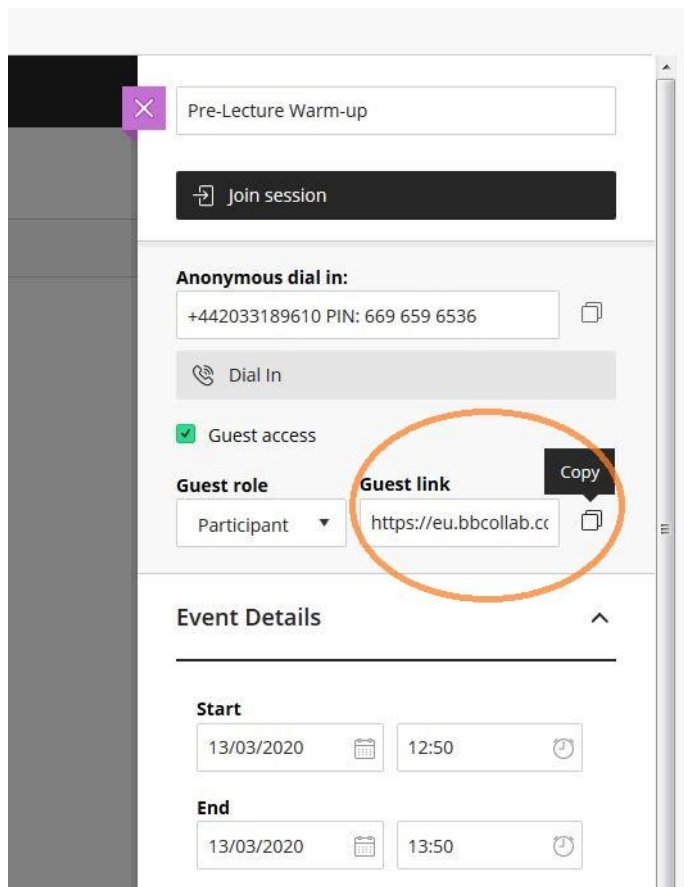☑ Allow attendees to join the session using a telephone

Private Chat

☐ Participants can only chat privately with moderators

☐ Moderators supervise all private chats

Delete   Save

9. **You can copy and send the link out to everyone, click on Guest Access if you want a link to send to people who are not part of the module site.**

For further information on using Blackboard Collaborate please go to

http://blog.westminster.ac.uk/blackboardhelp/collaborate-ultra/