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HOW DO I ADD THE BLACKBOARD COLLABORATE LTI TOOL TO MY SITES?

If you did not add the Blackboard Collaborate LTI tool to your UVaCollab course or collaboration site during site creation, you may add it to your existing sites as follows:

1. Click Site Info in the left menu of your site.
2. On the Site Info page, click the Edit Tools link.
3. On the Edit Tools page, click in the box beside Blackboard Collaborate LTI.
4. Click the Continue button at the bottom of the page.
5. Click the Finish button on the following page to confirm the addition of the tool.
6. In your site menu, click the Blackboard Collaborate LTI button to open the tool.
HOW DO I CREATE NEW SESSIONS?

On the Blackboard Collaborate LTI tool screen, click the Create Session button to begin the process of creating a new Blackboard Collaborate session.

The Create New Session panel appears and is open to the Information tab.

To create a new session, at a minimum, you must:

1. Enter a session Name.
2. Enter a Start date.
3. Enter an End date.
4. Set an Early Entry time frame.
5. Click the Create Session button.

HOW DO I SET THE START AND END DATES?

You may set Start and End dates in one of two ways:

- Enter general text instructions to describe the Start or End date, e.g., next Tuesday at 5 PM or now or tomorrow at noon. The tool translates your instructions to the actual day, date, and time and displays this under the date field.
• Click the Calendar Widget Icon next to the date field to open and use the calendar widget to set the date and time.

HOW DO I SET OTHER OPTIONS FOR THE SESSION?

In addition to the Information tab, there is also an Options tab and a Content tab on the Create New Session panel. To view and set optional parameters for your online session, click the Options tab.

Use the checkboxes and selection menus on the Options tab to set and unset options. In most cases, we recommend the following settings:

<table>
<thead>
<tr>
<th>Option</th>
<th>Recommended/Default Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Participants full default permissions</td>
<td>Enable to give participants access to whiteboard, chat, audio, and video features.</td>
</tr>
<tr>
<td>Hide attendee names in recordings</td>
<td>Enable to hide participant identities in recordings</td>
</tr>
<tr>
<td>Everyone is a Moderator</td>
<td>Disable; set individual moderators in the live session instead</td>
</tr>
<tr>
<td>Allow in-session invitations</td>
<td>Enable</td>
</tr>
<tr>
<td>Enable session teleconferencing</td>
<td>Enable to allow built-in telephony option for audio</td>
</tr>
<tr>
<td>Private chat messages are supervised</td>
<td>Enable to view all chats as moderator</td>
</tr>
<tr>
<td>Participants raise hand upon entering the session</td>
<td>Disable</td>
</tr>
<tr>
<td>Recording Mode</td>
<td>Manual prevents recordings from starting automatically before conversation starts</td>
</tr>
<tr>
<td>Maximum simultaneous talkers</td>
<td>6 is the default; participants may take turns talking by disabling/enabling their mic</td>
</tr>
<tr>
<td>Maximum simultaneous cameras</td>
<td>6 is the default; 1 or none is recommended to conserve bandwidth</td>
</tr>
</tbody>
</table>
HOW (AND WHY) DO I PRE-LOAD CONTENT FOR MY SESSION?

If you create a session that you intend to re-use over time, such as a virtual office for office hours or for ad hoc meetings, you may want to pre-load a welcome screen that displays to participants whenever they join that session. Typically, the pre-loaded welcome screen presents:

- Minimal information about you (your name and affiliation, perhaps a small photo)
- How to reach you if you are not in the session when others join it
- How participants can set up and test audio for the session
- If used for virtual office hours, it is helpful to include your office hours as well

Audio options available

- Use your computer’s built-in speakers and mic
- Run Tools > Audio > Audio Setup Wizard
- Use your telephone – call 571-392-7703 PIN 586 076 027 126

No one available to help?

- Unable to wait for assistance?
- Have we left the session?

Please send your questions in email to collab-support@virginia.edu
**HOW DO I CREATE CONTENT THAT CAN BE PRE-LOADED?**

Pre-loaded content must meet file type requirements as shown on the **Content** tab of the **Create New Session** panel. For example, it isn’t possible to pre-load a PowerPoint file directly. Instead, the PowerPoint file must first be converted to a Whiteboard file (*.wbd) as follows:

1. In an active Blackboard Collaborate session, upload a single PowerPoint slide/file (similar to the example shown above) using the **Load Content** button.
2. From the file menu in the Blackboard Collaborate session, select **Save > Whiteboard > Current Page** and click **OK**.
3. In the **Save Whiteboard** dialog box that appears,
   a. Enter a **filename** in the **Save As** field,
   b. Select a **Location** for the file on your computer,
   c. Set the **File Format** to **Whiteboard Files (*.wbd)**, and then
   d. Click **Save**.

**HOW DO I ADD CONTENT TO APPEAR IN MY SESSION AT ALL TIMES?**

1. On the **Content** tab, either
   a. Drag-and-drop a compatible file to the panel, or
   b. Click the **browse your computer** link to locate and select a compatible file.
2. The uploaded file will appear under the **Uploaded Files** section on the **Content** tab.
### HOW DO I CLOSE THE SESSION PANEL?

Click the left-hand vertical gray bar on the session panel to close the panel.

### HOW DO I JOIN A SESSION?

There are two ways to join an available session:

1. Click the **Join** button next to the session name on the *Blackboard Collaborate LTI* screen, or
2. Click the name of a session to open the session panel to click the **Join** button there.

To minimize technical issues, first-time users should refer to the vendor’s Web site to check and configure their computer before joining a Blackboard Collaborate session for the first time.

### HOW DO I VIEW DETAILS ABOUT UPCOMING SESSIONS?

Use the **Filter By:** menu on the *Blackboard Collaborate LTI* tool to view and open details about Upcoming, Available, Expired, or All Sessions.

Click on a session name to open the session panel and access details about the session, such as telephony numbers and PINs, the Guest Link, etc.
HELP AND SUPPORT RESOURCES

BUILT-IN HELP

For complete help documentation on using features in UVaCollab, refer to the built-in Help. HELP is accessed from each site’s menubar.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the Demo Schedule available from the Gateway (login) page left menubar.

CONTACT A CONSULTANT

If you have questions or encounter problems using the features described in this user guide or in UVaCollab, send email to collab-support@virginia.edu for assistance.

ABOUT SUPPORTED BROWSERS AND NAVIGATING IN UVACOLLAB

There are three important browser considerations while working in UVaCollab:

- Firefox, Internet Explorer, and Safari are the only recommended browsers for the best experience in UVaCollab.
- To avoid unexpected results, do NOT use the browser navigation (Back and Forward buttons) while logged into UVaCollab. Instead, use the built-in navigation features.
- Browser cookies and JavaScript must be enabled in your web browser in order to log into and use features in UVaCollab.