

# BLACKBOARD COLLABORATE

Bruce Naples, Executive Director of Academic Computing & eLearning  
Queensborough Community College

## Moderator Prep and Script for a Live Interactive Lesson

### Important Considerations

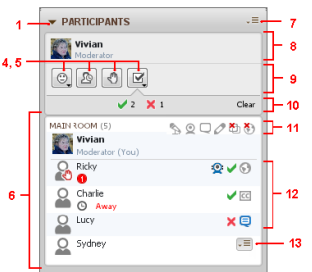
Please be aware of the following:

1. Lesson materials do not persist in Collaborate. They must be re-loaded every time you re-start or re-start a session. Therefore, whenever you make any modifications, it is extremely important to save your materials in the various Collaborate formats before exiting. Formats are: Whiteboard (.WBD), Protected Whiteboard (.WBP), & Quiz (.VCQ). For example, it could go like this:
  - a. Open your newly created Session
  - b. Load Whiteboard Content from a PowerPoint
  - c. Add links, clipart, etc. then save the whiteboard in Collaborate's Whiteboard Format
  - d. Build one quiz at a time, then save each quiz in Collaborate's Quiz Format
  - e. Later, every time you re-enter the session, load the Whiteboard and Quizzes from the Collaborate files (Whiteboards can also be loaded automatically – see SHARING below)
2. It is imperative that all participants use a headset with a built-in microphone – *rumor has it that this has been fixed in Collaborate version 12, due in Spring 2013.*
3. Things change! We advise the use of the **Audio Setup Wizard** before every Collaborate session
4. There are three main Collaborate **Modes** of operation: **Whiteboard**, **Shared-Desktop**, and **Web-Tour**
5. You should prepare Collaborate Session content ahead of time. Content can then be manually loaded or automatically loaded, just prior to the actual session – **Collaborate Whiteboard format is recommended.**

### 6. Decide / Prepare:

- a. Create a "Welcome" slide, stating "We will begin shortly"
- b. Initial Collaborate interface instructions—we start by explaining this →
- c. Ice-breaker Exercise(s)
- d. Other Interactive Exercises (status, prior knowledge or experience level)
- e. Check-Point **Quizzes** (create and save them within Collaborate)
- f. Lesson / Discussion Content for **Whiteboard (PowerPoint)**
- g. Links to go with Content (if any)
- h. **Shared-Desktop** Exercises (if any)
- i. **Web-Tour** Exercises (if any)
- j. **Group Work**
  - Group / Breakout Room Exercises
  - Group Report-Outs – when groups return from Breakout Rooms
- k. Questions you will ask during the lesson to re-focus participants
- l. Exit / Follow-up Assignments (reflect on session; survey; research & write report; when we will meet again, etc.)

The Participants panel has the following components:



- |                          |                             |
|--------------------------|-----------------------------|
| 1 Expand/Collapse button | 8 Status area               |
| 2 Feedback menu          | 9 Toolbar                   |
| 3 Step Away button       | 10 Polling response bar     |
| 4 Raise Hand button      | 11 Permission indicators    |
| 5 Polling Response menu  | 12 Activity indicators      |
| 6 Participants list      | 13 Participant options menu |
| 7 Global options menu    |                             |

7. It is easiest to use PowerPoint to create your Whiteboard slides  
IMPORTANT: Embedded links do not carry over from PowerPoint to Whiteboard
8. If a page is to have a Web link on it, type "**Click here...**" and leave room to paste the link URL later within Collaborate
9. Place the actual Web links into the PowerPoint **Notes** area for each slide – later you will copy them to Collaborate as you build your lesson on the Whiteboard

## Collaborate Session Creation

10. Within your Blackboard course access the **Collaborate** tool and create a new Collaborate session
  - a. Select menu **Tools** → **Collaborate**
  - b. **Create Session**

IMPORTANT NOTE – while there can be many Moderators, there can be only one Collaborate Session “Creator”, and Creators have many more privileges than secondary Moderators.

11. Review, Select and Submit all **Global Session Parameters** – **be sure to SUBMIT each page before moving on to the next**

- a. **INFORMATION:** Title, Type- Course Availability (this course or all your courses), Select Course(s), Start & End Dates, Early Session Entry time, Record mode (Manual or Automatic), Max Talkers, Max Cameras, Private Chat-Supervision, Allow All Permissions, Raised Hand on Entry, allow **In-Session Invitations**, Hide Names in Recordings

### 1. Session Information

Session Title

Session Type What type of session to create.

**Course**  
All users registered in this course can attend the session.

**Shared**  
All users registered in courses that you teach can attend this session.

Courses

Available Courses	Selected Courses
Interdisciplinary ePortfolio Wiki Project (C... eLearning Institute Winter 2011- Sinclair... eLearning Institute Winter 2011- Salis (C... eLearning Institute Winter 2011- Ford (Q... eLearning-Institute-GBanks (QBCC01_ε...	QCC_Collaborate_Level I (QCC01_Collab...

### 2. Schedule

Date

Start Date

End Date

Enter dates as in mm/dd/yyyy format. Time must be entered on 15 minute increments.

Early session entry

The period before the start of the session during which users can join the session.

Repeat Session

### 3. Session Attributes (Optional)

Recording Mode

The mode of recording the session.

Max Simultaneous Talkers

Maximum number of simultaneous talkers allowed at the start of the session.

Max Cameras

Maximum number of simultaneous web cameras allowed at the start of the session.

Supervised

Moderators may view all private chat messages in the session.

All Permissions

All participants have full permissions access to session resources such as audio, whiteboard, etc.

Raise Hand on Entry

Users automatically raise their hand when they join the session.

Allow In-Session Invitations

Moderators may send invitations to join the session from within the session.

Hide Names in Recordings

Names of session participants are hidden from viewers of recordings.

### 4. Create

Click Submit to Create your session(s). Click Cancel to return to the list sessions page, your input will be lost.

- b. **PARTICIPATION:** Assign Roles: Moderators can Restrict Participants; all enter as Moderators; assign registrants as Moderators or Participants; Invite External users – those who do not have CUNY Portal accounts

NOTE: While it is possible, on this page, to invite others to join your session, we recommend that you do this from within the live session.

### 1. Assign Roles

Restrict Participants



Moderators can restrict access to the session and assign roles.

All Moderators



All Participants join the session as Moderators.

Available Participants

Available Invitees

Moderators

Bruce Naples (20021104101519988882)  
Denis Bejar (20021104114714960712)

Participants

Aradhna Persaud (2008011002290440009)  
Billy Jnohope (20120805020112810010)  
Qbcc Testperson (2008112102330094017)

### 2. External Invitees

External Invitees

Sends an invitation link to people not registered in this course to join the session.

Display Name

Email Address

Add


Selected Invitees

William Bernhardt (William.Bernhardt@csi.cuny.edu)

Remove

- c. **SHARING (Optional): Preloads** – you may upload previously created files if they have one of these extensions:

\*.wbd, \*.wbp, \*.elp, \*.elpx, \*.swf, \*.m4v, \*.mp4, \*.mpg, \*.mpeg, \*.mpe, \*.mp3, \*.qt, \*.mov or \*.wmv

**1. Preloads (Optional)** 

Upload a file to be available within the session. Supports the following extensions \*.wbd, \*.wbp, \*.elp, \*.elpx, \*.swf, \*.m4v, \*.mp4, \*.mpg, \*.mpeg, \*.mpe, \*.mp3, \*.qt, \*.mov or \*.wmv.

Preload File

**Telephony Setup** – Change these settings to enable participants to use your conference phone system instead of, or to complement, headsets with microphones.

**Session Notes** – These appear in Blackboard on the session’s link line. Students see these notes **before** they enter the Collaborate Session.

### Pre-Session Prep – do this at any time after creating the Collaborate session

12. On your local computer or memory stick, create a **lesson folder** in which you will save ALL content
13. Gather all of your lesson materials (text, images, audio, video, URLs) and put them into the lesson folder
14. Prepare files (if any) that you be asking students to download (.PDF format preferred)
15. Create a PowerPoint containing one slide for each Whiteboard page you will present during the lesson. **IMPORTANT:** Be sure to include the following slides: title, place-holder/instructions for every poll and quiz, a page for every main topic you will discuss, and a page for every interactive exercise. If you will be asking students to view an external video or click some other Web link, place that URL into the Notes section of the appropriate PowerPoint slide.
16. Enter the Blackboard course and then enter the Collaborate Session
17. Use **Load Content** to upload the lesson **PowerPoint** – it will automatically be converted to Whiteboard pages
18. Add URLs to appropriate Whiteboard pages – copy from Notes area within PowerPoint
19. Add Collaborate Clip Art (push-pins, check-marks, etc.) on the INTERACTIVE page(s)
20. Move secondary pages (if any) to the Private area of the Whiteboard – these might be Breakout Room instructions, etc.
21. Save the **Whiteboard**, as a **whiteboard file**, into the lesson folder
22. Use the **Quiz Manager** to create the quizzes you will use and save them in the lesson folder

### Live Session Prep – just before the Collaborate session begins

23. Enter the Blackboard course and then enter the Collaborate Session
24. Use **Load Content** to upload the **Whiteboard** from the whiteboard file – check that the links and push-pins are in place
25. On the PUBLIC page type “Hello – **“Welcome...”** – **“We will begin shortly”**
26. **Be sure to Check “FOLLOW”**
27. Use **Window → File Transfer Library** to upload the any files you will need during the session – **be sure to uncheck “PROMPT RECIPIENTS” each time** – wait for upload to finish
  - a. Breakout Activity.PDF
  - b. iPad Workshop.PDF
28. Use **Window → Quiz Manager** to upload quizzes

## During Session

29. **Don't forget to click "RECORD"**
30. Moderators Introduce themselves
31. Ask participants to Introduce themselves alphabetically by clicking the "Talk" button **on** ... then **off**
32. 1<sup>st</sup> SLIDE: On the "Collaborate Interface" slide **focus on** tools we will use during the session
  - a. Talk – on/off; video – on/off
  - b. Emotion, Step-Away, Raise-Hand, and **Poll**;
33. ICE BREAKER - INTERACTIVE ACTIVITY:
  - a. Discuss map and locations within map area (use NY Borough map)
  - b. Ask participants to move the clip-art (push-pins)
34. Ask participants to watch opening video on their own
35. POLL: Read Question, ask participants to respond; use **Tools** → **Polling** to publish the results
36. INTERACTIVE ACTIVITY:
  - a. Discuss iPad Expertise
  - b. Ask participants to move the clip-art (check-marks)
37. QUIZ #1: To give a quiz use **Window** → **Quiz Manager** and double-click the quiz name
  - a. **Don't forget to close the Quiz**
38. DISCUSSION: topic is iPad Security – tell the David Pogue Story
39. QUIZ #2: To give a quiz use **Window** → **Quiz Manager** and double-click the quiz name
  - a. **REMINDE participants to answer both questions on quiz 2 before handing it in**
  - b. **Don't forget to close the Quiz**
40. On the 2nd "Collaborate Interface slide focus on tools we will use next
  - a. **Ask them to avoid the camera (snapshot) tool**
  - b. Focus on selection; text; drawing; clipart;
41. Create (4) Breakout Rooms, but do not move participants – CHECK FOLLOW as you move between rooms
  - a. **Use Tools** → **Breakout Rooms** → **Create Breakout Rooms**
42. **Right-click** Breakout Activity page and copy to Breakout Rooms
43. **Move participants into the Break Rooms – they have 10 minutes to explore**
44. **Move participants back to the Main room**
45. **Check "FOLLOW" again**
46. Have participants Discuss findings, and "Rate" sites using the Collaborate Clip-Art of their choosing
47. If appropriate, talk about what we have not covered
48. Go over whatever is on the last slide: **Watch for the next workshop, Take the Exit Survey, etc.**