

Edge Hill University

BLACKBOARD COLLABORATE

MANAGING ROOMS FOR STUDENT LEAD SESSIONS | PRESENTER ROLE

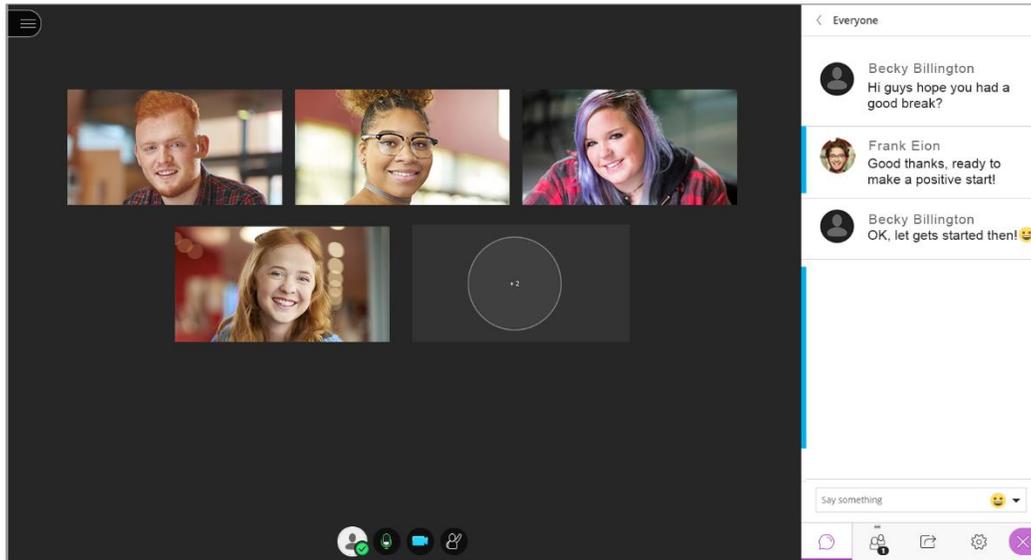
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Why Create a Student Lead Session

When the course room is unlocked anyone can join the session at any time.

Instructors don't have to be present for students to join the session. However, if you don't want students to join a session unsupervised, lock the course room and create scheduled sessions.



Student Lead Sessions:

If you want students to collaborate for example on a project, be able to interact and share resources, you can setup multiple sessions applying the Presenter role so that students can upload, share, edit, and stop sharing content. They can also see and manage hand raise notifications, lowering them in a fair and orderly way.

Multiple Sessions at once:

If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different student groups.

Create and edit sessions:

Course Room:

A default room is provided for your course that lasts as long as your course. By default, the room is titled with your course name and is always available. You can create individual sessions for specific occasions, such as test reviews, a group activity and discussing content in your course.

Sessions:

Create Session.

- Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session prior to the start time.
- Type a detailed description of the meeting. This helps students find the right session.
- Set guest access for the meeting. Select 'On' to allow participants to invite additional guests.
- You can send a copy of the guest link to your students, or other guests. You can also decide if your guests join as participants, presenters, or moderators by default.
- Session links can be long and break when sent. Using a URL shortening service, such as [TinyURL](#), can help with this.
- Decide if guests join as a participant or presenter. If you're not sure which permissions to apply, don't worry. Permissions can be set during the meeting.

The screenshot displays a 'Sessions' management interface. On the left, a table lists sessions for 'Group 1', 'Group 2', and 'Group 3'. The right panel shows the configuration for 'Group 3', including guest access, role (Presenter), guest link, start/end times, and a description.

Name	Starts	Ends
Group 1	27/10/2017, 14:00	22/12/2017, 15:00
Group 2	27/10/2017, 14:00	22/12/2017, 15:00
Group 3	27/10/2017, 14:00	27/10/2017, 15:00

Group 3 Configuration:

- Guest access:
- Guest role: Presenter
- Guest link: <https://eu.bbcollab.cc>
- Start: 27/10/2017, 14:00
- End: 27/10/2017, 15:00
- No end (open session)
- Repeat session
- Early Entry: 15 mins before start time
- Description: Group Session 2, has been setup for you and your fellow students to work together

Session settings:

Decide who can do what in your sessions.

- Allow recording downloads from the Recording page as well as on the recording playback page.
- Show the profile pictures of moderators only.
- Allow participants to use audio, video, chat and the whiteboard editing tools.

The screenshot shows the 'Sessions' page in a 'Course Room' (locked). A table lists three sessions: Group 1, Group 2, and Group 3, each with start and end times. A sidebar on the right, titled 'Event Details', shows 'Session Settings' for a selected session. The settings include: Default Attendee Role (Participant), Recording (Allow recording downloads checked, Anonymise chat messages unchecked), Moderator permissions (Only show profile pictures for Moderators unchecked), Participants can: (Share audio, Share video, Post chat messages, Draw on whiteboard and files all checked), Enable session telephony (Allow attendees to join the session using a telephone unchecked), and Private Chat (Participants can only chat privately with moderators, Moderators supervise all private chats both unchecked). 'Delete' and 'Save' buttons are at the bottom of the sidebar.

Name	Starts	Ends
Group 1	27/10/2017, 14:00	22/12/2017, 15:00
Group 2	27/10/2017, 14:00	22/12/2017, 15:00
Group 3	27/10/2017, 14:00	27/10/2017, 15:00

Created sessions:

The image below shows the number of session created, Students will access a session room via the session link name (i.e. Group 1).

This screenshot shows the 'Sessions' page with a 'Filter by' dropdown set to 'All Upcoming Sessions' and a search icon. The table of sessions is identical to the one in the first screenshot, but each row now includes a three-dot menu icon on the right side.

Name	Starts	Ends
Group 1	27/10/2017, 14:00	22/12/2017, 15:00
Group 2	27/10/2017, 14:00	22/12/2017, 15:00
Group 3	27/10/2017, 14:00	27/10/2017, 15:00

[More information on Session Settings.](#)

Other Sources of Help and Support for Staff

The 'Help' link within the Course Control Panel

Click the 'Help > Blackboard Help' link within the Course Control Panel at the bottom left of your course to access 'Blackboard Help for Instructors'.

Learning Services Wiki:

Visit the Learning Services wiki within the GO Portal to access a range of information including, policies, guides and resources.

Wiki:

[Learning Technology Development Wiki](#)

Learning Technology Development:

Contact Learning Technology Development if you need further assistance or have any further queries.

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Team Contacts: [Learning Technology Development Division Contacts](#)