

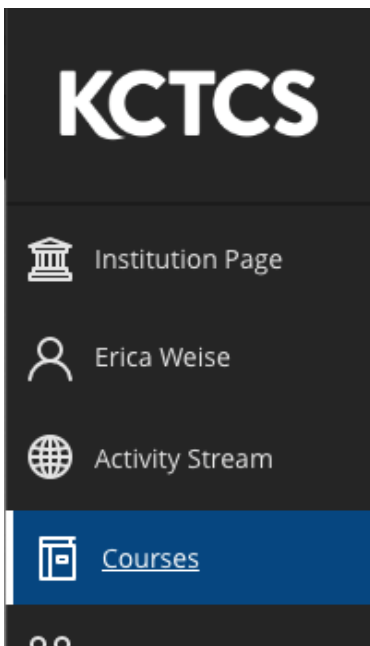
Moving Your Classroom Remote: Setting up a Classroom Session in Blackboard Learn Ultra

KCTCS students do not all have access to the internet. Blackboard Collaborate provides us a great resource for these students because, after a bit of setup on your part, you can provide students with a phone number and PIN/Conference ID that will permanently remain the same and will allow them to call into a remote classroom via a telephone. This means that you can give them information that will allow them to call in for all prescheduled class times and use that same information for the remainder of remote teaching.

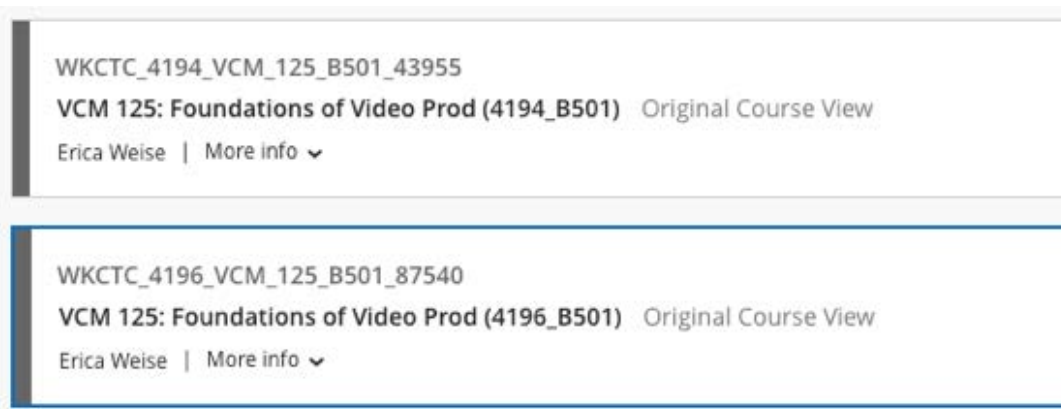
This guide is meant to walk you through the steps to set up a session in Blackboard. It will also help you to establish the access information you will provide to students in the Remote Classroom Meeting Information form.

Setting up your Collaborate Session in Blackboard Learn Ultra

Step 01: Go to [Blackboard](https://elearning.kctcs.edu) directly (elearning.kctcs.edu) or from [MyPath](#) and then click on Courses.












Step 02: Choose the course you want to add a session into from your course list.



Step 03: In your course's left-hand menu under Details & Actions you will see Blackboard Collaborate. Click on the ellipsis to open the dropdown and click Edit course room settings.

Details & Actions

-  Roster
[View everyone in your course](#)
-  Course Groups
[Create and manage groups](#)
-  Course is open
[Students can access this course](#)
-  Blackboard Collaborate
[Join session](#) ⋮
-  Attendance
[Mark attendance](#)
-  Announcements
[Create announcement](#)

-  Get course room guest link
-  Edit course room settings
-  View room report


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Step 04: This will launch Collaborate Ultra, click Create Session.

 Sessions

 VCM 125: Foundations of Video Prod (4196_B501) - Course Room
Unlocked (available)

[Create Session](#)

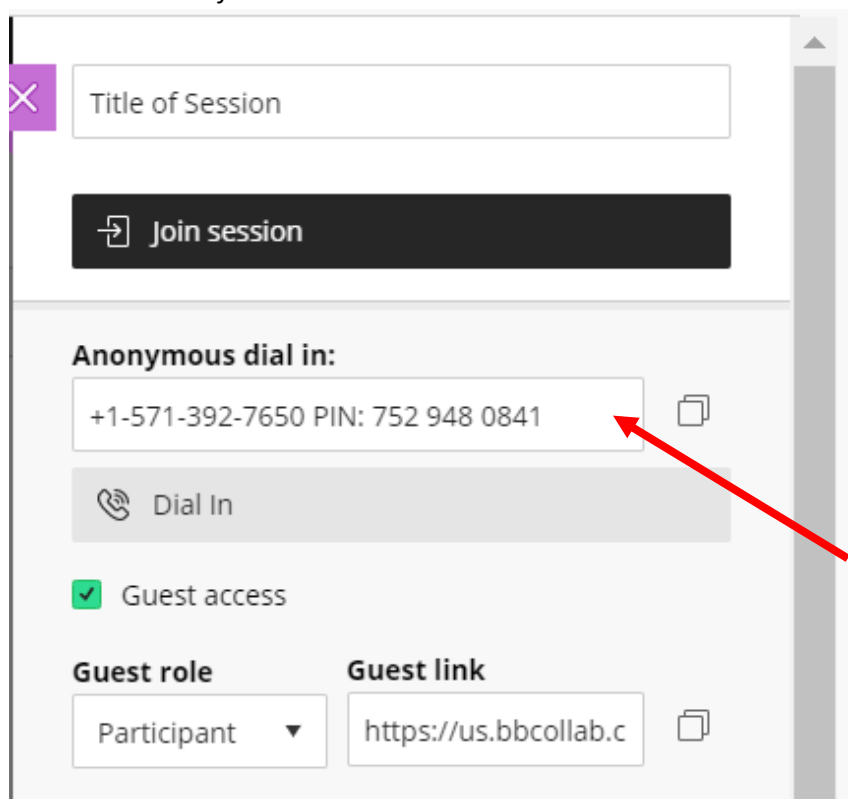


Step 05: Create a title for your session and type it in the Title of Session field. You will also add that information to the Remote Classroom Meeting Information form on the first page where it says, “For this course choose the link / session titled.” You will have to add a name before you can successfully complete the following steps.



A screenshot of a Blackboard interface showing a text input field labeled "Title of Session". A red arrow points to the input field from the right. The field is currently empty.

Step 06: When you set up your session, Blackboard will generate a dedicated dial in phone number and PIN. You will find your course’s number under the Anonymous dial in section. (**You will get your own number, so do not use the numbers listed in the example image because they will not work!**). Add this information to page 2 of the Remote Classroom Meeting Information form under the “ACCESS VIA THE PHONE (WITHOUT INTERNET CONNECTION)” heading. **** Please note that Blackboard calls it a PIN here, but when students call in they are prompted to enter a Conference ID. They mean the same thing, but we have called it a Conference ID on the Remote Classroom Meeting Information form to avoid student confusion.*



A screenshot of the Blackboard session setup interface. The "Title of Session" field is at the top. Below it is a "Join session" button. The "Anonymous dial in:" section contains a text field with the phone number "+1-571-392-7650" and PIN "752 948 0841". A red arrow points to this field. Below the phone number field is a "Dial In" button. The "Guest access" checkbox is checked. The "Guest role" dropdown is set to "Participant" and the "Guest link" field contains "https://us.bbcollab.c".

Step 07: Under Event Details BE SURE TO CHECK THE “No end (open session)” OPTION to avoid changes in the student connection information. This will ensure that your session information (Phone # and PIN) remain the same for your students.

Event Details


Start

3/11/20 

10:24 AM 

End


3/11/20 

11:24 AM 

No end (open session) 

Repeat session

Early Entry

15 min before start time 

Step 08: The “Enable session telephony” setting, under Session Settings, is automatically on by default. Ensure that you do not disable it – it allows students to join the session using a telephone. Your settings should look like the image below with all of these enabled: Share audio, Share video, Post chat messages, Draw on whiteboard and files, and Allow attendees to join the session using a telephone.

Session Settings

Default Attendee Role

Participant 

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

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 

Step 09: Hit save to continue

Delete

Save

Step 10: Now that you have set up your session, you can [view this video to get an overview of the features](#) and [visit this site for Collaborate Guides](#). Be sure to also fill out the information about Remote Class Sessions in the Remote Classroom Meeting Information form, as well as the Call-In number and PIN and What to Expect from Remote Coursework in this Class sections, to help orient your students.

****Please Note: Students will **not be able to join with the number until you are in the session**. Make sure you come to any scheduled sessions early to avoid student confusion.*