

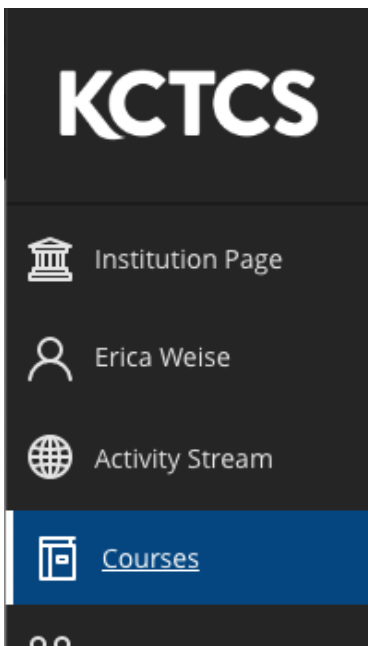
Moving Your Classroom Remote: Setting up a Classroom Session in Blackboard Learn Original

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.

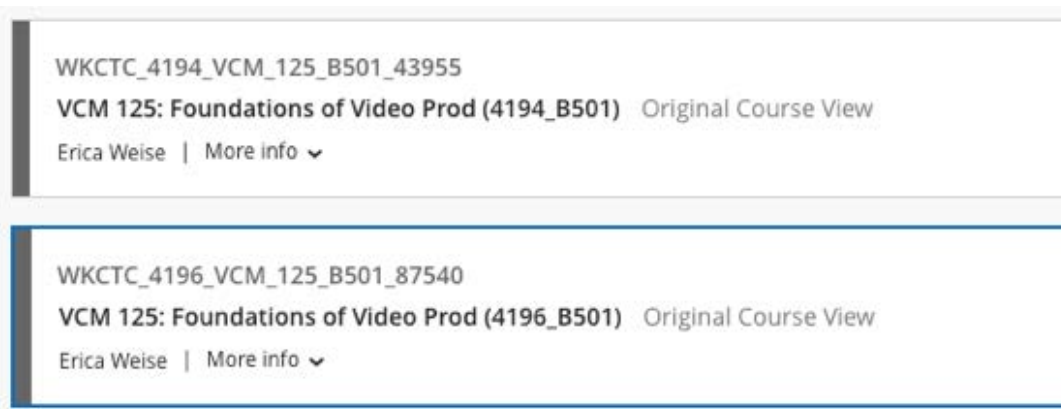
This guide is meant to walk you through the steps to set up a session in Blackboard. It will also help you to establish the access information you will provide to students in the Remote Classroom Meeting Information form.

Setting up your Collaborate Session in Blackboard Learn Original

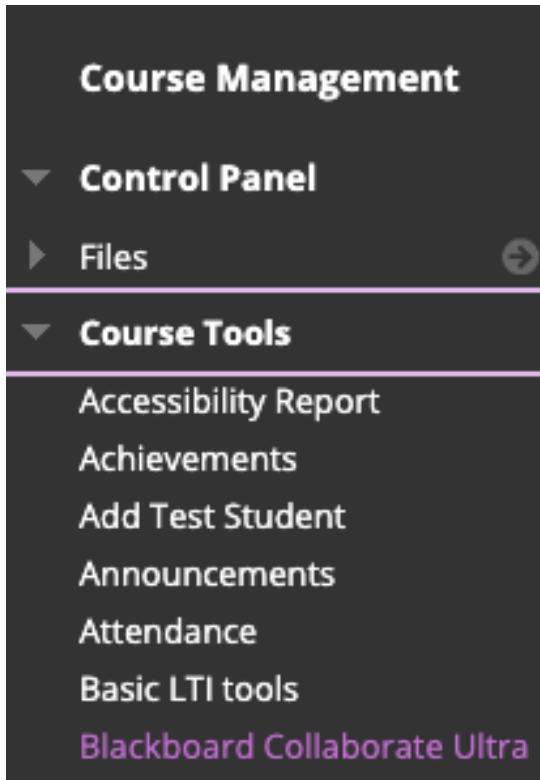
Step 01: Go to [Blackboard](http://elearning.kctcs.edu) directly (elearning.kctcs.edu) or from [MyPath](#) and then click on Courses.



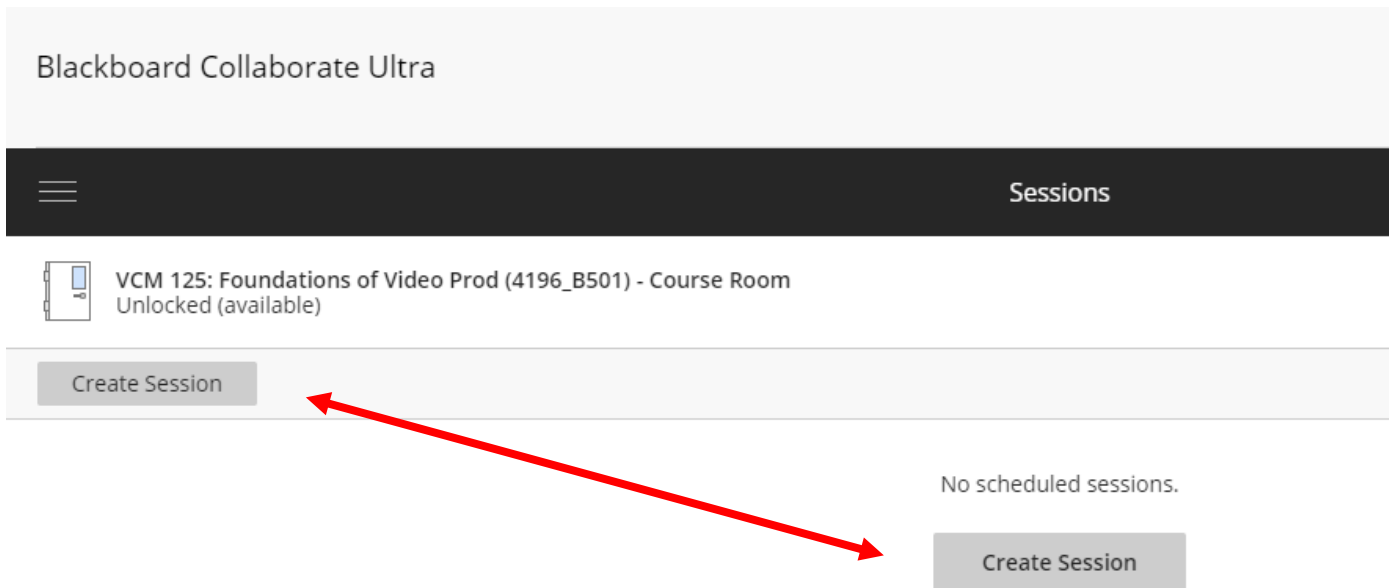
Step 02: Choose the course you want to add a session into from your course list.



Step 03: Under Course Management on the left-hand menu, go to Course Tools and then Choose Blackboard Collaborate Ultra.



Step 04: After launching Collaborate Ultra, click Create Session.

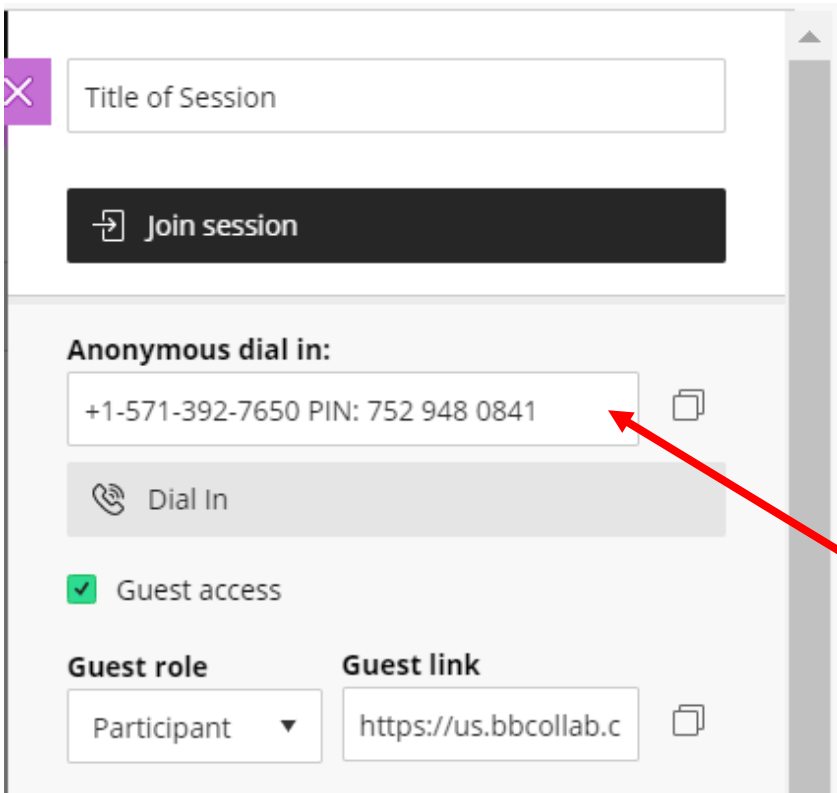


Step 05: Create a title for your session and type it in the Title of Session field. You will also add that information to the Remote Classroom Meeting Information form on the first page where it says, “For this course choose the link / session titled.” You will have to add a name before you can successfully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



A screenshot of a web interface showing a text input field labeled "Title of Session" and a black button labeled "Join session" with a right-pointing arrow icon. A red arrow points from the right side of the image towards the "Title of Session" field.

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 a web interface showing the "Anonymous dial in:" section. It includes a text input field containing the phone number "+1-571-392-7650" and the PIN "752 948 0841". Below this is a "Dial In" button with a phone handset icon. There is also a "Guest access" checkbox which is checked. At the bottom, there are two sections: "Guest role" with a dropdown menu set to "Participant", and "Guest link" with a text input field containing "https://us.bbcollab.c" and a copy icon. A red arrow points from the right side of the image towards the phone number and PIN field.

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

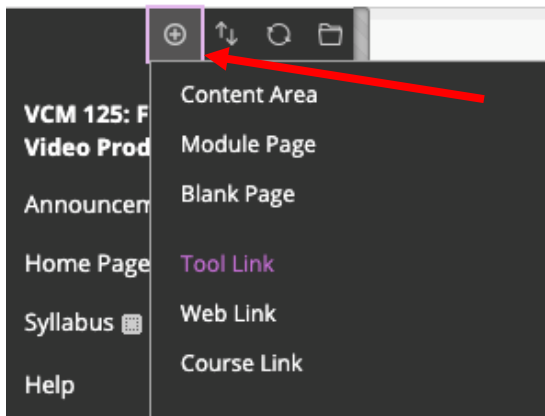
Enable session telephony

Allow attendees to join the session using a telephone 

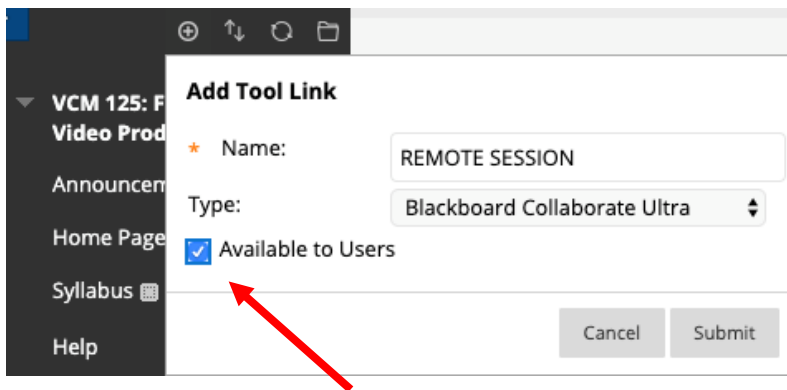
Step 09: Hit save to continue



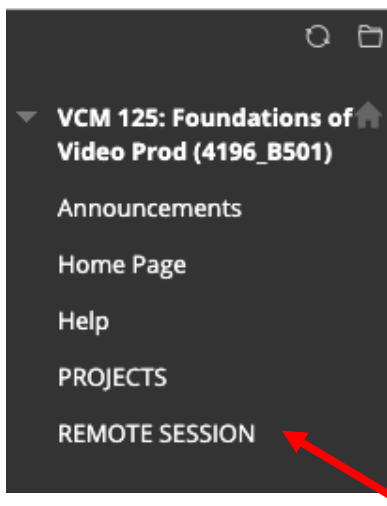
Step 10: Once you have the session created in Collaborate you will need to create a link for students to access it in your course menu. On the left menu click the + button and then choose Tool Link.



Step 11: From there, add the name of your remote session to the Name box and choose Blackboard Collaborate Ultra from the dropdown menu. Make sure the "Available to Users" box is checked and click Submit.



Step 12: Double check your link to ensure it launches Collaborate by clicking on it.



Step 13: 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.*