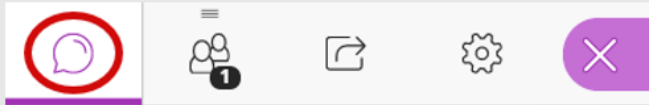# Welcome to the webinar,
Blackboard Collaborate Session Security
We will begin the session shortly.

Audio has been disabled. Enter all questions in the Chat panel.

|	
	Open the Collaborate Panel for more settings.
	Select the Chat bubble (first icon) to open the Chat panel.

NOTE: Chrome and Firefox are the recommended browsers for the best Collaborate experience.

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Sound Check in Progress

Audio and Video Settings ^

🎙️ Set up your camera and micr...

2: Check Slider

Speaker Volume

0% ━━━━━━━━━ 100%

☐ Display Closed Captions (when available)

Notification Settings ∨

Session Settings ∨

📝 Report an issue

💬 ↗️ ⚙️ ✕

1: My Settings

- If you are having issues with sound:
  - we recommend **Chrome** or **Firefox** for the best experience
  - make sure your browser tab is not muted (unmute site / unmute tab option when right clicking the session tab)
  - refresh your browser window
  - make sure your session sound is turned up to 100% (go to the settings cog to check)

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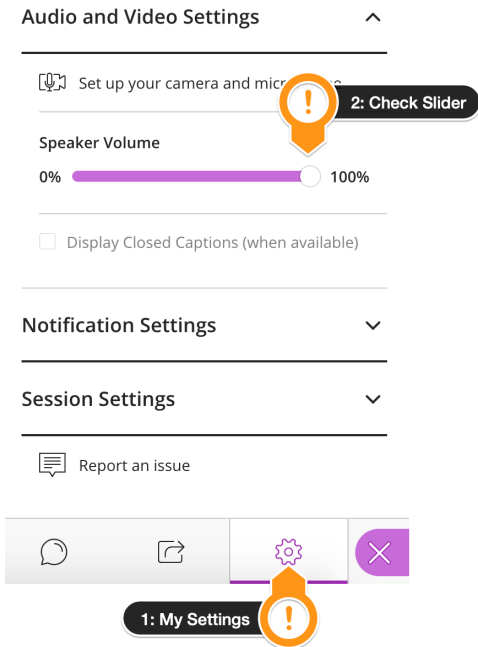
Webinar Overview

- Restricting participant permissions
- Settings to consider before sessions begin
- Course rooms
- Removing attendees
- Utilizing raise hand feature
- Webinar mode

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Bulletin/Advisory Information:

- The safety and security of our clients' learning environment is of the utmost importance to us at Blackboard. We understand that many of you have already transitioned to a fully remote learning environment, while others of you are transitioning now. This shift has created new challenges when it comes to things like the security of your virtual classrooms.

- Based on reports of unauthorized individuals gate-crashing virtual classrooms, we want to take this opportunity to make sure that you are leveraging the security features built into Blackboard Collaborate to provide the most secure learning experience that protects students from individuals who are on a mission to disrupt instruction.

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Restrict Participant Permissions

- **Audio**: Participants can't use their audio during the session when the *Share audio* check box is clear.

- **Video**: Participants can't turn their video on during the session when the *Share video* check box is clear.

- **Chat**: Participants can't post chat messages during the session when the *Post chat messages* check box is clear.

- **Draw**: Participants can't edit the whiteboard or shared files when the *Draw on whiteboard and files* check box is clear.

Session Settings ∨

☐ Only show moderator profile pictures

Participant permissions

☐ Share audio

☐ Share video

☐ Post chat messages

☐ Draw on whiteboard and files

*By default anyone with a participant role is allowed to show their profile picture, share their audio and video, post chat messages, and draw on the whiteboard and shared files.

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Settings BEFORE Session Begins

- **Allow recording downloads:** If you want to let users download recordings, you can set this before the session and recording begins.

- **Anonymize chat messages:** You can make chat messages posted during the live session appear as anonymous posts in the recording.

Recording

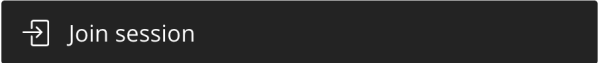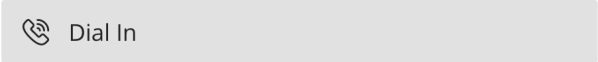☐ Allow recording downloads

☑ Anonymize chat messages

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Settings BEFORE Session Begins (2)

- **Allow users to join a session using a telephone:** When selected, all attendees see an option in the Session menu to use their phone for audio during a session. If you don't select it, telephone is not available during the session.

- Up to 25 attendees can call into a session from the phone. If the maximum number of dial-in attendees has been reached, nobody else can call in.

Enable session telephony

☑ Allow attendees to join the session using a telephone

Office Hours

⊷ Join session

📞 Dial In

Anonymous dial in: +1-571-392-7650 PIN: 919 208 3052

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Settings BEFORE Session Begins (3)

- **Participants can only chat with moderators:** Private chat is available by default. When selected, participants can only chat privately with moderators.

- **Moderators supervise all private chats:** When selected, moderators can see everything that is said in private chat channels. An alert appears at the top of the private chat channel informing users that the chat is being supervised.

Private Chat

☑ Participants can only chat privately with moderators

☐ Moderators supervise all private chats

Authorized Participants Only

- **Most secure way to join a Collaborate session is through a Learn Course.**

- If your session is in your course, everyone in the course has secure access to the session that can't be shared.
  - https://us.bbcollab.com/collab/ui/session/join/f19694afc49840b59afdd41c2939006e
  - https://us.bbcollab.com/collab/ui/session/join/271a549b134f4059989c0e9edfacd4a6

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Course Rooms

- The course room is an open session dedicated to your course

- **Can my students use the room without me?**
  - Yes, the room is on until you turn it off

- **Why create new sessions if I have a course room?**
  - Supervised sessions
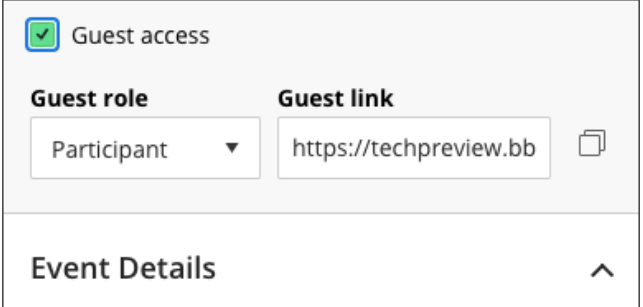 - Multiple sessions at once

→ Join Course Room

📞 Phone number not available

✏️ Edit settings

📋 View reports

🔗 Copy guest link

⊘ Lock course room

🔒 Course Room Locked

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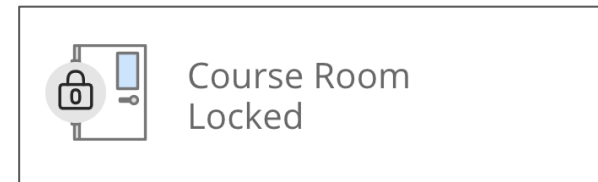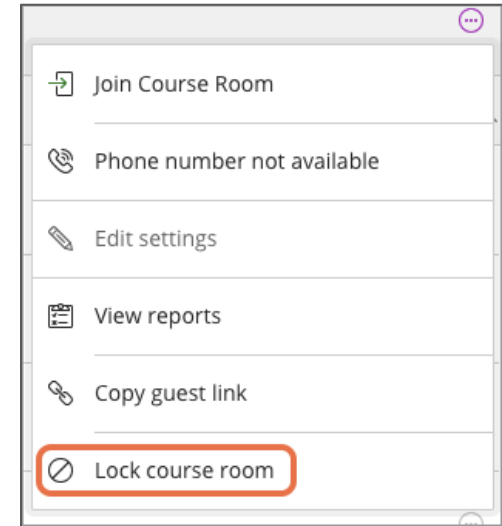
Utilizing Groups

- You can utilize groups for smaller study sessions within the course.

- Group Collaborate Tool

# **Restrict Guest Access**

- Guest links are public links
  - Anyone with the link can attend a session
  - *Example:* Sending the link to a student who shares the link, anyone they share the link with can also join.

- Using guest links
  - Assign the Participant Role and restrict participant permissions via the session settings
  - Users add their names before joining

- Turning On/Off Guest Access

Attendee Panel

- You can leave the *Attendees* panel open all the time.
 - Detach panel
- Mute All
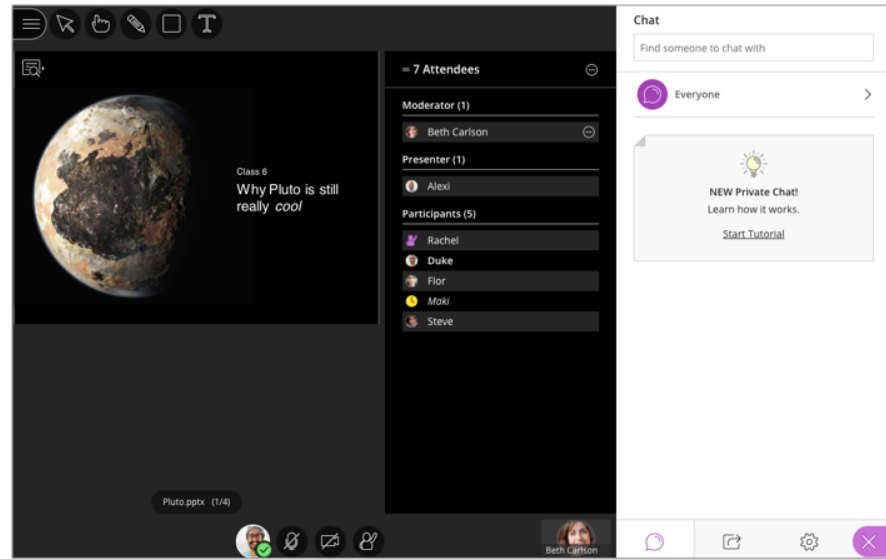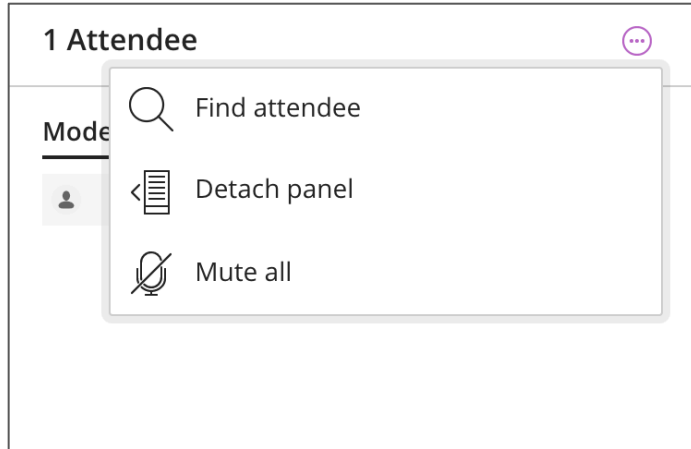
Remove Attendees

- Remove an attendee anytime.
  - Point to an attendee in the *Attendees* panel and select *Attendee controls*.
  - Select *Remove from session.*
- Recommend students use first/last name when joining sessions.

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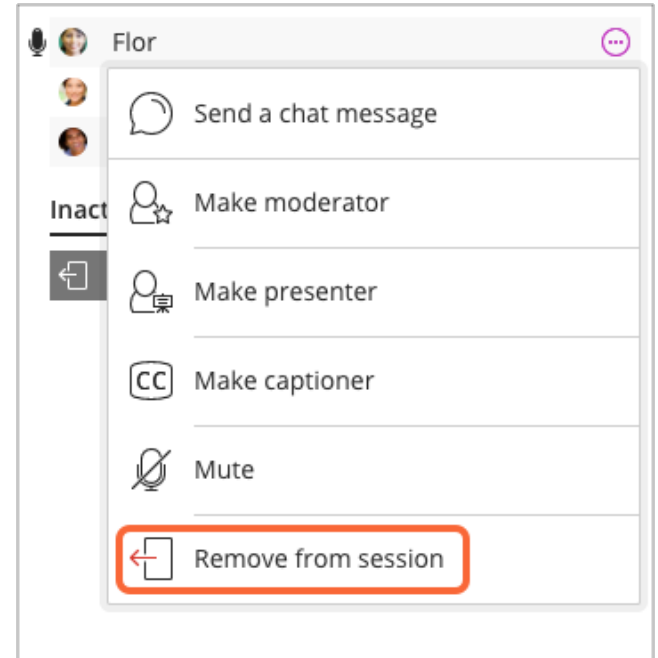
Remove Attendees Result

- Moderator sees attendee is removed

- Attendee is notified they are removed
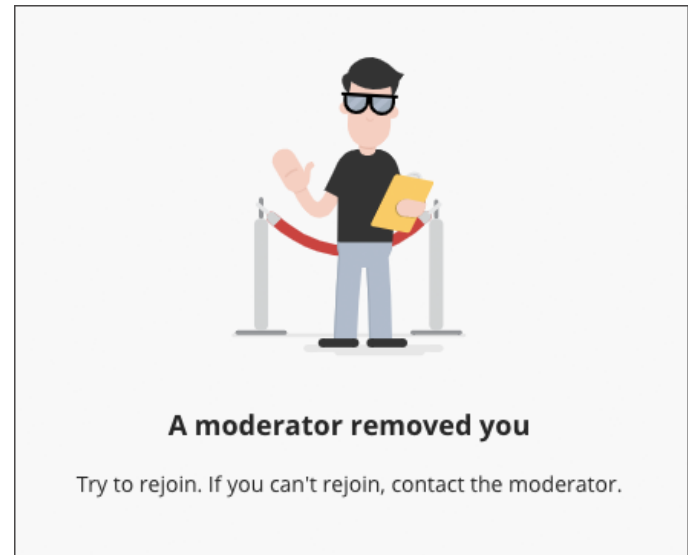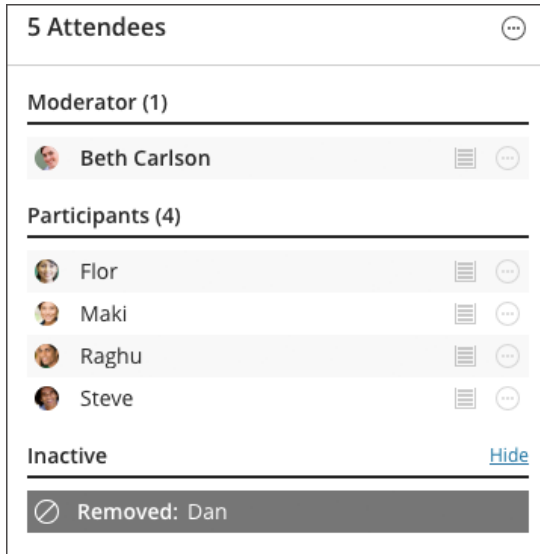
Can an attendee rejoin after removal?

- If the attendee joined from a guest link, they can use the guest link to join again right away.

- If the attendee joined from a course, they are notified about the disconnection and aren't allowed to reconnect.

- If the session is open ended like the course room, the attendee can rejoin after the moderator has left and rejoined the session. The attendee can join the session again the next time the moderator joins.

Utilizing Hand Raising Tool

- Attendees can raise their hands any time during a session.

- Those attendees are also brought to the top of their role list in the *Attendees* panel so they aren't forgotten and are easily found.

- **Suggestion:** Audio Off to start, then moderate privilege with raised hand feature.
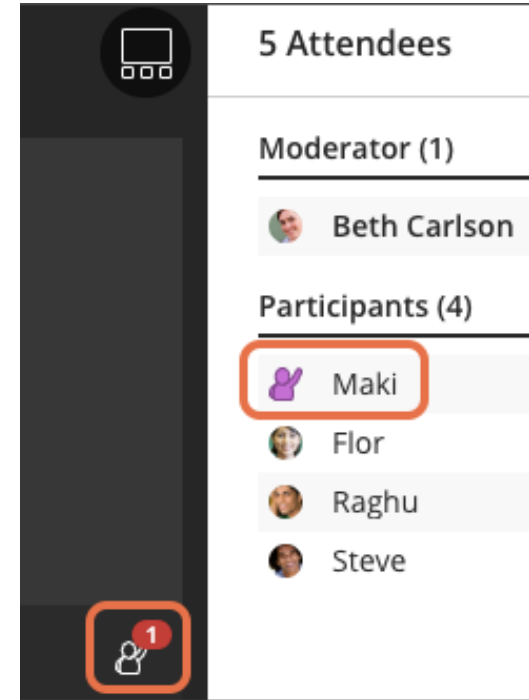
Blackboard Scheduler

- If attendees can't join from a course, invitations are the next best thing.
  - Go to a session's settings. (Within the Blackboard Scheduler)
  - Expand *Invitations*. Select *Invite Attendee*.
  - Type the person's name and email address. *Use the name the person will use when they join.*

- Optionally, assign the person the participant role and [restrict participant access](#).
  - Select *Invite Attendee*. An email with a join link is sent to the address you typed. The invitation link only works for the intended attendee and won't allow the invitee to enter a custom name.

Invitations (2)

Invite attendee

Invite Attendee

Biology 101

Full Name
Christine Wu

Email
cwu@myschool.edu

Role
Moderator

Cancel   Invite Attendee

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Webinar Mode (250+)

- Webinar Mode is meant for large attendee sessions.

- Not all features are available in webinar mode. These features are turned off.

  - **Participant permissions:** Participants can't share audio, video, post chat messages, or draw on whiteboards and files.

  - **Breakout groups:** Breakout groups is not available while in webinar mode.

Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.

Debra Jackson
dhjackson@tcsg.edu

Nikki Stubbs
nstubbs@tcsg.edu
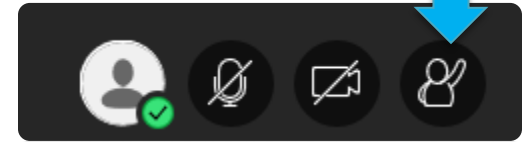
Once you have been granted access press the microphone icon to turn on your microphone – a live microphone will not have a line through the icon.

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