Blackboard Collaborate Scavenger Hunt
- INSTRUCTOR SHEET -

The purpose of this sheet is to help instructors set up a session for students to become familiar with the Blackboard Collaborate web conferencing tool. Once set up is complete, the activity can be used as participation points to encourage student completion.

**Activity Setup Instructions:** Instructors will step up a Collaborate session in an active Blackboard Learn course. Participants in the session will be granted moderator privileges.

**STEP A:** If the course does not already have a convenient link to the Blackboard Collaborate, follow the steps below:

1. Click on the (+) icon in the navigation and choose the “Tool Link.”
2. Use the drop down option and choose the “Blackboard Collaborate Scheduling Manager.”
3. Include a “Name” (such as “Blackboard Collaborate”) for the navigation tool name, choose to make the link “Available to Users,” and click “Submit.”

Continue reading to learn how to properly set up a Blackboard Collaborate session for the purpose of the activity.

Need help accomplishing any of the tasks?
Contact the College Instructional Designer: [http://www.uh.edu/fdis/id/teams/](http://www.uh.edu/fdis/id/teams/)
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STEP B: Create a Blackboard Collaborate session with the correct settings.

1. Click on the “Blackboard Collaborate” link from the course navigation menu.

2. Click on “Create Session”

3. Within the “Information” tab:
   a. Enter a “Session Title” that describes the purpose/topic of the Collaborate session.
   b. Choose “Start Date” and “End Date” for the session.
   c. Change the “Recording Mode” to “disabled.”
   d. Set “Max Simultaneous Talkers” to “6.”
   e. Set “Max Cameras” to “6.”
   f. Check the “All Permissions” checkbox.

4. Within the “Participation” tab:
   a. Check the “All Moderators” checkbox.
   b. Click “Submit.”

Note: View the screenshot (on the next page) for further guidance.

STEP C: After the session has been created, provide the following activity link to the students:
http://www.coe.uh.edu/cite/training/tutorials/blackboard/CollaborateScavengerHunt.doc

Note: Posting the link (instead of the actual Word Document) will ensure that students receive the latest version of the activity. The link can be posted in an Assignment, Email, Discussion Posting, or as a Web Link in a content folder.

Having technical issues? Contact the College Instructional Designer. http://www.uh.edu/fdis/id/teams/
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### 1. Session Information
- **Session Title**: [Virtual Training Course - Practice Session]
- **Session Type**: *Course*
  - All users registered in this course can attend the session.

### 2. Schedule
- **Start Date**: 09/03/2012 08:00 AM
- **End Date**: 09/03/2012 11:59 PM
- **Early Session Entry**: 15 minutes
- **Repeat Session**: [ ]

### 3. Session Attributes (Optional)
- **Recording Mode**: [Recorded]
  - The inside of session is visible.
- **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.
- **Enabled**: [ ]
  - 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.
- **Mute Hand in Entry**: [ ]
  - Users automatically mute 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.

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