Setup a Blackboard Collaborate Online Room in D2L

1. Once you have logged into D2L and entered the class in which you want to create the room, click on the Communication Tab and then click on Online Rooms.

2. The page below will appear. Any Collaborate rooms that have already been created for this class will be listed at the bottom of the page. To create a new room click on “New Room.”

3. The page below will appear. Start by typing in the name you chose for the Collaborate room.
4. Do not change the “Service Provider” or “Account Name” settings. Entering a “Description” is optional. The description will only be visible to students if you add a link to the room in Content.
5. The “Room Visibility” has two options: “Restricted Room” or “Public Room”. For a restricted room, only people you specify in the “Add Attendees” section will have access. The add attendees section is explained in greater detail in step 17 in this document. A restricted room is useful when you want to have a private meeting or if you have a small group. The second option is a public room. This type of room is readily available to all students in your course. You may also share the link to the room with people outside of ESU and they will also be able to join without a D2L account. This is useful if you want to meet with people from other universities or institutions. In general, you’ll want to use the public room option so that you do not need to manually add each possible attendee.

6. The “Availability” setting determines when people can enter the room. The room will be available between the start date/time and the end date/time even if you are not in the room. The room availability is completely up to you and can vary depending on how you are using the room. For example, if you plan on using Collaborate for just a one-time meeting with your students, you would set the dates/times to reflect the date/time of that single meeting. However, if you plan on holding weekly meetings, virtual office hours, or some other frequent event, it will be easier to open a single room with start and end date/times that encompass the entire semester. Doing so allows you to use a single room for any number of meetings throughout a semester.

7. To access advanced settings, click the “Show Advanced Properties” link.

8. Below is the list of advanced properties. Checking the “Attendees raise their hand on entry” property will make it so that you hear an audio cue every time someone enters the room. This is helpful if you’re waiting in the room while you’re working on something else (as you might for virtual office hours).
9. The “All attendees join as Moderators” property gives everyone who enters the room full control of the room including the abilities to kick people out of the room and start/stop recording. Generally, you do not want to enable this. One instance you may use this is if you setup a room for your students to meet virtually to work on a group project.

10. The next property is “Participants have unrestricted access to resources”. Checking this box gives everyone the ability to use their microphone and draw on the whiteboard. Generally, you do not want to enable this. Should you need to give everyone the ability to communicate or use the whiteboard, you can easily do so once in the room.
11. The next property is “Moderators can view all private chats.” While in a Collaborate room, students are able to message each other in private chats. By checking the box in front of this property you as the moderator will be able to view and read any private chats that are going on in the room. Keep in mind that, whether or not this box is checked, students will be able to message each other in private chats. This setting specifically refers to your ability to see those private chats. If you do check this box, you will want to let your students know that their private chats are not completely private since you are able to view them.

12. “Early Room Entry” refers to how much in advance of the start time for the room people are able to enter the room. This is most useful for rooms you will only use once. If you have a class...
that begins at 6 and your room start time is right at 6, you’ll likely want to allow for 15 minutes of early room entry. This way students can enter the room at 5:45 and ensure everything is working for them so they are ready to start class right at 6. If students cannot enter the class until 6 and then need to make sure everything is working, class will not be able to start right at 6. The early room entry also gives you, the instructor, the time to prepare the room for class.

13. “Archive Mode” has to do with recording your Collaborate room for people to view in the future at their convenience. The first option is “Manual”. Select manual if you want to control exactly when recording begins and ends by clicking the “Record” button in the room. Manual recording is useful if there will be something going on at the beginning or end of class that you do not want recorded. The downside of selecting manual is that, if you forget to click the record button, the session will not be recorded. If you choose this option you may want to set an alarm on your phone to go off at the beginning of class to remind you to start the recording.

14. The second option for archive mode is “Automatic”. Select automatic if you want everything that happens in the room recorded. Please note that with the automatic setting, recording begins as soon as anyone (an instructor or student) enters the room. Recording will continue until everyone exits the room. As long as anyone remains in the room, recording will continue. While automatic is convenient because you don’t run the risk of forgetting to record, your recordings will likely have a lot of “dead” time at the beginning and end.
15. The third option for archive mode is “Disabled”. Select disabled if you do not want to record the room at all.

16. The next setting is “Email Notification”. Generally, you only check the box for the email notification if you are creating a restricted room since you are giving access to a select few and want to notify them. By checking this box, once you finish creating the room, the attendees you added will receive an email informing them about the room and letting them know the room is ready.

17. The last setting option is “Attendees”. This is where you will add attendees if you are creating a restricted room. You can also use this option in a public room to give specific people more permissions. For instance, if you have a graduate assistant that you would like to designate as a moderator, you can do so here (you may also do this after the fact in the room). To add someone click the “Add Attendees” button.
18. An add attendee window will appear with your classlist. Click on all the students you would like to add to the room. You can use the search bar to help you find students.
19. You can add other people to the room who are not on the list of students that appear. To do this click on “Add External Attendee” at the bottom of the add attendee window, then type in the email addresses of the people you would like to add to the room and click the “Add” button. To add everyone you have selected, click on the “Add” button.

20. The people you have added will be listed at the bottom of the page. To change the permission for someone click on “Participant”, which will be to the right of their name.
21. Now you can use the dropdown menu to change the person from a participant to a moderator. If you do not want to make the person a moderator then just leave participant selected.

22. Click on “Apply” to apply permission changes.
23. Once you are done setting all the options for your room click on “Save” to create the room, but not enter it immediately, or click on “Save and Join” to create the room and enter it immediately.

If you click on “Save” you will return to the “Rooms” page shown below where you should now see your new room listed.
24. You can go back and edit a room you created by clicking on the title of the room.

25. You will be brought back to the page you used to create the room. Remember to “Save” or “Save and Join” after making any changes.