



جامعة عجمان
AJMAN UNIVERSITY



Blackboard Collaborate - Sharing Guest Access & Class Recording

Faculty - Quick Start Guide

Blackboard Collaborate is a web conferencing/webinar platform designed for distance learning. You can create virtual classroom and online meeting spaces to share presentation material and communicate with your students via synchronous audio, video and chat tools.

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1. Introduction

This manual is dedicated for the lecturers who are teaching a course with one of the below scenarios.

Please note that these steps must be done before the first reoccurrence of the online session.

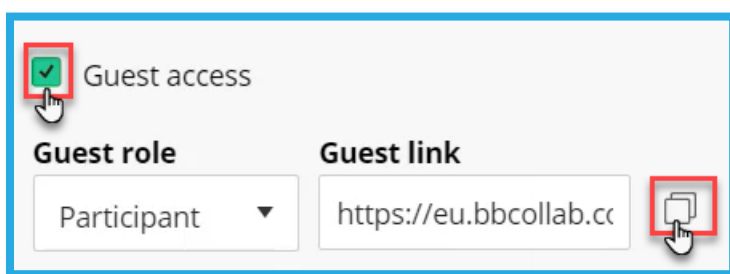
Some courses appear multiple times in Moodle, are registered with multiple course codes, and are being taught by the same instructor at the same time. Such cases could be because of one of the following scenarios:

- a. The course is available for students in different majors.
- b. The course is part of different study plans for the same major (old and new study plans).

2. Sharing Guest Access with Different Students

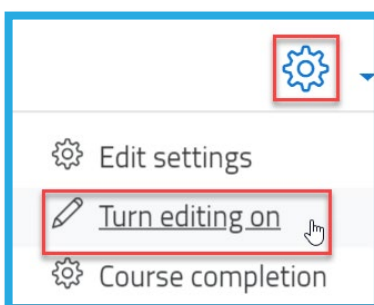
If the course you are teaching falls under one of the above scenarios, please follow the below instructions:

- 1- Create an online class in one of the courses (example: Course 1) using Blackboard Collaborate, as described in its dedicated manual.
- 2- While creating the online class, make sure that the **Guest Access** is enabled and copy the link available, as illustrated below:

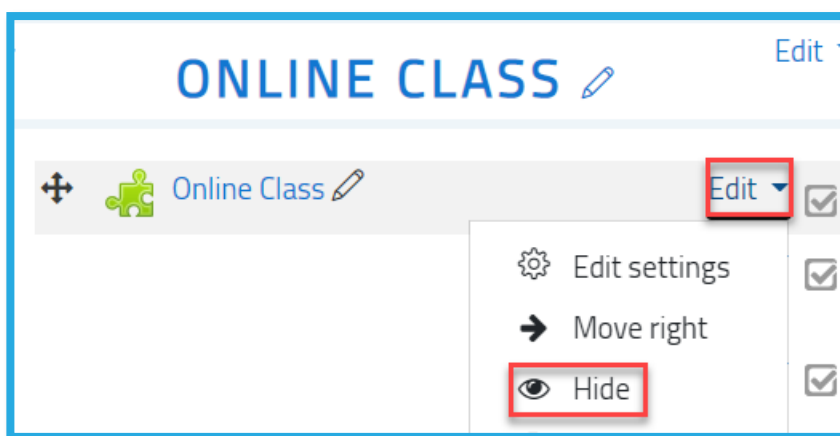


2.1 Creating a Space for Guest Access Regarding Each Online Class

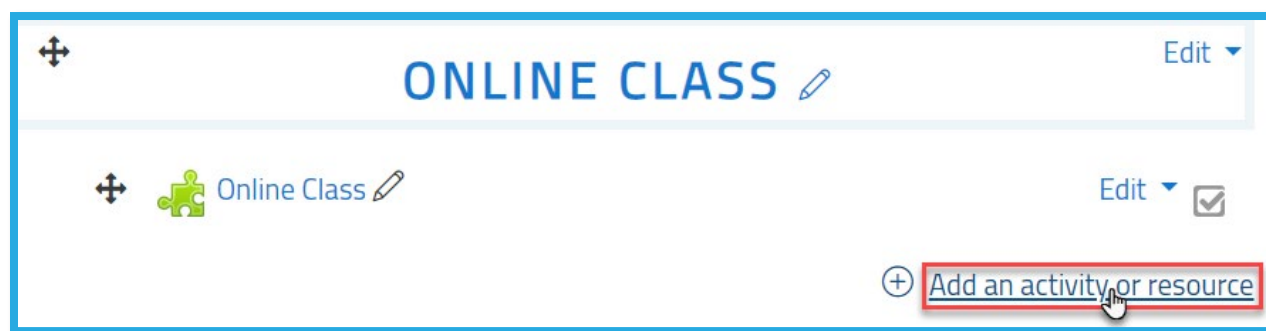
- 1- Go to the other course (Course 2), turn editing on by clicking on the **gear icon** and then the **Turn editing on** option, as illustrated below:



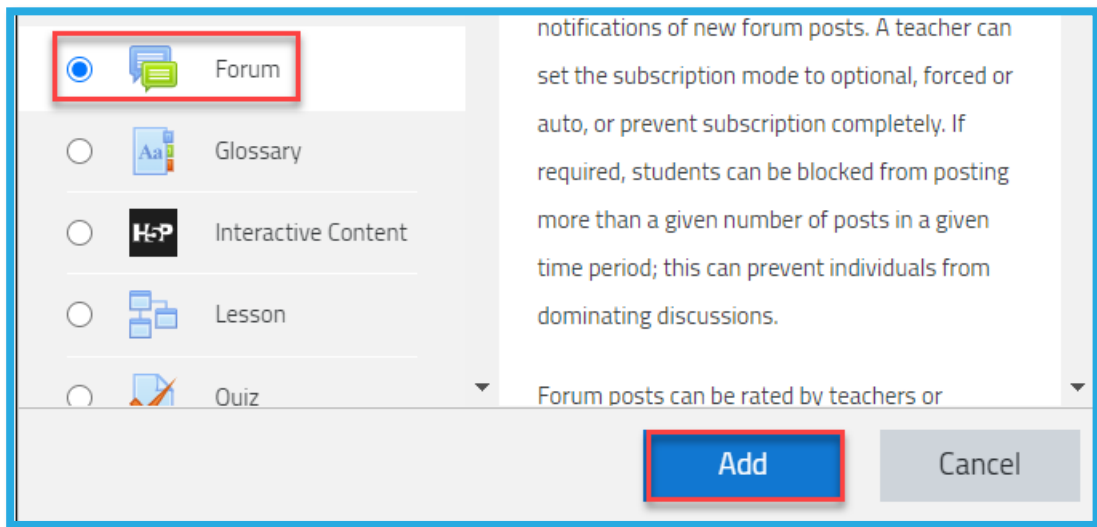
- 2- Hide the Online Class activity which is available by default in your course, by clicking on **Edit** and then on **Hide**, as illustrated below:



- 3- Click on **Add an activity or resource** under the **Online Class** section, as illustrated below:



4- Choose the **Forum** option and click on the **Add** button, as illustrated below:



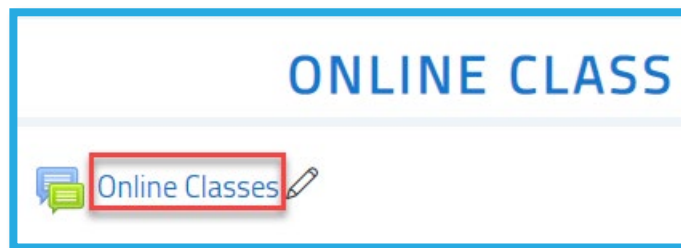
5- Enter the title of the forum as **Online Classes**.

6- Click **Save** and return to course.

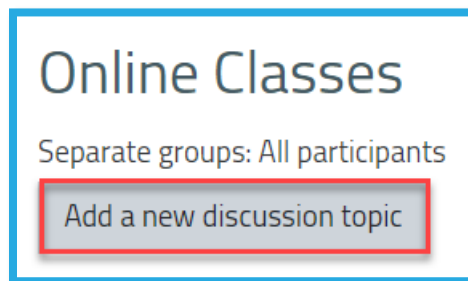
2.2 Adding the Links for Online Classes

Once you create the forum, follow the below steps to add the link for each online class that you have created using Blackboard Collaborate:

1- Click on the **Online Classes** forum which you have created in the previous steps, as illustrated below:



2- Click on **Add a new discussion topic**, as illustrated below:

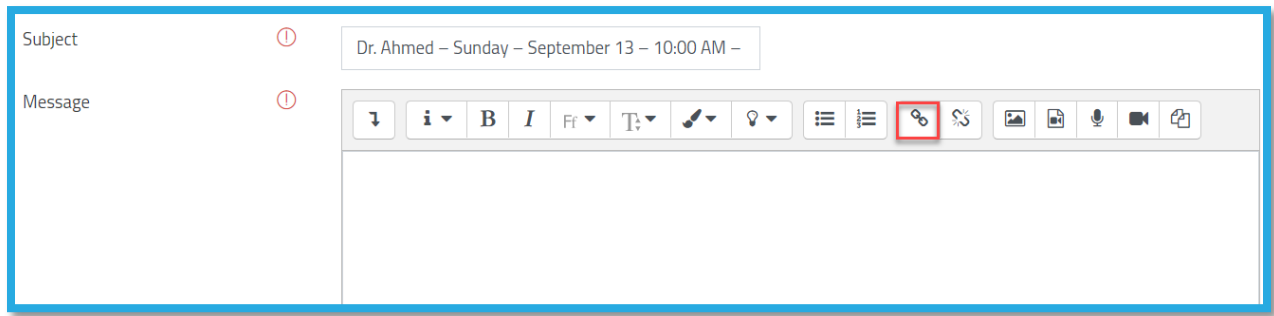


3- In the subject, enter the details as the following:

Instructor's name - Day - Date - Timing

Example: *Dr. Ahmed - Sunday - September 13 - 10:00 AM - 11:00 AM*

4- In the message box, click on the **Link** icon, as illustrated below. Then paste the guest access link and click on **Create Link**.

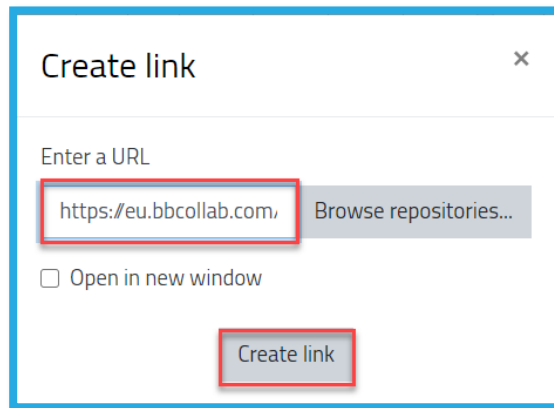


Subject

Message

Dr. Ahmed - Sunday - September 13 - 10:00 AM -

Link icon highlighted



Create link

Enter a URL

https://eu.bbcollab.com, Browse repositories...

☐ Open in new window

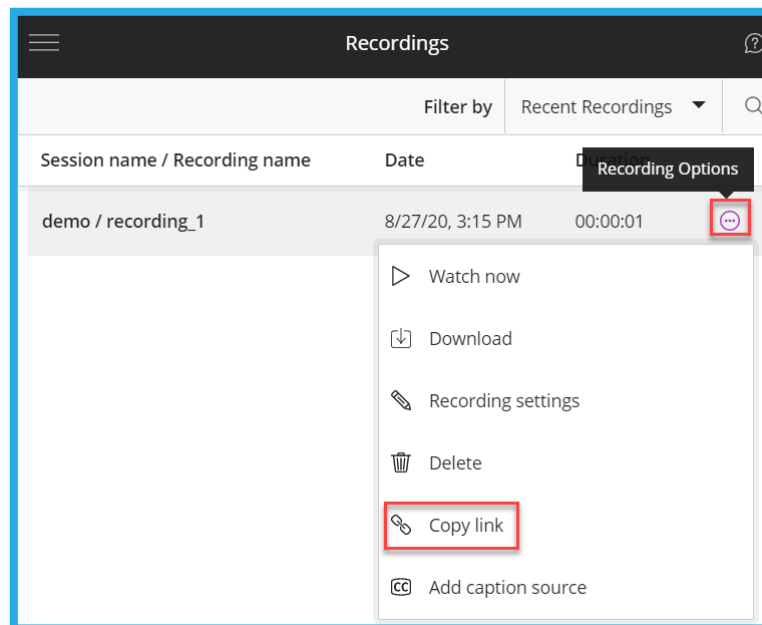
Create link

5- Click on **Post to forum**.

3. Sharing Class Recordings with Different Students

By default, the students who you have created the Online Classes for, without giving them guest access, can view the class recordings directly through their Moodle course. However, the issue remains with sharing the class recording with the students who you have previously given them guest access for their online classes. Therefore, to share the class recordings with the same group of students, please follow the below steps:

- 1- Go to the Online Classes in the original Moodle Course where you have created them.
- 2- Navigate to the Recording section from the left menu.
- 3- Click on the **Recording Option** and then on **Copy Link**, as illustrated below:



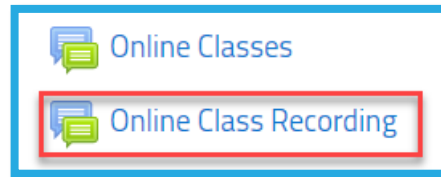
3.1 Creating a Space for Each Online Class Recording

- 1- Create a forum by following the first three steps in [section 2.1](#).
- 2- Enter the title of the forum as **Online Class Recordings**.
- 3- Click **Save** and return to course.

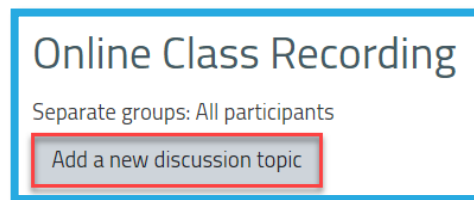
3.2 Adding the Links for Online Class Recordings

Once you create the forum, follow the below steps to add the link for each online class recording that you have copied in Blackboard Collaborate:

1- Click on the **Online Class Recording** forum which you have created in the previous steps, as illustrated below:



2- Click on **Add a new discussion topic**, as illustrated below:

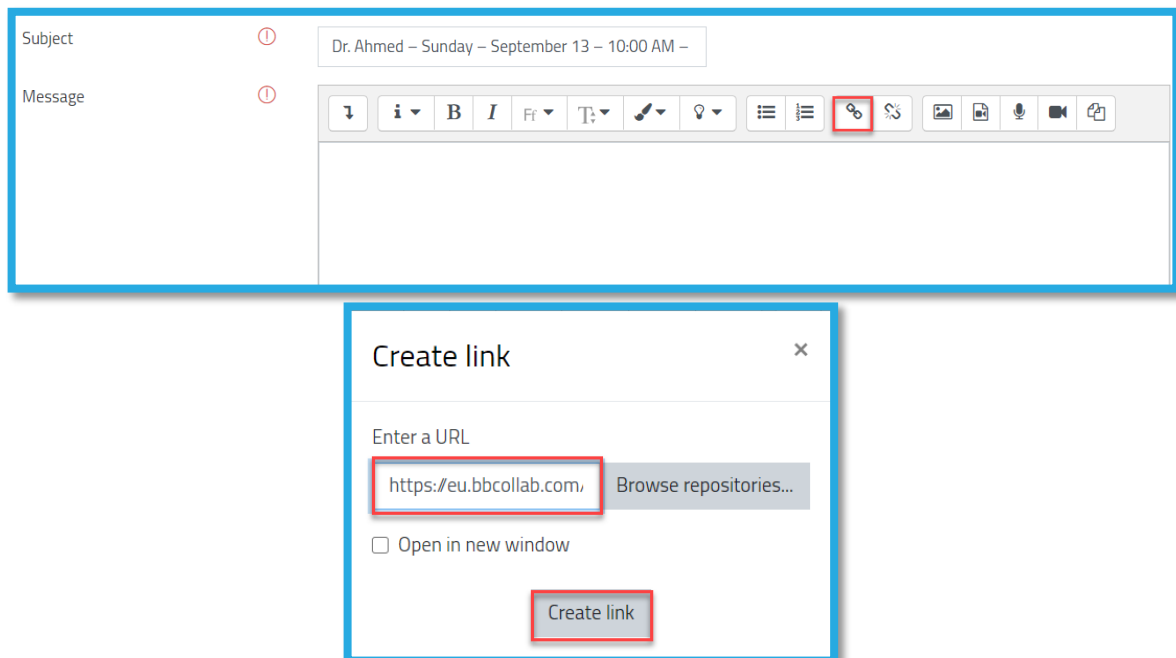


3- In the subject, enter the details as the following:

Instructor's name - Day - Date - Timing

Example: *Dr. Ahmed - Sunday - September 13 - 10:00 AM - 11:00 AM*

4- In the message box, click on the **Link** icon, as illustrated below. Then paste the guest access link and click on **Create Link**.



5- Click on **Post to forum**.