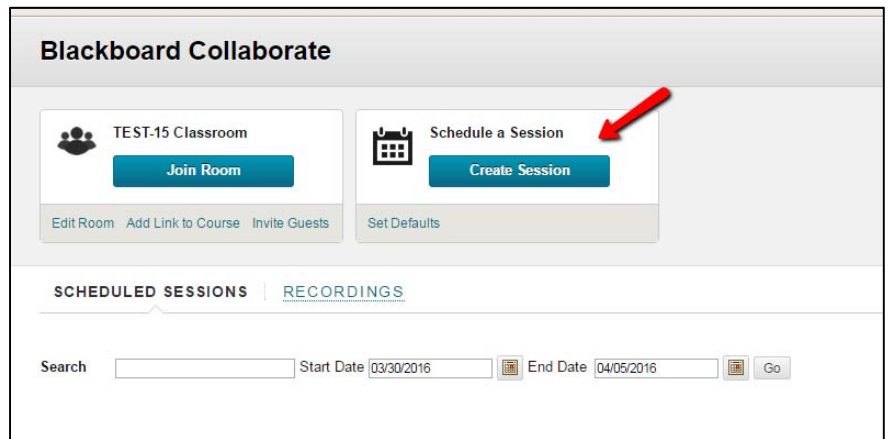


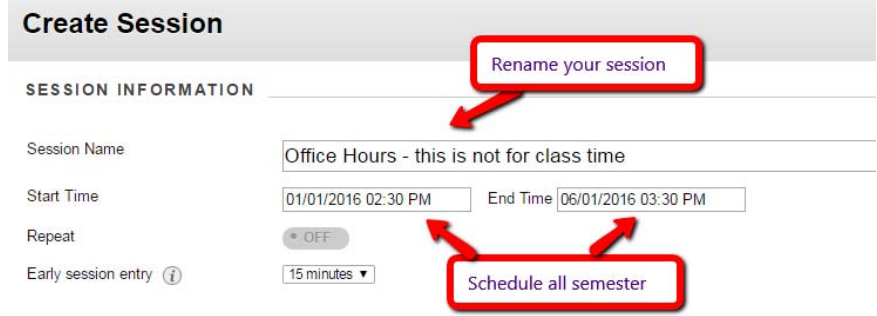
Having a Collaborate room available to multiple sections (that are not linked)

Go to the WebMeeting (Collaborate) link in your class – Click “Create Session”



Rename your session (For example “Office Hours”)

You can schedule the session for all semester (except start date has to be in the future and on a 15 minute boundary, 00, 15, 30, 45)



Choose :Shared Class

You’ll see the class you are currently in

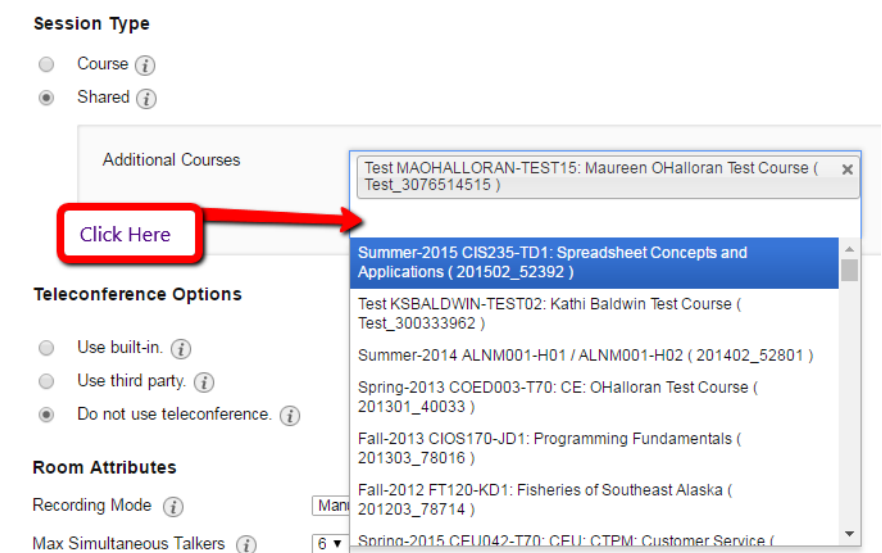
Click below that and you’ll see other classes for which you are Instructor or TA



Scroll and select other classes.

The link to the common room will appear in all the classes you select.

Set other options as desired



Session appears in session list (not above near “Join Room”).

Note that session will only appear if it is within the date range available.

Having a Collaborate room available to multiple sections (that are not linked)

SCHEDULED SESSIONS | RECORDINGS

Search Start Date End Date Go

Available	Title	Start Date	End Date
<input type="checkbox"/>	Office Hours - this is not for class time	Wednesday, March 30, 2016 2:45:00 PM AKDT	Wednesday,

Session - appears for all shared classes

Hiding the "Join Room" link

If aren't using the main "Join Room" link then you can hide it.

Click "Edit Room"

Test MAOHALLORAN-TEST..

Join Room

Edit Room Add Link to Course Invite Guests

Check the box next to "Restrict Access to this session"

Only you will see the Join Room link then

Roles and Access

- All users join as moderators
- Restrict access to this session

Assign Roles

Moderators Add Moderators
Maureen OHalloran

Making sessions open to Guests

Instead of sharing a room between classes you can make a room open to Guests then place the link to that room anywhere you want. However **recordings will not be available to those users unless you also post those links.**

Click Edit Room for that session (its below Join Room or in the circle/arrow menu when you move your mouse over the link to a session you can choose "Edit Session")

Under Room Attributes:

Turn on "Allow Guests"

Raise Hand on Entry OFF

Allow In-Session Invitations ON

Allow Guests OFF

Hide Names in Recordings OFF

Now the link can be found by using the "Invite Guests" link below "Join Room" (or from the menu next to the session name).

Place the link in a Blackboard class by using "Create Content" to create a "Web Link"