**Overview**

The Collaborate Administration workshop is designed to help administrators understand the Administration System as well as understand how Collaborate integrates with a Learning Management System (LMS). We recognize not all clients are deploying the same Collaborate experience and are using different learning management systems, therefore a Blackboard Consultant will customize the learning objectives to fit the needs of your institution.

Note: **Prior to the session:** Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to install (if applicable) and configure the Collaborate Building Block or Plugin. This step should be done prior to the workshop in case our support team needs to assist you.

The following graph is a guideline to help select appropriate modules for your institution:

<table>
<thead>
<tr>
<th>What LMS is your institution using?</th>
<th>What is your preferred Collaborate Experience?</th>
<th>Complete These Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn</td>
<td>Ultra</td>
<td>1, 3, 7</td>
</tr>
<tr>
<td>Learn</td>
<td>Original</td>
<td>2, 3, 7</td>
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<tr>
<td>Learn</td>
<td>Both Ultra and Original</td>
<td>1, 2, 3, 7</td>
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<tr>
<td>Blackboard Classroom/Blackboard Open LMS/Moodle Integration</td>
<td>Ultra</td>
<td>1, 4, 7</td>
</tr>
<tr>
<td>Blackboard Classroom/Blackboard Open LMS/Moodle Integration</td>
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<td>Both Ultra and Original</td>
<td>1, 2, 4, 7</td>
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<tr>
<td>Canvas</td>
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<td>1, 5, 7</td>
</tr>
<tr>
<td>Canvas</td>
<td>Original</td>
<td>2, 5, 7</td>
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<tr>
<td>Canvas</td>
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<td>1, 2, 5, 7</td>
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<tr>
<td>Desire2Learn</td>
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Workshop Modules:

Module 1: Collaborate Administration for the Ultra Experience
During the workshop, participants will gain an understand of where Collaborate can be used, understand user roles, how to create sessions and obtain recordings, and will be introduced to the reporting features. This module should be selected if the institution is deploying the Collaborate Ultra experience, or a dual deployment.

- Understand the features of the Collaborate Ultra Administration System
- Explore the relationship between the Collaborate Ultra Administration System and the LMS Integration
- Recognize the Collaborate Ultra Administration System hierarchy and its significance
- Understand the User Roles and Account Creation Process
- Recognize how to create Collaborate Ultra sessions
- Explore Collaborate Ultra Recordings and Attendance Reports

Module 2: Session Administration System for the Original Experience
This module focuses on an overview of the SAS, hierarchy and user roles, creating sessions and accessing recordings, available utilities, and reporting options. This module should be selected if the institution is deploying the Collaborate Original experience, or a dual deployment.

- Review Session Administration System Overview
- Explore SAS User Roles, Hierarchy and User Creation
- Create Collaborate Session and Obtain Recordings
- Review the Utilities Tab Features
- Understand Basic Reporting options

Module 3: Collaborate and the Learn Integration
This module is designed to help you understand the integration of Collaborate with your Learn environment. During the workshop, the consultant will work directly with you to ensure the integration has been configured and will make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate with the Original or Ultra experience into their Learn environment.

- Identify Building Block options
- Evaluate procedure for obtaining Building Block credentials
- Recognize the configuration of your LMS Integration component
- Define and discuss session defaults for both Collaborate experiences at the system level
- Evaluate Collaborate in the course
- Recognize course tool availability
- Define course rooms
• Identify locating sessions and recordings
• Generate attendance reports at the course level

Module 4: Blackboard Collaborate and Blackboard Classroom/Blackboard Open LMS/Moodle Integration

This module is designed to ensure Collaborate is installed and configured correctly within your LMS environment. The workshop will guide you through the session defaults, making the tool available in your courses, defining roles and permissions and using Collaborate at the course level. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Blackboard Classroom, Blackboard Open LMS, or Moodle LMS environment.

• Evaluate procedure for obtaining Building Block credentials
• Recognize the configuration of your LMS Integration component
• Define and discuss session defaults for both Collaborate experiences at the system level
• Recognize course tool availability
• Evaluate Collaborate in the course
• Define Roles and Permissions
• Identify procedure for session creation and locating the recordings

Module 5: Collaborate and the Canvas Integration

This module is designed to help you effectively install and configure Collaborate with your Canvas environment and implement Collaborate at your institution. Prior to the session: Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to configure the Collaborate LTI. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Canvas environment.

• Evaluate procedure for obtaining Building Block credentials
• Recognize the configuration of your LMS Integration component
• Evaluate Collaborate in the course
• Identify procedure for session creation and locating the recordings
• Generate attendance reports at the course level

Module 6: Collaborate and the D2L Integration

This module is designed to help you effectively install and configure Collaborate with your Desire 2 Learn environment and implement Collaborate at your institution. Prior to the session: Your System Administrator should use the integration instructions from our Orders Fulfillment team (which were emailed to your institution) to configure the Collaborate LTI. This step should be done prior to the workshop in case our support team needs to assist you. During the workshop our specialist will work directly with you to configure your Learning Management System Integration and make recommendations for your default settings. This module should be selected if the institution is integrating Collaborate Original or Collaborate Ultra in their Canvas environment.

• Evaluate procedure for obtaining Building Block credentials
• Recognize the configuration of your LMS Integration component
• Evaluate Collaborate in the course
• Identify procedure for session creation and locating the recordings
• Generate Attendance reports at the course level

Module 7: SAS Planning, Implementation and Integration Review Health Check

This module will be a review of your institution’s implementation plan for the user hierarchy, confirm integrations are working as expected and answer any remaining questions. A worksheet will be provided as a framework for this session. This module should be selected by all institutions.

• Review provided worksheet entries and confirm all systems are working as expected
• Answer outstanding questions on the Session Administration System, Collaborate Ultra Administration system, or integration.

Who Should Attend

System Administrators, IT staff, support staff, project leads; and anyone who plans to use, or support the use of Collaborate.

Duration and Location

• It is recommended that the first modules are delivered in one 3-hour session. Module 7 will be scheduled for 1 hour.
• Maximum 7 participants, limited to a small group who will be managing Collaborate. Not suitable for end users.
• Modules are sequential and should be attended by the same audience.
• Your Blackboard training consultant will provide a link to the Collaborate session.

Prerequisites

• Use Web RTC supported Browser, such as Chrome
• Building Block/Plugin/LTI integration should be installed to LMS prior to first workshop
• Email and high-speed Internet access
• Basic computer navigation and and web browsing skills