

# Web Conferencing Integration to Moodle: Scheduling a Session

## Quick Reference Guide

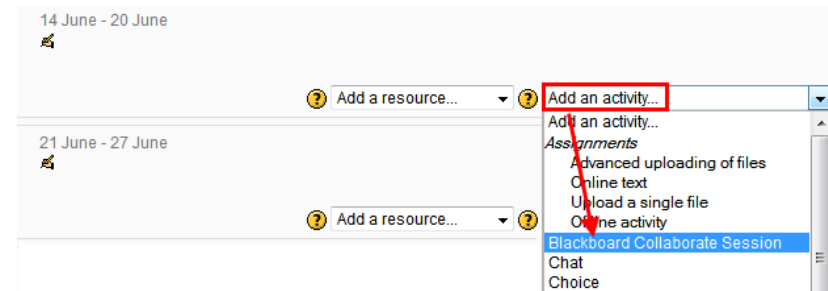
Blackboard Collaborate web conferencing integration for Moodle enables web conferencing session creation by instructors and teaching assistants, single sign-on launch of sessions from within Moodle, scheduling and deliver of live sessions, and ability to create, store and view recorded sessions. This reference guide will show you the steps for creating a web conferencing session in a Moodle course.

## Scheduling a Web Conferencing Session

- Log in to **Moodle** and locate your course.
- Click the **Turn editing on** button.

Turn editing on

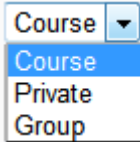
- Click the **Add an activity...** drop down menu and select **Blackboard Collaborate Session**.



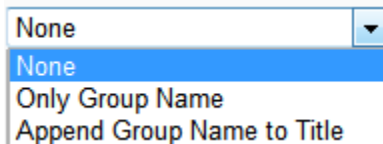
- Complete the General Session Fields.
  - Enter a **Title**. The title will appear as the name of the link to the session.

The screenshot shows the 'General' configuration form for a Blackboard Collaborate session. The 'Title\*' field is filled with 'The Early Period 1620 - 1720'. The 'Session Type' dropdown is set to 'Course'. The 'Custom Group' dropdown is set to 'None'. The 'Session Name' field is empty. Below these fields is a rich text editor for the 'Description' with various formatting tools. At the bottom, the 'Path' is set to 'p'.

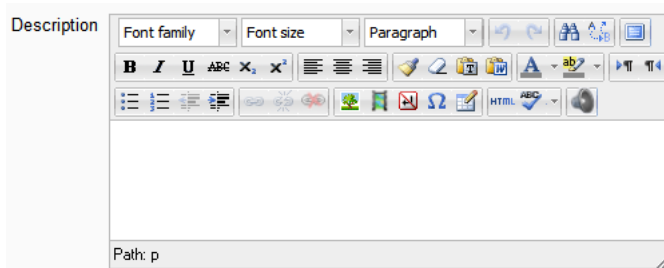
- Select a **Session Type**

|   |  |
|---|--|
|  | <ul style="list-style-type: none"> <li>• <b>Course</b> – makes the session available to participants in the course</li> <li>• <b>Private</b> – allows the session creator to assign specific participants to the session</li> <li>• <b>Group</b> – enroll groups which are typically a subset of the larger body of students enrolled in the course</li> </ul> |
|---|--|

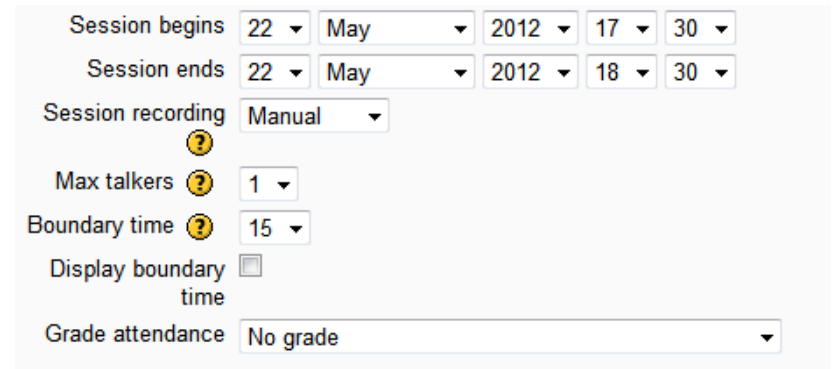
- Select a **Custom Group Session Name**



- Enter a **Description** for the session



- Enter the when the **Session begins** and **Session ends**



- Select a **Session recording** option

- **Manual** = Moderator must start recording after entering the session
- **Automatic** = Recording starts when the first participant or moderator enters the session
- **Disable** = Disable the ability to record the session

- Select the desired **Boundary time** from the drop down list. The boundary time determines how many minutes prior to a session start time participants and moderators can join. And choose to display the boundary time with the session details.

Prefix description with group name

Session begins 21 July 2010 18 00

Session ends 21 July 2010 19 00

Session recording  Manual

Boundary time 15

Display boundary time

Grade attendance

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**Common module settings**

Group mode

Visible

ID number

Grade category

- Select a **Grade Attendance**. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
- Select **Show** to make the meeting Visible to all.

- Click **Save and display**

**Optional:**

- To add a moderator click **Edit moderators for this session**
- To load a whiteboard or plan file into the session, click **Add a preload file**. Content can also be loaded during the live session.

**Name:** American History: The Colonial Period

**Session Name:** American History: The Colonial Period

**Description:** The colonial history of the United States covers the history from the start of European settlement until 1776 when the Thirteen British Colonies declared their independence as the United States of America during King George III's rule.

**Session begins:** Thursday, 24 May 2012, 09:30 AM

**Session ends:** Thursday, 24 May 2012, 10:30 AM

[Edit moderators for this session](#)

[Add a preload file](#)

Recording is manually controlled

[Join Session](#)

See the [Blackboard Collaborate Moodle Integration User Guide](#) for more information.