## Can I share a Collaborate Session I recorded in one course, with students in another course?

There are times where you may want to share a Collaborate session that you have recorded in one course with students in another course. An example might be sharing a Collaborate session that you have already recorded during one semester with students in a subsequent semester. Here's how to create

<ol> <li>Click the link to enter the learning module where you would like to link to the collaborate session.</li> </ol>	Enabled: Statistics Tracking	
2. On the Tools menu click Blackboard Collaborate	Tools       Publisher Content         Discussion Board         > Blogs         > Journals         > Wikis         > Groups         > Chat         > Virtual Classroom         > Tools Area         > Blackboard Collaborate         > SoftChalk Lesson Content         > SoftChalk Course Content         > More Tools	
<ol> <li>The Blackboard Collaborate List Page Appears.</li> </ol>		
<ol> <li>Click the Recordings Tab.</li> </ol>		

## Generating a Guest link for a collaborate session

	Bb Collaborate List Page Create Session 4. Sessions Recordings Search Title Contains Start Date 09/26/2012 Go Go	
<ul> <li>5. The Recordings Tab appears. On the recordings tab, make sure that the Start Date and End Date reflect the dates when the collaborate session occurred.</li> <li>In the example on the right, the collaborate session occurred.</li> <li>In the example on the right, the collaborate session occurred.</li> <li>In the example on the right, the collaborate session occurred.</li> <li>In the example on the right, the collaborate session occurred.</li> </ul>	Sessions Recordings   Search Title   Start Date 09/06/2012   End Date 09/26/2012   Image: Contains Image: Contains   Image: Contain	e )12 1:21 PM
<ul> <li>6. In the List of recordings that appear, click the action link to the right of the recording to be linked.</li> <li>7. Select Edit on the Menu that appears.</li> </ul>	Image: Title       Date & Time         Michele Knight 3       Sep 26, 20         Delete       Delete         Image: Title       Delete         Image: Delete       Delete         Image: Delete       Delete         Image: Delete       Delete         Image: Delete       Play         Image: Delete       > Play         > Delete       > Add Content Item	e )12 1:21 PM

8. On the Edit Recording screen, select the checkbox to the right of <b>#2</b> .	
Guest Link.	2. Guest Link
Creating a guest link will allow anyone with the link that is generated to be able to access the collaborate session, regardless of whether they are currently enrolled in your blackboard class. Click Submit Submit to	Enable Guest Link If checked, a link can be
apply the change.	
<ul> <li>9. After clicking submit, you will see a green message at the top of the screen that will give you the URL for you to share the recording with your students.</li> <li>10. Copy this link by highlighting the entire link starting with http://</li> </ul>	Recording has been updated successfully.To enable guests to view https://bb-montgomerycollege.blackboard.com/webapps/bb-collabo Bb Collaborate List Page Create Session
<ul> <li>Please Note: If you need to access this link in the future, you may do so by clicking the action link to the right of the session recording.</li> <li>On the Menu that Appears, select Guest Link.</li> </ul>	Michele Knight 3     Delete      Play Edit Delete Suest Link Add Content Item

## Adding a Collaborate Guest link to your Learning Module

If you already know how to add links to a Build | Item Page in your Learning module, you can skip these steps. If you need to learn how to add links to a page, these instructions will help you incorporate the Guest link recording into one of your Learning Modules.

<ol> <li>In any Learning Module, point to Build Content.</li> </ol>	Build Content 📚
2. Click Create Item	> Item
	> File
3. Create your introductory Paragraph	
for the weblink.	
4. Copy the URL that you would like to	5. 🖻 📄 🖪 🖓 🍺 🍸 6.
use as a Weblink.	This Wikipedia Article focuses on the Addie Model
5. <i>Highlight the text</i> where you would	
like <b>to create the Weblink</b> .	
6. <i>Click the Globe Icon</i> on the Text	
formatting Toolbar	
7. The Insert Link window opens.	Insert Link - Mozilla Firefox
8. Delete the http:// in the URL field.	1. Hyperlink Properties
9. Right click, and select Paste, to paste	Type:
the URL that you copied in Step #4.	
10. Click the Checkbox to Open the	http://en.wikipedia.org/wiki/Addie
link in a new window. Otherwise, the	
URL will open in the same window,	Open link in new window     Paste
causing confusing navigation.	Delete
Submit	2. Submit Select <u>All</u> Add a <u>K</u> eyword for this Search
11. Click to add your	Check Spelling

Weblink to the Text field.	
12. You will return to the Create Item Screen, and your Weblink is created for the text that you highlighted in Step #5.	<ul> <li>Normal 3 Arial B I U ∈</li> <li>abç 8 D C ≪ ∞ ∝ 0 I A </li> <li>A </li></ul>