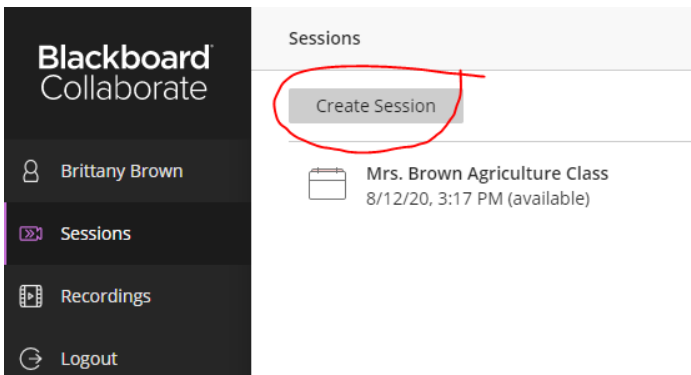


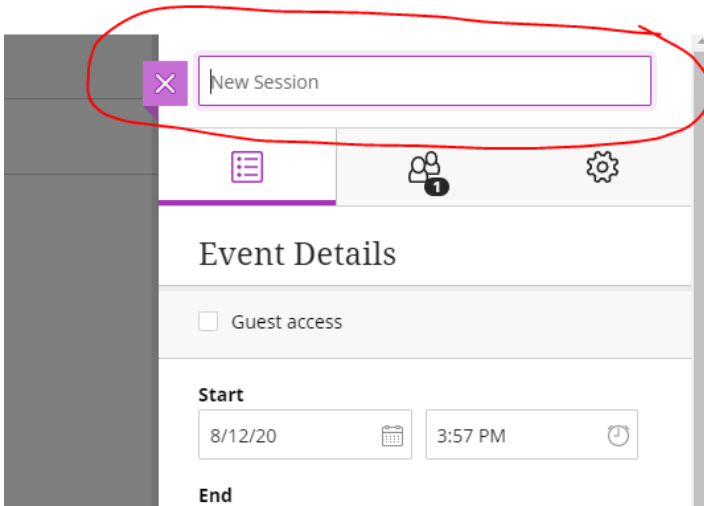
How to set up a reoccurring session in blackboard

1. Click "Create Session"

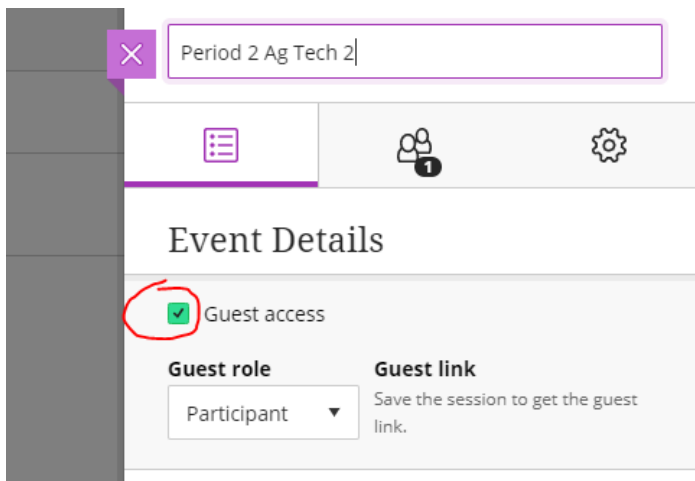


2. Title Session

Example: Period 2 Ag Tech 2



3. Select Guest Access (This makes a link that can be used to access your room without an invite) Leave guests as participants only.



4. Make the Start date Aug 19, set the correct times for your class period, repeat weekly, every week, select Monday-Friday, set end date to December.

The screenshot shows a session configuration form with the following fields and annotations:

- Start**: Date field contains "8/19/20" and time field contains "8:41 AM". Both are underlined in red.
- End**: Date field contains "8/19/20" and time field contains "9:31 PM". Both are underlined in red.
- No end (open session)
- Repeat session (circled in red)
- Repeat Weekly (dropdown menu, underlined in red)
- Every Week (dropdown menu, underlined in red)
- Day selection: S, M, T, W, T, F, S. M, T, W, T, F are highlighted in green and underlined in red.
- End On Date (dropdown menu) and 12/22/20 (date field, underlined in red)
- Early Entry (text label)

5. Scroll back to the top and click on the settings button.

The screenshot shows an event details page for "Period 2 Ag Tech 2". At the top, there are three icons: a calendar, a group of people, and a gear (settings) icon. The gear icon is circled in red. Below the icons is the "Event Details" section, which includes:

- Guest access
- Guest role**: Participant (dropdown menu)
- Guest link**: Save the session to get the guest link.

6. Copy the following settings:

Session Settings

Recording

- Allow recording downloads
- Anonymize chat messages

Moderator permissions

- Show profile pictures for moderator only

Participant permissions

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Enable session telephony

- Allow attendees to join the session using a telephone

Private Chat

- Participants can chat privately only with moderators
- Moderators supervise all private chats

Profanity filter

- Hide profanity in chat messages

Teacher choice

7. Click Create

Profanity filter

- Hide profanity in chat messages

Cancel Create

8. Make a session for each Class period you have innovative learning.

9. Copy Link to be shared to CANVAS for student access.

8/12/20, 3:17 PM (available)

Period 2 Ag Tech 2
Recurring: 8/19/20, 8:41 AM - 12/22/20, 9:31 PM
New Snip Ctrl-N

Edit recurring session

View reports

Delete session

Copy guest link