Blackboard Collaborate timeline

Start of module	1 week before session	1 day before session	1 hour before session	At the start of session	At the end of session
1 - Prepare a rough schedule of the sessions and what will be covered. **2 –** Provide technical requirements in the BB module space so students can ensure their devices are suitable. Check the current requirements with Helpdesk. **3** - Every module has a Collaborate room and you will to need to add it to your course menu. **4** - Point students towards BB Collaborate support materials so that they can familiarise themselves: https://www.uhi.ac.uk/en/lis/vle/ https://mahara.uhi.ac.uk/view/view.php?id=1466	**1** - Email joining instructions to students and place these in BB page - probably under *Announcements*. Make sure it mentions in the joining instructions for students to check their systems before the start of the session. **2** - Email them a copy of the etiquette and also place a copy in the BB module site (but signpost them where to find it). **3** - Have your outline lesson plan ready and a backup plan in case there are technical problems.	**1** - Make sure that any content, such as slide presentations that you have loaded to the BB Collaborate room, is pre-loaded and functioning correctly. **2** - Review the Collaborate tools and how to use them while you test your room. **3** - Check that you have a suitable photo of yourself in the image icon space.	**1** - Make sure you have all contact numbers ready, including those for technical assistance. **2** - Check the correct number and names of participants are enrolled in the room. **3** - Check if any students are joining by phone. See: Call into a session **4** - Check that all your own equipment is working and ready to go.	**1** - Remember to record the session. See: Record sessions. **2** - Remind the students to shut down all other applications and downloads, switch off their phones. **3** - Introduce the session, go through housekeeping issues such as roll call, any breaks, what to do if the link breaks down and an overview of the session structure and topic. **4** - Icebreaker activity.	**1** - Use an end of tutorial exercise such as the 'Pyramid' exercise (explained in the 'BB Collaborate' learning object in the staff support portal) to find out how well students are progressing at understanding the material. **2** - Tell the students how they can access the recording and place a link on the BB module space. If someone is experiencing difficulties on a regular basis, use a second device to log in as a student so that you can see what the students are seeing and thus troubleshoot more effectively.