

Blackboard collaborate™ 
web conferencing
Version 12.5

SAS Reporting Guide

July 29, 2013





Table of Contents



Chapter 1 Using this Guide	1
Who Should Use This Guide	1
Introduction To Reporting	2
Reports	2
Summary Reports	2
Comprehensive Reports	2
Utilities Screens	3
Sorting and Filtering Data	4
Data Export	5
Where To Go From Here	5
Getting Help	5
Documentation and Learning Resources	5
Technical Support	6
Community	6
Blackboard Collaborate Product Feedback	6
Conventions Used in this Guide	6
Chapter 2 Quick Start	9
Some Common Questions	9
Where Can I Find Information On ... ?	10


What Information Can I Export to a Text File?	13
Chapter 3 Using Sort/Filter Screens	15
Chapter 4 Reports Page	17
User Summary Report	19
Administrator Summary Report	22
Supervisor Summary Report	26
Participant Summary Report	31
Session Summary Report	35
Running Session Report	36
Active Attendee List	38
Session Attendance Report	39
Attendee List	42
Attendee Log List	43
Room Detail Report	44
Meeting Information Report	45
Course Registration Report	49
Course Session List	52
Enrollees	53
Participant Attendance Report	54
Attendance Participant Detail Report	56
Metric Report	57
Plotting Room and Recording Metrics	59
Chapter 5 Utilities Page	69
Chapter 6 Users	73
Users Flowchart	74
Users	75
User Profile Information	77
Manager Advanced Settings	79
Administrator Advanced Settings	81
Supervisor Advanced Settings	83
Moderator Advanced Settings	85
Participant Advanced Settings	87
Participant Users	88
Login Logs	90

Chapter 7 Courses	93
Information Available In This Section	94
Courses Flowchart	96
Course Administrators	97
Export Course Templates	99
Course Templates	103
Course Sessions Belonging To Course Template	105
Course Instances	108
Course Enrollees (Past and Present)	111
Course Chairs	113
Course Email Notifications	115
Export Course Instances	116
Course Email Templates	120
Course Instances that Reference the Email Template	123
Course Sessions	124
Export Course Sessions	128
Advanced Course Session Information	131
Multimedia Files	133
Export Multimedia File	136
Multimedia Download(s)	139
Whiteboard/Plan Files	141
Export Whiteboard/Plan File	144
Whiteboard/Plan Downloads	147
Rooms	150
Recording	153
Recording Downloads	155
Room Attendees	158
Advanced Attendee Information	161
Attendee Map	163
Attendee Log	166
Chapter 8 Course Enrollment	169
Course Enrollment Flowchart	170
Course Instances	170
Course Enrollees (Past and Present)	172

Course Email Notifications	173
Chapter 9 Drop Ins	177
Drop Ins Flowchart	178
Drop In Administrators	179
Drop In Passwords	181
Drop In Templates	183
Drop In Defaults	185
Drop In Email Templates	189
Drop In Templates That Reference The Email Template	192
Drop In Sessions	193
Export Drop In Sessions	196
Advanced Drop In Session Information	200
Multimedia Files	201
Export Multimedia File	204
Multimedia Download(s)	207
Whiteboard/Plan Files	209
Export Whiteboard/Plan File	212
Whiteboard/Plan Downloads	215
Rooms	218
Recording	221
Recording Downloads	223
Room Attendees	226
Advanced Attendee Information	229
Attendee Map	231
Attendee Log	234
Drop In Chairs	236
Drop In Email Notifications	237
Export Drop In Templates	239
Chapter 10 Meetings	245
Meetings Flowchart	246
Meeting Administrators/Supervisors	248
Meeting Sessions	249
Meeting Defaults	255
Meeting Email Templates	259

Meeting Sessions That Reference the Email Template	260
Advanced Meeting Session Information	262
Multimedia Files	264
Export Multimedia File	266
Multimedia Download(s)	269
Whiteboard/Plan Files	272
Export Whiteboard/Plan File	274
Whiteboard/Plan Downloads	277
Rooms	280
Recording	283
Recording Downloads	285
Room Attendees	288
Advanced Attendee Information	291
Attendee Map	293
Attendee Log	296
Meeting Invitees	298
Meeting Notification Log	300
Export Meeting Sessions	301
Chapter 11 Files	305
Files Flowchart	306
Login Group File Summary	306
Administrators	309
Administrator File Summary	310
Supervisors	313
Supervisor File Summary	314
Whiteboard/Plan Files	316
Where To Go From Here	319
Whiteboard/Plan Files Flowchart	323
Course Sessions	323
Drop In Sessions	325
Meeting Sessions	327
Whiteboard/Plan Downloads	329
Export Whiteboard/Plan File	330
Recording Files	333

Recording Files Flowchart	337
Room Attendees	338
Advanced Attendee Information	340
Attendee Map	343
Attendee Log	346
Recording Downloads	348
Export Recording File	350
Multimedia Files	354
Multimedia Files Flowchart	357
Course Sessions	357
Drop In Sessions	359
Meeting Sessions	361
Multimedia Downloads	363
Export Multimedia File	364
Chapter 12 Contacts	369
Contacts Flowchart	370
Administrators/Supervisors	370
Contacts	372
Chapter 13 Session Types	375
Session Types Flowchart	378
Change Course Instance Session Type	378
Change Drop In Template Session Type	380
Change Meeting Session Type	381
Change Room Session Type	383
Chapter 14 Label Types	385
Label Types Flowchart	389
Change Course Session Label Type	389
Change Drop In Session Label Type	391
Change Meeting Session Label Type	392
Chapter 15 Levels	395
Levels Flowchart	398
Change Course Template Level	398
Change Drop In Template Level	400
Change Meeting Session Level	401



Change Room Level	403
Change User Level	404
Chapter 16 Redirect URLs	407
Chapter 17 Cost Centers	409
Cost Centers Flowchart	413
Change Course Cost Center	413
Change Drop In Cost Center	415
Change Meeting Cost Center	416
Change Room Cost Center	417
Chapter 18 Glossary	419
Blackboard Collaborate Copyright	431
Trademarks	431
Index	433

Chapter 1



Using this Guide

This guide describes how to find information and generate reports in SAS.

Who Should Use This Guide

This guide assumes you have credentials to log in to SAS and have one of the following roles in SAS:

- Manager
- Administrator
- Supervisor
- Moderator
- Participant



Note: The reports that are available to you and the information presented to you by SAS is determined by your role (Manager, Administrator, etc.).

These roles, and other SAS-specific terms, are defined in the *Glossary*.

Prerequisites

This guide assumes you have read *the SAS Getting Started Guide*. This guide, and other SAS training material, is available on the On-Demand Learning Center:

<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

Introduction To Reporting

There are three types of reporting tools provided in SAS.

- reports
- utilities screens
- data exports

Reports

Reports are designed to give quick access to some of the most commonly-requested data. They are available from *Reports page*.

Summary Reports

Summary reports that present dashboard type information. They offer little or no ability to drill down into further details.

For an example, see the *Session Summary Report* on page 35.

Session Summary Report						
Session Quota	Session Quota Used					
10000	6.28					
Session Category	% Unattended	Past	Idle	Running	Future	Totals
Course	97.59	166	1	0	5	172
Drop In	40.62	32	0	0	0	32
Meeting	14.32	398	25	1	0	424
Totals	38.93	596	26	1	5	628

Comprehensive Reports

Comprehensive reports enable you to select data based on some criteria, such as a date range.

They have two important options: *HTML output* and *CSV output*.

- HTML output provides a formatted report with drill down capability. The report presents high-level and also provides links so you can access details as you require them.
- CSV output saves the information to a CSV (Comma Separated Variable) text file that you can view and manipulate offline. These files can be easily imported into spreadsheet programs such as Microsoft Excel.

For an example, see the *Meeting Information Report* on page 45.

Blackboard
collaborate»

Meeting Information Report

There are 62 pages of results.

1 2 3 4 5 6 7 8 9 10 Next 10 Pages Jump To Page >

Date	Starts	Ends	Name	Type	Hosted By	Version	Rooms	Invitees	Attendees	Recordings	Details
Sun Aug 12 2012	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	AGILE TOUCHPOINT SERIES - SR MGMT	NONE	Greg Hays	12 INTERNAL TESTING ONLY	117	1	338	14	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	Sharon/John	10.0	0	2	0	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Sharon/John	12 INTERNAL TESTING ONLY	3	1	5	1	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	MEETING	Phil/John	10.0	1	1	1	1	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	MEETING	Phil/John	10.0	0	1	0	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	DAVID'S V12 ROOM	NONE	David Hays	12 INTERNAL TESTING ONLY	11	1	16	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	GEMINI BACKLOG GROOMING	NONE	Sharon/John	12 INTERNAL TESTING ONLY	50	1	308	1	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	Greg Hays	12 INTERNAL TESTING ONLY	88	1	385	14	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Greg Hays	12	3	1	4	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	John/John	11	272	1	403	27	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Sharon/John	10.0 IBM	2	2	2	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	KENS ROOM	NONE	Ron Hays	11	145	1	980	34	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	LIVE 10	NONE	John/John	10.0	1	1	1	0	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	PD MANAGEMENT MEETING SERIES	NONE	Greg Hays	12 INTERNAL TESTING ONLY	9	1	69	2	View
Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	Sun Aug 12 2012 11:59 PM	PHIL'S GARAGE	NONE	Phil/John	11	3	1	6	0	View

1 2 3 4 5 6 7 8 9 10 Next 10 Pages Jump To Page >

Utilities Screens

The *Utilities Page* provides access to a large number of screens showing detailed information on all aspects of SAS.

For an example, see *Users* on page 73.

Users

Close Sort/Filter All None New Edit Delete User Defaults User Upload CSV Export Summary Log Re-assign First Prev 5 of 6 (95 items) Next Last

	Login Role	Username	Last Name	First Name	Level	Administrator	Supervisor
	MODERATOR	...			NONE	...		true	4
	MODERATOR	...			NONE	...		true	3
	MODERATOR	...			NONE	...		false	1
	MODERATOR	...			NONE	...		true	12
	PARTICIPANT	...			NONE	true	9
	PARTICIPANT	...			NONE	true	2
	PARTICIPANT	...			NONE	true	3
	PARTICIPANT	...			NONE	true	0
	PARTICIPANT	...			NONE	true	0
	PARTICIPANT	...			NONE	true	6
	PARTICIPANT	...			NONE	true	1
	PARTICIPANT	...			NONE	true	1
	PARTICIPANT	...			NONE	true	1
	SUPERVISOR	...			NONE	...		true	10
	SUPERVISOR	...			NONE	...		true	6
	SUPERVISOR	...			NONE	...		true	1
	SUPERVISOR	...			NONE	...		true	0
	SUPERVISOR	...			NONE	...		true	0

Sorting and Filtering Data

In many places, SAS enables you to sort and filter the data in the utilities screens. For example, the *Users* screen can be filtered to only show the results for specific users. This sorting and filtering is accomplished through Sort/Filter screens which look like this:

User Sort/Filter

Cancel Accept

Column Order	Column Filter	Column Sort Order
Login Role	Login Role: ALL MANAGER	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Username	Username: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Last Name	Last Name: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc
First Name	First Name: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Level	Level: ALL NONE	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Administrator	Administrator: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Supervisor	Supervisor: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Active	Active: ALL true	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Logs	Logs: ALL	<input checked="" type="radio"/> asc <input type="radio"/> dsc

For more information, see *Using Sort/Filter Screens* on page 15.

Data Export

Many of the utilities screens also enable you to export data to a CSV text file. These text files often contain more information that is presented on the screen and also provide more ability to sort and filter the data.

For more information, see *What Information Can I Export to a Text File?* on page 13.

Where To Go From Here

- The *Quick Start* on page 9 lists some common reporting questions and how to answer them.
- The *Glossary* defines terms specific to SAS.
- *Reports Page* on page 17 describes the reports.
- *Utilities Page* on page 69 describes the utilities screens and data exports.
- For information on the **My Recordings** page, see the *SAS Recordings Guide* available on the On-Demand Learning Center:

<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

Getting Help

Documentation and Learning Resources

Documentation and learning resources (for all Blackboard Collaborate products) are available on the On-Demand Learning Center, which can be reached as follows:

- In your browser, enter the following address:

<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

Technical Support

Blackboard Collaborate technical support and the support Knowledge Base are available through the Support Portal:

<http://support.blackboardcollaborate.com>

Community

We encourage Blackboard Collaborate users of all levels (administrators, instructors and students) to submit questions to **Ask the Doctors**, a free question-and-answer forum moderated by an expert team of your fellow Blackboard Collaborate users. Their goal is to provide quality answers to your questions in a highly responsive manner, while building a global knowledge base for online teaching and learning.

You can find **Ask the Doctors** at the link below:

<http://discussions.blackboard.com/forums/default.aspx?GroupID=9>

Messages posted in the **Ask the Doctors** forum do not go to our Support Team. If you require technical support assistance to resolve a problem, please contact Technical Support (see the heading *Technical Support* in this section).

Blackboard Collaborate Product Feedback

Blackboard Collaborate welcomes your comments and suggestions. If you have an idea for a new feature or enhancement, or would like to send other feedback, please send an email to BBCollaborateFeedback@blackboard.com.

Your feedback will be sent directly to our Product Management Team.

Conventions Used in this Guide

These types of notes may be used in this guide to highlight information:



Note: Notes are used to highlight important information or to present asides relevant to the topic at hand.



Tip: Tips provide helpful information on how to most effectively use a particular feature of the product.



Caution: Cautions alert you to potentially confusing terminology or difficulties that may occur when using the product.



Warning: Warnings alert you to potentially serious problems.

Chapter 2



Quick Start

Some Common Questions

To answer these questions ...	Use these screens ...
Who attended a session, and for how long?	<ul style="list-style-type: none"> • <i>Session Attendance Report</i> on page 39
Who attended a specific <i>room</i> ?	<ul style="list-style-type: none"> • <i>Room Attendees</i> on page 338
Who has been invited to a Meeting?	<ul style="list-style-type: none"> • <i>Meeting Invitees</i> on page 298
Who is enrolled in a Course?	<ul style="list-style-type: none"> • <i>Course Enrollees (Past and Present)</i> on page 111
How can I see overall usage for a period of time? Which month had the most usage? How many attendees were there? How many rooms?	<ul style="list-style-type: none"> • <i>Metric Report</i> on page 57

To answer these questions ...	Use these screens ...
What platforms are users using? How many users are joining sessions via mobile devices?	<ul style="list-style-type: none"> • <i>Metric Report</i> on page 57
How can I see whether I am reaching my file quota?	<ul style="list-style-type: none"> • <i>Login Group File Summary</i> on page 306 • <i>Administrator File Summary</i> on page 310 • <i>Supervisor File Summary</i> on page 314

Where Can I Find Information On ... ?

Information about ...	Can be found here ...
<i>Administrators</i>	<ul style="list-style-type: none"> • <i>Users</i> on page 73 • <i>Administrator Advanced Settings</i> on page 81
attendance	<ul style="list-style-type: none"> • <i>Participant Attendance Report</i> on page 54 • <i>Session Attendance Report</i> on page 39 • <i>Room Attendees</i> on page 338
attendees	<ul style="list-style-type: none"> • <i>Attendance Participant Detail Report</i> on page 56 • <i>Attendee List</i> on page 42 • <i>Attendee Log List</i> on page 43 • <i>Advanced Attendee Information</i> on page 340 • <i>Attendee Log</i> on page 346 • <i>Attendee Map</i> on page 343 • <i>Room Attendees</i> on page 338
<i>Contacts</i>	<ul style="list-style-type: none"> • <i>Contacts</i> on page 369
<i>cost centers</i>	<ul style="list-style-type: none"> • <i>Cost Centers</i> on page 409
Course enrollment	<ul style="list-style-type: none"> • <i>Course Registration Report</i> on page 49 • <i>Course Enrollment</i> on page 169 • <i>Course Enrollees (Past and Present)</i> on page 172

Information about ...	Can be found here ...
Course instances	<ul style="list-style-type: none"> • <i>Course Instances</i> on page 108 • <i>Course Enrollment</i> on page 169
<i>Courses</i>	<ul style="list-style-type: none"> • <i>Courses</i> on page 93
defaults	<ul style="list-style-type: none"> • <i>Meeting Defaults</i> on page 255 • <i>Drop In Defaults</i> on page 185
<i>Drop Ins</i>	<ul style="list-style-type: none"> • <i>Drop Ins</i> on page 177
email notifications	<ul style="list-style-type: none"> • <i>Course Email Notifications</i> on page 115 in <i>Courses</i>, and <i>Course Email Notifications</i> on page 173 in <i>Course Enrollment</i> • <i>Course Email Templates</i> on page 120 • <i>Drop In Email Templates</i> on page 189 • <i>Drop In Email Notifications</i> on page 237
files	<ul style="list-style-type: none"> • <i>Files</i> on page 305
labels	<ul style="list-style-type: none"> • <i>Label Types</i> on page 385
levels	<ul style="list-style-type: none"> • <i>Levels</i> on page 395
links	<ul style="list-style-type: none"> • <i>Advanced Course Session Information</i> on page 131 • <i>Export Course Sessions</i> on page 128 • <i>Export Meeting Sessions</i> on page 301
<i>Managers</i>	<ul style="list-style-type: none"> • <i>Users</i> on page 73 • <i>Manager Advanced Settings</i> on page 79
<i>Meetings</i>	<ul style="list-style-type: none"> • <i>Meetings</i> on page 245
<i>Moderators</i>	<ul style="list-style-type: none"> • <i>Users</i> on page 73 • <i>Moderator Advanced Settings</i> on page 85
<i>Participants</i>	<ul style="list-style-type: none"> • <i>Users</i> on page 73 • <i>Participant Advanced Settings</i> on page 87

Information about ...	Can be found here ...
passwords	<ul style="list-style-type: none"> • <i>Drop In Passwords</i> on page 181 • <i>Drop In Templates That Reference The Email Template</i> on page 192 • <i>Drop In Templates</i> on page 183 • <i>Export Drop In Templates</i> on page 239 • <i>User Profile Information</i> on page 77 • <i>Manager Advanced Settings</i> on page 79 • <i>Administrator Advanced Settings</i> on page 81 • <i>Supervisor Advanced Settings</i> on page 83 • <i>Moderator Advanced Settings</i> on page 85 • <i>Participant Advanced Settings</i> on page 87
quotas	<ul style="list-style-type: none"> • <i>Session Summary Report</i> on page 35 • <i>User Summary Report</i> on page 19 • <i>Administrator File Summary</i> on page 310 • <i>Administrators</i> on page 309 • <i>Login Group File Summary</i> on page 306 • <i>Supervisor File Summary</i> on page 314 • <i>Supervisors</i> on page 313
recordings	<ul style="list-style-type: none"> • <i>Recording Files</i> on page 333
<i>redirect URLs</i>	<ul style="list-style-type: none"> • <i>Redirect URLs</i> on page 407
templates	<ul style="list-style-type: none"> • <i>Course Sessions Belonging To Course Template</i> on page 105 • <i>Export Course Templates</i> on page 99 • <i>Course Email Templates</i> on page 120 • <i>Course Instances that Reference the Email Template</i> on page 123
users	<ul style="list-style-type: none"> • <i>Users</i> on page 73
whiteboard/Plan files	<ul style="list-style-type: none"> • <i>Whiteboard/Plan Files</i> on page 316

What Information Can I Export to a Text File?

Information about ...	Can be exported from these screens ...
Courses	<i>Export Course Instances</i> on page 116
	<i>Export Course Sessions</i> on page 128
	<i>Export Course Templates</i> on page 99
Drop Ins	<i>Export Drop In Sessions</i> on page 196
	<i>Export Drop In Templates</i> on page 239
Files	<i>Export Multimedia File</i> on page 266 in <i>Courses, Drop Ins, and Meetings</i>
	<i>Export Multimedia File</i> on page 364 in <i>Files</i>
	<i>Export Recording File</i> on page 350
	<i>Export Whiteboard/Plan File</i> on page 274 in <i>Courses, Drop Ins, and Meetings</i>
	<i>Export Whiteboard/Plan File</i> on page 330 in <i>Files</i>
Meetings	<i>Export Meeting Sessions</i> on page 301

Chapter 3



Using Sort/Filter Screens

When navigating the screens in SAS, you will often be given the chance to sort and filter the information via screens like this:

User Sort/Filter

Column Order	Column Filter	Column Sort Order
Login Role	Login Role: ALL <input type="text" value="MANAGER"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Username	Username: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Last Name	Last Name: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
First Name	First Name: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Level	Level: ALL <input type="text" value="NONE"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Administrator	Administrator: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Supervisor	Supervisor: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Active	Active: ALL <input type="text" value="true"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc
Logs	Logs: ALL <input type="text"/>	<input checked="" type="radio"/> asc <input type="radio"/> dsc

Your choices here will affect what is shown after the Sort/Filter screen.

- To see all the information in its default presentation, just click **Accept**.
- To re-order the columns, drag them up or down in the **Column Order** area.
- To filter the information:
 1. Use the first drop-down menu to choose the operator for the column.
 - **ALL** – Selects records with all values for this column.
 - **=** – Selects records where the values are *equal* to the specified value.
 - **<>** – Selects records where the values are *not equal* to the specified value.
 - **>** – Selects records where the values are *greater than* the specified value.
 - **<** – Selects records where the values are *less than* to the specified value.
 - **>=** – Selects records where the values are *greater than or equal* to the specified value.
 - **<=** – Selects records where the values are *less than or equal* to the specified value.
 2. Use the area to the right of the first drop-down menu to set the specified value. For some columns (such as the **Login Role** in the example shown above), this will be choice from another drop-down menu. For other columns, (such as **Username** in the example shown above), this will be any text you enter.
 3. Optionally, choose **asc** to sort the data in ascending order, or **dsc** for descending order.

Chapter 4



Reports Page

The Reports page gives access to some of the most commonly requested reports.

How To Get Here

- Select the **Reports** tab.

Blackboard collaborate™

My Schedule | My Recordings | Profile | Utilities | **Reports** | Software | Logout

Summary Reports

- » User Summary Report
- » Administrator Summary Report
- » Supervisor Summary Report
- » Session Summary Report

Comprehensive Reports

- » Running Session Report
- » Session Attendance Report
- » Meeting Information Report
- » Course Registration Report
- » Participant Attendance Report
- » Metric Report



Note: The items available on this screen depend on your *role*.

Links On This Screen

Summary Reports			
Link	Shows	Is Available To	Leads to
User Summary Report	A summary of information about all users.	Manager, Administrators, Supervisors	<i>User Summary Report</i> on the facing page
Administrator Summary Report	A summary of information about <i>Administrators</i> .	Manager	<i>Administrator Summary Report</i> on page 22
Supervisor Summary Report	A summary of information about <i>Supervisors</i> .	Manager, Administrators	<i>Supervisor Summary Report</i> on page 26
Participant Summary Report	A summary of information about <i>Participants</i> .	Supervisors	<i>Participant Summary Report</i> on page 31
Session Summary Report	A summary of information about all <i>sessions</i> .	Manager, Administrators	<i>Session Summary Report</i> on page 35
Comprehensive Reports			
Link	Shows	Is Available To	Leads to
Running Session Report	Information about currently running <i>sessions</i> .	Manager, Administrators	<i>Running Session Report</i> on page 36

Session Attendance Report	Information about attendance for sessions.	Manager, Administrators, Supervisors	<i>Session Attendance Report</i> on page 39
Meeting Information Report	Information about all the <i>Meetings</i> that occurred in a given time period.	Manager, Administrators, Supervisors	<i>Meeting Information Report</i> on page 45
Course Registration Report	Information about registrations of Enrollees in <i>Courses</i> .	Manager, Administrators, Moderators	<i>Course Registration Report</i> on page 49
Participant Attendance Report	Information about attendance of <i>Participants</i> .	Manager, Administrators, Supervisors	<i>Participant Attendance Report</i> on page 54
Metric Report	Various metrics for your <i>login group</i> .	Manager	<i>Metric Report</i> on page 57

User Summary Report

This report shows a summary of information about users. Managers, Administrators and Supervisors can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Summary Reports** section, click the **User Summary Report** link.

The User Summary Report opens. This report shows different information depending on your *role*.

For Managers and Administrators

For Managers and Administrators, the report looks like this:

User Summary Report											
User Quota	Quota Used By Users You May Manage					% Quota Used By Users You May Manage					
1000	90					9.00					
Role	Registered	Active	% Active	Inactive	% Inactive	Log Ins > 0	% Log Ins > 0	Log Ins = 0	% Log Ins = 0	Log Ins Today	% Log Ins Today
Administrator	64	46	71.88	18	28.12	52	81.25	12	18.75	0	0.00
Supervisor	10	10	100.00	0	0.00	6	60.00	4	40.00	0	0.00
Moderator	8	7	87.50	1	12.50	5	62.50	3	37.50	0	0.00
Participant	8	8	100.00	0	0.00	6	75.00	2	25.00	0	0.00
Totals	90	71	78.89	19	21.11	69	76.67	21	23.33	0	0.00

Information On This Screen

Item	Description
User Quota	The <i>login group</i> 's quota for the number of users.
Quota Used By Users You May Manage	The quota used by the users managed by you and your subordinates.
% Quota Used By Users You May Manage	The quota, in percent, used by the users you are responsible for.
Role	The <i>role</i> .
Registered	The number of registered users with this role.
Active	The number of <i>active users</i> .
% Active	The percentage of active users.
Inactive	The number of inactive users.
% Inactive	The percentage of inactive users.
Log Ins > 0	The number of users who have logged in at least once, at any time.
% Log Ins > 0	The percentage of users who have logged in at least once.
Log Ins = 0	The number of users who have never logged in at least once.
% Log Ins = 0	The percentage of users who have never logged in at least once.
Log Ins Today	The number of users who have logged in today.
% Log Ins Today	The percentage of users who have logged in today.

For Supervisors

For Supervisors, the report looks like this:

User Summary Report		
User Quota	Quota Used By Users You May Manage	% Quota Used By Users You May Manage
1000	1	0.10
Description	Value	
Total Participants	1	
Active Participants	1	
Accepted Code Of Conduct	0	
Attended At Least 1 Session	0	
May Modify Own Profile	1	
May Enroll In Courses	0	

Information On This Screen

Item	Description
User Quota	The quota for the number of users you can manage.
Quota Used By Users You May Manage	The number of users counting towards your quota.
% Quota Used By Users You May Manage	The percentage of users counting towards your quota.
Total Participants	The total number of Participants.
Active Participants	The number of active Participants.
Accepted Code of Conduct	How many users have accepted the Code of Conduct. Whether this is required is configured on the <i>Participant Advanced Settings</i> screen.
Attended At Least 1 Session	How many users have attended at least one session.
May Modify Own Profile	How many users have the privilege to modify their own profile. See <i>Participant Advanced Settings</i> on page 87.
May Enroll In Courses	How many users have the privilege to enroll themselves in Courses. See <i>Participant Advanced Settings</i> on page 87.

See Also

- *Users* on page 73

Administrator Summary Report

This report shows a summary of information about *Administrators*. Only Managers can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Summary Reports** section, click the **Administrator Summary Report** link.

The Administrator Summary Report opens.

Admin	Last Name	First Name	Username	Status	May Modify Own Profile	May Create Courses	May Enroll Participants In Courses	May Create Drop-Ins	May Create Meetings	May Upload Contacts	May Upload Multimedia Files	May Upload Users	May Upload Whiteboard or Plan Files	Details
1			ABDULLAH-ADMIN-DEV	Active	True	True	False	True	True	True	True	True	True	View
2			J.P.LIN-ADMIN	Active	False	False	False	False	False	False	False	False	False	View
3	Ring	Sam	DAVER-JOBEN	Active	True	True	False	True	True	True	True	True	True	View
4	Sakki	Greg	BOURB-ADMIN	Active	True	True	False	True	True	True	True	True	True	View
5	Administrator	Development	IS-ADMIN-DEV	Active	True	True	True	True	True	True	True	True	True	View
6	Whiting	Al	IS-ALW	Active	True	True	False	True	True	True	True	True	True	View
7	Rutledge	Shelene	IS-ADMIN-KETTLE	Active	True	True	True	True	True	True	True	True	True	View
8	Chilcote	Bill	IS-BILLC	Active	True	True	False	True	True	True	True	True	True	View
9	Parsons	Steve	IS-STEVEP	Inactive	True	True	False	True	True	True	True	True	True	View
10	Coast	Blair	IS-BLAIAC	Active	True	True	False	True	True	True	True	True	True	View
11	Brennan	Bruce	IS-BRUCEB	Active	True	True	True	True	True	True	True	True	True	View
12	Podowski	David	IS-DAVIDP	Active	True	True	False	True	True	True	True	True	True	View
13	Douglas	Steve	IS-STEVED	Active	True	True	False	True	True	True	True	True	True	View
14	Flanagan	Steve	IS-STEVEF	Inactive	True	True	False	True	True	True	True	True	True	View
15	Rutledge	David	IS-DAVIDR	Active	True	True	False	True	True	True	True	True	True	View
16	Flue	David	IS-DAVIDF	Inactive	True	True	False	True	True	True	True	True	True	View
17	Blair	Steve	IS-STEVEB	Active	True	True	True	True	True	True	True	True	True	View
18	McManey	David	IS-DAVIDM	Active	True	True	False	True	True	True	True	True	True	View
19	Burns	Bill	IS-BILLB	Inactive	True	True	False	True	True	True	True	True	True	View
20	McDonald	Donald	IS-DONALDM	Inactive	True	True	False	True	True	True	True	True	True	View

Information On This Screen

Item	Description
Admin	The number of the administrator in this list.
Last Name	The user's last name.
First Name	The user's first name.
Username	The user's <i>username</i> .
Status	The user's status. May be Inactive or Active. Managers can change a user's status by using the <i>User Profile Information</i> screen.
May Modify Own Profile	<p>Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.)</p> <hr/> <p> Note: This permission, and the ones below, are configured on the <i>Administrator Advanced Settings</i> screen.</p> <hr/>
May Create Courses	Whether the user can create <i>Courses</i> .
May Create Drop Ins	Whether the user can create <i>Drop Ins</i> .
May Create Meetings	Whether the user can create <i>Meetings</i> .
May Upload Contacts	Whether the user can upload Contacts.
May Upload Multimedia Files	Whether the user can upload multimedia files (such as PowerPoint files).
May Upload Users	Whether the user can upload files containing information about users to add to the SAS.
May Upload Whiteboard or Plan Files	Whether the user can upload Whiteboard or Plan files.
Details	Clicking the View link shows more information about the Administrator. See <i>Details</i> .

Details

If you click the **View** link in the **Details** column, the report shows this:

Login Information	
Description	Value
Login Group	IN 2012
Username	PHILIP_JAMES
User Display Name	PHILIP_JAMES
Email Address	philip.james@blackboard.com
Time Zone	Mountain (North America/Canada, GMT -07:00)
Observe DST	true
Registered	Apr 23, 2012, [Mon] 09:54 AM Mountain (North America/Canada)
Active	true
Profile Information	
Description	Value
Title	MR.
First Name	PHILIP
Last Name	JAMES
Area Code	
Phone Number	
Cite/Town	
Prov/State	NONE
Country	NONE
Administrator Information	
Description	Value
Administrator Description	
Supervisor Count	1
Participant Count	1
Moderator Count	0
Course Templates	3
Drop In Templates	3
Meeting Sessions (Administrator)	2
Meeting Sessions (Supervisor)	2
Meeting Sessions (Total)	4
May Modify Own Profile	true
May Manage Supervisors	true
May Manage Participants	true
May Manage Moderators	true
May Manage Courses	true
May Manage Drop Ins	true
May Manage Meetings	true

Information On This Screen

Item	Description
Login Information	
Login Group	The name of the <i>login group</i> .
Username	The user's <i>username</i> .
User Display Name	The user's display name.
Email Address	The user's email address.
Time Zone	The user's time zone.
Observe DST	Whether the user observes Daylight Savings Time.
Registered	The date and time the user was registered in SAS.
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)
Profile Information	
Title	The user's honorific title. (For example, "Mr." or "Ms.")
First Name	The user's first name.
Last Name	The user's last name.
Area Code	The user's area code.
Phone Number	The user's phone number.
City/Town	The city or town where the user resides.
Prov/State	The province or state where the user resides.
Country	The country where the user resides.
Administrator Information	
Administrator Description	A description of the item.
Supervisor Count	The number of <i>Supervisors</i> this Administrator manages.
Participant Count	The total number of <i>Participants</i> managed by all Supervisors managed by this Administrator.

Item	Description
Moderator Count	The total number of <i>Moderators</i> managed by this Administrator.
Course Templates	The number of <i>Course templates</i> owned by this Administrator.
Drop In Templates	The number of <i>Drop In templates</i> owned by this Administrator.
Meeting Sessions (Administrator)	The number of sessions this Administrator owns.
Meeting Sessions (Supervisor)	The number of sessions owned by Supervisors below this Administrator.
May Modify Own Profile	Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.)
May Manage Supervisors	Whether the Administrator may manage <i>Supervisors</i> .
May Manage Participants	Whether the Administrator may manage <i>Participants</i> .
May Manage Moderators	Whether the Administrator may manage <i>Moderators</i> .
May Manage Courses	Whether the Administrator may manage <i>Courses</i> .
May Manage Drop Ins	Whether the Administrator may manage <i>Drop Ins</i> .
May Manage Meetings	Whether the Administrator may manage <i>Meetings</i> .

Many of these items are configured on the *Administrator Advanced Settings* on page 81.

See Also

- *Users* in the *Utilities Page* section

Supervisor Summary Report

This report shows a summary of information about *Supervisors*. Managers and Administrators can run this report.


1. On the main SAS page, click the **Reports** link.
2. In the **Summary Reports** section, click the **Supervisor Summary Report** link.

The Supervisor Summary Report opens.

Supervisor Summary Report											
Supervisor	Last Name	First Name	Username	Status	Description	Administrator	Meeting Count	May Modify Own Profile	May Enroll Participants In Courses	May Create Meetings	Details
1	Anderson	Steve	STEVE-TEST-SUPERVISOR	Active		STEVE-ADMIN	1	True	True	True	View
2			STEVE-TEST-SUPERVISOR	Active		STEVE-ADMIN	0	True	True	True	View
3			PHILIP-TEST-SUPERVISOR	Active		PHILIP-ADMIN	0	True	True	True	View
4			PHILIP-TEST-SUPERVISOR	Active		PHILIP-ADMIN	0	True	True	True	View
5			PHILIP-TEST-SUPERVISOR	Active		PHILIP-ADMIN	0	True	True	True	View
6	Anderson	Steve	STEVE-TEST-SUPERVISOR	Active		STEVE-ADMIN	8	True	True	True	View
7			PHILIP-TEST-SUPERVISOR	Active		PHILIP-ADMIN	0	True	True	True	View
8	Stewart	Philip	PHILIP_SUPERVISOR	Active		PHILIP_ADMIN	2	True	True	True	View
9			TESTTEST	Active		STEVE-ADMIN	0	True	True	True	View
10			TEST-SUPERVISOR	Active		STEVE-ADMIN	5	True	True	True	View

Information On This Screen

Item	Description
Supervisor	The number of the Supervisor in this list.
Last Name	The user's last name.
First Name	The user's first name.
Username	The user's <i>username</i> .
Status	The user's status. May be Inactive or Active. Managers can change a user's status by using the <i>User Profile Information</i> screen.
Description	A description of the item.
Administrator	The Administrator who manages this Supervisor.

Item	Description
Meeting Count	The number of <i>Meetings</i> this Supervisor owns.
May Modify Own Profile	Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.) <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  Note: This permission, and the ones below, are configured on the <i>Supervisor Advanced Settings</i> screen. </div>
May Enroll Participants in Courses	Whether the user can enroll Participants in Courses.
May Create Meetings	Whether the user can create <i>Meetings</i> .
Details	Shows more information about the Supervisor. See <i>Details</i> .

Details

If you click the **View** link in the **Details** column, the report shows this:

Login Information

Description	Value
Login Group	GROUP
Username	GROUP_USERNAME
User Display Name	John Thomas
Email Address	john.thomas@blackboard.com
Time Zone	Mountain (North America/Canada, GMT -07:00)
Observe DST	true
Registered	Apr 23, 2012, [Mon] 10:58 AM Mountain (MDT, North America/Canada)
Active	true

Profile Information

Description	Value
Title	MR.
First Name	John
Last Name	Thomas
Area Code	
Phone Number	
Cite/Town	
Prov/State	NONE
Country	NONE

Supervisor Information

Description	Value
Supervisor Description	
Participant Count	1
May Modify Own Profile	true
May Modify Participant Profile	false
May Enroll Participants in Courses	true

Information On This Screen

Item	Description
Login Information	
Login Group	The name of the <i>login group</i> .
Username	The user's <i>username</i> .
User Display Name	The user's display name.
Email Address	The user's email address.
Time Zone	The user's time zone.
Observe DST	Whether the user observes Daylight Savings Time.

Item	Description
Registered	The date and time the user was registered in SAS.
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)
Profile Information	
Title	The user's honorific title. (For example, "Mr." or "Ms.")
First Name	The user's first name.
Last Name	The user's last name.
Area Code	The user's area code.
Phone Number	The user's phone number.
City/Town	The city or town where the user resides.
Prov/State	The province or state where the user resides.
Country	The country where the user resides.
Supervisor Information	
Supervisor Description	A description of the item.
Participant Count	The number of <i>Participants</i> in all Courses, Drop Ins, and Meetings owned by this Supervisor.
May Modify Own Profile	Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.)
May Modify Participant Profile	Whether the user can modify Participants' profiles.
May Enroll Participants in Courses	Whether the user can enroll Participants in Courses.

Many of these items are configured on the *Supervisor Advanced Settings* on page 83.

See Also

- *Users* on page 73

Participant Summary Report

This report shows a summary of information about *Participants*. Only Supervisors can run this report.


1. On the main SAS page, click the **Reports** link.
2. In the **Summary Reports** section, click the **Participant Summary Report** link.

The Participant Summary Report opens.

Participant Summary Report									
Participant	Last Name	First Name	Username	Status	Course Sessions Attended	Code Of Conduct	May Modify Own Profile	May Enroll In Courses	Details
1	Sharma	Paul	PAUL_SHARMA	Active	0	False	True	True	View

Information On This Screen

Item	Description
Participant	The number of the Participant in this list.
Last Name	The user's last name.
First Name	The user's first name.
Username	The user's <i>username</i> .
Status	The user's status. May be Inactive or Active. Managers can change a user's status by using the <i>User Profile Information</i> screen.
Course Sessions Attended	The number of Course sessions this user has attended.

Item	Description
Code Of Conduct	Whether this user has agreed to the Code of Conduct. Whether this is required is configured on <i>Participant Advanced Settings</i> screen.
May Modify Own Profile	<p>Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.)</p> <hr/> <p> Note: This permission, and the ones below, are configured on the <i>Participant Advanced Settings</i> screen.</p> <hr/>
May Create Courses	Whether the user can create <i>Courses</i> .
May Enroll in Courses	Whether the user can enroll in Courses.
Details	Clicking the View link shows more information about the Participant. See <i>Details</i> .

Details

If you click the **View** link in the **Details** column, the report shows this:

Login Information	
Description	Value
Login Group	SYSTEM
Username	PHILIP_SUPERVISOR
User Display Name	Philip Supervisor
Email Address	philip.supervisor@harsco.com
Time Zone	Mountain (North America/Canada, GMT -07:00)
Observe DST	true
Registered	Sep 24, 2012, [Mon] 04:15 PM Mountain (MDT, North America/Canada)
Active	true

Profile Information	
Description	Value
Title	NONE
First Name	PHILIP
Last Name	SUPERVISOR
Area Code	
Phone Number	
City/Town	
Prov/State	NONE
Country	NONE

Participant Information	
Description	Value
Administrator	PHILIP_SUPERVISOR
Supervisor	PHILIP_SUPERVISOR
Sessions Attended	0
Accepted Code Of Conduct	false
Acknowledged Orientation Reminder	false
May Modify Own Profile	true
May Enroll In Courses	true

Information On This Screen

Item	Description
Login Information	
Login Group	The name of the <i>login group</i> .
Username	The user's <i>username</i> .
User Display Name	The user's display name.
Email Address	The user's email address.
Time Zone	The user's time zone.
Observe DST	Whether the user observes Daylight Savings Time.
Registered	The date and time the user was registered in SAS.
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)
Profile Information	
Title	The user's honorific title. (For example, "Mr." or "Ms.")
First Name	The user's first name.
Last Name	The user's last name.
Area Code	The user's area code.
Phone Number	The user's phone number.
City/Town	The city or town where the user resides.
Prov/State	The province or state where the user resides.
Country	The country where the user resides.
Administrator Information	
Administrator	The Administrator who <i>owns</i> this user.
Supervisor	The Supervisor who <i>owns</i> this user.

Item	Description
Sessions Attended	The number of sessions this user has attended.
Accepted Code of Conduct	Whether this user has agreed to the Code of Conduct.
Acknowledged Orientation Reminder	Whether this user has acknowledged the orientation reminder. Whether this is required is configured on <i>Participant Advanced Settings</i> screen.
May Modify Own Profile	Whether the user can modify their own profile. (The profile can be viewed on the <i>User Profile Information</i> screen.)
May Enroll in Courses	Whether the user can enroll in Courses.

See Also

- *Users* in the *Utilities Page* section

Session Summary Report

This report shows a summary of information about *sessions*. Managers and Administrators can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Summary Reports** section, click the **Session Summary Report** link.

The Session Summary Report opens.

Session Summary Report						
Session Quota	Session Quota Used					
10000	6.28					
Session Category	% Unattended	Past	Idle	Running	Future	Totals
Course	97.59	166	1	0	5	172
Drop In	40.62	32	0	0	0	32
Meeting	14.32	398	25	1	0	424
Totals	38.93	596	26	1	5	628

Information On This Screen

Item	Description
Session Quota	The number of sessions your login group is allowed to use.
Session Quota Used	The number of sessions you are currently using.
Session Category	The category of session: <i>Course</i> , <i>Drop In</i> , <i>Meeting</i> , or none.
% Unattended	The percentages of sessions that were unattended.
Past	The number of sessions that occurred in the past.
Idle	The number of sessions that are currently idle. An idle session is one that is scheduled but which doesn't have a Room currently open. (So no one is in attendance.)
Running	The number of sessions that are currently running. For more information, see the <i>Running Session Report</i> below.
Future	The number of sessions that are scheduled to occur in the future.
Totals	The total number of sessions.

See Also

Courses, *Drop Ins*, and *Meetings* in the *Utilities Page* section

Running Session Report

This report shows information about currently running *sessions*. Managers and Administrators can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Running Session Report** link.

- On the **Running Session Report Criteria** screen, select the information you are interested in.

Running Session Report Criteria
View Report >>

Select An Administrator {All Administrators} ▾

Category Courses Drop Ins Meetings

Output Type HTML CSV

Time Zone Mountain (North America/Canada, GMT -07:00) ▾ Observe DST

Rows Per Page 15 25 50 100

-
- Notes:**
- 1) The **Select An Administrator** list is available only to the Manager.
 - 2) If you are the Manager, you can scroll down to the bottom of the **Select An Administrator** list to select **All Administrators**.
-

- Select the output format (HTML or CSV for a comma-delimited text file).
- Click **View Report**.

The Running Session Report opens.

Running Session Report

Date	Starts	Name	Category	Type	Cost Center	Supervised	Attendees	Attendees
Fri Apr 27 2012	11:20 AM	PLANNING MEETING	Meeting	NONE		No	1	View (1)

Information On This Screen

Item	Description
Date	The date the session started.
Starts	The time the session started.
Name	The name of the session.
Category	The category of session: <i>Course</i> , <i>Drop In</i> , <i>Meeting</i> , or none.
Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)

Item	Description
Cost Center	The <i>cost center</i> for the session.
Supervised	Whether the session is supervised. (Whether the Moderator can view private messages sent between Participants.)
Attendees	The number of attendees in the session.
Attendees	Click the View link to see more information about the attendees. See <i>Active Attendee List</i> below.

Information in the CSV File

If you chose to export to a CSV file, the `running.csv` file contains one line per attendee. It contains the same information as the screen plus these fields:

Item	Description
Attendee	The name of the attendee.
Was Chair	Whether the attendee was a <i>Chair</i> .
Joined At	The date and time the attendee first joined the session.
Left At	The date and time the attendee last left the session.
Active For	The total time the attendee was active in the session.

Active Attendee List

Clicking **View** in the **Attendees** column displays the Active Attendee List.

Active Attendee List						
PHYSICS 101 TUTORIAL						
Attendee	Attendee Name	Authentication	Is Chair	Is User	Joined At	Active For
1	Philp Blanton	{Chair Password}	Yes	Yes	Oct 29, 2012 09:46 AM Mountain (North America/Canada)	00:15:50
2	Philp	{Chair Password}	Yes	Yes	Oct 29, 2012 10:02 AM Mountain (North America/Canada)	00:00:18

Information On This Screen

Item	Description
Attendee	The number of the attendee in this list.
Attendee Name	The name of the attendee.
Authentication	How the attendee authenticated to join the session. <ul style="list-style-type: none">• Chair Password – they used the Chair's password.• Non-Chair Password – they used the password for Non-Chair attendees.• Invitee UID – they were invited to the session.• Drop In Password – they used a password for a Drop In.
Is Chair	Whether the attendee a <i>Chair</i> of the session.
Is User	Whether the user is registered in SAS.
Joined At	The date and time the attendee first joined the session.
Active For	The total time the attendee was active in the session.

Session Attendance Report

This report shows information about attendance in *sessions*. Managers, Administrators, and Supervisors can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Session Attendance Report** link.

3. On the **Running Session Report Criteria** screen, select the sessions you are interested in.


Session Attendance Report Criteria View Report >


Select An Administrator {All Administrators} ▾

Category Courses Drop Ins Meetings

Sort Order By Time By Name

Output Type HTML CSV

Start Date 2012 ▾ Aug ▾ 30 ▾ 

End Date 2012 ▾ Sep ▾ 28 ▾ 

Time Zone Mountain (North America/Canada, GMT -07:00) ▾ Observe DST

Rows Per Page 15 25 50 100

Notes:



- 1) The **Select An Administrator** list is available only to the Manager.
 - 2) If you are the Manager, you can scroll down to the bottom of the **Select An Administrator** list to select **All Administrators**.
-

4. Select the output format (HTML or CSV for a comma-delimited text file).

5. Click **View Report**.

The Session Attendance Report opens.

Session Attendance Report										
There are 3 pages of results.										
Date	Starts	Ends	Name	Duration	Category	Type	Cost Center	Owner	Attendees	Details
Thu Aug 30 2012	Thu Aug 30 2012 09:28 AM	Thu Aug 30 2012 09:36 AM	GEMINI BACKLOG GROOMING	00:07:57	Meeting	NONE	NONE		View (7)	View
	Thu Aug 30 2012 09:39 AM	Thu Aug 30 2012 09:43 AM	GEMINI BACKLOG GROOMING	00:03:56	Meeting	NONE	NONE		View (1)	View
	Thu Aug 30 2012 09:45 AM	Thu Aug 30 2012 09:47 AM	GEMINI BACKLOG GROOMING	00:01:50	Meeting	NONE	NONE		View (1)	View
	Thu Aug 30 2012 09:56 AM	Thu Aug 30 2012 10:02 AM	GEMINI BACKLOG GROOMING	00:05:55	Meeting	NONE	NONE		View (1)	View
	Thu Aug 30 2012 10:55 AM	Thu Aug 30 2012 12:16 PM	AGILE TOUCHPOINT SERIES - SR MGMNT	01:21:16	Meeting	NONE	NONE		View (5)	View
	Thu Aug 30 2012 11:15 AM	Thu Aug 30 2012 11:32 AM	V. 12 PRODUCTION	00:16:24	Meeting	NONE	NONE		View (3)	View
Fri Aug 31 2012	Fri Aug 31 2012 05:11 AM	Fri Aug 31 2012 05:13 AM	AGILE TOUCHPOINT SERIES - SR MGMNT	00:01:41	Meeting	NONE	NONE		View (1)	View
	Fri Aug 31 2012 08:27 AM	Fri Aug 31 2012 08:30 AM	GEMINI BACKLOG GROOMING	00:02:18	Meeting	NONE	NONE		View (1)	View
	Fri Aug 31 2012 10:47 AM	Fri Aug 31 2012 11:28 AM	AGILE TOUCHPOINT SERIES - SR MGMNT	00:40:22	Meeting	NONE	NONE		View (1)	View
Sat Sep 01 2012	Sat Sep 01 2012 09:01 AM	Sat Sep 01 2012 10:21 AM	TOM'S VOFFICE	01:20:03	Meeting	MEETING	NONE		View (3)	View
Tue Sep 04 2012	Tue Sep 04 2012 11:51 AM	Tue Sep 04 2012 01:00 PM	AGILE TOUCHPOINT SERIES - SR MGMNT	01:08:29	Meeting	NONE	NONE		View (14)	View
Thu Sep 06 2012	Thu Sep 06 2012 08:59 AM	Thu Sep 06 2012 11:03 AM	AGILE TOUCHPOINT SERIES - SR MGMNT	02:03:40	Meeting	NONE	NONE		View (6)	View
	Thu Sep 06 2012 09:15 AM	Thu Sep 06 2012 10:26 AM	GEMINI BACKLOG GROOMING	01:10:50	Meeting	NONE	NONE		View (10)	View
	Thu Sep 06 2012 01:25 PM	Thu Sep 06 2012 01:46 PM	KENS ROOM	00:21:06	Meeting	NONE	NONE		View (1)	View
	Thu Sep 06 2012 01:51 PM	Thu Sep 06 2012 02:14 PM	KENS ROOM	00:22:28	Meeting	NONE	NONE		View (2)	View

Information On This Screen

Item	Description
Date	The date of the session.
Starts	The date and time the session started.
Ends	The date and time the session ended.
Name	The name of the session.
Duration	The duration of the session.
Category	The category of session: <i>Course, Drop In, Meeting</i> , or none.

Item	Description
Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Cost Center	The <i>cost center</i> for the session.
Owner	The <i>owner</i> of the session.
Attendees	Click the View link to see more information about the attendees. See <i>Attendee List</i> below.
Details	Click the View link to see more information about the room. See <i>Room Detail Report</i> on page 44.

Information in the CSV File

If you chose to export to a CSV file, the `attendance.csv` file contains one line per attendee. It contains the same information as the screen plus these fields:

Item	Description
Attendee	The name of the attendee.
Was Chair	Whether the attendee was a <i>Chair</i> .
Joined At	The date and time the attendee joined the session.
Left At	The date and time the attendee left the session.
Active For	The total time the attendee was in the sessions.

Attendee List

If you click the **View** link in the **Attendees** column on the Session Attendance Report, the Attendee List screen opens.

Attendee List									
GEMINI BACKLOG GROOMING									
Attendee	Attendee Name	Authentication	Is Chair	Is User	Launch Count	First Join	Last Leave	Total Active	Log(s)
1	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:30 AM	2012-09-13 10:07 AM	00:36:55	View (1)
2	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:29 AM	2012-09-13 10:07 AM	00:37:31	View (1)
3	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:25 AM	2012-09-13 10:07 AM	00:41:50	View (2)
4	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:29 AM	2012-09-13 10:07 AM	00:37:34	View (1)
5	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:26 AM	2012-09-13 10:07 AM	00:40:41	View (1)
6	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:28 AM	2012-09-13 10:07 AM	00:38:36	View (1)
7	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:30 AM	2012-09-13 10:07 AM	00:36:40	View (1)
8	ibody	{Non-Chair Password}	Yes	No	1	2012-09-13 09:18 AM	2012-09-13 10:07 AM	00:49:08	View (1)

(You can also open this screen by clicking the **View** link in the **Attendee List** row of the *Room Detail Report* on next page.)

Information On This Screen

Item	Description
Attendee	The number of the attendee in this list.
Attendee Name	The name of the attendee. (This is the name they entered when they joined the session, not necessarily their username in SAS.)
Authentication	How the attendee authenticated to join the session. <ul style="list-style-type: none"> • Chair Password – they used the Chair's password. • Non-Chair Password – they used the password for Non-Chair attendees. • Invitee UID – they were invited to the session. • Drop In Password – they used a password for a Drop In.
Is Chair	Whether the attendee a <i>Chair</i> of the session.
Is User	Whether the user is registered in SAS.
Launch Count	The number of times that attendee launched the session.
First Join	The date and time the attendee first joined the session.
Last Leave	The date and time the attendee last left the session.
Total Active	The total time the attendee was active in the session.
Logs	Click the View link to see information about logs for the attendee. See <i>Attendee Log List</i> below.

Attendee Log List

If you click the **View** link in the **Logs** column on the Attendee List, the Attendee Log List screen opens.

Attendee Log List			
Count	Joined	Left	Duration
1	2013-06-24 08:04 AM	2013-06-24 08:04 AM	00:00:13
2	2013-06-24 08:04 AM	2013-06-24 08:05 AM	00:00:14
3	2013-06-24 08:05 AM	2013-06-24 08:05 AM	00:00:09

Information On This Screen

Item	Description
Count	The number of the row. If the user joined the session multiple times, there will be one row for each time the user joined the session.
Joined	When the attendee joined.
Left	When the attendee left.
Duration	The duration that the attendee was in the session.

Room Detail Report

If you click the **View** link in the **Details** column on the Session Attendance Report, the Room Detail Report screen opens.

Room Detail Report	
GEMINI BACKLOG GROOMING	
Description	Value
Owner	[User Name]
Opened	2012-09-13 09:18 AM
Closed	2012-09-13 10:09 AM
Duration	00:51:09
Category	Meeting
Type	NONE
Cost Center	NONE
Version	12 INTERNAL TESTING ONLY
Recorded	false
Attendee List	View (8)

Information On This Screen

Item	Description
Owner	The owner of the room.
Opened	The date and time the room was opened.
Closed	The date and time the room was closed.
Duration	The total time the room was open.
Category	The category of session: <i>Course</i> , <i>Drop In</i> , <i>Meeting</i> , or none.
Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Cost Center	The <i>cost center</i> for the room.
Version	The name of the web conferencing server that was used to host the room.
Recorded	Whether the room was recorded or not.
Attendee List	Click the View link to see more information about the attendees. See <i>Attendee List</i> on page 42.

Meeting Information Report

This report shows information about all the *Meetings* that occurred in a given time period. Managers, Administrators, and Supervisors can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Meeting Information Report** link.

- On the **Meeting Information Report Criteria** screen, select the information you are interested in.

Meeting Information Report Criteria View Report >>

Select The Meeting Owner: {All Users}

Show By: By Session By Room

Sort Order: By Time By Name

Output Type: HTML CSV

Start Date: 2012 Aug 12

End Date: 2012 Sep 12

Time Zone: Mountain (North America/Canada, GMT -07:00) Observe DST

Rows Per Page: 15 25 50 100

- Select the output format (HTML or CSV for a comma-delimited text file).
- Click **View Report**.

The Meeting Information Report opens.

Blackboard
collaborate

Meeting Information Report

There are 62 pages of results.

Date	Starts	Ends	Name	Type	Hosted By	Version	Rooms	Invitees	Attendees	Recordings	Details
Sun Aug 12 2012	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	AGILE TOUCHPOINT SERIES - SR MGMNT	NONE	Greg Hays	12 INTERNAL TESTING ONLY	117	1	338	14	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	Shannon/John	10.0	0	2	0	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Shannon/John	12 INTERNAL TESTING ONLY	3	1	5	1	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	MEETING	Philip Sherman	10.0	1	1	1	1	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	MEETING	Philip Sherman	10.0	0	1	0	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	DAVID'S V12 ROOM	NONE	David Hays	12 INTERNAL TESTING ONLY	11	1	16	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	GEMINI BACKLOG GROOMING	NONE	Shannon/John	12 INTERNAL TESTING ONLY	50	1	308	1	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	Greg Hays	12 INTERNAL TESTING ONLY	88	1	365	14	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Greg Hays	12	3	1	4	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 101 CURRICULUM PLANNING	NONE	Shannon/John	11	272	1	403	27	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	CHEM 201 CURRICULUM PLANNING	NONE	Shannon/John	10.0 IBM	2	2	2	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	KENS ROOM	NONE	Shannon/John	11	145	1	960	34	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	LIVE 10	NONE	Shannon/John	10.0	1	1	1	0	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	PD MANAGEMENT MEETING SERIES	NONE	Greg Hays	12 INTERNAL TESTING ONLY	9	1	69	2	View
	Sun Aug 12 2012 12:00 AM	Sun Aug 12 2012 11:59 PM	PHIL'S GARAGE	NONE	Phil Starnes	11	3	1	6	0	View

1 2 3 4 5 6 7 8 9 10 Next 10 Pages Jump To Page >>

Information On This Screen

Item	Description
Date	The date of the Meeting.
Starts	The date and time the Meeting started.
Ends	The date and time the Meeting ended.
Name	The name of the Meeting.
Type	The category of session: <i>Course</i> , <i>Drop In</i> , <i>Meeting</i> , or none.
Hosted By	The name of the <i>host</i> .
Version	The version of web conferencing that was used to run the Meeting.
Rooms	The number of rooms used by the Meeting.
Invitees	The number of users invited to the Meeting.
Attendees	The number of attendees in the Meeting.
Recordings	The number of recordings for this Meeting.
Details	Click the View link to see more information about the Meeting. See <i>Details</i> below.

Information in the CSV File

If you chose to export to a CSV file, the `info.csv` file contains the same information as the screen.

Details

If you click the **View** link in the **Details** column on the Meeting Information Report, the Details screen opens.

Details

Description	Value
Session Name	CHEM 101 CURRICULUM PLANNING
Session Type	MEETING
Hosted By	PHILIP ADAMS
Administrator	PHILIP ADAMS
Supervisor	PHILIP ADAMS
Session Starts	Apr 23, 2012, [Mon] 02:00 PM Mountain (North America/Canada)
Session Ends	Aug 31, 2012, [Fri] 03:00 PM Mountain (North America/Canada)
May Join Session	Apr 23, 2012, [Mon] 01:30 PM Mountain (North America/Canada)
Version	10.0
Session Access	RESTRICTED
Recording Mode	MANUAL
Recording Access	RESTRICTED

Information On This Screen

Item	Description
Session Name	The name of the session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Hosted By	The name of the <i>host</i> .
Administrator	The Administrator who <i>owns</i> the Supervisor for this Meeting.
Supervisor	The Supervisor who <i>owns</i> this Meeting.
Session Starts	The start date and time of the session.
Session Ends	The end date and time of the session.

Item	Description
May Join Session	The date and time that attendees can join the session. (The Session Start time minus the boundary time.)
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Session Access	The access restrictions for the session. <ul style="list-style-type: none"> • Private – access to the session is restricted to the session creator. • Restricted – access to the session is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the session is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Recording Mode	The <i>recording mode</i> for the session. <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Recording Access	The access restrictions for recordings of this session. <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.

See Also

- *Meetings*

Course Registration Report

This report shows information about registrations of Enrollees in *Courses*. Managers, Administrators, and Moderators can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Course Registration Report** link.
3. If you are the Manager, select the Administrator you are interested in and click **View Report**.

Course Registration Report Criteria
View Report >

Select An Administrator

{All Administrators}
▼

-
- Notes:**
- 1) This screen is available only to the Manager.
 - 2) You can scroll down to the bottom of the **Select An Administrator** list to select **All Administrators**.
-

4. Select the information you are interested in.

Course Registration Report Criteria
View Report >

Select a Course

ALGEBRA
▼

Output Type

HTML
 CSV

-
- Note:** The **Select A Course** menu is available only to Managers and Administrators.
-

5. Select the output format (HTML or CSV for a comma-delimited text file).
6. Click **View Report**.

The Course Registration Report opens.

Course Registration Report

CHEM 101


Instance Info	Last Name	First Name	Display Name	Username	Email	Date Enrolled	Notifications
FALL 2012 2012-10-01 to 2012-12-31 for 40 Sessions (99 available)	There are no Chairs registered.						
	SHAMMA	PHILIP	Philip Shamma	PHILIP.SHAMMA@	philipshamma@blackboard.com	2012-09-24 03:37 PM	1

Information On This Screen

Item	Description
Instance Info	Information about the Course. Click the purple link to see more information. See <i>Details</i> below.
Last Name	The user's last name.
First Name	The user's first name.
Display Name	The user's display name.
Username	The user's <i>username</i> .
Email	The user's email address.
Date Enrolled	The date and time the user was enrolled in the Course.
Notifications	The number of notifications sent to the user.

Details

This screen shows details about a Course.

Details	
Description	Value
Template Name	CHEM 101
Instance Name	FALL 2012
Session Type	NONE
Hosted By	
Course Start Date	2012-10-01
Course End Date	2012-12-31
Late Enrollment	Late Enrollment Permitted
Open Enrollment	Open Enrollment
Self Enrollment	Participants May Enroll
Enrolled Count	1
Max Enrollees	100
Minimum Level	NONE
Maximum Level	NONE
Sessions	View (40)
Enrollees	View (1)

Information On This Screen

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Hosted By	The name of the <i>host</i> .
Course Start Date	The date the Course starts.
Course End Date	The date the Course ends.
Late Enrollment	Whether late enrollment is allowed. See <i>Course Instances</i> on page 170.
Open Enrollment	Whether open enrollment is allowed.
Self Enrollment	Whether users can enroll themselves.
Enrolled Count	The number of users enrolled in the Course.
Max Enrollees	The maximum number of users who can enroll in the Course.
Minimum Level	The minimum <i>level</i> of user who can attend.
Maximum Level	The maximum <i>level</i> of user who can attend.
Sessions	Click the View link to see more information about the Course sessions. See <i>Course Session List</i> below.
Enrollees	Click the View link to see more information about the Enrollees. See <i>Enrollees</i> on the facing page.

Course Session List

This screen lists Course sessions.

Course Session List

CHEM 101
(FALL 2012)

Session	Start	End	Duration	Rooms
1	Oct 01, 2012, [Mon] 01:00 PM	Oct 01, 2012, [Mon] 04:00 PM	3 hours	0
2	Oct 03, 2012, [Wed] 01:00 PM	Oct 03, 2012, [Wed] 04:00 PM	3 hours	0
3	Oct 05, 2012, [Fri] 01:00 PM	Oct 05, 2012, [Fri] 04:00 PM	3 hours	0
4	Oct 08, 2012, [Mon] 01:00 PM	Oct 08, 2012, [Mon] 04:00 PM	3 hours	0
5	Oct 10, 2012, [Wed] 01:00 PM	Oct 10, 2012, [Wed] 04:00 PM	3 hours	0
6	Oct 12, 2012, [Fri] 01:00 PM	Oct 12, 2012, [Fri] 04:00 PM	3 hours	0
7	Oct 15, 2012, [Mon] 01:00 PM	Oct 15, 2012, [Mon] 04:00 PM	3 hours	0
8	Oct 17, 2012, [Wed] 01:00 PM	Oct 17, 2012, [Wed] 04:00 PM	3 hours	0
9	Oct 19, 2012, [Fri] 01:00 PM	Oct 19, 2012, [Fri] 04:00 PM	3 hours	0
10	Oct 22, 2012, [Mon] 01:00 PM	Oct 22, 2012, [Mon] 04:00 PM	3 hours	0
11	Oct 24, 2012, [Wed] 01:00 PM	Oct 24, 2012, [Wed] 04:00 PM	3 hours	0
12	Oct 26, 2012, [Fri] 01:00 PM	Oct 26, 2012, [Fri] 04:00 PM	3 hours	0
13	Oct 29, 2012, [Mon] 01:00 PM	Oct 29, 2012, [Mon] 04:00 PM	3 hours	0
14	Oct 31, 2012, [Wed] 01:00 PM	Oct 31, 2012, [Wed] 04:00 PM	3 hours	0
15	Nov 02, 2012, [Fri] 01:00 PM	Nov 02, 2012, [Fri] 04:00 PM	3 hours	0
16	Nov 05, 2012, [Mon] 01:00 PM	Nov 05, 2012, [Mon] 04:00 PM	3 hours	0
17	Nov 07, 2012, [Wed] 01:00 PM	Nov 07, 2012, [Wed] 04:00 PM	3 hours	0
18	Nov 09, 2012, [Fri] 01:00 PM	Nov 09, 2012, [Fri] 04:00 PM	3 hours	0

Information On This Screen

Item	Description
Session	The number of the session in this list.
Start	The start date and time of the session.
End	The date and time the session ends.
Duration	The duration of the session.
Rooms	The number of <i>rooms</i> used by the session.

Enrollees

This screen lists Course Enrollees.

Course Registration Report

Template: CHEM 101
Instance: FALL 2012

Participant	Username	First Name	Last Name	Administrator	Supervisor	Enrollment Status	Date Enrolled	Date Withdrew
1	PHILIP_PANTOPAVE	Philip	Pantopave	PHILIP_KOHN	PHILIP_SUPERVISOR	ENROLLED	Sep 24, 2012	

Information On This Screen

Item	Description
Participant	The number of the Participant in this list.
Username	The user's <i>username</i> .
First Name	The user's first name.
Last Name	The user's last name.
Administrator	The Administrator who <i>owns</i> this user.
Supervisor	The Supervisor who <i>owns</i> this user.
Enrollment Status	The status of this user's enrollment. ENROLLED or WITHDRAWN.
Date Enrolled	The date the user enrolled.
Date Withdrew	If the user withdrew, the date it occurred.

See Also

- *Course Enrollment* on page 169

Participant Attendance Report

This report shows information about attendance of *Participants*. Managers, Administrators, and Supervisors can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Participant Attendance Report** link.

- On the **Participant Attendance Report Criteria** screen, select the information you are interested in.

Participant Attendance Report Criteria
View Report >

Output Type HTML CSV

Select A Supervisor [Supervisor List] (Owns the Participants)

Number Of Sessions equals

Start Date 2012 Sep 28

End Date 2012 Sep 28

Time Zone Mountain (North America/Canada, GMT -07:00) Observe DST

Rows Per Page 15 25 50 100

Notes:



- The **Select A Supervisor** list is available only to Managers and Administrators.
- You can scroll down to the bottom of the **Select A Supervisor** list to select **All Supervisors**.

- Select the output format (HTML or CSV for a comma-delimited text file).
- Click **View Report**.


The Participant Attendance Report opens.

Participant Attendance Report

The following participant(s) have attended 1 or more sessions between 2001-09-30 and 2012-09-28:

Attendee	Login Name	Last Name	First Name	Supervisor	Sessions
1	[blurred]	[blurred]	[blurred]	[blurred]	View (3)
2	[blurred]	[blurred]	[blurred]	[blurred]	View (1)
3	[blurred]	[blurred]	[blurred]	[blurred]	View (1)
4	[blurred]	[blurred]	[blurred]	[blurred]	View (1)

Information On This Screen

Item	Description
Attendee	The number of the attendee in this list.
Login Name	The user's <i>username</i> .
Last Name	The user's last name.
First Name	The user's first name.
Supervisor	The <i>Supervisor</i> who <i>owns</i> this user.  Note: This is shown only to Managers and Administrators.
Sessions	Click the View link to see more information about the attendees. See <i>Attendance Participant Detail Report</i> below.

Information in the CSV File

If you chose to export to a CSV file, the `attendance.csv` file contains the same information as the screen plus the following fields:

Item	Description
Room Number	The number of the room in this list.
Room Name	The name of the room.
First Join	The date and time a user first joined the room.
Total Active	The total time attendees were in the room.

Attendance Participant Detail Report

If you click the **View** link in the **Sessions** column, the Attendance Participant Detail Report opens.

Attendance Participant Detail Report

EI-PHU-PART1

Room Number	Room Name	First Join	Total Active
1	DEPLOY SAS 4.1 8.5.3	2009-01-31 09:11 PM	00:02:03
2	SAS 4.2 DEPLOY TEST	2009-01-31 09:33 PM	00:01:06
3	SAS 4.2 DEPLOY TEST	2009-05-30 08:12 PM	00:00:05
4	SAS 4.2 DEPLOY TEST	2009-05-30 08:12 PM	00:00:07

Information On This Screen

Item	Description
Room Number	The number of the room in this list.
Room Name	The name of the room.
First Join	The date and time a user first joined the room.
Total Active	The total time attendees were in the room.

Metric Report

This report shows various metrics for your *login group*. Only the Manager can run this report.

1. On the main SAS page, click the **Reports** link.
2. In the **Comprehensive Reports** section, click the **Metric Report** link.
3. On the **Metric Report Criteria** screen, select the information you are interested in.

Metric Report Criteria

[View Report >>](#)

Output Type HTML CSV

Start Date 2008 Sep 12

Time Zone Mountain (North America/Canada, GMT -07:00) Observe DST

Duration Start Date To Present One Year One Month One Week One Day

4. Select the output format (HTML or CSV for a comma-delimited text file).

5. Click **View Report**.

The Metric Report opens.

Blackboard collaborate Close

Metric Report

NOTE: The values in the last row are adjusted for the entire period. They may not equal the sum of the column.

Login Group ■ ■ ■

License Quota 100

License Burst 150

Start Date Jun 18, 2012, [Mon] 12:00 AM Mountain (North America/Canada)

End Date Dec 18, 2012, [Tue] 12:00 AM Mountain (North America/Canada)

Charts

- [Plot Room Metrics](#)
- [Plot Room and Attendee Metrics](#)
- [Plot Room and Recording Metrics](#)
- [Plot Attendee Metrics](#)
- [Plot Rejoined Attendee Metrics](#)
- [Plot Total and Rejoined Attendee Metrics](#)
- [Plot Recording Metrics](#)
- [Plot Device Usage Metrics](#)

Period	Rooms Started	Max Concurrent Rooms	Rejoined Attendees	Unique Attendees	Total Attendees	Recordings	Linux	Macs	Windows	Desktop Unknowns	Desktop Total	Android Phones	Android Tablets	iPads	IPhones/iPods	Mobile Unknowns	Mobile Total
Jun 18, 2012 - Jul 17, 2012	46	3	6	165	191	9	1	7	18	0	26	0	0	0	0	0	0
Jul 18, 2012 - Aug 17, 2012	40	2	7	144	151	5	4	34	84	0	122	0	0	0	7	0	7
Aug 18, 2012 - Sep 17, 2012	53	2	5	203	208	8	3	57	120	0	180	0	0	2	15	0	17
Sep 18, 2012 - Oct 17, 2012	49	2	13	235	248	12	3	72	157	0	232	0	0	2	6	0	8
Oct 18, 2012 - Nov 17, 2012	62	3	14	255	269	23	1	72	174	0	247	0	0	0	9	0	9
Nov 18, 2012 - Dec 17, 2012	38	3	11	167	178	10	0	60	107	0	167	0	0	1	5	0	6
Total	288	3 (max)	56	1189	1245	67	12	302	660	0	974	0	0	5	42	0	47

Information on this Screen

Item	Description
Period	The reporting period.
Rooms Started	The number of rooms that were started.
Max Concurrent Rooms	The maximum number of concurrent rooms that were open.
Rejoined Attendees	The number of attendees who rejoined rooms.
Unique Attendees	The number of attendees who joined only once.
Total Attendees	The total number of attendees (the Rejoined Attendees plus the Unique Attendees).
Recordings	The number of recordings made.
Linux	The number of Linux desktop machines used to connect to the rooms.
Macs	The number of Apple Macintosh desktop machines used to connect to the rooms.
Windows	The number of Windows desktop machines used to connect to the rooms.

Item	Description
Desktop Unknowns	The number of desktop machines running an unidentified operating system used to connect to the rooms.
Desktop Total	The total number of desktop machines used to connect to the rooms.
Android Phones	The number of Android phones used to connect to the rooms.
Android Tablets	The number of Android tablets used to connect to the rooms.
iPads	The number of iPads used to connect to the rooms.
iPhones & iPods	The number of iPhones and iPods used to connect to the rooms.
Mobile Unknowns	The number of unidentified mobile devices used to connect to the rooms.
Mobile Total	The total number of mobile devices used to connect to the rooms.

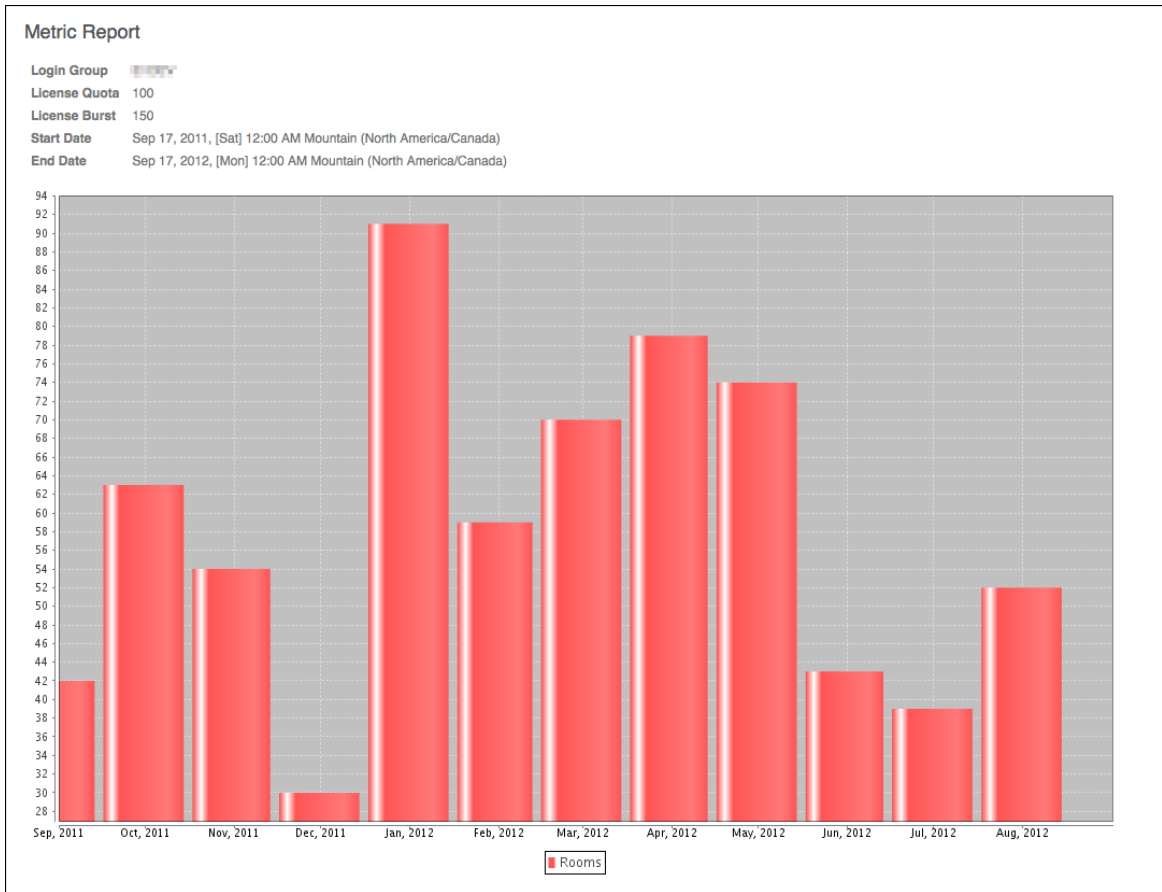
Information in the CSV File

If you chose to export to a CSV file, the `metric.csv` file contains the same information as the screen (except that the **Period** field is split into two fields: **From** and **To**).

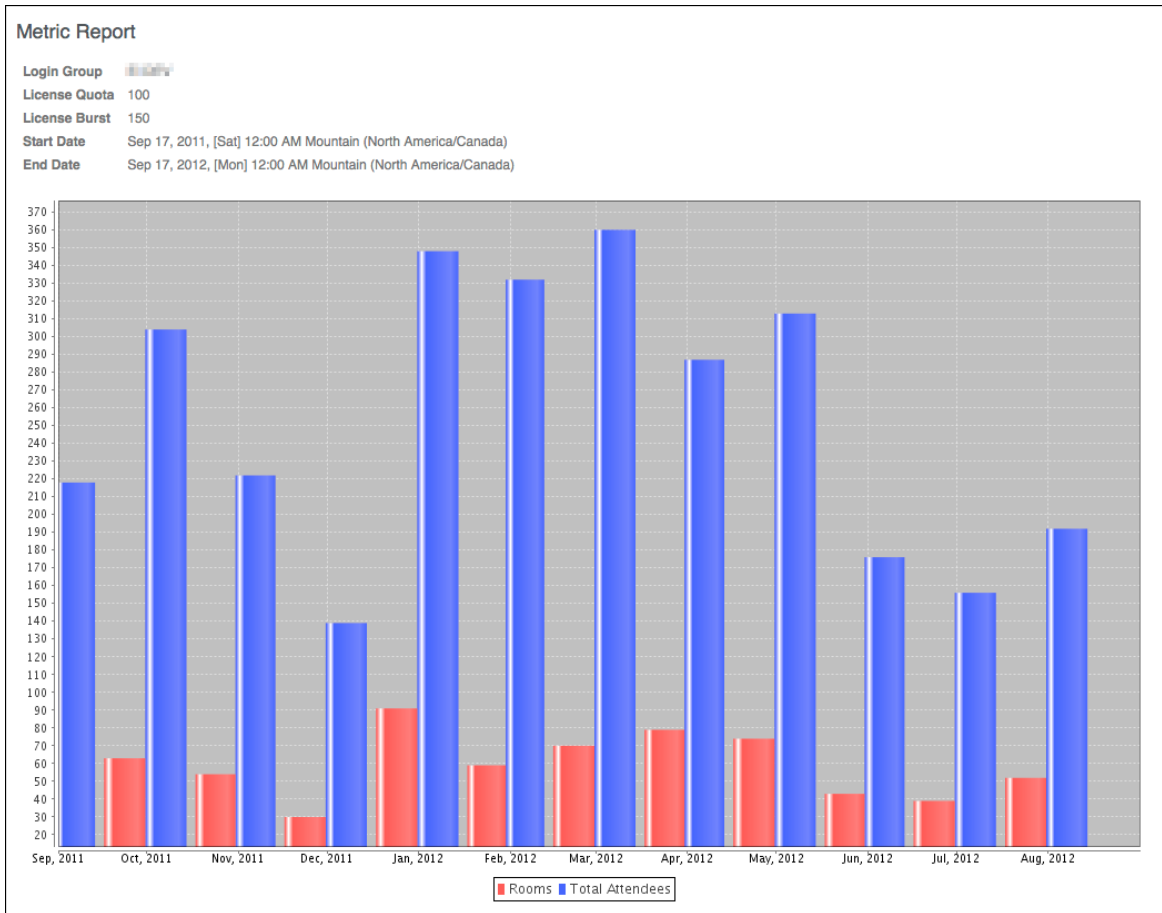
Plotting Room and Recording Metrics

You can also view graphics plots of the data by clicking the following links.

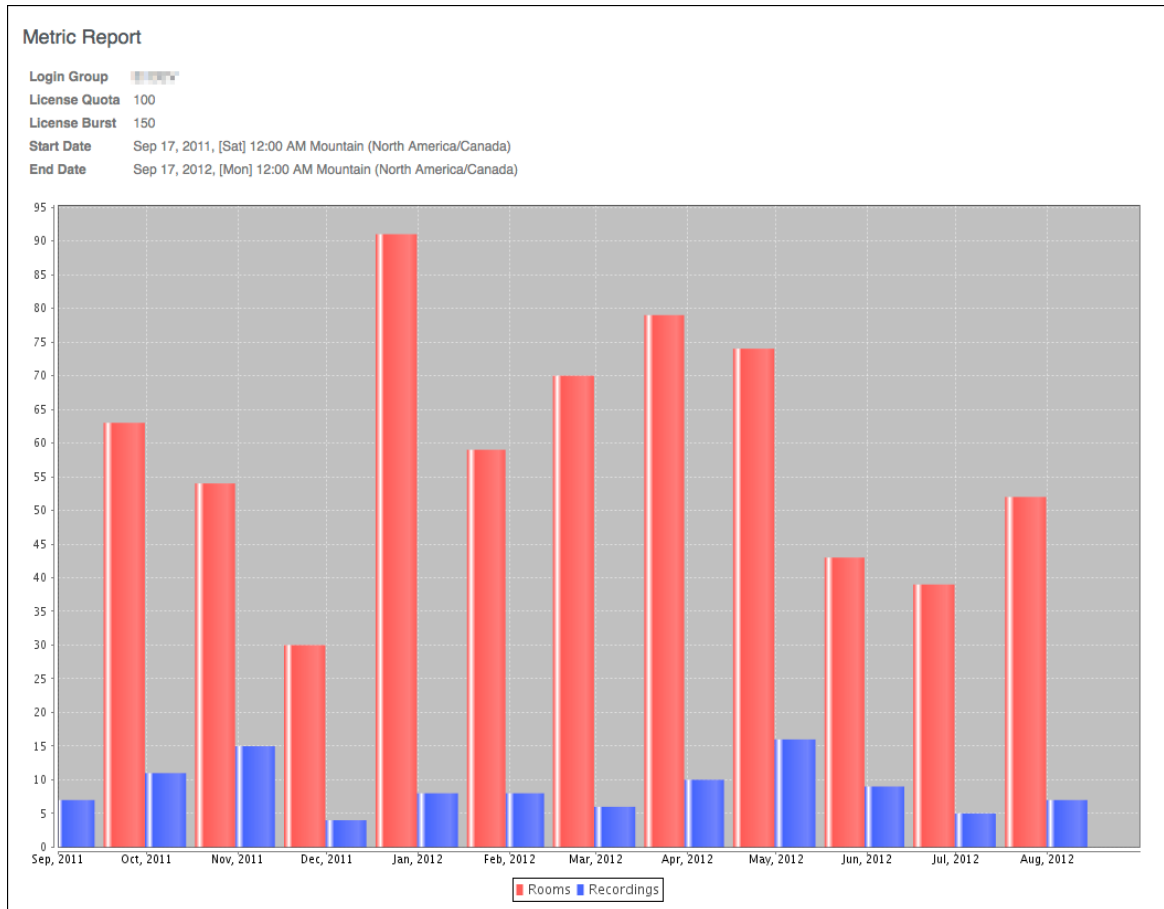
- **Plot Room Metrics** – Shows the number of rooms.



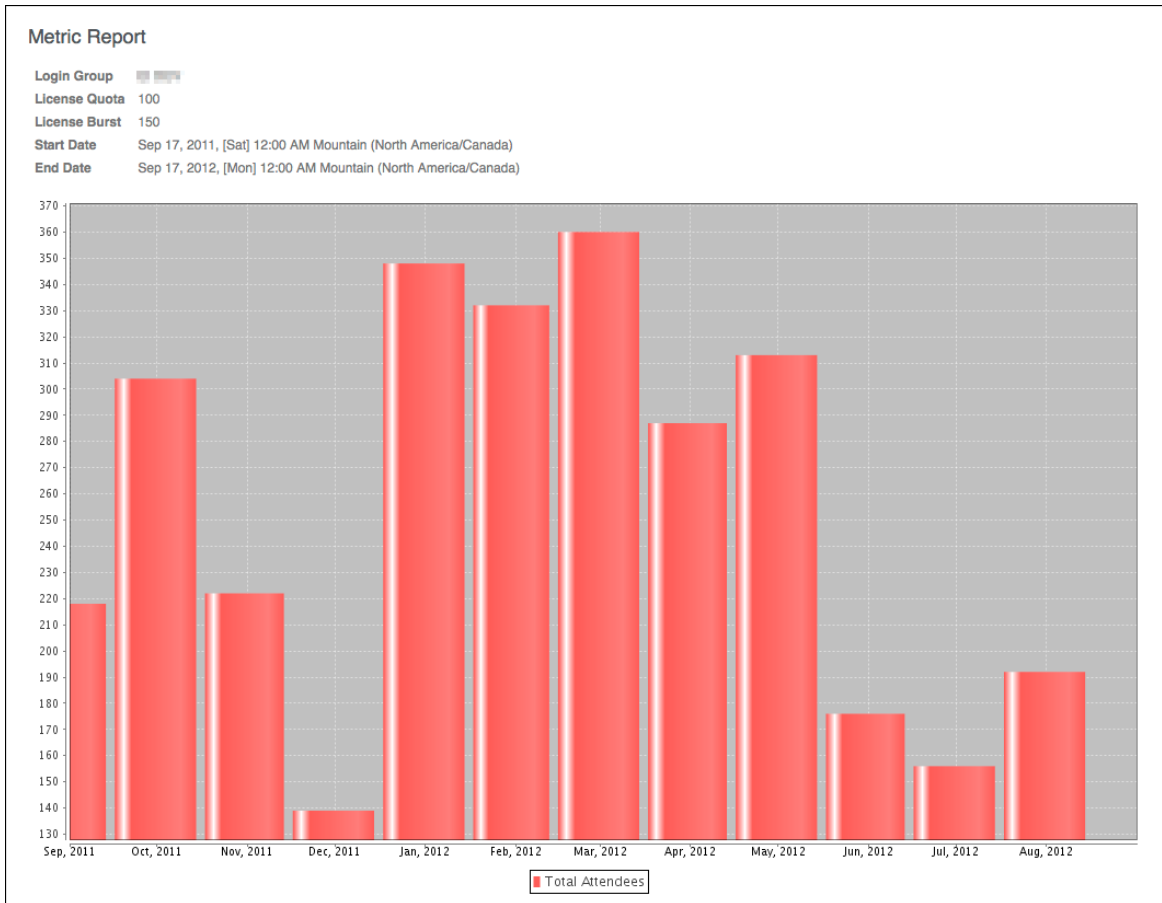
- **Plot Room and Attendee Metrics** – shows the number of rooms and the number of attendees.



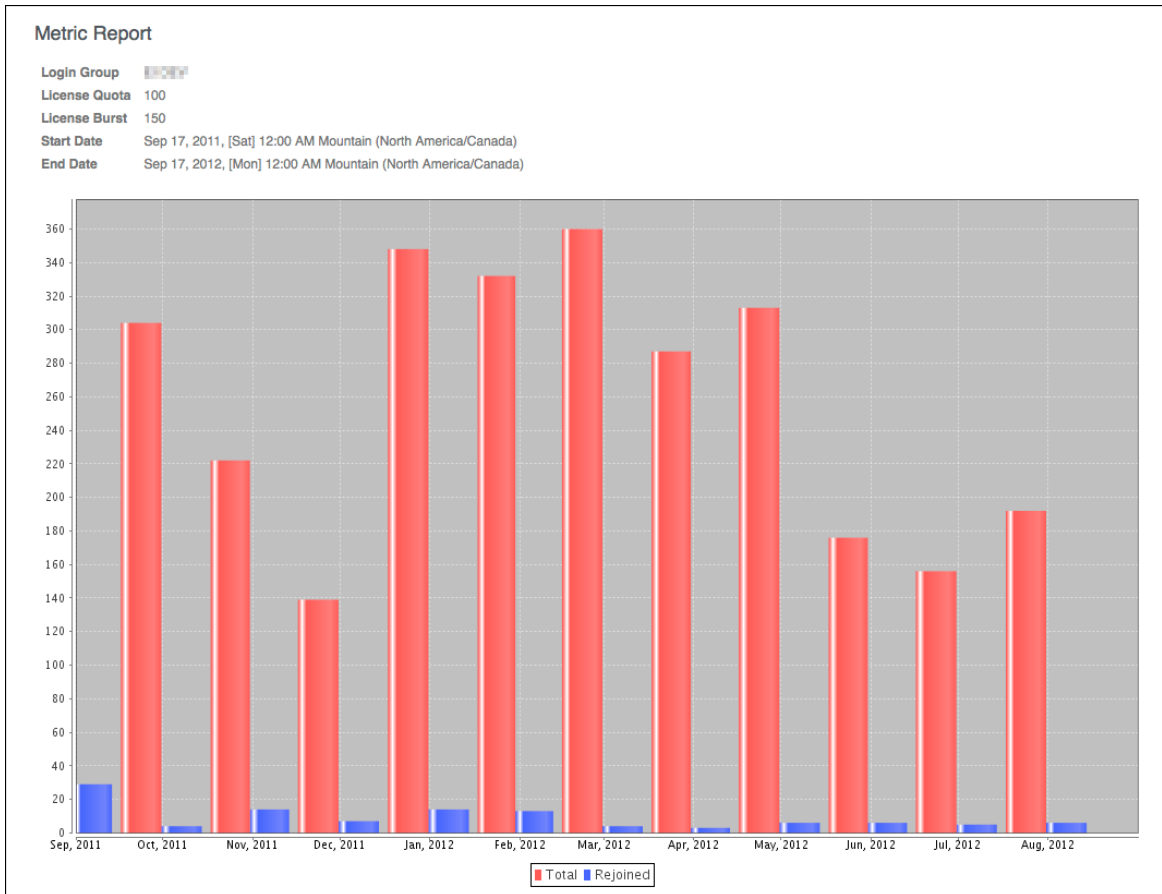
- **Plot Room and Recording Metrics** – shows the number of rooms and the number of recordings.



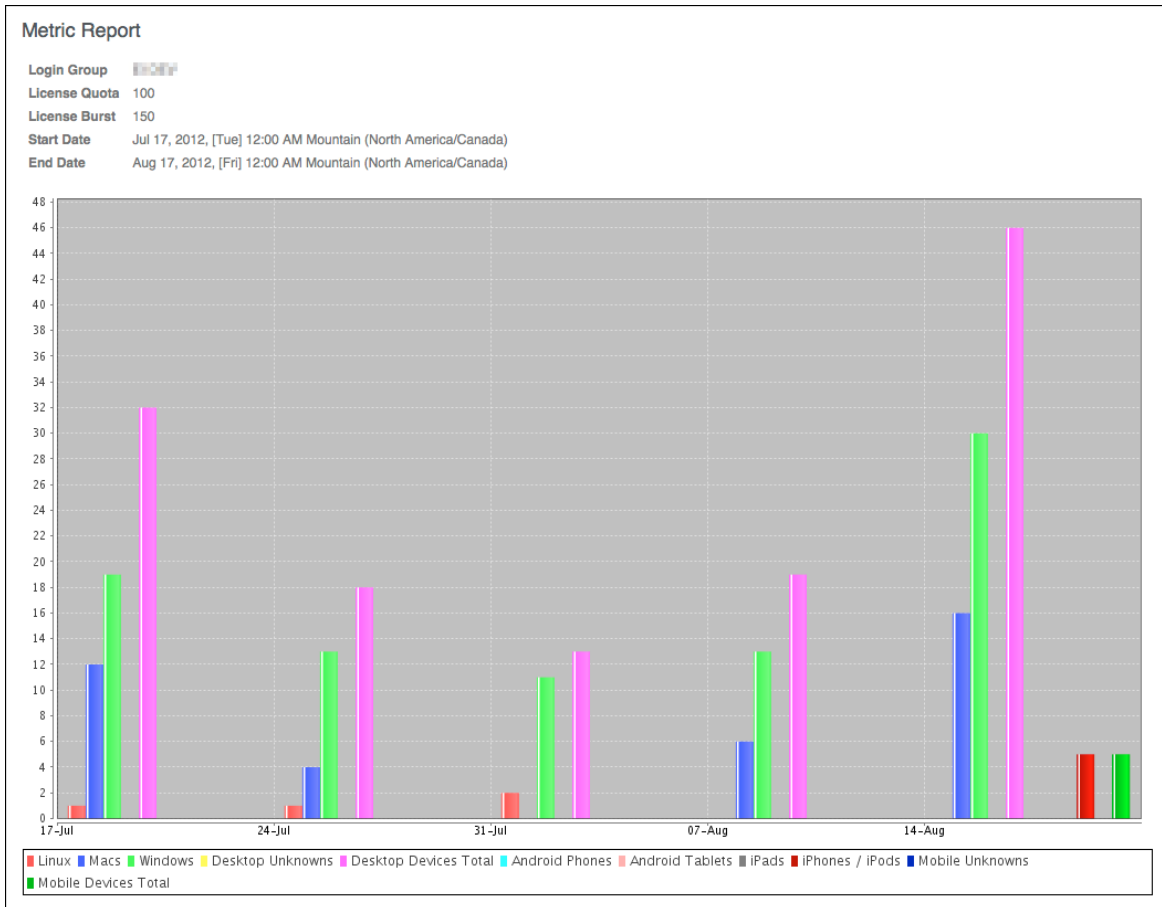
- **Plot Attendee Metrics** – shows the number of attendees.



- **Plot Total and Rejoined Attendee Metrics** – shows the number of attendees and the number of those who rejoined a room.



- **Plot Device Use Metrics** – shows the type of device (such as Windows computer, iPhone, or iPad) that was used to access the rooms.



Chapter 5



Utilities Page

The Utilities page provides utilities to configure SAS and to examine SAS data in detail.

How To Get Here

- Select the **Utilities** tab.

The screenshot shows the Blackboard Collaborate interface with the Utilities tab selected. The navigation bar includes: My Schedule, My Recordings, Profile, Utilities (highlighted), Reports, Software, and Logout. The main content area is divided into two columns of utility categories, each with a help icon (question mark) and a list of sub-utilities:

- User Management**
 - » **Users** Manage and Upload Users.
- Session Management**
 - » **Courses** Manage Course Templates, Instances, Sessions.
 - » **Drop Ins** Manage Drop In Templates and Sessions.
 - » **Meetings** Manage Meeting Sessions, Defaults, and Email Invitations.
- File Management**
 - » **Files** Manage Recording, MultiMedia, and Whiteboard/Plan Files.
- Contact Management**
 - » **Contacts** Manage and Upload Contacts.
- Advanced Settings Management**
 - » **Session Types** Manage Blackboard Collaborate Session Types.
 - » **Labels** Manage Blackboard Collaborate Labels.
 - » **Levels** Manage Course, Drop In, Meeting and User Levels.
 - » **Redirect URLs** Manage Session Redirect URLs.
- Cost Center Management**
 - » **Cost Center** Manage Cost Centers.



Note: The items available on this screen depend on your *role*.

Links On This Screen

Link	Is Available To	Leads to
Users	Manager, Administrators, Supervisors	<i>Users</i> on page 73
Courses	Manager, Administrators	<i>Courses</i> on page 93
Course Enrollment	Administrators, Supervisors	<i>Course Enrollment</i> on page 169
Drop Ins	Manager, Administrators	<i>Drop Ins</i> on page 177
Meetings	Manager, Administrators, Supervisors	<i>Meetings</i> on page 245
Files	Manager, Administrators, Supervisors	<ul style="list-style-type: none"> • If you are the Manager, this link opens the <i>Login Group File Summary</i> screen. • If you are an Administrator, this link opens the <i>Administrator File Summary</i> screen. • If you are a Supervisor, this link opens the <i>Supervisor File Summary</i> screen.
Contacts	Manager, Administrators, Supervisors	<i>Contacts</i> on page 369
Session Types	Manager, Administrators, Supervisors	<i>Session Types</i> on page 375

Link	Is Available To	Leads to
Labels	Manager, Administrators, Supervisors	<i>Label Types</i> on page 385
Levels	Manager, Administrators, Supervisors	<i>Levels</i> on page 395
Redirect URLs	Manager	<i>Redirect URLs</i> on page 407
Cost Centers	Manager, Administrators, Supervisors	<i>Cost Centers</i> on page 409
Recordings	Moderators, Participants	My Recordings. See the <i>SAS Recordings Guide</i> .

Chapter 6



Users

The Users section shows information about *users*.

A *user* is anyone registered in the SAS. This includes *Managers*, *Administrators*, *Supervisors*, *Moderators*, and *Participants*.

How To Get Here

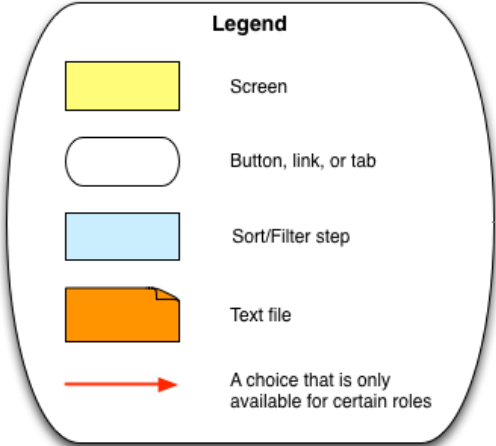
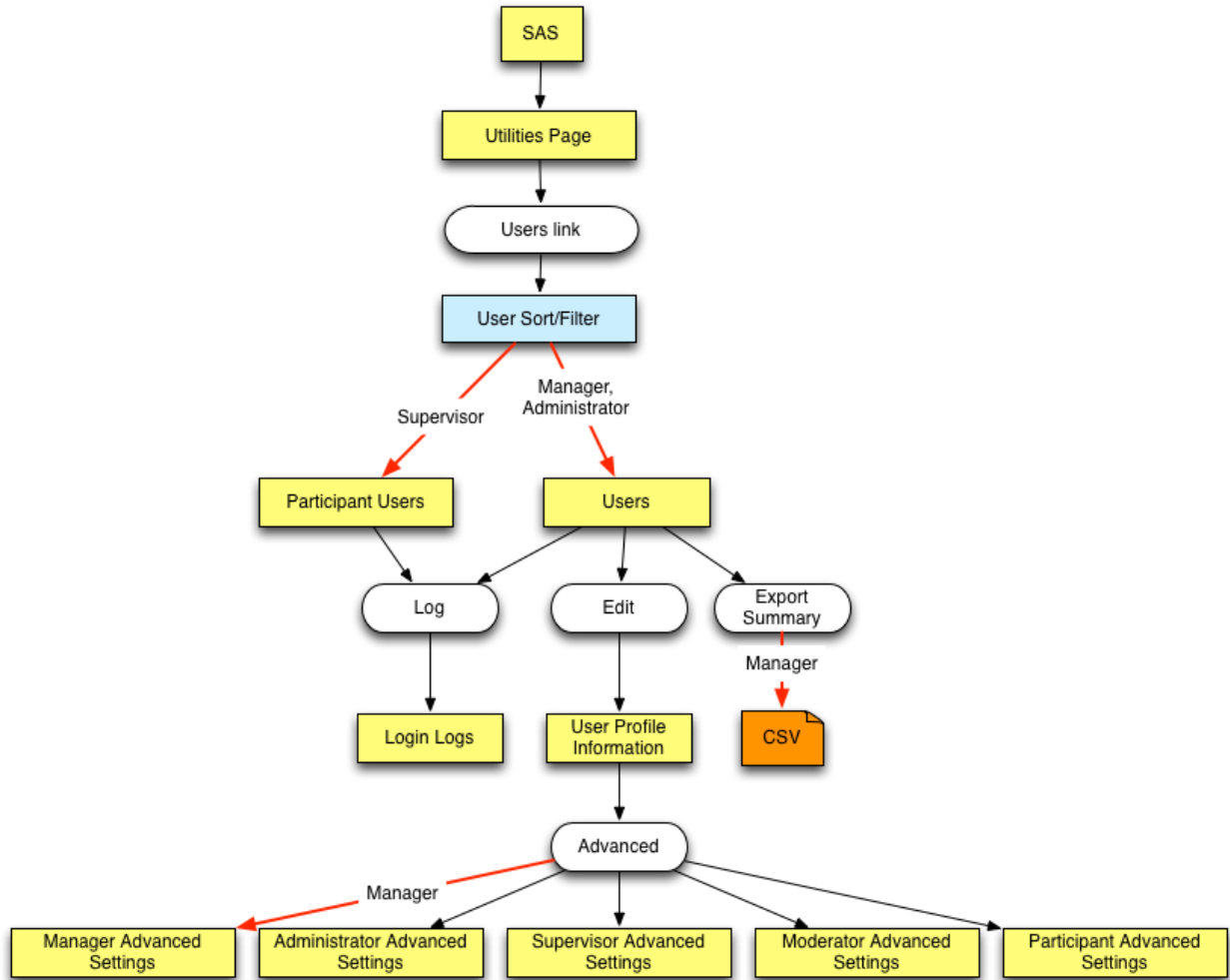
- Click the **Users** link on the *Utilities Page*.

You must be a Manager, Administrator, or Supervisor to access the Users link.

Where This Leads

- If you are the Manager, the **Users** link opens the *Users* screen .
- If you are an Administrator or Supervisor, the **Users** link opens the *Participant Users* screen.

Users Flowchart



Users

This screen shows information about *users*.

- If you are the Manager, then this shows all users.
- If you are an Administrator, then this shows your Moderators, Supervisors, and all users owned by those Supervisors.
- If you are a Supervisor, this shows all the users you own.

Users


Close Sort/Filter All None New Edit Delete User Defaults User Upload CSV Export Summary Log Re-assign First Prev 5 of 6 (95 items) Next Last

	Login Role	Username	Last Name	First Name	Level	Administrator	Supervisor
<input type="checkbox"/>	MODERATOR	ADMINISTRATOR			NONE	ADMINISTRATOR		true	4
<input type="checkbox"/>	MODERATOR	PHILIP_SUPERVISOR	SMITHSON	PHILIP	NONE	ADMINISTRATOR		true	3
<input type="checkbox"/>	MODERATOR	CHARLIE			NONE	ADMINISTRATOR		false	1
<input type="checkbox"/>	MODERATOR	JAMES			NONE	ADMINISTRATOR		true	12
<input type="checkbox"/>	PARTICIPANT	ALYCE-ROSE-BARTS			NONE	ADMINISTRATOR	ALYCE-ROSE-BARTS	true	9
<input type="checkbox"/>	PARTICIPANT	ALYCE-ROSE-BARTS	SMITHSON	ALYCE	NONE	ADMINISTRATOR	ALYCE-ROSE-BARTS	true	2
<input type="checkbox"/>	PARTICIPANT	CHARLIE-PAUL			NONE	ADMINISTRATOR	CHARLIE-PAUL	true	3
<input type="checkbox"/>	PARTICIPANT	CHARLIE-PAUL			NONE	ADMINISTRATOR	CHARLIE-PAUL	true	0
<input type="checkbox"/>	PARTICIPANT	CHARLIE-PAUL			NONE	ADMINISTRATOR	CHARLIE-PAUL	true	0
<input type="checkbox"/>	PARTICIPANT	LEAH-SUMR			NONE	ADMINISTRATOR	LEAH-SUMR	true	6
<input type="checkbox"/>	PARTICIPANT	LEAH-SUMR			NONE	ADMINISTRATOR	LEAH-SUMR	true	1
<input type="checkbox"/>	PARTICIPANT	PHILIP-PARTICIPANT	SMITHSON	PHILIP	NONE	ADMINISTRATOR	PHILIP-SUPERVISOR	true	1
<input type="checkbox"/>	PARTICIPANT	PHILIP-PAUL			NONE	ADMINISTRATOR	PHILIP-PAUL	true	1
<input type="checkbox"/>	SUPERVISOR	ALYCE-ROSE-BARTS	SMITHSON	ALYCE	NONE	ADMINISTRATOR		true	10
<input type="checkbox"/>	SUPERVISOR	ALYCE-ROSE-BARTS			NONE	ADMINISTRATOR		true	6
<input type="checkbox"/>	SUPERVISOR	CHARLIE-PAUL			NONE	ADMINISTRATOR		true	1
<input type="checkbox"/>	SUPERVISOR	CHARLIE-PAUL			NONE	ADMINISTRATOR		true	0
<input type="checkbox"/>	SUPERVISOR	CHARLIE-PAUL			NONE	ADMINISTRATOR		true	0

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Login Role	The user's <i>role</i> .
Username	The user's <i>username</i> .
Last Name	The user's last name.
First Name	The user's first name.
Level	The user's <i>level</i> .
Administrator	<p>The Administrator who is the <i>owner</i> of this user.</p> <hr/> <p> Note: This column is only visible if you are the Manager.</p> <hr/> <p>This field is blank if the user is an Administrator.</p>
Supervisor	<p>The Supervisor of this user.</p> <p>This field is blank if the user is a Supervisor or Moderator.</p>
Active	<p>Whether the user is active or not.</p> <p>(Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)</p>
Logs	<p>The number of times the user has been logged as logging in.</p> <p>Logs can be viewed on the <i>Login Logs</i> screen.</p>

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View detailed information about a user.	<ol style="list-style-type: none"> 1. Select one user. 2. Click the Edit button. 	<i>User Profile Information</i> on the facing page
View information about logins for a user.	<ol style="list-style-type: none"> 1. Select one user. 2. Click the Logs button. 	<i>Login Logs</i> on page 90

Exporting Data (Manager Only)

To export data about users to a text file:

1. Deselect all rows.
2. Press **Export Summary**.

This saves `user.csv`, a comma-separated text file, to disk.

This file contains the same information as the Users screen plus this field:

Item	Description
Email Address	The user's email address.

How To Get Here

- Click the **Users** link on the *Utilities Page*.

User Profile Information

This screen shows detailed information about a *user*.

User Profile Information

Previous Edit Advanced

* Role:	ADMINISTRATOR	Title:	NONE
Administrator:	< Not Applicable >	First Name:	Philip
Supervisor:	< Not Applicable >	Last Name:	Shannon
* Username:	phshannon	Description:	
* Password:	XXXXXXXXXX	Country:	NONE
Confirm Password:	XXXXXXXXXX	State:	NONE
Display Name:	Philip Shannon	City:	
* Email Address:	phshannon@mcgraw-hill.com	Phone:	
Active:	<input checked="" type="checkbox"/> May log in to SAS		
Time Zone:	Mountain (North America/Canada) -07:00		
	<input checked="" type="checkbox"/> Observe DST		
* Level:	NONE	Registered:	2009-11-12 10:46 AM Mountain (North America/Canada)
Login Logs:	13	Deactivated:	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Role	The user's <i>role</i> .
Administrator	The Administrator who <i>owns</i> this user.
Supervisor	The Supervisor who <i>owns</i> this user.
Username	The user's <i>username</i> .
Password	The user's password.
Display Name	The user's display name.
Email Address	The user's email address.
Active	Whether the user is active or not.
Time Zone	The user's time zone.
Level	The user's <i>level</i> .
Login Logs	The number of times the user has been logged as logging in. Logs can be viewed on the <i>Login Logs</i> screen.
Title	The user's honorific title. (For example, "Mr." or "Ms.")
First Name	The user's first name.
Last Name	The user's last name.
Description	A description of the item.
Country	The country where the user resides.
State	The province or state where the user resides.
City	The city or town where the user resides.
Phone	The user's phone number.
Registered	The date and time the user was registered in the SAS.
Deactivated	If the user was deactivated, the date and time it was done. (Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about the user.	Click the Advanced button.	One of the following: <ul style="list-style-type: none">• <i>Manager Advanced Settings</i> below• <i>Administrator Advanced Settings</i> on page 81• <i>Supervisor Advanced Settings</i> on page 83• <i>Moderator Advanced Settings</i> on page 85• <i>Participant Advanced Settings</i> on page 87

How To Get Here



1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.

See the *Users Flowchart* on page 74.

Manager Advanced Settings

This screen shows detailed information about *Managers*.

Manager Advanced Settings

Username:

May Modify:

- Username
- Password
- Display Name
- Email Address
- Profile
- Reserved Seats

Security:

- May Manage User Passwords

May Manage:

- Managers
- Administrators
- Supervisors
- Moderators
- Participants
- Courses
- Drop Ins
- Meetings

May Upload:

- Users
- Contacts
- Courses
- Drop Ins
- Whiteboard/Plan Files
- MultiMedia Files

May Enroll:

- Participants in Courses

Access

You must be a Manager to access this screen.

Information On This Screen

Item	Description
Username	The Manager's <i>username</i> .
May Modify	The items that this Manager may modify: <ul style="list-style-type: none">• Username – The user's <i>username</i>.• Password – The user's password.• Display Name – The user's display name.• Email Address – The user's email address.• Profile – All the other items on the <i>User Profile Information</i> screen besides Username, Password, and Email Address.• Reserved Seats – The number of reserved seats, used for login groups with a "concurrent seat license".
Security	Whether this Manager can manage user passwords.
May Manage	The items that this Manager may manage (<i>own</i>).
May Upload	The items that this Manager may upload.
May Enroll	Whether this Manager can enroll Participants in Courses.

How To Get Here



1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.
3. On the *User Profile Information* screen, click **Advanced**.

See the *Users Flowchart* on page 74.

Administrator Advanced Settings

This screen shows detailed information about *Administrators*.

Administrator Advanced Settings

Username:

May Modify:

- Username
- Password
- Display Name
- Email Address
- Profile
- Reserved Seats

Security:

- May Manage User Passwords

May Manage:

- Supervisors
- Moderators
- Participants
- Courses
- Drop Ins
- Meetings

May Upload:

- Users
- Contacts
- Courses
- Drop Ins
- Whiteboard/Plan Files
- MultiMedia Files

May Enroll:

- Participants in Courses

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Username	The Administrator's <i>username</i> .
May Modify	The items that this Administrator may modify for any user that they manage: <ul style="list-style-type: none">• Username – The user's <i>username</i>.• Password – The user's password.• Display Name – The user's display name.• Email Address – The user's email address.• Profile – All the other items on the <i>User Profile Information</i> screen besides Username, Password, and Email Address.• Reserved Seats – The number of reserved seats, used for login groups with a "concurrent seat license".
Security	Whether this Administrator can manage user passwords.
May Manage	The items that this Administrator may manage (<i>own</i>).
May Upload	The items that this Administrator may upload.
May Enroll	Whether this Administrator can enroll Participants in Courses.

How To Get Here



1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.
3. On the *User Profile Information* screen, click **Advanced**.

See the *Users Flowchart* on page 74.

Supervisor Advanced Settings

This screen shows detailed information about Supervisors.

Supervisor Advanced Settings

Username:

May Modify:

- Username
- Password
- Display Name
- Email Address
- Profile
- Reserved Seats

Security:

- May Manage Participant Passwords

May Manage:

- Participants
- Meetings

May Upload:

- Users
- Contacts
- Whiteboard/Plan Files
- MultiMedia Files

May Enroll:

- Participants in Courses

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Username	The Supervisor's <i>username</i> .
May Modify	The items that this Supervisor may modify for any user that they manage: <ul style="list-style-type: none">• Username – The user's <i>username</i>.• Password – The user's password.• Display Name – The user's display name.• Email Address – The user's email address.• Profile – All the other items on the <i>User Profile Information</i> screen besides Username, Password, and Email Address.• Reserved Seats – The number of reserved seats, used for login groups with a "concurrent seat license".
Security	Whether this Supervisor can manage user passwords.
Many Manage	The items that this Supervisor may manage (<i>own</i>).
May Upload	The items that this Supervisor may upload.
May Enroll	Whether this Supervisor can enroll Participants in Courses.

How To Get Here


1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.
3. On the *User Profile Information* screen, click **Advanced**.


See the *Users Flowchart* on page 74.

Moderator Advanced Settings

This screen shows detailed information about *Moderators*.

Moderator Advanced Settings


Previous


Edit

Username:

May Modify:

<input type="checkbox"/> Username	<input checked="" type="checkbox"/> Password
<input checked="" type="checkbox"/> Display Name	<input checked="" type="checkbox"/> Email Address
<input checked="" type="checkbox"/> Profile	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Username	The Moderator's <i>username</i> .
May Modify	The items that this Supervisor may modify for any user that they manage: <ul style="list-style-type: none"> • Username – The user's <i>username</i>. • Password – The user's password. • Display Name – The user's display name. • Email Address – The user's email address. • Profile – All the other items on the <i>User Profile Information</i> screen besides Username, Password, and Email Address.

How To Get Here




1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.
3. On the *User Profile Information* screen, click **Advanced**.

See the *Users Flowchart* on page 74.

Participant Advanced Settings

This screen shows detailed information about *Participants*.

Participant Advanced Settings

Username:

May Modify:

- Username
- Password
- Display Name
- Email Address
- Profile

Attributes:

- May self-enroll in Courses
- Must accept the 'Code of Conduct'
- Must acknowledge the Orientation reminder
- Has accepted the 'Code of Conduct'
- Has acknowledged the Orientation reminder

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Username	The Participant's <i>username</i> .
May Modify	The items that this Participant may modify for any user that they manage: <ul style="list-style-type: none"> • Username – The user's <i>username</i>. • Password – The user's password. • Display Name – The user's display name. • Email Address – The user's email address. • Profile – All the other items on the <i>User Profile Information</i> screen besides Username, Password, and Email Address.
Attributes	Options for the user. <ul style="list-style-type: none"> • May self-enroll in Courses – Whether they can enroll themselves in Courses. • Must accept the 'Code of Conduct' – Whether they must accept the code of conduct. • Must acknowledge the Orientation reminder – Whether they must acknowledge the orientation reminder. • Has accepted the Code of Conduct – Whether they have accepted the code of conduct. • Has acknowledged the Orientation reminder – Whether they have acknowledged the orientation reminder

How To Get Here

1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Edit**.
3. On the *User Profile Information* screen, click **Advanced**.

See the *Users Flowchart* on page 74.

Participant Users

This screen shows information about *Participants*.

Information On This Screen

Item	Description
Date/Time	The date and time the user logged in.
Log Type	The type of the log. <ul style="list-style-type: none">• LOGIN – the user logged in.• REMINDER – (not currently used)• NOTIFICATION – a new user is created.
Details	The user's username and IP address.

How To Get Here

If you are a Manager or Administrator

1. Click the **Users** link on the *Utilities Page*.
2. On the *Users* screen, select a User and click **Log**.

If you are a Supervisor

1. Click the **Users** link on the *Utilities Page*.
2. On the *Participant Users* screen, select a User and click **Log**.

Chapter 7



Courses

This section shows information about *Courses*.

How To Get Here

- Click the **Courses** link on the *Utilities Page*.

You must be a Manager or Administrator to access the Courses link.

Information Available In This Section

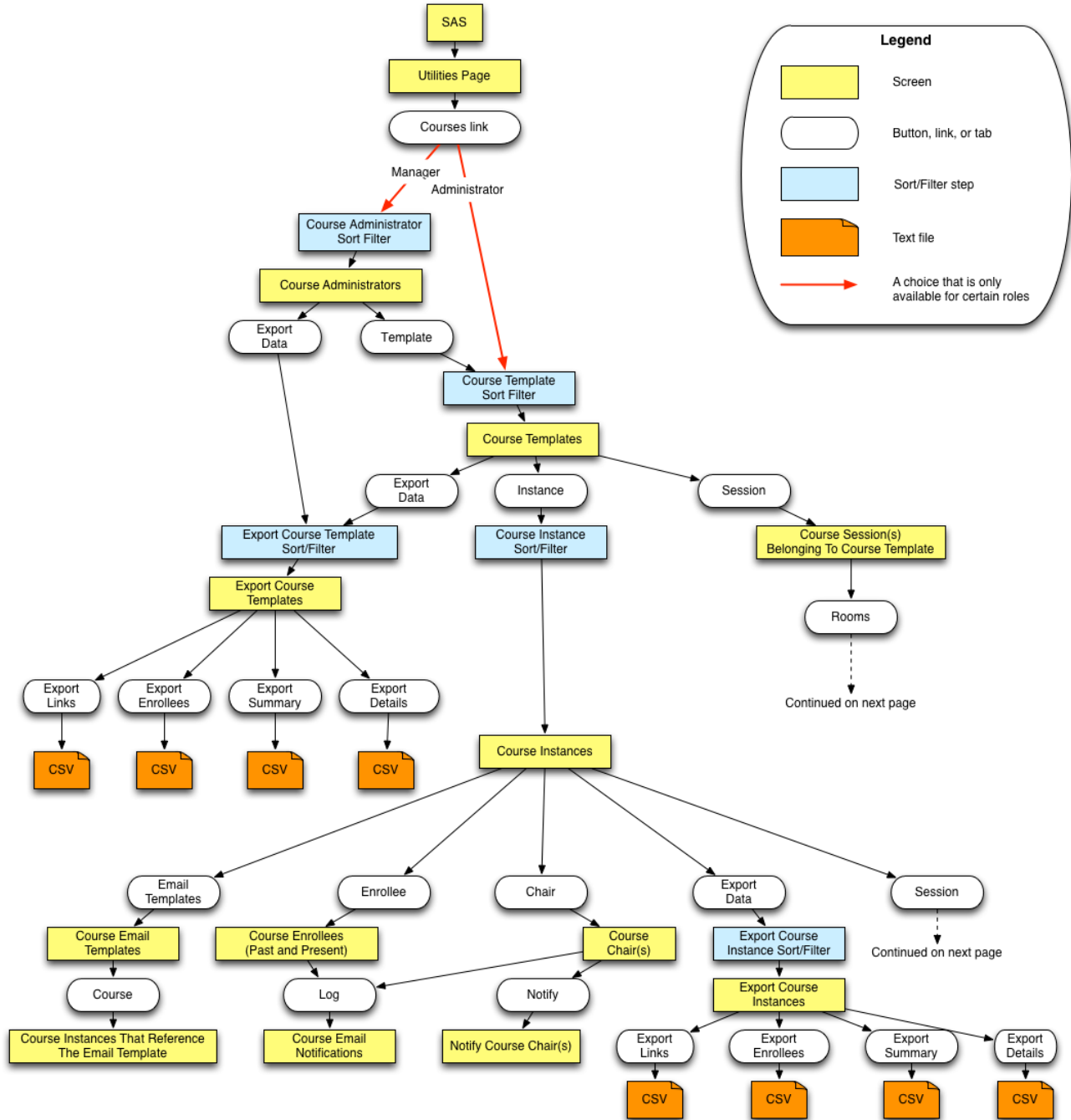
You can find information about ...	On this screen ...
Attendees	<ul style="list-style-type: none"> • <i>Room Attendees</i> on page 338 • <i>Advanced Attendee Information</i> on page 340 • <i>Attendee Log</i> on page 346 • <i>Attendee Map</i> on page 343 • <i>Export Course Templates</i> on page 99 • <i>Export Course Instances</i> on page 116
Course Administrators	<ul style="list-style-type: none"> • <i>Course Administrators</i> on page 97
Course Chairs	<ul style="list-style-type: none"> • <i>Course Chairs</i> on page 113
Course Instances	<ul style="list-style-type: none"> • <i>Course Instances</i> on page 108 • <i>Export Course Instances</i> on page 116 • <i>Export Course Templates</i> on page 99 • <i>Course Instances that Reference the Email Template</i> on page 123
Course Sessions	<ul style="list-style-type: none"> • <i>Course Sessions</i> on page 124 • <i>Advanced Course Session Information</i> on page 131 • <i>Course Sessions Belonging To Course Template</i> on page 105 • <i>Export Course Sessions</i> on page 128 • <i>Export Course Templates</i> on page 99
Course Templates	<ul style="list-style-type: none"> • <i>Course Templates</i> on page 103 • <i>Course Sessions Belonging To Course Template</i> on page 105 • <i>Export Course Templates</i> on page 99 • <i>Rooms</i> on page 280
Email	<ul style="list-style-type: none"> • <i>Course Email Notifications</i> on page 115 • <i>Course Email Templates</i> on page 120 • <i>Course Instances that Reference the Email Template</i> on page 123

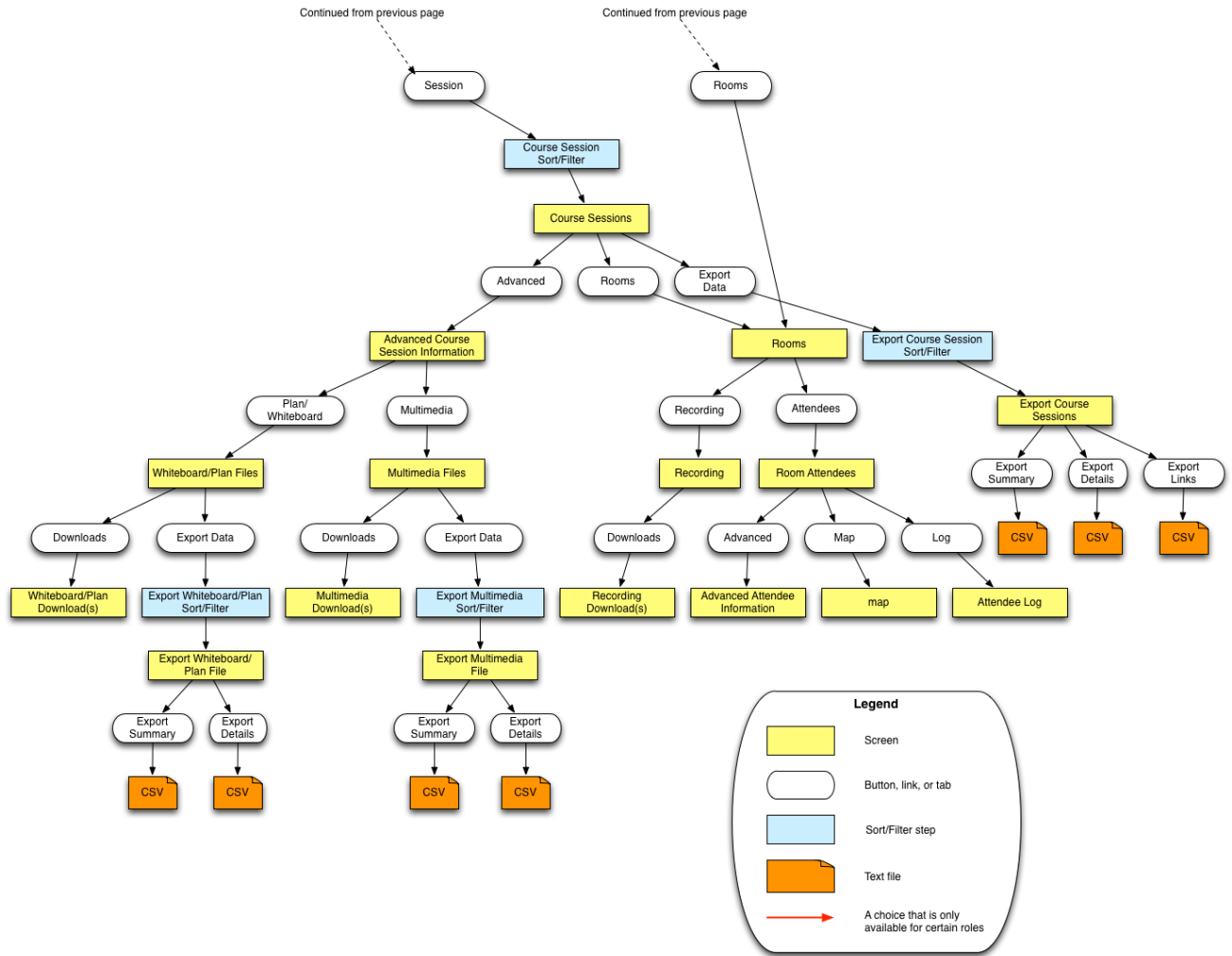
You can find information about ...	On this screen ...
Enrollees	<ul style="list-style-type: none"> • <i>Course Enrollees (Past and Present)</i> on page 111 • <i>Export Course Instances</i> on page 116 <p>See also <i>Course Enrollment</i> on page 169.</p>
Recordings	<ul style="list-style-type: none"> • <i>Recording</i> on page 283 • <i>Recording Downloads</i> on page 348
Rooms	<ul style="list-style-type: none"> • <i>Rooms</i> on page 280
URLs	<ul style="list-style-type: none"> • <i>Export Course Templates</i> on page 99 • <i>Advanced Course Session Information</i> on page 131 • <i>Export Course Instances</i> on page 116
Plan, Whiteboard, and Multimedia Files	<ul style="list-style-type: none"> • <i>Whiteboard/Plan Files</i> on page 272 • <i>Export Whiteboard/Plan File</i> on page 274 • <i>Whiteboard/Plan Downloads</i> on page 277 • <i>Multimedia Download(s)</i> on page 269 • <i>Export Multimedia File</i> on page 266 • <i>Whiteboard/Plan Downloads</i> on page 277 • <i>Export Whiteboard/Plan File</i> on page 274

Where This Leads

- If you are the Manager, the **Courses** link opens the *Course Administrators* screen.
- If you are an Administrator, the **Courses** link opens the *Course Templates* screen.

Courses Flowchart





Course Administrators

This screen shows information about the *Administrators*.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about an Administrator's Course templates.	<ol style="list-style-type: none">1. Select a row.2. Click the Template button.	<i>Course Templates</i> on page 103
Export information about Course templates to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Course Templates</i> below

How To Get Here

- Click the **Courses** link on the *Utilities Page*.

See the *Courses Flowchart* on page 96.

Export Course Templates

This screen shows information about *Course templates* and allows you to export information to a text file. This includes information about the following:


- instances of those templates
- attendees of those instances
- Enrollees of those instances
- recordings of those instances

Export Course Templates								
Owner Name	Template Name	Instance Name	Instance Start	Instance End	Sessions	Attendee:	Enrollees	Recordings
	ALGEBRA	INSTANCE1	UNINITIALIZED	UNINITIALIZED	0	0	0	0
	TEST TEMPLATE	TEST INSTANCE 2	UNINITIALIZED	UNINITIALIZED	0	0	0	0
	TEST COURSE	TESTING INSTANCE	2010-08-22 03:00 PM	2010-08-22 04:30 PM	1	0	1	0
	TEST COURSE	INSTANCE 1	2006-02-26 12:00 AM	2009-07-20 11:00 PM	7	2	0	1
	TEST COURSE	INSTANCE 2	2007-02-12 12:00 PM	2010-10-22 11:00 PM	59	1	0	0
	TEST COURSE	INSTANCE 2010	2010-10-01 09:00 AM	2010-11-29 11:00 AM	26	0	0	0
	TEST COURSE	INSTANCE 2011	2011-08-25 01:15 PM	2011-12-29 05:15 PM	37	0	2	0
	TEST COURSE	INSTANCE 2012	2012-02-10 01:15 PM	2012-03-14 11:00 PM	6	2	1	2
	TEST COURSE	TEST INSTANCE 1998	2007-08-02 12:00 AM	2007-08-02 02:00 AM	1	0	0	0
	TEST COURSE	TEST INSTANCE 1999	2007-08-02 12:00 AM	2007-08-02 01:00 AM	1	0	0	0
	ASTRONOMY	WINTER 2012	2012-02-15 10:00 AM	2012-04-30 06:00 PM	33	0	1	0
	MARCH 08-2007 TEST	MARCH 08 2007	2007-03-08 12:00 AM	2007-03-08 12:00 PM	1	2	0	0
	PHYSICS 101	PHYSICS 101 - FALL	UNINITIALIZED	UNINITIALIZED	0	0	0	0
	PHYSICS 101	PHYSICS 101 - WINTER	UNINITIALIZED	UNINITIALIZED	0	0	0	0
	PHYSICS 101 LAB	PHYSICS 101 LAB - FALL	UNINITIALIZED	UNINITIALIZED	0	0	0	0
	PHYSICS 101 LAB	PHYSICS 101 LAB - WINTER	UNINITIALIZED	UNINITIALIZED	0	0	0	0

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Owner Name	The owner (creator) of the Course template. Only the owner can modify the template.  Note: This column is only shown if you are the Manager.
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Instance Start	The date and time the instance starts.
Instance End	The date and time the instance ends.
Sessions	The number of sessions for this instance.
Attendees	The number of attendees for sessions in the instance.
Enrollees	The number of users enrolled in the instance.
Recordings	The number of recordings for sessions in the instance.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. The values in this file are the same as shown on the Export Course Templates screen.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This saves `sas_export.csv`, a comma-separated text file, to disk. There is a separate line for each attendee in each room. This file contains the same information as the Export Course Templates screen plus the following fields:

Item	Description
Session Start	The date and time the session started.
Session End	The date and time the session ended.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee. (If there were no attendees for the session, this will be blank.)

Item	Description
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS check-box on the <i>User Profile Information</i> screen.)
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the recording file.

Exporting Links (URLs)

To export data about links to a text file:

1. Select one or more rows.
2. Press **Export Links**.

This saves `sas_export.csv`, a comma-separated text file, to disk. The file contains one row per session. This file contains the same information as the Export Course Templates screen plus the following fields:

Item	Description
Session Start	The date and time the session started.
Session End	The date and time the session ended.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

Exporting Data About Enrollees

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Enrollees**.

This saves `sas_export.csv`, a comma-separated text file, to disk. There is one file per Enrollee. This file contains the following information:

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Enrollee Name	The name of the user enrolled in the Course.
Login Name	The user's <i>username</i> .
Email Address	The user's email address.
Supervisor Name	The <i>Supervisor</i> who <i>owns</i> this user.
Attended Count	The number of attendees in all the rooms used by the all the sessions for this instance of the this template.

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. Do one of the following:
 - If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Export Data**.
 - If you are an Administrator, on the *Course Templates* screen select a template and click **Export Data**.

See the *Courses Flowchart* on page 96.

Course Templates

This screen shows information about *Course templates* and their *Course instances*.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about a Course template's instances.	<ol style="list-style-type: none">1. Select a row.2. Click the Instance button.	<i>Course Instances</i> on page 108
View information about the sessions for a template.	<ol style="list-style-type: none">1. Select a row.2. Click the Session button.	<i>Course Sessions Belonging To Course Template</i> below
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Course Templates</i> on page 99

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.

See the *Courses Flowchart* on page 96.

Course Sessions Belonging To Course Template

This screen shows information about *Course sessions* for the *Course template* specified in the *Course Templates* screen.

Course Session(s) Belonging To Course Template									
Instance	Start Time	End Time	Session Type	Label Type	Access	Rec. Mode	Rec. Access	Rooms	
PHYSICS 101 - SUMMER	2012-05-04 09:00 AM	2012-05-04 04:00 PM	NONE	DEFAULT	PUBLIC	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-07 09:00 AM	2012-05-07 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-08 09:00 AM	2012-05-08 06:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	2	
PHYSICS 101 - SUMMER	2012-05-09 09:00 AM	2012-05-09 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	1	
PHYSICS 101 - SUMMER	2012-05-10 09:00 AM	2012-05-10 04:00 PM	NONE	DEFAULT	PUBLIC	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-11 09:00 AM	2012-05-11 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-14 09:00 AM	2012-05-14 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-15 09:00 AM	2012-05-15 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-16 09:00 AM	2012-05-16 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-17 09:00 AM	2012-05-17 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	1	
PHYSICS 101 - SUMMER	2012-05-18 09:00 AM	2012-05-18 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-21 09:00 AM	2012-05-21 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-22 09:00 AM	2012-05-22 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-23 09:00 AM	2012-05-23 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-24 09:00 AM	2012-05-24 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-25 09:00 AM	2012-05-25 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-28 09:00 AM	2012-05-28 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	
PHYSICS 101 - SUMMER	2012-05-29 09:00 AM	2012-05-29 04:00 PM	NONE	DEFAULT	RESTRICTED	MANUAL	RESTRICTED	0	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Instance	The name of the <i>Course instance</i> .
Start Time	The date and time the instance starts.
End Time	The date and time the instance ends.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.

Item	Description
Access	The access restriction for the instance.
Rec. Mode	The <i>recording mode</i> for the instance. <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic – The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Rec. Access	The access restrictions for the recording. <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Rooms	The number of rooms that have been opened for this instance.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the rooms for an instance.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Room button. 	<i>Rooms</i> on page 280

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Session**.

See the *Courses Flowchart* on page 96.

Information On This Screen

Item	Description
Course Instance	The name of the Course instance.
Start Date	The date the instance starts.
End Date	The date the instance ends.
Sessions	The number of sessions for this instance.
Enrollees	The number of users enrolled in the instance.
Chairs	The number of <i>Chairs</i> for this instance.
Course Template	The name of the Course template.
Host Name	The name of the <i>host</i> .

Item	Description
Max Enroll-ees	The maximum number of users who can enroll in this Course.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Description	A description of the item.
Options	Options for the Course. <ul style="list-style-type: none"> • Allow late enrollment – users may enroll after the Course's start date • Open enrollment – any user can enroll regardless of whether they have an SAS account • Participants may enroll – Participants may enroll themselves • Notify Enrollees –send Enrollees an email to confirm their enrollment • Notify Chairs – Notify <i>Chairs</i> by email when a Drop In is created or modified.
Email Tem-plates	The email notification that will be sent. <ul style="list-style-type: none"> • Chair Add – to Chairs, if another Chair is added • Chair Update – to Chairs, if the Course is updated • Chair Remove – to Chairs, if a Chair is removed • Enrollee Enroll – to Enrollees, when they enroll • Enrollee Update – to Enrollees, if the Course is updated • Enrollee Withdraw – to Enrollees, if they withdraw • Recording – to attendees if there is a recording of the session.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about <i>email templates</i> .	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Email Templates button. 	<i>Course Email Templates</i> on page 120
View information about <i>Course sessions</i> .	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Session button. 	<i>Course Sessions</i> on page 124
View information about <i>Course Enrollees</i> .	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Enrollee button. 	<i>Course Enrollees (Past and Present)</i> below
View information about <i>Course Chairs</i> .	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Chair button. 	<i>Course Chairs</i> on page 113
Export information about <i>Course instances</i> to a text file.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Course Instances</i> on page 116

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.

See the *Courses Flowchart* on page 96.

Course Enrollees (Past and Present)

This screen shows information about *Course Enrollees*.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about logs (emails logged being sent to an Enrollee).	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Course Email Notifications</i> on page 173

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Enrollee**.

See the *Courses Flowchart* on page 96.

Course Chairs

This screen shows information about *Course Chairs*.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about emails sent to a Chair.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Course Email Notifications</i> on the facing page

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Chair**.

See the *Courses Flowchart* on page 96.

Course Email Notifications

This screen shows information about emails sent to a user.

This user can be a Chair that was selected on the *Course Chairs* screen or an Enrollee that was selected on the *Course Enrollees (Past and Present)* screen.

Information On This Screen

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Instance Start	The date and time the instance starts.
Instance End	The date and time the instance ends.
Sessions	The number of sessions for this instance.
Rooms	The number of <i>rooms</i> used by the instance.
Attendees	The number of attendees in the instance.
Enrollees	The number of users enrolled in the instance.
Recordings	The number of recordings for this instance.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the same information as the screen.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This saves `sas_export.csv`, a comma-separated text file, to disk. There is one line per attendee. This file contains the following information:

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Instance Start	The date and time the instance starts.
Instance End	The date and time the instance ends.
Owner Name	The user who <i>owns</i> this Course template.
Session Start	The date and time the session started.
Session End	The date and time the session ended.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee.
Active	The time the user was active in the room.
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the recording file.

Exporting Links (URLs)

To export data about links to a text file:

1. Select one or more rows.
2. Press **Export Links**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Instance Name	The name of the <i>Course instance</i> .
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

Exporting Data About Enrollees

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Enrollees**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Enrollee Name	The name of the user enrolled in the Course.
Login Name	The user's username.
Email Address	The user's email address.

Item	Description
Supervisor Name	The <i>Supervisor</i> who <i>owns</i> this user.
Attended Count	The number of attendees in all the rooms used by the all the sessions for this instance of the this template.

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Export Data**.

See the *Courses Flowchart* on page 96.

Course Email Templates

This screen shows information about Course-related *email templates*.

Course Email Templates

1 of 1
(14 items)

Template Typ	Name	Description	Courses	Default	Conten
CHAIR ADD	HTML CHAIR ADD	Standard Chairperson Addition	0	false	HTML
CHAIR ADD	TEXT CHAIR ADD	Standard Chairperson Addition	4	true	TEXT
CHAIR REMOVE	HTML CHAIR REMOVE	Standard Chairperson Removal	0	false	HTML
CHAIR REMOVE	TEXT CHAIR REMOVE	Standard Chairperson Removal	4	true	TEXT
CHAIR UPDATE	HTML CHAIR UPDATE	Standard Chairperson Update	0	false	HTML
CHAIR UPDATE	TEXT CHAIR UPDATE	Standard Chairperson Update	4	true	TEXT
ENROLLEE ENROL	HTML ENROLL	Standard Course Enroll	0	false	HTML
ENROLLEE ENROL	TEXT ENROLL	Standard Course Enroll	4	true	TEXT
ENROLLEE UPDAT	HTML UPDATE	Standard Course Session Update	0	false	HTML
ENROLLEE UPDAT	TEXT UPDATE	Standard Course Session Update	4	true	TEXT
ENROLLEE WITHD	HTML WITHDRAW	Standard Course Withdraw	0	false	HTML
ENROLLEE WITHD	TEXT WITHDRAW	Standard Course Withdraw	4	true	TEXT
RECORDING LINK	HTML COURSE RECORDING	Standard Recording Playback	0	false	HTML
RECORDING LINK	TEXT COURSE RECORDING	Standard Recording Playback	4	true	TEXT

* Template Type:

* Content Type:

* Name:

* Description:

* Sender Name:

* Sender Email:

* Email Subject:

* Email Text:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Template Type	The type of the email notification that will be sent with this template. <ul style="list-style-type: none"> • Chair Add – to Chairs, if another Chair is added • Chair Update – to Chairs, if the Course is updated • Chair Remove – to Chairs, if a Chair is removed • Enrollee Enroll – to Enrollees, when they enroll • Enrollee Update – to Enrollees, if the Course is updated • Enrollee Withdraw – to Enrollees, if they withdraw • Recording Link – to attendees if there is a recording of the session.
Name	The name of the <i>email template</i> .
Description	A description of the item.
Courses	The number of Courses that use this template.
Default	Whether this Content Type (text or HTML) is the default for this type of notification.
Content Type	Whether the content is text or HTML.
Sender Name	The name that will be shown as the sender for this email.
Sender Email	The address that the email will be shown as coming from.
Email Subject	The subject line for the email.
Email Text	The text of the email.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about Course instances that use a template.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. 	<i>Course Instances that Reference the Email Template</i> on the facing page

Information On This Screen

Item	Description
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Date	The date the instance starts.
End Date	The date the instance ends.
Max Enroll	The maximum number of users who can enroll in the Course.
Enrollees	The number of users enrolled in the instance.
Sessions	The number of sessions for this instance.

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Email Templates**.
5. On the *Course Email Templates* screen, select a template and click **Course**.

See the *Courses Flowchart* on page 96.

Course Sessions

This screen shows information about *Course sessions*.

Course Sessions

Previous Sort/Filter All None New Edit Delete Advanced Rooms Join CSV Export Data 1 of 5 (86 items) Next Last

Start Time	End Time	Version	Rec. Mode	Mmx	Wbd	Rooms
2012-05-04 09:00 AM	2012-05-04 04:00 PM	10.0	MANUAL	0	0	0
2012-05-07 09:00 AM	2012-05-07 04:00 PM	10.0	MANUAL	0	0	0
2012-05-08 09:00 AM	2012-05-08 06:00 PM	10.0	MANUAL	0	0	2
2012-05-09 09:00 AM	2012-05-09 04:00 PM	10.0	MANUAL	0	0	1
2012-05-10 09:00 AM	2012-05-10 04:00 PM	10.0	MANUAL	0	0	0
2012-05-11 09:00 AM	2012-05-11 04:00 PM	10.0	MANUAL	0	0	0
2012-05-14 09:00 AM	2012-05-14 04:00 PM	10.0	MANUAL	0	0	0
2012-05-15 09:00 AM	2012-05-15 04:00 PM	10.0	MANUAL	0	0	0
2012-05-16 09:00 AM	2012-05-16 04:00 PM	10.0	MANUAL	0	0	0
2012-05-17 09:00 AM	2012-05-17 04:00 PM	10.0	MANUAL	0	0	1
2012-05-18 09:00 AM	2012-05-18 04:00 PM	10.0	MANUAL	0	0	0
2012-05-21 09:00 AM	2012-05-21 04:00 PM	10.0	MANUAL	0	0	0
2012-05-22 09:00 AM	2012-05-22 04:00 PM	10.0	MANUAL	0	0	0
2012-05-23 09:00 AM	2012-05-23 04:00 PM	10.0	MANUAL	0	0	0
2012-05-24 09:00 AM	2012-05-24 04:00 PM	10.0	MANUAL	0	0	0
2012-05-25 09:00 AM	2012-05-25 04:00 PM	10.0	MANUAL	0	0	0
2012-05-28 09:00 AM	2012-05-28 04:00 PM	10.0	MANUAL	0	0	0
2012-05-29 09:00 AM	2012-05-29 04:00 PM	10.0	MANUAL	0	0	0

Course Template: PHYSICS 101
 Course Instance: PHYSICS 101 - SUMMER
 Start Time:
 End Time:
 Access: RESTRICTED
 Version: 12
 Label Type: DEFAULT
 Cost Center: NONE
 Boundary Time:
 Max Talkers: Max Cameras:
 Description: View/Edit
 Session Exit URL:
 Options:
 Session is supervised
 Permissions granted on enter
 All participants are Chair
 Follow Chair (Whiteboard)

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Start Time	The date and time the session starts.
End Time	The date and time the session ends.
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Rec. Mode	The <i>recording mode</i> for the session. <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Mmx	The number of Multimedia files uploaded for this session.
Wbd	The number of Whiteboard or Plan files uploaded for this session.
Rooms	The number of <i>rooms</i> used by the session.

Item	Description
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Access	<p>The access restrictions for recordings of this session.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.
Cost Center	The <i>cost center</i> for the session.
Boundary Time	The <i>boundary time</i> for the session.
Max Talkers	The maximum number of users who can use the microphone at the same time.
Max Cameras	The maximum number of users who can use video cameras at the same time.
Description	A description of the item.
Session Exit URL	<p>The URL which Blackboard Collaborate web conferencing will call when the session ends. (Optional.)</p> <p>See also the <i>Redirect URLs</i> screen.</p> <p>If URLs are specified both here and on the <i>Redirect URLs</i> screen, the one specified here will take precedence.</p>

Item	Description
Options	
Session is supervised	Permits <i>Chairs</i> to view all private chat messages in the session.
Permissions granted on enter	All users who join the session as non-Chairs are granted full permissions to session resources such as audio, whiteboard, etc.
All participants are Chair	All users will join the session as a <i>Chair</i> .
Follow Chair (Whiteboard)	Have Participants follow the <i>Chair</i> when the Chair moves to different pages in the whiteboard.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about a session. This includes: <ul style="list-style-type: none"> Plan and whiteboard files multimedia files URLs 	<ol style="list-style-type: none"> Select a row. Click the Advanced button. 	<i>Advanced Course Session Information</i> on page 131
View information about <i>rooms</i> for a session.	<ol style="list-style-type: none"> Select a row. Click the Rooms button. 	<i>Rooms</i> on page 280
Export information to a text file.	<ol style="list-style-type: none"> Deselect all rows. Click the Export Data button. 	<i>Export Course Sessions</i> on next page

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

See the *Courses Flowchart* on page 96.

See Also

- *Course Sessions* in the and *Whiteboard/Plan Files* sections

Export Course Sessions

This screen shows information about *Course sessions* and allows you to export information to a text file.

Export Course Sessions							
Template Name	Instance Name	Session Start	Session End	Rooms	Attendees	Recordings	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-04 09:00 AM	2012-05-04 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-07 09:00 AM	2012-05-07 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-08 09:00 AM	2012-05-08 06:00 PM	2	2	1	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-09 09:00 AM	2012-05-09 04:00 PM	1	1	1	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-10 09:00 AM	2012-05-10 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-11 09:00 AM	2012-05-11 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-14 09:00 AM	2012-05-14 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-15 09:00 AM	2012-05-15 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-16 09:00 AM	2012-05-16 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-17 09:00 AM	2012-05-17 04:00 PM	1	1	1	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-18 09:00 AM	2012-05-18 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-21 09:00 AM	2012-05-21 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-22 09:00 AM	2012-05-22 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-23 09:00 AM	2012-05-23 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-24 09:00 AM	2012-05-24 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-25 09:00 AM	2012-05-25 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-28 09:00 AM	2012-05-28 04:00 PM	0	0	0	
PHYSICS 101	PHYSICS 101 - SUMMER	2012-05-29 09:00 AM	2012-05-29 04:00 PM	0	0	0	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Rooms	The number of <i>rooms</i> used by the session.
Attendees	The number of attendees in all the rooms used by the all the sessions for this instance of the this template.
Recordings	The number of recordings for all the rooms used by the all the sessions for this template.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Owner Name	The <i>owner</i> of the session.
Instance Start	The date and time the instance starts.
Instance End	The date and time the instance ends.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee.
Active	The time the user was active in the room.
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the recording file.

Exporting Links (URLs)

To export details to a text file:

1. Select one or more rows.
2. Click **Export Links**.

This file contains the following information:

Item	Description
Template Name	The name of the template.
Instance Name	The name of the <i>Course instance</i> .
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Owner Name	The <i>owner</i> of the session.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Export Data**.

See the *Courses Flowchart* on page 96.

Advanced Course Session Information

This screen shows information about *Course sessions*.

Advanced Course Session Information

Previous | Plan / Whiteboard | Plan / Whiteboard | Plan / Whiteboard | Multimedia | Add Multimedia | Remove Multimedia

Session Name:

Session UID:

< LINK >

Guest Link:

Playback Link:

Playback List:

Playback Table:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Session UID	A unique identifier of the session.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the Whiteboard and Plan files used by the session.	Click the first Plan/Whiteboard button. 	<i>Whiteboard/Plan Files</i> on page 272
View information about the multimedia files used by the session.	Click the first Multimedia button. 	<i>Multimedia Files</i> on page 264

How To Get Here

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.

See the *Courses Flowchart* on page 96.

Multimedia Files

This screen shows information about the *multimedia files* used by one of the following:

- a *Course session* that was selected on the *Advanced Course Session Information* screen
- a *Drop In* that was selected on the *Advanced Drop In Session Information* screen
- a *Meeting* that was selected on the *Advanced Meeting Session Information* screen

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none">1. Select a row.2. Click the Downloads button.	<i>Multimedia Download(s)</i> on page 269
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Multimedia File</i> on page 266

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.

See the *Meetings Flowchart* on page 246.

See Also

- *Multimedia Files* in the *Files* section

Export Multimedia File

This screen shows information about *multimedia files* and lets you export the information to a text file.

Export MultiMedia File																							
Previous		Sort/Filter		All		None		Export Summary CSV		Export Details CSV		1 of 1 (3 items)		First		Prev		Next		Last			
File Name	Created	Size (MB)	Courses	Drop Ins	Meetings	Defaults	APIs	Downloads															
lesson1.mp3	2012-05-07 09:04 AM	0.0193	0	0	0	0	0	0															
lesson2.mp3	2012-05-07 09:05 AM	0.0193	0	0	0	0	0	0															
lesson3.mp3	2012-05-07 09:05 AM	0.0193	0	0	0	0	0	0															

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.

3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.
6. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.
5. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

See Also

- *Multimedia Downloads* in the *Files* section

Whiteboard/Plan Files

This screen shows information about the *whiteboard files* and *Plan files* used by one of the following:

- a *Course session* that was selected on the *Advanced Course Session Information* screen
- a *Drop In* that was selected on the *Advanced Drop In Session Information* screen
- a *Meeting* that was selected on the *Advanced Meeting Session Information* screen

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none">1. Select one row.2. Click the Downloads button.	<i>Whiteboard/Plan Downloads</i> on page 277
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Whiteboard/Plan File</i> on page 274

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.

See the *Drop Ins Flowchart* on page 178.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The delay between the time the file was requested and when it was delivered.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.

4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Meetings Flowchart* on page 246.

See Also

- in the *Files* section.

Whiteboard/Plan Downloads

This screen shows information about when *whiteboard files* and *Plan files* have been downloaded.

Whiteboard/Plan Download(s)						
Requested	Accessed	Delay	IP Address	Room Name	Attendee	
2009-11-20 02:28 PM	2009-11-20 02:28 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	6	
2009-11-25 05:56 PM	2009-11-25 05:56 PM	000:00:00	216.220.49.214	MIKE'S VIRTUAL OFFICE	1	
2009-12-03 09:55 PM	2009-12-03 09:55 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	2	
2010-01-24 07:36 PM	2010-01-24 07:36 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	1	
2010-03-05 02:31 PM	2010-03-05 02:31 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-03-08 08:38 PM	2010-03-08 08:38 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-03-17 12:25 PM	2010-03-17 12:25 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-05 04:55 AM	2010-05-05 04:55 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-07 08:51 AM	2010-05-07 08:51 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-05-08 10:10 PM	2010-05-08 10:10 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-06-04 10:02 AM	2010-06-04 10:02 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

Information On This Screen

Item	Description
Room Name	The name of the room.
Opened	The date and time the room was opened.
Closed	The date and time the room was closed.
Attendees	The number of attendees in the room.
Recorded	Whether the room was recorded or not.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Cost Center	The <i>cost center</i> for the session.
Server	The name of the web conferencing server that was used to host the room.
Version	The name of the web conferencing server that was used to host the room.
Created	The date and time that the room was created.
Opened	The date and time that the room was created.
Launch Duration	How long it took to launch the room.
Room Duration	How long the room was open.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about attendees for the room	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Attendees button 	<i>Room Attendees</i> on page 338
View information about recordings for the room.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Recording button. 	<i>Recording</i> on page 283

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.






See the *Meetings Flowchart* on page 246.

Access

You must be a Manager, Administrator, or Supervisor to access this screen. (Supervisors can only access this screen via Meetings, not via Drop Ins or Courses.)

Recording

This screen shows information about a recording.

Recording
    
File Name:
Created:
Size (MB):
Playback Link:
Description:
Access:
Options: Enable Recording Viewer Details

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Description	An optional description of the recording.

Item	Description
Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Enable Recording Viewer Details	<p>If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).</p>

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the recording.	Click the Downloads button.	<i>Recording Downloads</i> on page 348

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.

See the *Courses Flowchart* on page 96.

2) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.

See the *Meetings Flowchart* on page 246.

3) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.

See the *Drop Ins Flowchart* on page 178.

Recording Downloads

This screen shows information about downloads for the recording specified on the *Recording* screen.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.
7. On the *Recording* screen, click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.
6. On the *Recording* screen, click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.
5. On the *Recording* screen, click **Downloads**.

See the *Meetings Flowchart* on page 246.

Information On This Screen

Item	Description
Attendee	The name of the attendee.
First Join	The date and time the attendee first joined the room.
Last Leave	The date and time the attendee last left the room.
Active	The time the attendee was active in the room.
Logs	The number of logs for this attendee. Logs can be viewed on the <i>Attendee Log</i> screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about an attendee.	<ol style="list-style-type: none">1. Select a row.2. Click the Advanced button.	<i>Advanced Attendee Information</i> on page 340
View a map of an attendee's location.	<ol style="list-style-type: none">1. Select a row.2. Click the Map button.	<i>Attendee Map</i> on page 343
View information about an attendee's attendance.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Attendee Log</i> on page 346

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.


2. On the *Recording Files* screen, select a recording and click **Attendees**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Advanced Attendee Information

This screen shows information about the attendee specified on the *Room Attendees* screen.

Advanced Attendee Information

 Previous

Session Name:

Attendee Name:

IP Address:

Country:

Prov/State:

City/Town:

ISP:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Attendee Name	The name of the attendee.
IP Address	The IP address of the attendee.
Country	The country where the attendee resides.
Prov/State	The province or state where the attendee resides.
City/Town	The city or town where the attendee resides.
ISP	The Internet Service Provider for the attendee.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

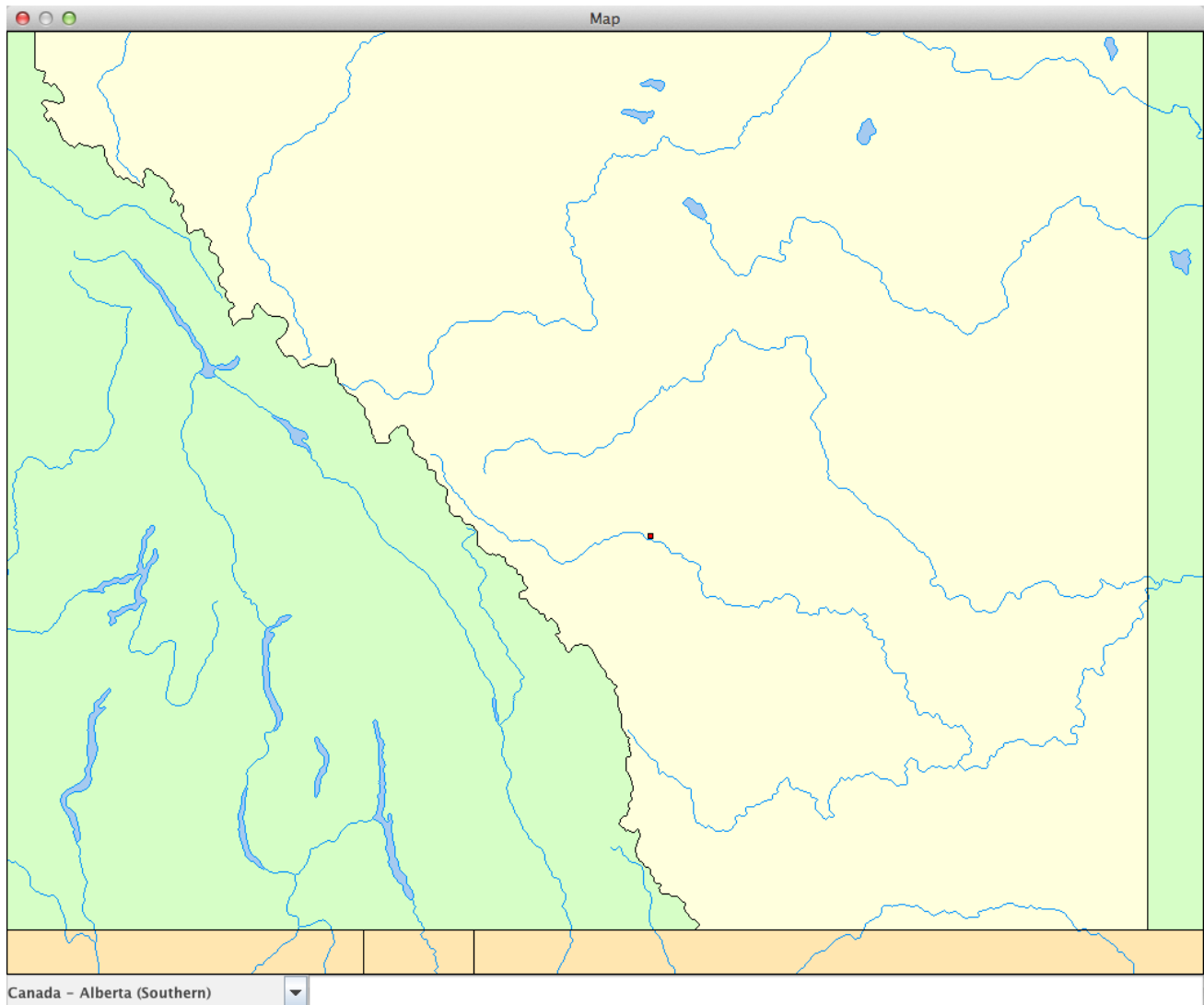
For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Map

This screen shows a map with the location of the attendee specified on the *Room Attendees* screen.



How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Chapter 8



Course Enrollment

This section shows information about which users are enrolled in which *Courses*.

How To Get Here

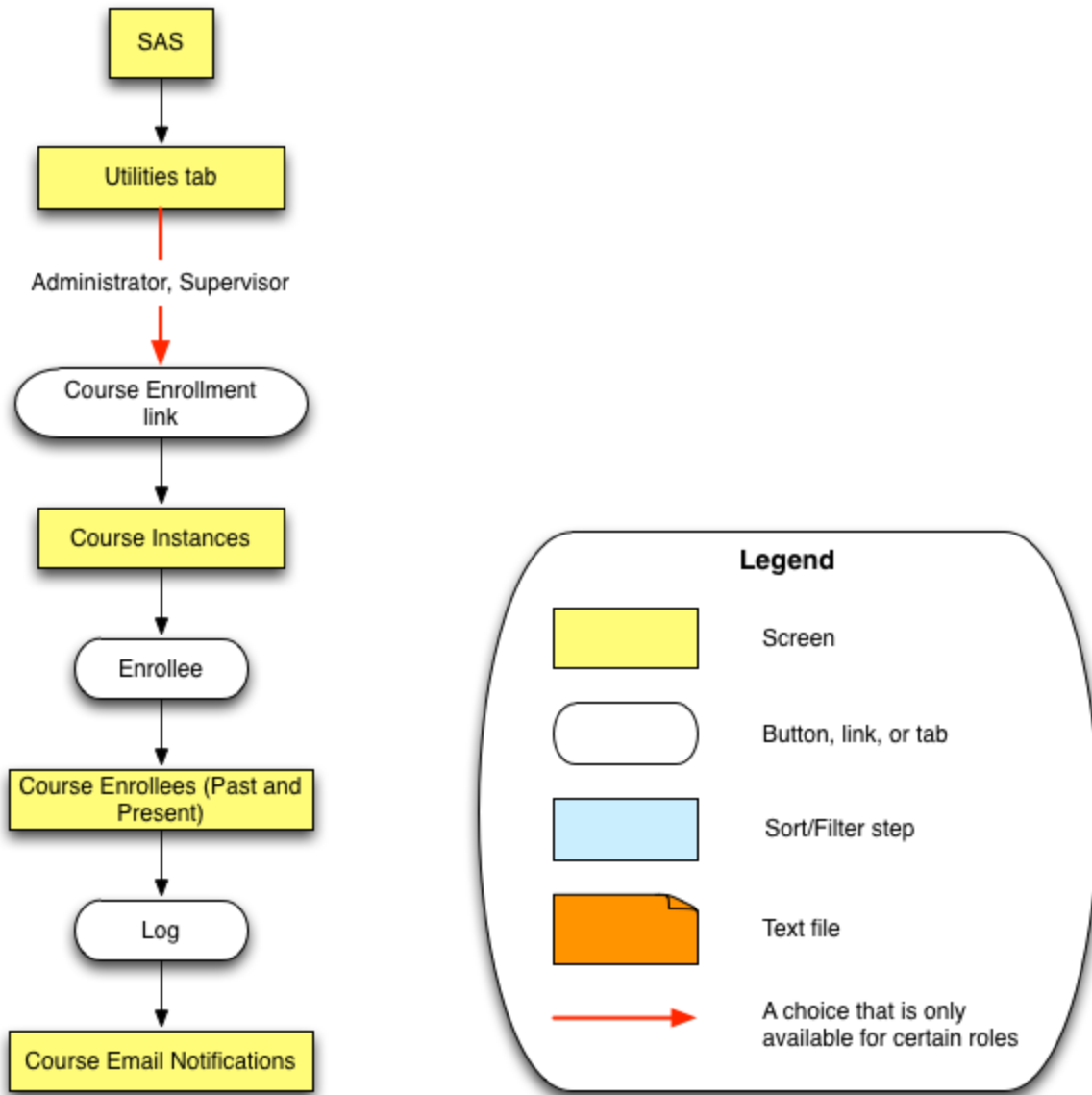
- Click the **Course Enrollment** link on the *Utilities Page*.

You must be an Administrator or Supervisor to access the **Course Enrollment** link. (This section is not visible to Managers.)

Where This Leads

- The **Course Enrollment** link opens the *Course Instances* screen.

Course Enrollment Flowchart



Course Instances

This screen shows information about *Course instances*.

Information On This Screen

Item	Description
State	The Enrollee's status in the Course. ENROLLED or WITHDRAWN.
Username	The user's <i>username</i> .
Display Name	The user's display name.
Administrator	The Administrator who <i>owns</i> this user.
Supervisor	The Supervisor who <i>owns</i> this user.
Enrolled	The date this user was enrolled in the Course.
Withdrew	The date this user withdrew from the Course.
Logs	The number of email notifications that are logged for this user. The logs can be viewed on the <i>Course Email Notifications</i> screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the logs for a user.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Course Email Notifications</i> below

How To Get Here

1. Click the **Course Enrollment** link on the *Utilities Page*.
2. On the *Course Instances* screen, select a Course instance and click **Enrollee**.

See the *Course Enrollment Flowchart* on page 170.

Course Email Notifications

This screen shows information about Course-related emails sent to users.

See the *Course Enrollment Flowchart* on page 170.



Note: If you are a Manager or Administrator, there is another screen called *Course Email Notifications* available in the *Courses* section.

See Also

- *Drop In Email Notifications* on page 237

Chapter 9



Drop Ins

This section shows information about *Drop Ins*.

How To Get Here

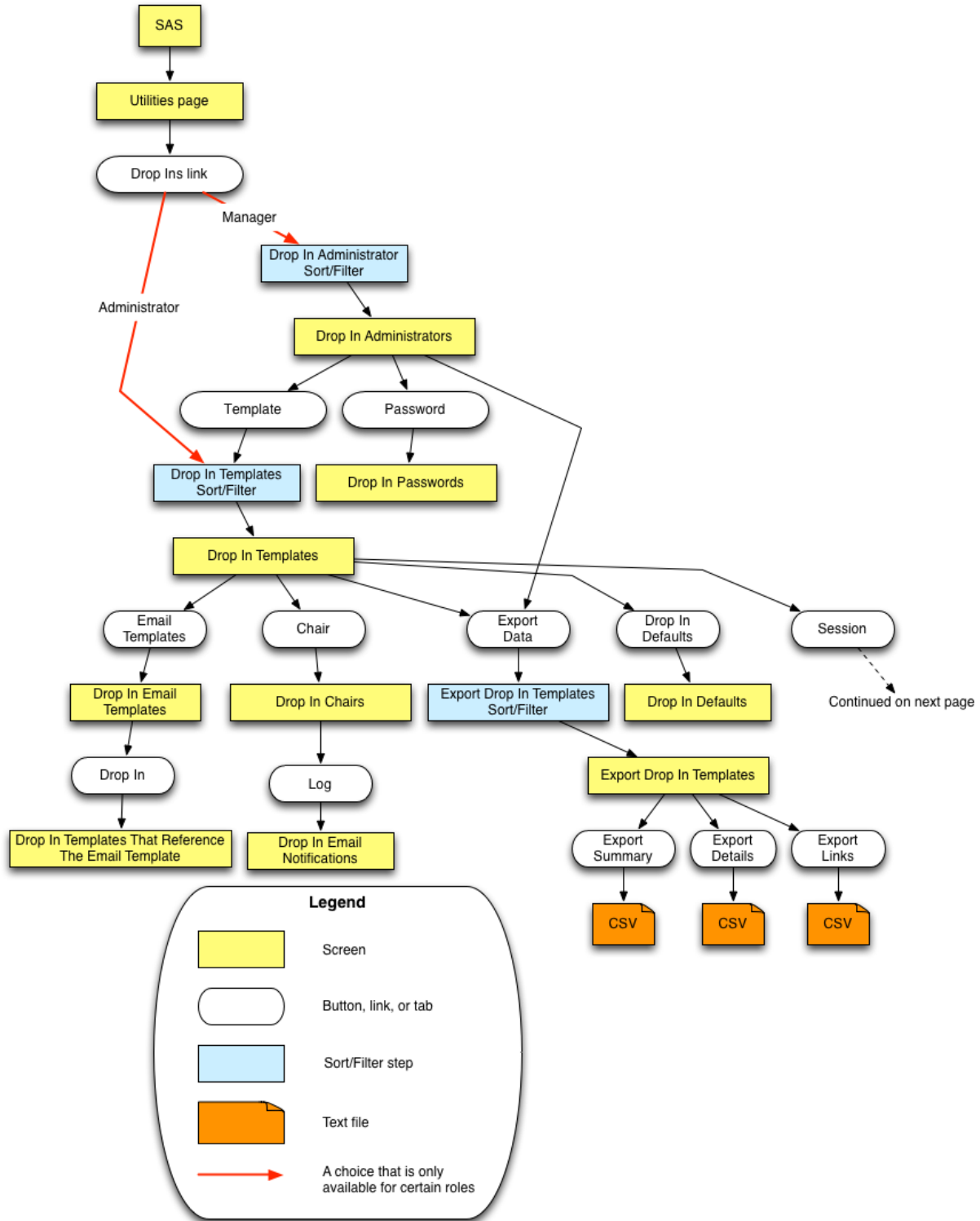
- Click the **Drop Ins** link on the *Utilities Page*.

You must be a Manager or Administrator to access the **Drop Ins** link.

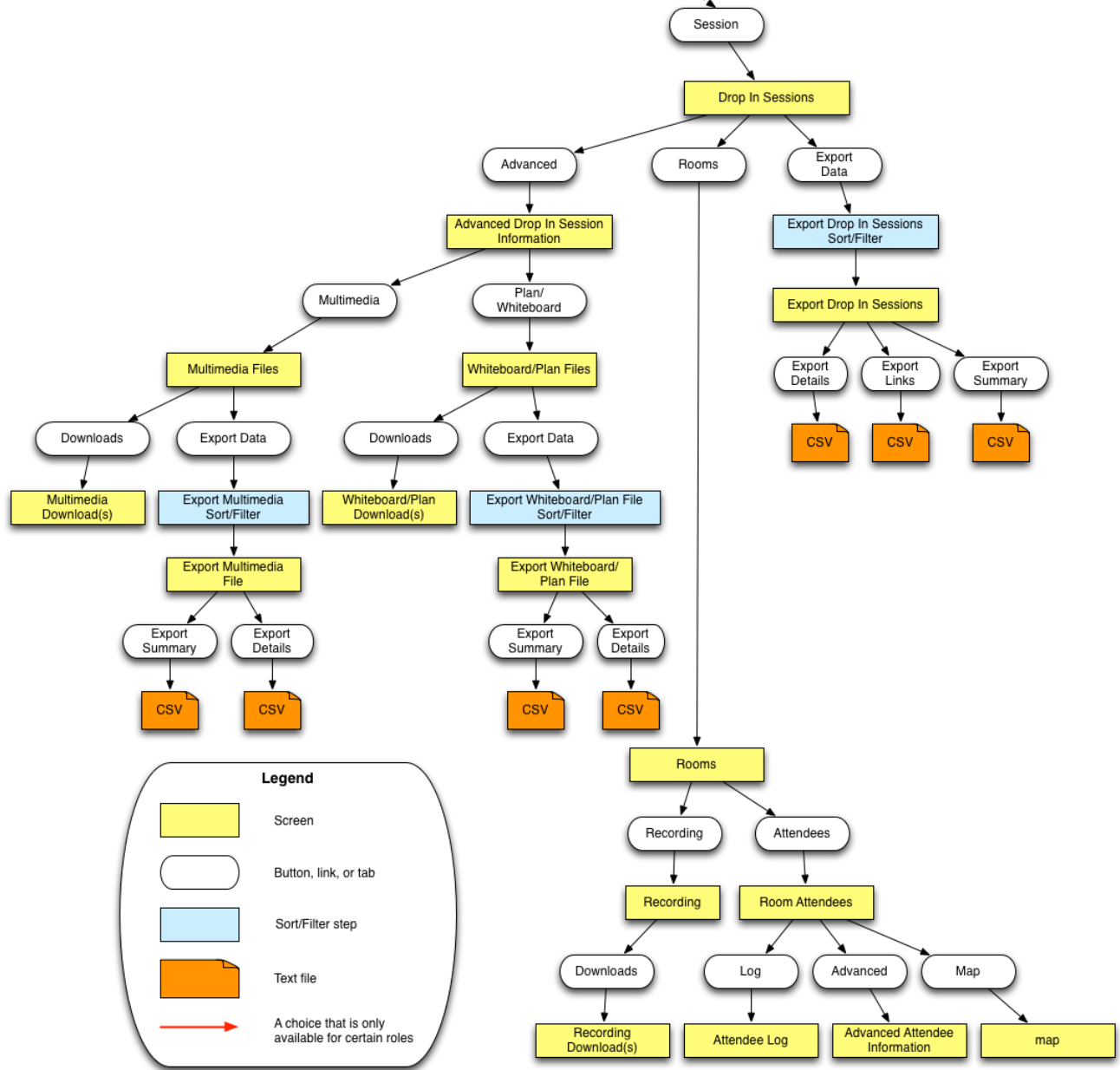
Where This Leads

- If you are the Manager, the **Drop Ins** link opens the *Drop In Administrators* screen.
- If you are an Administrator, the **Drop Ins** link opens the *Drop In Templates* screen.

Drop Ins Flowchart



Continued from previous page



Drop In Administrators

This screen shows information about *Administrators* for *Drop Ins*.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about templates for Drop Ins.	<ol style="list-style-type: none">1. Select one row.2. Click the Templates button.	<i>Drop In Templates</i> on page 183
View information about passwords for Drop Ins.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Password button.	<i>Drop In Passwords</i> below
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Drop In Templates</i> on page 239

How To Get Here

- Click the **Drop Ins** link on the *Utilities Page*.

See the *Drop Ins Flowchart* on page 178.

Drop In Passwords

This screen shows information about passwords for *Drop Ins*.

Passwords are optional. Managers and Administrators can assign one or more of these passwords to a Drop In template via the *Drop In Templates* screen. Managers can also do it by clicking **Add Drop In** on this screen.

Drop In Passwords

Previous Sort/Filter All None New Edit Delete Add Drop In Remove Drop In First Prev 1 of 5 (77 items) Next Last

Drop In Password	Type	Session Type	Level	Drop Ins
password1	CHAIR	VROOM	NONE	1
password2	NON-CHAIR	NONE	NONE	1
password3	CHAIR	NONE	NONE	0
password4	NON-CHAIR	NONE	NONE	0
password5	CHAIR	NONE	NONE	0
password6	NON-CHAIR	NONE	NONE	0
password7	CHAIR	NONE	NONE	0
password8	NON-CHAIR	NONE	NONE	0
password9	CHAIR	NONE	NONE	0
password10	NON-CHAIR	NONE	NONE	0
password11	CHAIR	NONE	NONE	0
password12	NON-CHAIR	NONE	NONE	0
password13	CHAIR	NONE	NONE	0
password14	NON-CHAIR	NONE	NONE	0
password15	CHAIR	NONE	NONE	0
password16	NON-CHAIR	NONE	NONE	0
password17	CHAIR	NONE	NONE	0
password18	NON-CHAIR	NONE	NONE	0
password19	CHAIR	NONE	NONE	0
password20	NON-CHAIR	NONE	NONE	0

* Drop In Password:

* Description:

Type:

Session Type:

Level:

Access

You must be the Manager to access this screen.

Information On This Screen

Item	Description
Drop In Password	The password.
Type	The type of password (CHAIR or NON-CHAIR). If you log in with a Chair password, you will be a Chair in the session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Level	One of: <ul style="list-style-type: none"> • ADVANCED • INTERMEDIATE • BEGINNER • NONE
Drop Ins	The number of Drop Ins that use this password.
Description	A description of the item.

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. On the *Drop In Administrators* screen, select an Administrator and click **Password**.

See the *Drop Ins Flowchart* on page 178.

Drop In Templates

This screen shows information about *Drop In templates*.

Drop In Template	Min Level	Max Level	Sessions	Passwords	Chairs
HELP DESK	NONE	NONE	120	0	1
NETWORK SUPPORT	NONE	NONE	120	2	3
PHYSICS 101 TUTORIAL	NONE	NONE	17	0	3

* Drop In Template:

* Host Name:

Session Type: NONE

Min Level: NONE

Max Level: NONE

Description:

Options: Notify Chairs

< EMAIL TEMPLATES >

Chair Add: TEXT CHAIR ADD

Chair Update: TEXT CHAIR UPDATE

Chair Remove: TEXT CHAIR REMOVE

Recording: TEXT DROP IN RECORDING

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Drop In Template	The name of the <i>Drop In template</i> .
Min Level	The minimum <i>level</i> of users who can attend an instance of this template.
Max Level	The maximum <i>level</i> of users who can attend an instance of this template.
Sessions	The number of sessions for this instance.
Passwords	<p>The number of passwords for this template.</p> <p>(To see what passwords have been assigned, click Remove Passwords.)</p> <p>If you are the Manager, you can view and edit passwords via the <i>Drop In Passwords</i> screen.</p>
Chairs	The number of <i>Chairs</i> for this instance.
Host Name	The name of the <i>host</i> .
Description	A description of the item.
Email Templates	<p>The email template that will be used when the specified action occurs.</p> <ul style="list-style-type: none"> • Chair Add – The template for the email that is sent to the Chair when a Chair is added. • Chair Update – The template for the email that is sent to the Chair when the Drop In is updated. • Chair Remove – The template for the email that is sent to the Chair when a Chair is removed. • Recording – Email that is sent when a recording is made of the session.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the default settings for new Drop Ins.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Drop In Defaults button.	<i>Drop In Defaults</i> below
View information about the templates for email notifications.	<ol style="list-style-type: none">1. Deselect all rows.2. Click Email Templates.	<i>Drop In Email Templates</i> on page 189
View information about sessions that use a template.	<ol style="list-style-type: none">1. Select one row.2. Click Session.	<i>Drop In Sessions</i> on page 193
View information about <i>Chairs</i> for a template.	<ol style="list-style-type: none">1. Select one row.2. Click the Chair button.	<i>Drop In Chairs</i> on page 236
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Drop In Templates</i> on page 239

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.

See the *Drop Ins Flowchart* on page 178.

Drop In Defaults

This screen shows information about the default settings for new *Drop Ins*.

Drop In Defaults

< GENERAL >

Host Name:

Access:

Session Type:

Label Type:

Cost Center:

Boundary Time:

Max Talkers: Max Cameras:

Version:

< CHAIR EMAIL TEMPLATES >

Chair Add :

Chair Update:

Chair Remove:

< OPTIONS >

Template Options: Notify Chairs

Session Options:

- Session is supervised
- Permissions granted on enter
- All participants are Chair
- Raise hand on enter
- Follow Chair (Whiteboard)
- Whiteboard is proprietary
- Allow In-Session Invites
- Hide Names in Recordings

< RECORDING >

Mode:

Access:

Video Quality:

Options:

- Email the recording link
- Enable Recording Viewer Details

Email:

< TELECONFERENCE CONNECTION >

Chair Phone:

PIN:

Non-Chair Phone:

PIN:

Type: Telephone
 SIP

Session SIP/Phone:

PIN:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
General	
Host Name	The name of the <i>host</i> .
Access	The access restrictions for recordings of this session. <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.
Cost Center	The <i>cost center</i> for the session.

Item	Description
Boundary Time	The <i>boundary time</i> for the session.
Max Talkers	The maximum number of users who can use the microphone at the same time.
Max Cameras	The maximum number of users who can use video cameras at the same time.
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Chair Email Templates	
Chair Add	The template for the email that is sent to the Chair when a Chair is added. See <i>Drop In Email Templates</i> on page 189.
Chair Update	The template for the email that is sent to the Chair when the Drop In is updated. See <i>Drop In Email Templates</i> on page 189.
Chair Remove	The template for the email that is sent to the Chair when a Chair is removed. See <i>Drop In Email Templates</i> on page 189.
Options	
Notify Chairs	Notify <i>Chairs</i> by email when a Drop In is created or modified.
Session is supervised	Permits <i>Chairs</i> to view all private chat messages in the session.
Permissions granted on enter	All users who join the session as non-Chairs are granted full permissions to session resources such as audio, whiteboard, etc.
All participants are Chair	All users will join the session as a <i>Chair</i> .
Raise hand on enter	When users join the session, they will automatically raise their hand.
Follow Chair (Whiteboard)	Have Participants follow the <i>Chair</i> when the Chair moves to different pages in the whiteboard.

Item	Description
Whiteboard is proprietary	The whiteboard cannot be saved or printed.
Allow In-Session invites	Enable Chairs to invite other users to join the session from within the session.
Hide Names in Recordings	For privacy, hide the names of attendees in the recordings.
Recording	
Mode	<p>The <i>recording mode</i> for the Drop In.</p> <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Video Quality	The quality level of video used in the session. Higher quality (such as "Fine Color") takes more bandwidth than lower quality (such as "Coarse Gray").
Email the recording link	Whether to automatically email the recording link to invited Participants. Note that only Participants who are invited through the SAS will receive the email from the server. Optionally, the Moderator will receive the direct link to the recording in the email notification. Then using their own email client, the Moderator can distribute the recording link.
Enable Recording Viewer Details	If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).
Email	The email template that will be used when a recording is available.
Teleconference Section	

Item	Description
Chair Phone	The phone number used by the Chair.
PIN	The PIN (numeric password)for the Chair Phone .
Non-Chair Phone	The phone number used by non-Chair Participants. The information is for display purposes only in the Blackboard Collaborate session (so Participants know what telephone number and PIN to use to connect to the teleconference).
PIN	The PIN (numeric password) for the Non-Chair Phone .
Type	Whether the Session SIP/Phone field should be validated as a Session Initiation Protocol (SIP) or phone number.
Session SIP/Phone	The Session Initiation Protocol (SIP) or phone number used by the session. Sometimes referred to as the <i>session bridge</i> .
PIN	The PIN (numeric password) for the Session SIP/Phone .

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Drop In Defaults**.

See *Drop Ins Flowchart* on page 178.

Drop In Email Templates

This screen shows information about templates for emails sent to users of Drop Ins.

Information On This Screen

Item	Description
Template Type	<p>When this template will be used.</p> <ul style="list-style-type: none"> • Chair Add – to Chairs, if another Chair is added • Chair Update – to Chairs, if the Course is updated • Chair Remove – to Chairs, if a Chair is removed • Enrollee Enroll – to Enrollees, when they enroll • Enrollee Update – to Enrollees, if the Course is updated • Enrollee Withdraw – to Enrollees, if they withdraw • Recording Link – to attendees if there is a recording of the session.
Name	The name of the <i>email template</i> .
Description	A description.
Drop Ins	The number of Drop Ins using this template.
Default	Whether this Content Type (text or HTML) is the default for this type of notification.
Content Type	Whether the content is text or HTML.
Sender Name	The name that will be shown as the sender for this email.
Sender Email	The address that the email will be shown as coming from.
Email Subject	The subject line for the email.
Email Text	The text of the email.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about Drop In templates that use a given email template.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Drop In button. 	<i>Drop In Templates That Reference The Email Template</i> on next page

Information On This Screen

Item	Description
Drop In Template	The name of the <i>Drop In template</i> .
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Date	The date and time the sessions for this template start.
End Date	The date and time the sessions for this template end.
Sessions	The number of sessions for this template.
Passwords	The number of passwords for sessions that use this template.

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Email Templates**.
4. On the *Drop In Email Templates* screen, select a template and click **Drop In**.

See the *Drop Ins Flowchart* on page 178.

Drop In Sessions

This screen shows information about *Drop In sessions*.

Drop In Sessions

Previous Sort/Filter All None New Edit Delete Advanced Rooms Join CSV Export Data First Prev 1 of 1 (17 items) Next Last

Start Time	End Time	Version	Rec. Mode	Mmx	Wbd	Rooms
2012-05-09 10:15 AM	2012-05-09 05:00 PM	10.0	AUTOMATIC	3	1	1
2012-05-10 08:00 AM	2012-05-10 05:00 PM	10.0	AUTOMATIC	1	1	0
2012-05-11 08:00 AM	2012-05-11 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-14 08:00 AM	2012-05-14 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-15 08:00 AM	2012-05-15 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-16 08:00 AM	2012-05-16 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-17 08:00 AM	2012-05-17 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-18 08:00 AM	2012-05-18 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-21 08:00 AM	2012-05-21 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-22 08:00 AM	2012-05-22 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-23 08:00 AM	2012-05-23 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-24 08:00 AM	2012-05-24 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-25 08:00 AM	2012-05-25 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-28 08:00 AM	2012-05-28 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-29 08:00 AM	2012-05-29 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-30 08:00 AM	2012-05-30 05:00 PM	10.0	AUTOMATIC	0	0	0
2012-05-31 08:00 AM	2012-05-31 05:00 PM	10.0	AUTOMATIC	0	0	0

Drop In Template: PHYSICS 101 TUTORIAL

Start Time:

End Time:

Access: RESTRICTED

Version: 12

Label Type: DEFAULT

Cost Center: NONE

Boundary Time:

Max Talkers: Max Cameras:

Description: [View/Edit](#)

Session Exit URL:

Options:

- Session is supervised
- Permissions granted on enter
- All participants are Chair
- Follow Chair (Whiteboard)
- Raise hand on enter

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Start Time	The date and time the session starts.
End Time	The date and time the session ends.
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Rec. Mode	<p>The <i>recording mode</i> for the session.</p> <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Mmx	The number of Multimedia files uploaded for this session.
Wbd	The number of Whiteboard or Plan files uploaded for this session.
Rooms	The number of <i>rooms</i> used by the session.

Item	Description
Access	<p>The access restrictions for recordings of this session.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.
Cost Center	The <i>cost center</i> for the session.
Boundary Time	The <i>boundary time</i> for the session.
Max Talkers	The maximum number of users who can use the microphone at the same time.
Max Cameras	The maximum number of users who can use video cameras at the same time.
Session Exit URL	<p>The URL which Blackboard Collaborate web conferencing will call when the session ends. (Optional.)</p> <p>See also the <i>Redirect URLs</i> screen.</p> <p>If URLs are specified both here and on the <i>Redirect URLs</i> screen, the one specified here will take precedence.</p>
Options	
Session is supervised	Permits <i>Chairs</i> to view all private chat messages in the session.
Permissions granted on enter	All users who join the session as non-Chairs are granted full permissions to session resources such as audio, whiteboard, etc.
All participants are Chair	All users will join the session as a <i>Chair</i> .
Follow Chair (Whiteboard)	Have Participants follow the <i>Chair</i> when the Chair moves to different pages in the whiteboard.
Raise hand on enter	When users join the session, they will automatically raise their hand.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about Drop In sessions.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Advanced button. 	<i>Advanced Drop In Session Information</i> on page 200
View information about rooms that have been opened for these sessions.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Rooms button. 	<i>Rooms</i> on page 280
Export information to a text file.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Drop In Sessions</i> below

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.

See the *Drop Ins Flowchart* on page 178.

See Also

- in the and *Whiteboard/Plan Files* sections.

Export Drop In Sessions

This screen shows information about *Drop In sessions*.

Export Drop In Sessions							
							1 of 4 (56 items)
Template Name	Template Start	Template End	Session Start	Session End	Rooms	Attendees	Recordings
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-09 11:15 AM	2012-05-09 06:00 PM	1	1	1
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-10 09:00 AM	2012-05-10 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-11 09:00 AM	2012-05-11 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-14 09:00 AM	2012-05-14 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-15 09:00 AM	2012-05-15 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-16 09:00 AM	2012-05-16 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-17 09:00 AM	2012-05-17 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-18 09:00 AM	2012-05-18 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-21 09:00 AM	2012-05-21 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-22 09:00 AM	2012-05-22 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-23 09:00 AM	2012-05-23 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-24 09:00 AM	2012-05-24 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-25 09:00 AM	2012-05-25 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-28 09:00 AM	2012-05-28 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-29 09:00 AM	2012-05-29 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-30 09:00 AM	2012-05-30 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-05-31 09:00 AM	2012-05-31 06:00 PM	0	0	0
PHYSICS 101 TUTORIAL	2012-05-09 11:15 AM	2012-12-04 05:00 PM	2012-10-11 11:00 AM	2012-10-11 05:00 PM	1	1	1

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Template Start	The date and time the first session which uses this template starts. The date and time the template starts.
Template End	The date and time the last session which uses this template ends.
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Rooms	The number of <i>rooms</i> used by the session.
Attendees	The number of attendees in the session.
Recordings	The number of recordings for the session.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the same information as the screen.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Template Start	The date and time the first session which uses this template starts.
Template End	The date and time the last session which uses this template ends.
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Owner Name	The owner of the template.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee.
Active	The time the user was active in the room.
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the file.

Exporting Links (URLs)

To export data about links to a text file:

1. Select one or more rows.
2. Press **Export Links**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Template Start	The date and time the first session which uses this template starts.
Template End	The date and time the last session which uses this template ends.
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Owner Name	The <i>owner</i> of the session.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

Advanced Drop In Session Information

This screen shows information about *Drop In sessions*.

Advanced Drop In Session Information

Previous
Plan / Whiteboard
Plan / Whiteboard
Plan / Whiteboard
Multimedia
Add Multimedia
Remove Multimedia

Session Name:

Session UID:

< LINKS >

Guest Link:

Playback Link:

Playback List:

Playback Table:

Chair Link:

Non-Chair Link:

Access


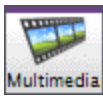
You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Session UID	A unique identifier of the session.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.

Item	Description
Playback Table	The link to a text list of links to recordings of this session.
Chair Link	A link for <i>Chairs</i> to use to join the session.
Non-Chair Link	The link for non-Chair attendees to use to join the session.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the Whiteboard and Plan files used by the session.	Click the first Plan/Whiteboard button. 	<i>Whiteboard/Plan Files</i> on page 272
View information about the multimedia files used by the session.	Click the first Multimedia button. 	<i>Multimedia Files</i> on page 264

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.

See the *Drop Ins Flowchart* on page 178.

Multimedia Files

This screen shows information about the *multimedia files* used by one of the following:

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none">1. Select a row.2. Click the Downloads button.	<i>Multimedia Download(s)</i> on page 269
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Multimedia File</i> on page 266

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.

See the *Drop Ins Flowchart* on page 178.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.

3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.
6. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.
5. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

See Also

- *Multimedia Downloads* in the *Files* section

Whiteboard/Plan Files

This screen shows information about the *whiteboard files* and *Plan files* used by one of the following:

- a *Course session* that was selected on the *Advanced Course Session Information* screen
- a *Drop In* that was selected on the *Advanced Drop In Session Information* screen
- a *Meeting* that was selected on the *Advanced Meeting Session Information* screen

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none">1. Select one row.2. Click the Downloads button.	<i>Whiteboard/Plan Downloads</i> on page 277
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Whiteboard/Plan File</i> on page 274

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.

See the *Drop Ins Flowchart* on page 178.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The delay between the time the file was requested and when it was delivered.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.

4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Meetings Flowchart* on page 246.

See Also

- in the *Files* section.

Whiteboard/Plan Downloads

This screen shows information about when *whiteboard files* and *Plan files* have been downloaded.

Whiteboard/Plan Download(s)						
Requested	Accessed	Delay	IP Address	Room Name	Attendee	
2009-11-20 02:28 PM	2009-11-20 02:28 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	6	
2009-11-25 05:56 PM	2009-11-25 05:56 PM	000:00:00	216.220.49.214	MIKE'S VIRTUAL OFFICE	1	
2009-12-03 09:55 PM	2009-12-03 09:55 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	2	
2010-01-24 07:36 PM	2010-01-24 07:36 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	1	
2010-03-05 02:31 PM	2010-03-05 02:31 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-03-08 08:38 PM	2010-03-08 08:38 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-03-17 12:25 PM	2010-03-17 12:25 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-05 04:55 AM	2010-05-05 04:55 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-07 08:51 AM	2010-05-07 08:51 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-05-08 10:10 PM	2010-05-08 10:10 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-06-04 10:02 AM	2010-06-04 10:02 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

Information On This Screen

Item	Description
Room Name	The name of the room.
Opened	The date and time the room was opened.
Closed	The date and time the room was closed.
Attendees	The number of attendees in the room.
Recorded	Whether the room was recorded or not.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Cost Center	The <i>cost center</i> for the session.
Server	The name of the web conferencing server that was used to host the room.
Version	The name of the web conferencing server that was used to host the room.
Created	The date and time that the room was created.
Opened	The date and time that the room was created.
Launch Duration	How long it took to launch the room.
Room Duration	How long the room was open.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about attendees for the room	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Attendees button 	<i>Room Attendees</i> on page 338
View information about recordings for the room.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Recording button. 	<i>Recording</i> on page 283

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.






See the *Meetings Flowchart* on page 246.

Access

You must be a Manager, Administrator, or Supervisor to access this screen. (Supervisors can only access this screen via Meetings, not via Drop Ins or Courses.)

Recording

This screen shows information about a recording.

Recording
    

File Name:

Created:

Size (MB):

Playback Link:

Description:

Access:

Options: Enable Recording Viewer Details

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Description	An optional description of the recording.

Item	Description
Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Enable Recording Viewer Details	<p>If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).</p>

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the recording.	Click the Downloads button.	<i>Recording Downloads</i> on page 348

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.

See the *Courses Flowchart* on page 96.

2) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.

See the *Meetings Flowchart* on page 246.

3) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.

See the *Drop Ins Flowchart* on page 178.

Recording Downloads

This screen shows information about downloads for the recording specified on the *Recording* screen.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.
7. On the *Recording* screen, click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.
6. On the *Recording* screen, click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.
5. On the *Recording* screen, click **Downloads**.

See the *Meetings Flowchart* on page 246.

Information On This Screen

Item	Description
Attendee	The name of the attendee.
First Join	The date and time the attendee first joined the room.
Last Leave	The date and time the attendee last left the room.
Active	The time the attendee was active in the room.
Logs	The number of logs for this attendee. Logs can be viewed on the <i>Attendee Log</i> screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about an attendee.	<ol style="list-style-type: none">1. Select a row.2. Click the Advanced button.	<i>Advanced Attendee Information</i> on page 340
View a map of an attendee's location.	<ol style="list-style-type: none">1. Select a row.2. Click the Map button.	<i>Attendee Map</i> on page 343
View information about an attendee's attendance.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Attendee Log</i> on page 346

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.


2. On the *Recording Files* screen, select a recording and click **Attendees**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Advanced Attendee Information

This screen shows information about the attendee specified on the *Room Attendees* screen.

Advanced Attendee Information

 Previous

Session Name:

Attendee Name:

IP Address:

Country:

Prov/State:

City/Town:

ISP:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Attendee Name	The name of the attendee.
IP Address	The IP address of the attendee.
Country	The country where the attendee resides.
Prov/State	The province or state where the attendee resides.
City/Town	The city or town where the attendee resides.
ISP	The Internet Service Provider for the attendee.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

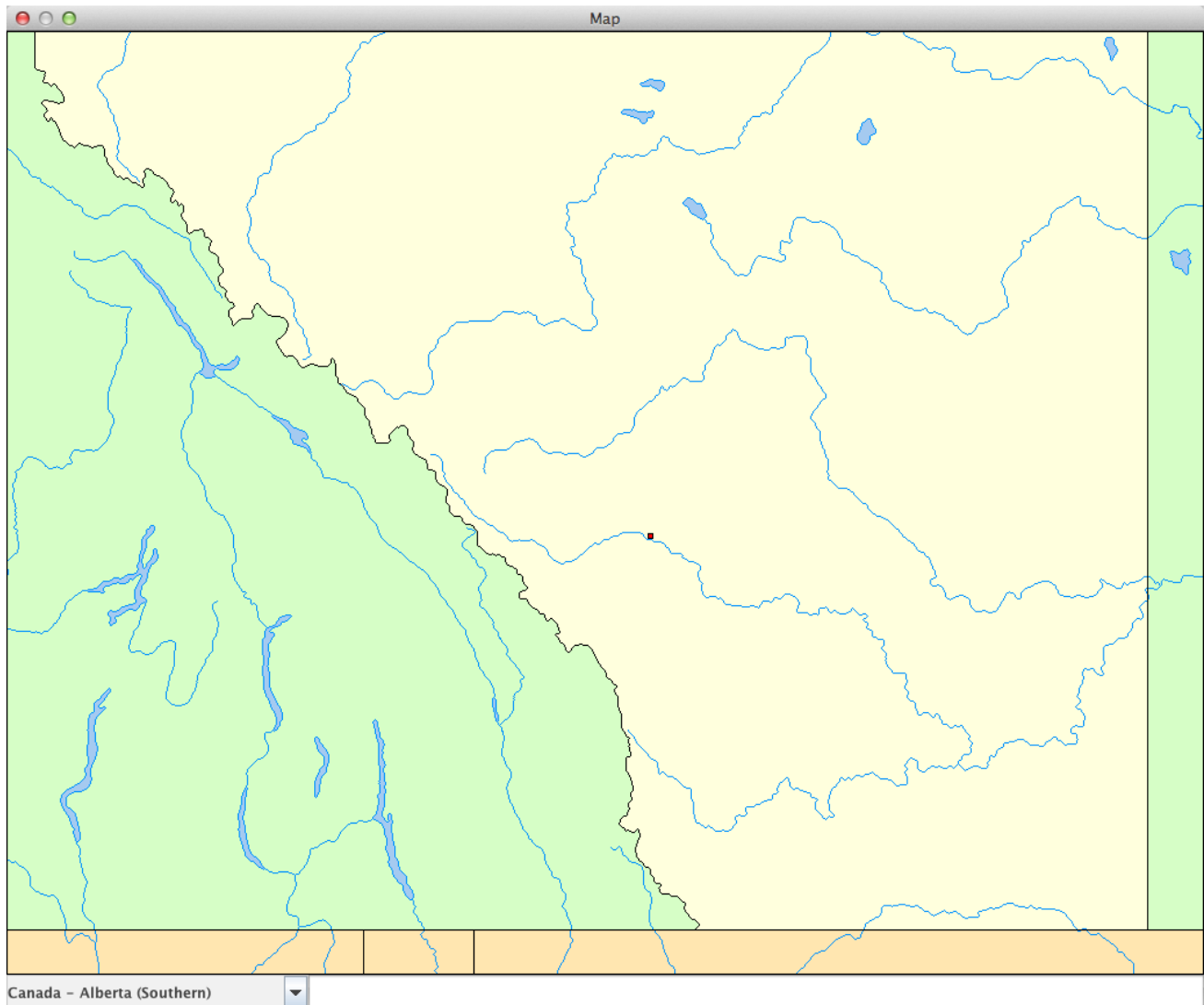
For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Map

This screen shows a map with the location of the attendee specified on the *Room Attendees* screen.



How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Meetings Flowchart* on page 246.

Information On This Screen

Item	Description
Role	The user's <i>role</i> .
Username	The user's <i>username</i> .
First Name	The user's first name.
Last Name	The user's last name.
Email Address	The user's email address.
Logs	The number of emails logged as being sent to this user.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about emails sent to a Chair.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Drop In Email Notifications</i> below

How To Get Here

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Chair**.

See the *Drop Ins Flowchart* on page 178.

Drop In Email Notifications

This screen shows information about emails sent to the Chair that was selected on the *Drop In Chairs* screen.

3. On the *Drop In Templates* screen, select a template and click **Chair**.
4. On the *Drop In Chairs* screen, select a Chair and click **Log**.

See the *Drop In Email Templates* on page 189.

See Also

- *Course Email Notifications* on page 115 in Courses
- *Course Email Notifications* on page 173 in Course Enrollment

Export Drop In Templates

This screen shows information about *Drop In templates*.

Export Drop In Templates									
Owner Name	Template Name	Template Start	Template End	Passwords	Sessions	Rooms	Attendees	Recordings	
	CPSC 211 L01	2006-06-01 01:00 AM	2006-09-01 09:00 AM	0	2	2	2	1	
	CPSC 213 L01	2006-06-03 09:00 AM	2006-09-01 09:00 AM	0	2	1	1	0	
	CPSC 300 L01	2006-06-05 10:00 AM	2006-09-01 09:00 AM	0	2	1	1	0	
	CPSC 302 L01	2006-06-07 11:00 AM	2006-09-01 09:00 AM	0	2	1	1	0	
	COLLEGE TEST	2006-09-19 02:00 PM	2006-09-22 04:15 PM	3	1	7	15	0	
	TEST SAS1314	2009-10-06 09:30 AM	2009-10-06 02:00 PM	0	1	0	0	0	
	LONG SESSION TEST	2008-12-01 12:00 AM	2009-11-30 11:59 PM	2	1	2	2	1	
	TEST TEMPLATE	2010-04-23 06:00 PM	2010-04-30 11:00 PM	1	9	0	0	0	
	VOFFICE	2010-04-23 01:00 PM	2011-04-22 11:00 PM	0	2	97	199	9	
	DJ TEST TEMPLATE	2007-02-11 12:00 AM	2007-02-11 02:00 AM	0	1	1	4	0	
	JULY 28 07	2007-07-28 04:00 AM	2007-07-28 07:00 PM	0	1	1	1	0	
	MARCH 08-2007	2007-03-08 12:00 AM	2007-03-08 12:00 PM	0	1	1	2	0	
	DUSTIN'S OFFICE	2006-08-18 12:00 AM	2006-09-07 12:30 AM	0	2	4	7	0	
	MANAGING CAMPAIGN LOAD	2006-08-21 01:00 PM	2006-08-21 02:00 PM	0	1	1	1	0	
	TEST	2009-11-13 10:45 AM	2009-11-13 12:00 PM	0	1	2	2	2	
	PHU'S VOFFICE	2011-01-25 10:15 AM	2012-01-25 11:15 AM	0	1	28	90	13	
	TEST	2009-11-20 04:45 PM	2009-11-20 07:00 PM	0	1	1	1	0	
	VIRTUAL OFFICE	UNINITIALIZED	UNINITIALIZED	0	0	0	0	0	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Owner Name	The owner of the template.
Template Name	The name of the <i>Drop In</i> template.
Template Start	The date and time the first session which uses this template starts.
Template End	The date and time the last session which uses this template ends.
Passwords	The number of passwords for sessions that use this template.
Sessions	The number of sessions for this template.
Rooms	The number of rooms used by the all the sessions for this template.
Attendees	The number of attendees in all the rooms used by the all the sessions for this instance of the this template.
Recordings	The number of recordings for all the rooms used by the all the sessions for this template.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the same information as the screen (except that it does not include the Owner Name).

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Template Start	The date and time the first session which uses this template starts.
Template End	The date and time the last session which uses this template ends.
Owner Name	The owner of the template.
Session Start	The start date and time of the session.
Session End	The end date and time of the session.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee.
Active	The time the user was active in the room.
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the recording file.

Exporting Links (URLs)

To export data about links to a text file:

1. Select one or more rows.
2. Press **Export Links**.

This saves `sas_export.csv`, a comma-separated text file, to disk. There is one row per attendee. This file contains the following information:

Item	Description
Template Name	The name of the <i>Drop In template</i> .
Template Start	The date and time the first session which uses this template starts.
Template End	The date and time the last session which uses this template ends.
Owner Name	The owner of the template.
Session Start	The date and time the session starts.
Session End	The date and time the session ends.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.
Chair Link 1	A link for <i>Chairs</i> to use to join the session.
Chair Link 2	(Not currently used.)
Non-Chair Link 1	The link for non-Chair attendees to use to join the session.

How To Get Here

Via the Drop In Administrators Screen (Manager only)

1. Click the **Drop Ins** link on the *Utilities Page*.
2. On the *Drop In Administrators* screen, select an Administrator and click **Export Data**.

Via the Drop In Templates Screen

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

Chapter 10



Meetings

This section shows information about *Meetings*.

How To Get Here

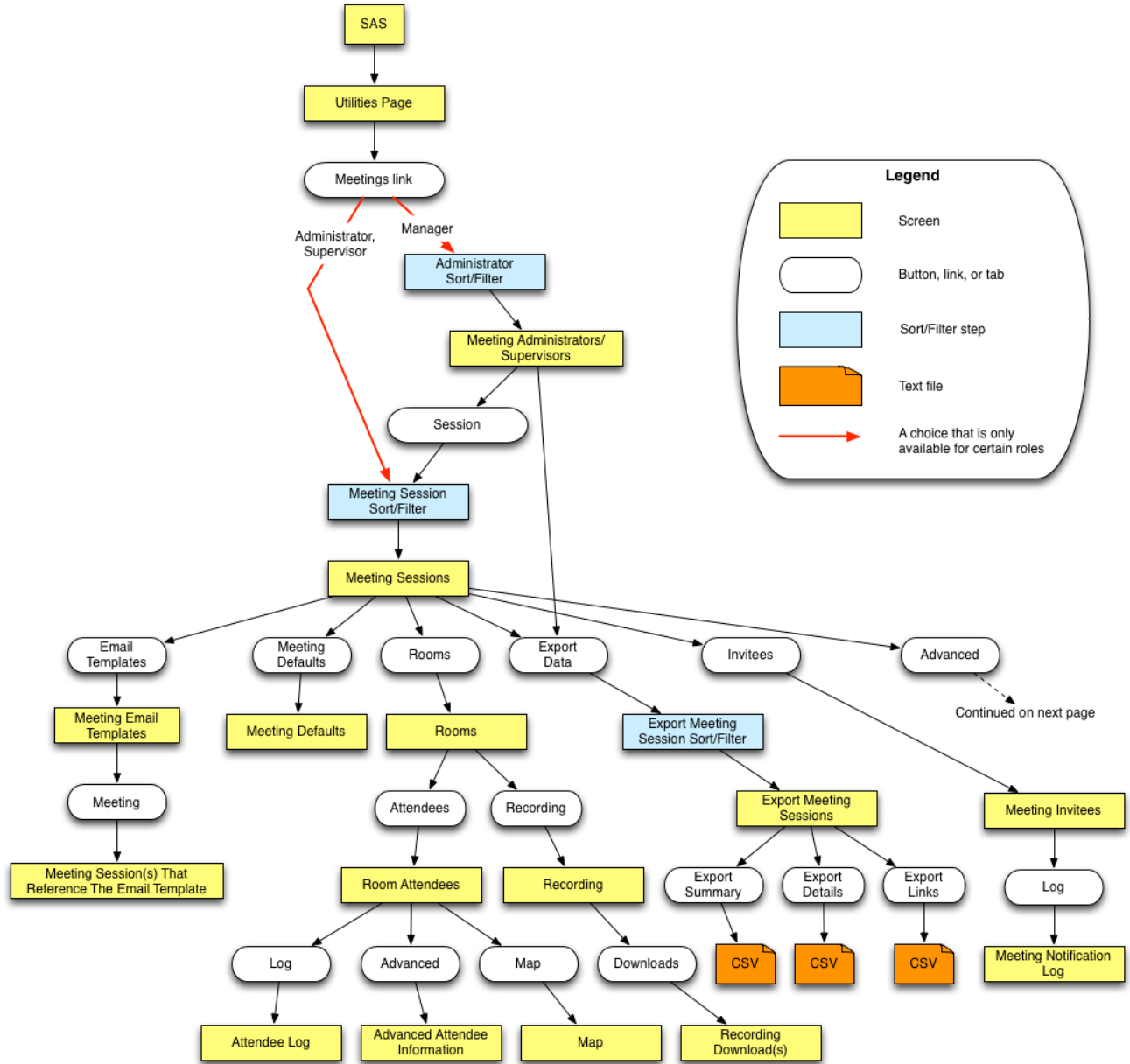
- Click the **Meetings** link on the *Utilities Page*.

You must be a Manager, Administrator, or Supervisor to access the **Meetings** link.

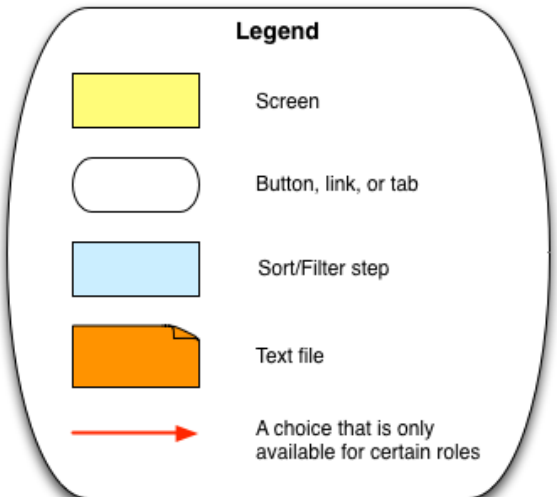
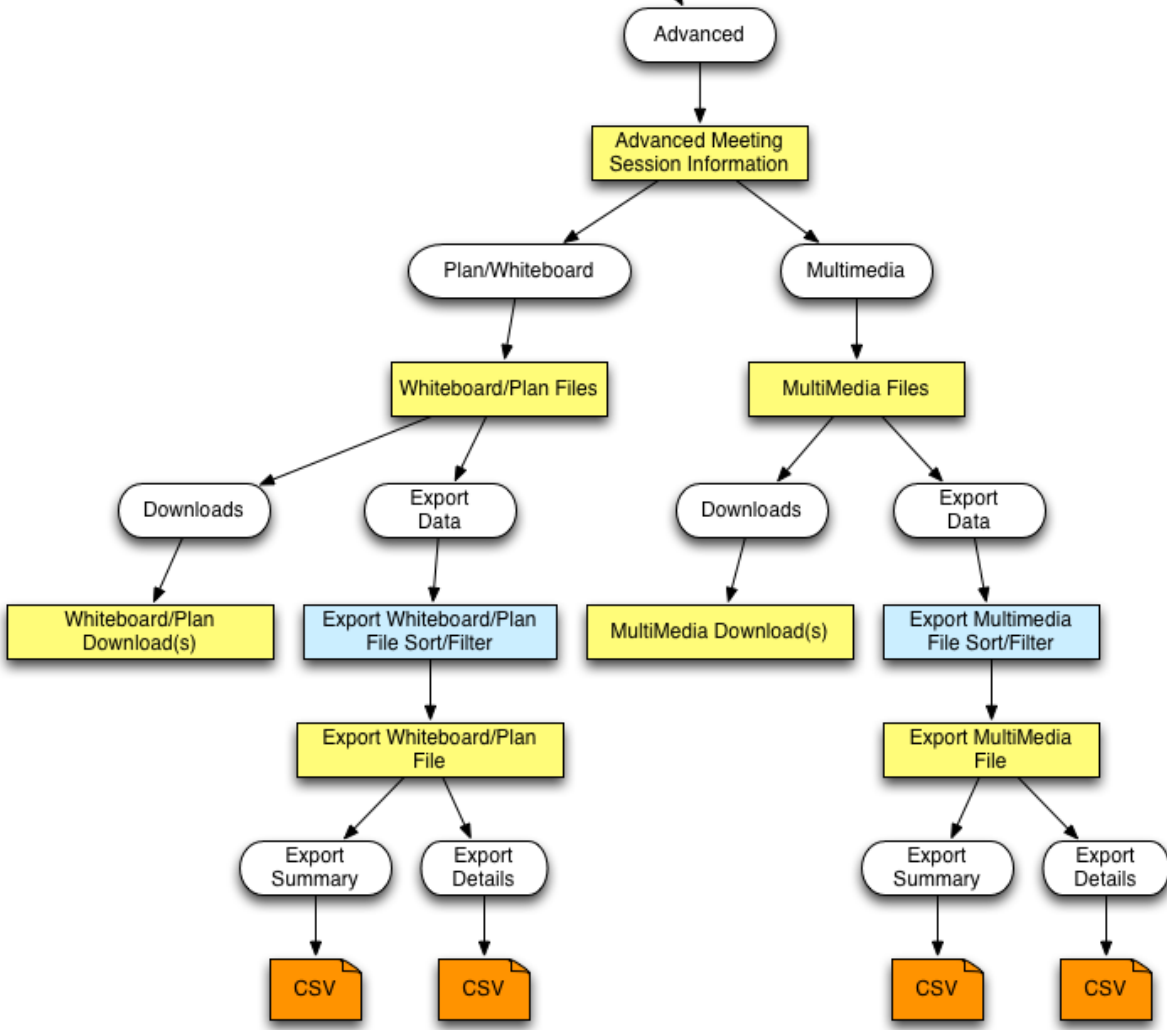
Where This Leads

- If you are the Manager, the **Meetings** link opens the *Meeting Administrators/Supervisors* screen.
- If you are an Administrator or Supervisor, the **Meetings** link opens the *Meeting Sessions* screen.

Meetings Flowchart



Continued from previous page



Meeting Administrators/Supervisors

This screen shows information about the *Meetings* for all *Administrators* and *Supervisors*.

Meeting Administrators/Supervisors						
Role	May Manage	Username	Display Name	Last Name	First Name	Sessions
ADMINISTRATOR	false	ADMINISTRATOR	ADMINISTRATOR			3
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			1
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			0
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			0
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			10
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			1
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			11
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			2
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			3
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			0
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			59
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			2
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			0
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			6
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			3
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			14
ADMINISTRATOR	true	ADMINISTRATOR	ADMINISTRATOR			22

Access

You must be the Manager to access this screen.

Information On This Screen

Item	Description
Role	The user's <i>role</i> .
May Manage	Whether the user may manage <i>Meetings</i> .
Username	The user's <i>username</i> .
Display Name	The user's display name.
Last Name	The user's last name.
First Name	The user's first name.
Sessions	The number of sessions this user owns.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about Meeting sessions for a user.	<ol style="list-style-type: none">1. Select a row.2. Click Session.	<i>Meeting Sessions</i> below
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click Export Data.	<i>Export Meeting Sessions</i> on page 301

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. On the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Advanced**.

See the *Meetings Flowchart* on page 246.

Meeting Sessions

This screen shows information about *Meeting sessions*.

Meeting Session	Start Time	End Time	Invitees	Mmx	Wbd	Rooms
CHEM 101 CURRICULUM PLANNING	2012-04-23 02:00 PM	2012-08-31 03:00 PM	1	0	0	1
CHEM 201 CURRICULUM PLANNING	2012-04-24 02:00 PM	2012-08-31 04:00 PM	1	0	0	0

Configuration Panel:

- * Meeting Session:
- * Start Time:
- * End Time:
- * Host Name:
- Access:
- Session Type:
- Min Level:
- Max Level:
- Label Type:
- Cost Center:
- Version:
- Boundary Time:
- Max Talkers: Max Cameras:
- Description:
- Session Exit URL:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Meeting Session	The name of the session.
Start Time	The date and time the session starts.
End Time	The date and time the session ends.
Invitees	The number of users invited to the Meeting. To see who has been invited, see <i>Meeting Invitees</i> on page 298.
Mmx	The number of Multimedia files uploaded for this session.
Wbd	The number of Whiteboard or Plan files uploaded for this session.
Rooms	The number of <i>rooms</i> used by the session.
Host Name	The name of the <i>host</i> .

Item	Description
Access	<p>The access restrictions for recordings of this session.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.
Cost Center	The <i>cost center</i> for the session.
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Boundary Time	The <i>boundary time</i> for the session.
Max Talkers	The maximum number of users who can use the microphone at the same time.
Max Cameras	The maximum number of users who can use video cameras at the same time.
Descriptions	A description of the item.
Session Exit URL	<p>The URL which Blackboard Collaborate web conferencing will call when the session ends. (Optional.)</p> <p>See also the <i>Redirect URLs</i> screen.</p> <p>If URLs are specified both here and on the <i>Redirect URLs</i> screen, the one specified here will take precedence.</p>
Options	
Notify invitees	Notify Invitees by email when a Meeting is created or modified.
Session is supervised	Permits <i>Chairs</i> to view all private chat messages in the session.

Item	Description
Permissions granted on enter	All users who join the session as non-Chairs are granted full permissions to session resources such as audio, whiteboard, etc.
All participants are Chair	All users will join the session as a <i>Chair</i> .
Follow Chair (Whiteboard)	Have Participants follow the <i>Chair</i> when the Chair moves to different pages in the whiteboard.
Raise hand on enter	When users join the session, they will automatically raise their hand.
Whiteboard is Proprietary	The whiteboard cannot be saved or printed.
Allow In-Session Invitations	Enable Chairs to invite other users to join the session from within the session.
Hide Names in Recordings	For privacy, hide the names of attendees in the recordings.
Email Templates	
Creation	The email template used when the session is created.
Invitation	The email template used when users are invited to the session.
Update	The email template used when the session is updated.
Cancellation	The email template used when the session is canceled.
Recording	
Mode	<p>The <i>recording mode</i> for the session.</p> <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.

Item	Description
Access	The access restrictions for the recording. <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Video Quality	The quality level of video used in the session. Higher quality (such as "Fine Color") takes more bandwidth than lower quality (such as "Coarse Gray").
Email the recording link	Whether to automatically email the recording link to invited Participants. Note that only Participants who are invited through the SAS will receive the email from the server. Optionally, the Moderator will receive the direct link to the recording in the email notification. Then using their own email client, the Moderator can distribute the recording link.
Enable Recording Viewer Details	If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).
Email	The email template used to send notifications about recordings.
Teleconference Section	
Chair Phone	The phone number used by the Chair.
PIN	The PIN (numeric password)for the Chair Phone .
Non-Chair Phone	The phone number used by non-Chair Participants. The information is for display purposes only in the Blackboard Collaborate session (so Participants know what telephone number and PIN to use to connect to the teleconference).
PIN	The PIN (numeric password) for the Non-Chair Phone .
Type	Whether the Session SIP/Phone field should be validated as a Session Initiation Protocol (SIP) or phone number.
Session SIP/Phone	The Session Initiation Protocol (SIP) or phone number used by the session. Sometimes referred to as the <i>session bridge</i> .
PIN	The PIN (numeric password) for the Session SIP/Phone .

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the default settings for new Meetings.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Meeting Defaults button. 	<i>Meeting Defaults</i> on the facing page
View information about email templates used for Meetings.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Email Templates button. 	<i>Meeting Email Templates</i> on page 259
View more detailed information about a Meeting.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Advanced button. 	<i>Advanced Meeting Session Information</i> on page 262
View information about rooms used by a Meeting.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Rooms button. 	<i>Rooms</i> on page 280
View information about the Invitees to a Meeting.	<ol style="list-style-type: none"> 1. Select one row. 2. Click the Invitees button. 	<i>Meeting Invitees</i> on page 298
Export information to a text file.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Meeting Sessions</i> on page 301

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.

See the *Meetings Flowchart* on page 246.



See Also

- in the and *Whiteboard/Plan Files* sections.

Meeting Defaults

This screen shows information about default settings for new *Meetings*.

Meeting Defaults

< GENERAL >	< OPTIONS >	< RECORDING >
Host Name: <input type="text" value="Purple Engman"/>	Session Options: <input type="checkbox"/> Notify invitees	Mode: <input type="text" value="MANUAL"/>
Access: <input type="text" value="RESTRICTED"/>	<input type="checkbox"/> Session is supervised	Access: <input type="text" value="RESTRICTED"/>
Session Type: <input type="text" value="NONE"/>	<input checked="" type="checkbox"/> Permissions granted on enter	Video Quality: <input type="text" value="FINE COLOR"/>
Label Type: <input type="text" value="DEFAULT"/>	<input type="checkbox"/> All participants are Chair	Options: <input checked="" type="checkbox"/> Email the recording link
Cost Center: <input type="text" value="NONE"/>	<input type="checkbox"/> Raise hand on enter	<input type="checkbox"/> Enable Recording Viewer Details
Boundary Time: <input type="text" value="30"/>	<input checked="" type="checkbox"/> Follow Chair (Whiteboard)	Email: <input type="text" value="TEXT MEETING RECORDING"/>
Max Talkers: <input type="text" value="1"/> Max Cameras: <input type="text" value="1"/>	<input type="checkbox"/> Whiteboard is proprietary	< TELECONFERENCE CONNECTION >
Version: <input type="text" value="10.0"/>	<input checked="" type="checkbox"/> Allow In-Session Invites	Chair Phone: <input type="text"/>
< EMAIL TEMPLATES >	<input type="checkbox"/> Hide Names in Recordings	PIN: <input type="text"/>
Create: <input type="text" value="TEXT MEETING CREATE"/>		Non-Chair Phone: <input type="text"/>
Invitation: <input type="text" value="TEXT MEETING INVITE"/>		PIN: <input type="text"/>
Update: <input type="text" value="TEXT MEETING UPDATE"/>		Type: <input checked="" type="radio"/> Telephone
Cancellation: <input type="text" value="TEXT MEETING CANCEL"/>		<input type="radio"/> SIP
		Session SIP/Phone: <input type="text"/>
		PIN: <input type="text"/>

Information On This Screen

Item	Description
Host Name	The name of the <i>host</i> .
Access	The access restrictions for recordings of this session. <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.
Cost Center	The <i>cost center</i> for the session.
Boundary Time	The <i>boundary time</i> for the session.
Max Talkers	The maximum number of users who can use the microphone at the same time.
Max Cameras	The maximum number of users who can use video cameras at the same time.
Version	The version of Blackboard Collaborate web conferencing that will be used to host the session.
Options	
Notify invitees	Notify Invitees by email when a Meeting is created or modified.
Session is supervised	Permits <i>Chairs</i> to view all private chat messages in the session.
Permissions granted on enter	All users who join the session as non-Chairs are granted full permissions to session resources such as audio, whiteboard, etc.

Item	Description
All participants are Chair	All users will join the session as a <i>Chair</i> .
Follow Chair (Whiteboard)	Have Participants follow the <i>Chair</i> when the Chair moves to different pages in the whiteboard.
Raise hand on enter	When users join the session, they will automatically raise their hand.
Whiteboard is proprietary	The whiteboard cannot be saved or printed.
Allow In-Session Invitations	Enable Chairs to invite other users to join the session from within the session.
Hide Names in Recordings	For privacy, hide the names of attendees in the recordings.
Recording	
Mode	<p>The <i>recording mode</i> for the session.</p> <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Video Quality	The quality level of video used in the session. Higher quality (such as "Fine Color") takes more bandwidth than lower quality (such as "Coarse Gray").

Item	Description
Email the recording link	Whether to automatically email the recording link to invited Participants. Note that only Participants who are invited through the SAS will receive the email from the server. Optionally, the Moderator will receive the direct link to the recording in the email notification. Then using their own email client, the Moderator can distribute the recording link.
Enable Recording Viewer Details	If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).
Email	The email template used to send notifications about recordings.
Teleconference Section	
Chair Phone	The phone number used by the Chair.
PIN	The PIN (numeric password)for the Chair Phone .
Non-Chair Phone	The phone number used by non-Chair Participants. The information is for display purposes only in the Blackboard Collaborate session (so Participants know what telephone number and PIN to use to connect to the teleconference).
PIN	The PIN (numeric password) for the Non-Chair Phone .
Type	Whether the Session SIP/Phone field should be validated as a Session Initiation Protocol (SIP) or phone number.
Session SIP/Phone	The Session Initiation Protocol (SIP) or phone number used by the session. Sometimes referred to as the <i>session bridge</i> .
PIN	The PIN (numeric password) for the Session SIP/Phone .

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, deselect all rows and click **Meeting Defaults**.

See the *Meetings Flowchart* on page 246.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Meeting Email Templates

This screen shows information about email templates used for Meetings.

Template Type	Name	Description	Meetings	Default	Content Type
CANCELLATION	HTML MEETING CANCEL	Standard Meeting Cancellation	0	false	HTML
CANCELLATION	TEXT MEETING CANCEL	Standard Meeting Cancellation	2	true	TEXT
CREATION	HTML MEETING CREATE	Standard Meeting Creation	0	false	HTML
CREATION	TEXT MEETING CREATE	Standard Meeting Creation	2	true	TEXT
INVITATION	HTML MEETING INVITE	Standard Meeting Invitation	0	false	HTML
INVITATION	TEXT MEETING INVITE	Standard Meeting Invitation	2	true	TEXT
RECORDING LINK	HTML MEETING RECORDING	Standard Recording Playback	0	false	HTML
RECORDING LINK	TEXT MEETING RECORDING	Standard Recording Playback	2	true	TEXT
UPDATE	HTML MEETING UPDATE	Standard Meeting Update	0	false	HTML
UPDATE	TEXT MEETING UPDATE	Standard Meeting Update	2	true	TEXT

Information On This Screen

Item	Description
Template Type	The type of event that will trigger this email template being used: <ul style="list-style-type: none"> • Cancellation – the Meeting has been canceled. • Creation – the Meeting has been created. • Invitation – a user is invited to the Meeting. • Recording Link – a recording of the Meeting is available. • Update – the Meeting information has been updated.
Name	The name of the <i>email template</i> .
Description	A description of the item.
Meetings	The number of Courses that use this template.
Default	Whether this Content Type (text or HTML) is the default for this type of notification.

Item	Description
Content Type	Whether the content is text or HTML.
Sender Name	The name that will be shown as the sender for this email.
Send Email	The address that the email will be shown as coming from.
Email Subject	The subject line for the email.
Email Text	The text of the email.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about sessions that use a template.	<ol style="list-style-type: none"> 1. Select a row. 2. Click Meeting. 	<i>Meeting Sessions That Reference the Email Template</i> below

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, deselect all rows and click **Email Templates**.

See the *Meetings Flowchart* on page 246.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Meeting Sessions That Reference the Email Template

This screen shows information about *Meeting sessions* that use the *email template* that was specified on the *Meeting Email Templates* screen.

Meeting Session(s) That Reference The Email Template

1 of 1 (2 items)

Meeting Session	Start Time	End Time	Invitees	Mmx	Wbd	Rooms
BUDGET MEETING	2012-05-04 03:30 PM	2012-05-04 04:30 PM	1	3	1	0
PLANNING MEETING	2012-04-27 11:15 AM	2012-04-27 05:00 PM	1	0	0	2

Information On This Screen

Item	Description
Meeting Session	The name of the session.
Start Time	The date and time the session starts.
End Time	The date and time the session ends.
Invitees	The number of users invited to the Meeting.
Mmx	The number of Multimedia files uploaded for this session.
Wbd	The number of Whiteboard or Plan files uploaded for this session.
Rooms	The number of <i>rooms</i> used by the session.

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, deselect all rows and click **Email Templates**.
4. On the *Meeting Email Templates* screen, select a template and click **Meeting**.

See the *Meetings Flowchart* on page 246.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Advanced Meeting Session Information

This screen shows information about *Meeting sessions*.

Advanced Meeting Session Information

Previous Edit Plan / Whiteboard Plan / Whiteboard Plan / Whiteboard Multimedia Add Multimedia Remove Multimedia

Session Name:

Session UID:

< LINKS >

Owner Link:

Guest Link:

Playback Link:

Playback List:

Playback Table:

< SESSION NOTES >

Chair:

Non-Chair:



Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Session UID	A unique identifier of the session.
Guest Link	The link that Guests can use to enter the session.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.
Session Notes	
Chair	Optional notes that will be displayed to the Chair.
Non-Chair	Optional notes that will be displayed to all non-Chair attendees.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the Whiteboard and Plan files used by the session.	Click the first Plan/Whiteboard button. 	<i>Whiteboard/Plan Files</i> on page 272
View information about the multimedia files used by the session.	Click the first Multimedia button. 	<i>Multimedia Files</i> on next page

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.

See the *Meetings Flowchart* on page 246.

Multimedia Files

This screen shows information about the *multimedia files* used by one of the following:

- a *Course session* that was selected on the *Advanced Course Session Information* screen
- a *Drop In* that was selected on the *Advanced Drop In Session Information* screen
- a *Meeting* that was selected on the *Advanced Meeting Session Information* screen

MultiMedia Files

1 of 1
(3 items)

File Name	Created	Size (MB)	Courses	Drop Ins	Meeting
lesson1.mp3	2012-05-07 09:04 AM	0.0193	0	0	0
lesson2.mp3	2012-05-07 09:05 AM	0.0193	0	0	0
lesson3.mp3	2012-05-07 09:05 AM	0.0193	0	0	0

Owner:

File Name:

Created:

Size (MB):

Description:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Owner	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Description	A description of the item.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Downloads button. 	<i>Multimedia Download(s)</i> on page 269
Export information to a text file.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Multimedia File</i> on next page

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.

See the *Meetings Flowchart* on page 246.

See Also

- *Multimedia Files* in the *Files* section

Export Multimedia File

This screen shows information about *multimedia files* and lets you export the information to a text file.

Export MultiMedia File											
Previous		Sort/Filter		All		None		Export Summary		Export Details	
First		Prev		1 of 1		(3 items)		Next		Last	
File Name	Created	Size (MB)	Courses	Drop Ins	Meetings	Defaults	APIs	Downloads			
lesson1.mp3	2012-05-07 09:04 AM	0.0193	0	0	0	0	0	0			
lesson2.mp3	2012-05-07 09:05 AM	0.0193	0	0	0	0	0	0			
lesson3.mp3	2012-05-07 09:05 AM	0.0193	0	0	0	0	0	0			

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.
6. On the *Multimedia Files* screen, de-select all rows and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.
5. On the *Multimedia Files* screen, de-select all rows and click **Export Data**.

See the *Meetings Flowchart* on page 246.

See Also

- *Export Multimedia File* in the *Files* section

Multimedia Download(s)

This screen shows information about when *multimedia files* have been downloaded.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Multimedia**.
7. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Multimedia**.
6. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Multimedia**.
5. On the *Multimedia Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

See Also

- *Multimedia Downloads* in the *Files* section

Whiteboard/Plan Files

This screen shows information about the *whiteboard files* and *Plan files* used by one of the following:

- a *Course session* that was selected on the *Advanced Course Session Information* screen
- a *Drop In* that was selected on the *Advanced Drop In Session Information* screen
- a *Meeting* that was selected on the *Advanced Meeting Session Information* screen

Whiteboard / Plan Files						
File Name	Created	Size (MB)	Courses	Drop Ins	Meeting	
lesson1.wbd	2012-05-07 08:42 AM	0.2562	0	0	0	
lesson2.wbd	2012-05-07 08:42 AM	0.2562	0	0	0	

Owner:

File Name:

Created:

Size (MB):

Description:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Owner	The owner of the file.
Description	A description of the item.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the files.	<ol style="list-style-type: none">1. Select one row.2. Click the Downloads button.	<i>Whiteboard/Plan Downloads</i> on page 277
Export information to a text file.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Whiteboard/Plan File</i> on next page

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.

See the *Meetings Flowchart* on page 246.

See Also

- *Whiteboard/Plan Files* in the *Files* section.

Export Whiteboard/Plan File

This screen shows information about *whiteboard files* and *Plan files* and lets you export the information to a text file.

Export Whiteboard/Plan File									
File Name	Created	Size (MB)	Courses	Drop Ins	Meetings	Defaults	APIs	Downloads	
lesson1.wbd	2012-05-07 08:42 AM	0.2562	0	0	0	0	0	0	
lesson2.wbd	2012-05-07 08:42 AM	0.2562	0	0	0	0	0	0	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file.
Drop Ins	The number of Drop Ins using this file.
Meetings	The number of Meetings using this file.
Defaults	The number of times this file is set to be the default for a Drop In, Course, or Meeting.
APIs	The number of times this file has been <i>preloaded</i> by the API.
Downloads	The number of times this file has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the Owner Name.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The date and time the download was requested.
Downloaded	The date and time the file was download.
Delay	The delay between the time the file was requested and when it was delivered.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.

6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Export Data**.

See the *Meetings Flowchart* on page 246.

See Also

- in the *Files* section.

Whiteboard/Plan Downloads

This screen shows information about when *whiteboard files* and *Plan files* have been downloaded.

Whiteboard / Plan Download(s)						
Requested	Accessed	Delay	IP Address	Room Name	Attendee	
2009-11-20 02:28 PM	2009-11-20 02:28 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	6	
2009-11-25 05:56 PM	2009-11-25 05:56 PM	000:00:00	216.220.49.214	MIKE'S VIRTUAL OFFICE	1	
2009-12-03 09:55 PM	2009-12-03 09:55 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	2	
2010-01-24 07:36 PM	2010-01-24 07:36 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	1	
2010-03-05 02:31 PM	2010-03-05 02:31 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-03-08 08:38 PM	2010-03-08 08:38 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-03-17 12:25 PM	2010-03-17 12:25 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-05 04:55 AM	2010-05-05 04:55 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-07 08:51 AM	2010-05-07 08:51 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-05-08 10:10 PM	2010-05-08 10:10 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-06-04 10:02 AM	2010-06-04 10:02 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Advanced**.
6. On the *Advanced Course Session Information* screen, click **Plan/Whiteboard**.
7. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Advanced**.
5. On the *Advanced Drop In Session Information* screen, click **Plan/Whiteboard**.
6. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a Meeting and click **Advanced**.
4. On the *Advanced Meeting Session Information* screen, and click **Plan/Whiteboard**.
5. On the *Whiteboard/Plan Files* screen, de-select all rows and click **Downloads**.

See the *Meetings Flowchart* on page 246.

See Also

- in the *Files* section.

Rooms

This screen shows information about *rooms*.

Rooms

Previous Sort/Filter Edit Attendees Recording

 First Prev 1 of 1 Next Last
 (2 items)

	Room Name	Opened	Closed	Attendees	Recorder
	PHYSICS 101	2012-05-08 03:53:41 P	2012-05-08 03:56:08 P	1	false
	PHYSICS 101	2012-05-08 04:03:46 P	2012-05-08 04:05:48 P	1	true

Room Name:

Session Type:

Min Level:

Max Level:

Cost Center:

Server:

Version:

Created:

Opened:

Closed:

Launch Duration:

Room Duration:

Access

You must be a Manager, Administrator, or Supervisor to access this screen. (Supervisors can only access this screen via Meetings, not via Drop Ins or Courses.)

Information On This Screen

Item	Description
Room Name	The name of the room.
Opened	The date and time the room was opened.
Closed	The date and time the room was closed.
Attendees	The number of attendees in the room.
Recorded	Whether the room was recorded or not.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Cost Center	The <i>cost center</i> for the session.
Server	The name of the web conferencing server that was used to host the room.
Version	The name of the web conferencing server that was used to host the room.
Created	The date and time that the room was created.
Opened	The date and time that the room was created.
Launch Duration	How long it took to launch the room.
Room Duration	How long the room was open.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about attendees for the room	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Attendees button 	<i>Room Attendees</i> on page 338
View information about recordings for the room.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Recording button. 	<i>Recording</i> on page 283

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.

See the *Meetings Flowchart* on page 246.






Access

You must be a Manager, Administrator, or Supervisor to access this screen. (Supervisors can only access this screen via Meetings, not via Drop Ins or Courses.)

Recording

This screen shows information about a recording.

Recording

File Name:

Created:

Size (MB):

Playback Link:

Description:

Access:

Options: Enable Recording Viewer Details

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Description	An optional description of the recording.

Item	Description
Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Enable Recording Viewer Details	<p>If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).</p>

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about downloads of the recording.	Click the Downloads button.	<i>Recording Downloads</i> on page 348

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.

See the *Courses Flowchart* on page 96.

2) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.

See the *Meetings Flowchart* on page 246.

3) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.

See the *Drop Ins Flowchart* on page 178.

Recording Downloads

This screen shows information about downloads for the recording specified on the *Recording* screen.

Recording Download(s)									
Previous		Sort/Filter		First Prev		1 of 1 (1 items)		Next Last	
Requested	Accessed	Delay	IP Address	Viewer Name	Viewer Email	Room Name	Attendees		
2012-05-09 11:49 AM	2012-05-09 11:49 AM	000:00:00	68.147.134.189			PHYSICS 101	1		

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Viewer Name	The name of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.
Viewer Email	The email address of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.
Room Name	The name of the room that the recording was made in.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.
7. On the *Recording* screen, click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.
6. On the *Recording* screen, click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.
5. On the *Recording* screen, click **Downloads**.

See the *Meetings Flowchart* on page 246.

4) Via Files

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*


For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Downloads**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Room Attendees

This screen shows information about attendees for the room specified on the *Rooms* screen.

Room Attendees				
Attendee	First Join	Last Leave	Active	Logs
	2012-05-08 03:53:41 PM	2012-05-08 03:54:56 PM	000:01:14	1

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Attendee	The name of the attendee.
First Join	The date and time the attendee first joined the room.
Last Leave	The date and time the attendee last left the room.
Active	The time the attendee was active in the room.
Logs	The number of logs for this attendee. Logs can be viewed on the <i>Attendee Log</i> screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about an attendee.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Advanced button. 	<i>Advanced Attendee Information</i> on page 340
View a map of an attendee's location.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Map button. 	<i>Attendee Map</i> on page 343
View information about an attendee's attendance.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Log button. 	<i>Attendee Log</i> on page 346

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.

5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.


2. On the *Recording Files* screen, select a recording and click **Attendees**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Advanced Attendee Information

This screen shows information about the attendee specified on the *Room Attendees* screen.

Advanced Attendee Information

 Previous

Session Name:

Attendee Name:

IP Address:

Country:

Prov/State:

City/Town:

ISP:

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Attendee Name	The name of the attendee.
IP Address	The IP address of the attendee.
Country	The country where the attendee resides.
Prov/State	The province or state where the attendee resides.
City/Town	The city or town where the attendee resides.
ISP	The Internet Service Provider for the attendee.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

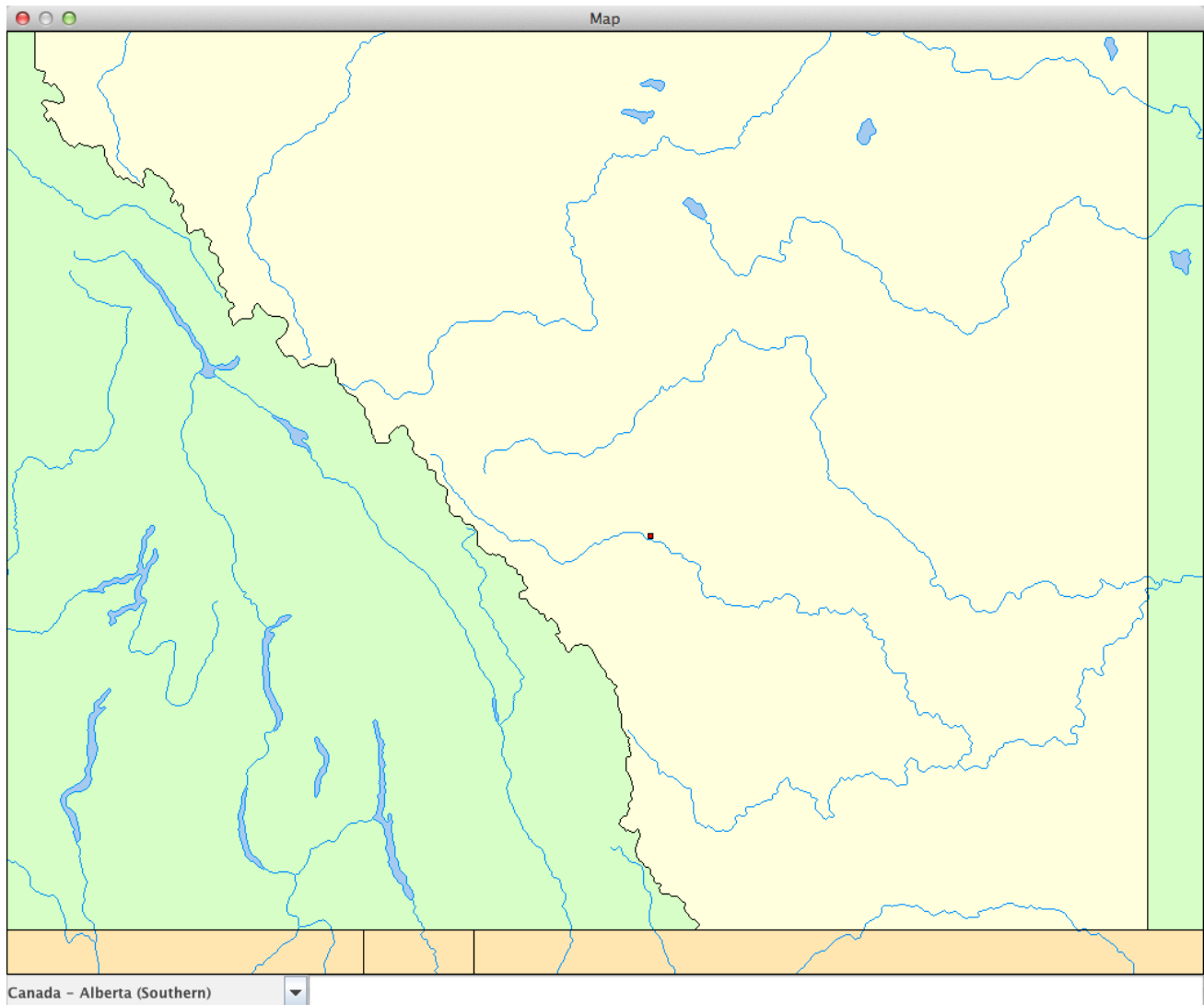
For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Map

This screen shows a map with the location of the attendee specified on the *Room Attendees* screen.



How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*







For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Log

This screen shows information about the attendee specified on the *Room Attendees* screen.

Attendee Log		
		 
		1 of 1 (1 items)
	 	
Joined	Left	Active
2012-05-08 04:03:46 PM	2012-05-08 04:04:23 PM	000:00:37

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Joined	The date and time the user joined the room.
Left	The date and time the user left the room.
Active	The time the user was active in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Meeting Invitees

This screen shows information about invitations that have been or will be sent to for the Meeting sessions specified on the *Meeting Sessions* screen.

The screenshot shows the 'Meeting Invitees' interface. At the top, there is a toolbar with icons for navigation (Previous, Next, First, Last), sorting (AZ), filtering, and actions (All, None, New, Edit, Delete, Users, Contacts, Notify, Log). A status bar indicates '1 of 1 (1 items)'. Below the toolbar is a table with the following columns: Display Name, Last Name, First Name, Email Address, and Logs. The first row contains the following data: 'Philip Freeman', 'freeman', 'PHILIP', 'PHILIP.FREEMAN@BLACKBOARD.COM', and '2'. To the right of the table is a form for editing the selected invitee. The form includes fields for:

- * Display Name: [text input]
- Email Address: [text input]
- Time Zone: Acre (South America/Brazil) -05:00 [dropdown menu]
- Observe DST
- Attribute: Invitee is a Chairperson
- Title: NONE [dropdown menu]
- First Name: [text input]
- Last Name: [text input]
- Description: [text input]
- Join Link: [text input]

Display Name	Last Name	First Name	Email Address	Logs
Philip Freeman	freeman	PHILIP	PHILIP.FREEMAN@BLACKBOARD.COM	2

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Display Name	The user's display name.
Last Name	The user's last name.
First Name	The user's first name.
Email Address	The user's email address.
Logs	The number of logs for this user. Logs can be viewed on the <i>Meeting Notification Log</i> screen.
Email Address	The user's email address.
Time Zone	The user's time zone.
Observe DST	Whether the user observes Daylight Savings Time.
Invitee is a Chairperson	Whether the Invitee is a <i>Chair</i> .
Title	The user's honorific title. (For example, "Mr." or "Ms.")
Description	A description of the item.
Join Link	The link for the user to join the session.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about emails sent to the Invitee.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Log button. 	<i>Meeting Notification Log</i> on next page

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Invitees**.

See the *Meetings Flowchart* on page 246.

Meeting Notification Log

This screen shows information about emails sent to the Meeting Invitee specified on the *Meeting Invitees* screen.

Email Type	Email Sent	Email To	Email From	Status
CREATION	2012-04-23 02:14 PM	[Redacted]	[Redacted]	DELIVERED
RECORDING LINK	2012-05-17 11:28 AM	[Redacted]	[Redacted]	DELIVERED

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Email Type	The email template type. See <i>Meeting Email Templates</i> on page 259.
Email Sent	The date and time the email was sent.
Email To	The email address the notification was sent to.
Email From	The email address the email was sent from.
Status	The delivery status of the notification.

How To Get Here

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Invitees**.
4. On the *Meeting Invitees* screen, select an Invitee and click **Log**.

See the *Meetings Flowchart* on page 246.

Export Meeting Sessions

This screen shows information about *Meeting* sessions.

Export Meeting Sessions													
Previous	Sort/Filter	All			None	Export Summary	Export Details	Export Links	1 of 1 (5 items)	First	Prev	Next	Last
Owner Name	Session Name	Session Start	Session End	Invitees	Rooms	Attendees	Recordings	API					
B. PHILIPPI	TEST CASE 2	2011-08-15 03:15 PM	2011-12-01 11:00 AM	1	0	0	0	TRUE					
B. PHILIPPI	TEST CASE 2	2011-08-15 03:15 PM	2011-12-01 11:00 AM	1	2	2	0	TRUE					
B. PHILIPPI	TEST CASE 2	2011-08-16 05:00 PM	2011-12-01 11:00 AM	1	1	1	1	TRUE					
B. PHILIPPI	TEST CASE 2	2012-01-31 03:45 PM	2012-02-01 11:00 AM	2	0	0	0	TRUE					
B. PHILIPPI	TEST CASE 8	2012-02-01 09:00 AM	2012-02-01 11:00 AM	1	0	0	0	TRUE					

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Owner Name	The <i>owner</i> of the session.
Session Name	The name of the session.
Session Start	The start date and time of the session.
Session End	The end date and time of the session.
Invitees	The number of users invited to the Meeting.
Rooms	The number of rooms used by the Meeting.
Attendees	The number of attendees in the Meeting.
Recordings	The number of recordings for the session.
API	Indicates if the session was created through the API.

Exporting Data

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the same information as the screen.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This saves `sas_export.csv`, a comma-separated text file, to disk. There is one line per attendee. This file contains the following information:

Item	Description
Owner Name	The <i>owner</i> of the session.
Session Name	The name of the session.
Session Start	The start date and time of the session.
Session End	The end date and time of the session.
Room Opened	The date and time the room opened.
Room Closed	The date and time the room closed.
Attendee Name	The name of the attendee.
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS check-box on the <i>User Profile Information</i> screen.)
File Name	If there is a recording, the name of the recording file.
File Created	If there is a recording, the time and date the file was created.
File Size (MB)	If there is a recording, the size of the recording file.

Exporting Links (URLs)

To export data about links to a text file:

1. Select one or more rows.
2. Press **Export Links**.

This saves `sas_export.csv`, a comma-separated text file, to disk. This file contains the following information:

Item	Description
Owner Name	The <i>owner</i> of the session.
Session Name	The name of the session.
Session Start	The start date and time of the session.
Session End	The end date and time of the session.
Owner Link	The link for the session owner to join.
Guest Link	The link for Guests to join.
Playback Link	The link to play back the last recording of this session (subject to the access restrictions for the recording).
Playback List	The link to an HTML page listing links to recordings of this session.
Playback Table	The link to a text list of links to recordings of this session.

How To Get Here

See the *Meetings Flowchart* on page 246.

1) Via the Meeting Sessions Screen

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, deselect all rows and click **Export Data** .

2) Via the Meeting Administrators/Supervisors Screen (Manager Only)

1. Click the **Meetings** link on the *Utilities Page*.
2. On the *Meeting Administrators/Supervisors* screen, deselect all rows and click **Export Data**.

Chapter 11



Files

This section shows information about all the files, including recordings, multimedia files, and Plan/Whiteboard files.

How To Get Here

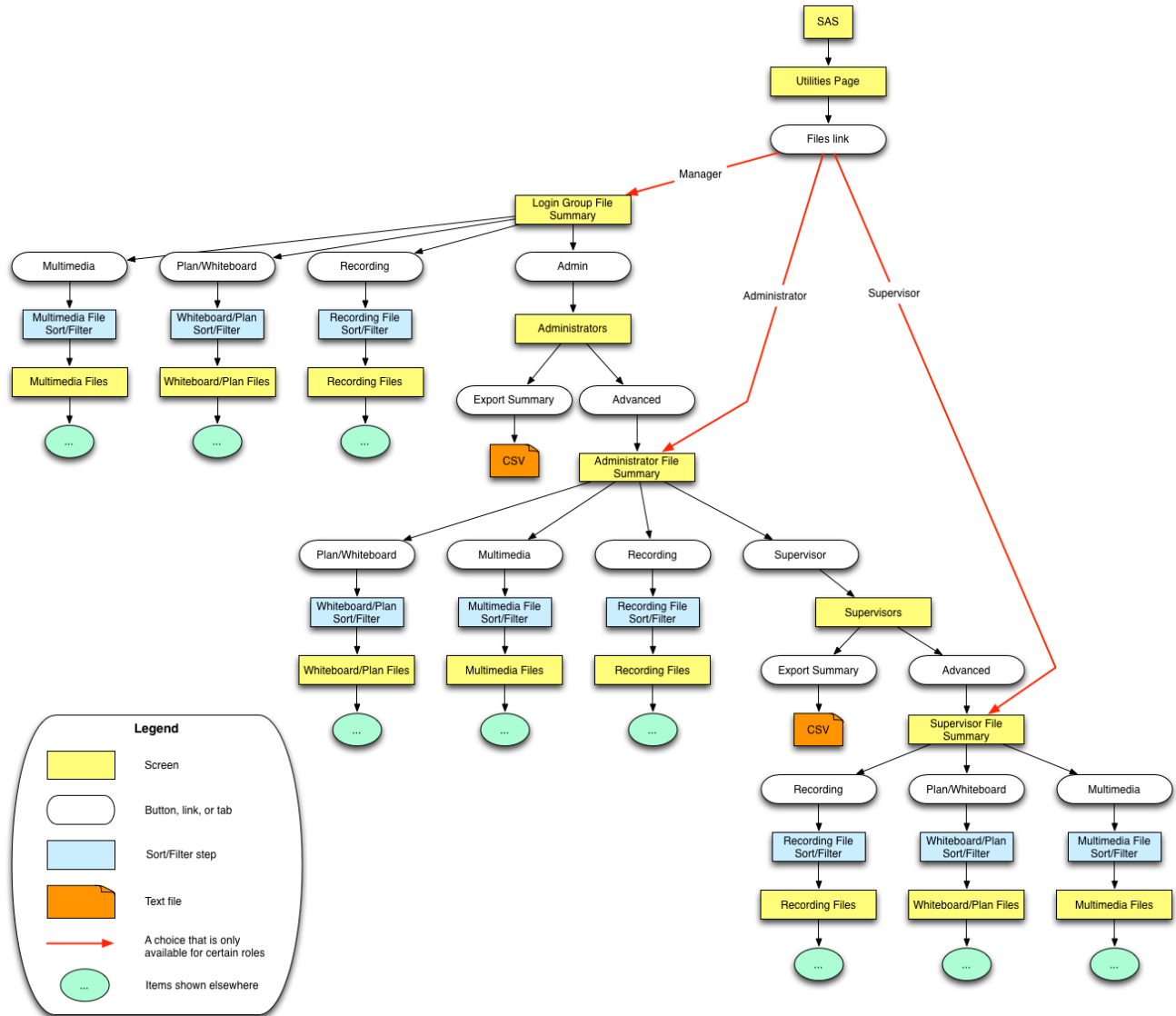
- Click the **Files** link on the *Utilities Page*

You must be a Manager, Administrator, or Supervisor to access the **Files** link.

Where This Leads

- If you are the Manager, this link opens the *Login Group File Summary* screen.
- If you are an Administrator, this link opens the *Administrator File Summary* screen.
- If you are a Supervisor, this link opens the *Supervisor File Summary* screen.

Files Flowchart



Login Group File Summary

This screen shows information about all the Recording, Whiteboard/Plan, and Multimedia files for your *login group*.

Login Group File Summary

Login Group:

Quota (Mb):	<input style="width: 50px;" type="text" value="100"/>	File Count:	<input style="width: 50px;" type="text" value="1162"/>	Used (Mb)	<input style="width: 50px;" type="text" value="11,967.93"/>	Used (%):	<input style="width: 50px;" type="text" value="11,967.93"/>	Free (%):	<input style="width: 50px;" type="text" value="0.00"/>
Administrators:	<input style="width: 50px;" type="text" value="62"/>	File Count:	<input style="width: 50px;" type="text" value="1153"/>	Used (Mb)	<input style="width: 50px;" type="text" value="11,966.40"/>	Used (%):	<input style="width: 50px;" type="text" value="11,966.40"/>		
Supervisors:	<input style="width: 50px;" type="text" value="10"/>	File Count:	<input style="width: 50px;" type="text" value="9"/>	Used (Mb)	<input style="width: 50px;" type="text" value="1.53"/>	Used (%):	<input style="width: 50px;" type="text" value="1.53"/>		

<RECORDING FILES>	File Count:	<input style="width: 50px;" type="text" value="1127"/>	Used (Mb):	<input style="width: 50px;" type="text" value="11,823.68"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="439,106.42"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="8.54"/>
	Downloads:	<input style="width: 50px;" type="text" value="2759"/>	(Total Downloads)					
<MULTI MEDIA FILES>	File Count:	<input style="width: 50px;" type="text" value="15"/>	Used (Mb):	<input style="width: 50px;" type="text" value="63.62"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="25,630.88"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="12.42"/>
	Downloads:	<input style="width: 50px;" type="text" value="110"/>	(Total Downloads)					
<WHITEBOARD/PLAN FILES>	File Count:	<input style="width: 50px;" type="text" value="20"/>	Used (Mb):	<input style="width: 50px;" type="text" value="80.63"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="49,835.74"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="2.46"/>
	Downloads:	<input style="width: 50px;" type="text" value="166"/>	(Total Downloads)					

Access

You must be the Manager to access this screen.

Information On This Screen

Item	Description
Login Group	The name of the login group.
Quota (Mb)	The total disk quota available for this login group (in megabytes).
File Count	The total number of files for the login group.
Used (Mb)	The total size of all files (in megabytes) for the login group.
Used (%)	The percentage of the quota used by the login group.
Administrators	The number of Administrators in this login group.
File Count	The total number of files for the Administrators.

Item	Description	
Used (Mb)	The total size of all files (in megabytes) for the Administrators.	
Used (%)	The percentage of the quota used by the Administrators.	
Supervisors	The number of Supervisors in this login group.	
File Count	The total number of files for the Supervisors.	
Used (Mb)	The total size of all files (in megabytes) for the Supervisors.	
Used (%)	The percentage of the quota used by the Supervisors.	
Recording Files Multimedia Files Whiteboard/Plan Files	File Count	The number of files of this type.
	Used (Mb)	The total size of this type of files (in megabytes).
	Largest (Kb)	The size of the largest file of this type (in kilobytes).
	Smallest (Kb)	The size of the smallest file of this type (in kilobytes).
	Downloads	The total number times files of this type have been downloaded.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about Administrators	Click the Admin button.	<i>Administrators</i> on the facing page
View information about Recording files.	Click the Recording button.	<i>Recording Files</i> on page 333
View information about Plan and Whiteboard files.	Click the Plan/Whiteboard button.	<i>Whiteboard/Plan Files</i> on page 316
View information about multimedia files.	Click the Multimedia button.	

Item	Description
Elp/Wbd. Files	The number of Plan/Whiteboard files owned by this user.
Rec. (Mb)	The size of the Recording files owned by this user.
Mmx. (Mb)	The size of the Multimedia files owned by this user.
Elp/Wbd. (Mb)	The size of the Plan/Whiteboard files owned by this user.
Downloads	The number of times the files have been downloaded.

Exporting Data

To export data about selected Administrators to a text file:

1. Select one or more rows.
2. Press **Export Summary**.

This saves `sas_export.csv`, a comma-separated text file, to disk. The values in this file are the same as shown on the screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View details about all the files used by a given Administrator.	Click the Advanced button.	<i>Administrator File Summary</i>

How To Get Here






1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Admin**.

See the *Files Flowchart* on page 306.

Administrator File Summary

This screen shows information about the Recording, Whiteboard/Plan, and Multimedia files used by a given Administrator and the Supervisors under them.

Administrator File Summary

Administrator:

Quota (Mb): File Count: Used (Mb): Used (%):
 Supervisors: File Count: Used (Mb): Used (%):

<RECORDING FILES> File Count: Used (Mb): Largest (Kb): Smallest (Kb):
 Downloads: (Total Downloads)

<MULTI MEDIA FILES> File Count: Used (Mb): Largest (Kb): Smallest (Kb):
 Downloads: (Total Downloads)

<WHITEBOARD/PLAN FILES> File Count: Used (Mb): Largest (Kb): Smallest (Kb):
 Downloads: (Total Downloads)

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Administrator	The name of the Administrator.
Quota (Mb)	The total disk quota available for this Administrator (in megabytes).
File Count	The total number of files for the Administrator.
Used (Mb)	The total size of all files (in megabytes) for the Administrator.
Used (%)	The percentage of the quota used by the Administrator.
Supervisors	The number of Supervisors below this Administrator.
File Count	The total number of files for the Supervisor.

Item		Description
Used (Mb)		The total size of all files (in megabytes) for the Supervisor.
Used (%)		The percentage of the quota used by the Supervisor.
Recording Files Multimedia Files Whiteboard/Plan Files	File Count	The number of files of this type.
	Used (Mb)	The total size of this type of files.
	Largest (Kb)	The size of the largest file of this type.
	Smallest (Kb)	The size of the smallest file of this type.
	Downloads	The total number times files of this type have been downloaded.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about all the files used by specific Supervisors.	Click the Supervisor button.	<i>Supervisors</i> on the facing page
View information about recording files.	Click the Recording button.	<i>Recording Files</i> on page 333
View information about Plan and Whiteboard files.	Click the Plan/Whiteboard button.	<i>Whiteboard/Plan Files</i> on page 316
View information about multimedia files.	Click the Multimedia button.	


How To Get Here

1. Click the **Files** link on the *Utilities Page*.
2. If you are the Manager:
 - a. On the *Login Group File Summary* screen, click **Admin**.
 - b. On the *Administrators* screen, select an Administrator and click **Advanced**.

See the *Files Flowchart* on page 306.

Supervisors

This screen shows information about the Recording, Whiteboard/Plan, and Multimedia files used by the Supervisors.

Supervisors										
1 of 1 (1 items)										
Username	Active	Used (%)	Rec. Files	Mmx. Files	Wbd. Files	Rec. (Mb)	Mmx. (Mb)	Wbd. (Mb)	Downloads	
	true	0.57	0	3	2	0.00	0.06	0.51	0	

Item	Description
Username	The Supervisor's username.
Active	Whether the user is active or not. (Managers can deactivate users by deselecting the May log in to SAS checkbox on the <i>User Profile Information</i> screen.)
Used (%)	The percentage of the login group's disk quota used by this user.
Rec. Files	The number of Recording files owned by this user.
Mmx. Files	The number of Multimedia files owned by this user.
Wbd. Files	The number of Plan/Whiteboard files owned by this user.
Rec. (Mb)	The size of the Recording files owned by this user.
Mmx. (Mb)	The size of the Multimedia files owned by this user.
Wbd. (Mb)	The size of the Plan/Whiteboard files owned by this user.
Downloads	The number of times the files have been downloaded.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the files for a specific Supervisor.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Advanced button. 	<i>Supervisor File Summary</i>

How To Get Here

1. Click the **Files** link on the *Utilities Page*.
2. If you are the Manager:
 - a. On the *Login Group File Summary* screen, click **Admin**.
 - b. On the *Administrators* screen, select an Administrator and click **Advanced**.
3. On the *Administrator File Summary* screen, click **Supervisor**.

See the *Files Flowchart* on page 306.

Supervisor File Summary

This screen shows information about the Recording, Whiteboard/Plan, and Multimedia files for a Supervisor.

Supervisor File Summary

Previous
 Recording
 Plan / Whiteboard
 Multimedia

Supervisor:

Quota (Mb): File Count: Used (Mb): Used (%):

<RECORDING FILES>	File Count:	<input style="width: 50px;" type="text" value="0"/>	Used (Mb):	<input style="width: 50px;" type="text" value="0.00"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="0.00"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="0.00"/>
	Downloads:	<input style="width: 50px;" type="text" value="0"/>	(Total Downloads)					
<MULTI MEDIA FILES>	File Count:	<input style="width: 50px;" type="text" value="3"/>	Used (Mb):	<input style="width: 50px;" type="text" value="0.06"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="19.71"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="19.71"/>
	Downloads:	<input style="width: 50px;" type="text" value="0"/>	(Total Downloads)					
<WHITEBOARD/PLAN FILES>	File Count:	<input style="width: 50px;" type="text" value="2"/>	Used (Mb):	<input style="width: 50px;" type="text" value="0.51"/>	Largest (Kb):	<input style="width: 50px;" type="text" value="262.39"/>	Smallest (Kb):	<input style="width: 50px;" type="text" value="262.38"/>
	Downloads:	<input style="width: 50px;" type="text" value="0"/>	(Total Downloads)					

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description	
Supervisor	The name of the Supervisor.	
Quota (Mb)	The total disk quota available for this Supervisor (in megabytes).	
File Count	The total number of files.	
Used (Mb)	The total size of all files (in megabytes).	
Used (%)	The percentage of the quota used.	
Recording Files Multimedia Files Whiteboard/Plan Files	File Count	The number of files of this type.
	Used (Mb)	The total size of this type of files.
	Largest (Kb)	The size of the largest file of this type.
	Smallest (Kb)	The size of the smallest file of this type.
	Downloads	The total number times files of this type have been downloaded.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen
View information about recording files.	Click the Recording button.	<i>Recording Files</i> on page 333
View information about Plan and Whiteboard files.	Click the Plan/Whiteboard button.	<i>Whiteboard/Plan Files</i> below
View information about multimedia files.	Click the Multimedia button.	

How To Get Here

If You Are The Manager

1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Admin**.
3. On the *Administrators* screen, select an Administrator and click **Advanced**.
4. On the *Administrator File Summary* screen, click **Supervisor**.
5. On the *Supervisors* screen, select a Supervisor and click **Advanced**.

If You Are An Administrator

1. Click the **Files** link on the *Utilities Page*.
2. On the *Administrator File Summary* screen, click **Supervisor**.
3. On the *Supervisors* screen, select a Supervisor and click **Advanced**.

If You Are A Supervisor

- Click the **Files** link on the *Utilities Page*.

See the *Files Flowchart* on page 306.

Whiteboard/Plan Files

This screen shows information about *whiteboard files* and *Plan files*.



Note: This screen varies slightly depending how you arrive at it.

Whiteboard/Plan Files

Previous Sort/Filter All None Replace Edit Delete Course Drop In Meeting Downloads CSV Export Data First Prev 1 of 2 (20 items) Next Last

File Name	Created	Size (MB)	Courses	Drop Ins	Meeting
?????????.wbd	2009-07-22 08:08 AM	0.0049	0	0	0
acidbases.wbd	2008-09-12 12:33 AM	1.1236	0	0	0
anniversary50.wbd	2009-07-04 11:43 AM	3.2959	0	0	1
cornerofficewhiteboard.wbd	2011-09-29 10:27 AM	0.5318	0	0	0
deadman.elp	2009-05-15 01:10 PM	48.6677	0	0	0
illuminateplanv1_0alphakickoffmeeting.wb	2008-01-29 09:26 AM	1.3234	0	0	0
gregsoffice.wbd	2010-04-16 10:25 AM	0.1225	0	0	0
israeli_test_file.elpx	2010-08-25 08:40 AM	2.8778	0	0	0
israeli_test_file.elpx	2010-08-31 10:57 AM	4.0114	0	0	0
jamesbonds.wbp	2009-11-05 01:42 PM	7.9982	0	0	2
lesson1.wbd	2012-05-07 08:42 AM	0.2562	0	0	0
lesson2.wbd	2012-05-07 08:42 AM	0.2562	0	2	1
march_cjug.wbd	2009-03-11 07:37 AM	1.7196	0	0	0
picardqaslide.wbd	2010-01-21 03:53 PM	0.0468	0	0	0
presentation.wbd	2006-01-20 02:50 PM	0.0024	0	0	1
protected.wbp	2010-06-02 09:38 AM	7.9982	0	0	4
scrumofscrums(v1).wbd	2011-12-09 02:49 PM	0.0573	0	0	1
testwhiteboard.wbd	2008-09-12 12:37 AM	0.0059	0	0	0

Owner:

File Name:

Created:

Size (MB):

Description:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.



Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.
Drop Ins	The number of Drop Ins using this file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.

Item	Description
Meetings	The number of Meetings using this file.
Owner	The owner of the file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.
Description	An optional description of the file.



Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the Courses that use a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. <hr/>  Note: This button is only available if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.	<i>Course Sessions</i> on page 357
View information about the Drop Ins that use a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Drop In button. <hr/>  Note: This button is only available if you reached this screen from the <i>Login Group File Summary</i> on page 306 or <i>Administrator File Summary</i> on page 310 screen.	<i>Drop In Sessions</i> on page 359
View information about the Meetings that use a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Meeting button. 	<i>Meeting Sessions</i> on page 361
View information about the downloads of a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Downloads button. 	<i>Whiteboard/Plan Downloads</i> on page 329

You Can ...	By Doing This ...	Which Leads To This Screen ...
Export information to a text file. Note: This gives you more information than is visible on this screen.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Whiteboard/Plan File</i> on page 330

How To Get Here

Click the **Plan/Whiteboard** button on any of the following screens:

- *Login Group File Summary* on page 306 (Available to the Manager only.)
- *Administrator File Summary* on page 310 (Available to the Manager and Administrators only.)
- *Supervisor File Summary* on page 314 (Available to the Manager, Administrators, and Supervisors.)

See the *Files Flowchart* on page 306.

Detailed steps are as follows:

1) Via the Login Group File Summary screen (Manager Only)

1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Plan/Whiteboard**

2) Via the Administrator File Summary screen (Managers and Administrators Only)

1. Click the **Files** link on the *Utilities Page*.
2. If you are the Manager:
 - a. On the *Login Group File Summary* screen, click **Admin**.
 - b. On the *Administrators* screen, select an Administrator and click **Advanced**.
3. On the *Administrator File Summary* screen, click **Plan/Whiteboard**.

3) Via the Supervisor File Summary screen

If You Are The Manager

1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Admin**.
3. On the *Administrators* screen, select an Administrator and click **Advanced**.
4. On the *Administrator File Summary* screen, click **Supervisor**.
5. On the *Supervisors* screen, select a Supervisor and click **Advanced**.
6. On the *Supervisor File Summary* screen, click **Plan/Whiteboard**.

If You Are An Administrator

1. Click the **Files** link on the *Utilities Page*.
2. On the *Administrator File Summary* screen, click **Supervisor**.
3. On the *Supervisors* screen, select a Supervisor and click **Advanced**.
4. On the *Supervisor File Summary* screen, click **Plan/Whiteboard**.

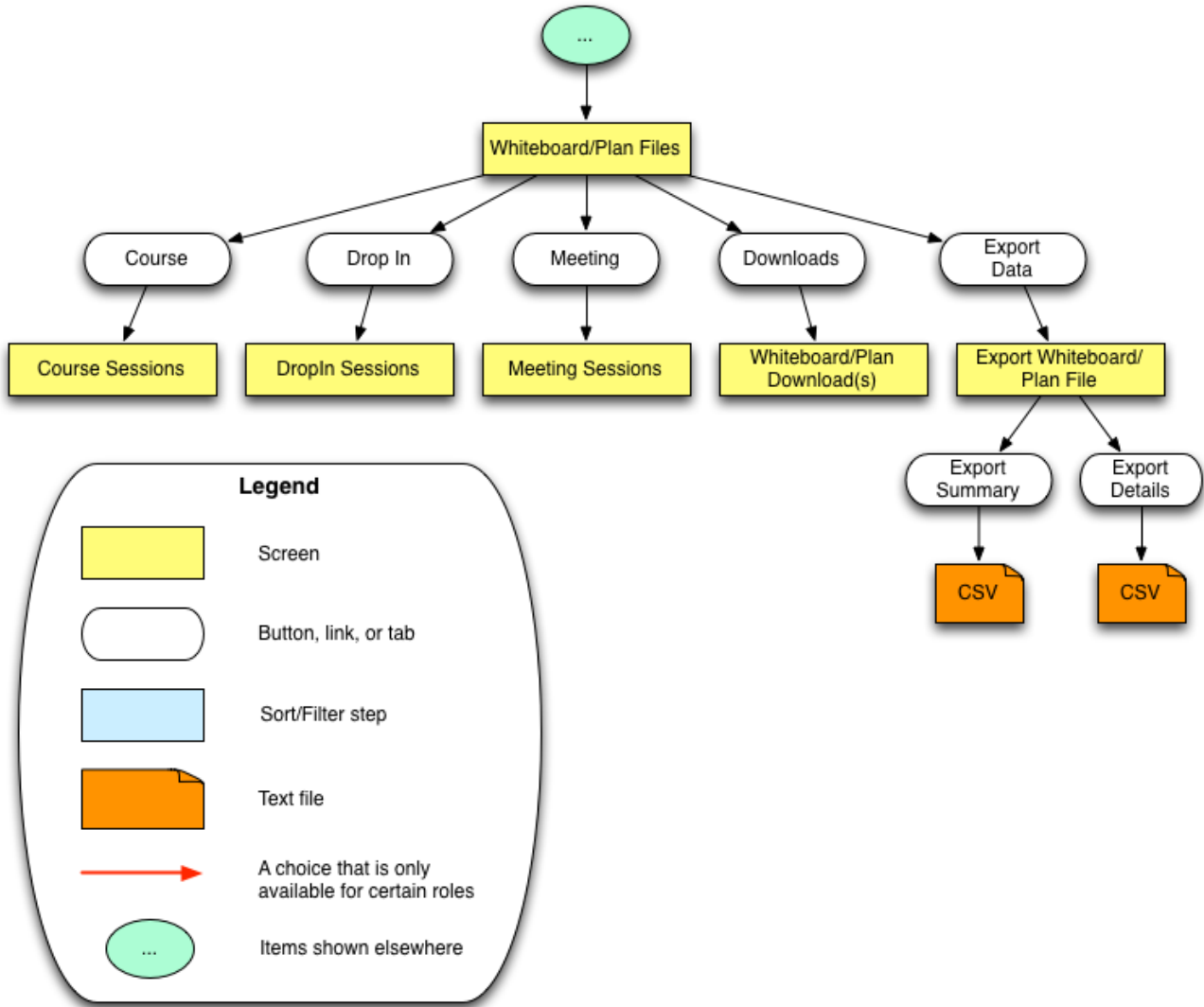
If You Are A Supervisor

1. Click the **Files** link on the *Utilities Page*.
2. On the *Supervisor File Summary* screen, click **Plan/Whiteboard**.

See Also










- *Whiteboard/Plan Files* in the *Courses*, *Drop Ins*, and *Meetings* sections

Whiteboard/Plan Files Flowchart



Course Sessions

This screen shows information about the *Course sessions* that use the file specified on the *Multimedia Files* screen or the *Whiteboard/Plan Files* screen.

Course Sessions					
    			  1 of 1 (1 items)  		
	Course Template	Course Instance	Session Type	Start Time	End Time
<input type="checkbox"/>	CHEM 101	FALL 2012	NONE	2012-12-31 01:00 PM	2012-12-31 04:00 PM
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, select a file and click **Course**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

2) Via Whiteboard/Plan Files

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, select a file and click **Course**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

See Also

- *Course Sessions* in the *Courses* section

Drop In Sessions

This screen shows information about the *Drop In sessions* that use the file specified on the *Multimedia Files* screen or *Whiteboard/Plan Files* screen.

Drop In Sessions			
		1 of 1 (2 items)	
Drop In Template	Session Type	Start Time	End Time
PHYSICS 101 TUTORIAL	NONE	2012-05-09 11:15 AM	2012-05-09 06:00 PM
PHYSICS 101 TUTORIAL	NONE	2012-05-10 09:00 AM	2012-05-10 06:00 PM

Information On This Screen

Item	Description
Drop In Template	The name of the <i>Drop In template</i> .
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, click **Drop In**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

2) Via Whiteboard/Plan Files

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, click **Drop In**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

Access

You must be a Manager or Administrator to access this screen.

See Also

- *Drop In Sessions* in the *Drop Ins* section.

Meeting Sessions

This screen shows information about the *Meeting sessions* that use the file specified on the *Multimedia Files* screen or *Whiteboard/Plan Files* screen.

Meeting Sessions			
Meeting Session	Session Type	Start Time	End Time
BUDGET MEETING	NONE	2012-05-04 02:30 PM	2012-05-04 03:30 PM
MASTERING TESTING - ASTQB PREP - WEEK 4	MASTERING TESTING - ASTQB PREP	2008-12-23 08:00 PM	2008-12-23 09:00 PM

Item	Description
Meeting Session	The name of the Meeting session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, select a file and click **Meeting**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

2) Via Whiteboard/Plan Files

- Click the **Plan/Whiteboard** button on any of the following screens:
 - Login Group File Summary* on page 306. (Available to the Manager only.)
 - Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
- On the *Whiteboard/Plan Files* screen, select a file and click **Meeting**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

See Also

- Meeting Sessions* in the *Meetings* section.

Whiteboard/Plan Downloads

This screen shows information about downloads of the file specified on the *Whiteboard/Plan Files* screen.

Whiteboard/Plan Download(s)						
Requested	Accessed	Delay	IP Address	Room Name	Attendee	
2009-11-20 02:28 PM	2009-11-20 02:28 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	6	
2009-11-25 05:56 PM	2009-11-25 05:56 PM	000:00:00	216.220.49.214	MIKE'S VIRTUAL OFFICE	1	
2009-12-03 09:55 PM	2009-12-03 09:55 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	2	
2010-01-24 07:36 PM	2010-01-24 07:36 PM	000:00:00	74.200.25.235	MIKE'S VIRTUAL OFFICE	1	
2010-03-05 02:31 PM	2010-03-05 02:31 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-03-08 08:38 PM	2010-03-08 08:38 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-03-17 12:25 PM	2010-03-17 12:25 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-05 04:55 AM	2010-05-05 04:55 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-05-07 08:51 AM	2010-05-07 08:51 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	
2010-05-08 10:10 PM	2010-05-08 10:10 PM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	1	
2010-06-04 10:02 AM	2010-06-04 10:02 AM	000:00:00	65.110.166.168	MIKE'S VIRTUAL OFFICE	2	

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room where the file was downloaded from.
Attendees	The number of attendees in the room.

How To Get Here

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, select a file and click **Downloads**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

See Also

- *Whiteboard/Plan Downloads* in the *Courses*, *Drop Ins*, and *Meetings* sections

Export Whiteboard/Plan File

This screen shows information about *whiteboard files* and *Plan files* and lets you export information to a text file.

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the name of the user who owns the file.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The number of times this file has been requested.
Downloaded	The date and time the file was download.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, de-select all files and click **Export Data**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

See Also

- *Export Whiteboard/Plan File* in the *Courses*, *Drop Ins*, and *Meetings* sections

Recording Files

This screen shows information about recordings of Courses, Drop Ins, and Meetings.

Recording Files

1 of 63
(1134 items)

File Name	Size (MB)	Created	Room Name	Attendee	Download:
2006-02-22.2107.M.23B082E1	0.009	2006-02-22 09:10 PM	TEST 6.5 ACADEMIC	1	58
2006-02-26.0051.C.9347E57z	0.0104	2006-02-26 12:54 AM	TESTCOURSE	1	1
2006-03-30.2259.M.18A3060	0.0091	2006-03-30 11:02 PM	TEST SESSION	1	0
2006-04-08.1412.M.6D8C486	0.0088	2006-04-08 01:15 PM	RECORDING NOTIFIC	1	1
2006-04-08.1417.M.3D67732	0.009	2006-04-08 01:20 PM	REC NOTIFICATION T	1	1
2006-05-01.1158.M.4C9438B	0.0388	2006-05-01 11:01 AM	MIKE'S VIRTUAL OFFI	1	1
2006-05-04.0018.M.593E397!	0.0097	2006-05-03 11:21 PM	MAY 3-4 SAS 2.0 SM	1	1
2006-05-11.0037.M.2D7CE4F	0.0091	2006-05-10 11:39 PM	TEST SESSION 2	1	1
2006-06-25.0113.M.9668089	0.0098	2006-06-25 12:16 AM	SAS 2.2 TEST SESSIO	1	3
2006-07-09.0020.M.A592F38	0.0116	2006-07-08 11:23 PM	SAS 2.3 TEST SESSIO	1	1
2006-07-09.0023.M.213A83C	0.0205	2006-07-08 11:27 PM	SAS 2.3 TEST SESSIO	1	1
2006-07-13.0018.M.FD49163	0.0107	2006-07-12 11:21 PM	2.3.1 TEST SESSION 1	1	11
2006-07-13.0023.M.5E17C5E!	0.0103	2006-07-12 11:27 PM	2.3.1 TEST SESSION 2	1	1
2006-08-13.0025.M.9385E32!	0.0151	2006-08-12 11:28 PM	2.3.3 TEST SESSION	1	2
2006-11-05.0045.M.2BC811A	0.0088	2006-11-05 12:49 AM	RECORDING TEST SES	1	4
2006-11-16.0239.M.0203845	0.0085	2006-11-16 02:42 AM	SMOKE THAT!	1	4
2006-11-16.0239.M.3616A0E	0.009	2006-11-16 02:42 AM	TEST SESSION 99	1	2
2006-11-16.0239.M.72C06A0	0.0088	2006-11-16 02:42 AM	SMOKE THIS!	1	3

Owner:

Room Name:

Session Type:

Version:

File Name:

Created:

Size (MB):

Description:

Link:

File Access:

Options: Enable Recording Viewer Detail



Note: This screen varies slightly depending how you arrive at it.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Attendees	The number of people who attended the Course, Drop In, or Meeting where this recording was made.
Downloads	The number of times the recording has been downloaded.
Owner	The owner of the recording.
Room Name	The name of the room that the recording was made in.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Version	The version of web conferencing that was used to create the recording.
Link	The URL to access the recording.
File Access	<p>The access restrictions for the recording.</p> <ul style="list-style-type: none"> • Private – access to the recording is restricted to the session creator. • Restricted – access to the recording is restricted to individuals with whom you have shared the link and to users who have an SAS account and were registered for the session. • Public – access to the recording is unrestricted and available to anyone who has the recording link and to all users who have an SAS account.
Enable Recording Viewer Details	If this is selected, you can manually enter a name and /or email address that SAS will use if it cannot determine appropriate values for these fields (for example, when a recording link is accessed after logging into the SAS).
Description	An optional description of the recording.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about the attendees.	<ol style="list-style-type: none">1. Select one or more rows.2. Click the Attendees button.	<i>Room Attendees</i> on page 338
View information about the downloads.	<ol style="list-style-type: none">1. Select one or more rows.2. Click the Downloads button.	<i>Recording Downloads</i> on page 348
Export information to a text file. Note: This gives you more information than is visible on this screen.	<ol style="list-style-type: none">1. Deselect all rows.2. Click the Export Data button.	<i>Export Recording File</i> on page 350

See the *Recording Files Flowchart* on page 337.

How To Get Here

Click the **Recording** button on any of the following screens:

- *Login Group File Summary* on page 306 (Available to the Manager only.)
- *Administrator File Summary* on page 310 (Available to the Manager and Administrators only.)
- *Supervisor File Summary* on page 314 (Available to the Manager, Administrators, and Supervisors.)

See the *Files Flowchart* on page 306.

Detailed steps are as follows:

1) Via the Login Group File Summary screen (Manager Only)

1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Recording**.

2) Via the Administrator File Summary screen (Managers and Administrators Only)

1. Click the **Files** link on the *Utilities Page*.
2. If you are the Manager:
 - a. On the *Login Group File Summary* screen, click **Admin**.
 - b. On the *Administrators* screen, select an Administrator and click **Advanced**.
3. On the *Administrator File Summary* screen, click **Recording**.

3) Via the Supervisor File Summary screen

If You Are The Manager

1. Click the **Files** link on the *Utilities Page*.
2. On the *Login Group File Summary* screen, click **Admin**.
3. On the *Administrators* screen, select an Administrator and click **Advanced**.
4. On the *Administrator File Summary* screen, click **Supervisor**.
5. On the *Supervisors* screen, select a Supervisor and click **Advanced**.
6. On the *Supervisor File Summary* screen, click **Recording**.

If You Are An Administrator

1. Click the **Files** link on the *Utilities Page*.
2. On the *Administrator File Summary* screen, click **Supervisor**.
3. On the *Supervisors* screen, select a Supervisor and click **Advanced**.
4. On the *Supervisor File Summary* screen, click **Recording**.

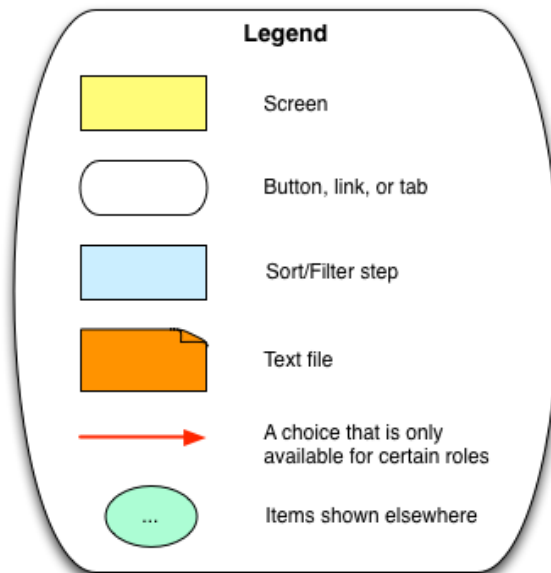
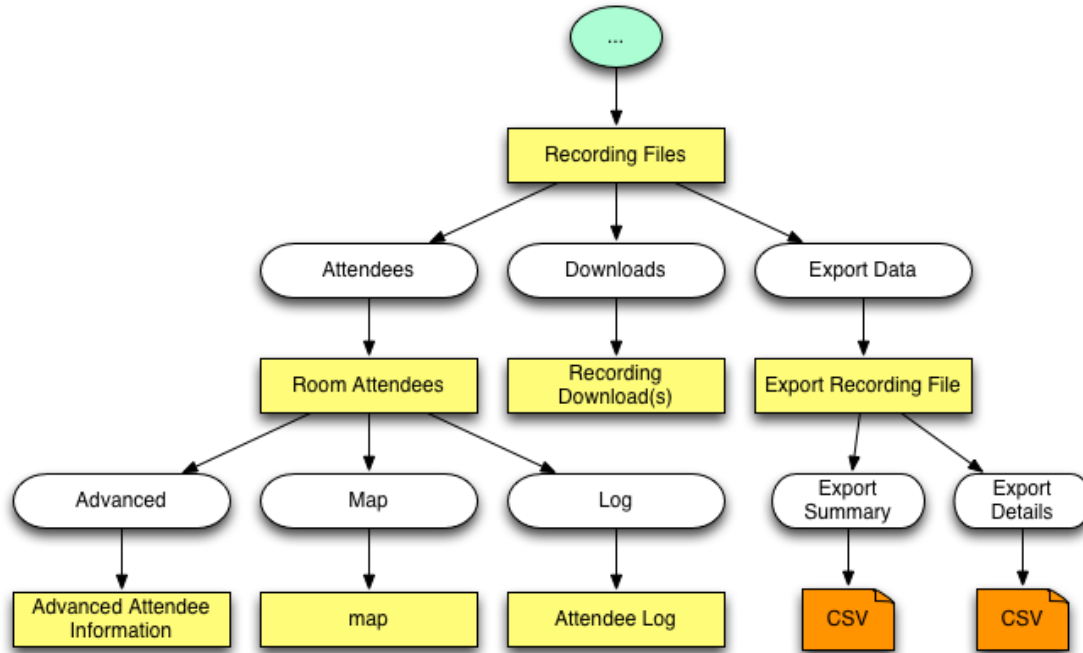
If You Are A Supervisor

1. Click the **Files** link on the *Utilities Page*.
2. On the *Supervisor File Summary* screen, click **Recording**.

See Also

- *Drop Ins* on page 177
- *Meetings* on page 245
- *Courses* on page 93

Recording Files Flowchart



Room Attendees

This screen shows information about attendees for the room specified on the *Rooms* screen.

Room Attendees					
				1 of 1 (1 items)	
Attendee	First Join	Last Leave	Active	Logs	
	2012-05-08 03:53:41 PM	2012-05-08 03:54:56 PM	000:01:14	1	

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Attendee	The name of the attendee.
First Join	The date and time the attendee first joined the room.
Last Leave	The date and time the attendee last left the room.
Active	The time the attendee was active in the room.
Logs	The number of logs for this attendee. Logs can be viewed on the <i>Attendee Log</i> screen.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View more information about an attendee.	<ol style="list-style-type: none">1. Select a row.2. Click the Advanced button.	<i>Advanced Attendee Information</i> on next page
View a map of an attendee's location.	<ol style="list-style-type: none">1. Select a row.2. Click the Map button.	<i>Attendee Map</i> on page 343
View information about an attendee's attendance.	<ol style="list-style-type: none">1. Select a row.2. Click the Log button.	<i>Attendee Log</i> on page 346

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.


2. On the *Recording Files* screen, select a recording and click **Attendees**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Advanced Attendee Information

This screen shows information about the attendee specified on the *Room Attendees* screen.

Advanced Attendee Information


Previous

Session Name:

Attendee Name:

IP Address:

Country: CANADA

Prov/State: ALBERTA

City/Town: COCHRANE

ISP: SHAW COMMUNICATIONS INC

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Session Name	The name of the session.
Attendee Name	The name of the attendee.
IP Address	The IP address of the attendee.
Country	The country where the attendee resides.
Prov/State	The province or state where the attendee resides.
City/Town	The city or town where the attendee resides.
ISP	The Internet Service Provider for the attendee.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

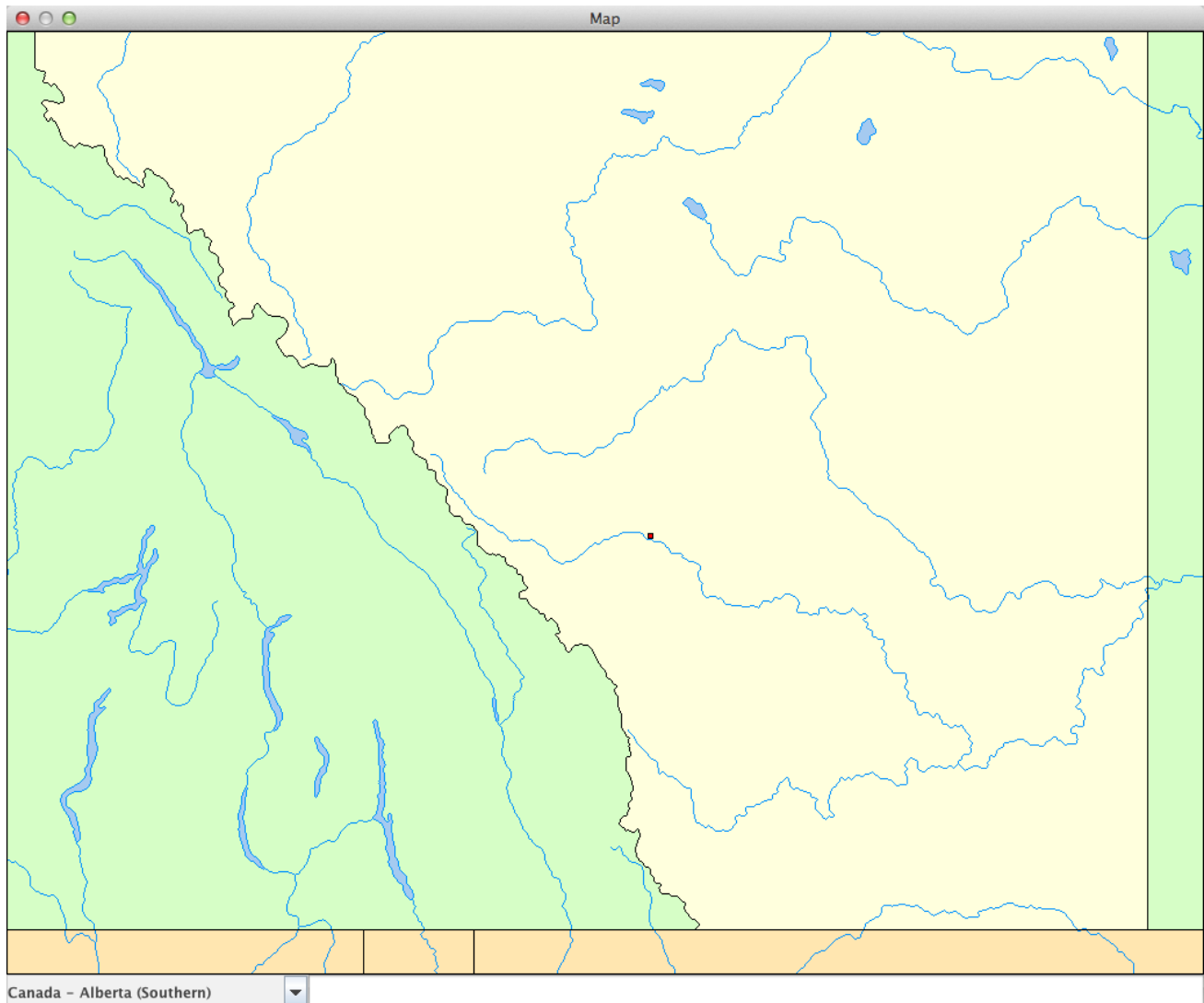
For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Advanced**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Map

This screen shows a map with the location of the attendee specified on the *Room Attendees* screen.



How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Map**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Attendee Log

This screen shows information about the attendee specified on the *Room Attendees* screen.

Attendee Log		
Previous	Sort/Filter	1 of 1 (1 items)
Joined	Left	Active
2012-05-08 04:03:46 PM	2012-05-08 04:04:23 PM	000:00:37

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Joined	The date and time the user joined the room.
Left	The date and time the user left the room.
Active	The time the user was active in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Attendees**.
7. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Attendees**.
6. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Attendees**.
5. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Meetings Flowchart* on page 246.

4) Via the Recording Files screen

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Attendees**.
3. On the *Room Attendees* screen, select an attendee and click **Log**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Recording Downloads

This screen shows information about downloads for the recording specified on the *Recording* screen.

Recording Download(s)								
Requested	Accessed	Delay	IP Address	Viewer Name	Viewer Email	Room Name	Attendees	
2012-05-09 11:49 AM	2012-05-09 11:49 AM	000:00:00	68.147.134.189			PHYSICS 101	1	

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Viewer Name	The name of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.
Viewer Email	The email address of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.
Room Name	The name of the room that the recording was made in.
Attendees	The number of attendees in the room.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.
6. On the *Rooms* screen, select a room and click **Recording**.
7. On the *Recording* screen, click **Downloads**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.
6. On the *Recording* screen, click **Downloads**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.
5. On the *Recording* screen, click **Downloads**.

See the *Meetings Flowchart* on page 246.

4) Via Files

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, select a recording and click **Downloads**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Export Recording File

This screen shows information about recording files and lets you export information to a text file.

Export Recording File							
Room Name	File Name	Created	Size (MB)	Attendees	Requests	Downloads	
	2011-11-18.1309.M.FA34627E5FDC818E6CF9A94/	2011-11-18 05:02 PM	12.5701	7	2	2	
	2011-11-28.0649.M.FA34627E5FDC818E6CF9A94/	2011-11-28 07:05 AM	25.9021	1	4	4	
	2011-11-29.0748.M.FA34627E5FDC818E6CF9A94/	2011-11-29 09:36 AM	20.1579	9	2	2	
	2012-02-29.1154.M.FA34627E5FDC818E6CF9A94/	2012-02-29 01:16 PM	11.7873	7	0	0	
	2012-03-03.1123.M.FA34627E5FDC818E6CF9A94/	2012-03-03 12:35 PM	7.0502	3	0	0	
	2012-03-19.1439.M.FA34627E5FDC818E6CF9A94/	2012-03-19 03:09 PM	0.0309	3	0	0	
	2012-04-21.1137.M.FA34627E5FDC818E6CF9A94/	2012-04-21 12:32 PM	109.3336	3	0	0	
	2010-11-22.1026.M.43024FCC853E31954D0D960	2010-11-22 03:56 PM	48.9632	28	19	15	
	2009-07-16.1458.M.7D74F5581C855AD5595E0B1	2009-07-16 04:55 PM	26.9428	3	6	5	
	2010-07-23.0939.M.ABC67D0AD40823F3C9C897E	2010-07-23 10:48 AM	1.8876	3	0	0	
	2008-09-26.1454.M.F4F1D27120FFC80A81CE90A/	2008-09-26 03:33 PM	8.8355	3	0	0	
	2008-10-02.1520.M.F4F1D27120FFC80A81CE90A/	2008-10-02 04:25 PM	3.1884	4	0	0	
	2008-10-03.1304.M.F4F1D27120FFC80A81CE90A/	2008-10-03 01:47 PM	2.4333	4	0	0	
	2009-06-25.0912.M.12C7355659E429197DF856A	2009-06-25 11:29 AM	54.65	5	33	25	
	2011-09-14.0950.M.EAEECF66EEF6DDC8BDD5EA	2011-09-14 10:37 AM	9.6808	35	5	4	
	2011-09-14.1205.M.EAEECF66EEF6DDC8BDD5EA	2011-09-14 12:09 PM	0.0174	1	0	0	
	2007-09-09.0628.M.B450EF65137260758580828F	2007-09-09 06:31 AM	0.0143	2	1	1	
	2007-09-09.0644.M.B450EF65137260758580828F	2007-09-09 06:46 AM	0.0138	1	2	2	

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Room Name	The name of the room that the recording was made in.
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Attendees	The number of attendees in the room.
Requests	The number of times the recording has been requested.
Downloads	The number of times the recording has been downloaded.

Exporting a Summary

To export a summary to a text file:

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the name of the file's owner.

Exporting Details

To export details to a text file:

1. Select one or more rows.
2. Click **Export Details**.

This file contains the following information:

Item	Description
Room Name	The name of the room that the recording was made in.
Owner Name	The owner of the recording.
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The number of times the recording has been requested.
Downloaded	The number of times the recording has been downloaded.
IP Address	The IP address of the user who downloaded the file.
Viewer Name	The name of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.
Viewer Email	The email address of the user who viewed the recording. This will only be recorded if the Enable Recording Viewer Details flag is set for the recording.

How To Get Here

1) Via Courses

1. Click the **Courses** link on the *Utilities Page*.
2. If you are the Manager, on the *Course Administrators* screen select an Administrator and click **Template**.
3. On the *Course Templates* screen, select a template and click **Instance**.
4. On the *Course Instances* screen, select an instance and click **Session**.
5. On the *Course Sessions* screen, select a session and click **Rooms**.

6. On the *Rooms* screen, select a room and click **Recording**.
7. On the *Recording* screen, de-select all rows and click **Export Data**.

See the *Courses Flowchart* on page 96.

2) Via Drop Ins

1. Click the **Drop Ins** link on the *Utilities Page*.
2. If you are the Manager, on the *Drop In Administrators* screen select an Administrator and click **Template**.
3. On the *Drop In Templates* screen, select a template and click **Session**.
4. On the *Drop In Sessions* screen, select a session and click **Rooms**.
5. On the *Rooms* screen, select a room and click **Recording**.
6. On the *Recording* screen, de-select all rows and click **Export Data**.

See the *Drop Ins Flowchart* on page 178.

3) Via Meetings

1. Click the **Meetings** link on the *Utilities Page*.
2. If you are the Manager, on the *Meeting Administrators/Supervisors* screen select an Administrator or Supervisor and click **Session**.
3. On the *Meeting Sessions* screen, select a session and click **Rooms**.
4. On the *Rooms* screen, select a room and click **Recording**.
5. On the *Recording* screen, de-select all rows and click **Export Data**.

See the *Meetings Flowchart* on page 246.

4) Via Files

1. Navigate to the *Recording Files* screen by clicking the **Recording** button on any of the following screens:
 - *Login Group File Summary*
 - *Administrator File Summary*
 - *Supervisor File Summary*

For details, see *Recording Files* on page 333.

2. On the *Recording Files* screen, de-select all rows and click **Export Data**.

See the *Files Flowchart* on page 306 and the *Recording Files Flowchart* on page 337.

Multimedia Files

This screen shows information about multimedia files.

Multimedia files include movies, Flash animations, and audio files.

Blackboard Collaborate supports the following multimedia file types:

- MPEG files: .mpeg, .mpg, .mpe, .m4v, .mp4
- QuickTime files: .mov, .qt
- Windows Media files: .wmv
- Flash files: .swf
- Audio files: .mp3



Note: This screen varies slightly depending how you arrive at it.

MultiMedia Files

Previous Sort/Filter All None Replace Edit Delete Course Drop In Meeting Down-loads Export Data

1 of 1 (15 items) First Prev Next Last

File Name	Created	Size (MB)	Courses	Drop Ins	Meetings
Co-Don-Trong-Giao-Mo.mp3	2009-12-05 10:41 PM	3.9032	0	0	1
amazingsave.mpg	2006-01-20 02:48 PM	0.8209	0	0	0
flabbyfish1.swf	2006-01-20 02:48 AM	0.0224	0	0	2
lesson1.mp3	2012-05-07 09:04 AM	0.0193	0	1	1
lesson2.mp3	2012-05-07 09:05 AM	0.0193	0	1	1
lesson3.mp3	2012-05-07 09:05 AM	0.0193	0	2	1
paultraoy-raceline-20080529.mp3	2008-07-09 03:42 PM	3.2531	0	0	0
rednecktubing.mpeg	2006-04-18 07:13 AM	1.7221	0	0	0
stro.zip.mp3	2009-12-05 10:57 PM	0.0121	0	0	1
test_mm_upload.mp3	2010-08-31 10:05 AM	6.7376	0	0	0
test_mm_upload.mp3	2011-07-20 02:22 PM	6.7376	0	0	0
test_mm_upload2.mp3	2010-08-31 10:14 AM	7.6044	0	0	0
test_mm_upload2.mp3	2010-08-31 10:18 AM	7.6044	0	0	0
unknittingmouse1a.swf	2006-01-20 02:51 AM	0.115	0	0	2
wildlife.wmv	2009-12-08 04:11 PM	25.0302	0	0	0

Owner:

File Name:

Created:

Size (MB):

Description:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
File Name	The name of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Courses	The number of Courses using this file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.
Drop Ins	The number of Drop Ins using this file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.
Meetings	The number of Meetings using this file.
Owner	The owner of the file. Note: This information is only shown if you reached this screen from the <i>Login Group File Summary</i> or <i>Administrator File Summary</i> screen.
Description	An optional description of the file.

Were To Go From Here

You Can ...	By Doing This...	Which Leads To This Screen ...
View information about the Courses using a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. 	<i>Course Sessions</i> on the facing page
View information about the Drop Ins using a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Drop In button. 	<i>Drop In Sessions</i> on page 359
View information about the Meetings using a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Meeting button. 	<i>Meeting Sessions</i> on page 361
View information about the Courses using a file.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Downloads button. 	<i>Multimedia Downloads</i> on page 363
Export information to a text file.	<ol style="list-style-type: none"> 1. Deselect all rows. 2. Click the Export Data button. 	<i>Export Multimedia File</i> on page 364

How To Get Here

Click the **Multimedia** button on any of the following screens:

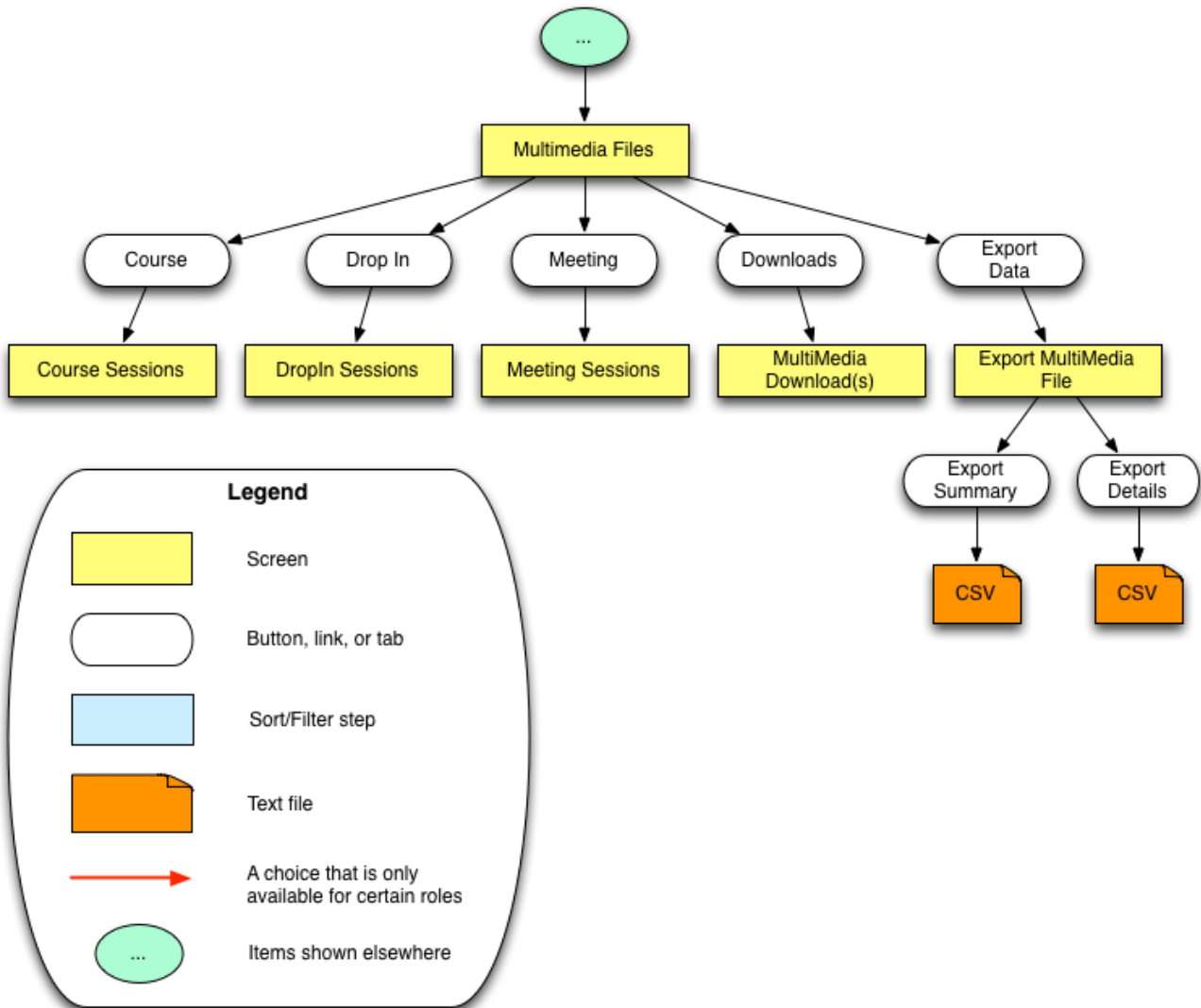
- *Login Group File Summary* on page 306 (Available to the Manager only.)
- *Administrator File Summary* on page 310 (Available to the Manager and Administrators only.)
- *Supervisor File Summary* on page 314 (Available to the Manager, Administrators, and Supervisors.)

See the *Files Flowchart* on page 306.

See Also

- *Whiteboard/Plan Files* in the *Courses*, *Drop Ins*, and *Meetings* sections

Multimedia Files Flowchart



Course Sessions

This screen shows information about the *Course sessions* that use the file specified on the *Multimedia Files* screen or the *Whiteboard/Plan Files* screen.

Course Sessions				
Course Template	Course Instance	Session Type	Start Time	End Time
CHEM 101	FALL 2012	NONE	2012-12-31 01:00 PM	2012-12-31 04:00 PM

Access

You must be a Manager or Administrator to access this screen.

Information On This Screen

Item	Description
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, select a file and click **Course**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

2) Via Whiteboard/Plan Files

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, select a file and click **Course**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

See Also

- *Course Sessions* in the *Courses* section

Drop In Sessions

This screen shows information about the *Drop In sessions* that use the file specified on the *Multimedia Files* screen or *Whiteboard/Plan Files* screen.

Drop In Template	Session Type	Start Time	End Time
PHYSICS 101 TUTORIAL	NONE	2012-05-09 11:15 AM	2012-05-09 06:00 PM
PHYSICS 101 TUTORIAL	NONE	2012-05-10 09:00 AM	2012-05-10 06:00 PM

Information On This Screen

Item	Description
Drop In Template	The name of the <i>Drop In template</i> .
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, click **Drop In**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

2) Via Whiteboard/Plan Files

1. Click the **Plan/Whiteboard** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Whiteboard/Plan Files* screen, click **Drop In**.

See the *Files Flowchart* on page 306 and the *Whiteboard/Plan Files Flowchart* on page 323.

Access

You must be a Manager or Administrator to access this screen.

See Also

- *Drop In Sessions* in the *Drop Ins* section.

Meeting Sessions

This screen shows information about the *Meeting sessions* that use the file specified on the *Multimedia Files* screen or *Whiteboard/Plan Files* screen.

Meeting Sessions			
Meeting Session	Session Type	Start Time	End Time
BUDGET MEETING	NONE	2012-05-04 02:30 PM	2012-05-04 03:30 PM
MASTERING TESTING - ASTQB PREP - WEEK 4	MASTERING TESTING - ASTQB PREP	2008-12-23 08:00 PM	2008-12-23 09:00 PM

Item	Description
Meeting Session	The name of the Meeting session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Start Time	The date and time the session starts.
End Time	The date and time the session ends.

How To Get Here

1) Via Multimedia Files

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, select a file and click **Meeting**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Requested	The date and time the download was requested.
Accessed	The date and time the download was accessed.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room where the file was downloaded from.

How To Get Here

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, select a file and click **Downloads**.

See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

See Also

- *Multimedia Download(s)* in the *Courses*, *Drop Ins*, and *Meetings* sections

Export Multimedia File

This screen shows information about multimedia files and lets you export information to a text file.

1. Select one or more rows.
2. Click **Export Summary**.

This summary contains the same information as the screen plus the name of the Supervisor who owns the file.

Exporting Details

To export details to a text file:


1. Select one or more rows.
2. Click **Export Details**.

This file has one line per file and contains the following information:

Item	Description
File Name	The name of the file.
Owner Name	The owner of the file.
Created	The date and time that the file was created.
Size (MB)	The size of the file.
Requested	The number of times this file has been requested to be downloaded.
Downloaded	The date and time the file was download.
Delay	The difference between the time the file was requested by the user and when it was actually accessed by the user.
IP Address	The IP address of the user who downloaded the file.
Room Name	The name of the room.
Attendees	The number of attendees in the room.

How To Get Here

1. Click the **Multimedia** button on any of the following screens:
 - *Login Group File Summary* on page 306. (Available to the Manager only.)
 - *Administrator File Summary* on page 310. (Available to the Manager and Administrators only.)
 - *Supervisor File Summary* on page 314. (Available to the Manager, Administrators, and Supervisors.)
2. On the *Multimedia Files* screen, de-select all files and click **Export Data**.



See the *Files Flowchart* on page 306 and the *Multimedia Files Flowchart* on page 357.

See Also

- *Export Multimedia File* in the *Courses*, *Drop Ins*, and *Meetings* sections

Chapter 12



Contacts

This section shows information about Contacts.

Contacts are individuals who are listed within the SAS database (with name, email address, etc.) but who are not “registered” with a user name or password for logging in to the SAS. They can be invited to Drop Ins and Meetings via email (just as registered SAS users can be) and attend sessions by clicking on a link in an email invitation.

How To Get Here

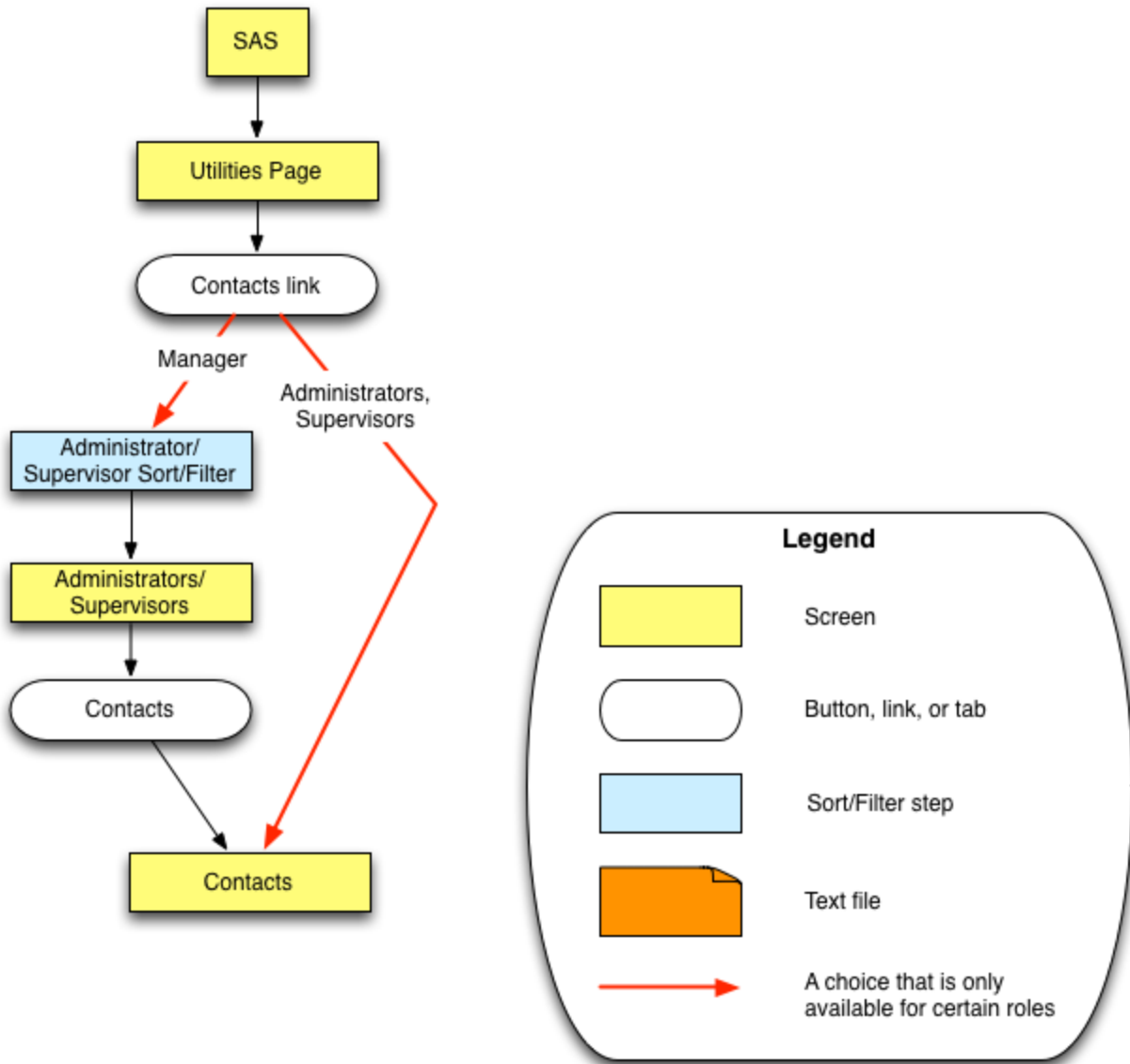
- Click the **Contacts** link on the *Utilities Page*

You must be a Manager, Administrator, or Supervisor to access the Contacts link.

Where This Leads

- If you are the Manager, the **Contacts** link opens the *Administrators/Supervisors* screen.
- If you are an Administrator or Supervisor, the **Contacts** link opens the *Contacts*.

Contacts Flowchart



Administrators/Supervisors

This screen shows information about the number of Contacts for Administrators and Supervisors.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View information about an Administrator's or Supervisor's Contacts.	<ol style="list-style-type: none"> 1. Select an Administrator or Supervisor. 2. Click the Contacts button. 	<i>Contacts</i> below

How To Get Here

- Click the **Contacts** link on the *Utilities Page*.

See the *Contacts Flowchart* on page 370.

Contacts

This screen shows information about the Contacts for the Administrator or Supervisor that was selected on the *Administrators/Supervisors* screen.

Contacts

1 of 1
(2 items)

Previous
Sort/Filter
All
None
New
Edit
Delete
Contact Upload

First
Prev
Next
Last

Last Name	First Name	Email Address

* Title:

First Name:

Last Name:

* Email Address:

Time Zone:

Observe DST

* Display Name:

Description:

Country:

State:

City/Town:

Phone:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Last Name	The user's last name.
First Name	The user's first name.
Email Address	The user's email address.
Title	The user's honorific title. (For example, "Mr." or "Ms.")
Time Zone	The user's time zone.
Display Name	The user's display name.
Description	A description of the item.
Country	The country where the user resides.
State	The province or state where the user resides.
City/Town	The city or town where the user resides.
Phone	The user's phone number.

How To Get Here

If You Are the Manager

1. Click the **Contacts** link on the *Utilities Page*.
2. On the *Administrators/Supervisors* screen, select an Administrator or Supervisor and click **Contacts**.

If You Are an Administrator or Supervisor

- Click the **Contacts** link on the *Utilities Page*.

See the *Contacts Flowchart* on page 370.

Chapter 13

Session Types

This section shows information about session types.

A *session type* is a label that can be used for your convenience to differentiate different types of sessions. For example, "Demonstration", "Lab", and "Lecture".

Session Types

1 of 1 (5 items)

Session Type	Default	Courses	Drop Ins	Meetings	Rooms
DEMONSTRATION	false	0	0	4	8
MEETING	false	0	1	37	1016
NONE	true	12	16	379	4687
SESSION	false	0	1	3	122
VROOM	false	0	1	1	34

* Session Type:

* Description:





Note: This screen looks slightly different if you are an Administrator or Supervisor.

Information On This Screen

Item	Description
Session Type	The name of the session type.
Default	The default session type for new sessions.
Courses	<p>The number of Courses that use this session type.</p> <hr/> <p> Note: This column is only available if you are a Manager or Administrator.</p> <hr/>
Drop Ins	<p>The number of Drop Ins that use this session type.</p> <hr/> <p> Note: This column is only available if you are a Manager or Administrator.</p> <hr/>
Meetings	The number of Meetings that use this session type.
Rooms	The number of rooms that use this session type.
Description	A description of the session type.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
<p>View which <i>Courses</i> use a session type.</p> <hr/>  <p>Note: This option is only available if you are a Manager or Administrator.</p> <hr/>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. 	<p><i>Change Course Instance Session Type</i> on next page</p>
<p>View which <i>Drop Ins</i> use a session type.</p> <hr/>  <p>Note: This option is only available if you are a Manager or Administrator.</p> <hr/>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Drop In button. 	<p><i>Change Drop In Template Session Type</i> on page 380</p>
<p>View which <i>Meetings</i> use a session type.</p>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Meeting button. 	<p><i>Change Meeting Session Type</i> on page 381</p>
<p>View which <i>rooms</i> use a session type.</p>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Rooms button. 	<p><i>Change Room Session Type</i> on page 383</p>

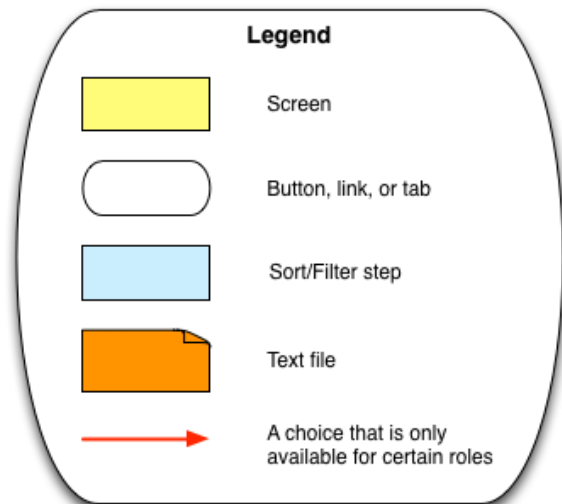
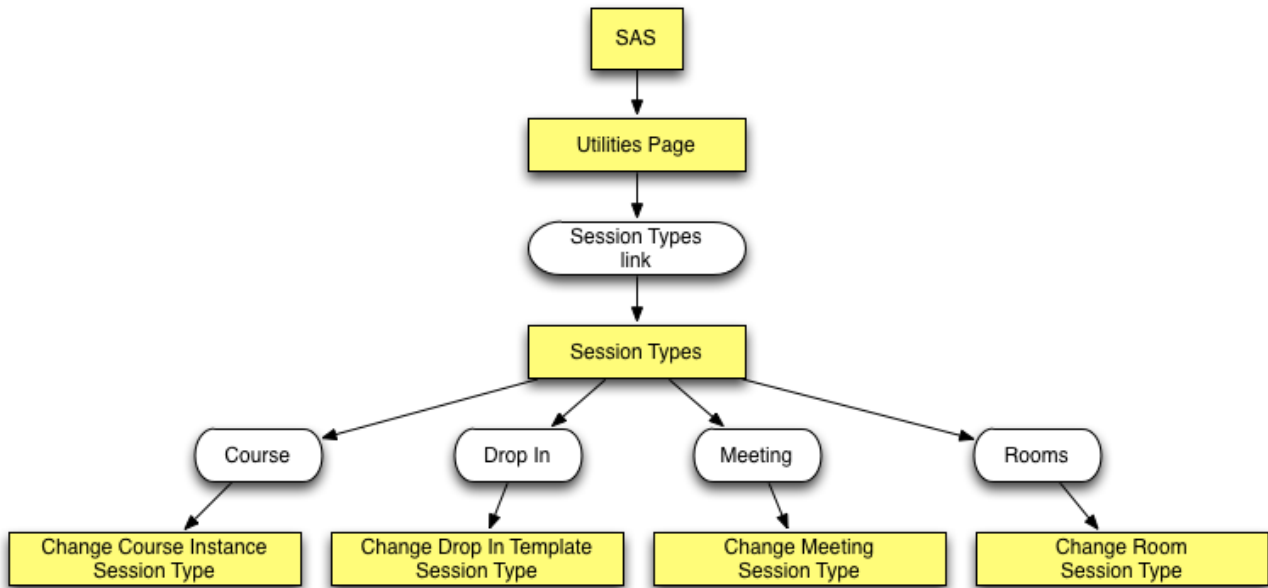
How To Get Here

- Click the **Session Types** link on the *Utilities Page*.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Session Types Flowchart



Change Course Instance Session Type

This screen shows what *Course instances* use the *session type* that was specified on the *Session Types* screen.

Change Course Instance Session Type

Previous Sort/Filter All None Edit

1 of 1 (18 items) First Prev Next Last


Session Type: NONE

	Adminis...	Course Template	Course Ins...	Min L...	Max ...	Se...
	CU-BRNO001	ALGEBRA	INSTANCE1	NONE	NONE	0
	CU-BRNO001	TEST TEMPLATE	TEST INSTANCE 2	NONE	NONE	0
	CU-BRNO001	TEST TEMPLATE	TESTING INSTANCE	NONE	NONE	1
	CU-BRNO001	TESTCOURSE	INSTANCE 1	NONE	NONE	7
	CU-BRNO001	TESTCOURSE	INSTANCE 2	NONE	NONE	59
	CU-BRNO001	TESTCOURSE	INSTANCE 2010	NONE	NONE	26
	CU-BRNO001	TESTCOURSE	INSTANCE 2011	NONE	NONE	37
	CU-BRNO001	TESTCOURSE	INSTANCE 2012	NONE	NONE	6
	CU-BRNO001	TESTCOURSE	TEST INSTANCE 1998	NONE	NONE	1
	CU-BRNO001	TESTCOURSE	TEST INSTANCE 1999	NONE	NONE	1
	CU-BRNO001	ASTRONOMY	WINTER 2012	NONE	NONE	33
	CU-BRNO001	MARCH 08-2007 TEST	MARCH 08 2007	NONE	NONE	1
	CU-BRNO001	BIOLOGY 201	SUMMER	NONE	NONE	16
	PHYS. 101	CHEM 101	FALL 2012	NONE	NONE	40
	PHYS. 101	PHYSICS 101	PHYSICS 101 - SUMMI	NONE	NONE	86
	PHYS. 101	PHYSICS 101	PHYSICS 101 - WINTE	NONE	NONE	0
	PHYS. 101	PHYSICS 101 LAB	PHYSICS 101 LAB - FA	NONE	NONE	0
	PHYS. 101	PHYSICS 101 LAB	PHYSICS 101 LAB - WI	NONE	NONE	0

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Course.  Note: This column is only shown if you are the Manager.
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Sessions	The number of sessions for this template.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)

How To Get Here

1. Click the **Session Types** link on the *Utilities Page*.
2. On the *Session Types* screen, select session type and click **Course**.

See the *Session Types Flowchart* on page 378.

Change Drop In Template Session Type

This screen shows what *Drop In templates* use the *session type* that was specified on the *Session Types* screen.

Change Drop In Template Session Type

Previous Sort/Filter All None Edit First Prev 1 of 2 (19 items) Next Last


Administ...	Drop In Template	Min Level	Max Le...	Se...
	CPSC 211 L01	NONE	NONE	2
	CPSC 213 L01	NONE	NONE	2
	CPSC 300 L01	NONE	NONE	2
	CPSC 302 L01	NONE	NONE	2
	ECOLLEGE TEST	NONE	NONE	1
	TEST SAS1314	NONE	NONE	1
	LONG SESSION TEST	NONE	NONE	1
	TEST TEMPLATE	NONE	NONE	9
	VOFFICE	NONE	NONE	2
	JULY 28 07	NONE	NONE	1
	MARCH 08-2007 TEST	NONE	NONE	1
	DUSTIN'S OFFICE OF MAYHEM	NONE	NONE	2
	MANAGING CAMPAIGN LOAD ON SAS	NONE	NONE	1
	TEST	NONE	NONE	1
	PHU'S VOFFICE	NONE	NONE	1
	VIRTUAL OFFICE	NONE	NONE	0
	HELP DESK	NONE	NONE	120
	NETWORK SUPPORT	NONE	NONE	120

Session Type: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Drop In template.  Note: This column is only shown if you are the Manager.
Drop In Template	The name of the Drop In template.
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Sessions	The number of sessions for this instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)

How To Get Here

1. Click the **Session Types** link on the *Utilities Page*.
2. On the *Session Types* screen, select session type and click **Drop In**.

See the *Session Types Flowchart* on page 378.

Change Meeting Session Type

This screen shows what *Meeting sessions* use the *session type* that was specified on the *Session Types* screen.

Change Meeting Session Session Type

Previous Sort/Filter All None Edit First Prev 1 of 22 (396 items) Next Last


Administrator	Meeting Session	Starts	Ends
CU-BRNOVCE	DEADMAN	2010-01-15 10:15 AM	2010-06-30 10:15 AM
CU-BRNOVCE	SAS 3.1 API TEST SESSION 1	2007-11-05 09:15 PM	2007-11-06 03:15 AM
CU-BRNOVCE	SAS 3.1 API TEST SESSION 1	2007-11-07 09:15 PM	2007-11-08 03:15 AM
CU-BRNOVCE	SAS 3.1 API TEST SESSION 2	2007-11-15 12:45 AM	2007-12-01 12:45 AM
CU-BRNOVCE	ANOTHER TEST	2006-01-20 02:45 AM	2006-02-28 01:00 AM
CU-BRNOVCE	CHRIS'S TEST SESSION 01	2006-12-06 05:30 PM	2007-12-01 06:30 PM
CU-BRNOVCE	ELIVE 7.0	2006-04-18 09:15 AM	2006-06-30 01:30 AM
CU-BRNOVCE	JUST A TEST ... DELETE	2008-03-12 03:30 PM	2008-03-12 04:30 PM
CU-BRNOVCE	KRISTAN'S V8 DEMO ROOM	2007-04-02 12:45 PM	2007-04-27 08:30 PM
CU-BRNOVCE	SAS 2.5 6.5 TEST MEETING	2006-11-19 01:15 AM	2006-11-19 02:15 AM
CU-BRNOVCE	SAS 4.5 DEMO	2009-12-22 11:15 AM	2009-12-22 06:00 PM
CU-BRNOVCE	SPECIAL + CHARS ? 6.5 =	2006-12-14 12:30 AM	2006-12-31 12:00 PM
CU-BRNOVCE	SPECIAL + CHARS ? 7.0 =	2006-12-14 12:30 AM	2006-12-31 12:00 PM
FWB.#_JARDONIS	TESTING + TRY THIS = ?	2006-04-27 06:45 AM	2006-12-31 12:45 AM
FWB.#_JARDONIS	WARD'S TEST MEETING	2006-01-20 01:15 AM	2006-11-30 01:30 AM
FWB.#_JARDONIS	WARD'S TEST SESSION 01	2012-06-09 07:30 PM	2013-06-01 08:30 PM
FWB.#_JARDONIS	WARD'S TEST SESSION 02	2011-01-25 10:30 AM	2012-01-01 11:30 AM
FWB.#_JARDONIS	WILLARDS MEETING ROOM	2008-12-20 10:15 AM	2009-12-15 11:15 AM

Session Type: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Meeting session.  Note: This column is only shown if you are the Manager.
Meeting Session	The name of the Meeting session.
Starts	The start date and time of the session.
Ends	The end date and time of the session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)

How To Get Here

1. Click the **Session Types** link on the *Utilities Page*.
2. On the *Session Types* screen, select session type and click **Meeting**.

See the *Session Types Flowchart* on page 378.

Change Room Session Type

This screen shows what *rooms* use the *session type* that was specified on the *Session Types* screen.

Change Room Session Type

Previous Sort/Filter All None Edit First Prev 1 of 276 (4953 items) Next Last


Administrator	Room Name	Opened	Closed
	MY VIRTUAL OFFICE	2008-02-04 02:18 PM	2008-02-04 02:22 PM
	8.5 DEPLOYMENT SMOKE TEST	2009-01-31 09:34 PM	2009-01-31 09:37 PM
	8.5 DEPLOYMENT SMOKE TEST	2009-03-09 10:04 AM	2009-03-09 10:06 AM
	9.1 SAS DEPLOYMENT SMOKE TEST	2009-01-31 09:37 PM	2009-01-31 09:48 PM
	9.1 SAS DEPLOYMENT SMOKE TEST	2009-01-31 10:01 PM	2009-01-31 10:03 PM
	9.1 SSL INT FRENCH	2009-01-31 10:15 PM	2009-01-31 10:18 PM
	MY VIRTUAL OFFICE	2009-02-03 09:57 AM	2009-02-03 05:40 PM
	MY VIRTUAL OFFICE	2009-02-12 10:41 AM	2009-02-12 11:51 AM
	MY VIRTUAL OFFICE	2009-02-25 10:07 AM	2009-02-25 10:28 AM
	ABDULLAH'S MEETING	2008-03-12 07:34 AM	2008-03-12 10:43 AM
	ABDULLAH'S MEETING	2008-03-14 08:54 AM	2008-03-14 11:12 AM
	ABDULLAH'S MEETING	2008-03-15 09:00 AM	2008-03-15 09:23 AM
	ABDULLAH'S MEETING	2008-03-27 01:33 PM	2008-03-27 02:24 PM
	ABDULLAH'S MEETING	2008-03-27 02:26 PM	2008-03-27 02:28 PM
	ABDULLAH'S MEETING	2008-03-27 02:31 PM	2008-03-27 03:14 PM
	ABDULLAH'S MEETING	2008-03-31 07:53 AM	2008-03-31 10:05 AM
	ABDULLAH'S MEETING	2008-04-01 09:44 AM	2008-04-01 12:20 PM
	ABDULLAH'S MEETING	2008-04-02 07:56 AM	2008-04-02 11:21 AM

Session Type: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator.  Note: This column is only shown if you are the Manager.
Room Name	The name of the room.
Opened	The date and time the room opened.
Closed	The date and time the room closed.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)

How To Get Here

1. Click the **Session Types** link on the *Utilities Page*.
2. On the *Session Types* screen, select session type and click **Rooms**.

See the *Session Types Flowchart* on page 378.

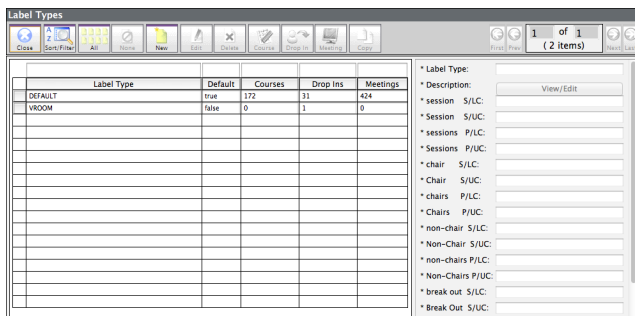
Chapter 14

Label Types

This section shows information about *label types*.

Label types are a set of labels that are shown in the UI.

For example, a K-12 school might define a label type that changes "Moderator" to "Teacher", "Participant" to "Student", and "Session" to "Class". Then commands such as "Give Moderator Privileges" will be shown as "Give Teacher Privileges", "Remove Participant" will be "Remove Student", and "Leave Session" will be "Leave Class".





Label Type	Default	Courses	Drop Ins	Meetings
DEFAULT	true	172	31	424
VROOM	false	0	1	0

* Label Type:
* Description: View/Edit
* Session S/LC:
* Session S/UC:
* Sessions P/LC:
* Sessions P/UC:
* Chair S/LC:
* Chair S/UC:
* Chairs P/LC:
* Chairs P/UC:
* non-chair S/LC:
* Non-Chair S/UC:
* non-chairs P/LC:
* Non-Chairs P/UC:
* break out S/LC:
* Break Out S/UC:





Note: This screen looks slightly different if you are an Administrator or Supervisor.

Information On This Screen

Item	Description
Label Type	The name of the label type.
Default	Whether this label type is the default for new sessions.
Courses	<p>The number of Courses that use this label type.</p> <hr/> <p> Note: This column is only available if you are a Manager or Administrator.</p> <hr/>
Drop Ins	<p>The number of Drop Ins that use this label type.</p> <hr/> <p> Note: This column is only available if you are a Manager or Administrator.</p> <hr/>
Meetings	The number of Meetings that use this label type.
Description	A description of the item.

Item	Description
session S/LC	The labels that will be shown in the UI for Courses, Drop Ins, and Meetings that use this label type. <ul style="list-style-type: none"> • S – the singular form • P – the plural form • LC – the lowercase form • UC – the uppercase form
Session S/UC	
sessions P/LC	
Chair S/LC	
Chairs P/LC	
non-Chair S/LC	
Non-Chair S/UC	
non-Chairs P/LC	
Non-Chairs P/UC	
break out S/LC	
Break out S/UC	
break outs P/LC	
Break Outs P/UC	

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
<p>View which <i>Courses</i> use a label type.</p> <hr/>  <p>Note: This option is only available if you are a Manager or Administrator.</p> <hr/>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. 	<p><i>Change Course Session Label Type</i> on the facing page</p>
<p>View which <i>Drop Ins</i> use a label type.</p> <hr/>  <p>Note: This option is only available if you are a Manager or Administrator.</p> <hr/>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Drop In button. 	<p><i>Change Drop In Session Label Type</i> on page 391</p>
<p>View which <i>Meetings</i> use a label type.</p>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Meeting button. 	<p><i>Change Meeting Session Label Type</i> on page 392</p>

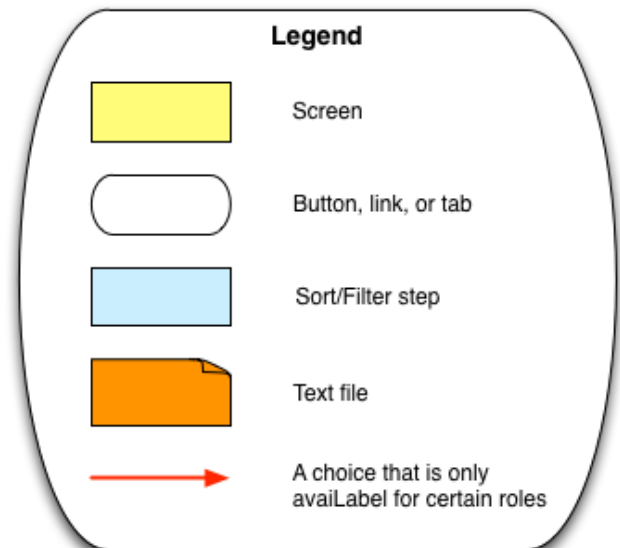
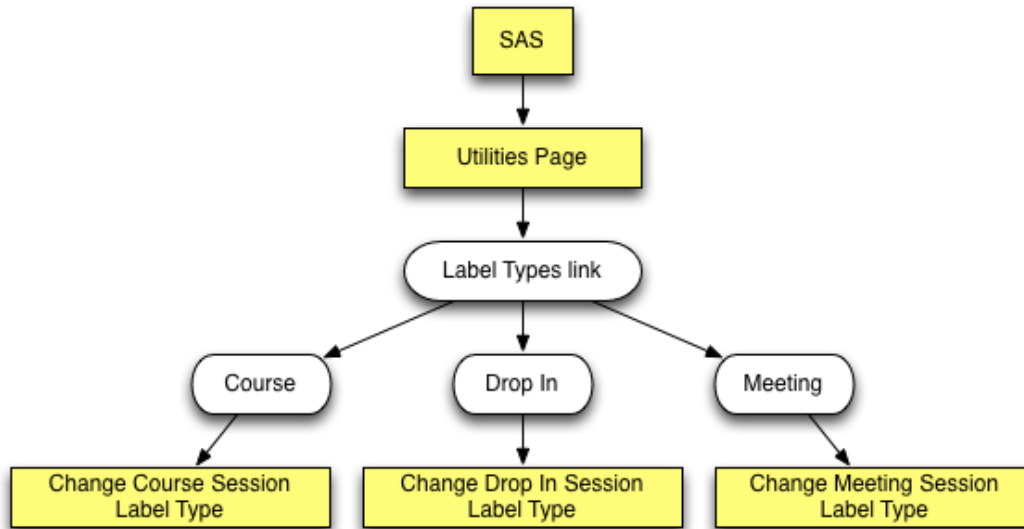
How To Get Here

- Click the **Labels** link on the *Utilities Page*.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Label Types Flowchart



Change Course Session Label Type

This screen shows what *Course instances* use the *label type* that was specified on the *Label Types* screen.

Change Course Session Label Type

Previous Sort/Filter All None Edit First Prev 1 of 18 (314 items) Next Last


Administ...	Course Template	Course Instance	Session ...	Date
	TEST TEMPLATE	TESTING INSTANCE	NONE	2010-08-22
	TESTCOURSE	INSTANCE 1	NONE	2006-02-26
	TESTCOURSE	INSTANCE 1	NONE	2006-02-27
	TESTCOURSE	INSTANCE 1	NONE	2006-04-13
	TESTCOURSE	INSTANCE 1	NONE	2006-04-24
	TESTCOURSE	INSTANCE 1	NONE	2006-04-26
	TESTCOURSE	INSTANCE 1	NONE	2006-04-28
	TESTCOURSE	INSTANCE 1	NONE	2009-07-20
	TESTCOURSE	INSTANCE 2	NONE	2007-02-12
	TESTCOURSE	INSTANCE 2	NONE	2007-02-14
	TESTCOURSE	INSTANCE 2	NONE	2007-02-16
	TESTCOURSE	INSTANCE 2	NONE	2007-02-19
	TESTCOURSE	INSTANCE 2	NONE	2007-02-21
	TESTCOURSE	INSTANCE 2	NONE	2007-02-23
	TESTCOURSE	INSTANCE 2	NONE	2007-02-26
	TESTCOURSE	INSTANCE 2	NONE	2007-02-28
	TESTCOURSE	INSTANCE 2	NONE	2009-11-07
	TESTCOURSE	INSTANCE 2	NONE	2009-11-14

Label Type: DEFAULT

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Course session.  Note: This column is only shown if you are the Manager.
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the Course instance.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.

How To Get Here

1. Click the **Label Types** link on the *Utilities Page*.
2. On the *Label Types* screen, select a Label Type and click **Course**.

See the *Label Types Flowchart* on page 389.

Change Drop In Session Label Type


This screen shows what *Drop In templates* use the *label type* that was specified on the *Label Types* screen.

Administrator	Drop In Template	Session ...	Date
EI-VROOM-DEV	WARD'S VROOM	VROOM	2006-10-31

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Drop In session.  Note: This column is only shown if you are the Manager.
Drop In Template	The name of the Drop In template.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the session.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.

How To Get Here

1. Click the **Label Types** link on the *Utilities Page*.
2. On the *Label Types* screen, select a Label Type and click **Drop In**.

See the *Label Types Flowchart* on page 389.

Change Meeting Session Label Type

This screen shows what *Meeting sessions* use the *label type* that was specified on the *Label Types* screen.

Change Meeting Session Label Type

Previous Sort/Filter All None Edit First Prev 1 of 24 (432 items) Next Last


Administrator	Meeting Session	Session ...	Date
	DEADMAN	NONE	2010-01-15
	SAS 3.1 API TEST SESSION 1	NONE	2007-11-06
	SAS 3.1 API TEST SESSION 1	NONE	2007-11-08
	SAS 3.1 API TEST SESSION 2	NONE	2007-11-15
	ANOTHER TEST	NONE	2006-01-20
	BLACKBOARD DEMO	DEMONSTRATION	2007-01-09
	CHRIS'S TEST SESSION 01	NONE	2006-12-07
	ELIVE 7.0	NONE	2006-04-18
	IRHX DEMONSTRATION	DEMONSTRATION	2006-05-29
	JUST A TEST ... DELETE	NONE	2008-03-12
	KRISTAN'S V8 DEMO ROOM	NONE	2007-04-02
	SAS 2.5 6.5 TEST MEETING	NONE	2006-11-19
	SAS 2.5 7.1 TEST MEETING	MEETING	2006-11-19
	SAS 4.5 DEMO	NONE	2009-12-22
	SPÉCIAL + CHARS ? 6.5 =	NONE	2006-12-14
	SPÉCIAL + CHARS ? 7.0 =	NONE	2006-12-14
	TESTING + TRY THIS = ?	NONE	2006-04-27
	WARD'S TEST MEETING	NONE	2006-01-20

Label Type: DEFAULT

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Meeting session.  Note: This column is only shown if you are the Manager.
Meeting Session	The name of the Meeting session.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the Meeting session.
Label Type	One of the <i>label types</i> as defined on the <i>Label Types</i> screen.

How To Get Here

1. Click the **Label Types** link on the *Utilities Page*.
2. On the *Label Types* screen, select a Label Type and click **Meeting**.

See the *Label Types Flowchart* on page 389.

Chapter 15



Levels

This section shows information about *levels*.

You can limit access to a Course, Drop In or Meeting by creating user *levels*. For example, you might create "Staff", "Management", and "Senior Executive" levels or "Junior", "Sophomore" and "Senior" levels. You then assign levels to your users and, when creating the templates (for Drop Ins and Course) or sessions (for Meetings), specify what range of levels is eligible to attend.

A level consists of

- 1) A **level type**, which is a textual representation (name) of the level.
- 2) A **level weight**, which is a numeric representation of the level.

Level weights must be whole numbers between 1 and 1000, where the highest number corresponds to the highest level.

Level Types

Close Sort/Filter All None New Edit Delete Course Drop In Meeting Rooms Users

1 of 1
(4 items) First Prev Next Last

Level Type	Weight	Default	Courses	Drop Ins	Meetings	Rooms	Users
ADVANCED	3	false	0	0	2	21	1
BEGINNER	1	false	0	0	1	7	1
INTERMEDIATE	2	false	0	0	1	16	0
NONE	0	true	10	38	844	11690	96

* Level Type:

* Description:

* Weight:

Information On This Screen

Item	Description
Level Type	The name of the level.
Weight	A numeric representation of the level. Level weights must be whole numbers between 1 and 1000, where the highest number corresponds to the highest level.
Default	Whether or not this level is the default for newly created Courses, Drop Ins, and Meetings.
Courses	The number of Courses using this level as either a maximum or minimum.
Drop Ins	The number of Drop Ins using this level as either a maximum or minimum.
Meetings	The number of Meetings using this level as either a maximum or minimum.
Rooms	The number of rooms using this level as either a maximum or minimum. See the <i>Rooms</i> and screen.
Users	The number of users assigned to this level.
Description	A description of the level.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
View which <i>Courses</i> use a level.	<ol style="list-style-type: none">1. Select a row.2. Click the Course button.	<i>Change Course Template Level</i> on next page
View which <i>Drop Ins</i> use a level.	<ol style="list-style-type: none">1. Select a row.2. Click the Drop In button.	<i>Change Drop In Template Level</i> on page 400
View which <i>Meetings</i> use a level.	<ol style="list-style-type: none">1. Select a row.2. Click the Meeting button.	<i>Change Meeting Session Level</i> on page 401
View which <i>rooms</i> use a level.	<ol style="list-style-type: none">1. Select a row.2. Click the Rooms button.	<i>Change Room Level</i> on page 403
View which <i>users</i> are assigned a level.	<ol style="list-style-type: none">1. Select a row.2. Click the Users button.	<i>Change User Level</i> on page 404

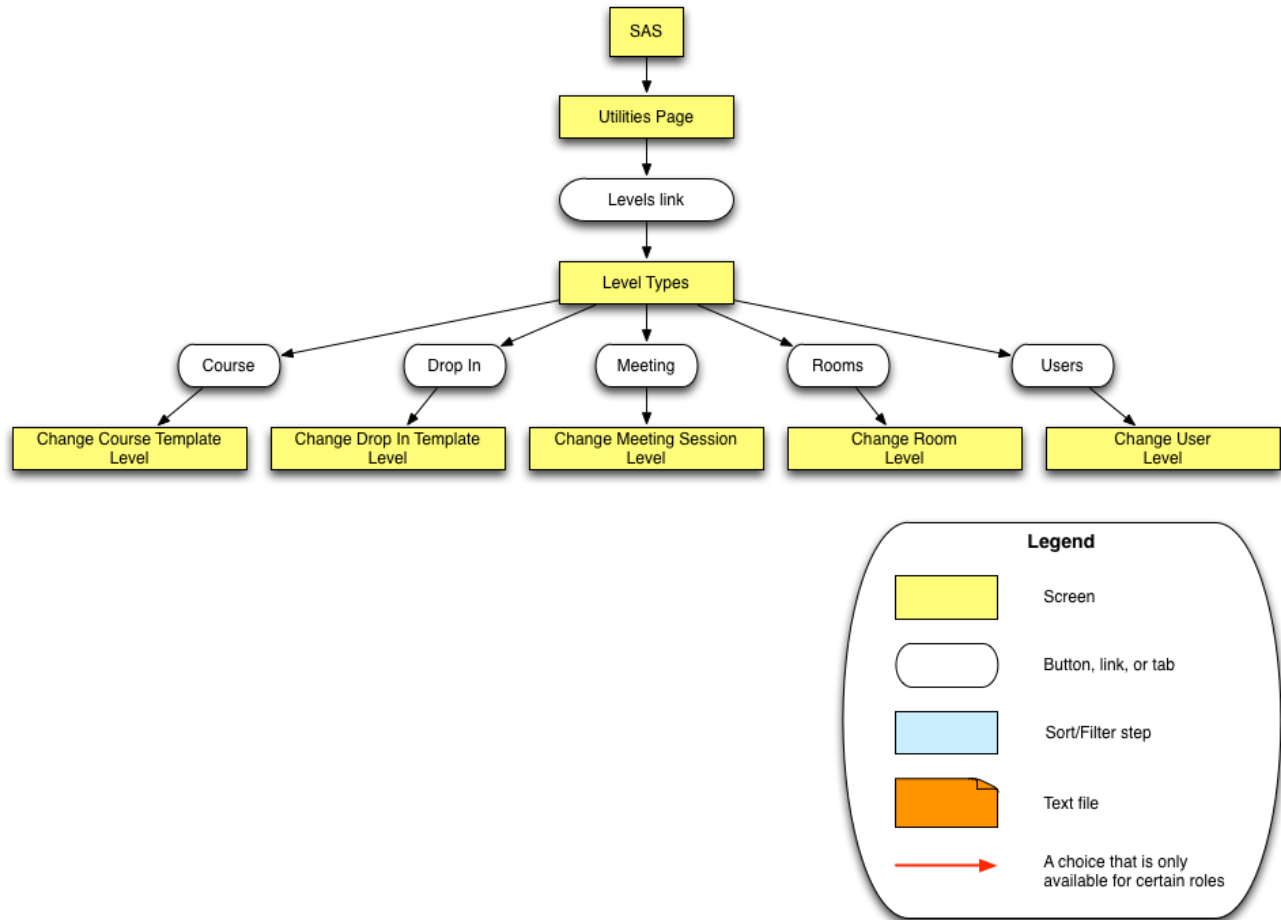
How To Get Here

- Click the **Levels** link on the *Utilities Page*.

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Levels Flowchart



Change Course Template Level

This screen shows all the *Course templates* that use the *level* that was selected on the *Levels* on page 395 screen for either their minimum or maximum level.

Change Course Template Level

Previous Sort/Filter All None Edit First Prev 1 of 1 (14 items) Next Last

Administrator	Course Template	Min Level	Max Level	Inst...
	COURSE TEMPLATE 01	NONE	NONE	0
	COURSE TEMPLATE 02	NONE	NONE	0
	COURSE TEMPLATE 03	NONE	NONE	0
	COURSE TEMPLATE 04	NONE	NONE	0
	COURSE TEMPLATE 05	NONE	NONE	0
	ALGEBRA	NONE	NONE	1
	TEST TEMPLATE	NONE	NONE	2
	TESTCOURSE	NONE	NONE	7
	ASTRONOMY	NONE	NONE	1
	MARCH 08-2007 TEST	NONE	NONE	1
	BIOLOGY 201	NONE	NONE	1
	CHEM 101	NONE	NONE	1
	PHYSICS 101	NONE	NONE	2
	PHYSICS 101 LAB	NONE	NONE	2

Set Level For:

Min Level Only

Max Level Only

Min and Max Level


Min Level: NONE

Max Level: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator who manages this template.  Note: This column is only shown if you are the Manager.
Course Template	The name of the Course template.
Min Level	The minimum <i>level</i> of users who can attend an instance of this template.
Max Level	The maximum <i>level</i> of users who can attend an instance of this template.
Instances	The number of instances of this template.

How To Get Here

1. Click the **Levels** link on the *Utilities Page*.
2. On the *Levels* screen, select a Level and click **Course**.

See the *Levels Flowchart* on previous page.

See Also

- *Course Templates* on page 103

Change Drop In Template Level

This screen shows all the *Drop In templates* that use the *level* that was selected on the *Levels* on page 395 screen for either their minimum or maximum level.

Change Drop In Template Level

1 of 2
(22 items)

	Administrator	Drop In Template	Min Level	Max Level	Sess...
<input type="checkbox"/>	BI-ADMINISTRATOR	CPSC 211 L01	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	CPSC 213 L01	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	CPSC 300 L01	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	CPSC 302 L01	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	COLLEGE TEST	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	TEST SAS1314	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	LONG SESSION TEST	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	TEST TEMPLATE	NONE	NONE	9
<input type="checkbox"/>	BI-ADMINISTRATOR	VOFFICE	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	DJ TEST TEMPLATE	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	JULY 28 07	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	MARCH 08-2007 TEST	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	DUSTIN'S OFFICE	NONE	NONE	2
<input type="checkbox"/>	BI-ADMINISTRATOR	MANAGING CAMPAIGN LOAD ON SAS	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	TEST	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	PHU'S VOFFICE	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	TEST	NONE	NONE	1
<input type="checkbox"/>	BI-ADMINISTRATOR	VIRTUAL OFFICE	NONE	NONE	0

Set Level For:

Min Level Only
 Max Level Only
 Min and Max Level


Min Level:

Max Level:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator who manages this template. <hr/>  Note: This column is only shown if you are the Manager. <hr/>
Drop In Template	The name of the Drop In template.
Min Level	The minimum <i>level</i> of users who can attend an instance of this template.
Max Level	The maximum <i>level</i> of users who can attend an instance of this template.
Sessions	The number of sessions for this template.

How To Get Here

1. Click the **Levels** link on the *Utilities Page*.
2. On the *Levels* screen, select a Level and click **Drop In**.

See the *Levels Flowchart* on page 398.

See Also

- *Drop In Templates* on page 183
- *Drop In Passwords* on page 181

Change Meeting Session Level

This screen shows all the *Meeting sessions* that use the *level* that was selected on the *Levels* on page 395 screen for either their minimum or maximum level.

See Also

Meeting Sessions on page 249

Change Room Level

This screen shows information about *levels* for *rooms*.

Change Room Level

Previous Sort/Filter All None Edit First Prev 1 of 1 (16 items) Next Last

Administrator	Room	Min Level	Max Level	Starts
ADMINISTRATOR	TEST	BEGINNER	INTERMEDIATE	2008-01-07 02:37
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-06-01 08:12
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-06-02 12:46
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-06-07 10:16
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-06-16 03:13
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-06-17 10:09
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-07-15 08:58
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-09-09 09:11
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-09-15 11:58
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-09-16 12:13
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-10-01 02:03
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2010-11-24 02:09
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2011-03-14 11:05
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2011-03-14 02:32
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2011-08-10 12:44
ADMINISTRATOR	CHRIS'S OFFICE	INTERMEDIATE	ADVANCED	2011-11-29 12:28

Set Level For:

Min Level Only

Max Level Only

Min and Max Level


Min Level:

Max Level:

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator who manages this room.  Note: This column is only shown if you are the Manager.
Room	The name of the room.
Min Level	The minimum <i>level</i> of user who can attend.
Max Level	The maximum <i>level</i> of user who can attend.
Starts	The date and time the room starts.

How To Get Here

1. Click the **Levels** link on the *Utilities Page*.
2. On the *Levels* screen, select a Level and click **Rooms**.

See the *Levels Flowchart* on page 398.

See Also

Rooms on page 280

Change User Level

This screen shows all the *users* who have the *level* that was selected on the *Levels* screen.

Change User Level

Previous Sort/Filter All None Edit First Prev 4 of 6 (99 items) Next Last


	Role	Administrator	Supervisor	Username
	ADMINISTRATOR			SI-100001
	ADMINISTRATOR			SI-100002
	ADMINISTRATOR			SI-100003
	ADMINISTRATOR			SI-100004
	ADMINISTRATOR			SI-100005
	ADMINISTRATOR			SI-100006
	ADMINISTRATOR			SI-100007
	ADMINISTRATOR			SI-100008
	ADMINISTRATOR			SI-100009
	ADMINISTRATOR			SI-100010
	MANAGER			SI-100011
	MANAGER			SI-100012
	MANAGER			SI-100013
	MODERATOR	SI-100014		SI-100014
	MODERATOR	SI-100015		SI-100015
	MODERATOR	SI-100016		SI-100016
	MODERATOR	SI-100017		SI-100017
	MODERATOR	SI-100018		SI-100018
	MODERATOR	SI-100019		SI-100019
	MODERATOR	SI-100020		SI-100020

Level: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Role	The user's <i>role</i> .
Administrator	The Administrator who <i>owns</i> this user.  Note: This column is only shown if you are the Manager.
Supervisor	The Supervisor who <i>owns</i> this user.
Username	The user's <i>username</i> .

How To Get Here

1. Click the **Levels** link on the *Utilities Page*.
2. On the *Levels* screen, select a Level and click **Users**.

See the *Levels Flowchart* on page 398.

See Also

- *Users* on page 73
- *Participant Users* on page 88
- *User Profile Information* on page 77



Chapter 16



Redirect URLs

This section shows information about *redirect URLs*.

A *redirect URL* specifies what Blackboard Collaborate web conferencing will call if a certain event occurs, such as an error connecting to a Meeting.



< ALTERNATE ERROR REDIRECT URLs >

User Retry URL:

Course Retry URL:

Drop In Retry URL:

Meeting Retry URL:

< OTHER URLs >

Session Exit URL:

Information On This Screen

Item	Description
User Retry URL	Called if the user needs to retry to login. This can be caused by an authentication error
Course Retry URL	Called if the Course cannot be joined. This can be caused by an authentication error.
Drop In Retry URL	Called if the Drop In cannot be joined. This can be caused by an authentication error.
Meeting Retry URL	Called if the Meeting cannot be joined. This can be caused by an authentication error.
Session Exit URL	Called when the session ends. (Optional.) See also the <i>Course Sessions</i> , <i>Drop In Sessions</i> , and <i>Meeting Sessions</i> screens. If URLs are specified both here and on those screens, the one on those screens will take precedence.

How To Get Here

- Click the **Redirect URLs** link on the *Utilities Page*.

Access

You must be the Manager to access this screen.

Chapter 17



Cost Centers

This section shows information about *cost centers*.

For tracking purposes, each session can be assigned to an arbitrary label called a *cost center*.

Cost Centers are like optional accounts against which you can track attendance at Blackboard Collaborate sessions in your organization. For example, if you want to track Blackboard Collaborate usage by department or faculty, you should set up a Cost Center for each department or faculty. Similarly, if you want to track the use of Blackboard Collaborate associated with a particular client project, you should set up a Cost Center for that client. When scheduling your new sessions, you simply select the appropriate Cost Center from a drop-down list.

The default Cost Center in the SAS is called “None”.

Cost Centers

Cancel
 Save

Cost Center	D...	Courses	Drop Ins	Meetings	Rooms
MAIN COST CENTER	false	1	0	0	0
NONE	true	601	591	476	6663
SECONDARY COST CENTER	false	1	0	0	0

* Cost Center:



* Description:

Note: This screen looks slightly different if you are an Administrator or Supervisor.

Information On This Screen

Item	Description
Cost Center	The name of the cost center.
Default	Whether or not this cost center is the default for newly created Courses, Drop Ins, and Meetings.
Courses	The number of Course sessions using this cost center.
Drop Ins	The number of Drop In sessions using this cost center.
Meetings	The number of Meeting sessions using this cost center.
Rooms	The number of rooms using this cost center.
Description	A description of the cost center.

Where To Go From Here

You Can ...	By Doing This ...	Which Leads To This Screen ...
<p>View which <i>Courses</i> use a cost center.</p> <hr/>  Note: This option is only available if you are a Manager or Administrator.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Course button. 	<p><i>Change Course Cost Center</i> on page 413</p>
<p>View which <i>Drop Ins</i> use a cost center.</p> <hr/>  Note: This option is only available if you are a Manager or Administrator.	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Drop In button. 	<p><i>Change Drop In Cost Center</i> on page 415</p>
<p>View which <i>Meetings</i> use a cost center.</p>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Meeting button. 	<p><i>Change Meeting Cost Center</i> on page 416</p>
<p>View which <i>rooms</i> use a cost center.</p>	<ol style="list-style-type: none"> 1. Select a row. 2. Click the Room button. 	<p><i>Change Room Cost Center</i> on page 417</p>

How To Get Here

- Click the **Cost Center** link on the *Utilities Page*.

Access

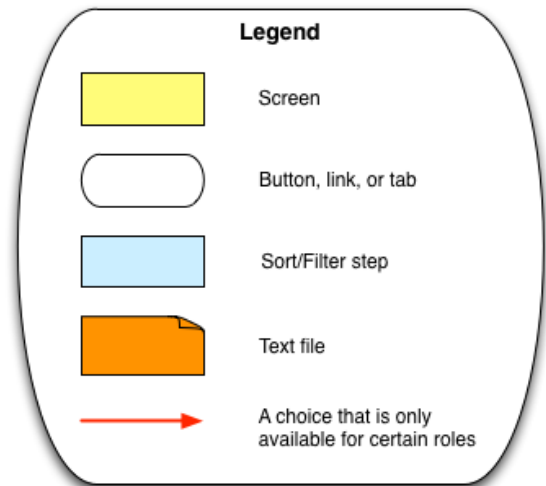
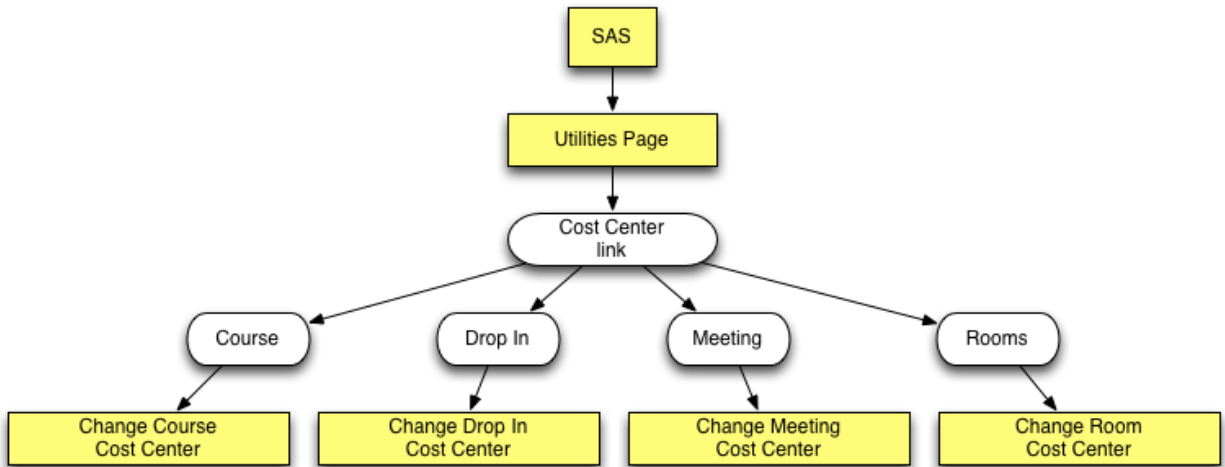
You must be a Manager, Administrator, or Supervisor to access this screen.

See Also

You can also see what cost center is assigned to each Course, Drop In, Meeting, or room by using these screens:

- *Course Sessions* on page 124
- *Drop In Defaults* on page 185
- *Drop In Sessions* on page 193
- *Meeting Defaults* on page 255
- *Meeting Sessions* on page 249
- *Rooms* on page 280
- *Running Session Report* on page 36
- *Session Attendance Report* on page 39

Cost Centers Flowchart



Change Course Cost Center

This screen shows what Course sessions use the *cost center* that was specified on the *Cost Centers* screen.

Change Course Cost Center

Previous Sort/Filter All None Edit First Prev 1 of 18 (314 items) Next Last


Administ...	Course Template	Course Instance	Session ...	Date
	TEST TEMPLATE	TESTING INSTANCE	NONE	2010-08-22
	TESTCOURSE	INSTANCE 1	NONE	2006-02-26
	TESTCOURSE	INSTANCE 1	NONE	2006-02-27
	TESTCOURSE	INSTANCE 1	NONE	2006-04-13
	TESTCOURSE	INSTANCE 1	NONE	2006-04-24
	TESTCOURSE	INSTANCE 1	NONE	2006-04-26
	TESTCOURSE	INSTANCE 1	NONE	2006-04-28
	TESTCOURSE	INSTANCE 1	NONE	2009-07-20
	TESTCOURSE	INSTANCE 2	NONE	2007-02-12
	TESTCOURSE	INSTANCE 2	NONE	2007-02-14
	TESTCOURSE	INSTANCE 2	NONE	2007-02-16
	TESTCOURSE	INSTANCE 2	NONE	2007-02-19
	TESTCOURSE	INSTANCE 2	NONE	2007-02-21
	TESTCOURSE	INSTANCE 2	NONE	2007-02-23
	TESTCOURSE	INSTANCE 2	NONE	2007-02-26
	TESTCOURSE	INSTANCE 2	NONE	2007-02-28
	TESTCOURSE	INSTANCE 2	NONE	2009-11-07
	TESTCOURSE	INSTANCE 2	NONE	2009-11-14

Cost Center: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Course template.  Note: This column is only shown if you are the Manager.
Course Template	The name of the Course template.
Course Instance	The name of the Course instance.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the Course session.
Cost Center	The name of the cost center.

How To Get Here

1. Click the **Cost Center** link on the *Utilities Page*.
2. Select a cost center and click **Course**.

See the *Cost Centers Flowchart* on page 413.

Change Drop In Cost Center


This screen shows what *Drop In sessions* use the *cost center* that was specified on the *Cost Centers* screen.

Change Drop In Cost Center				
Administrator	Drop In Template	Session ...	Date	Cost Center:
	CPSC 211 L01	NONE	2006-06-01	NONE
	CPSC 211 L01	NONE	2006-06-02	
	CPSC 213 L01	NONE	2006-06-03	
	CPSC 213 L01	NONE	2006-06-04	
	CPSC 300 L01	NONE		
	CPSC 300 L01	NONE		
	CPSC 302 L01	NONE		
	CPSC 302 L01	NONE		
	ECOLLEGE TEST	NONE		
	TEST SAS1314	NONE		
	LONG SESSION TEST	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		
	TEST TEMPLATE	NONE		

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the template.  Note: This column is only shown if you are the Manager.
Drop In Template	The name of the Drop In template.
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the session.
Cost Center	The name of the cost center.

How To Get Here

1. Click the **Cost Center** link on the *Utilities Page*.
2. Select a cost center and click **Drop In**.

See the *Cost Centers Flowchart* on page 413.

Change Meeting Cost Center

This screen shows what *Meeting sessions* use the *cost center* that was specified on the *Cost Centers* screen.

Change Meeting Cost Center

Previous Sort/Filter All None Edit First Prev 1 of 25 (433 items) Next Last


Administrator	Meeting Session	Session ...	Date
	DEADMAN	NONE	2010-01-15
	SAS 3.1 API TEST SESSION 1	NONE	2007-11-06
	SAS 3.1 API TEST SESSION 1	NONE	2007-11-08
	SAS 3.1 API TEST SESSION 2	NONE	2007-11-15
	ANOTHER TEST	NONE	2006-01-20
	BLACKBOARD DEMO	DEMONSTRATION	2007-01-09
	CHRIS'S TEST SESSION 01	NONE	2006-12-07
	ELIVE 7.0	NONE	2006-04-18
	IRHX DEMONSTRATION	DEMONSTRATION	2006-05-29
	JUST A TEST ... DELETE	NONE	2008-03-12
	KRISTAN'S V8 DEMO ROOM	NONE	2007-04-02
	SAS 2.5 6.5 TEST MEETING	NONE	2006-11-19
	SAS 2.5 7.1 TEST MEETING	MEETING	2006-11-19
	SAS 4.5 DEMO	NONE	2009-12-22
	SPECIAL + CHARS ? 6.5 =	NONE	2006-12-14
	SPECIAL + CHARS ? 7.0 =	NONE	2006-12-14
	TESTING + TRY THIS = ?	NONE	2006-04-27
	WARD'S TEST MEETING	NONE	2006-01-20

Cost Center: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator for the Meeting. <hr/>  Note: This column is only shown if you are the Manager. <hr/>
Session Type	The <i>session type</i> . (One of the types defined on the <i>Session Types</i> screen.)
Date	The date of the session.
Cost Center	The name of the cost center.

How To Get Here

1. Click the **Cost Center** link on the *Utilities Page*.
2. Select a cost center and click **Meeting**.

See the *Cost Centers Flowchart* on page 413.

Change Room Cost Center

This screen shows what *rooms* use the *cost center* that was specified on the *Cost Centers* screen.

Change Course Cost Center

Previous Sort/Filter All None Edit First Prev 1 of 18 (314 items) Next Last


Administ...	Course Template	Course Instance	Session ...	Date
	TEST TEMPLATE	TESTING INSTANCE	NONE	2010-08-22
	TESTCOURSE	INSTANCE 1	NONE	2006-02-26
	TESTCOURSE	INSTANCE 1	NONE	2006-02-27
	TESTCOURSE	INSTANCE 1	NONE	2006-04-13
	TESTCOURSE	INSTANCE 1	NONE	2006-04-24
	TESTCOURSE	INSTANCE 1	NONE	2006-04-26
	TESTCOURSE	INSTANCE 1	NONE	2006-04-28
	TESTCOURSE	INSTANCE 1	NONE	2009-07-20
	TESTCOURSE	INSTANCE 2	NONE	2007-02-12
	TESTCOURSE	INSTANCE 2	NONE	2007-02-14
	TESTCOURSE	INSTANCE 2	NONE	2007-02-16
	TESTCOURSE	INSTANCE 2	NONE	2007-02-19
	TESTCOURSE	INSTANCE 2	NONE	2007-02-21
	TESTCOURSE	INSTANCE 2	NONE	2007-02-23
	TESTCOURSE	INSTANCE 2	NONE	2007-02-26
	TESTCOURSE	INSTANCE 2	NONE	2007-02-28
	TESTCOURSE	INSTANCE 2	NONE	2009-11-07
	TESTCOURSE	INSTANCE 2	NONE	2009-11-14

Cost Center: NONE

Access

You must be a Manager, Administrator, or Supervisor to access this screen.

Information On This Screen

Item	Description
Administrator	The Administrator.  Note: This column is only shown if you are the Manager.
Room Name	The name of the room.
Opened	The date and time the room opened.
Closed	The date and time the room closed.
Cost Center	The name of the cost center.

How To Get Here

1. Click the **Cost Center** link on the *Utilities Page*.
2. Select a cost center and click **Rooms**.



See the *Cost Centers Flowchart* on page 413.

Chapter 18




Glossary


Term	Meaning
active user	A user's account can be marked <i>active</i> or not. If it is not active, the user cannot log in to SAS.
Administrator	<p>The <i>Administrator</i> is the main person responsible for administering SAS for a faculty, department, or region.</p> <p>Blackboard Collaborate will create one Administrator account and provide the necessary information. The <i>Manager</i> is able to create more Administrator accounts.</p> <p>It is the role of the Administrator to create additional user account and administer <i>Meetings</i>, <i>Courses</i> and <i>Drop Ins</i>.</p>
attendee	An <i>attendee</i> is anyone who attends a session, whether they are registered SAS users, SAS Contacts or Guests.
boundary time	The length of time before a session starts that attendees can join.
Chair	<p>A <i>Chair</i> is anyone who has been granted the Chair privilege for Blackboard Collaborate sessions. For registered SAS users, <i>Chair privileges</i> can be granted in advance of the session. The Chair privilege also can be granted to users within the Blackboard Collaborate session by an existing Chair, including to unregistered users who join sessions as Guests.</p> <p>Only Administrators, Supervisors and Moderators can be Chairs of Courses and Drop Ins. All users, including all registered SAS users and unregistered users (who join sessions as Guests) can chair Meetings.</p> <p>There are two exceptions: Participants can be Chairs of Courses and Drop Ins if the “All Participants are Chair” flag is set for the sessions or if, within the session, an existing Moderator promotes a Participant to Moderator.</p>



Term	Meaning
Chair privilege	<p>The <i>Chair privilege</i> gives users access to the full functionality of Blackboard Collaborate web conferencing, beyond the functions available to non-Chair attendees. Chairs can perform the following tasks in Blackboard Collaborate sessions. (The available tasks will vary depending on which edition of Blackboard Collaborate you are using.)</p> <ul style="list-style-type: none"> • Manage session attendees and interaction • Share content • Use all features including video, multimedia, application sharing • Record sessions <hr/> <p> Caution: Do not confuse the Moderator user role with the Chair privilege.</p> <hr/> <p>The creator or owner of a session is automatically granted Chair privileges for that session. However, sessions are often scheduled by users who will not be attending the sessions so Chair privileges may be given to other users who will Chair the sessions.</p> <hr/> <p> Note: There is no requirement that a person with Chair privileges be present in a Course, Drop In or Meeting session. However, keep in mind that some Blackboard Collaborate features are not accessible to non-Chair attendees.</p> <hr/> <p>More than one registered SAS user can be given Chair privileges for a single session:</p> <ul style="list-style-type: none"> • Courses: Only Moderators, Supervisors and Administrators can be granted the Chair privilege for Courses. Typically, you would assign a Moderator to this role. There are two exceptions to this rule: Participants can be Chairs of Courses and Drop Ins if the “All Participants are Chair” flag is set for the sessions or if, within the session, an existing Moderator promotes a Participant to Moderator.

Term	Meaning
	<ul style="list-style-type: none"> • Drop Ins: Only Moderators, Supervisors and Administrators can be granted the Chair privilege for Drop Ins. There are two exceptions: Participants can be Chairs of Courses and Drop Ins if the “All Participants are Chair” flag is set for the sessions or if, within the session, an existing Moderator promotes a Participant to Moderator. • Meetings: Any users (including SAS Participants and non-SAS Guests) can be granted the Chair privilege for Meetings. In fact, you have the option of making all Meeting users (whether registered SAS users or not) Chairs in a Meeting.
Contact	<p><i>Contacts</i> are individuals who are listed within the SAS database (with name, email address, etc.) but who are not “registered” with a user name or password for logging in to the SAS. They can be invited to Drop Ins and Meetings via email (just as registered SAS users can be) and attend sessions by clicking on a link in an email invitation.</p>
cost center	<p>For tracking purposes, each session can be assigned to an arbitrary label called a <i>cost center</i>.</p> <p>Cost Centers are like optional accounts against which you can track attendance at Blackboard Collaborate sessions in your organization. For example, if you want to track Blackboard Collaborate usage by department or faculty, you should set up a Cost Center for each department or faculty. Similarly, if you want to track the use of Blackboard Collaborate associated with a particular client project, you should set up a Cost Center for that client. When scheduling your new sessions, you simply select the appropriate Cost Center from a drop-down list.</p> <p>The default Cost Center in the SAS is called “None”.</p> <p>See <i>Cost Centers</i> on page 409.</p>
Course Chair	<p>The <i>Chair</i> for a <i>Course</i>.</p>
Course Enrollee	<p>A <i>Course Enrollee</i> is a Participant who has been enrolled in a <i>Course instance</i>. The Manager, Administrators, Supervisors and Moderators cannot be Enrollees – only Participants can be enrolled in Course instances.</p>

Term	Meaning
Course instance	A <i>Course instance</i> is a single offering of the Course template in which Participants are enrolled (for example, "Spring 2015, Prof. Black") and may be composed of one or more <i>Course sessions</i> (lectures, tutorials, labs, etc.). If Participants are enrolled in a Course instance, they are automatically enrolled in all Course sessions belonging to that instance.
Course session	<i>Course sessions</i> are the actual scheduled sessions (lectures, tutorials, labs, etc.) that the Participants attend (for example, Lectures on Mondays, Wednesdays and Fridays from 9 to 10 a.m. and Labs on Tuesdays from 1:00 to 3:30 p.m.).
Course template	A <i>Course template</i> describes the general features of a Course (for example, "Math 101"). Several <i>Course instances</i> may be based on the Course template.
Course	<p>A <i>Course</i> is used to teach using an academic model, where a Course is delivered as a series of individual classes scheduled over an extended period of time.</p> <hr/> <p> Note: Schedule Courses when you want attendance limited to enrolled SAS registered users only.</p> <hr/> <p>There are three components to Courses: <i>Course templates</i>, <i>Course instances</i>, and <i>Course sessions</i>.</p> <p>See <i>Courses</i> on page 93.</p>
Drop In	<p>Create Drop In sessions if you want to create virtual offices (such as a customer support desk open during office hours only) or a series of regularly scheduled meetings (such as weekly departmental meetings). Drop Ins can be scheduled as recurring sessions, of fixed duration, over a period of time. Drop Ins are open to both SAS registered users and non-SAS Guests. There are two components to Drop Ins: <i>Drop In templates</i> and <i>Drop In sessions</i>.</p> <p>See <i>Drop Ins</i> on page 177.</p>
Drop In session	<i>Drop In sessions</i> are the scheduled times that users can attend the Drop In (for example, Monday to Friday, 9:00 a.m. to 4:30 p.m. MST).
Drop In template	A <i>Drop In template</i> describes the Drop In (for example, "John Smith's Virtual Office open to clients for online consulting").

Term	Meaning
email template	The template for email notifications that will be sent out when certain events happen. For example, an email can be sent automatically to all Chairs of a Meeting if the Meeting details change.
Guest	<p>A <i>Guest</i> is anyone who attends a session by clicking on a Guest link. Guests can learn about the Guest link a number of ways – through word of mouth, from a website, in a newsletter, from a posting in their Learning Management System, etc.</p> <p>Guests are typically people external to the SAS, however, SAS registered users and SAS <i>Contacts</i> can also attend sessions as Guests.</p>
host	<p>A <i>host</i> is the person, department or organization who is sponsoring a session. By default, the <i>owner</i> of the session is the host. However, the host is a display value only and the value can be changed to name anyone, including someone who is not a registered SAS user – such as a visiting guest speaker.</p> <p>By default, invitation and notification emails (notifying users of new sessions) include the host's name.</p>
invitee	An <i>Invitee</i> is anyone who has been explicitly invited to a Drop In or Meeting. Anyone – including registered SAS users, SAS Contacts as well as people not listed in the SAS database – can be invited to a Drop In or Meeting.
label type	<p><i>Label types</i> are a set of labels that are shown in the UI.</p> <p>For example, a K-12 school might define a label type that changes "Moderator" to "Teacher", "Participant" to "Student", and "Session" to "Class". Then commands such as "Give Moderator Privileges" will be shown as "Give Teacher Privileges", "Remove Participant" will be "Remove Student", and "Leave Session" will be "Leave Class".</p> <p>See <i>Label Types</i> on page 385.</p>

Term	Meaning
level	<p>You can limit access to a Course, Drop In or Meeting by creating user <i>levels</i>. For example, you might create "Staff", "Management", and "Senior Executive" levels or "Junior", "Sophomore" and "Senior" levels. You then assign levels to your users and, when creating the templates (for Drop Ins and Course) or sessions (for Meetings), specify what range of levels is eligible to attend.</p> <p>A level consists of</p> <ol style="list-style-type: none"> 1) A level type, which is a textual representation (name) of the level. 2) A level weight, which is a numeric representation of the level. <p>Level weights must be whole numbers between 1 and 1000, where the highest number corresponds to the highest level.</p> <p>See <i>Levels</i> on page 395.</p>
login group	<p>The highest organizational unit in SAS.</p> <p>The name of your group is shown in the upper right hand corner of the screen, beside your user name.</p> 
Manager	<p>The <i>Manager</i> is the overall administrator for the organization. Blackboard Collaborate will create this account and provide the necessary information.</p> <p>The Manager has all SAS privileges available to <i>Administrators</i> and <i>Supervisors</i>, as well as the additional privileges to create Administrator accounts and customize the Blackboard Collaborate environment.</p> <p>The Manager is able to create and manage all users, sessions, recordings, and pre-loads for any <i>Administrator</i> or <i>Supervisor</i>.</p> <p>Although the Manager can create new sessions and users, the Manager does not <i>own</i> any sessions or users – the Manager creates user accounts for <i>Administrators</i> and <i>Supervisors</i> who own the sessions and users.</p> <p>The Manager is also able to monitor usage, disk space, define cost centers, quotas, and generate attendance reports for all sessions.</p> <p>Typically, there is only one Manager in an organization.</p>

Term	Meaning
Meeting	<p><i>Meetings</i> simulate regular face-to-face meetings or training sessions. Meetings are scheduled in advance, attendees are invited and usually someone is assigned to be in charge of the Meeting (a facilitator or teacher).</p> <hr/> <p> Note: Schedule Meetings rather than Drop Ins when you want to send specific people an email invitation to attend the session, including SAS registered users and non-SAS Guests.</p> <hr/> <p>Meetings (also called <i>Meeting sessions</i>) typically are scheduled for relatively short durations (for example, Friday, 9:00 a.m. to 10:00 a.m. MST), but you can also create Meetings that are open for long durations (up to a year). These are suitable for providing 24/7 discussion forums and 24/7 technical support desks.</p> <p>See <i>Meetings</i> on page 245.</p>
Moderator	<p>A <i>Moderator</i> is the leader of a session.</p> <p>Multiple Moderator accounts can be created and are only needed if you are creating Courses or Drop Ins. The Manager and Administrator can create Moderator accounts.</p> <p>Moderators typically (but not necessarily) act as teachers of Courses, as supervisors of Drop Ins, and as Chairs of Meetings.</p> <p>The Manager or Administrators can create multiple Moderator accounts.</p> <hr/> <p> Caution: Do not confuse the Moderator user role with the <i>Chair privilege</i>.</p> <hr/> <p>It is possible to have multiple users (including Administrators, Supervisors, Moderators and Participants) act as Chairs in a particular Blackboard Collaborate session. This is done by granting users the Chair Privileges for a session.</p> <p>What distinguishes a Moderator Chair from a Participant Chair is that individual Moderators can chair Courses, Drop Ins and Meetings – typically, individual Participants can chair Meetings only.</p>

Term	Meaning
multimedia file	<p><i>Multimedia files</i> include movies, Flash animations, and audio files. Blackboard Collaborate supports the following multimedia file types:</p> <ul style="list-style-type: none"> • MPEG files: .mpeg, .mpg, .mpe, .m4v, .mp4 • QuickTime files: .mov, .qt • Windows Media files: .wmv • Flash files: .swf • Audio files: .mp3
owner	<p>An <i>owner</i> is an SAS user who is responsible for administering a session or user.</p> <ul style="list-style-type: none"> • <i>Session ownership</i> entails tasks such as inviting or enrolling users, restricting access to sessions, setting session options, etc. Administrators and Supervisors own sessions that they create themselves or sessions created on their behalf by the Manager or another Administrator. Administrators own <i>Course templates, Course sessions, Drop In templates, Drop In sessions</i> and <i>Meeting sessions</i>. Supervisors own <i>Meeting sessions</i> only. • <i>User ownership</i> entails tasks such as granting user privileges, deleting accounts, etc. Supervisors own users. Moderators and Participants do not own anything.
Participant	<p><i>Participants</i> are SAS users with the fewest privileges. They can log in to attend sessions, play recorded sessions and manage their user profile information. Registered Participants may or may not be granted the <i>Chair privilege</i> for a Meeting session.</p> <p>Participant accounts are only needed if you are creating <i>Courses</i>. The <i>Manager</i> and <i>Administrator</i> can create Participant accounts.</p>
Plan file	<p>Blackboard Collaborate Plan files. (Files with extensions .elp or .elpx.)</p>
preloaded file	<p>A <i>Plan file, whiteboard file, or multimedia file</i> that has been loaded before the session begins.</p> <p>Moderators often do this so they can use the file during the session without having to stop and upload it.</p>

Term	Meaning
recording mode	<p>The <i>recording mode</i> for the session.</p> <ul style="list-style-type: none"> • Manual – The <i>Chair</i> can manually start and stop recording. • Automatic - The session automatically starts being recorded when the first attendee joins the session. • Disabled – The session cannot be recorded.
redirect URL	<p>A <i>redirect URL</i> specifies what Blackboard Collaborate web conferencing will call if a certain event occurs, such as an error connecting to a Meeting.</p> <p>See <i>Redirect URLs</i> on page 407.</p>
role	<p>The type of user. This determines the user's privileges and capabilities.</p> <p>There are five roles: <i>Manager</i>, <i>Administrator</i>, <i>Moderator</i>, <i>Supervisor</i>, and <i>Participant</i>.</p> <p>See also <i>Chair privilege</i>.</p>
room	<p>A specific instance of a session.</p> <p>For example, Meeting session might be scheduled to occur every Friday from 9 to 10 am. A room would be the instance of that session that was opened on a particular Friday.</p>
SAS	<p>The Blackboard Session Administration System. It is used to configure and manage Blackboard Collaborate sessions.</p>
session	<p>A Blackboard Collaborate web conferencing session.</p> <p>SAS enables you to create three different kinds of sessions: <i>Drop Ins</i>, <i>Courses</i>, and <i>Meetings</i>.</p>

Term	Meaning
session type	<p>A <i>session type</i> is a label that can be used for your convenience to differentiate different types of sessions. For example, "Demonstration", "Lab", and "Lecture".</p> <p>Session types are defined on the <i>Session Types</i> screen.</p>
Supervisor	<p>A <i>Supervisor</i> is typically a regional/area manager or school administrator/teacher.</p> <p>Although Supervisors cannot actually create <i>Participant</i> accounts, every Participant is assigned to a Supervisor; therefore, a minimum of one Supervisor account is required in the SAS.</p> <p>The <i>Manager</i> and <i>Administrator</i> can create multiple Supervisor accounts.</p>
user	<p>A <i>user</i> is anyone registered in the SAS. This includes <i>Managers</i>, <i>Administrators</i>, <i>Supervisors</i>, <i>Moderators</i>, and <i>Participants</i>.</p>
username	<p>A user's login name. This must be unique within the login group.</p> <p>This may be different from their display name. For example, a user might log in with "johnsmith" but the name that is displayed for them in the UI might be "John Smith".</p>
whiteboard file	<p>Blackboard Collaborate Whiteboard files. (Files with extensions .wbd or .wbp.)</p>



Blackboard Collaborate Copyright

This document contains confidential proprietary information and is protected by law. This document and the information contained in it are intended for authorized users only and may be used only for the express purpose of legally accessing and using Blackboard Inc. products; any other use, without Blackboard Inc.'s prior written permission, is strictly prohibited.

© 2013 Blackboard Inc. All Rights Reserved.

Trademarks

Blackboard, the Blackboard logo, Blackboard Collaborate, the Blackboard Collaborate logo, Behind the Blackboard, Wimba and Elluminate are trademarks or registered trademarks of Blackboard Inc. or its subsidiaries in the United States and/or other countries. All rights reserved.

All other brand or product names are trademarks or registered trademarks of their respective companies or organizations.

Index



A

access

recordings 49, 154, 186, 222, 251, 257,
284, 334

session 49

active users 420

Administrator Advanced Settings screen 81

Administrator File Summary screen 310

Administrator Summary Report screen 22, 30

Administrators 420

Administrators screen 309

Administrators/Supervisors screen 370

Advanced Attendee Information screen 160,
228, 290, 340

Advanced Course Session Information
screen 131

Advanced Drop In Session Information
screen 200

Advanced Meeting Session Information
screen 262

API 302

attendance 21, 39, 42, 54, 158, 226, 288, 338

Attendee List 42

Attendee Log List 43

Attendee Log screen 165, 233, 295, 345

Attendee Map screen 163, 231, 293, 343

Attendee Participant Detail Report 56

attendees 42, 56, 161, 163, 166, 229, 231, 234,
291, 293, 296, 340, 343, 346

B

boundary time 49, 126, 187, 195, 251, 256,
420

C

Chair privilege 421

Chairs 38-39, 42, 109, 113, 127, 184, 187, 195,
236, 252, 257, 299, 420, 422

Change Course Cost Center screen 413

Change Course Instance Session Type
screen 378

Change Course Session Label Type
screen 389

- Change Course Template Level screen 398
- Change Drop In Cost Center screen 415
- Change Drop In Session Label Type screen 391
- Change Drop In Template Level screen 400
- Change Drop In Template Session Type screen 380
- Change Meeting Cost Center screen 416
- Change Meeting Session Label Type screen 392
- Change Meeting Session Level screen 401
- Change Meeting Session Type screen 381
- Change Room Cost Center screen 417
- Change Room Level screen 403
- Change Room Session Type screen 383
- Change User Level screen 404
- code of conduct 21, 32, 88
- comprehensive reports 2
- Contacts 369, 422
- Contacts flowchart 369
- Contacts screen 372
- cost centers 38, 42, 126, 151, 186, 195, 219, 251, 256, 281, 409, 422
- cost centers flowchart 413
- Course Administrators screen 97
- Course Chairs 422
- Course Chairs screen 113
- Course Email Notifications screen 115, 173
- Course Email Templates screen 120
- Course enrollees 422
- Course Enrollees (Past and Present) screen 111, 172
- Course enrollment 169
- Course enrollment flowchart 169
- Course instances 423
- Course Instances screen 107, 170
- Course Instances that Reference the Email Template screen 123
- Course Registration Report 49
- Course retry URL 408
- Course sessions 423
- Course Sessions Belonging To Course Template screen 105
- Course Sessions screen 124, 323, 357
- Course templates 423
- Course Templates screen 103
- Courses 93, 169, 177, 245, 305, 369, 375, 423
- Courses flowchart 95
- CSV output 2, 5
- D**
- Data Exports 2
- Daylight Savings Time 25, 29, 34, 299
- defaults 255
- display names 81, 83, 85-86, 88
- Drop In Administrators screen 179
- Drop In Chairs screen 236
- Drop In Defaults screen 185
- Drop In Email Notifications screen 237
- Drop In Email Templates screen 189
- Drop In Passwords screen 181
- Drop In retry URL 408
- Drop In sessions 193, 423
- Drop In Sessions screen 193, 325, 359
- Drop In templates 423
- Drop In Templates screen 183
- Drop In Templates That Reference The Email Template screen 192
- Drop Ins 177, 423
- Drop Ins flowchart 177



E

email 424
email address 81, 83, 85-86, 88
email notifications 115, 120, 173, 184, 187,
237, 252, 259
email templates 120, 123, 184, 187-189, 192,
252, 259-260, 424
Enable Recording Viewer Details 154, 156,
188, 222, 224, 284, 286, 334, 349, 352
enrollees 111, 422
enrollment 81, 83, 85, 111, 169
Export Course Instances screen 116
Export Course Sessions screen 128
Export Course Templates screen 99
Export Drop In Sessions screen 196
Export Drop In Templates screen 239
Export Meeting Sessions screen 301
Export Multimedia File screen 136, 204, 266,
364
Export Recording File screen 350
Export Whiteboard/Plan File screen 144, 212,
274, 330
exporting data 2, 99, 105, 111, 116, 127-128,
135-136, 143-144, 181, 185, 196, 203-
204, 211-212, 239, 249, 254, 265-266,
273-274, 301, 321, 330, 335, 350, 356,
364

F

files 305, 427
files flowchart 305
filtering data 4, 15
flowcharts 73, 95, 169, 177, 245, 305, 369,
378, 389, 398, 413

G

Guests 424

H

hosts 424
HTML output 2

I

instances 423
introduction 2
Invitees 298

L

label types 106, 126, 186, 195, 251, 256, 390,
392-393, 424
label types flowchart 389
Label Types screen 385
labels 385
late enrollment 52, 110
Level Types screen 395
levels 52, 76, 78, 89, 104, 151, 184, 219, 251,
281, 379, 381, 395, 399, 401-402, 404,
425
levels flowchart 398
links 102, 119, 130, 132, 153, 199-200, 221,
242, 263, 283, 299, 303-304, 334
login group 425
Login Group File Summary screen 306
Login Logs screen 90
logs 90, 166, 234, 296, 300, 346

M

Manager Advanced Settings screen 79
Managers 79, 425
Meeting Administrators/Supervisors
screen 247
meeting defaults 255
Meeting Defaults screen 255
Meeting Email Templates screen 259
Meeting Information Report screen 45

Meeting Invitees screen 298
 Meeting Notification Log screen 299
 meeting retry URL 408
 Meeting sessions 426
 Meeting Sessions screen 249, 327, 361
 Meeting Sessions That Reference the Email
 Template screen 260
 meetings 245, 426
 meetings flowchart 245
 Metric Report screen 57
 Moderator Advanced Settings screen 85
 Moderators 85, 426
 Multimedia Download(s) screen 139, 207, 269
 Multimedia Downloads screen 363
 multimedia files 427
 Multimedia Files Flowchart screen 356
 Multimedia Files screen 133, 201, 264, 353
 My Recordings page 5

O

open enrollment 52, 110
 orientation reminder 35, 88

P

Participant Advanced Settings screen 87
 Participant Attendance Report 54
 Participant Users screen 88
 Participants 87, 427
 passwords 78, 81, 83, 85-86, 88
 drop ins 181
 Plan files 427
 preloaded file 427
 preloads 427
 profiles 81, 83, 85-86, 88

Q

quotas 20, 36, 307, 309, 311, 313, 315

R

Recording Downloads screen 155, 223, 285,
 348
 Recording Files Flowchart screen 336
 Recording Files screen 333
 recording mode 428
 Recording screen 152, 220, 282
 recordings 5, 153, 221, 283
 redirect URLs 407, 428
 reports
 comprehensive 2
 data exports 2
 summary 2
 reports page 17
 reserved seats 81, 83, 85
 roles 428
 Room Attendees screen 158, 226, 288, 337
 rooms 428
 Rooms screen 150, 218, 280
 Running Session Report screen 36

S

SAS 428
 Session Attendance Report screen 39
 session exit URL 126, 195, 251, 408
 Session Summary Report screen 35
 session types 375, 429
 session types flowchart 378
 sessions 35-36, 39, 48, 105, 124, 128, 131, 193,
 196, 200, 249, 260, 262, 301, 323, 325,
 327, 357, 359, 361, 423, 428
 Sort/Filter screens 15
 sorting and filtering data 4, 15



summary reports 2
Supervisor Advanced Settings screen 83
Supervisor File Summary screen 314
Supervisor Summary Report screen 26
Supervisors 83, 429
Supervisors screen 312

T

teleconference 188, 253, 258
telephony 188, 253, 258
templates 120, 184, 187, 252, 259, 423-424

U

URLsSee links
User Profile Information screen 77
user retry URL 408
User Summary Report 19
User Summary Report screen 19
usernames 81, 83, 85-86, 88, 429
users 73, 75, 429
users flowchart 73
Users screen 73, 75
utilities page 69

W

whiteboard files 429
Whiteboard/Plan Downloads screen 147, 215,
277, 329
Whiteboard/Plan Files screen 141, 209, 272,
316
Whiteboard/Plan flowchart 323

