How to Create and Set Up Collaborate Sessions in Your Course

In this tutorial you will be able to understand how to create and set up Collaborate session in your course and modify them if necessary.

Topics Covered

1. Creating a Bb Collaborate link in your course main menu
2. Creating a New Session
3. Editing the settings for a session after it has been created

Creating a Bb Collaborate link in your course main menu

1. Click on the (+) sign in the top left corner of your main course menu
2. Select Tool Link in the drop down menu that appears
3. Give the link the name Bb Collaborate
4. In the drop down menu next to Type select Blackboard Collaborate Scheduling Manager
5. Check the box next to Available to Users
6. Click Submit
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Creating a New Session

1. Click on the Bb Collaborate link we showed you how to make above to get to the Schedule Manager
2. Click on Create Session

![Schedule a Session]

3. Enter a Session Name
   a. The session name will be the same name given to any recording you do using this collaborate session you are creating. If you do multiple recordings with the same session each will have the same name and be differentiated by the date the recording was made. Names on recording cannot be changed later.
4. Select a Start Time and End Time
   a. The session will be available for use for as long as you set the session to be open.
   b. You can make a session open for use for an entire semester by setting the times accordingly.
5. Under Early session entry select how early the system should allow the student into the session before the start time. (Your options are 0 min, 15 min, 30 min, 45 min, or 1 hour early)

![Session Information]

6. Below where it says Room Options select Session Type
   a. If this session will be only for your course then leave Course selected
   b. If this session will be shared with other courses then select Shared. You will then be able to select other courses that you want to have access to this session.
7. Next go to Room Attributes.

8. We recommend using the settings in the picture below; however, you may change them to your liking. To understand what each of the setting are for, hover over the icon to see a description. (NOTE: Do not Use the Preload Content feature as it does not work very well)

9. Next click on Grade Center Integration

10. If you do not wish to assign students a grade for participation the turn this feature Off. If you do desire to give grades turn this feature On and enter a number value next to Points.

   a. It is recommended that you create a new session each time you desire to give a participation grade.

11. Next go to the Assign Roles section

12. By default all student that come into the session will be Participants (this is recommended)
a. **Moderator:** someone that can have full control of features in an active collaborate session (recommended for presenters only; this is the default for instructors and TAs)

b. **Participant:** an observer that will only have the ability to use features while in a session that the moderator allows them to have access to.

c. If you create a room for students to use on their own you should use the *All users join as moderators* setting.

### Assign Roles

- All users join as participants.
- All users join as moderators.
- Assign access.

13. You can give specific people moderator privileges ahead of time by using the *assign access* setting.

14. You are now done and need to click **Save** to finalize the creation of your new session.

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**Editing the settings for a session after it has been created**

1. Go to the session that you wish to edit the setting for and click the ⬤ icon next to the session title.

2. Select **Edit Session**

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