CREATING A SESSION IN BLACKBOARD COLLABORATE

This tutorial will guide you on the steps to create a Blackboard Collaborate session.

1. Log onto Blackboard and enter the class you wish to create the session in.
2. You will find the Blackboard Collaborate feature under the “Tools” section in Blackboard.

3. Once on the Blackboard Collaborate page, click Create Session
4. **Create Session**: Attributes and Options

- **Session Information**: To title the session, select which courses you’d like to include
- **Schedule**: Schedule when you’d like your session to begin, how long, and if the session is reoccurring and how early participants can enter session

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**Create Session**

<table>
<thead>
<tr>
<th>Session Information</th>
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<tbody>
<tr>
<td><strong>Session Name</strong></td>
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<tr>
<td><strong>Start Time</strong></td>
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<tr>
<td><strong>End Time</strong></td>
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- **Choose recording options**, number of talkers, cameras, permissions, etc.
- **Assign Roles**: Distinguish who has what roles (Moderators vs. Participants)
- **External Invitees**: Invite other participants, guest speakers, etc. via email
- **Preloads**: Load documents such as Power Points so they are available prior to session
- **Session Notes**: create notes for moderator(s), participants

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**Room Attributes**

- **Recording Mode**: Manual
- **Max Simultaneous Talkers**: 5
- **Max Cameras**: 5
- **View Private Messages**: On
- **All Permissions**: On
- **Raise Hand on Entry**: On
- **Allow in Session Invitations**: On
- **Allow Guest**: On
- **Name in Recordings**: On
- **PowerPoint Option**: On
- **Notes**: Enter notes here

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**Roles and Access**

- **All users join as moderators**
- **Assign access to the session**
- **Assign Roles**

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914 773-3333 (ITS Help Desk)
914 773-3664 (Office)
5. **Click Submit.** The session will become available in your Blackboard Collaborate section and will display a purple icon once it becomes available. Click the icon or the name to enter the session. This will prompt Java. Accept the terms and your session will begin.