How do I use collaboration in Blackboard?

This FAQ contains:
- Access blackboard collaborate
- Create a session
- Setup session
- Schedule a session
- Review a prior collaborative session

1. Click on the Home tab (Fig. 1).

2. Click the desired course (Fig. 2, listed under the My Courses module).

3. Click the Blackboard Collaborate link (Fig. 3, listed under Course Management >> Course Tools).

4. Click the Create Session button (Fig. 4).

5. Enter the following Session Information (Fig. 5):

   **Session Name** - By default the Session Name will be the name of the course (you can change this).
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**Session Type** - Select *Course* or *Shared*

If *Shared* is selected, all available courses to the instructor will be listed under Available Courses. Select the course to be shared in this session, then click the *greater than arrow* >>. The chosen courses will be listed under Selected Courses (bottom-right).

**Note:** Hold down the Ctrl key on the keyboard to select more than one course.

![Fig 5. Selecting Session Name and Course for a Session Type](image)

6. Setup the Schedule for the session.
   
   a) Select the desired **time** for the session to start.
   b) Select the minutes for **Early Session Entry** - this allows how early a person can enter the session before it starts.
   c) Check **Repeat Session** to have another session created.

7. Setup the Session Attributes by choosing the desired features.
   
   a) Click **Allow In-Session Invitations** (Fig. 6). This option will allow the moderator to send an e-mail with the link to the session so that the user can participate in the Web Conference outside of the Blackboard environment.
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8. Click the **Submit** button.

**Review a Previously Recorded Collaborate Session**

1. Click the **Home** tab *(as shown above in Fig. 1).*
2. Click the desired course for which you wish to view a recording *(as shown above in Fig. 2).*
3. Click the **Blackboard Collaborate** link *(as shown above in Fig. 3).*
4. Click the **Recordings** tab *(Fig. 7).*

![Recordings tab](Fig.7. Recordings tab)

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