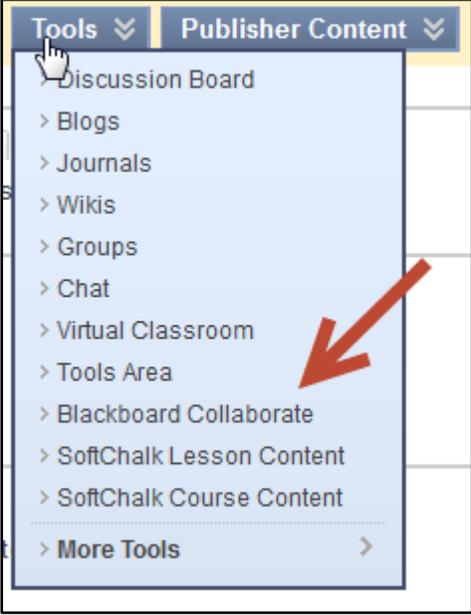
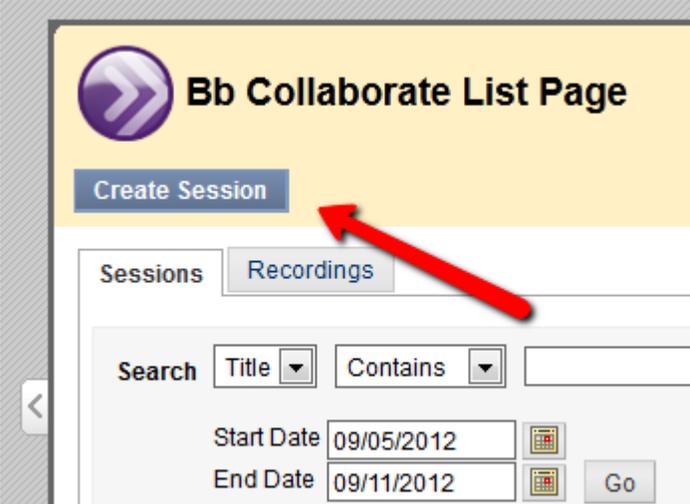
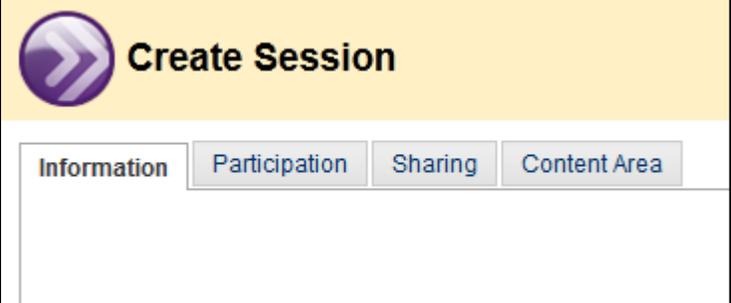
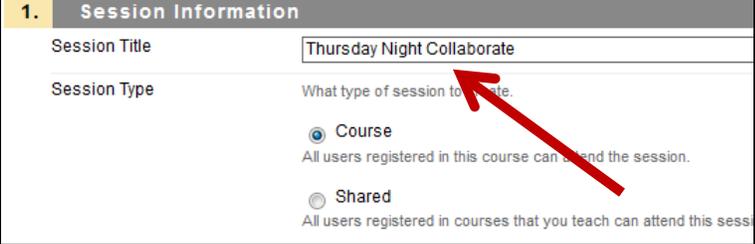
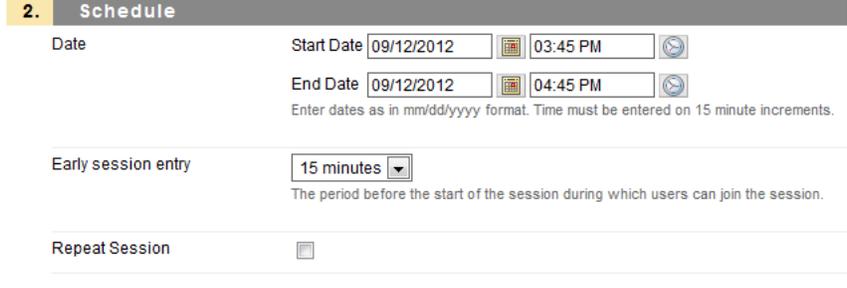


Creating a Collaborate Session within Blackboard

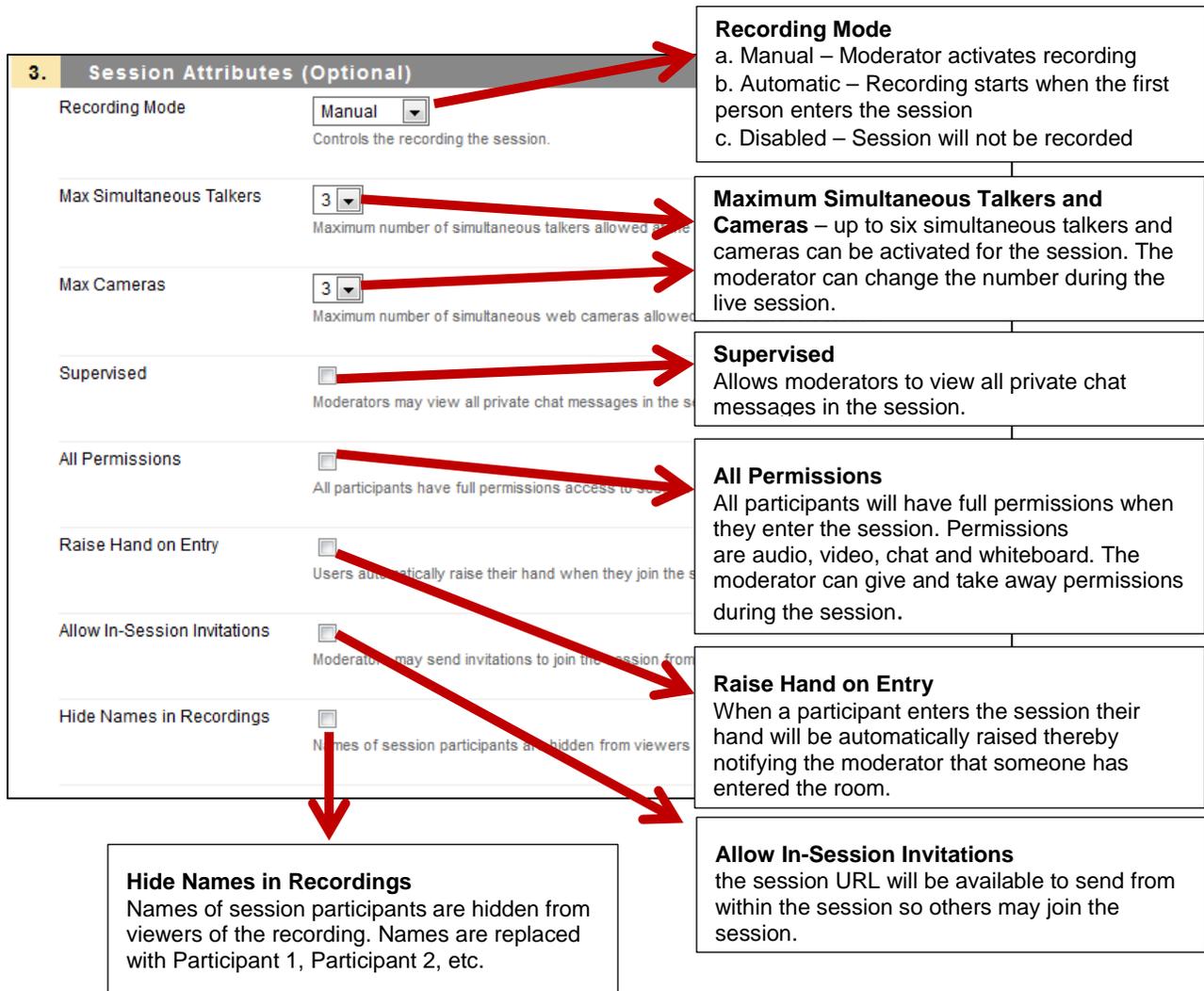
The instructions below will assist you with creating, and linking to a collaborate session within a Blackboard Course site.

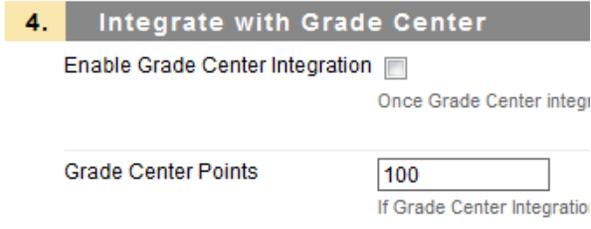
<p>1. Click the link to enter the learning module where you would like to create the collaborate session.</p>	 <p>A screenshot of a Blackboard course navigation bar. It shows a small icon on the left, followed by the text "Unit 1- Word" with a dropdown arrow. Below this, it says "Enabled: Statistics Tracking".</p>
<p>2. On the Tools menu click Blackboard Collaborate</p>	 <p>A screenshot of the Blackboard Tools menu. The "Tools" dropdown is open, showing a list of options: Discussion Board, Blogs, Journals, Wikis, Groups, Chat, Virtual Classroom, Tools Area, Blackboard Collaborate, SoftChalk Lesson Content, SoftChalk Course Content, and More Tools. A red arrow points to the "Blackboard Collaborate" option.</p>
<p>3. On the blackboard collaborate page, click the create session button.</p>	 <p>A screenshot of the "Bb Collaborate List Page". At the top, there is a purple arrow icon and the text "Bb Collaborate List Page". Below this is a blue button labeled "Create Session", which is highlighted by a red arrow. Underneath the button are tabs for "Sessions" and "Recordings". Below the tabs is a search section with "Search" text, a "Title" dropdown, a "Contains" dropdown, and an empty search box. At the bottom, there are fields for "Start Date" (09/05/2012) and "End Date" (09/11/2012), each with a calendar icon, and a "Go" button.</p>

<p>4. The Create Session Page appears.</p>	
<p>5. On the Session Information area of the screen, give your Session a title. In the example, the session title is Thursday Night Collaborate.</p> <p>6. For the Session Type decide whether you would like a Course Or Shared Session</p> <p>Please note: Course Sessions are the most commonly used session type. This type of session creates a collaborate session shared among users in your single current course.</p>	 <p>A shared session will create a collaborate session amongst all users registered in all of the courses that you have on Blackboard. Thus, if you have five courses on Blackboard, the collaborate session that you create would be open to all students in all five of your courses.</p> <p><i>One scenario where a shared session might be useful would be to hold virtual office hours for multiple Blackboard courses at the same time.</i></p>
<p>7. In the Schedule section, select the Start and End dates for the availability of your Collaborate Session.</p> <p>Also, select a starting, and Ending our for your Collaborate Session.</p> <p>If you wish, you can create multiple sessions at once using</p>	

the Repeat session feature, similar to setting a calendar item in outlook that repeats during certain intervals.

- Next, Select the Session Attributes. Normally you can leave these settings at the defaults (as they already are), however a detailed description of the session attributes is provided in this diagram.

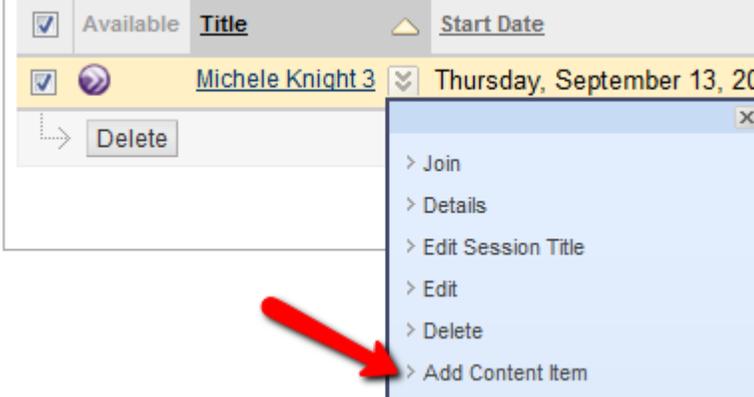
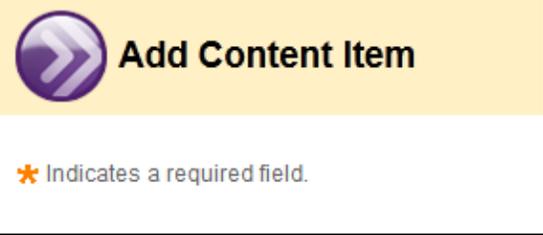


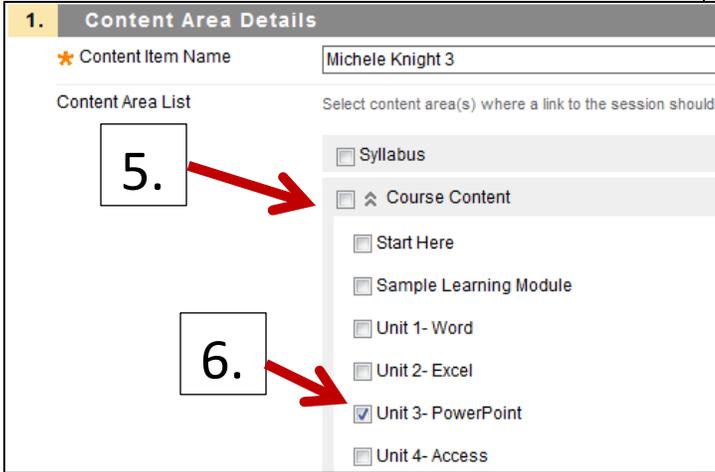
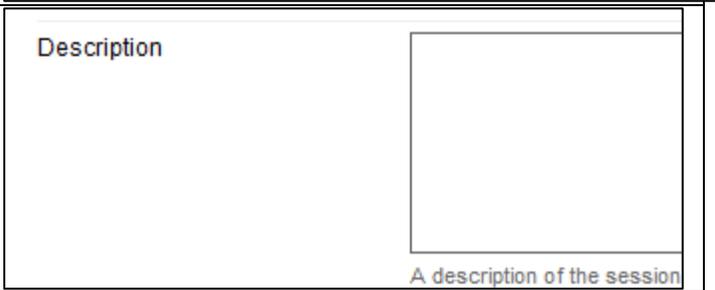
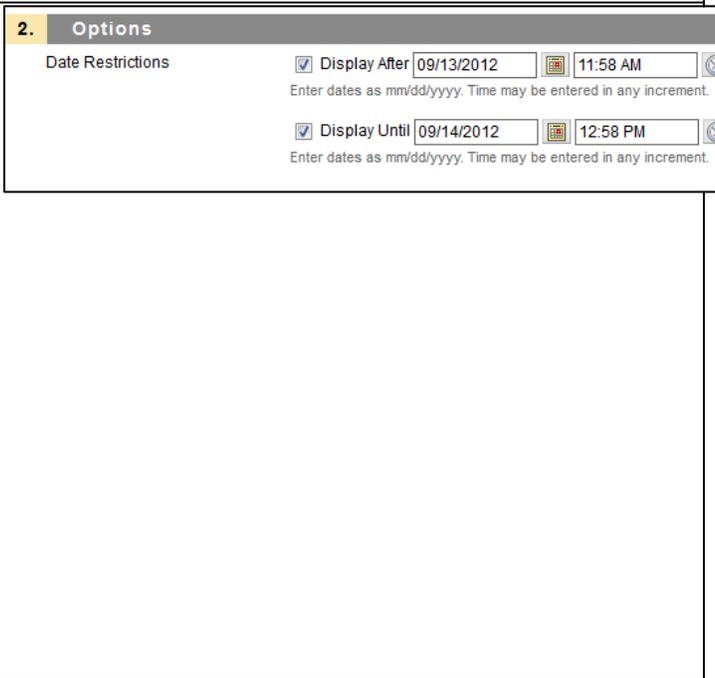
<p>9. Checking the Enable Grade Center Integration box will link the Collaborate session to the Grade Center.</p> <p>If the box is checked, Students will be graded for attending the session, or viewing the recording archive.</p>	
<p>10. Once you have made your selections on this page, click the Submit button.</p>	

You will be returned to the Bb Collaborate List Page, which shows a list of all the sessions that you have created in Blackboard. If you want students to be able to find your session, continue the *Linking to a Collaborate Session in Blackboard* steps to learn how to link to the session within a Learning Module.

Linking to a Collaborate Session in Blackboard

Now that you have created a Collaborate session in Blackboard, you should link to this session within a Blackboard Learning module so that the session is easy for students to find.

<ol style="list-style-type: none"> On the Blackboard Collaborate List Page, Click the Action Link to the right of the session you wish to link. On the menu that appears, select the Add Content Item option. 	
<ol style="list-style-type: none"> The add Content Item Page appears. 	
<ol style="list-style-type: none"> The Content Item Name will contain the name of your session by default. <p>The text in this field will be the name of the link of the Collaborate session.</p>	

<p>5. In the Content Area List, Click the Course Content link to expand the List of your Learning Modules.</p> <p>6. Click the Checkbox to the left of the Learning Module where you would like to link to the session.</p>	 <p>1. Content Area Details</p> <p>★ Content Item Name <input type="text" value="Michele Knight 3"/></p> <p>Content Area List Select content area(s) where a link to the session should</p> <p>5. <input type="checkbox"/> Course Content</p> <p><input type="checkbox"/> Syllabus</p> <p><input type="checkbox"/> Start Here</p> <p><input type="checkbox"/> Sample Learning Module</p> <p><input type="checkbox"/> Unit 1- Word</p> <p><input type="checkbox"/> Unit 2- Excel</p> <p><input checked="" type="checkbox"/> Unit 3- PowerPoint</p> <p><input type="checkbox"/> Unit 4- Access</p>
<p>7. Type a description of the session in the Description field if you desire.</p>	 <p>Description</p> <p><input type="text"/></p> <p>A description of the session</p>
<p>8. In the Date restrictions Field, Display After determines when the collaborate session link will become available.</p> <p>In the example, the collaborate session becomes available on 9/13 at 11:58 AM.</p> <p>9. The Display Until link determines when the session link will no longer be visible to students.</p> <p>In the example, the collaborate session link will no longer be available to students on 9/14 at 12:58 PM.</p>	 <p>2. Options</p> <p>Date Restrictions</p> <p><input checked="" type="checkbox"/> Display After <input type="text" value="09/13/2012"/> <input type="text" value="11:58 AM"/> </p> <p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><input checked="" type="checkbox"/> Display Until <input type="text" value="09/14/2012"/> <input type="text" value="12:58 PM"/> </p> <p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p>
<p>10. Click the  (submit) button.</p>	
<p>11. When you navigate to the learning module you selected, you should see your collaborate session</p>	 <p> Michele Knight 3 </p> <p>Suggested</p>

<p>listed as the last item in your Learning Module table of contents.</p>	
<p>Note: If you need to change the order of your session in the Learning Module, click on the arrow to the left of the Collaborate session, and move the session link until it is position in the appropriate location within your Learning Module.</p>	 <p>The screenshot shows a user interface element for a session. On the left, there is a vertical double-headed arrow icon. To its right is a purple circular icon with a white right-pointing arrow. Further right, the text 'Michele Knight 3' is displayed in a bold, blue font, followed by a small downward-pointing arrow icon. Below this, the text 'Availability: Item is no longer Suggested' is shown in a smaller, black font. A red arrow points from the left side of the screenshot towards the vertical double-headed arrow icon.</p>