Creating a Collaborate Session

1. Create a link to your Collaborate List Page on your course menu.
   - Click on the plus (+) button.
   - Select to create a Tool Link.

2. Select Blackboard Collaborate Scheduling Manager from drop down menu next to Type.
   - You will also need to provide a name for the link and click the checkbox to make it “available to users.” Then, click submit.
   - Your tool link will go to the bottom of your Blackboard course menu, but you can move it up.

3. Click on the tool link you just created and click the Create Session button.
   - You can do this whenever you need to create a new session.

Need help? Contact the Instructional Design Team: idteam@lasalle.edu.
When you create a Collaborate session, there are four tabs that define the settings. Visit each one to review the choices before clicking Submit. The next few pages review some of the most important settings under each tab.

### Key Settings

- **Provide a unique title** for your session
- **Set the date and time** when the session should open and close. Students cannot enter the session after it closes.
- **Set the Early Session Entry** for the amount of time you need to set up before the session.
- **Grant All Permissions** if you want students to be able to use all available tools by default. If unchecked, all tools will be off until you give students permission to use chat, audio, and other tools from inside the session.

### Session Attributes (Optional)

- **Recording Mode**: Manual
  - Controls the recording the session.

- **Max Simultaneous Talkers**: 3
  - Maximum number of simultaneous talkers allowed at the start of the session.

- **Max Cameras**: 3
  - Maximum number of simultaneous web cameras allowed at the start of the session.

- **Supervised**: Unchecked
  - Moderators may view all private chat messages in the session.

- **All Permissions**: Checked
  - All participants have full permissions access to session resources such as audio, whiteboard, etc.

- **Raise Hand on Entry**: Unchecked
  - Users automatically raise their hand when they join the session.

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Customizing Your Session

Key Settings

• Only click the **Restrict Participants** checkbox if you want to limit the session to certain students.

• Invite non-enrolled guests to join your session by:

  Clicking the checkbox to **Allow Unregistered Guests** and sending them the public link, OR

  Entering their email addresses and clicking **Add**. They will receive an email with a link to join the session.

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Customizing Your Session

**Tip:** You can set your default settings for each new session by clicking on the Collaborate List Page on your course menu and clicking on the Course Defaults button.

**Key Settings**

- You can preload some types of files, but PowerPoint slides must be uploaded from inside the session.
- If you want to share information about the session, **don’t enter it under Session Notes**. Use the description textbox under Content Area instead.

**Key Settings**

- If you do not create a content item link for your students, they may not be able to find your session.
  - The **Content Item Name** will be the name of your link.
  - Click the checkbox next to where the link to your session should appear in your course.
  - Use the description textbox to provide any information that you want to share about the session.

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