Blackboard Collaborate – Session Creation

1) First log into your Blackboard and choose a course to open.
2) From the left side menu, click on the plus sign + and select **Tool Link**.
3) Type in **Blackboard Collaborate** as the **Name**, check the **Available to User** box and select **Blackboard Collaborate Scheduling Manager** from the **Type** dropdown list. Once complete, click on **Submit**.
4) In the side menu, the **Blackboard Collaborate** link will now be displayed (for both instructor and student). Click on **Blackboard Collaborate**.
5) A **Bb Collaborate List Page** will appear on the right of the screen. Click on **Create Session**.

![Bb Collaborate List Page](image-url)
6) Fill out the form with a **Session Title** that will be useful for both instructor and student. Then fill out the **Date**. Either fill out the remaining items or leave the defaults. Once complete, click on **Submit**.
7) The **Bb Collaborate List Page** will be displayed with a **Success** message at the top and the new session name listed in the table. This session is now ready for launching and using by both student and instructor.