CREATING A Bb COLLABORATE SESSION
1/1/2013

1. On the Bb Collaborate Page, click the Create Session button in the Schedule a Session box.
The Create Session page displays.

The Create Session page has 6 sections, labeled Session Information, Session Type, Teleconference Options, Room Attributes, Grade Center Integration and Assign Roles. The following information describes what to do within each section.

Session Information

1. In the Session Information area type a name for your Collaborate session in the Session Name field. By default, the title is the name of your course.

2. In the Start Time, select the Start Date and End Date the respective beginning and ending dates and times for your session.

3. From the Early session entry drop-down, choose how early users are allowed to enter the session.
Session Type

1. Read the descriptions of the two Session Types, and choose Course or Shared depending on your preference. 
   *(Note: A Shared session may be appropriate if you use Collaborate for holding virtual office hours. If the session will be open to multiple courses, use the Available Courses list to select which courses will be involved in the session.)*

   ![Session Type](image)

   **Session Type**

   - [ ] Course
   - [ ] Shared

Teleconference Options

1. Most sessions will **not** need the Teleconference option. If you do need to use Teleconference please select the built-in option. This will provide you with a toll number for your session. You will need to distribute the number and pin number to participants.

   ![Teleconference Options](image)

   **Teleconference Options**

   - [ ] Use built-in.
   - [ ] Use third party.
   - [ ] Do not use teleconference.

Room Attributes

1. The Room Attributes section will allow you to customize which specific options are available for this session. Hover over the (i) button to see more detail for each option.
Grade Center Integration

1. The Grade Center Integration allows you to track participation and enter it as a grade in the Blackboard Grade book.

Assign Roles

1. By default the instructor is a moderator and everyone else is a participant. If you need to tweak those permissions, click on Assign Access and choose from the list of names appropriately.