Schedule A Session in Blackboard Collaborate

1. Open Blackboard Collaborate page from either:
   - the Blackboard Collaborate link on the course menu, or
   - an External Tool link in a module(s).

2. From the Blackboard Collaborate page, select the +Create Session option on the top right.

3. A Create New Session window will display. Beginning in the Information section/tab, enter a Name, Start Date/Time, End Date/Time, and Early Entry time.

4. Click the Options tab. Select or uncheck options as needed.
   - Several options will be selected by default including: Grant Participants Full Default Permissions, All in-session invitations and Enable Session Teleconferencing.
   - Recording Mode is set to Manual by default, but you can select other options (automatic or disable).
   - Six users are selected by default for simultaneous talkers and cameras (i.e., the number of people that can use this feature at one time).
   - Select the Content tab. Here you can upload a multimedia file or whiteboard/Plan file.

5. Select Create Session to finish scheduling the session.

6. A confirmation message will display. The session will be listed in the Sessions schedule.