Setting Up Collaborate In Your Blackboard Course

1. Create a link to Collaborate 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.
   - Provide a name for the link and click the checkbox to make it “available to users.”
   - Then, click submit.
   - Your link will go to the bottom of your Blackboard course menu, but you can move it up.
   - Click on this link to access Collaborate rooms and sessions.

Need help? Contact the Instructional Design Team: idteam@lasalle.edu.
There are 3 ways to host sessions in Collaborate:

**A. Use your course room**
This room is automatically created for each course and is always available. This room is great for impromptu meetings or office hours.

**B. Use your instructor room**
Your instructor room is shared across all Blackboard courses that you teach in a given semester. This room is useful for hosting sessions across multiple courses.

**C. Create unique sessions**
Click the “Create Session” button to clearly indicate the reason for the meeting and the starting and ending times. This helps keep students on track with important Collaborate meetings.

If using course or instructor rooms:
- Send an email or an announcement to let students know when and in which room they should join you.
- Use the “Edit Room” link to customize the room settings and make sure that users have the necessary roles (“All users to join as participants” is the recommended setting).
- At the time of the meeting, click on the “Launch Room” button and then click it again to enter the room.

If using unique sessions:
- Give your session a descriptive name and set the date and time when the session should start and end.
- Students can view all session topics and schedules from the Collaborate link on your course menu.
- At the time of the meeting, click on the name of the listed session to launch it.

Need help? Contact the Instructional Design Team: idteam@lasalle.edu.