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 2 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.

- 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.

**B. 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.

- 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.

If using a course room:

If using unique sessions: