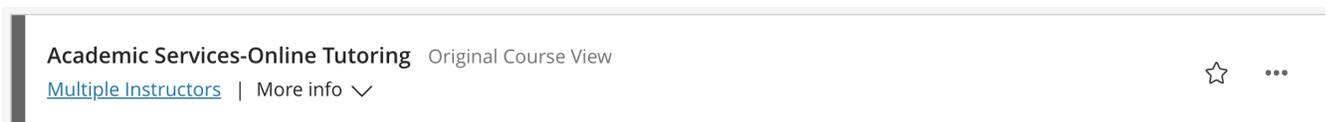


Creating a Blackboard Collaborate Session

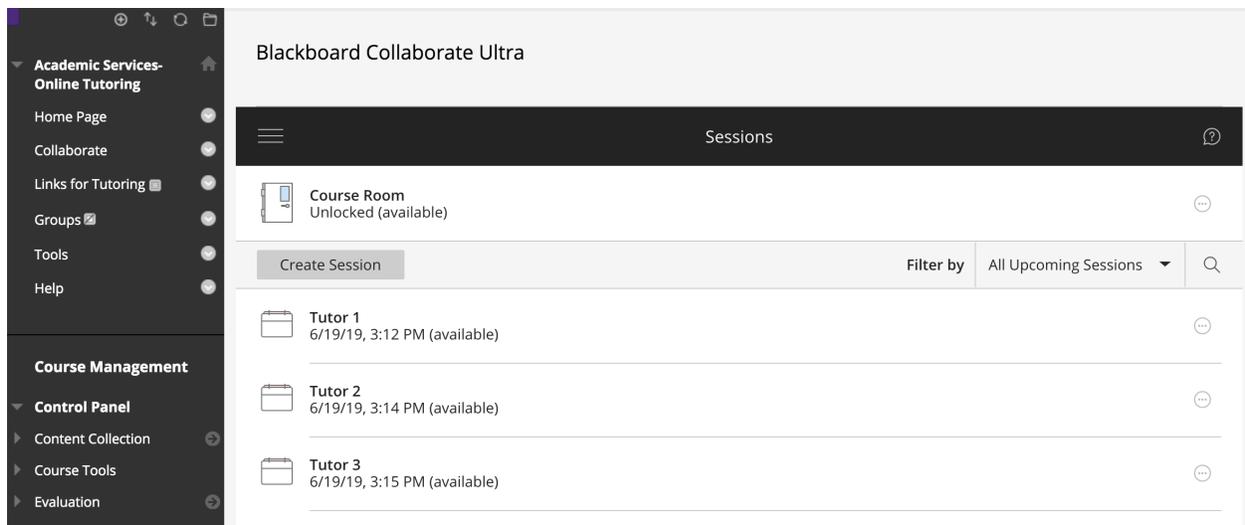
**Collaborate sessions will be created by a moderator.*

Follow the steps below to create a new collaborate session.

1) Log into the HPU Blackboard portal. Once you have signed in, you can access Blackboard Collaborate by clicking on the “**Courses**” tab to the left of the screen and scrolling down until you see a course titled “**Academic Services-Online Tutoring**”, as shown below. Click on this option.



2) You will be directed to the Academic Services-Online Tutoring’s home page. In the left column, click on “**Collaborate**”. The following screen will appear where you will see all available sessions. To create a new session, click on “**Create Session**”.



3) A panel will pop up to the right of the screen. Enter the tutor’s name for the session in the box at the top that says, “**New Session**”.

4) Once a name is entered, more details for the session will appear. Under the section titled “**Guest Role**”, click on the arrow button to see more options. Choose

the “**Presenter**” option. Note: Leave the small box next to “Guest access” checked. This is also where you will find the anonymous dial in number for the spreadsheet.

5) Next to the guest role, there is a “**Guest Link**”. This is the link that the tutor will give the tutees to join their session. Click on the symbol that looks like this

 to copy the guest link. This is the link you will want to insert into the Excel spreadsheet.

6) Go to the section titled “**Event Details**” below the guest link. Click on the box that says, “**No end (open session)**” to ensure that the session’s link will be accessible for the entire semester.

Event Details

Start

6/19/19  2:26 PM 

End

6/19/19  3:26 PM 

No end (open session)

Repeat session

Early Entry

15 min before start time 

[Provide a description](#)

7) Once you are finished creating the session, scroll down to the bottom of the tab and click “**Save**”.