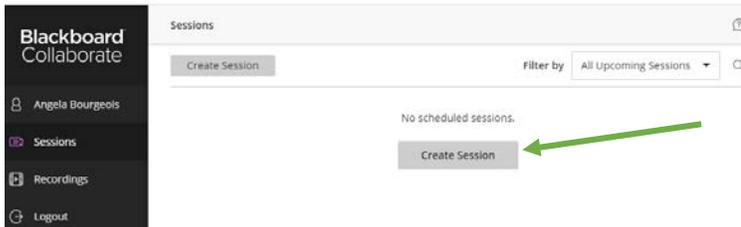
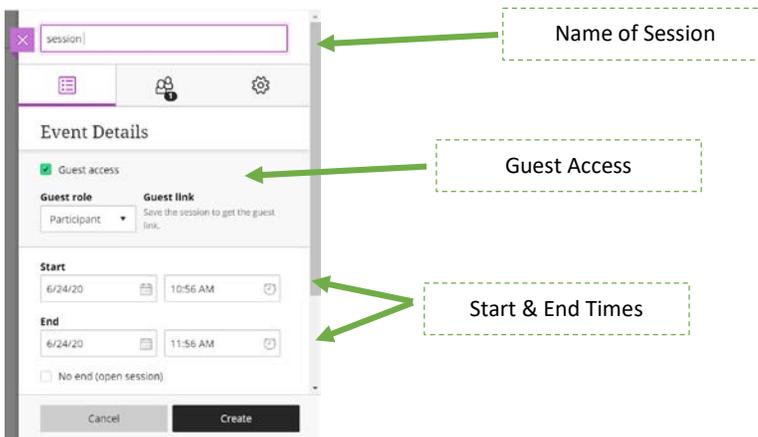


Create your Blackboard Collaborate Session

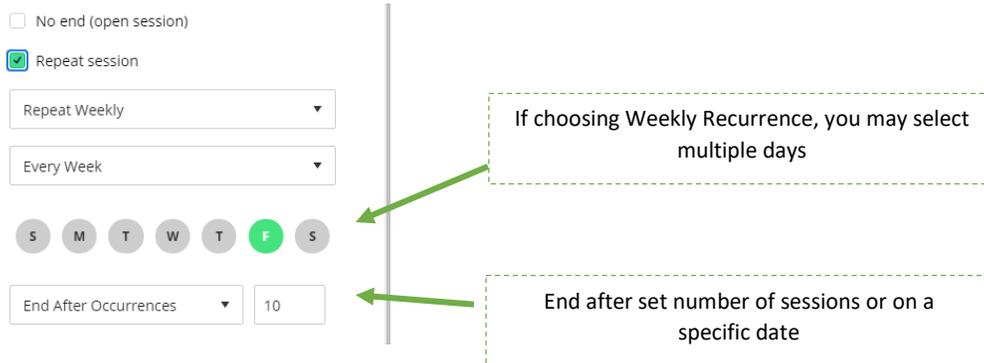
1. Open Google Chrome and navigate to <https://ca.bbcollab.com>
2. Log in with the username and password provided to you specifically for Bb Collaborate (this is different than your credentials for Blackboard Learn)
3. Click Create Session



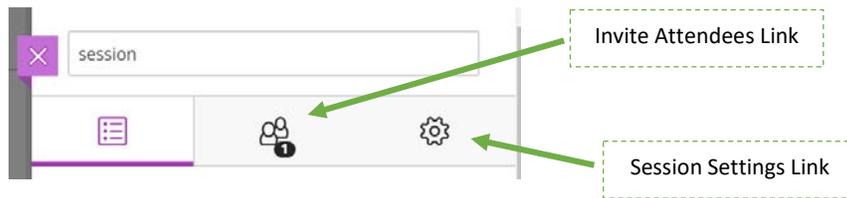
4. You are automatically entered into the Event Details screen. Enter the session name and click on **Guest Access** to set generate a guest link and set the role of your participants. Fill in the Start and End dates and times



5. If you would like your class to be recurring (**if** hosting a live online class), click Repeat Session and enter the recurring schedule, and when to end the occurrences.



- The Menu bar across the top allows you to individually **Invite Attendees** and set additional **Session Settings**. Typically, you would not invite your students separately but rather post the session link in Blackboard Learn for the students to click on to join your class. For the majority of users, the default session settings will be adequate.



- You can set an **Early Entrance** option as well for your participants with the default being 15 minutes. You can modify this to allow for no early entrance or up to 60 minutes ahead of the meeting start time. Once that is done, press **Create** to create your session. You will then receive an email with your session information and appropriate links.

8.

