Faculty Setup & Reference Guide for

Blackboard collaborate™

Quick Steps

1. Login to Blackboard and locate your course.

2. Select "Virtual Office" from the Course Menu.

3. Select "Tools" then "More Tools" and choose *Blackboard Collaborate Scheduling Manager.*

4. Insert a description of the tool in the text editor (optional) and click "Submit" to proceed.

5. Click on the title of the tool "Blackboard Collaborate" to enter the List Page tool.

6. Create a name for your session, and select the dates for the session to remain available. You can also edit the "Session Attributes" here and create a grade center column if you wish to grade the session. Click "Submit" to proceed.

7. Click on the session title to initiate the setup and enter the session, when prompted "Do you want to run this program", click Yes.

8. Accept the license agreement and select your connection speed.

9. You have now entered the Collaborate Session.

10. You can choose whether or not to record the session at this point.

11. Click on the microphone and red gear icon to select the audio setup guide and follow the instructions.