First log into your Blackboard and choose a course to open.

1) From the left side menu, click on the plus sign + and select Tool Link.
2) Type in **Blackboard Collaborate** as the **Name**, check the **Available to User** box and select **Blackboard Collaborate Scheduling Manager** from the **Type** dropdown list. Once complete, click on **Submit**.
3) In the side menu, the **Blackboard Collaborate** link will now be displayed (for both instructor and student). Click on **Blackboard Collaborate**.
4) A Blackboard Collaborate list page will appear on the right of the screen. Click on Create Session.
5) Fill out the form with a **Session Name** that will be useful for both instructor and student (ex. Chapter 1 Review). Then fill out the **Start Time** and **End Time** of the session. Leave the default settings for the rest of the session configurations (you may customize if desired by vertically moving down the page*). Once complete, click on **Save**.

*NOTE: For further details on session configuration go to: [https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/060_Course_Tools/Blackboard_Collaborate_Building_Block/Blackboard_Collaborate_Sessions](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/060_Course_Tools/Blackboard_Collaborate_Building_Block/Blackboard_Collaborate_Sessions)
6) The **Blackboard Collaborate** list page will be displayed with a **Success** message at the top and the new session name listed in the table. This session is now ready for launching and using by both student and instructor.
7) If you would like to add the session to an existing content area, click on the arrow that appears when you mouse over the session name.

a. Select **Add Link**.

b. Put a **checkmark** in the box of the area to add a link to the session, then press **Save**.
c. The session will now be accessible from selected content area (Content in this example).

8) If you would like to allow guests (names that are not on the roaster) to access the session, click on the arrow that appears when you mouse over the session name.

a. Select Allow Guests.
b. Turn **Allow Guests** to **ON** by clicking the **OFF** button.

![Allow Guests Dialog]

**NOTE:** This is the URL for the session. Copy this address to be sent out for session access.

c. Select **Done**.