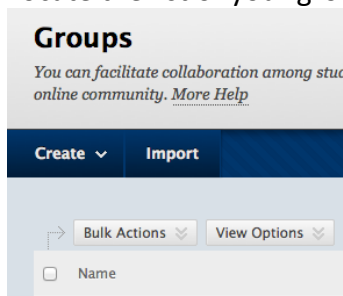


WHY WOULD YOU USE THIS FEATURE:

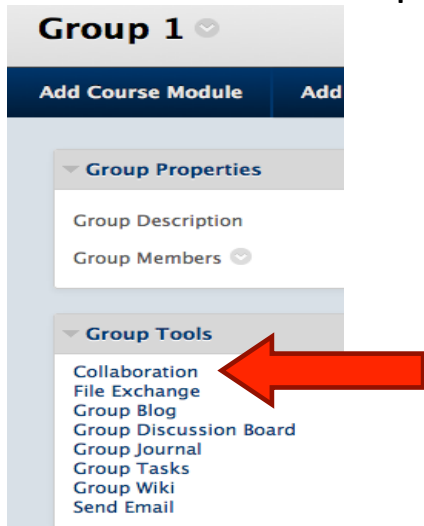
Collaboration is a useful feature for groups that have conflicting schedules or a separated geographically but need to meet in real-time. This feature allows groups to hold group meetings and communicate using virtual tools such as chat sessions and virtual classrooms. In addition the collaboration feature allows groups the ability to record their sessions so others and/or their instructor can review their discussions. This tutorial will demonstrate how to access the collaboration main page and how to create a new collaboration tool.

HOW TO ACCESS THE COLLABORATION MAIN PAGE:

1. Access your course through **Blackboard**.
2. Locate the list of your groups under the course menu.



3. To access the collaboration main page, click on your group's name and select **Collaboration** under the **Group Tools** section.



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- This will take you to the collaboration main page where all collaboration sessions that can be joined are visible. To join a session simply click on the either Office Hours or Lecture Hall and you be connected.

Note: The session must still be active or available to join.

Collaboration Sessions

Create Collaboration Session

Filter Go Search by

Session Name ▲	Tool
 Lecture Hall	Virtual Classroom
 Office Hours	Chat



HOW TO CREATE A NEW COLLABORATION SESSION:

- To create a new collaboration session click on the **Create Collaboration Session**.

Collaboration Sessions

Create Collaboration Session

Filter Go Search by

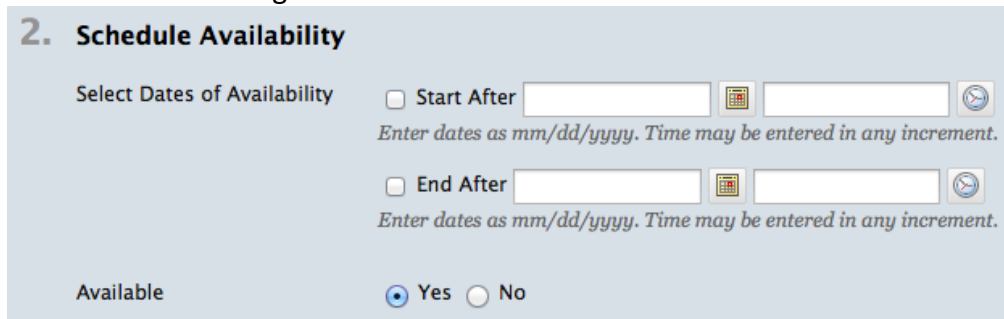
Session Name ▲	Tool
 Lecture Hall	Virtual Classroom
 Office Hours	Chat

- Provide a name for the session in the required field.

1. Session Name



* Session Name



3. You may then edit the availability options for the session by setting the dates and times for the session to begin and end.



2. Schedule Availability

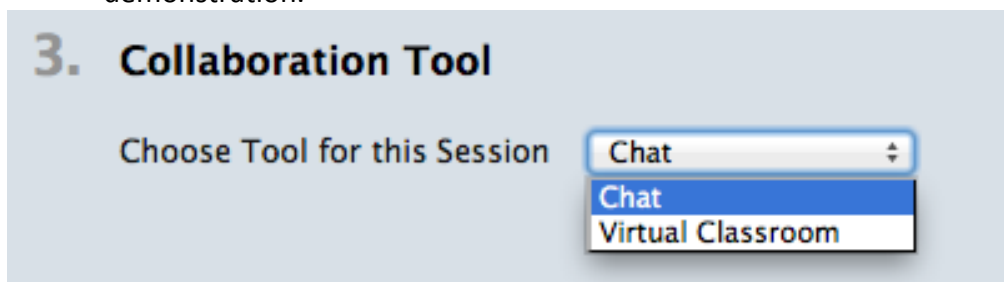
Select Dates of Availability

Start After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Available Yes No

4. Next, you must select what type of collaborative tool you will use with your session.
 - The **Chat** tool simply creates an outline chat room where group members can communicate simultaneously. All conversations are recorded in the chat log.
 - The **Virtual Classroom** is similar to the chat tool. However, it provides a “Virtual Whiteboard” on which students can draw and add figures for visual demonstration.



3. Collaboration Tool

Choose Tool for this Session


Chat
Virtual Classroom

5. When you have finished editing all of the session options click **Submit**.
6. A message will appear indicating the successful creation of your collaboration session and the new session will appear at the bottom of the created sessions on the Collaboration homepage.

Success: Session created.