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 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.
4. 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.

**How to Create a New Collaboration Session:**

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

2. Provide a name for the session in the required field.
3. You may then edit the availability options for the session by setting the dates and times for the session to begin and end.

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.

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.