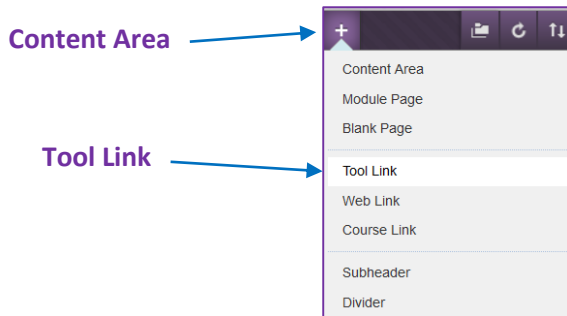


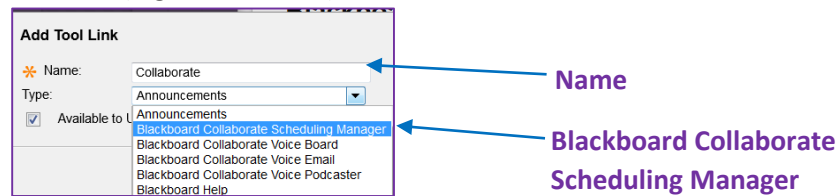
# How to Create a Blackboard Collaborate Menu

Follow the steps below to create a Collaborate Menu within your Blackboard Course:

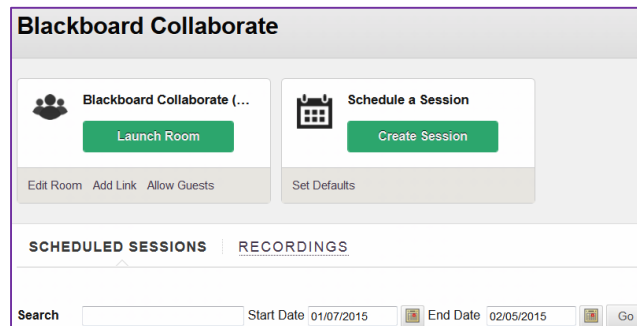
1. Click the **Content Area** button on the left-hand-side of your course page, select **Tool Link**



2. Insert a **Name** for your menu (e.g.: Collaborate)



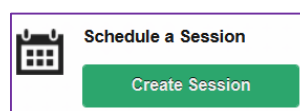
3. Select **Blackboard Collaborate Scheduling Manager** from the Add Tool Link **Type** drop-down menu
4. Select the **Available to Users** checkbox
5. **Submit**
6. The following screen should appear when you click your newly created **Collaborate** menu



# How to Create a Blackboard Collaborate Session

Now that a Collaborate menu is in place, follow the steps below to create a session:

1. Click **Create Session**



2. Insert a **Session Name** and edit the **Session Information**, **Room Option**, **Room Attributes**, **Grade Center Integration**, and **Assign Role** settings
3. **Save**