Using Bb Collaborate in Blackboard

This is a quick guide for instructors to locate Bb Collaborate in a course. For more instructions, open the User’s Guide in a browser.

1. Enter the course site and click “Tools” in the left side panel. (You can also create a shortcut in this menu by adding a Tool Link for Bb Collaborate Scheduling Manager)

2. Click Blackboard Collaborate.
3. Click “Create Session” to schedule a new session.