Collaborate Scheduled Session

Please see **Collaborate First Time Users** if this is your first time logging into a collaboration session.

First log into the course to which you have a **Blackboard Collaborate** scheduled session. Depending on the phrasing of your instructors title, the title should be similar to **Collaborate**. Click the link on the left from the menu.

Collaborate

Make sure the **Scheduled Sessions** tab is selected. Hover over the title of the session and click to enter the room details. Note: This may take up to 20-30 seconds from the time you click the link to the time you enter the other room details.

SCHEDULED SESSIONS   RECORDINGS

| Search | | Start Date 02/06/2015 | End Date 03/07/2015 | Go |

Delete

	Available	Title △	Start Date	End Date
☐	⟫	Test Course	Friday, February 6, 2015 3:45:00 PM CST	Friday, February 6, 2015 4:45:00 PM CST

Now click the **Join Room** button to enter the session. Again this process may take 20-30 seconds before you see the Blackboard Collaborate screen.

Room Details

TEST COURSE

Start Date
Feb 6, 2015 3:45 PM

End Date
Feb 6, 2015 4:45 PM

Join Room

If you can't open the .collab file, download the Blackboard Collaborate Launcher.

Still can't get into your session? Please read our troubleshooting help topic.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115