How to set up a Blackboard Collaborate Session

1. Click on Blackboard Collaborate under Control Panel > Course Tools.

2. Create a new session.

3. Give it a name.

4. Set the window that you want the session to be available.
Look for this pop-up. You may have to move your browser window aside.

Don't start recording yet.

Run Audio Wizard to set input device and volume levels.

Select input device.
Your microphone will be enabled when you press Record. After pressing Record, speak into your microphone with a natural speaking volume and adjust the microphone volume slider so that the VU meter above the volume slider shows mostly green, with occasional yellow, but no red. When done, press Stop to stop recording. Note that you may record at most 30 seconds of audio, after which recording will stop automatically.

Don't forget to click the Talk button to activate the mic.

Choose what and how you want to share: Whiteboard, Application, or Web Tour.

Dont forget to click Record.
To provide a link for your students, add the session to a Content Area in the Course Menu.

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Click on Blackboard Collaborate under Course Tools.

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Click on the chevron to access the drop-down menu.

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Click on the desired Content Area to provide a link for your students.