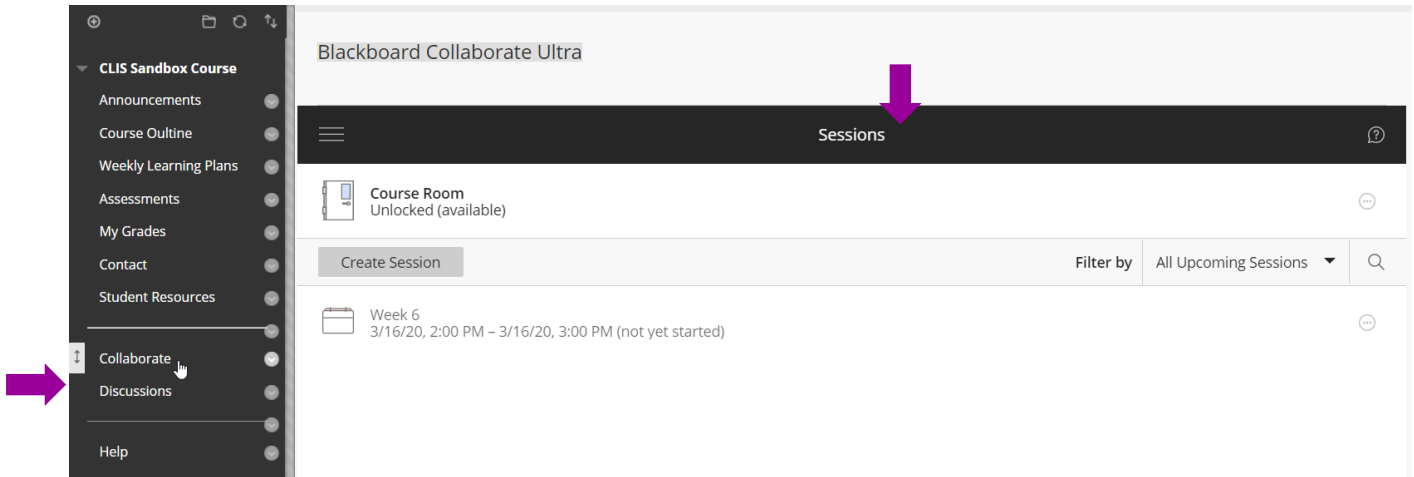


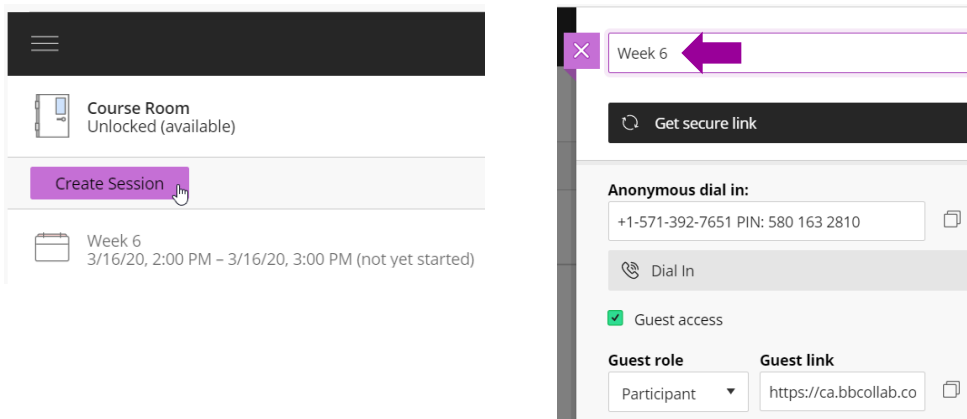
# Create a Session in Collaborate

To create a session in Blackboard Collaborate, you can follow these steps. From the Session Settings, you can select the date and time of your session, decide if users can download recordings, share audio or video, post chat messages and more. Some settings can be changed anytime during the session (e.g., participant permissions) while others must be set before the session begins if you want to use them (e.g., allowing recording downloads).

1. Click on the **Collaborate** tool in your course menu. This will load the Collaborate page in the viewing pane.



2. Click the **Create Session** button. The session pane will appear where you can type in the **New Session name** (e.g., Week 6).



3. Scroll down to the **Event Details** section to select the *start date and time* and the *end date and time* of the session. Ensure the **Early Entry** option pull-down list is set to *15 min before start time*.

Event Details ^

---

**Start**

3/13/20 9:42 AM

**End**

3/13/20 10:42 AM

No end (open session)

Repeat session

**Early Entry**

15 min before start time

[Provide a description](#)

4. Scroll down to **Session Settings** and use the v button to expand the section. Click *Allow recording downloads* and ensure Participants have permission to *Share audio*, *Share video*, *Post chat messages* and *Draw on whiteboard and files*. Ensure *attendees can join the session using the telephone*.

Session Settings ^

---

**Default Attendee Role**

Participant

**Recording**

Allow recording downloads

Anonymize chat messages

**Moderator permissions**

Show profile pictures for moderator only

**Participants can:**

Share audio

Share video

Post chat messages

Draw on whiteboard and files

**Enable session telephony**

Allow attendees to join the session using a telephone


6. Click the **Save** button.

Delete Save


7. The session will be listed in the Collaborate viewing pane.

Blackboard Collaborate Ultra

☰ Sessions

 **Course Room**  
Unlocked (available)

Create Session Filter by All Upcoming Session

 **Week 6**  
3/13/20, 9:42 AM – 3/13/20, 10:42 AM (in progress) ←