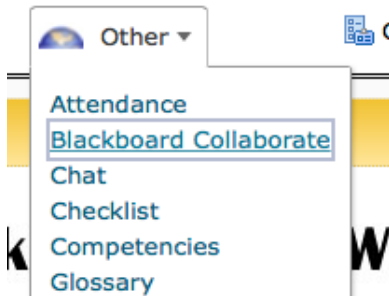


Setting Up Blackboard Collaborate in D2L

1. In your D2L course, click “other,” then “Blackboard Collaborate.”



2. In the window that opens, click “Create Session.”


[+ Create Session](#)


3. Give your session a name, start date, end date, and early entry allowance, then click “Options.”

Create New Session [Join >>](#)

Information **Options** Content

Name

Start
 
Wed, Aug 19 2015 9:15 AM

End
 
None

Early Entry

4. Choose the options you want in your session, then click “Content.”

Create New Session [Join >](#)

Information Options **Content**

- Grant Participants full default permissions
Includes access to whiteboard, chat, audio, and video.
- Hide attendee names in recordings
- Everyone is a Moderator
- Allow in-session invitations
- Enable session teleconferencing
- Private chat messages are supervised
- Participants raise hand upon entering the session

Recording Mode

Manual

Maximum Simultaneous Talkers

6

Maximum Simultaneous Cameras

6

[Cancel](#) [Create Session](#)

5. Here you can upload what you want your students to see when they log in. This is good for if you anticipate them getting there before you. When you are finished, click “Create Session.”

Create New Session [Join >](#)

Information Options **Content**

Upload a file to be available within the session
Want to use a PowerPoint file? [Learn how.](#)

Drop files here to upload
or [browse your computer](#)

*Whiteboard/Plan: .wbd, .wbp, .elp, or .elpx.
Multimedia: .mp4, .mpg, .mpeg, .m4v, .mpe, .mp3, .qt, .mov, .swf, or .wmv.*

Uploaded Files

Whiteboard/Plan File
Maximum one per session. Will open automatically once the session begins.
No file has been uploaded for this session.

Multimedia Files
Will be available in the multimedia library once the session begins.
No files have been uploaded for this session.

[Cancel](#) [Create Session](#)

6. Now, when you or your students go to the Blackboard Collaborate link from your D2L course homepage, they will see what you now see: the link to the practice session and a “Join” button.