Create a Space for Students to Meet

This guide will explain how to create a space for students to meet using Blackboard Collaborate as well as recommendations for preparing the space for student use.

Setting Up a Space for Students to Meet

1. Log in to your course within NU Online Blackboard.

2. Click on “Tools” in the Course Menu.
3. Click on “Blackboard Collaborate.”

4. Click “Create Session” to create a space for students to meet.

5. Enter a name for the session.

6. Click in the text box and use the calendar to enter the Start/End information for the session. Be sure to leave time before and after the expected meeting time to ensure that students will have access to the room.

7. Click on “Grade Center Integration.”

8. Click on “Assign Roles.”
9. If you would like to grade the students on their work within the session, toggle Grade Center Integration “ON.” Otherwise, toggle Grade Center Integration “OFF.”

10. If Grade Center Integration is on, enter a point value.

11. If students will be running the session on their own, click the button next to “All users join as moderators.”

12. Click “Save” to create the space.
Preparation for Students to Use the Meeting Space

1. Navigate to the Blackboard Collaborate area as explained above.

In order to make the group meeting session easy to access, create a link to the “Course Materials” section of your course.

2. Click the arrow that appears when you move your mouse over the session name.

3. Click “Add Link.”

4. Click the box next to “Course Material.”

5. Click “Details.”
6. Enter instructions explaining how students should use the group collaborate space (presentation, collaboration, etc.) in the “Description” area. It is recommended that this link to a Collaborate video introduction be posted for students: [http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0](http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0)

7. Click “Save.”