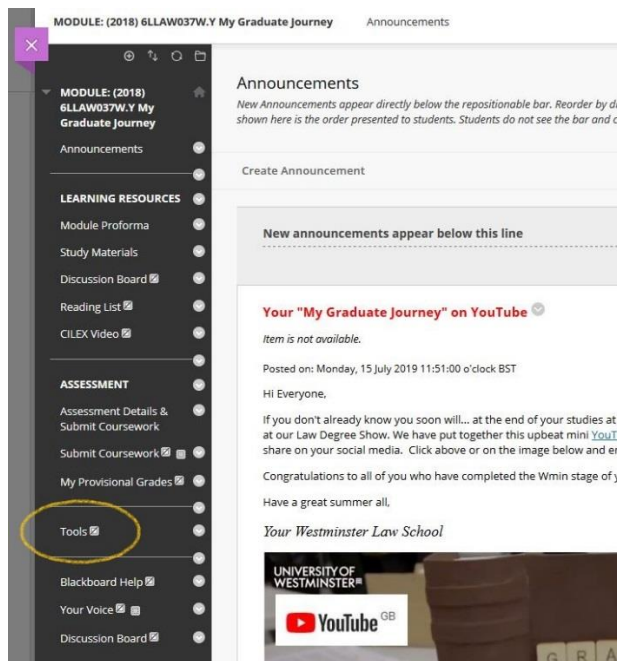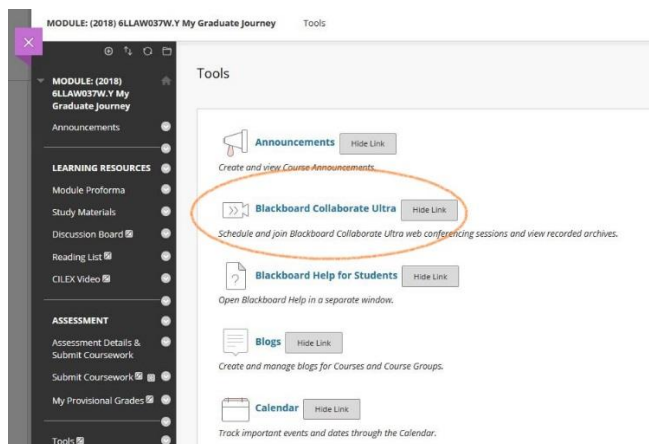# Blackboard Collaborate (for Original view courses)

Blackboard Collaborate is a synchronous online tool, which allows you and your students to communicate in real time via a virtual classroom.

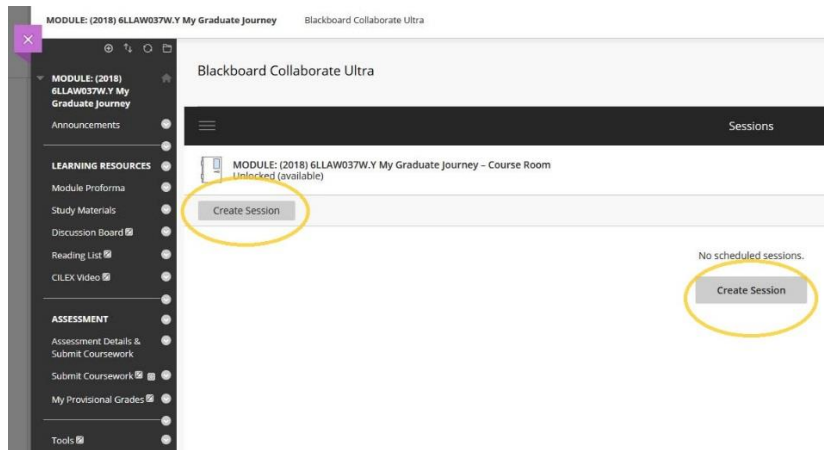Collaborate is easy to set up. Simply follow the steps below.

1. Login to Blackboard. http://learning.westminster.ac.uk
2. Go to the module that you want to start your collaborate session in.
3. Click on the Tools button on the left hand main navigation menu.

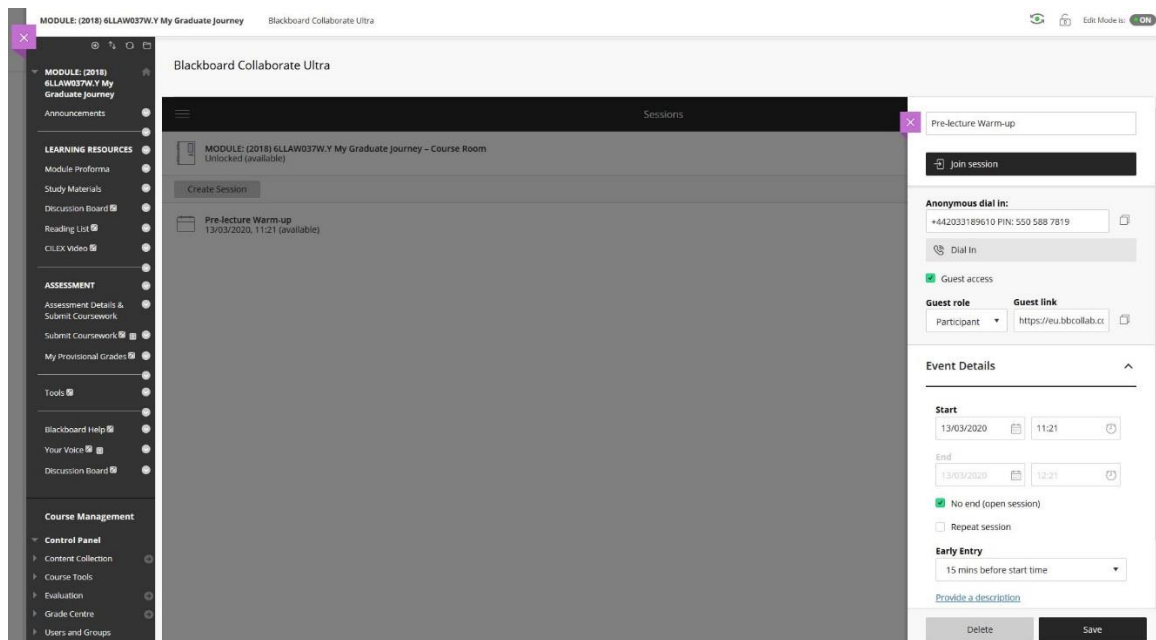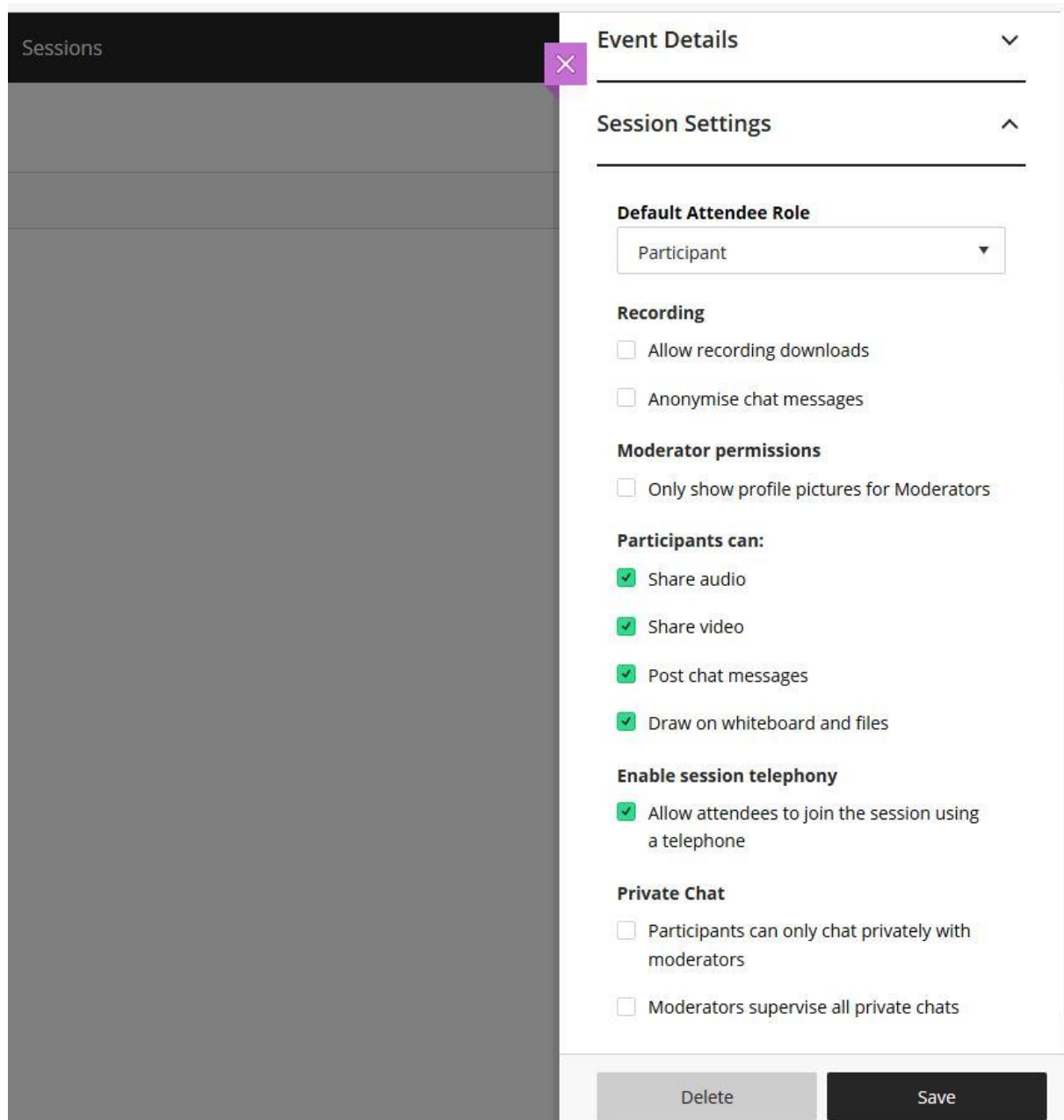4. Locate and click on Blackboard Collaborate Ultra.

5. Click Create Session

6. Name the session and set the start and end time.

Tip: If you intend to use the given session more than once in a semester, set the end time past the end of the semester. This allows you and your students to join the session at other times, say if you want to hold a Pre-lecture warm up every Wednesday at 6pm.

7. Click on the session settings and choose the options that you want.
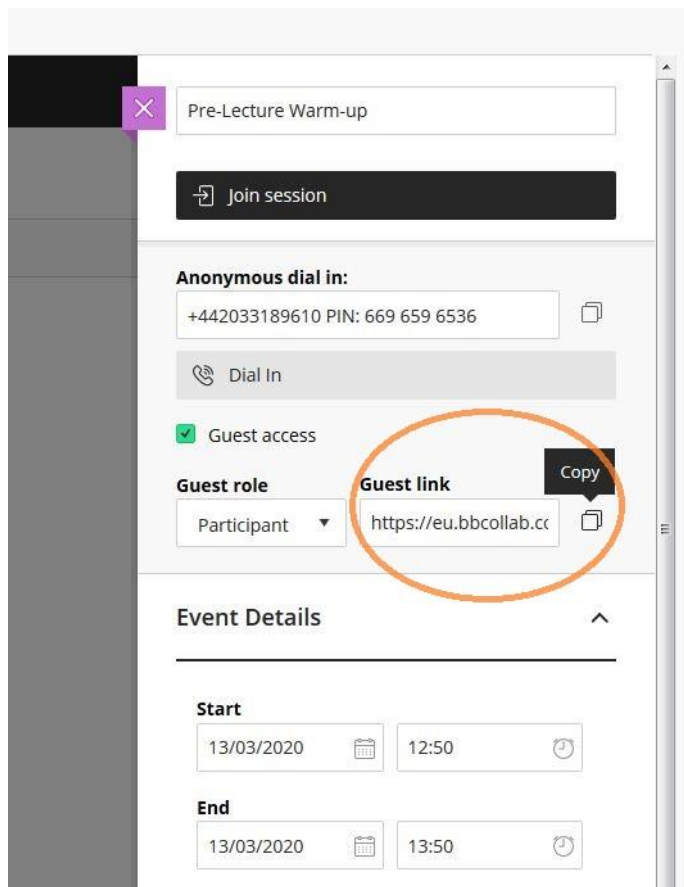
8. You can copy and send the link out to everyone, click on Guest Access if you want to add people who are not enrolled on the module.

For further information on using Blackboard Collaborate please go to

http://blog.westminster.ac.uk/blackboardhelp/collaborate-ultra/