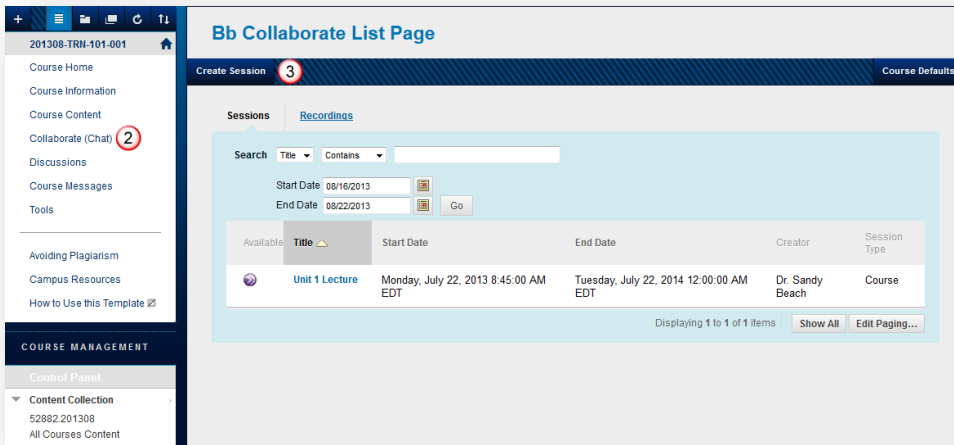
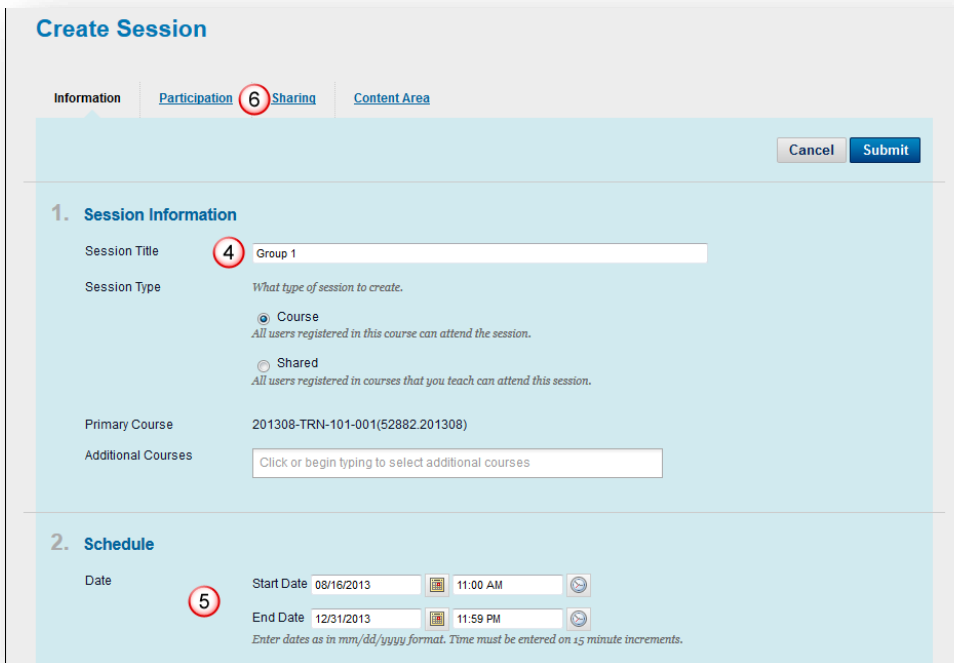


1. Enter a **Course**.
2. Select **Collaborate (Chat)**. Access to Collaborate may vary from course to course. The Collaborate Scheduling Manager can be accessed by going to **Course Tools > Blackboard Collaborate**.
3. Select **Create Session**.



4. Change the **Session Title**. Ex. Group 1.
5. Change the **Date** of the session to span the length of the semester.
6. Select **Participation**.



7. Select the **Restrict Participants** box.
8. Select **All Moderators** box.
9. Select the **Available Participants** for the group.
10. Select **Submit**.

**Create Session**

Information | Participation | Sharing | Content Area

Cancel Submit 10

**1. Assign Roles**

Restrict Participants 7   
*Moderators can restrict access to the session and assign roles.*

All Moderators 8   
*All Participants join the session as Moderators.*

Available Participants

Available Invitees 9

Moderators

Participants

**Note:** The process will need to be repeated for each group session.

If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to [ITShelp@mail.wvu.edu](mailto:ITShelp@mail.wvu.edu).