


How do I Create a Virtual Classroom?

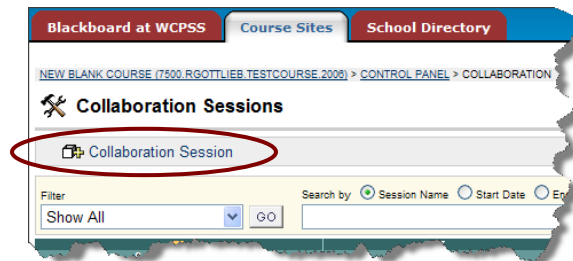
Collaboration Tools allow users to participate in real-time lessons and discussions. As one of the Collaboration Tools available in Blackboard, a Virtual Classroom lets users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.

1. While in your Blackboard Course, click  Control Panel .

2. In the Course Tools area click **Collaboration**.



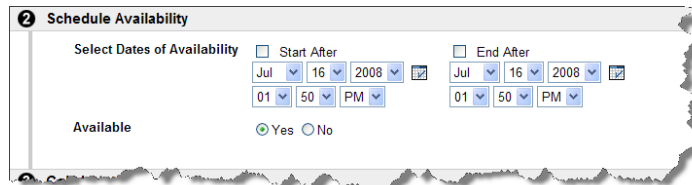
3. Click  Collaboration Session .



4. If you would like to change the name of the session, type the **new name** in the Session Name box.



5. It is recommended that you set **times the session will be available** so that you can monitor activity on it.



6. Choose **Virtual Classroom** from the drop-down menu under Collaboration Tool.



7. Click  .

Breakout Sessions

Be aware that any user in a session may activate a Breakout Session, which does not have a way to limit the users' controls. If the Instructor is not invited to the Breakout Session, they will not be able to monitor activities of that session.