Collaborate is a Blackboard tool used to create online classrooms or meeting places to deliver blended or fully online courses to students. The directions below will show how to access an open Collaborate session. Instructors are responsible for enabling Collaborate in a course and also for allowing students to access the Collaborate tool. By default, this is done through the Tools course menu button, as shown below.

**ACCESSING OPEN COLLABORATE SESSION**

1. Log into Blackboard and select the course in which you will need to access Collaborate.

2. Click **Tools** in the course menu.

3. Click **Blackboard Collaborate**.
4. Choose the session you would like to enter.

5. Make sure **Open with** is selected. Choose the program with which to open the file and click **OK**.
6. You should now see a series of rapidly changing screens that look something like this.

![Verifying application screen](image1)

7. Click **Run**.

![Warning - Security screen](image2)
8. Click **Allow Access**.

9. Click **Accept** to accept the terms of agreement. There is a link available in blue if you are interested in reading the full terms.
10. Select the connection speed that best matches the one you are currently using. Then, click OK.

11. Collaborate will now open in a separate window.