
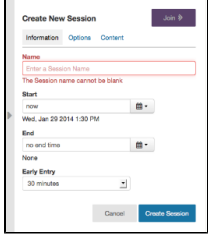
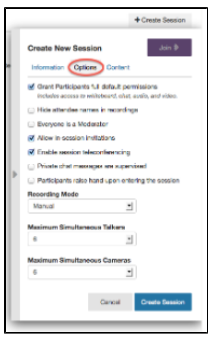
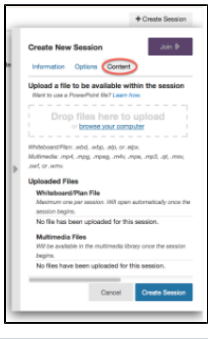
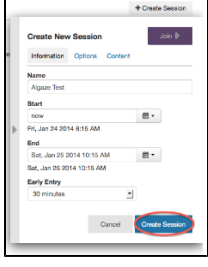
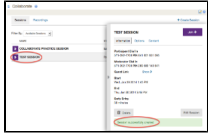
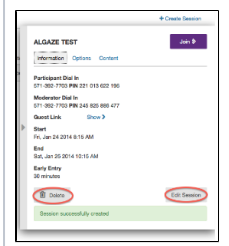


Creating a Collaborate Session

How to create a Collaborate Session through the Collaborate Tool in Sakai CLE

<p>Go into the Collaborate Tool in your Sakai site and select the Create Session Link toward the top right of the page</p>	
<p>The pop-up should appear on your page with the Information Tab highlighted allowing you to input a title, start date/time, end date/time and Early Entry time.</p> <p>Start and End times adjust to you: an instructor on the East coast can create a session to begin at 1500 and students on the west coast will see that the session begins at 1200.</p>	
<p>Using the Options Tab you can specify additional options about the session</p>	
<p>And the Options Tab allows you to determine what, if any, content is pre-loaded</p>	
<p>Once you are happy with the settings, select the Create Session button at the bottom of the pop-out</p>	
<p>Once the session is created, you should get notification in the pop-out that the Session has Successfully Been Created. If the session is currently available the title should also show up in the list of sessions.</p>	

You can **Edit** or **Delete** a session by selecting the title and, in the pop-out, select the Edit or Delete buttons.



The option to create **recurring sessions** is not longer available. For class sessions you will need to create each session individually.

The option to only **invite selected students** or students by group is not longer available. For group sessions label the session by group and trust that students only join their own group's session or create a single session for all students to use.