Creating a Collaborate Session

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

Go into the Collaborate Tool in your Sakai site and select the Create Session Link toward the top right of the page.

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.

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.

Using the Options Tab you can specify additional options about the session.

And the Options Tab allows you to determine what, if any, content is pre-loaded.

Once you are happy with the settings, select the Create Session button at the bottom of the pop-out.

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.
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.