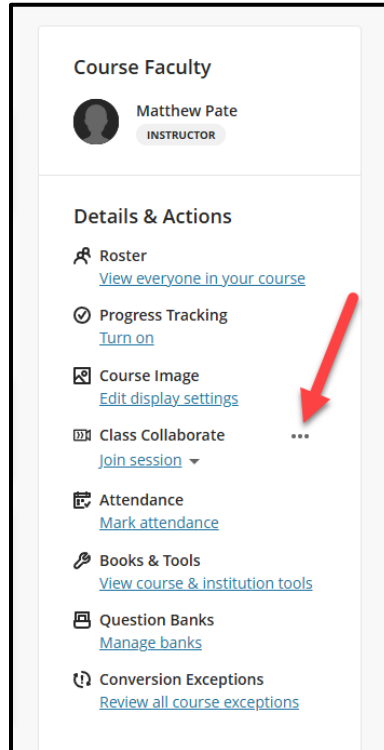
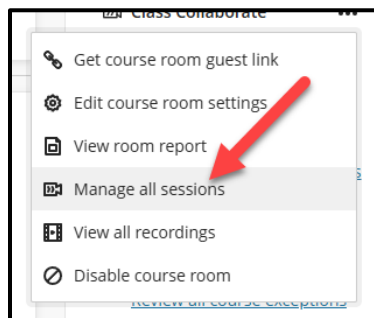




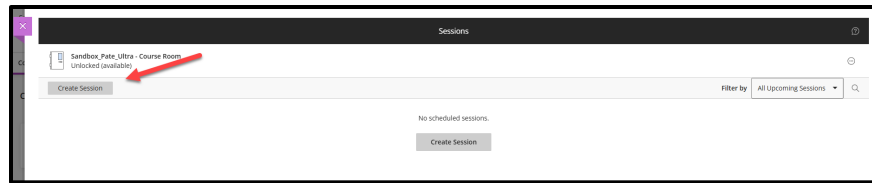
Adding Collaborate Links to Weekly Content Folders or Learning Modules



When **Collaborate** is used to host class online sessions, you may want to set up a single session or a weekly session for your students. Each session creates a **Guest Link** that can be placed in the **Course Content**. You will select the ellipsis on the right of the **Class Collaborate** title.



Select **Manage all sessions** from the drop-down menu.



At this step, you can create a session or open a previously created session. Click **Create Session** to begin a new single or multi-week session.

Session name
Example Session - Week 1

Event Details

☒ Guest access

Guest role
Participant

Guest link
Save the session to get the guest link.

Start
3/11/25 10:02 AM

End
3/11/25 11:02 AM

☐ No end (open session)

☒ Repeat session

Repeat Weekly

Every Week

S M T W T F S

End After Occurrences 10

Cancel Create

You will now enter the session title, select guest access, enter your beginning and end times, and determine whether this will be a repeating session. Select the day of the session and how many times this will repeat if this is your choice. You must select **Create** for the guest link to appear.

A screenshot of the 'Event Details' form. At the top is a 'Join session' button. Below it is the 'Anonymous dial in' section with a text box containing '+1-571-392-7650' and 'PIN: 447 695 4354'. There is a 'Dial In' button with a phone icon. Below that is a checked 'Guest access' checkbox. At the bottom, there are two fields: 'Guest role' with a dropdown menu set to 'Participant', and 'Guest link' with a text box containing 'https://us.bbcollab.cc'. A red arrow points to the 'Guest link' text box. A copy icon is visible to the right of the 'Guest link' field.

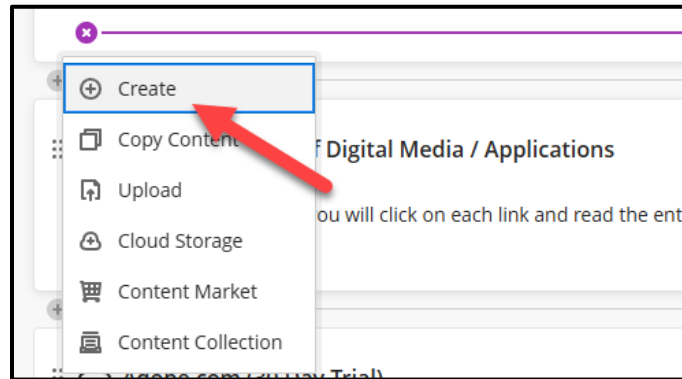
Once the link appears in the **Guest link** area, click on the icon on the right to copy the URL.

A screenshot of the 'Sandbox_Pate_Ultra - Course Room' interface. At the top, it says 'Unlocked (available)'. Below that is a 'Create Session' button. A red arrow points to this button. Underneath is a list of sessions. The first item is 'Example Session' with a folder icon and the text 'Recurring: 3/17/25, 10:02 AM - 5/19/25, 11:02 AM'. Below this are five more 'Example Session' items, each with a calendar icon and a specific date and time range, all followed by '(not yet started)'. The dates are 3/17/25, 3/24/25, 3/31/25, 4/7/25, and 4/14/25.

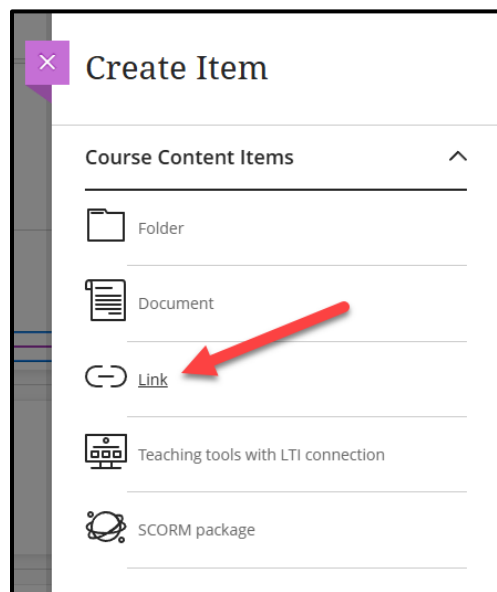
If this is a repeat session, you will see all the dates and times appear under the initial session title.



Adding the Copied Link



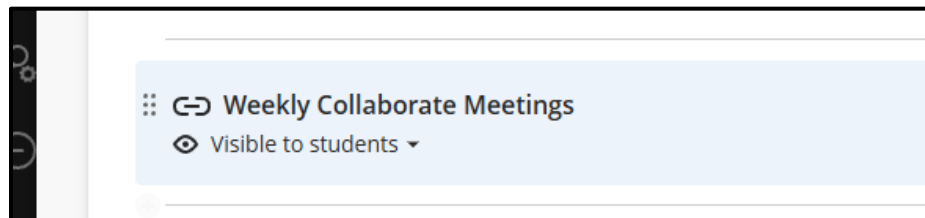
Now that the **Guest link** is copied, you will click on the + sign at the location where you would like to add the Collaborate link. Select **Create**.



When the **Create Item** panel opens on the right, select **Link**.

A screenshot of a web application window titled "New Link". The window has a sidebar on the left with a close button (X) and a search bar. The main content area has a tabbed interface with "Web Link" and "Course Link" tabs. The "Web Link" tab is active. Below the tabs, there is a dropdown menu for "Hidden from students" with a downward arrow. Below that is a "Display Name" field with the text "Weekly Collaborate Meetings". Below that is a "Link URL" field with the text "https://us.bbcollab.com/guest/2f236e9107040ad86deb902569fface". Below that is a checkbox labeled "Open in a new window" which is checked. Below that is a section titled "Additional Tools" with a sub-section "Goals & standards" containing a note: "You need to save the link before you can edit the aligned goals. Save the link and return." Below that is a "Description" field with the text "Add a description". At the bottom right of the form are "Cancel" and "Save" buttons. Red arrows point to the "Web Link" tab, the "Hidden from students" dropdown, the "Display Name" field, the "Link URL" field, and the "Description" field.

You will now add the link title, select the **Web Link** option, choose the link visibility, paste the **Guest link**, and any description that is relevant to the video link. Click **Save** to finalize.



The link is placed in the location created and can be moved to any created folder or learning module.