EXERCISE ONE - Creating Meetings as a Supervisor

1. Log into **Blackboard Collaborate**.

   ![User Login](image)
   
   *Lost your password?*

2. From the main screen click **Schedule a Meeting**.
3. Enter the **Session Name**.

4. Select the date and time the **Session Starts**.

5. Select the date and time the **Session Ends**.
6. Click **Invitees**.

7. Enter the **Email address** and **Display Name** of the invitee.
8. Click **Create the Invitee**.

![Create the Invitee](image.png)

   a. If the invitee is the **Chair** of the session check the box next to **Invitee is chair**.
   b. If this person is not the **Chair** uncheck the **Invitee is chair** box.
   c. This will place the invitee in the correct boxes below.

9. **Repeat** this process for every invitee who will be attending the session.

10. Once complete click **Create the Session**.
11. You will see a confirmation page at which point you can **Join as Chair** or **Join as Non-Chair**.
EXERCISE TWO – Editing Meetings as a Supervisor

1. On the main page adjust the dates to reflect the time frame of the meeting you wish to edit.

2. Click Display Schedule.
3. You will then see a **list of meetings** which can be edited.

<table>
<thead>
<tr>
<th>Ends</th>
<th>Name</th>
<th>Type</th>
<th>Hosted By</th>
<th>Details</th>
<th>Edit</th>
<th>Delete</th>
<th>Join</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:59 PM</td>
<td>UNIVERSITY OF IOWA HMP RECRUITMENT WEBINAR SM14</td>
<td>NONE</td>
<td>Hmp_mod1</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:15 AM</td>
<td>TEST</td>
<td>NONE</td>
<td>Its Admin</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>8:30 AM</td>
<td>TEST2</td>
<td>NONE</td>
<td>Its Admin</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

4. Click the **Edit** link that corresponds to the meeting you wish to edit.

5. Click on the **aspect** of the meeting you wish to change.

   a. You can change **ANY** aspect of the meeting (date, time, name, invitees, etc.).
6. Once you have made the changes necessary click the **Update Session** button.
EXERCISE THREE – Deleting Meetings as a Supervisor

“DO NOT delete meetings that have already occurred”

1. On the main page adjust the dates to reflect the time frame of the meeting you wish to delete.

2. Click Display Schedule.
3. You will then see a list of meetings which can be deleted.

<table>
<thead>
<tr>
<th>Ends</th>
<th>Name</th>
<th>Type</th>
<th>Hosted By</th>
<th>Details</th>
<th>Edit</th>
<th>Delete</th>
<th>Join</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:59 PM</td>
<td>UNIVERSITY OF IOWA HMP RECRUITMENT WEBINAR S114</td>
<td>NONE</td>
<td>Hmp_mod1</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15 AM</td>
<td>TEST</td>
<td>NONE</td>
<td>Its Admin</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>3:30 AM</td>
<td>TEST2</td>
<td>NONE</td>
<td>Its Admin</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

4. Click the **Delete** link that corresponds to the meeting you wish to delete.

5. Click the **Delete the Session** button.