Click Collaboration, then click collaboration to get to the chat screen.

Click Join to begin a discussion.
Click the round button to begin archiving a discussion.

Type a name for the archive and click OK.
Click the square button to stop recording the discussion.

Click End to end the discussion session.
### Content Areas
- Syllabus
- Course Information
- Chat Handout
- Assignments

### Recorded Lectures
- Course Documents
- External Links
- Books

### Course Tools
- Announcements
- Course Calendar
- Staff Information
- Tasks
- Discussion Boards

### Collaboration
- Digital Drop Box
- Link Checker

### Course Options
- Manage Course Menu
- Import Package
- Manage Tools
- Export Course
- Recycle Course
- Archive Course
- Settings
- Resources

---

**Session Archives**

- **Back to Collaboration Sessions**

<table>
<thead>
<tr>
<th>Archived Name</th>
<th>Date Created</th>
<th>Archived Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug 29, 2004</td>
<td>9:00 AM - 9:00 AM</td>
</tr>
</tbody>
</table>

Click on Manage.

---

**Collaboration Sessions**

- **Create Collaboration Session**

Click on Archives.

---

Click on Collaboration in the control panel.
Archive Properties

1. **Edit Archive Name**

2. **Availability To Students**
   - Available: [ ] Yes [ ] No
   - Click Yes to make the archive available to students.

3. **Submit**
   - Click "Submit" to finish. Click "Cancel" to abort this process.

---

1. **Edit Archive Name**

2. **Availability To Students**
   - Available: [ ] Yes [ ] No
   - Finally, click submit and the archives will appear in the collaboration area for students.

3. **Submit**
   - Click "Submit" to finish. Click "Cancel" to abort this process.