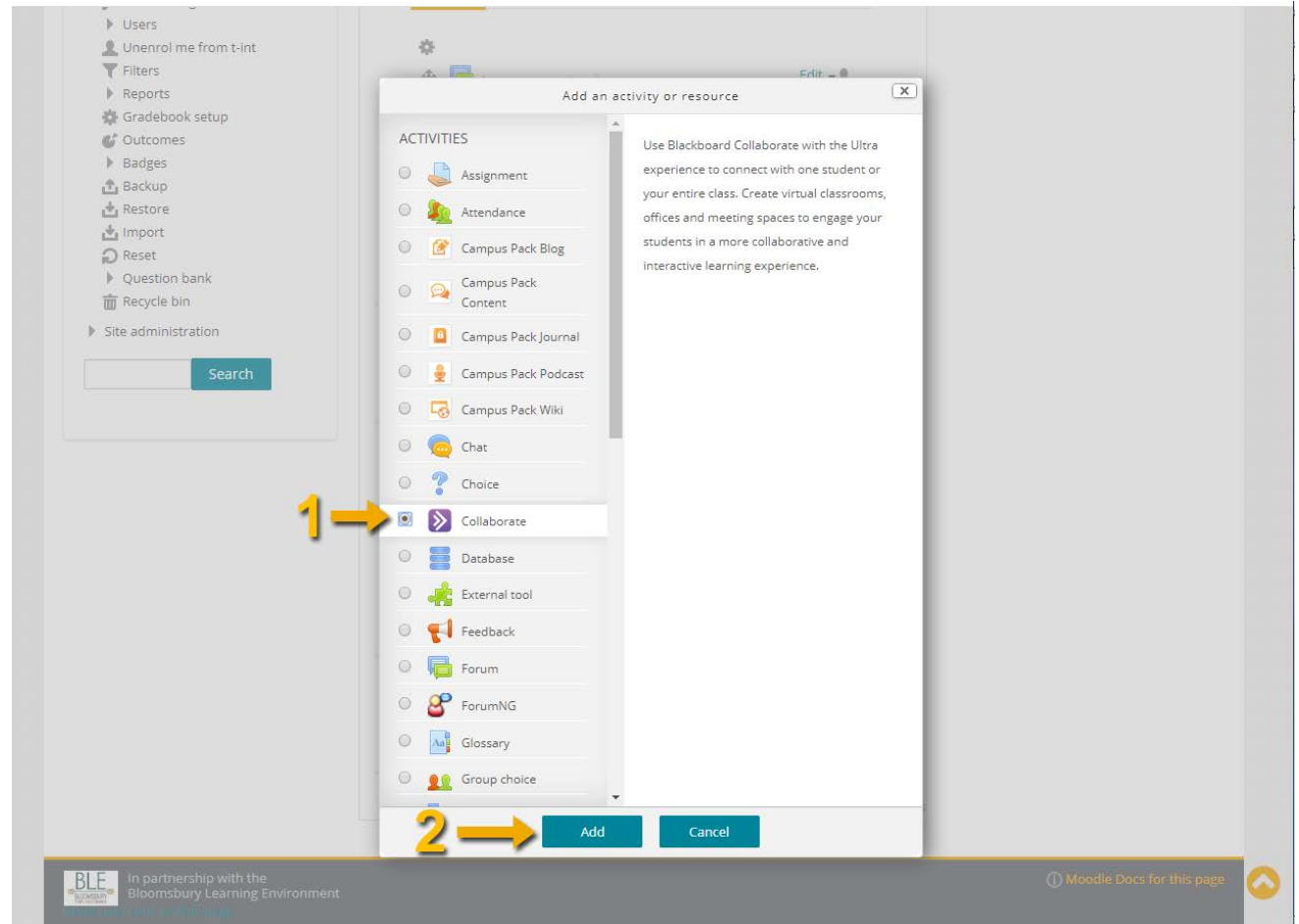


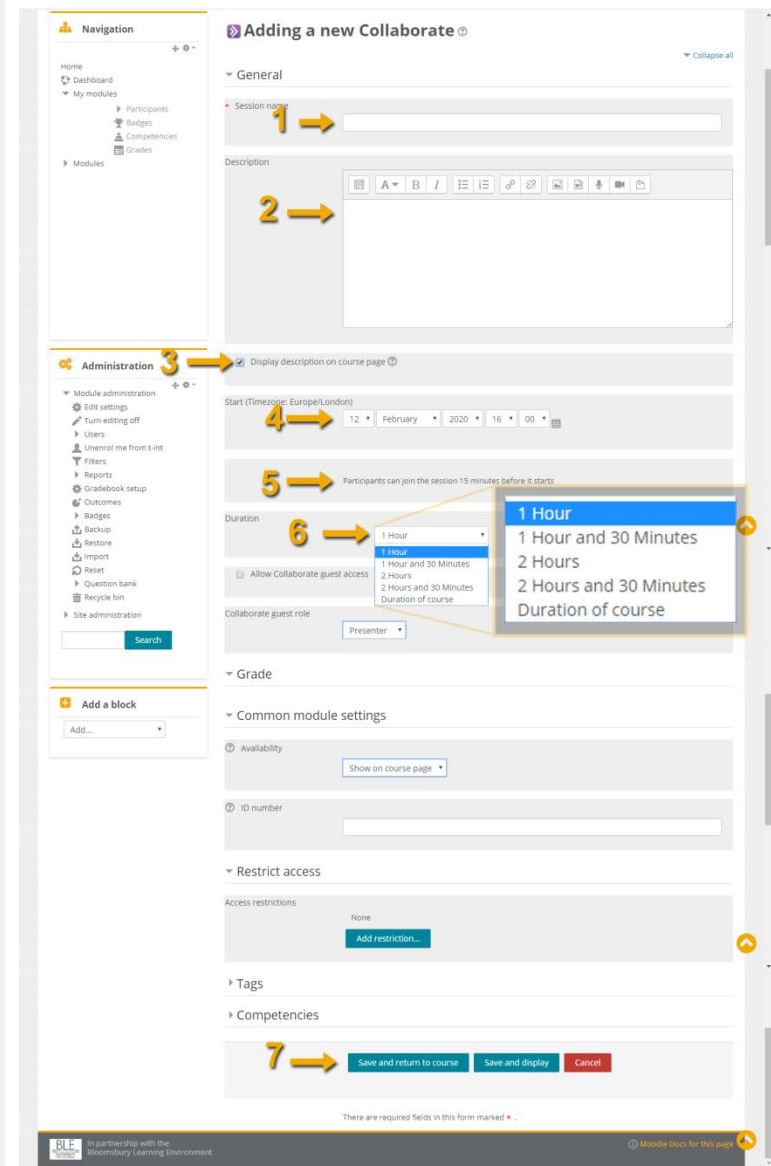
You need to **add** the activity from the list of activities and resources

- 1 Click to **select collaborate** from list of activities.
- 2 Click **add** to add collaborate activity to the section.



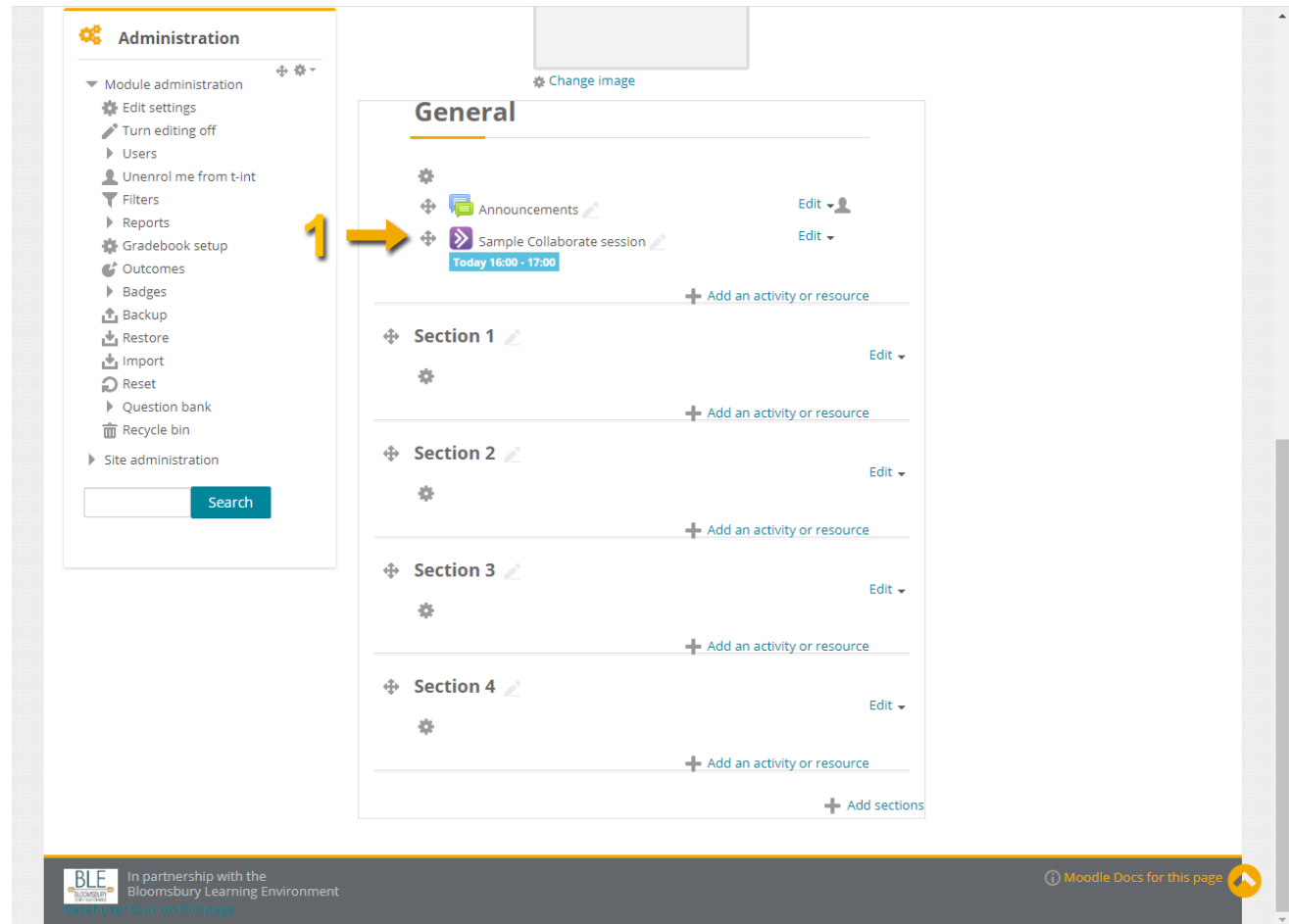
You need to **edit** the **settings** to reflect your requirements of **name, date, time, duration** and **user type**.

- 1 Type in your **session name**
- 2 You also have the option of typing a **description** of the session.
- 3 Tick the box, if you would like to ‘display description on course page’.
- 4 Set the session **date** and **start time**
- 5 Please be aware that the button to join session will become available to participants 15 minutes before it starts
- 6 Select session **duration** from the dropdown menu.
- 7 Finally, click save to exit the settings page.



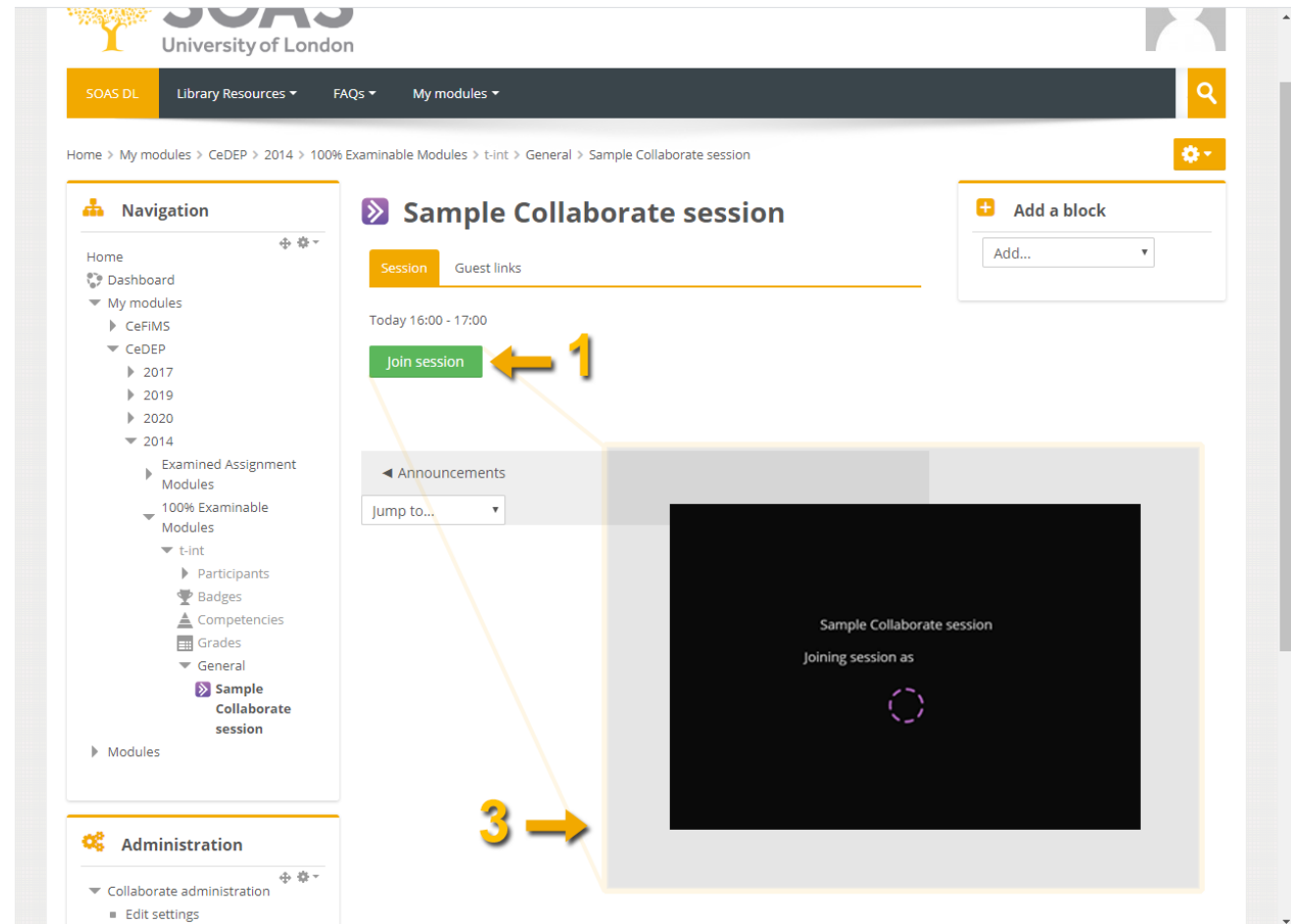
You need to click the **'join session'** button in order to go to the Bb-Collaborate web interface

1 Session link is now available on the module main page under your chosen topic. Click the icon to go to session page.



You need to click the **'join session'** button in order to go to the Bb-Collaborate web interface

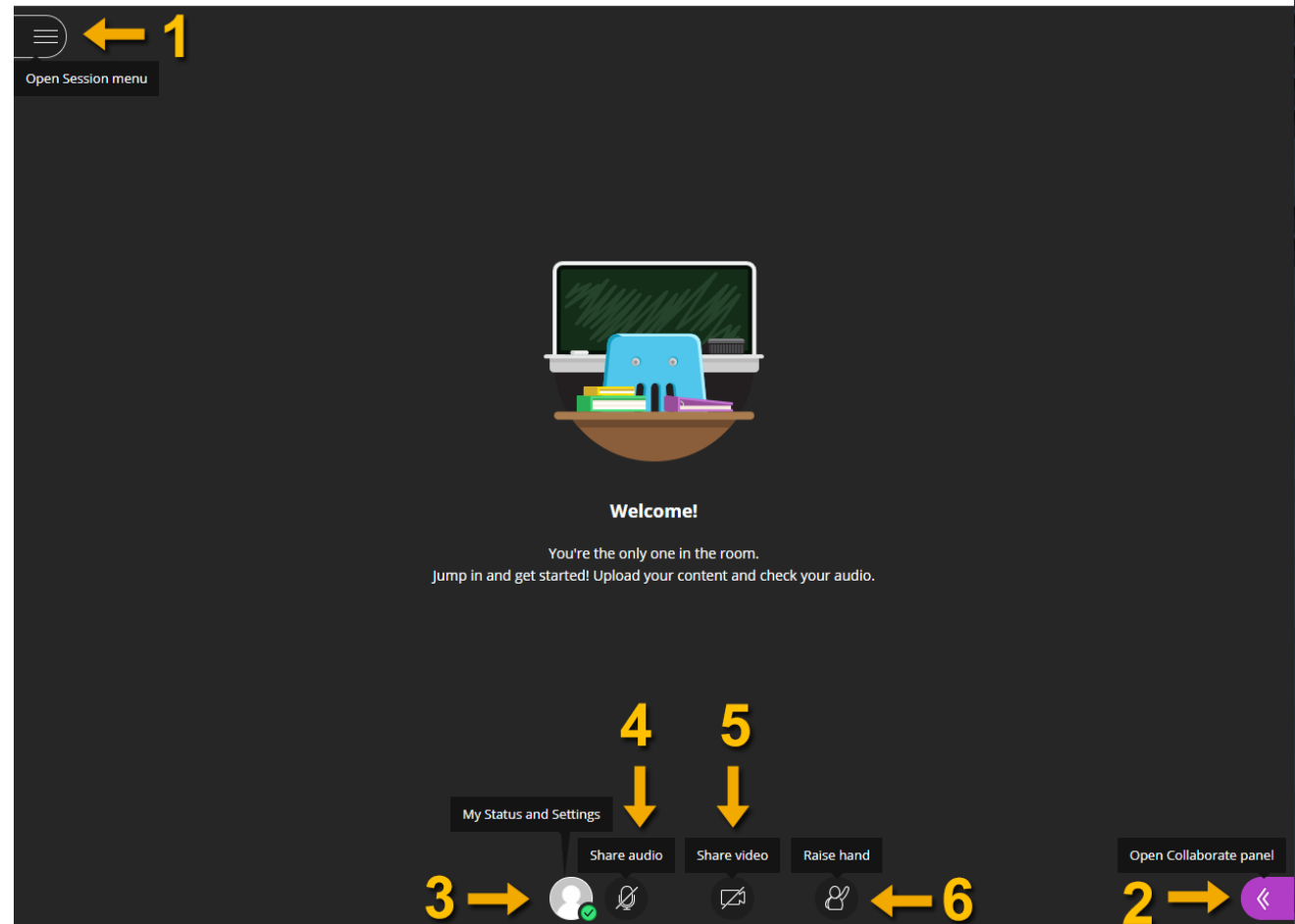
- 1 Click to **'join session'** button which will appear 15 minutes before the beginning of session.
- 2 Prior to the 15 minutes, there will be no visible button, but the session date and start time will be displayed instead.
- 3 Once clicked, you will leave Moodle VLE and another window will open to take you to the session.



The screenshot shows the Moodle VLE interface for a 'Sample Collaborate session'. The page layout includes a navigation menu on the left, a main content area, and an 'Announcements' section. The 'Join session' button is highlighted with a yellow arrow and the number '1'. The 'Announcements' section is highlighted with a yellow arrow and the number '3'. A large black box with a purple dashed circle and the text 'Sample Collaborate session' and 'Joining session as' is overlaid on the page, indicating the session interface.

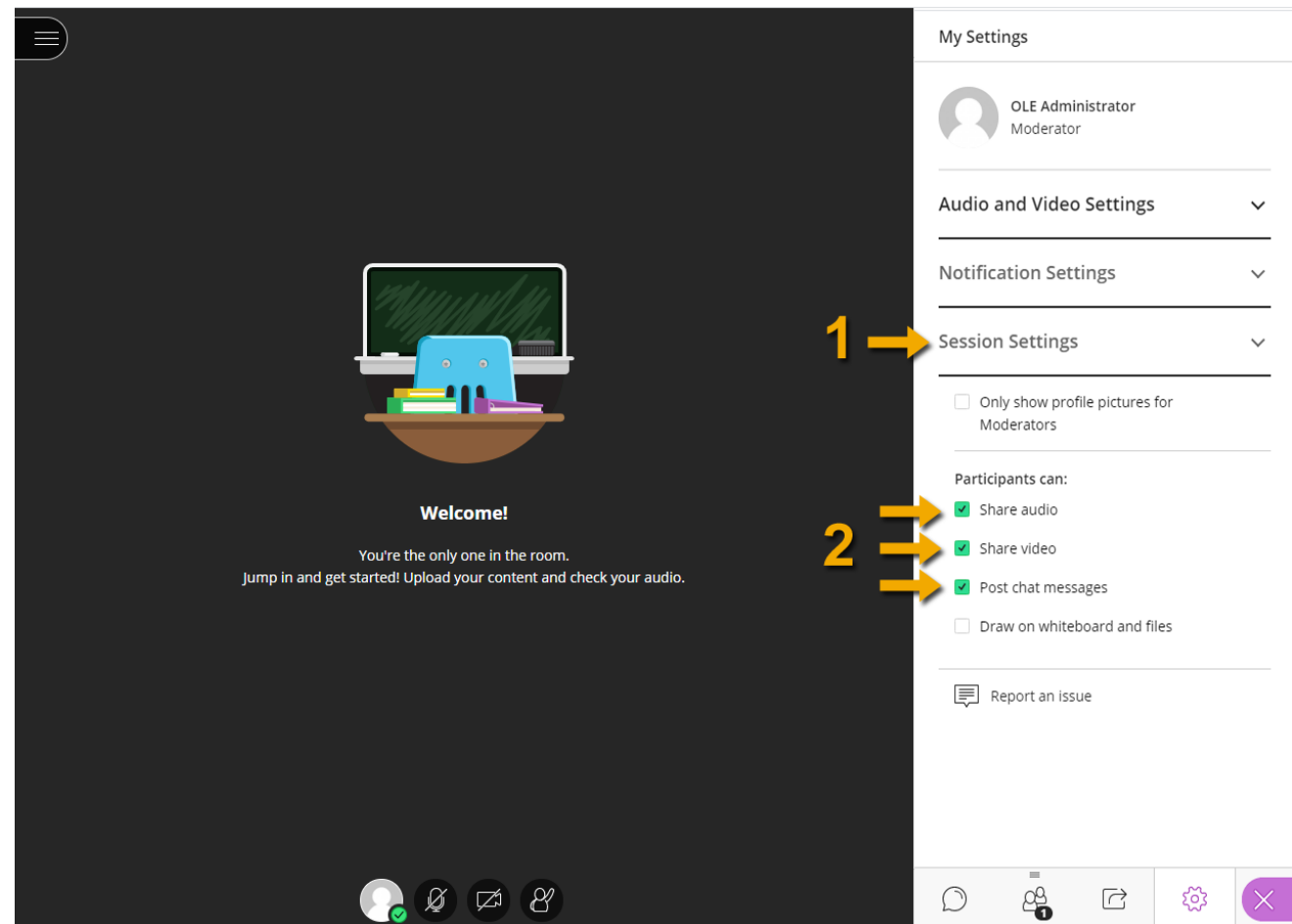
This is the **main page** of Bb Collaborate. The details below describe the functionality of each part.

- 1** Click to open session menu, where you can record your session.
- 2** Click to open Collaborate Panel, where you can interact with other users in session.
- 3** Click to display your status and **edit** your **settings**.
- 4** Click to switch on/off your **microphone**
- 5** Click to switch on/off your **video** camera.
- 6** Participants can click to raise hand in order to notify the moderator of their intention to speak.



You need to set **session settings** to ensure that **sharing audio, video** and **messages** are all **enabled**

- 1** In settings click 'session settings' to go to session tab.
- 2** Make sure you tick the boxes for '**share audio**', '**share video**' and '**post chat messages**'. Please be aware that you can tick the '**draw on whiteboard and files**' if you are going to use it.
- 3** All settings in point 2 can be altered mid-session, e.g., if you wish to restrict participants' ability to post chat messages.



For guidance on settings inside Collaborate session, please check the document titled 'Collaborate Guide-Settings within Session-B.pdf' available at: <https://ble.soas.ac.uk/course/view.php?id=2149>