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.

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.
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](https://ble.soas.ac.uk/course/view.php?id=2149)