You can **record session** and **leave session** from the session menu.

1. **Click** to ‘**start recording**’ to record your collaborate session. **Click again to stop recording.**
You need to click the ‘chat’ button to go to the chat tab, where you can chat to individual attendees or to everyone.

1. Click ‘chat’ icon to switch to the chat tab. You can chat with everyone or with individual participants by clicking on their name.

2. Use the text field to type your messages. You can also use icons.
You need to click the ‘attendees’ button to go to the attendees list and view participants and their roles.

1. Click ‘attendees’ icon to switch to the attendees tab.

2. You can view the list of individual participants and their roles.
Click the ‘share content’ icon to go to the share content tab where you can share files, application windows and interact using whiteboard, polls and groups.

1. Click ‘share content’ icon to switch to the share content tab.

2. Click ‘share blank whiteboard’ icon to switch on white board.

3. Click ‘share application/screen’ icon to switch to one of your other running applications and share it with attendees.

4. Click ‘share files’ icon to switch on the file upload popup window.

5. Click ‘polling’ icon to type in a question and share it with attendees.

6. Click ‘timer’ icon to switch on the timer and time an activity.

7. Click ‘breakout groups’ to form groups.
You need to click the **share blank whiteboard** button in order to go to the whiteboard blank instance. You have various tools at your disposal.

1. **Select** icon enables the selection of different objects on the whiteboard.
2. **Pointer** icon shares your pointer with attendees so that they can see what you are pointing at.
3. **Pencil** icon allows you to draw lines using several colours.
4. **Shape** icon shows a dropdown menu of shapes which allows you to draw them using several colours.
5. **Text** icon enables typing using different colours.
6. **Clear** Allows you to erase objects.
7. Click **Colours** icon opens a swatch which allows you to pick the colour of choice for other tools.
8. **Stop sharing** icon allows you to leave the whiteboard.
You can control the view of the board using the ‘view control’ panel

1. Click ‘show view controls’ icon to expand the controls.
2. Click to zoom in
3. Click to zoom out
4. Click to fit inside a window
5. Click to view actual size.
You can **share your screen** with other attendees.

1. Click ‘*share application/screen*’ icon to open the screen share pop window.

2. Select the ‘*your entire screen*’ tab to view your screen(s).

3. Select the screen you would like to share from the list.

4. Click ‘*share*’ to confirm and start sharing.
You can **share** your **application window** with other attendees.

1. Click ‘**share application/screen**’ icon to open the screen share pop window.
2. Select the ‘**application window**’ tab to view a list of applications running on your computer, that you can share.
3. Select the application window you would like to share from the list.
4. Click ‘**share**’ to confirm and start sharing.
You can **share** your **internet browser tabs** with other attendees.

1. Click ‘share application/screen’ icon to open the screen share pop window.
2. Select the ‘chrome tab’ tab to view your list of windows available.
3. Select the tab you would like to share from the list.
4. Click ‘share’ to confirm and start sharing.
You can share files through the ‘share files’ tab

1. Click to ‘share files’ icon to open the file sharing tab.

2. In the tab, you can either drag the file drop it in the grey area, or alternatively, you can click the plus sign, to open the ‘file uploading’ popup window.

3. In the popup window, select the file from your computer then click open.

4. Once the uploading is complete, the file will appear on the list of files.

5. Now you can click ‘share now’ to share the file with the attendees.

For guidance on setting up a Collaborate session, please check the document titled ‘Collaborate Guide-Setting Session within Moodle-A.pdf’ available at: https://ble.soas.ac.uk/course/view.php?id=2149