You need to **turn editing on** to enable the editing mode in your module.

1. Click the cog icon on the top-right corner of your screen
2. Click ‘turn editing on’ from the dropdown menu
3. Click ‘add an activity or resource’ link available at the bottom of the section you would like to add the activity to.
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. **Select session duration** from the dropdown menu.
6. Tick the box to allow guest access to session.
7. Select the attendees ‘guest role’. Select presenter’ as this will allow students to interact with you, raise hand, speak and share files.
8. Select ‘show on course page’ to enable participants to see the link module page. If you select the other option, then you will have to send the link to attendees.
9. Do not ‘add restrictions’ to access.
10. **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. **Click to raise your hand in order to notify the moderator that you would like to speak.**
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**.
2. **Click** to ‘**leave session**’ to exit your collaborate session.
You need to click the ‘chat’ button to go to 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.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click ‘share content’ icon to switch to the share content tab.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Click ‘share blank whiteboard’ icon to switch on white board.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Click ‘share application/screen’ icon to switch to one of your other running applications and share it with attendees</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Click ‘share files’ icon to switch on the file upload popup window.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Click ‘polling’ icon to type in a question and share it with attendees</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Click ‘timer’ icon to switch on the timer and time an activity.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Click ‘breakout groups’ to form groups</td>
<td></td>
</tr>
</tbody>
</table>
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.