

Collaborate 'how to'

Support for using Collaborate. This lesson contains the following:

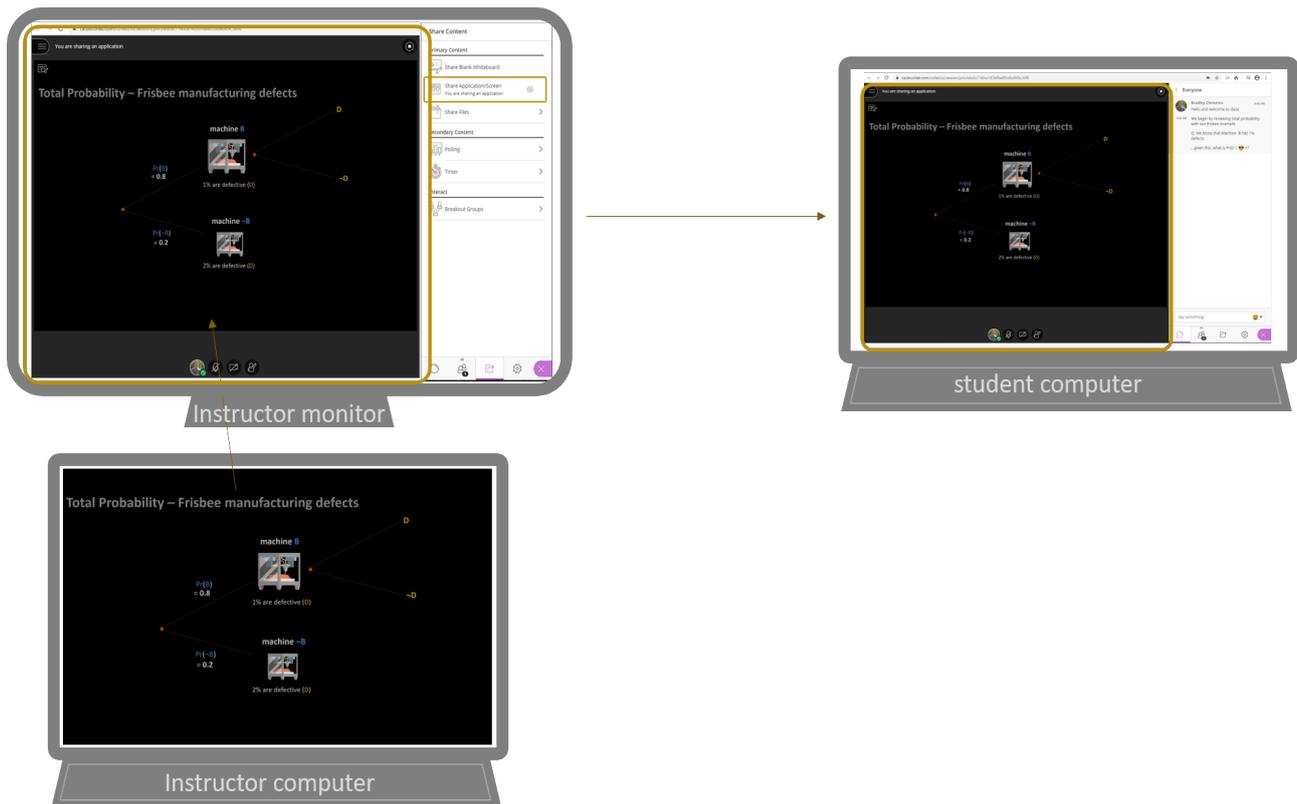
- An overview of Collaborate
- Adding Collaborate to Moodle
- Inviting a guest
- Setting Students up for success
- Using Collaborate as your classroom
- Sharing Primary Content - Application/Screen
- Sharing Primary Content - Whiteboard and Files
- Sharing Secondary Content - Polls and Timers
- Interact - Breakout Groups
- Using Collaborate on a mobile device
- Feedback & Help Contact

An Overview of Collaborate

Collaborate is a simple and effective virtual classroom. It can be used to host classes virtually or conduct office hours support to students remotely.

Collaborate is easily added as a link in your course in Moodle allowing you and your students seamless interaction within Moodle. Using the Moodle app, students can access also Collaborate on a phone or tablet.

Collaborate allows you to engage with students and share content through your computer to their computer. It is best to run Collaborate from a separate monitor and use your laptop as the source of content in a similar way you project your content into a screen in a classroom (as shown below). You can run Collaborate without a second monitor (see)



Collaborate also allows for the the use of sound, chat, and video. There are also other features to engage students and allow for collaboration.

This short video from Blackboard Collaborate provides an overview of these features.

https://www.youtube.com/watch?v=1W4sGpVmJaY&feature=emb_logo

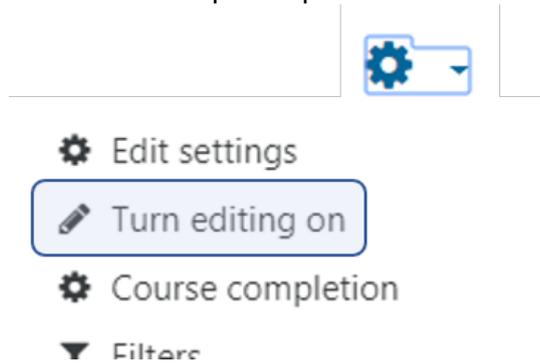
The following sections will show you how to use Collaborate. You can also navigate to each section by using the **lesson menu** on the top right side of the page.



If you do not see the menu, select the lesson menu **button** on the right side of your screen.

Adding Collaborate to Moodle

Collaborate is already embedded as an activity in Moodle. All you need to do is add it to your course. The steps are provided below:

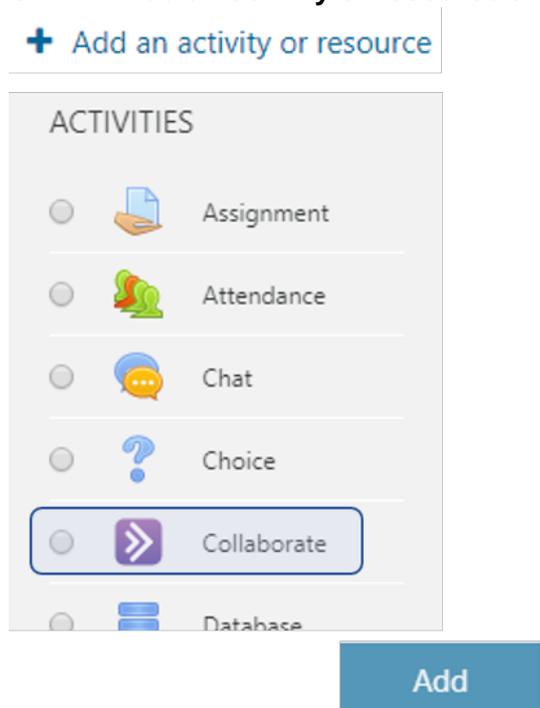


Open your course in Moodle.

Turn on editing using the gear icon on the top right.

Go to the **location** where you would like your Collaborate link. ideally it is a location that students will see easily when opening your course in Moodle. Be sure to add comments to set students up for success near the link.

Select +Add an activity or resource at the bottom of the section



Select Collaborate and then **select Add**

You will now determine the **settings** of Collaborate in a window

Session name - this is what the link will be named in Moodle. *Be creative!*

Description- you can make this visible by *selecting* the box "**display description on course page**". Here you can provide comments to set them up for success (see next section).

Start- this is date and time the link will become available

Duration - it is best to set to duration of course



Monday, 6 January 8:00 AM (Duration of course)



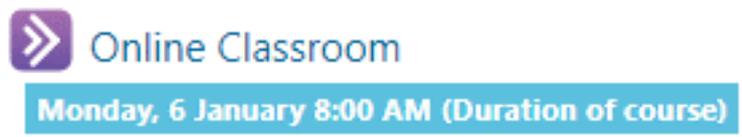
Guest role - if selected, this will allow for an external link to be used to invite guests who are not registered in your course. You obtain this link from the "**join session**" page after clicking the link to Collaborate in Moodle. It will be a "**Guest links**" tab to the right of the "Session" tab.

Other settings - these can be left as is, or you can change them based on your use of Moodle

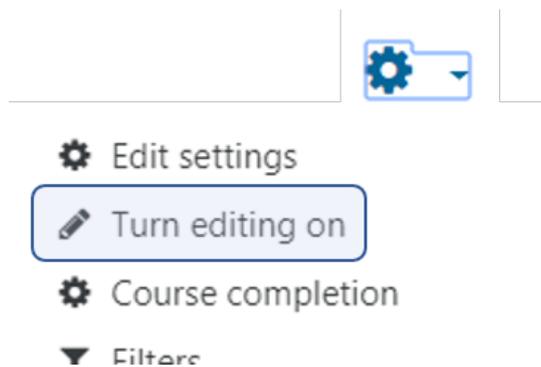
Now Collaborate has been set up in Moodle.



Your Collaborate link will now show in Moodle. An example below calls the link "Online Classroom".



Inviting a guest

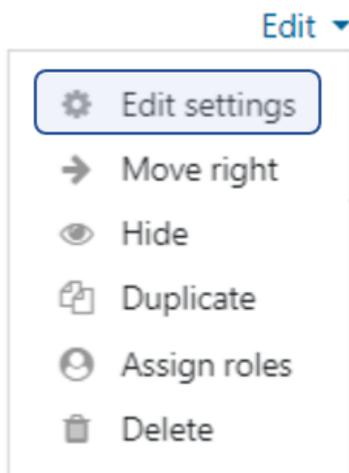


Open your course in Moodle.

Turn on editing using the gear icon on the top right.

Go to the **location** where your Collaborate link is.

Click Edit on your link (right side of screen) and **select Edit settings**



In the **General** section of settings, ensure that **Allow Collaborate guest access** is **selected**

Select the **role** you would like to guest to have - (participant, presenter, or moderator)

This will allow for an external link to be used to invite guests who are not registered in your course. You obtain this link from the "**join session**" page after clicking the link to Collaborate in Moodle. It will be a "**Guest links**" tab to the right of the "Session" tab.

Session

Guest links

Monday, 6 January 8:00 AM (Duration of course)

Join session

Select the **Guest link** and copy the link provided and send to your guest. This link will take them into the virtual classroom without having to access Moodle.

Setting students up for success

It is important to have **good communication** with your students *prior to using Collaborate*.

If this is a new course that will be delivered remotely from the first class, then ensure you communicate with the students before the class either via email, an announcement in Moodle, a section on the top of your Moodle page or Moodle messages.

If you are introducing the use of Collaborate part way through a course, have a discussion in your class about using Moodle and build a plan together.

Either way, it will be important to **set expectations**. These expectations include the following:

1. Students need to **log in early** to ensure computer and systems are working. It may take time for Collaborate to test for microphone and camera. Also make sure students know **how to contact you** if they are having challenges gaining access. As the instructor, also be sure to log in early and welcome students as they arrive.
2. It is best that everyone uses a headset with a microphone and turn your **microphone off** if you are not engaged in discussion (to minimize background noise).
3. **Be very respectful** to each other. As, for the most part, students will not see each other and likely will be communicating through chats, we need to ensure we create an environment that all feel safe to engage in discussions.
4. Set the expectation that the class will be better if **everyone contributes**. Then, during the lesson encourage students to be engaged. Ask lots of questions, encourage discussion, give them problems to work on, use breakout groups and any other tools to keep them engaged. As we cannot see if they have become disengaged, we must work very hard to keep them engaged.
5. Provide students with the following **link to the Blackboard Collaborate Tour of Collaborate** found at the start of this lesson. It will provide students a great overview of they can do within Collaborate and what you, as the moderator, can do.

Link to Tour of Collaborate Video to use in your Moodle Course for students.

- [watch](#)

Your role as moderator

Student success will ultimately be in your hands. Having each lesson well **organized and planned** is crucial. When planning your virtual lesson, think very **small chunks** of content with **active learning** by doing in between. A good rule of thumb is **no more than 8 minutes of content** before making them think about the topic.

A great way to break up the content is to use the following tools in Moodle and Collaborate:

1. **Poll students** on their thoughts or knowledge on a topic.
2. Give students a few **questions to complete** based on the content
3. Use **breakout groups** to discuss topics or solve problems and then report back to the class.

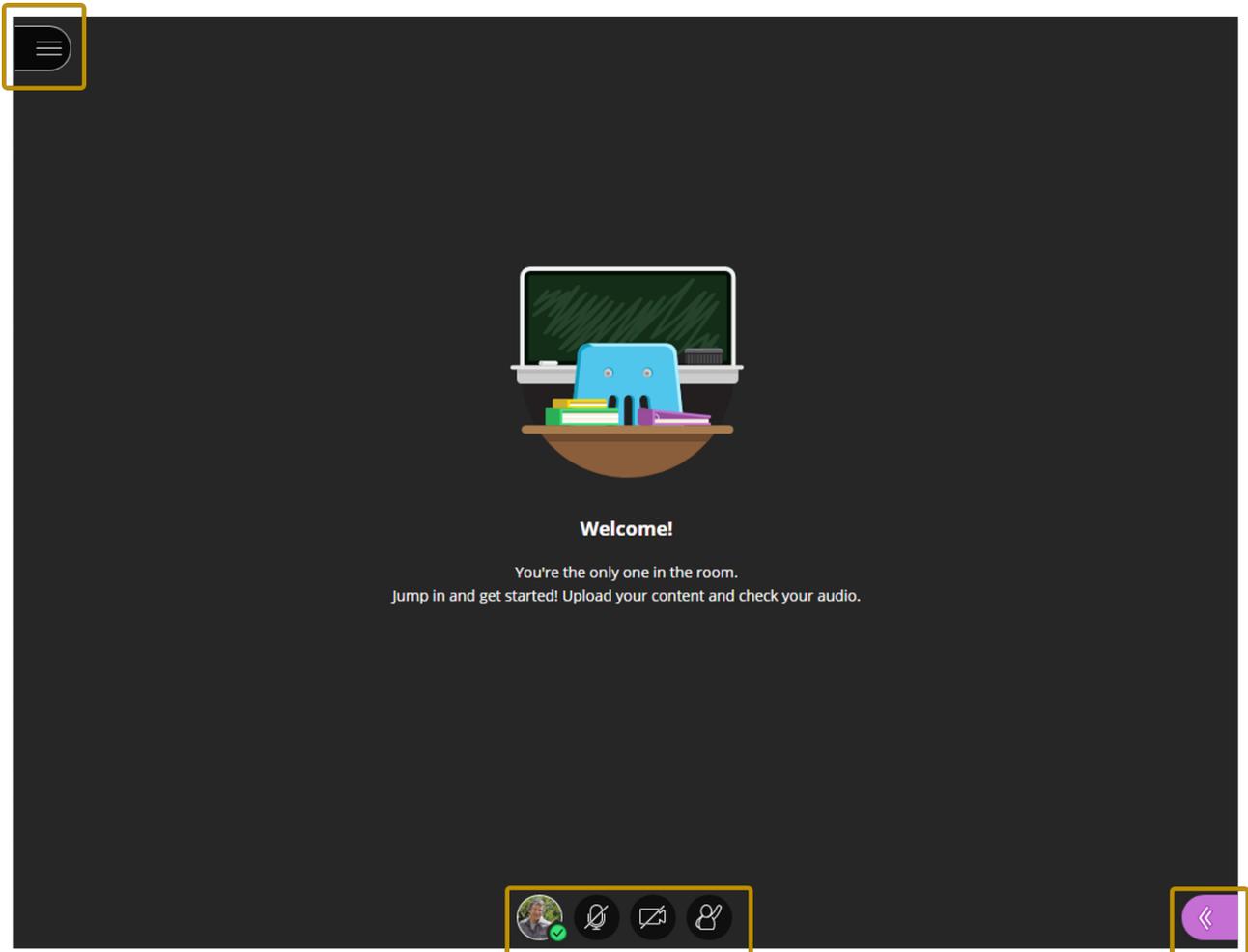
4. Have a **short quiz** on the content ready in Moodle for students to complete.
5. **Create your own** inventive way to engage students in the content.

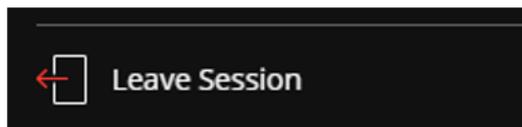
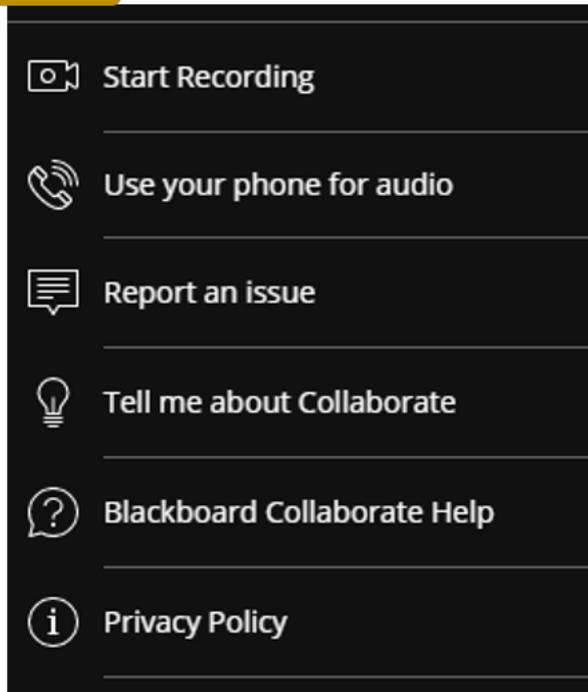
Just keep in mind that students seem to get distracted easily today. In a virtual environment, the temptation is even greater. We need to do our best to keep them engaged in learning and **set them up for success.**

Using Collaborate as your classroom

As mentioned in the previous section, being well **organized and planned** is essential. Always be the first one in the classroom and greet students as they arrive. This will begin to create that comfortable feeling that students will need to become engaged.

Now it is time to get into the mechanics of the classroom. Below is an image of what you will see when you log in. Notice that there are **3 areas with menus** - the top left, the bottom middle and the bottom right.





The **session menu** provides you the options to:

- **record the session**, which includes voice and chats (see note below).
- provides an option to **use their phones** for audio. **It best not to use** this as long distance charges may apply.
- **report** any issues.
- **learn more** about collaborate.

Session

Guest links

Monday, 6 January 8:00 AM (Duration of course)

Join session

Recordings

Online Classroom

Recording 1 [1 hour 18 mins] ✕

Wednesday, 8 January 2020, 3:31 PM

29 view(s)

Recording 2 [1 hour 23 mins] ✕

Monday, 13 January 2020, 3:30 PM

17 view(s)

- [exit](#) the classroom.

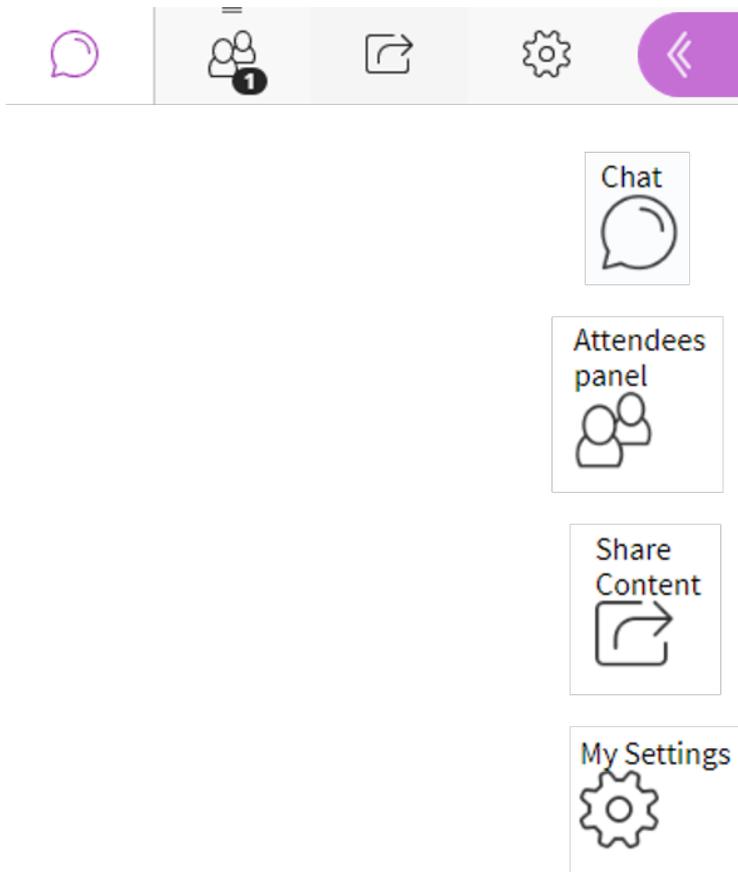
A note on the **recorded sessions**. They are held within Collaborate and not editable. You can delete them. They are intended for students who missed a class to view the content and the discussion or allow students to review key concepts again. Videos may take a few hours before appearing on the "[join session](#)" page (see image to the right). You see after clicking the link to Collaborate in Moodle.



The **personal settings** allow you to do the following:

Away	Leave Session
Feedback	
Happy	Sad
Surprised	Confused
Faster	Slower
Agree	Disagree

1. Change your status to away or leave feedback
2. Turn your mic on or off
3. Turn your video on or off
4. Raise or lower your hand



The **Collaborate Panel** is your main tool for your lesson

Chat with everyone in the session, or chat with a specific person.

View the list of **attendees**. As moderator you can assign presenter roles to students, mute voice or video, or remove them from class.

Moderators and presenters can **share** a whiteboard, an application, PDFs, PowerPoint® presentations, and images. You can also conduct **polls** and create **breakout groups**.

Add a **profile image**, set up your audio and video and your **notifications**.

As moderator, you also set up the **session settings** in this tab.

Session Settings



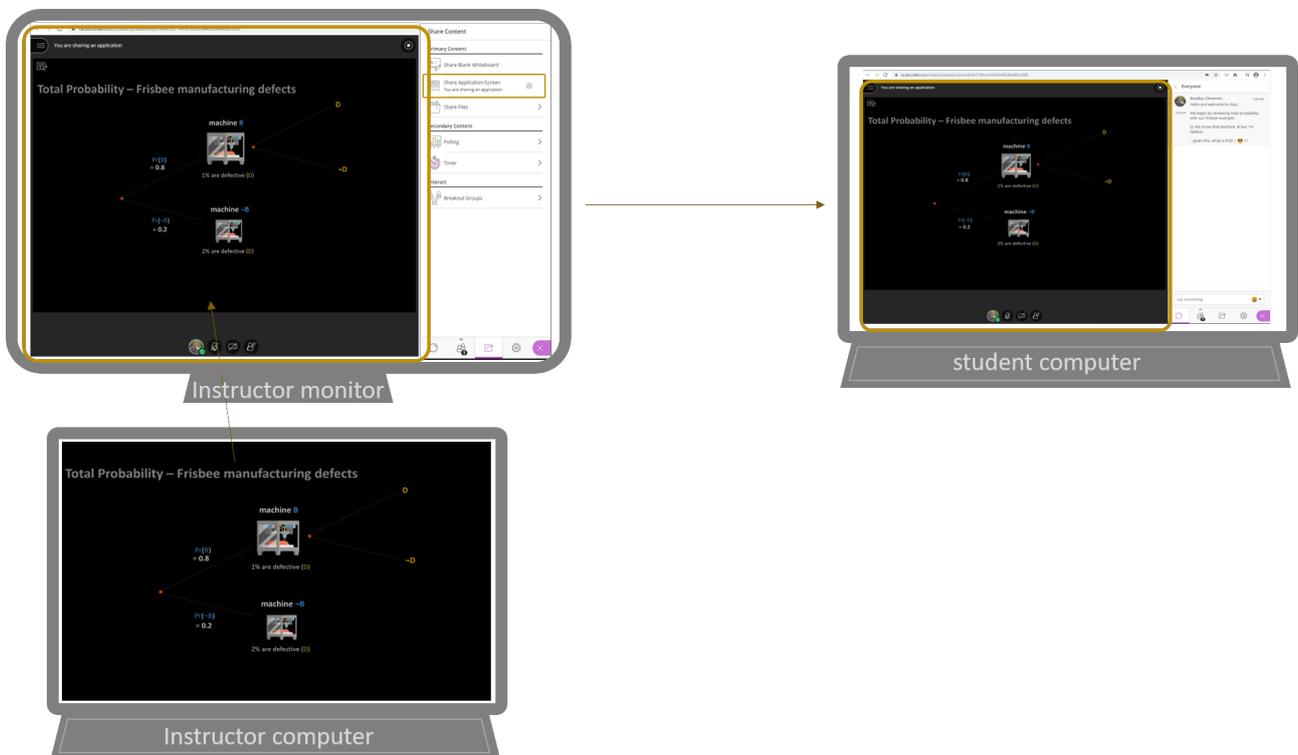
Only show profile pictures for Moderators

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

It is important to note that these **Session Settings** must be set up for each classroom session and provide the ability for your students to participate. By default, they are not selected so your students will not be able to communicate. It is a common mistake to forget to do this....so don't be common.

Managing your classroom.

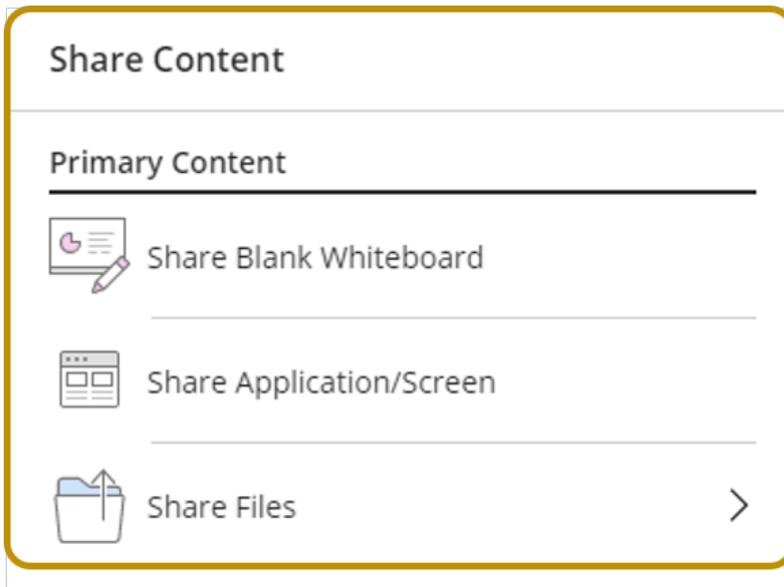


As mentioned in the introduction, it is easiest to use a second monitor as shown in the image above. This allows you to use your **second monitor** to be your **classroom** while keeping your **laptop** as the **resource to share content**. This will allow you to share the screen on your laptop in

the classroom.

You can operate Collaborate directly from your computer without a second monitor as well. This just means means you must think through how you will share content and plan accordingly. For example, you will not be able to share screen (see next section) if you only have one screen. Doing this will end up in an infinite Collaborate window. While it may look interesting, there will be limited learning opportunities for the students. There will be more on this in the next section.

Sharing Primary Content - Application/Screen



From the **Collaborate** panel, **select**

the **share content** icon.

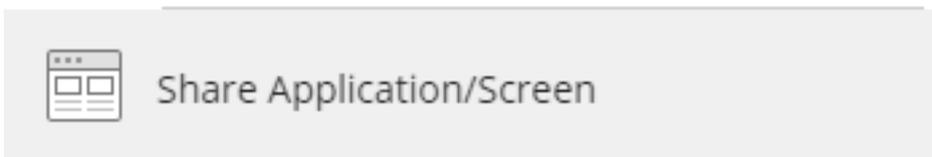
A moderator or presenter will have access to these tools. Remember, you can assign the presenter role to anyone in the classroom.

The **whiteboard** tool allows the presenter and students to interact on the whiteboard. That is, all in the virtual classroom will have the ability to use the whiteboard.

The **application/screen** tool allows the presenter to share either their computer screen, or an open application on their computer.

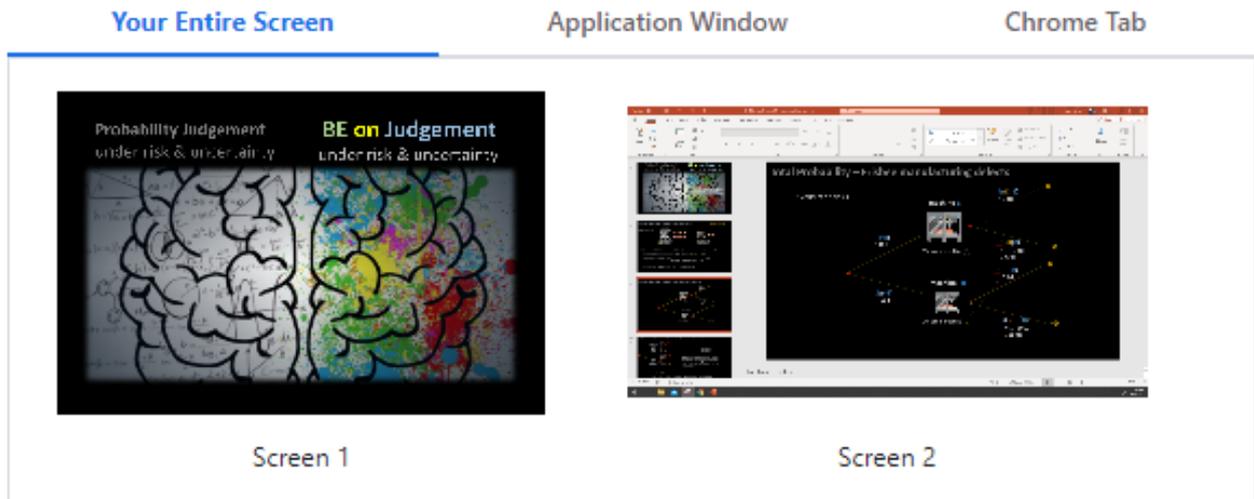
The **files** tool allows the presenter to share a file as a whiteboard allowing all in the classroom the ability to draw on the image or document.

The primary tool that presenters will use in the classroom is the **Share Application/Screen**.

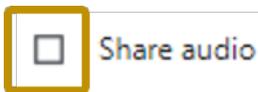


Selecting this will provide you a window with the following tabs.

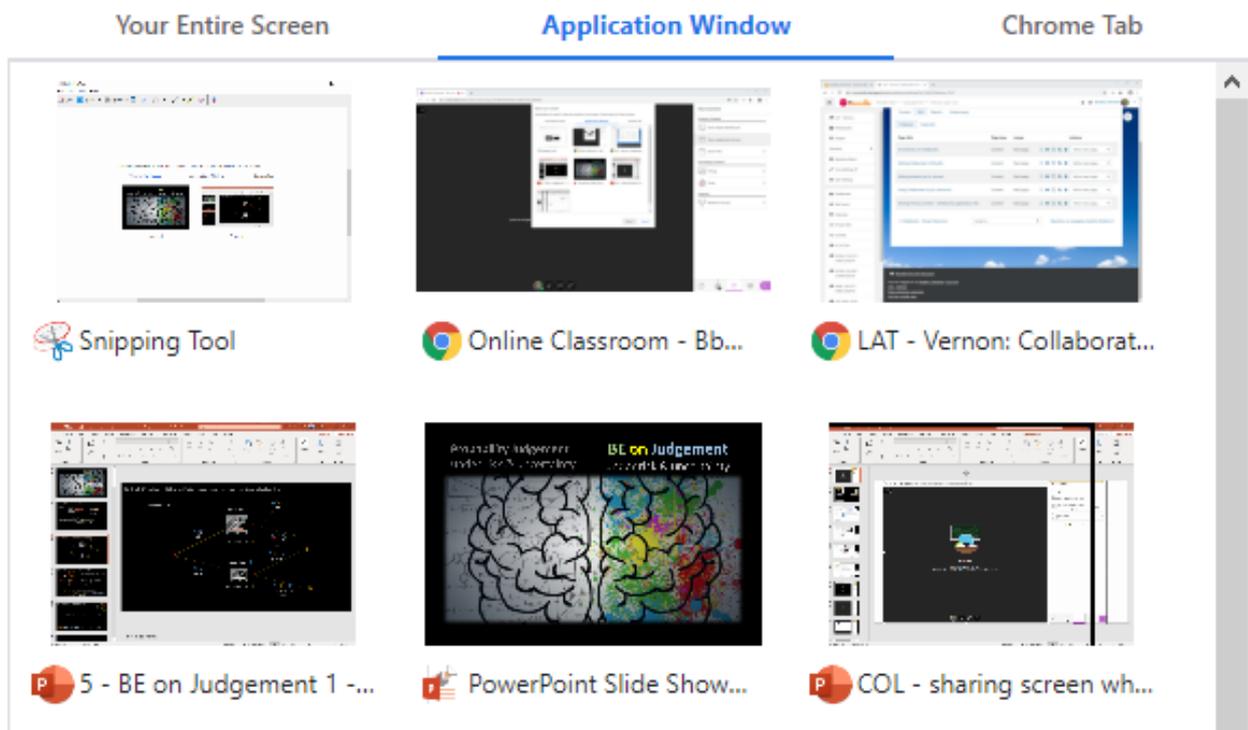
ca.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.



Sharing **Your Entire Screen** will do just that - share everything. This includes any notifications that may pop in and menu bars along the edges of your screen. This option does give you the ability to drag or open any file or application on this screen and it will be shared with the class. **Select** the **screen** you wish to share.



If you also wish to **share audio** associated with what is on that screen, select the **share audio** option at the bottom of the window.

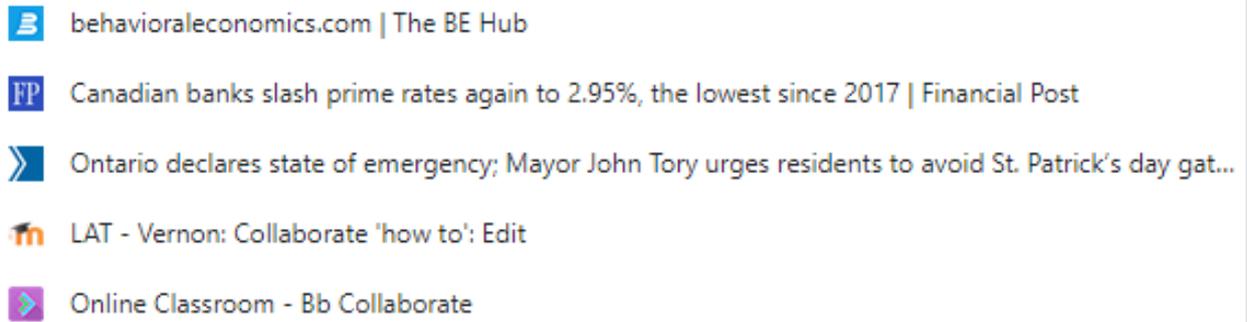


Sharing an **Application Window** will allow you to present any application you have open on your computer. The benefit of using this is that your application can be minimized or hidden behind other applications. Just **select** the **application** you wish to present.

Your Entire Screen

Application Window

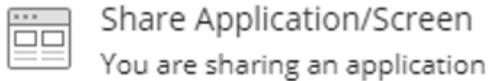
Chrome Tab



Using the **Chrome Tab** allows you to share any tab you have open in your internet browser. Note, it is best to use Chrome as your browser when using Moodle or Collaborate. Just **select** the **tab** you wish to share.



If you wish to **share audio** associated with these tabs, be sure to select the **share audio** option at the bottom of the share your screen window.

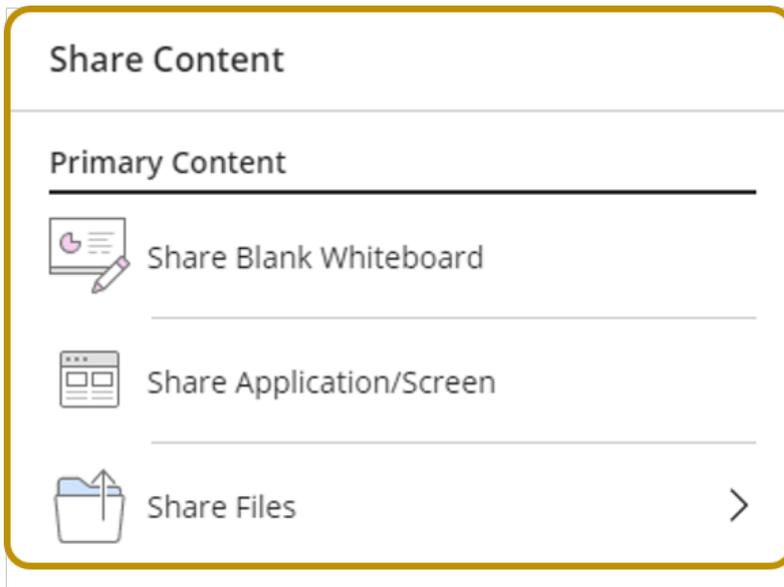


To **stop sharing** application/screen, **select** the **stop button** found on the Collaborate Panel or the top right of the main window in Collaborate.

Using your laptop without a second monitor

As mentioned earlier, this is possible. You just need to think through it and plan accordingly. This does mean that you cannot share a screen. You **can only share applications** that are open behind your Collaborate window or other **Chrome tabs** on your browser. If you plan on using **PowerPoint**, you will need to use the **Share File** option. This will upload the individual PowerPoint slides allow you to select each one at a time. Note, each slide will be an image and will not have any animation.

Sharing Primary Content - Whiteboard and Files



From the **Collaborate** panel, **select**

the **share content** icon.

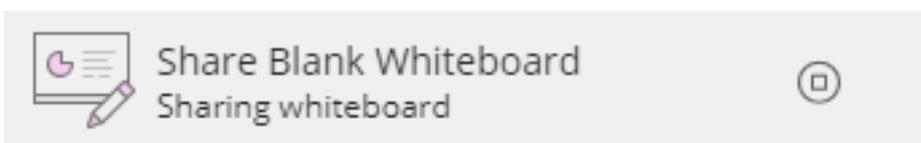
A moderator or presenter will have access to these tools. Remember, you can assign the presenter role to anyone in the classroom.

The **whiteboard** tool allows the presenter and students to interact on the whiteboard. That is, all in the virtual classroom will have the ability to use the whiteboard.

The **application/screen** tool allows the presenter to share either their computer screen, or an open application on their computer.

The **files** tool allows the presenter to share a file as a whiteboard allowing all in the classroom the ability to draw on the image or document.

The **Share Blank Whiteboard** tool allows presenters and students access to a whiteboard.



Selecting this will provide a blank whiteboard with the following tools.



Select - allows you to select an object on the whiteboard to move it.

Pointer - used to....well... point.

Pencil -allows you to draw freehand using a number of colours.

Shapes - allows you to draw a square, circle or line in a number of colours.

Text - used to type in text in a number of colours

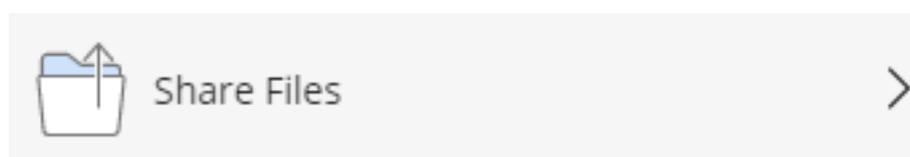
Eraser - this will erase the entire board. Yes...the whole thing.

To **erase only part** of an object, use the **Select** tool to select the object you wish to remove and **click Delete** on your keyboard.



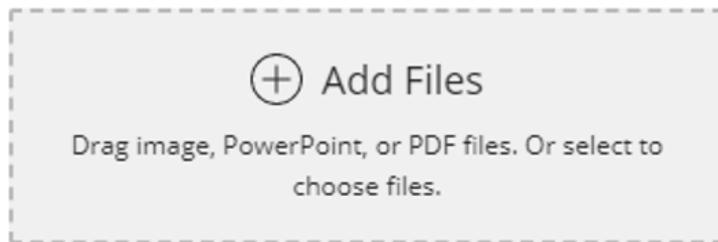
Use the stop button to end the whiteboard session.

The **Share Files** tool allows presenters and students access a file using the tools from a whiteboard listed above.



Selecting share files will provide you with the following window.

< Share Files



Main Room Files



FIG - Bayesean - Frisbee diagra... ⋮

Share Now

Select **Add Files** to upload the file into Collaborate

Files will appear below as they are loaded.

Select the **file** you wish to present.

Click **Share Now** and the file will appear in the window along with the whiteboard tools.

Now all in the classroom have access to the whiteboard tools listed above to use on the file shared.

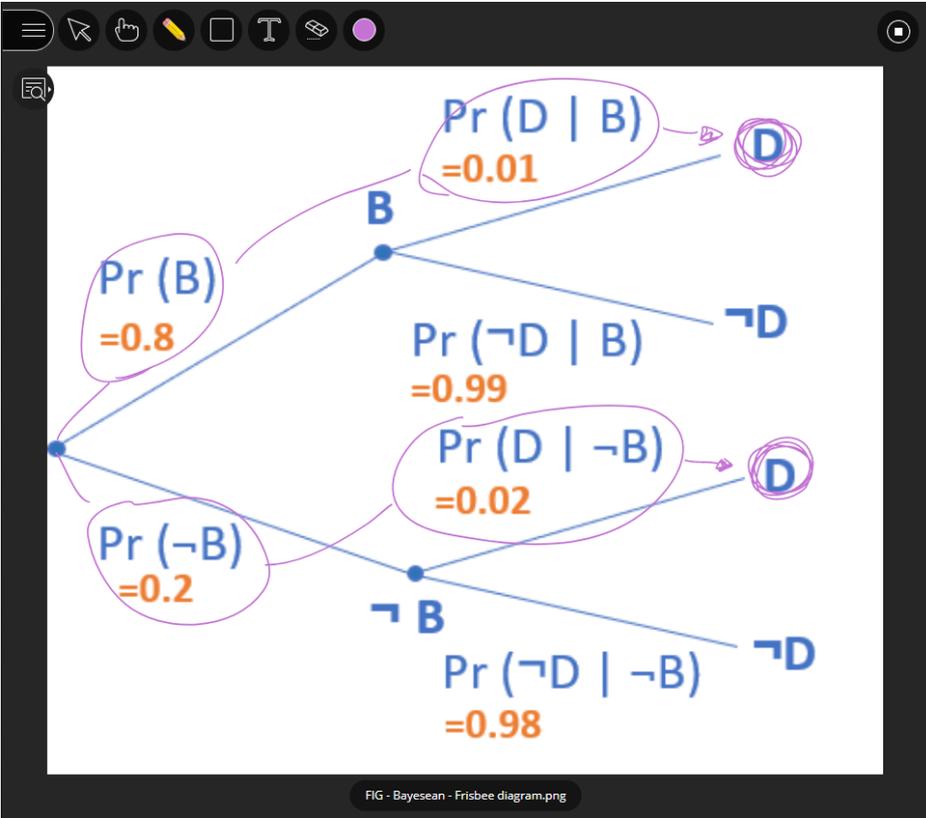


FIG - Bayesian - Frisbee diagram.png

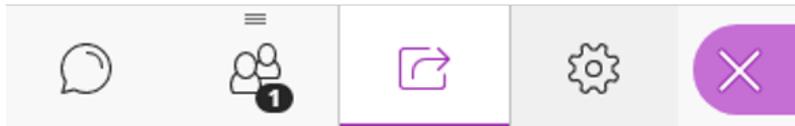
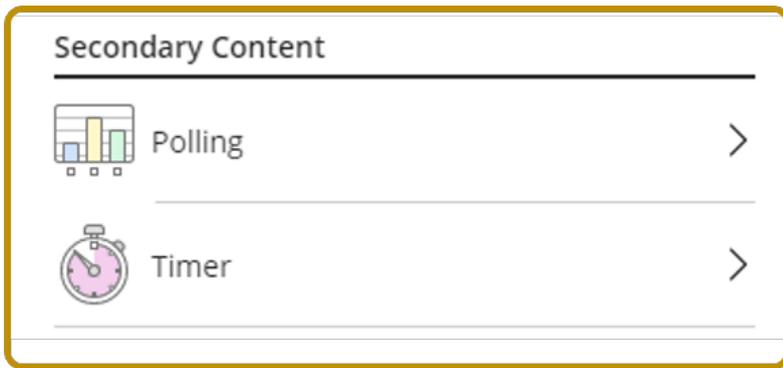
Share Files

⊕ Add Files
Drag image, PowerPoint, or PDF files. Or select to choose files.

FIG - Bayesian - Frisbee diagra...
Now sharing

Share Now

Sharing Secondary Content - Polls and Timers



From the **Collaborate** panel, **select**

the **share content** icon.

A moderator will have access to these tools. Remember, you can assign the moderator role to anyone in the classroom.

The **polling** tool allows the moderator to survey students anonymously. Results can then be shared.

The **timer** tool provides a countdown (or up) clock to give students time to complete a task.

The **Polling** tool allows presenters to quickly and easily engage students anonymously.



< Polling

Multiple Choice

Yes/No Choices

Selecting this will provide you a window with the options of **multiple choice** or **yes/no**.

Ask a question

① First answer choice 

② Second answer choice 

③ Third answer choice 

[Add choice](#)

Cancel **Start**

With the **Multiple Choice**, you can enter your question here or have the question shared from your presentation on the main screen on Collaborate.

Again, you can provide your answers here or have your answers shared from your presentation on the main screen.

If you use your screen presentation for questions and answers the poll will just provide options 1, 2, 3 to be selected by students.

If you need more choice options, just **select** the **Add choice**.

When you are ready to poll, **select Start**.

3 Choices 

No Response	1
1	0
2	0
3	0

 Show Results

Your poll will appear on the lower half of the main screen in Collaborate. If you are sharing your question and answers in a presentation on this screen, be sure they are located at the top as the poll will appear in the middle of the lower half.

Students respond by selecting the number they feel is correct. All responses are anonymous so be sure the students know that. You will also know the number of no responses - a sign that someone isn't paying attention.

To **reveal the results**, *select* **Show Results** from the bottom of the window.

To **end the poll**, *select* the **stop button** on the top of the window.

Ask a question

1 Yes

2 No

With **Yes/No Choices** the process is the same.

To engage students in using the lesson, it is a good idea to give them questions to work or problems to solve. To keep everyone on track, use **atimer** that everyone can see.

 Timer 

Selecting this will provide you a window with the **settings of the timer**.

Minutes * **Seconds ***

Timer description

120 characters remaining

Timer counts

Timer viewable by

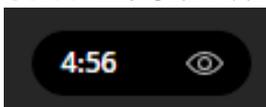
Here you can set the time down to the second.

If you like, you can add a description to remind people what they are suppose to do with this time.

The counter can count up or down in time.

You can determine who sees the timer, although there is no point in keeping time to yourself when you can share it.

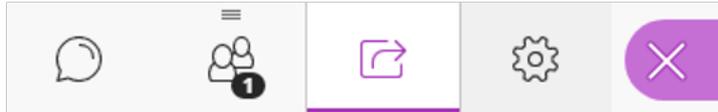
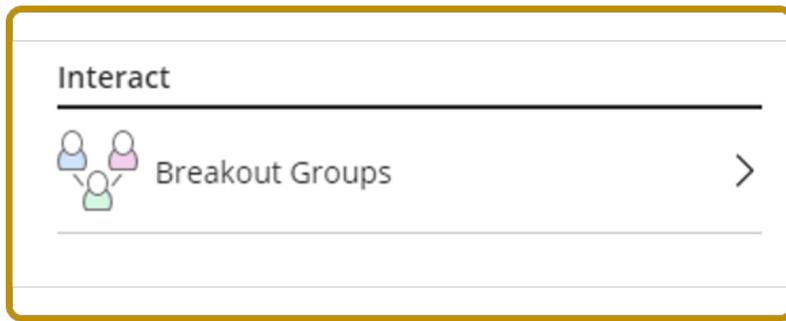
Select the **Start button** to being the timer.



The timer will then appear on the screen.

You can **stop the timer** by **selecting** the **stop button** on the right panel of Collaborate.

Interact - Breakout Groups



From the **Collaborate** panel, **select**

the **share content** icon.

The **breakout groups** tool allows the moderator to break the class into groups into individual virtual classrooms to collaborate.

The **Breakout Groups** tool allows moderators to put students in groups and put them in their very own classroom to work together. As a moderator, you can stop in on any of the groups.



Selecting this will provide you a window with the options for the groups.

Assign Groups

Custom assignment ▼

Allow attendees to switch groups

Main Room

Bradley Clements ...

1 member



Group 1



0 members



Group 2



0 members



Cancel

Start

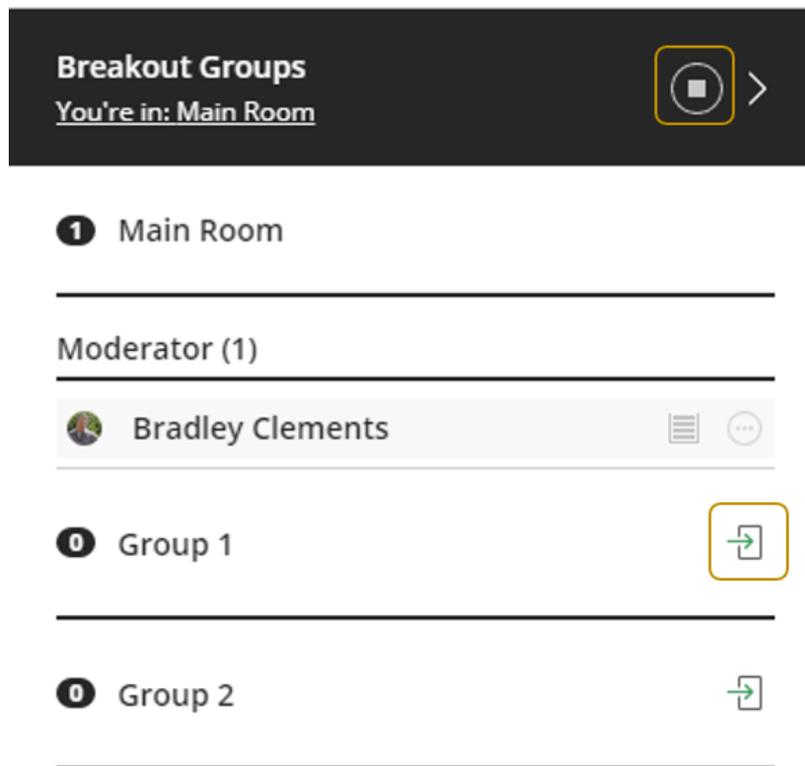
With the **Breakout Groups**, you have the choice to randomly assign the groups or custom assignments. You can also give permission for attendees to switch groups.

Here you will see a list of students. By **clicking** on the ... you can **assign them to groups** if you have selected custom assignment from above.

As you assign students to groups, the membership of each will increase.

If you need **more groups**, just **select** the **+ button**.

When you are ready to breakout, **select Start**.



As a moderator, you will not be in a group when you press start (unless you assigned yourself to one). You will see this window on the right panel of Collaborate.

Once the students are in their group they are isolated from the other group. What happens in the group stays in the group.

To **enter a group**, **select entry button** and you will join the group.

When you are in a group you, you essentially have a **separate virtual classroom** to work in. That is, you have all primary and secondary content sharing tools of the main collaborate within each group. You can also assign a group moderator and/or presenter.

To **end the breakout groups**, **select** the **stop button** on the top of the window.

To engage students in using the content discussed, it is a good idea to give them questions to work or problems to solve. To keep everyone on track, it is good to use **atimer** that everyone can

see.



Selecting this will provide you a window with the **settings of the timer**.

Minutes * **Seconds ***

Timer description

120 characters remaining

Timer counts

Timer viewable by

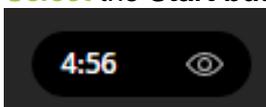
Here you can set the time down to the second

If you like, you can add a description to remind people what they are suppose to do with this time.

The counter can count up or down in time.

You can determine who sees the timer, although there is not point in keeping time to yourself when you can share it.

Select the **Start button** to being the timer.



The timer will then appear on the screen.

You can **stop the timer** by *selecting* the **stop button** on the right panel of Collaborate.

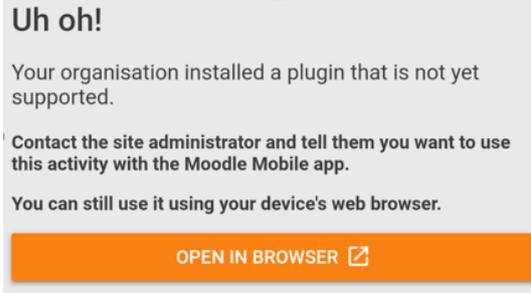
Using Collaborate on a mobile device

Collaborate can be used on a mobile device like a phone or tablet. Both Android and Apple have the Moodle Mobile app. It is best to use the app as it does format Moodle really well to mobile devices.

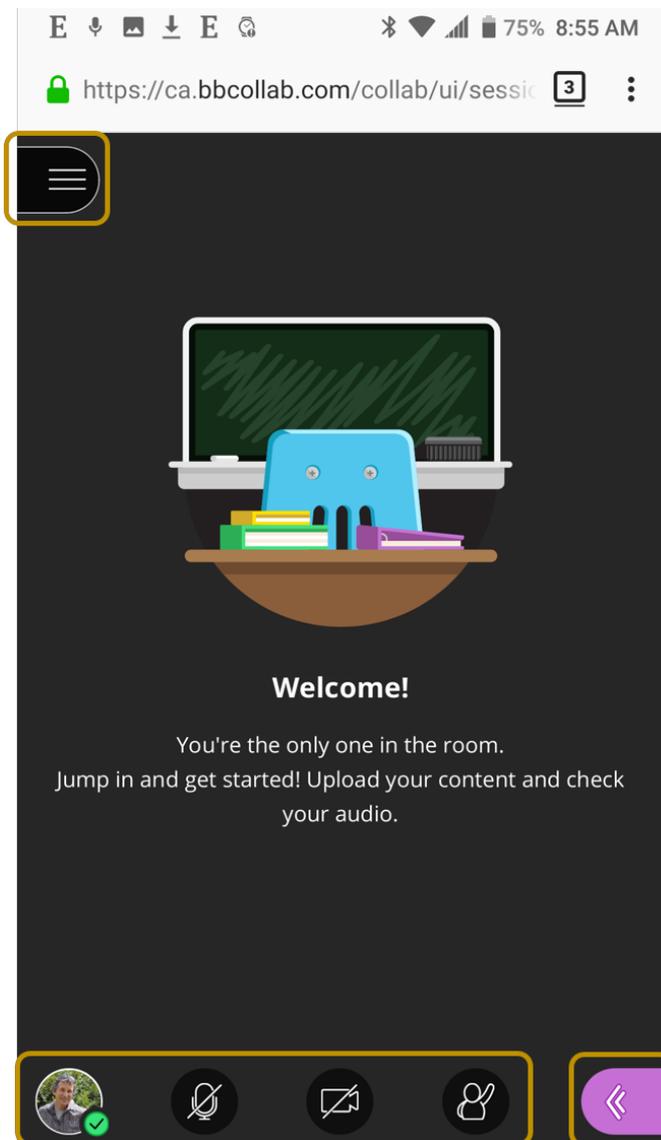
- *Download* the **Moodle Mobile app** from your mobile store

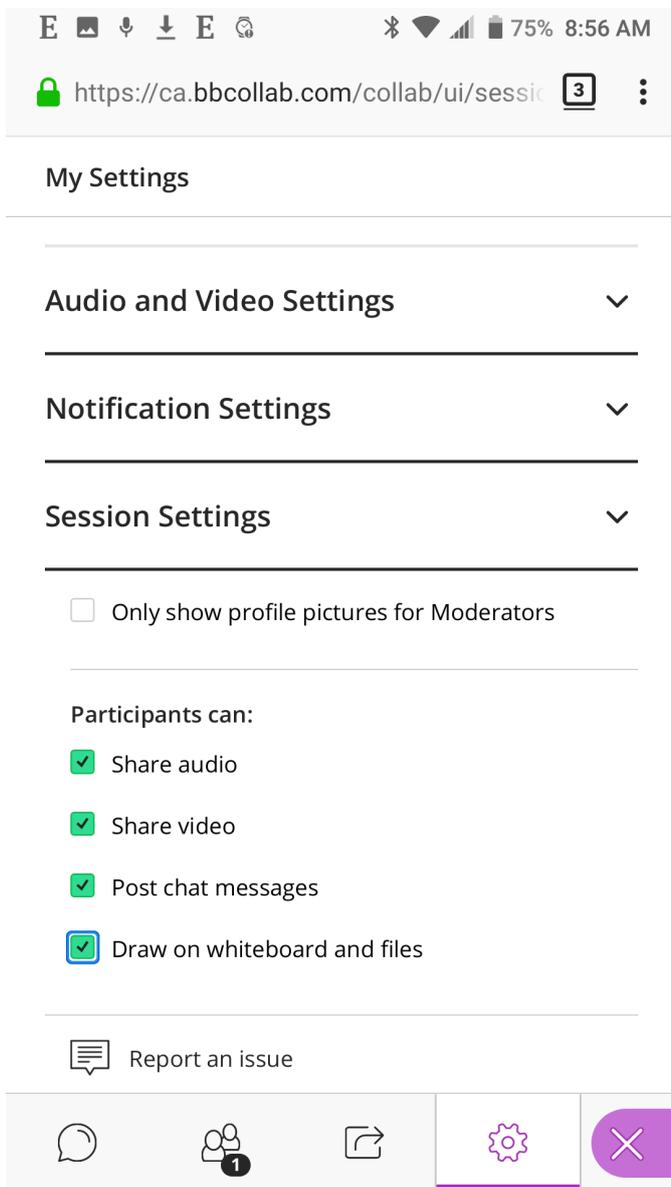
- *Open* the app 

- **Login to Moodle** as you would on a computer



- **Locate** the **link to Collaborate** in Moodle and **click** on it.
- You will get an **Uh oh!** message. This is OK. Just **click** the **OPEN IN BROWSER** button.
- A window will pop up asking you **to share your microphone** with ca.bbcollab.com.
- **ClickShare**.
- If you want to **use video**, **ClickShare** on that window as well.
- **You are now in Collaborate!**





You, as an moderator, and the participants, will have all of the same features as the version of Collaborate on a computer. The only difference will be that you cannot have the Collaborate Panel open and see the main screen at the same time.

If you are using a mobile device to moderate, don't forget to change the settings when you enter the classroom to allow the participants to engage.

Feedback & Help Contacts

Collaborate is a simple effective tool to engage students remotely. Whether used as a virtual classroom with many students, or assisting an individual student, it allows instructors and students to interact and share content with each other.

Feedback: If you have feedback regarding this resource (good or bad) please send to bclements@okanagan.bc.ca.

If you have additional technical questions, please contact the **Ed Tech Resource Center**

Email: edtech@okanagan.bc.ca

Local 5461 or 250-862-5461

Website: https://www.okanagan.bc.ca/Campus_and_Community/employees/itservices/edtech.html

For Learning and Teaching support, please contact **Learning and Applied Research**

Local 4736 or 250-762-5445

Website: https://www.okanagan.bc.ca/about/Learning_and_Applied_Research/LTResources.html