Collaborate
Moderator visual guide

Create and manage your sessions

1. Go to your FLO topic and select the **Collaborate** activity
2. Click on **Create Session** to schedule sessions at a certain date and time.
3. Give the session a name for future reference.
4. In the **Guest access** section set the role for entry, a link is generated this can be copied and emailed to guests/participants.
5. In the **Event Details** section complete the start and end date, start and end times. Set the **Early Entry** time (this will control when you session will be opened). It is recommended the **Early Entry** be set for 30 minutes before if you have files to upload.
6. Click **Session Settings** if you want to change the recording settings or participants permissions for Audio, Video, Chat and Whiteboard access.
7. Click **Save** to create your session.

If you would like to have an ad-hoc session you can use the **Course Room.** Located in the top right corner of the window. The **Course Room** is an open session dedicated to your topic. It also provides you and your students a convenient launch point for classes or impromptu meetings.

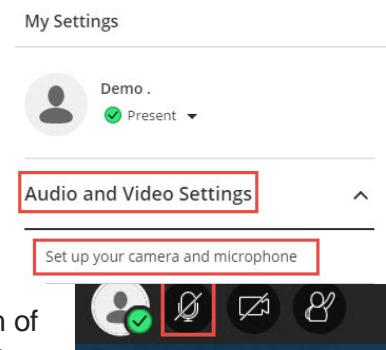### Best practice to support your participants

For first time users of Collaborate, communicate the expected equipment requirements, which may include a microphone and/or webcam;

1. Provide Participants with a link to the 'Collaborate Participant Visual Guide'
2. If students are having audio issues or have no headset, advise them to use the [teleconference number](#) as an alternative for audio.

Understanding audio

Moderators have control over who can access and use audio tools in Collaborate (managed in **Session Settings**). When you first use collaborate you will need to run the **Audio and Video Setup**.

To run **Audio and video** setup:

1. Click on your **Avatar button**
2. In the **My Settings** panel click **Set up your camera and microphone**
   Follow the steps provided by the wizard.
   An authorise window may pop up.

To turn on your microphone in the room:

1. Click the **Microphone** icon at the bottom of the screen. It appears green when turned on.
2. Click on the **Microphone** icon to mute.

It is recommended that any user who is speaking uses a headset with microphone to reduce the occurrence of background noise and feedback. If a student doesn't have a headset, we advise requesting the student use the [teleconference number](#).

Managing attendees

In Collaborate, attendees fall into one of three roles:

- **Moderator**: Organiser and facilitator of session;
- **Presenter**: May assist in facilitation or presenting content.
- **Participant**: The majority of attendees will be this level. They can chat, change status and interact using whiteboard (subject to **Session Settings**).
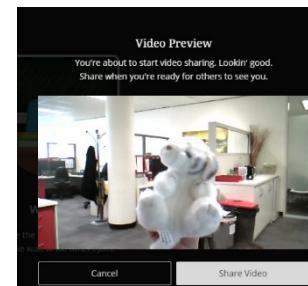
To change a Participants role

1. Open the **Collaborate panel**
2. Click on **Participants**
3. In the Participants list click **moderator control** . Three dots at end of their name.
4. Select **Make presenter**

Managing video

Moderators have control over who can access and display video in Collaborate.

To add a Webcam:

1. Click the Webcam icon
2. A video preview will appear on the screen. Click **Share Video** to begin the video display
3. The Webcam icon will turn blue when on
4. Click the Webcam icon to end the video display.

To manage the participants' webcam use the **Session Settings.**

Collaborate is able to transmit up to five video and audio (webcam and microphone) streams. Although more microphones and webcams can be enabled, Collaborate prioritises the top five based on who is currently speaking.

Share your screen, document or whiteboard

Moderators have control over who can share content in Collaborate. As a Moderator, select what you wish to share using the **Share Content** section

1. To share content, open the **Collaborate Control Panel** , click on

   Share Content click **Share Application**
   This enables a Presenter to share what is on their computer (website or any software program)

2. To share a document, open the **Collaborate Control Panel** , click on

   Share Files , select **file** from list (lists previously uploaded files) or click Add Files to add a new**,** once a file has uploaded click **Share Now**.
   This enables a Presenter to share a document from their computer, such as a PowerPoint, Image or a PDF. Use the **Select a slide** to navigate through the presentation or the arrows at the bottom of the screen.

3. To share a whiteboard, open the **Collaborate Control Panel** , click on

   Share Blank Whiteboard
   This enables the Presenter to share a whiteboard which can be drawn on by any other Presenter using the provided drawing tools
   Once sharing has finished click the **Stop Sharing** button in the top right corner.
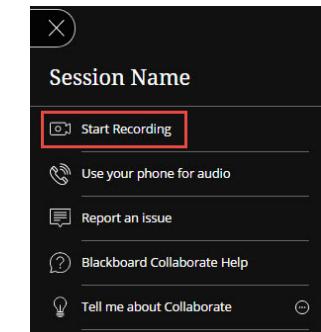
Managing Text Chat

Moderators have control over whether Participants can use the chat box. This is controlled in **Session Settings**.

Recordings

Moderators can record a session for future use. To begin recording:

1. Click Session icon. Top Left corner.
2. Select Start Recording
3. A message will appear stating your recording has commenced.
4. When the recording needs to be stopped, click Session icon, select Stop Recording

Managing recordings

Moderators can manage their recordings from the **Menu/Recordings** tab. Any Collaborate session can be recorded for playback at a later date. If enabled, participants and moderators are also able to download the recording file for offline viewing. Session recordings record all collaboration, sharing, chat messages, voice and video.

Please note: *Recorded chat messages are only available in the recording player. They are not available in the downloaded MP4 file.*

How to find your recordings

1. Click the **Collaborate** activity
2. Click the **Menu** icon
3. Select **Recordings**
   By default '**Recent recordings**' will be selected, these show the recordings for the last 7 days (after 7 days you will need to search for these using the below steps).
   If your recording does not appear on the list follow the below steps
4. Select **'Recordings in a Range'** in the **Filter by** dropdown list
   Select the relevant date range in the date picker
   Your recordings will then appear in the listing below

Recording Name	Session Name	Date	Duration
Session Name - recording_2	Session Name	23/06/2017 1:52 pm	00:00:03
Session Name - recording_1	Session Name	23/06/2017 1:47 pm	00:02:07