

Using Collaborate- Complete Guide

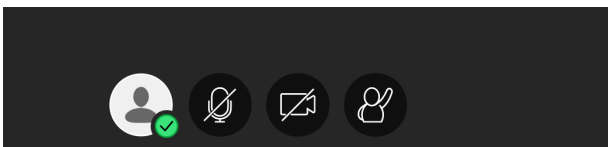
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Basics of Moderating Collaborate

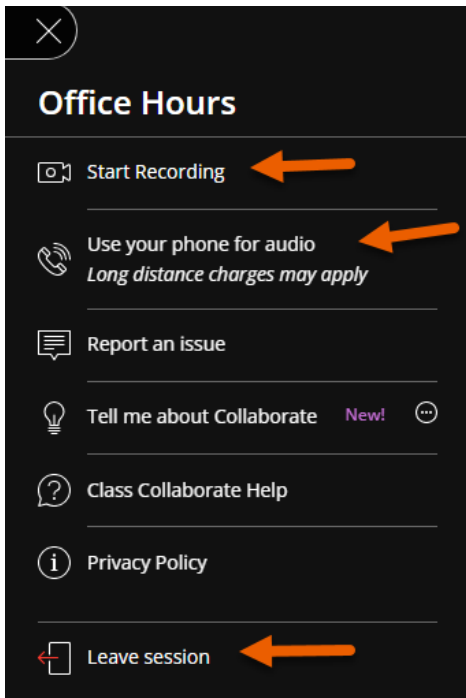
1. Your **microphone and video controls** are at the bottom. Students can also raise their hand here. You will see a notification if someone raises a hand — click **Lower hand** once you've addressed their question.
2. The **recording feature** is in the upper left corner. Use it if you want to record. Students may need to use the **phone for audio**; they can click there to get a dial-in number.
3. The **People icon** at the bottom shows how many are in the session.
4. The **chat bubble** on the bottom left opens chat. Be sure to check who you are messaging (everyone vs. private).
5. To private chat or make someone a moderator, click the **People icon**. Find their name, then click the **three dots** beside it to see options.
6. The **square icon** at the bottom lets you share content.
 - You can share files, applications, or your screen.
 - To share Word documents, you must share your entire screen and then open the document on your computer.

Screenshots: Basics of Moderating Collaborate

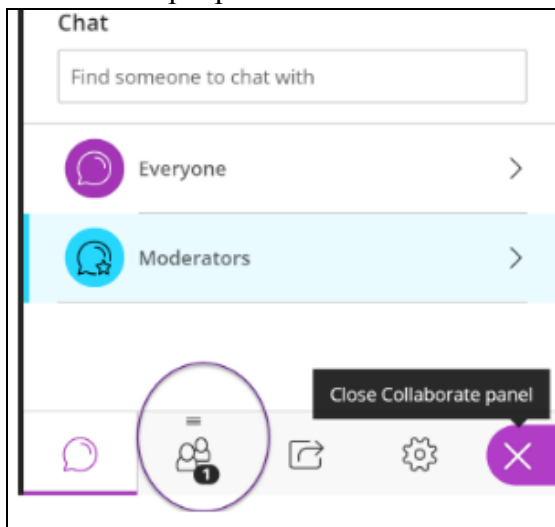
1. Your microphone and video are at the bottom. There is also a place for someone to raise their hand. You will see a notification if someone raises a hand. Just click on “lower hand” after you have addressed their issue.



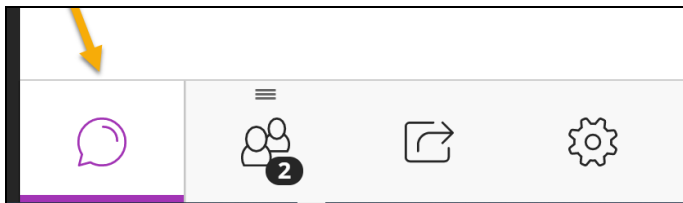
2. You probably only need to know about the recording feature if you want to record. Point out to the student they may need to use the phone for audio. They can click there and get a phone number. This is accessed in the upper left corner.

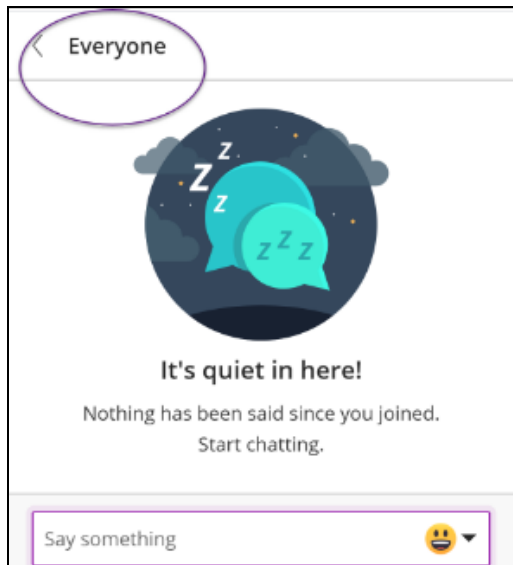


3. The “people” at the bottom will tell you how many people are in the session.

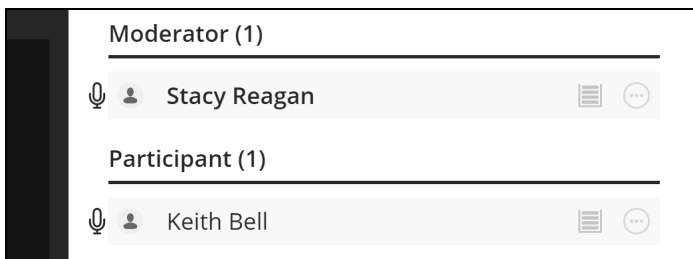


4. When you click on the chat bubble on the bottom left of the collaborate panel, make sure you know who you are chatting with. The screen shot below shows you are chatting with everyone in the session.

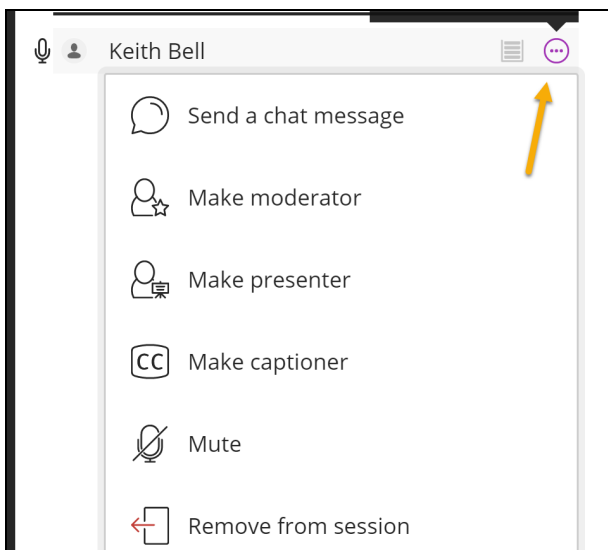




5. To private chat or make someone a moderator, click on the “people” at the bottom of your screen. You will see a list of attendees.



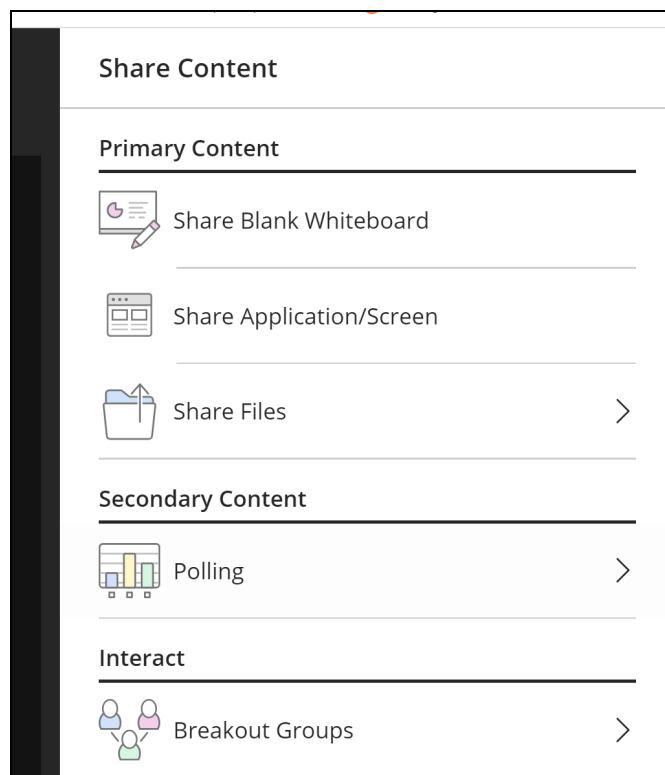
6. The three “dots” beside their name will give you access to the options.



7. The “square” at the bottom allows you to share content.



8. Options for content sharing are below. Word documents can only be shared by sharing the whole screen and pulling the document up on your computer.



Collaborate in Moodle

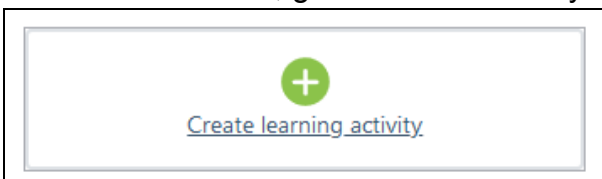
1. To create a session, go to the bottom of your topic and access the **Create learning activity** feature.
2. Select the **Collaborate** icon.
3. Name the session. Consider checking **Allow Collaborate guest access** and altering the **Duration**.
4. It is suggested you add multiple collaborate sessions with a specific name, so the recordings are easier for the students to find. You can see below, I've carefully labeled my sessions.
5. Click on the link and then the **Join session** button.
6. The upper menu in the corner will give you options for recording. It will also give the student (in their own session) the option to dial in for audio.
7. You can **Start Recording** or **Use your phone for audio**.
8. You also have the option to record from the main screen. In the left side bar, you have the option to chat with students, see who is present in the class, share content, and alter settings.

Note: Your recordings will appear below the green **Join session** button. The students will also see this.

Screenshots: Collaborate in Moodle

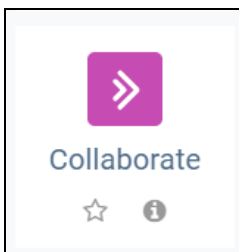
Step 1

To create a session, go to the bottom of your topic and access the *Create learning activity* feature.



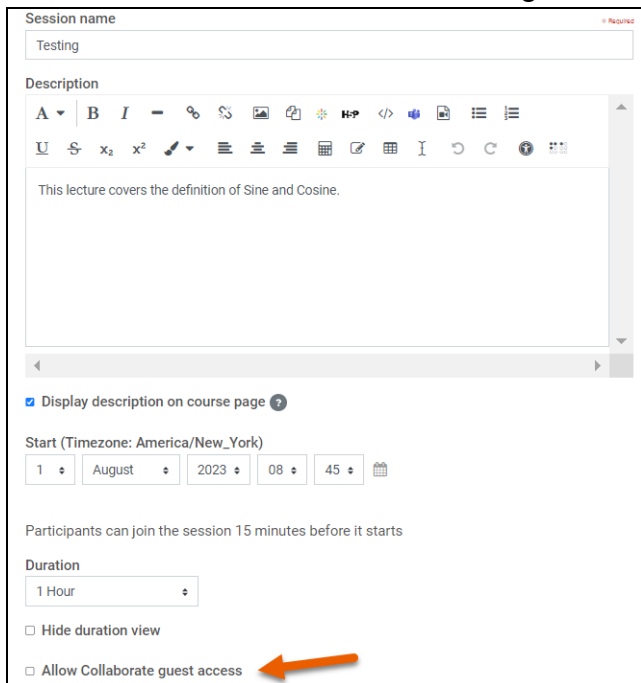
Step 2

Select the *Collaborate* icon.



Step 3

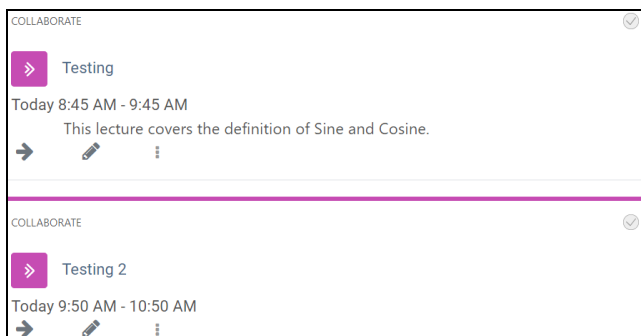
Name the session. Consider checking the *Allow Collaborate guest access* and altering the *Duration*.



The screenshot shows a session configuration form. At the top, there is a 'Session name' field with the text 'Testing'. Below it is a 'Description' field with a rich text editor containing the text 'This lecture covers the definition of Sine and Cosine.' and a toolbar with various formatting options. A checkbox labeled 'Display description on course page' is checked. The 'Start' section shows a date and time picker set to '1 August 2023 08:45'. Below this, it says 'Participants can join the session 15 minutes before it starts'. The 'Duration' section has a dropdown menu set to '1 Hour'. At the bottom, there are two checkboxes: 'Hide duration view' (unchecked) and 'Allow Collaborate guest access' (unchecked). An orange arrow points to the 'Allow Collaborate guest access' checkbox.

Step 4

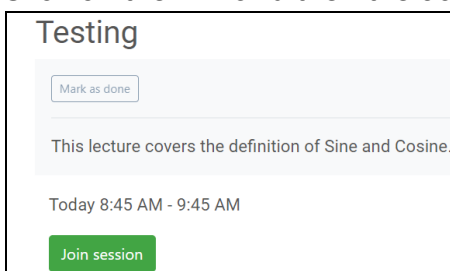
It is suggested you add multiple collaborate sessions with a specific name, so the recordings are easier for the students to find. You can see below, I've carefully labeled my sessions.



The screenshot shows a list of Collaborate sessions. The first session is titled 'Testing' and has a time range of 'Today 8:45 AM - 9:45 AM'. Below the title and time, there is a description: 'This lecture covers the definition of Sine and Cosine.' and a small icon of a hand pointing to the right. The second session is titled 'Testing 2' and has a time range of 'Today 9:50 AM - 10:50 AM'. It also has a similar description and icon. Each session entry has a checkmark in the top right corner.

Step 5

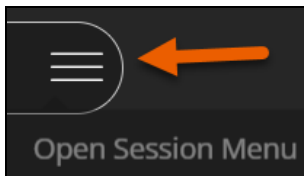
Click on the link and then the *Join session* button.



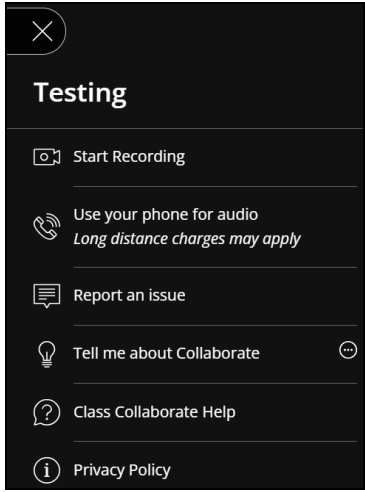
The screenshot shows the details of a session titled 'Testing'. At the top, there is a 'Mark as done' button. Below it is the description: 'This lecture covers the definition of Sine and Cosine.' and the time range: 'Today 8:45 AM - 9:45 AM'. At the bottom, there is a green button labeled 'Join session'.

Step 6

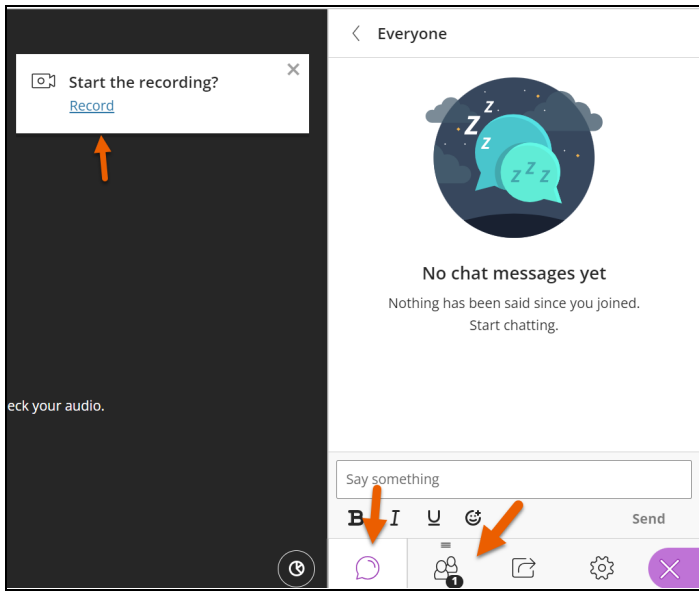
The upper menu in the corner will give you options for recording. It will also give the student (in their own session) the option to dial in for audio.



Step 7
You can *Start Recording* or *Use your phone for audio*.



Step 8
You also have the option to Record from the main screen. In the left side bar, you have the option to chat with students, see who is present in the class, share content, and alter settings.



- A. Your recordings will appear below the green “join session” button. The students will also see this.

» Lecture Over Sine and Cosine

Session

Guest links

Today 11:00 AM (Duration of course)

Join session

This lecture covers the definitions of sine and cosine.

Recordings

Lecture Over Sine and Cosine

Lecture Over Sine and Cosine - recording_1 [59 secs] 🔍 ✕

Wednesday, March 25, 2020, 10:56 AM

0 view(s) · 0 download(s)

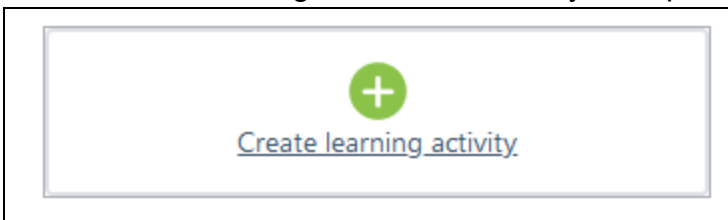
Add & Get Recordings from Collaborate

1. To create a session, go to the bottom of your topic and access the **Create learning activity** feature.
2. Click on the **Collaborate icon** and adjust your settings.
 - Consider checking **Allow Collaborate guest access**.
 - Set the **duration** to “length of course.”
3. Add multiple Collaborate sessions with clear names so recordings are easier for students to find. (Example: “Week 1 Lecture,” “Final Review.”)
4. Click on the session link and then the **Join session** button.
5. Use the **upper menu** for recording or audio options.
 - Select **Start Recording** at the beginning.
 - Click the menu and select **Stop Recording** when finished.
 - Students also have the option to dial in for audio.
6. Recordings will appear below the green **Join session** button (visible to both you and your students).

Screenshots: Add & Get Recordings from Collaborate

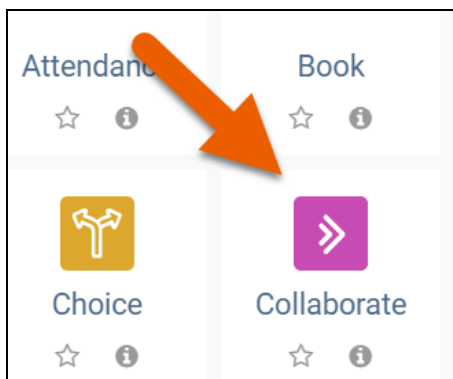
Step 1

To create a session, go to the bottom of your topic and access the create learning activity feature.



Step 2

Click on the *Collaborate* icon and adjust your settings.



A. Consider checking the *Allow Collaborate guest access* and the duration as “length of course”.

Duration

Duration of course ▾

☐ Hide duration view

☒ Allow Collaborate guest access

Collaborate guest role

Presenter ▾

Step 3

It is suggested you add multiple collaborate sessions with a specific name, so the recordings are easier for the students to find. You can see below, I've carefully labeled my sessions.

COLLABORATE ✓

» Lecture Over Sine and Cosine

Today 11:00 AM (Duration of course)

This lecture covers the definitions of sine and cosine.

→ ✎ ⋮

COLLABORATE ✓

» Lecture Over Tangent

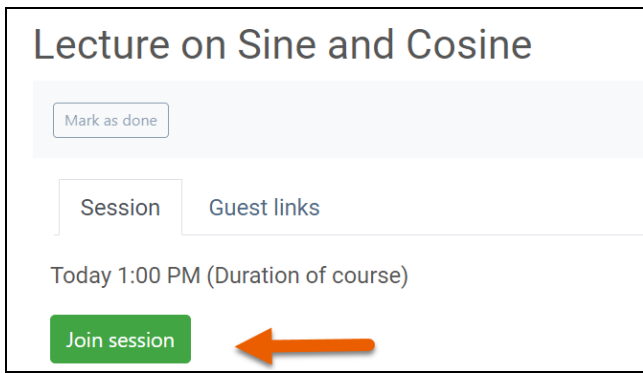
Today 11:00 AM (Duration of course)

This is the lecture over tangent.

→ ✎ ⋮

Step 4

Click on the link and then the *Join session* button.

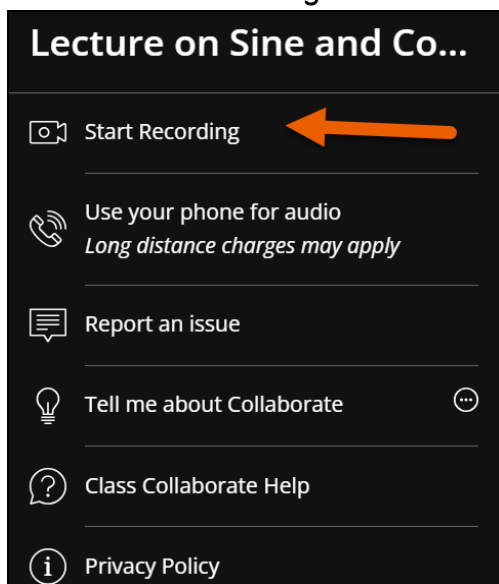


Step 5

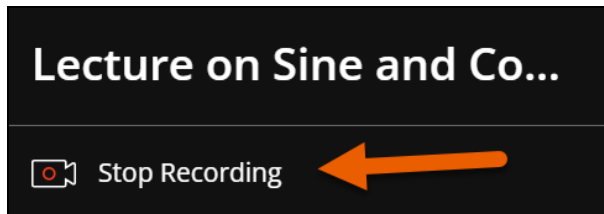
The upper menu in the corner will give you options for recording. It will also give the student (in their own session) the option to dial in for audio.



A. Select *Start Recording*



B. Click the menu and select *Stop Recording* when you are finished



Step 6

Your recordings will appear below the green *Join session* button. The students will also see this.

Lecture on Sine and Cosine

Mark as done

SessionGuest links

Today 1:00 PM - 1:30 PM

Session ended

Recordings

Lecture on Sine and Cosine

Lecture on Sine and Cosine - recording_1 [3 mins 4 secs] ⬇️ ✕

Monday, September 11, 2023, 1:21 PM

0 view(s) · 0 download(s)