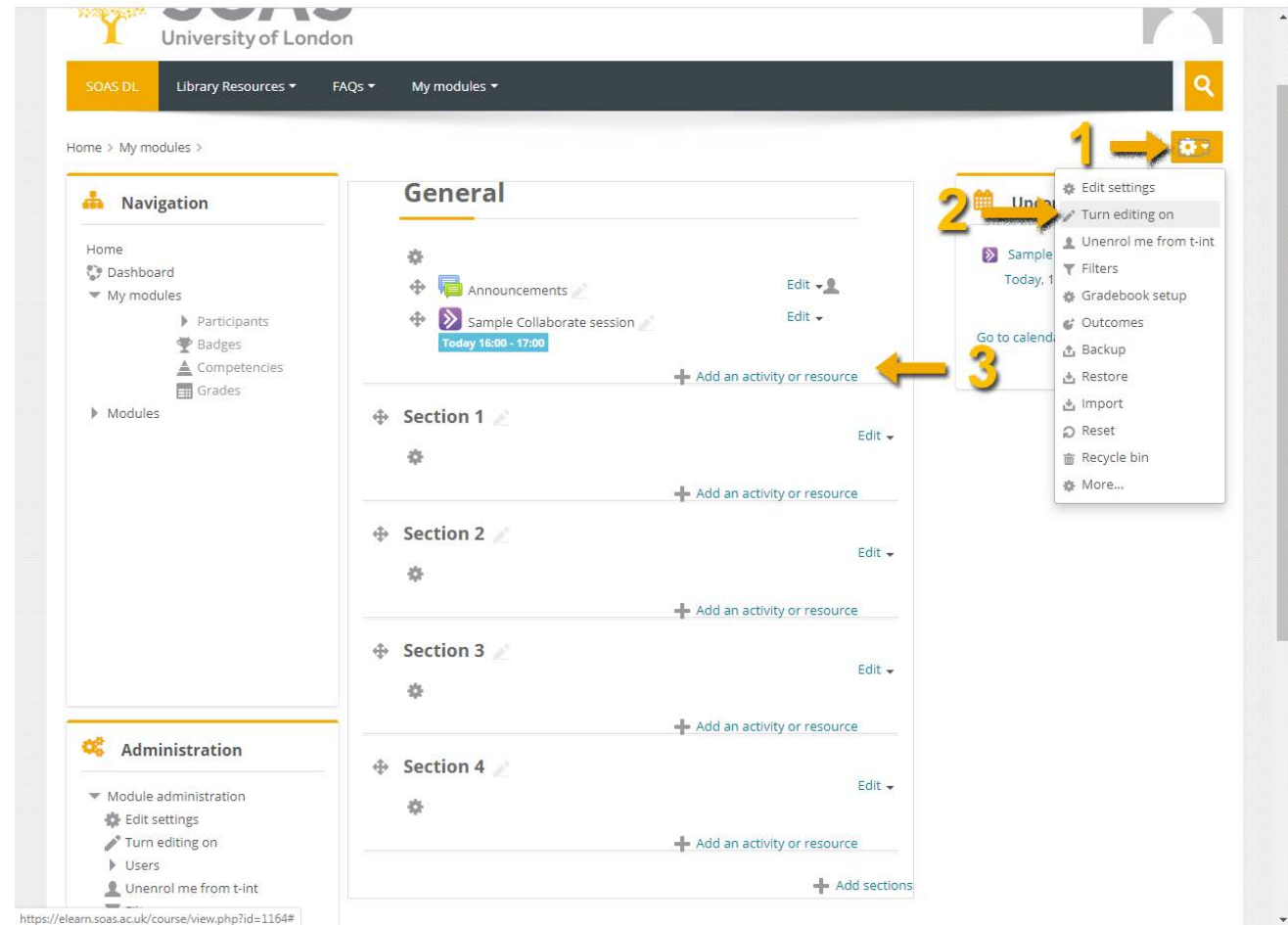You need to **turn editing on** to enable the editing mode in your module.

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.
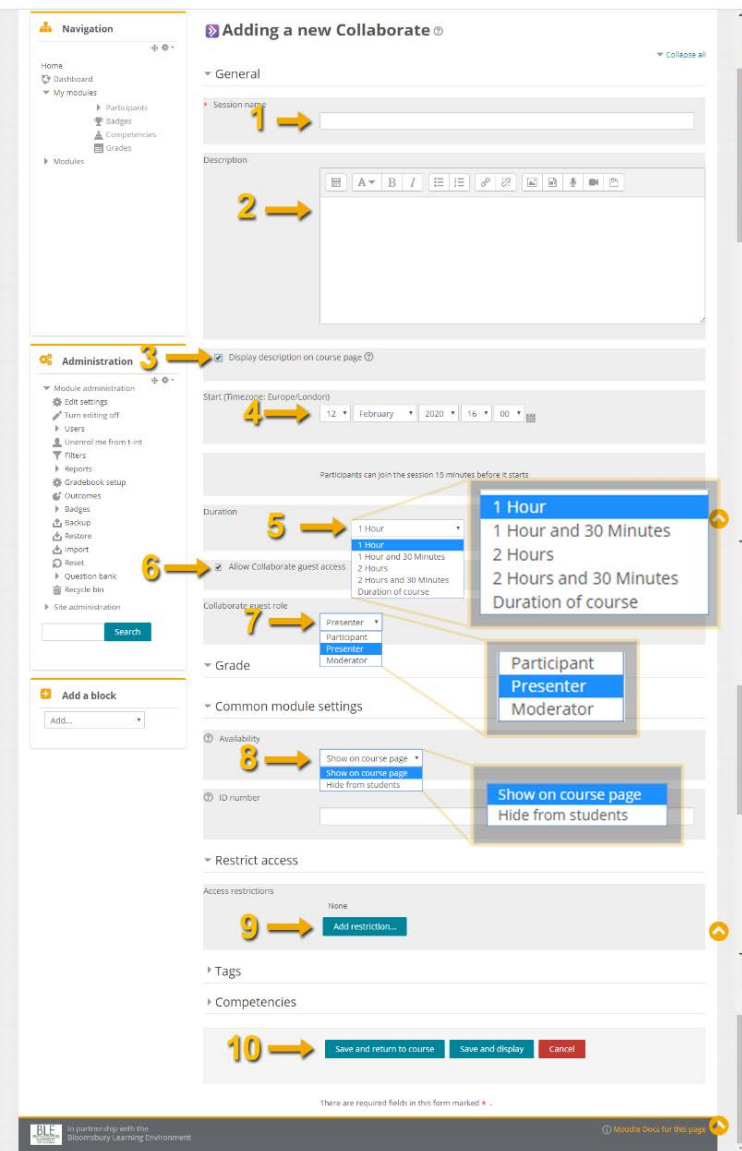
You need to **add** the activity from the list of activities and resources

1 Click to **select collaborate** from list of activities.

2 Click **add** to add collaborate activity to the section.
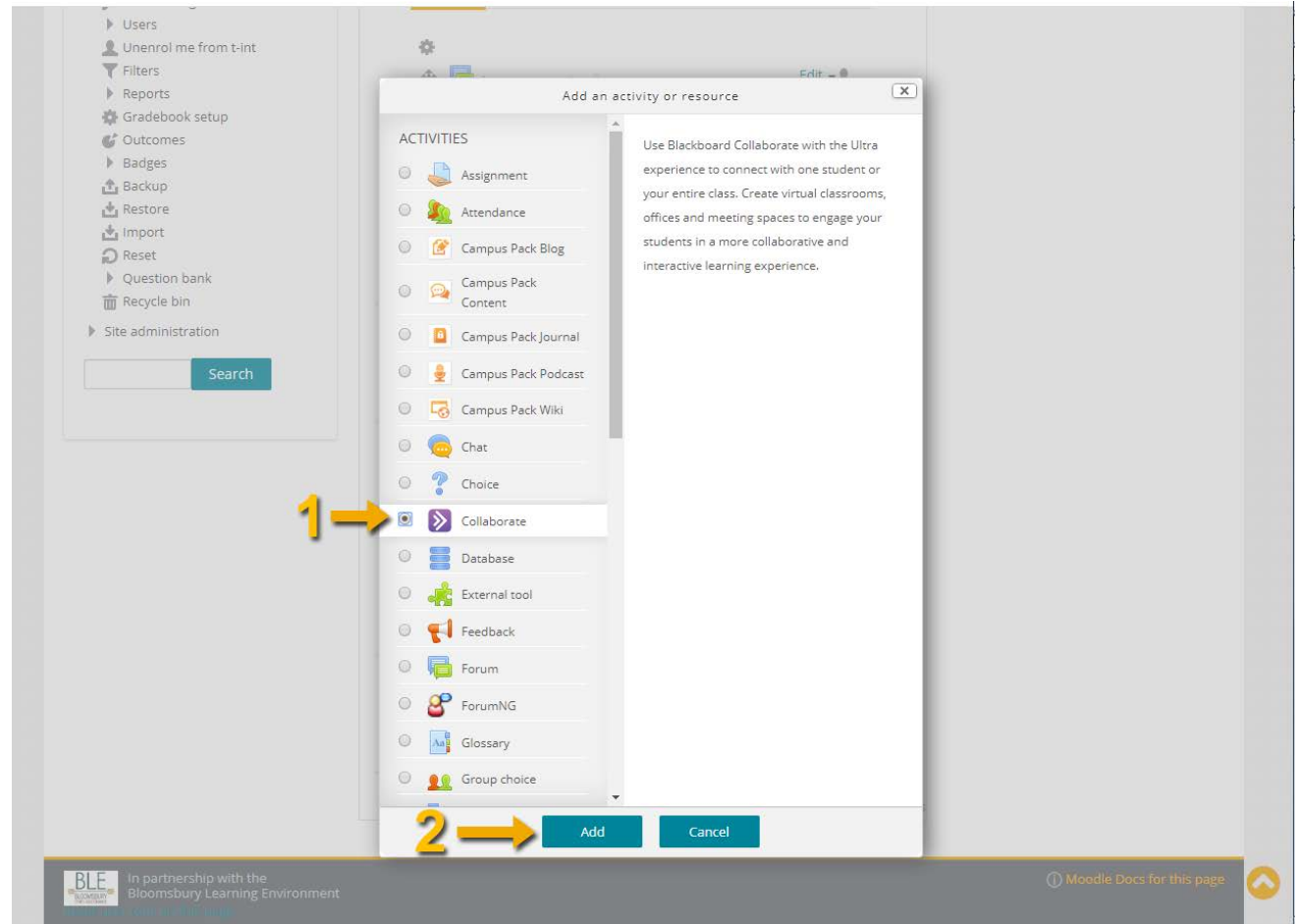
You need to **edit** the **settings** to reflect your requirements of **name**, **date**, **time**, **duration** and **user type**.

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.
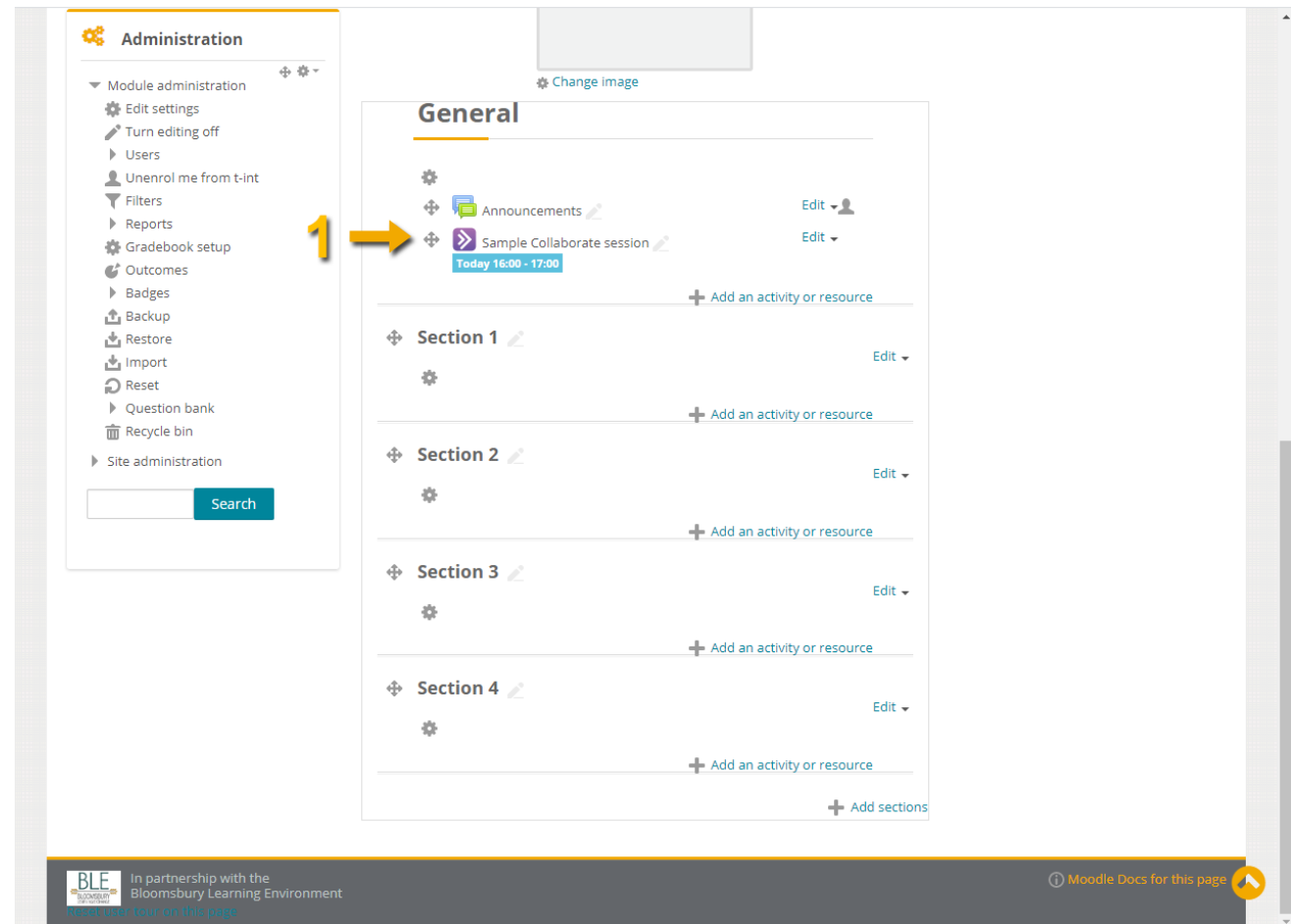
You need to click the **'join session'** button in order to go to the Bb-Collaborate web interface

1 Session link is now available on the module main page under your chosen topic. Click the icon to go to session page.
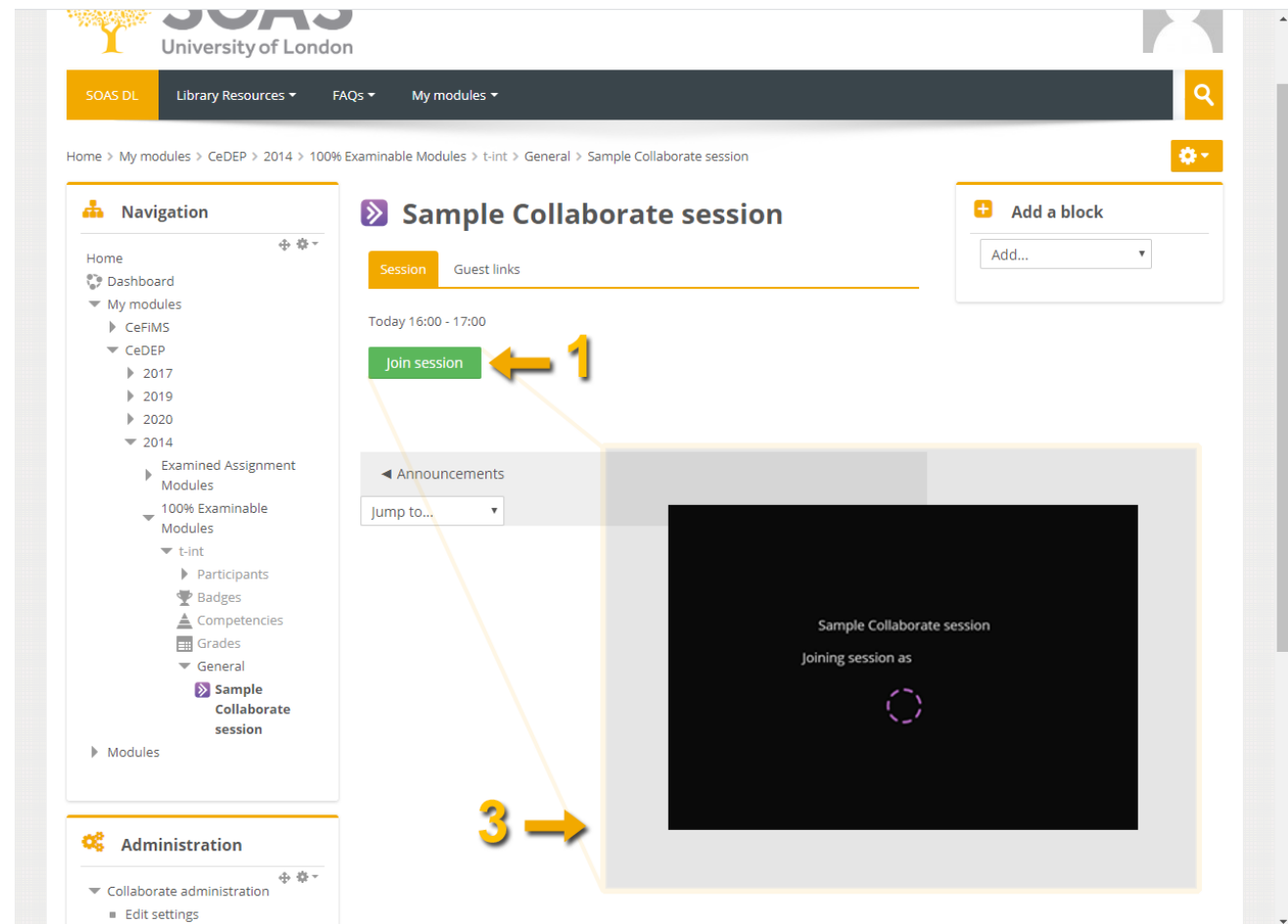
You need to click the **'join session'** button in order to go to the Bb-Collaborate web interface

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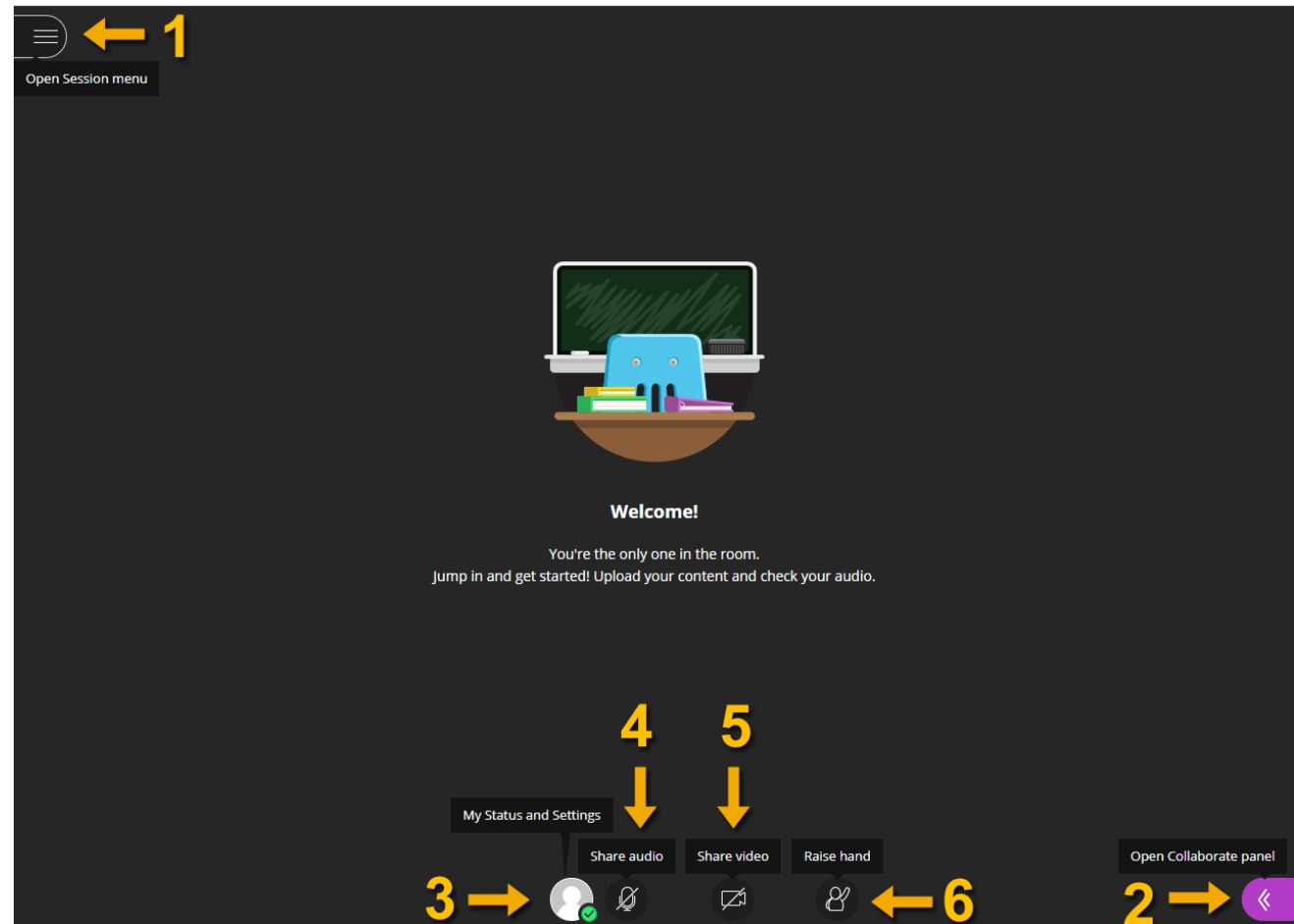
You can **record session** and **leave session** from the session menu.

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.
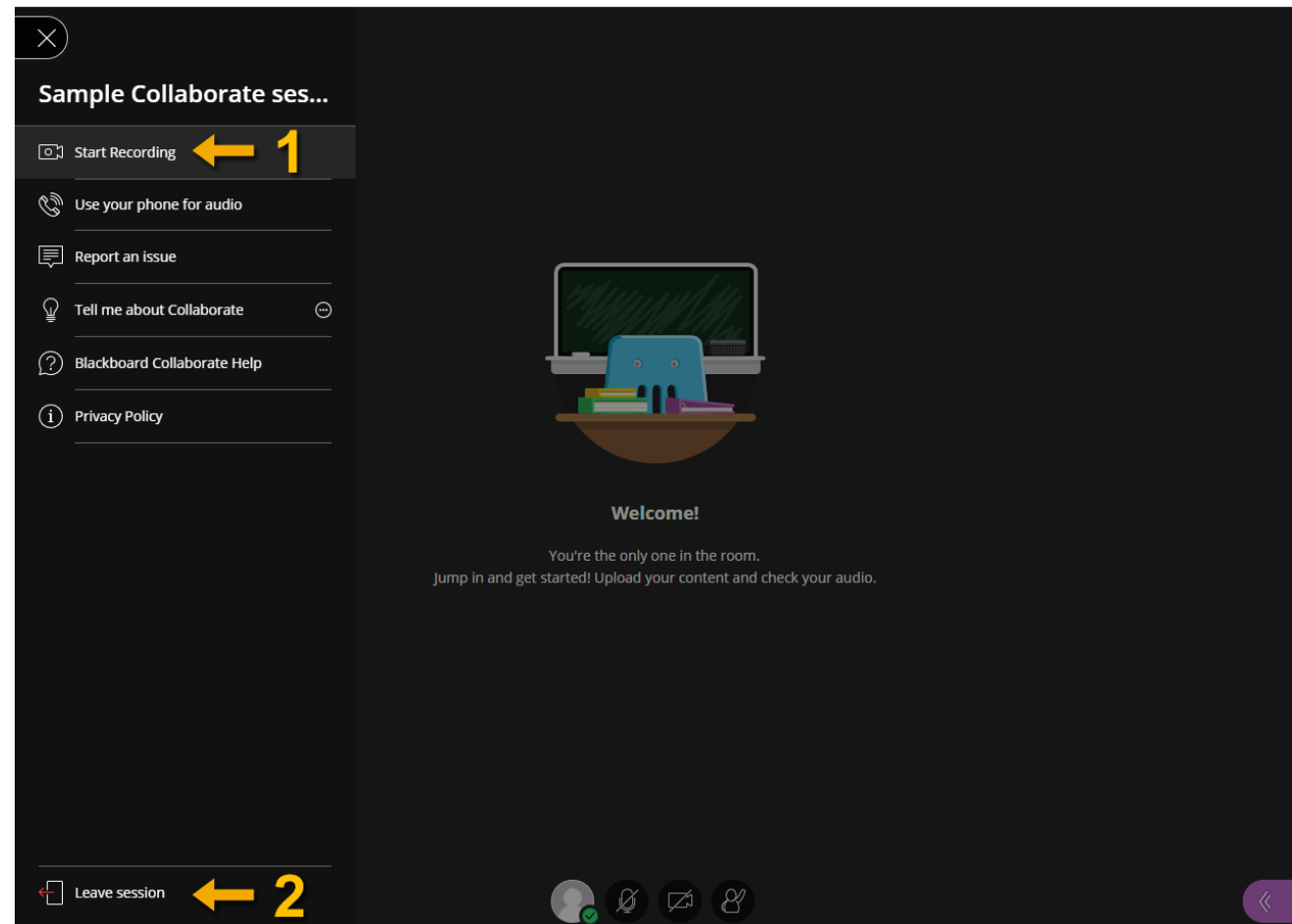
You need to click the **'chat'** button to go to chat tab, where you can chat to individual attendees or to everyone.

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 user icons.
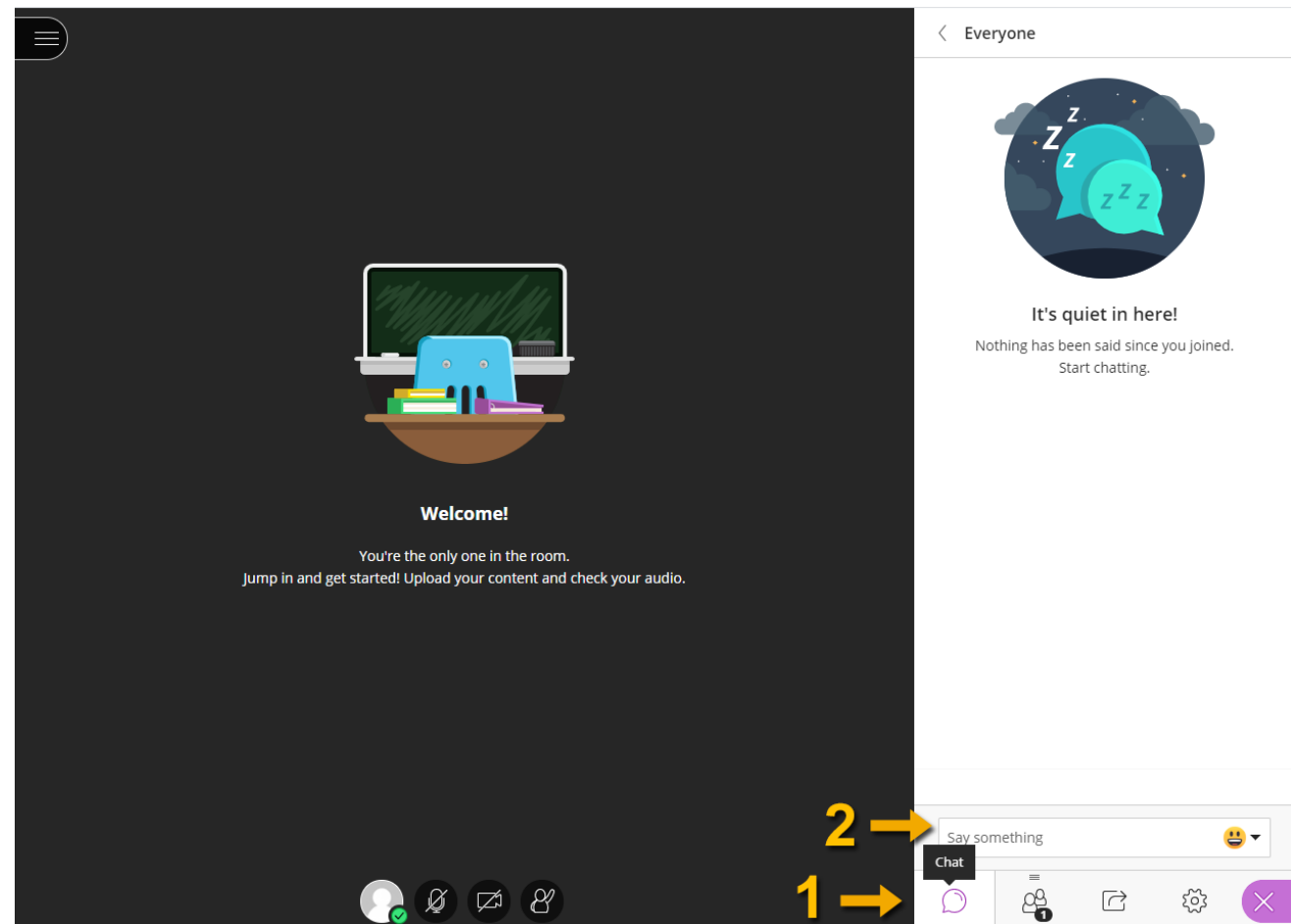
You need to click the **'attendees'** button to go to the attendees list and view participants and their roles.

1 Click **'attendees'** icon to switch to the attendees tab.

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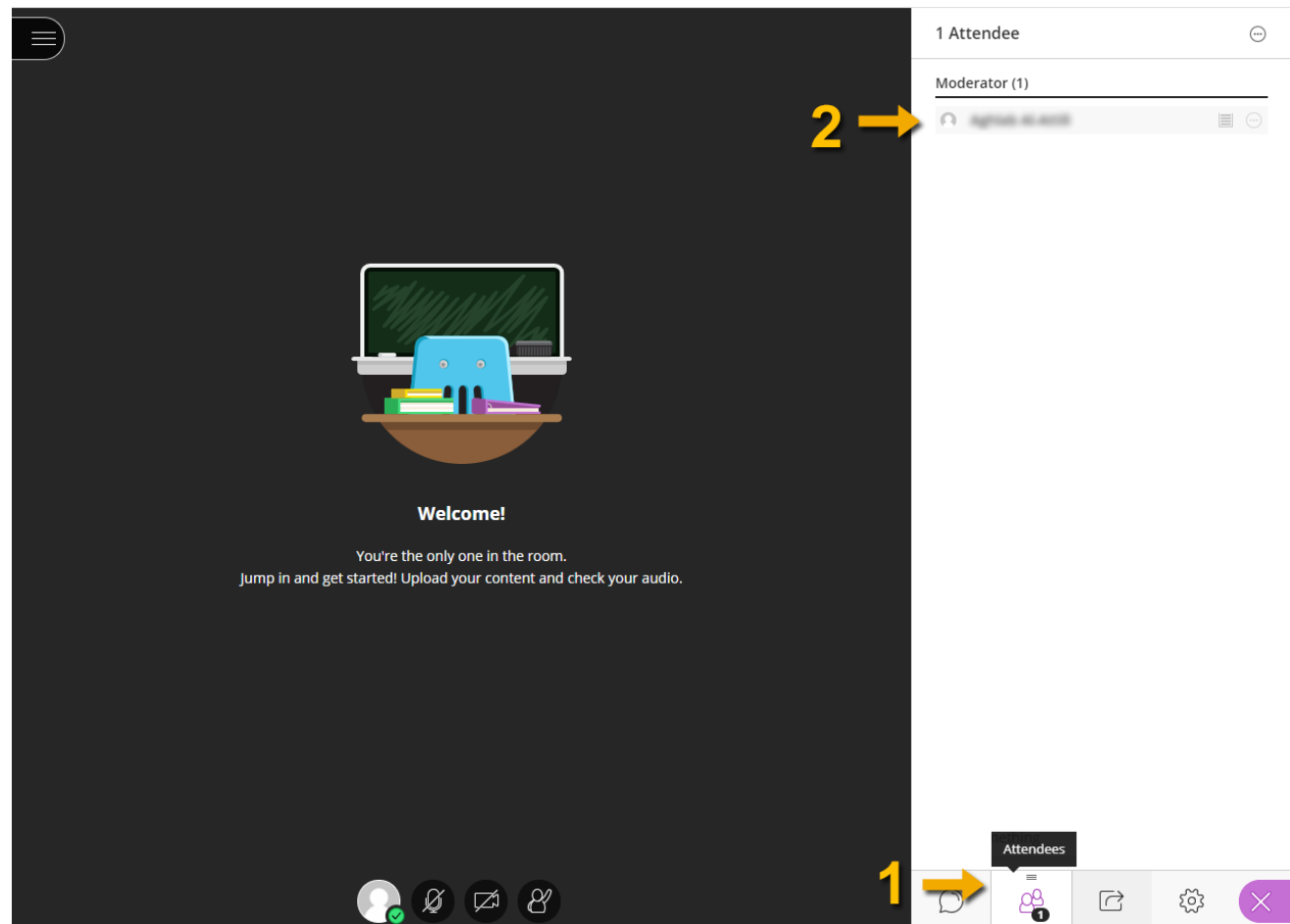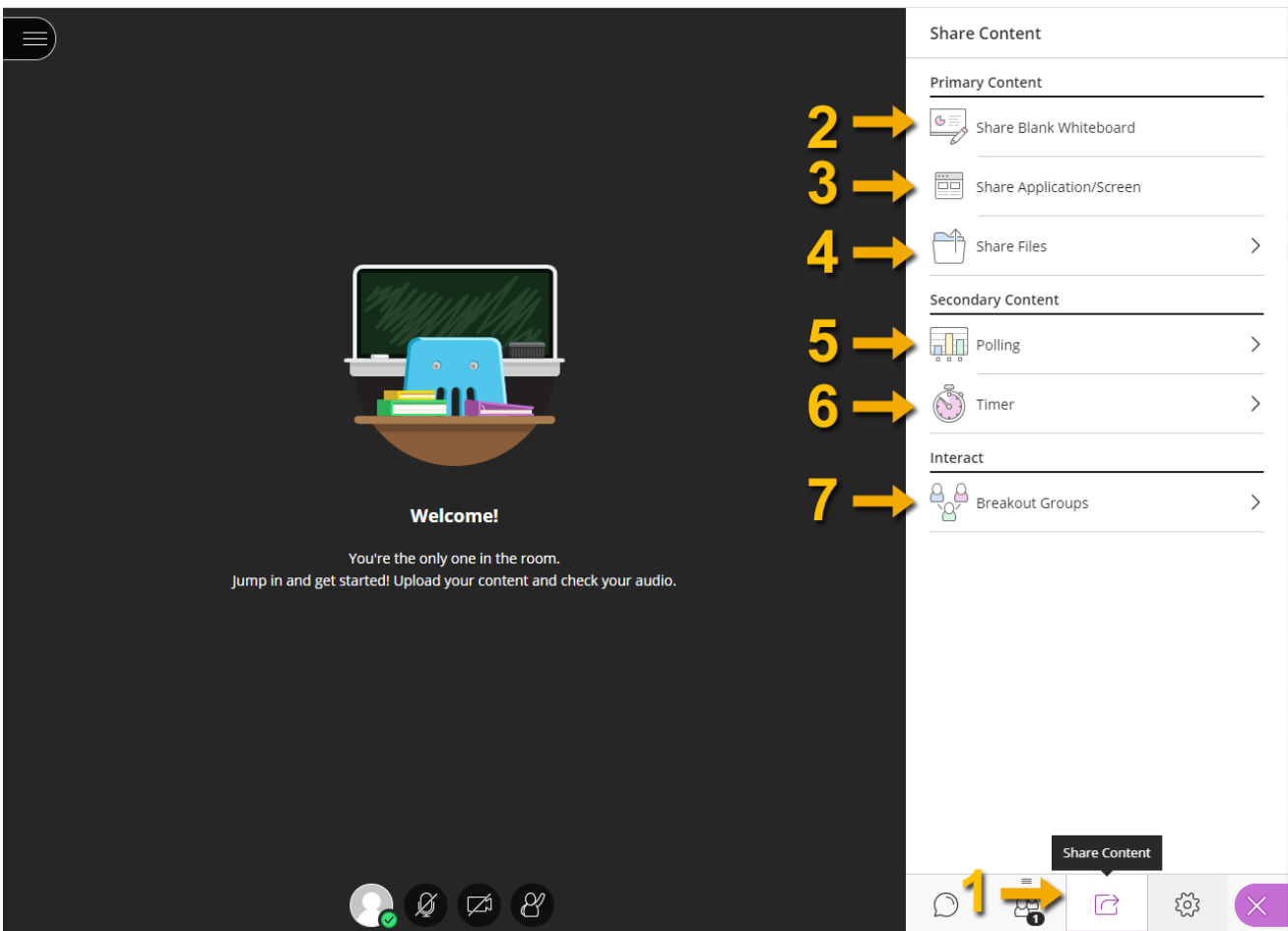
Click the **'share content'** icon to go to the share content tab where you can **share files**, **application windows** and interact using **whiteboard, polls and groups.**

|		
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 acrtivity.	
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.
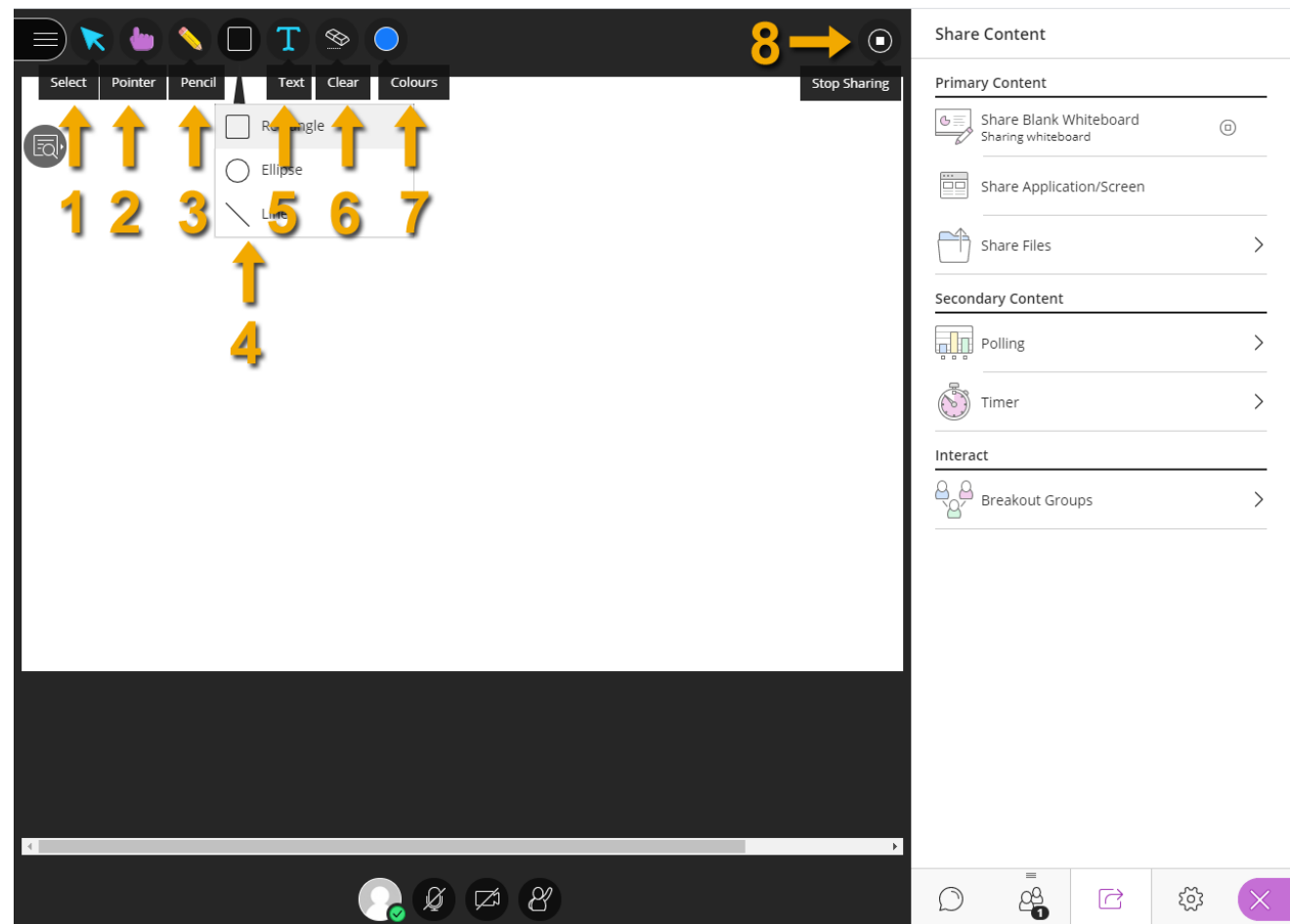
You can control the **view** of the board using the **'view control'** panel

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

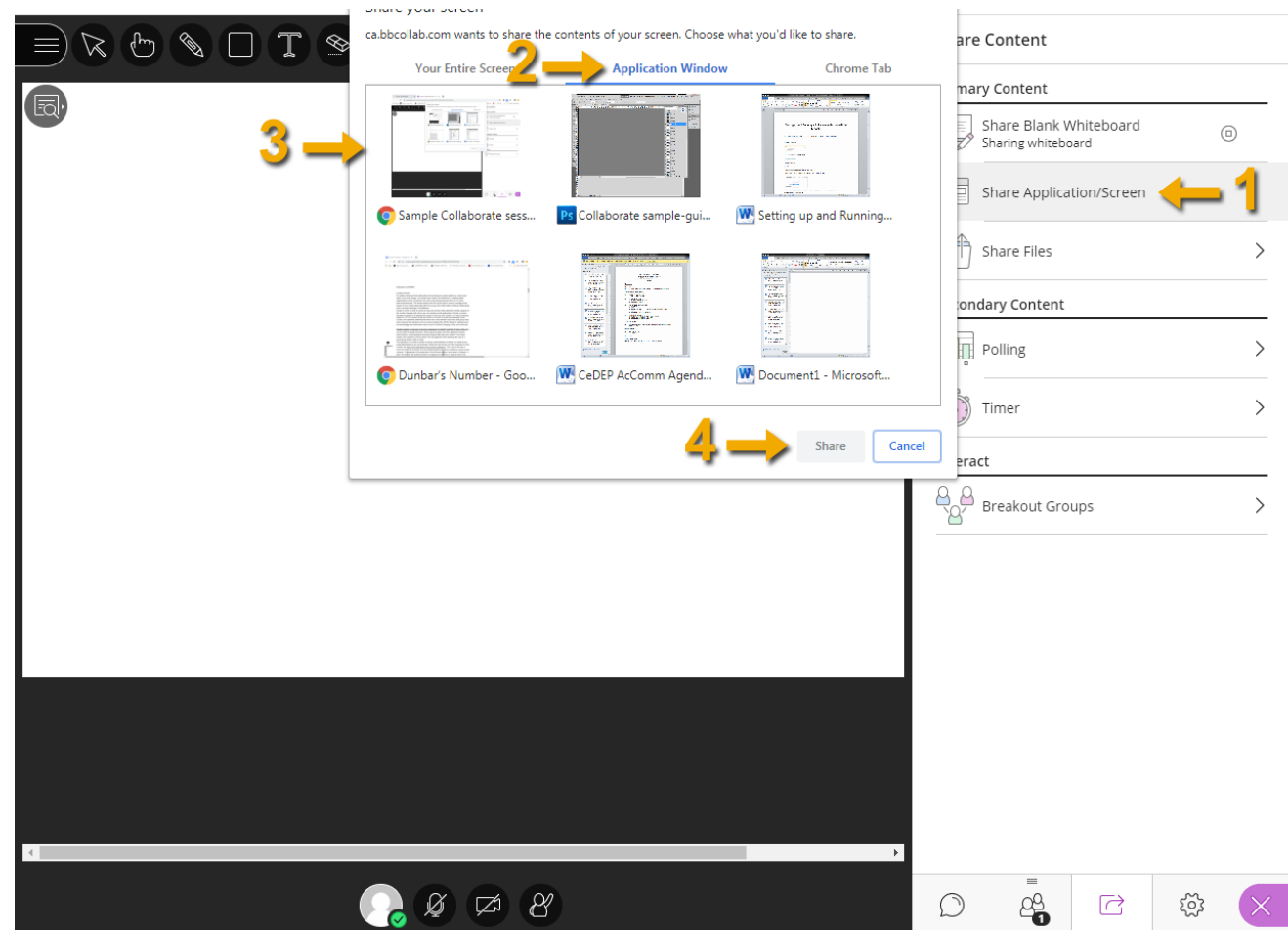**5** Click to view actual size.
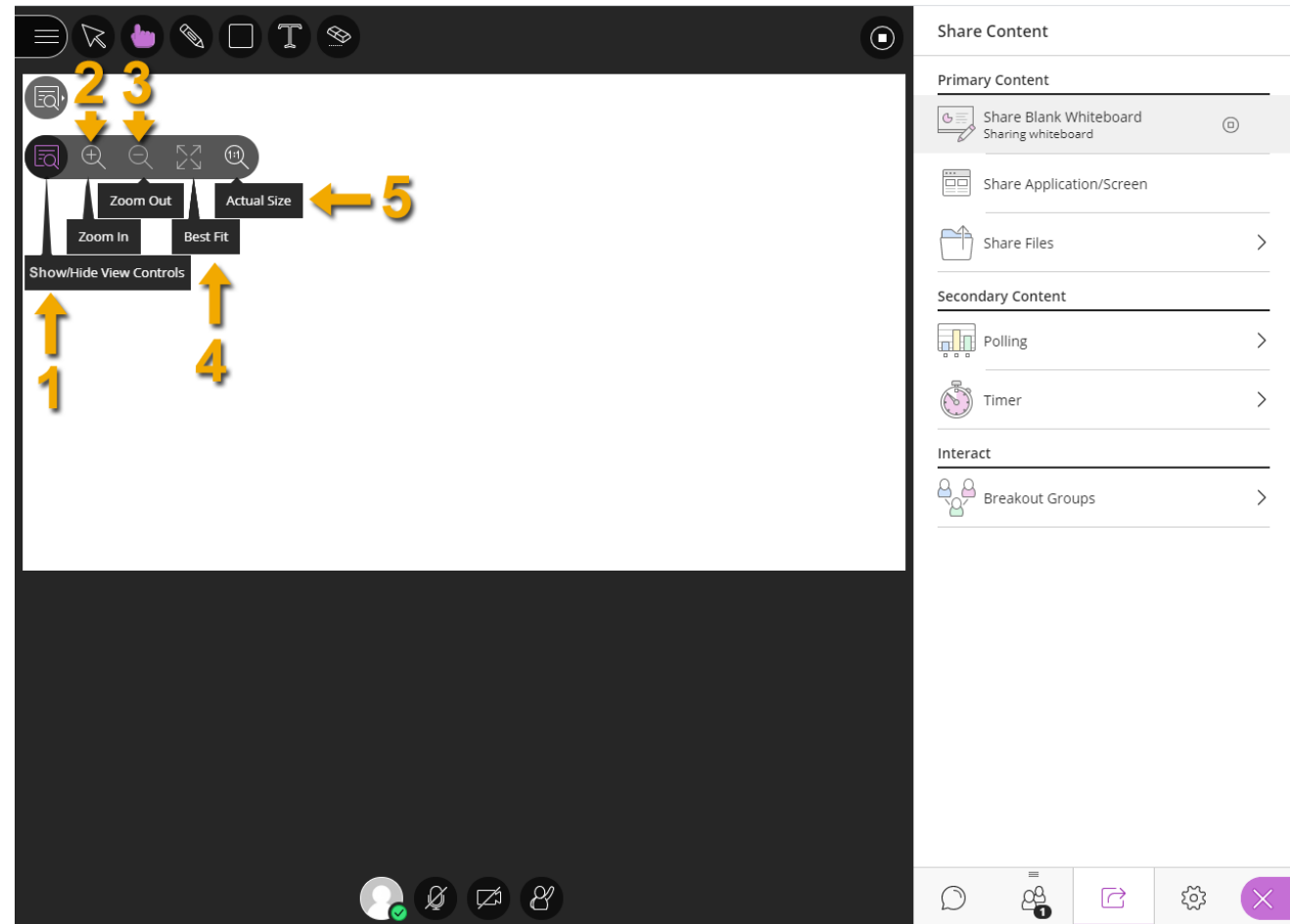
You can **share your screen** with other attendees.

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
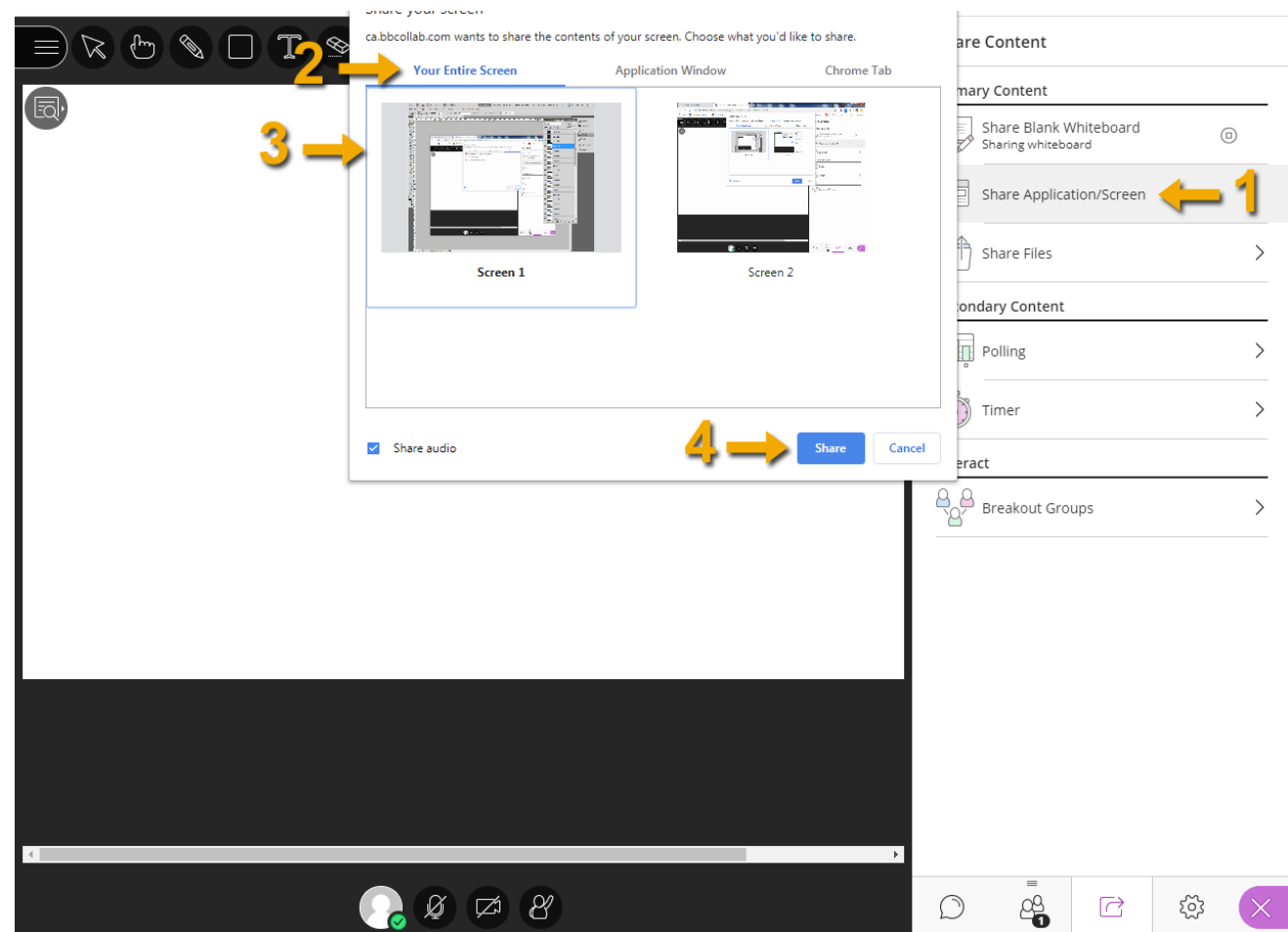
You can **share** your **application window** with other attendees.

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.
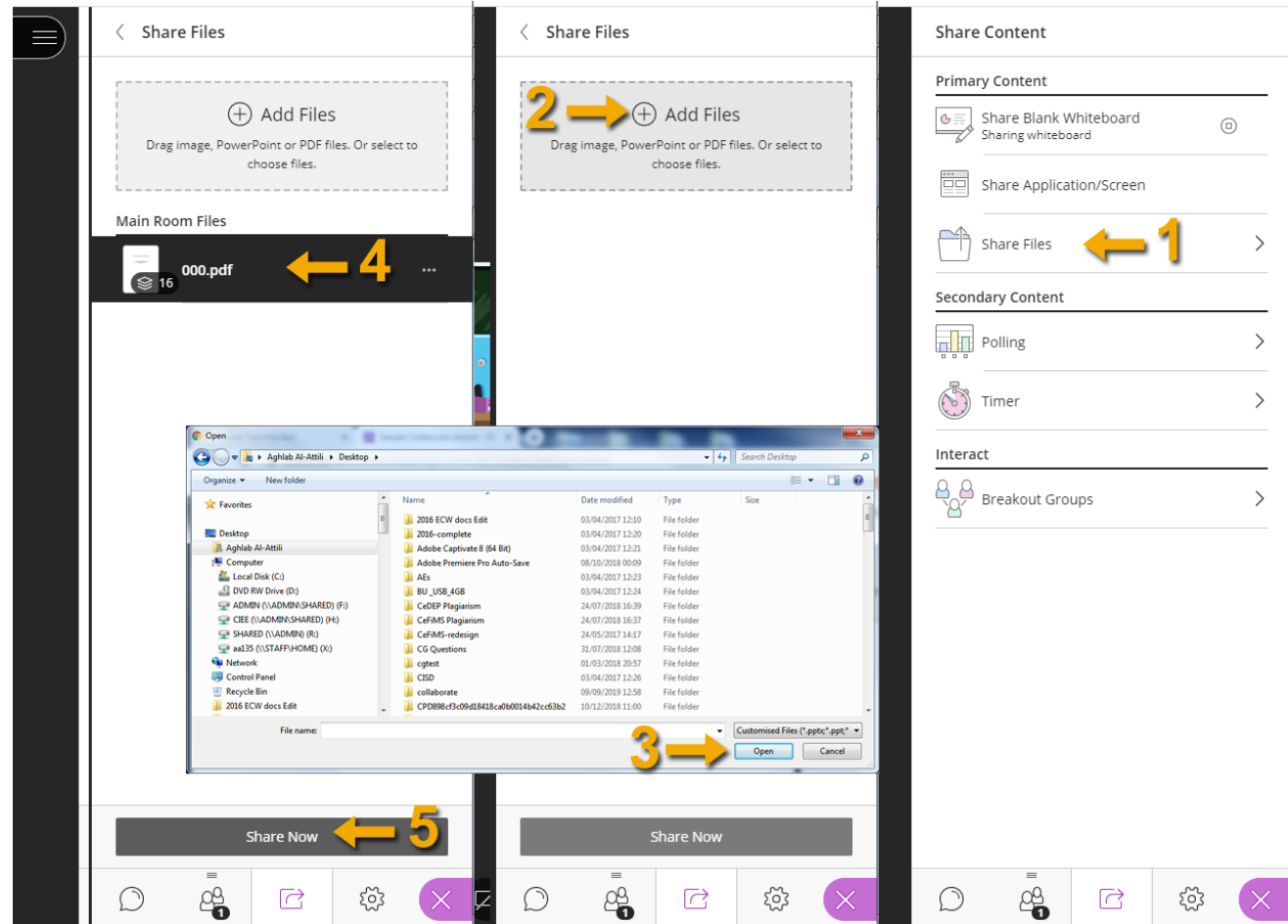
4 Click **'share'** to confirm and start sharing

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
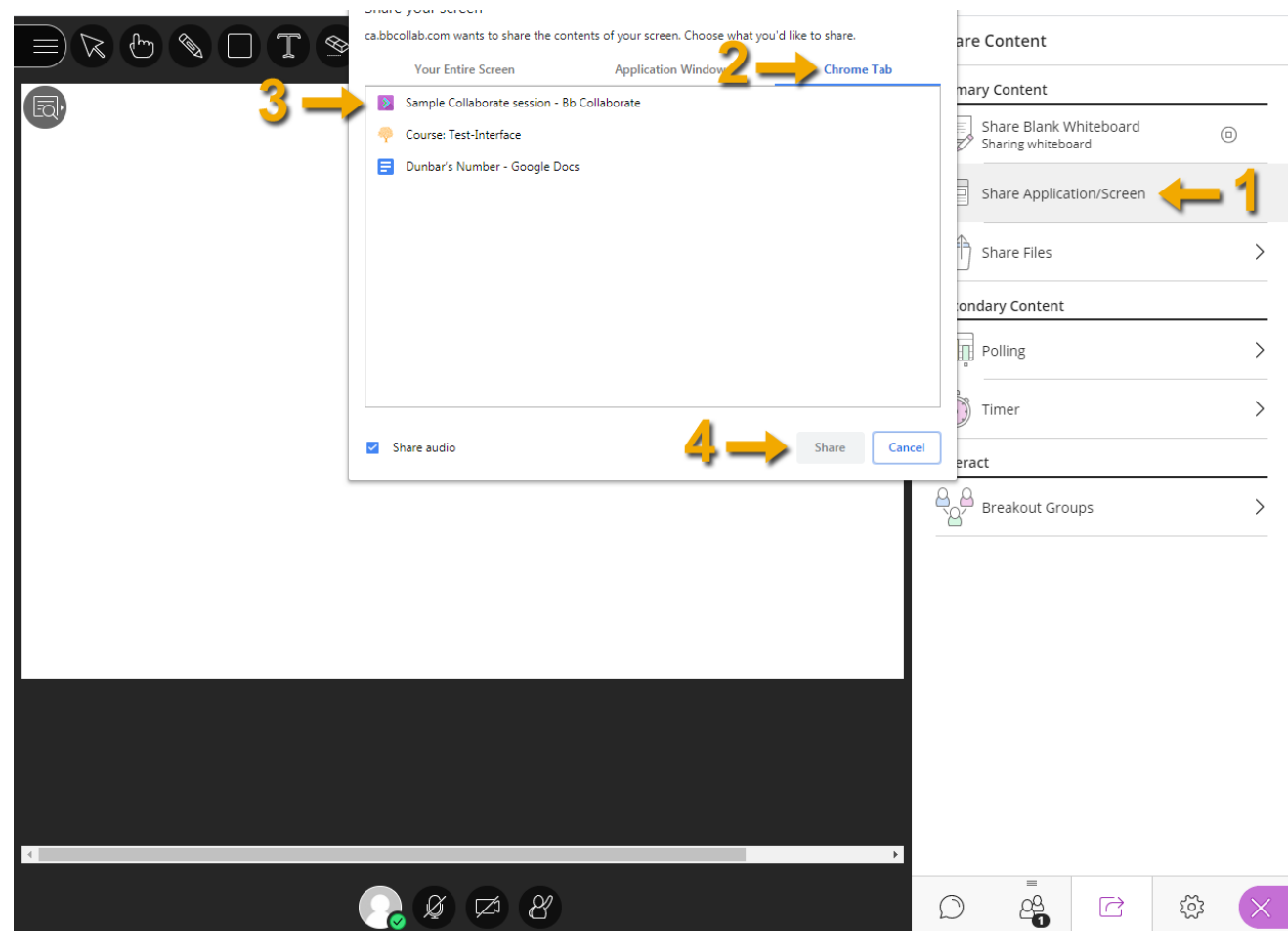
You can share files through the **'share files'** tab

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.

3 Now you can click 'share now' to share the file with the attendees.