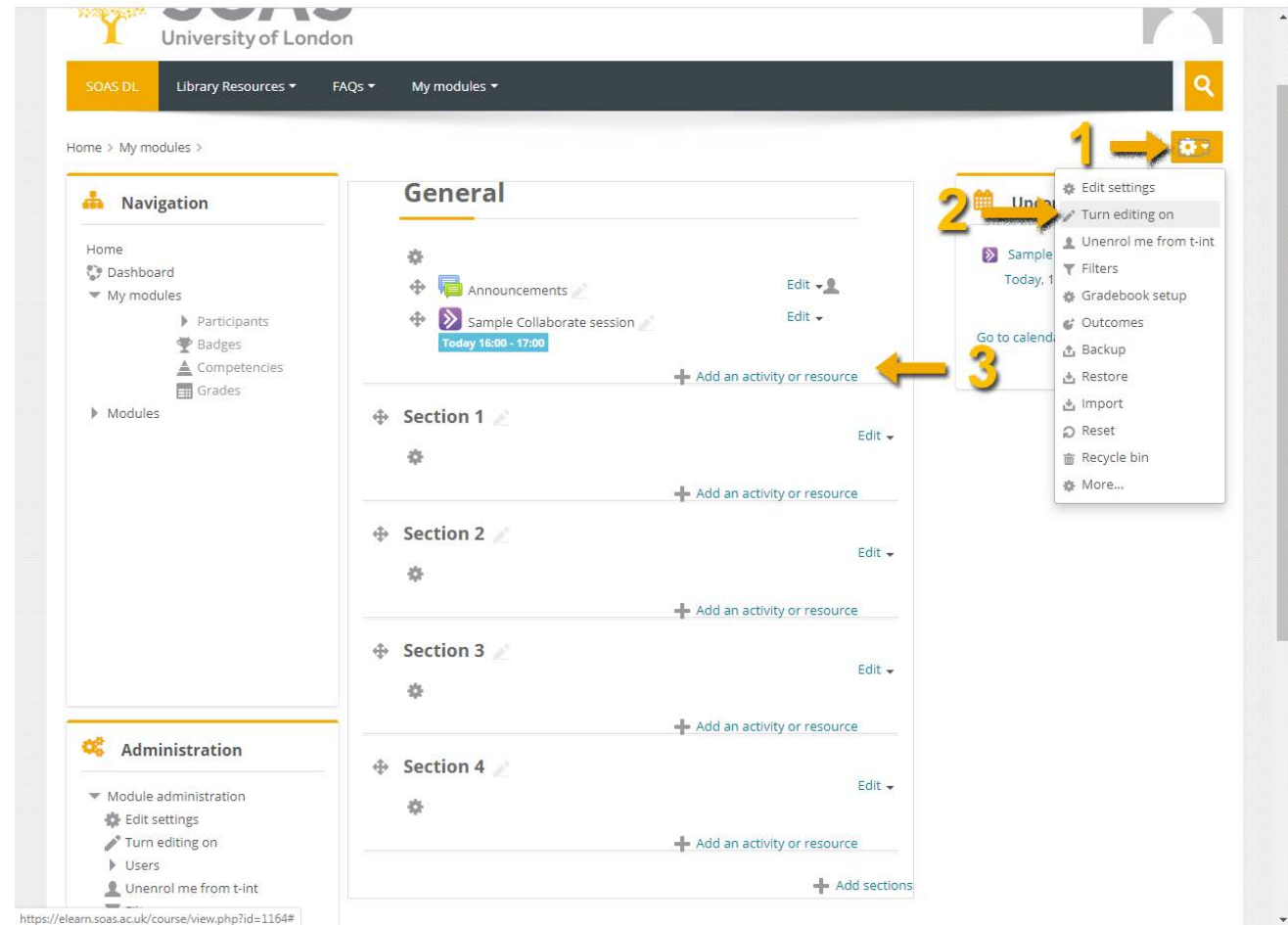


You need to **turn editing on** to enable the editing mode in your module.

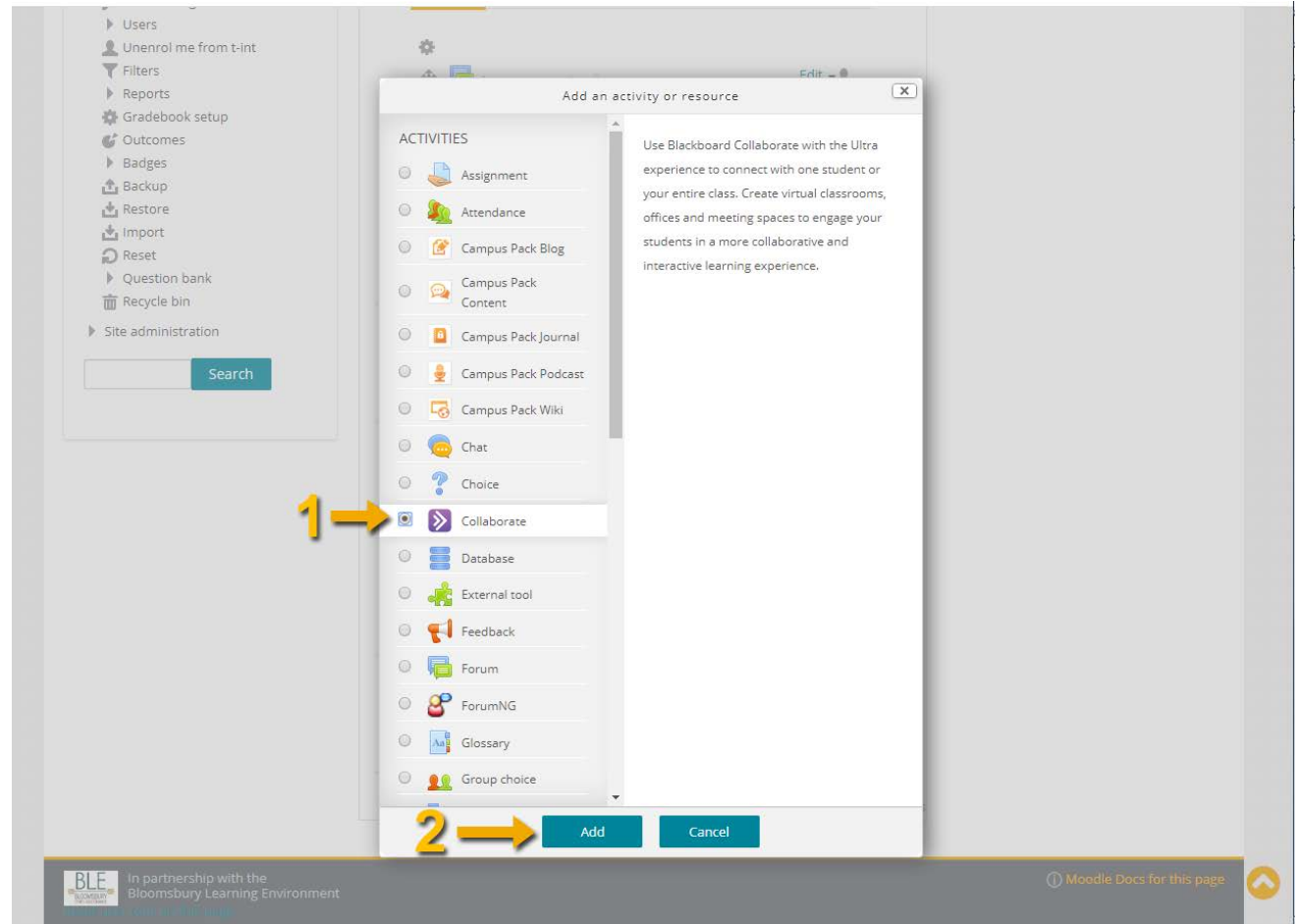
- 1 Click the cog icon on the top-right corner of your screen
- 2 Click 'turn editing on' from the dropdown menu
- 3 Click 'add an activity or resource' link available at the bottom of the section you would like to add the activity to.



The screenshot displays the SOAS DL interface. The top navigation bar includes 'SOAS DL', 'Library Resources', 'FAQs', and 'My modules'. The left sidebar has 'Navigation' (Home, Dashboard, My modules) and 'Administration' (Module administration, Edit settings, Turn editing on, Users, Unenrol me from t-int). The main content area is titled 'General' and shows a list of sections (Section 1 to Section 4) with 'Add an activity or resource' links. A dropdown menu is open, showing options like 'Edit settings', 'Turn editing on', 'Unenrol me from t-int', etc. Arrows indicate the sequence of actions: 1. Click the cog icon in the top right. 2. Click 'Turn editing on' in the dropdown menu. 3. Click 'Add an activity or resource' at the bottom of a section.

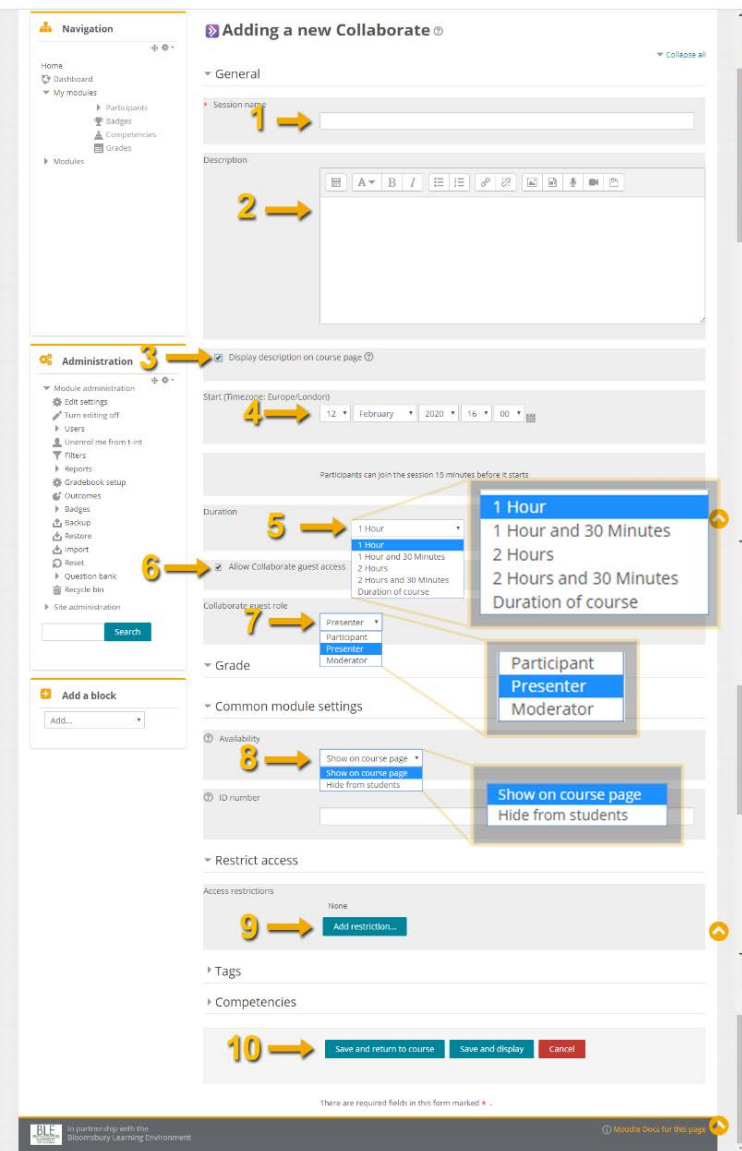
You need to **add** the activity from the list of activities and resources

- 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.



The screenshot shows the 'Adding a new Collaborate' settings page in Bb-Collaborate. The page is divided into several sections: General, Administration, and Add a block. The General section contains fields for Session name, Description, Display description on course page, Start (Timezone: Europe/London), Duration, Allow Collaborate guest access, Collaborate guest role, Grade, Common module settings, Availability, ID number, Restrict access, Tags, and Competencies. The Administration section contains links for Module administration, Site settings, Turn editing off, Users, Unenroll me from this site, Reports, Gradebook setup, Outcomes, Badges, Backup, Restore, Import, Reset, Question bank, and Recycle bin. The Add a block section contains an Add... button. The page also features a navigation menu on the left and a footer with the Bb logo and a note about the partnership with the Bloomsbury Learning Environment.

1 → Session name

2 → Description

3 → Display description on course page

4 → Start (Timezone: Europe/London)

5 → Duration

6 → Allow Collaborate guest access

7 → Collaborate guest role

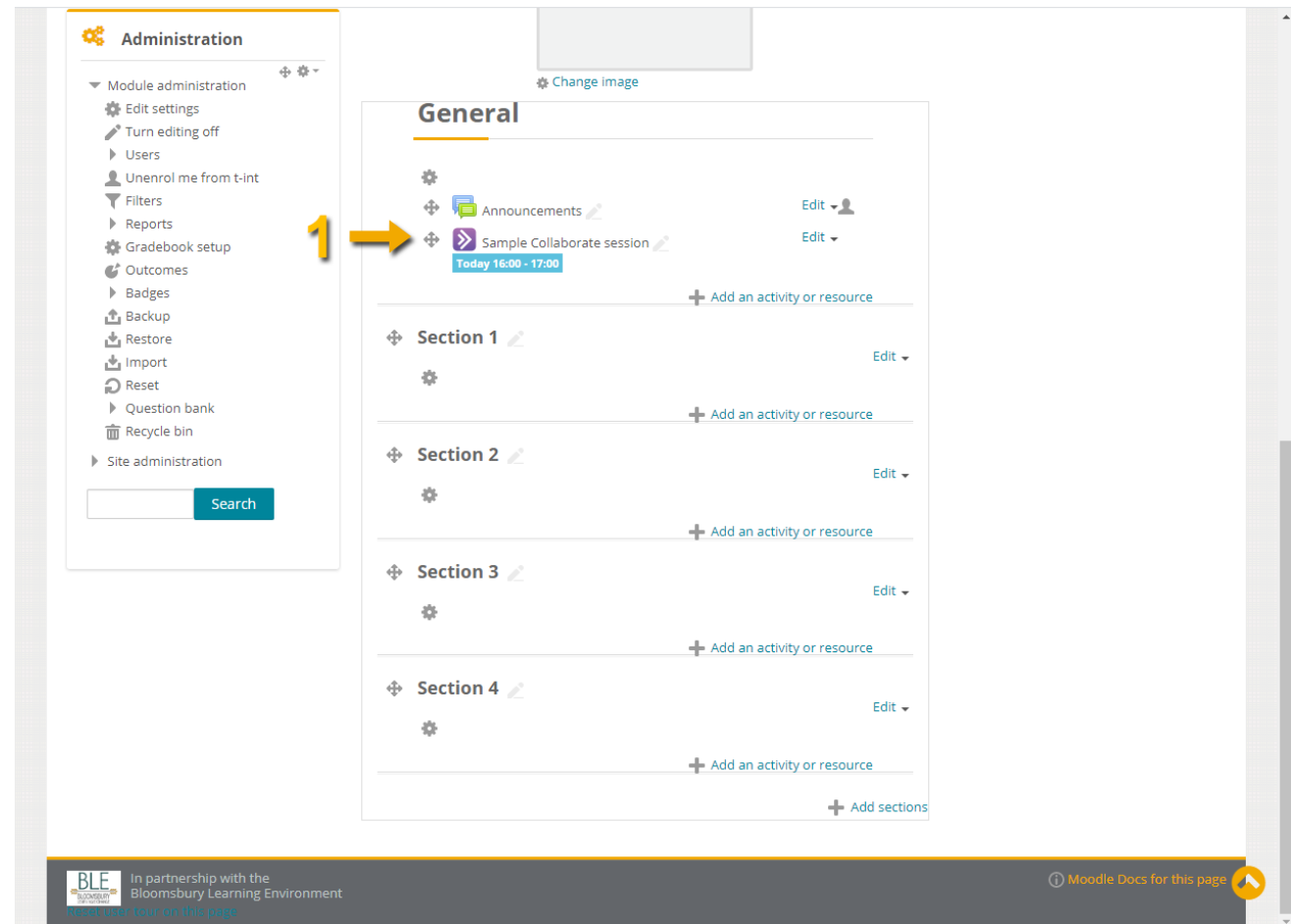
8 → Availability

9 → Restrict access

10 → Save and return to course

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

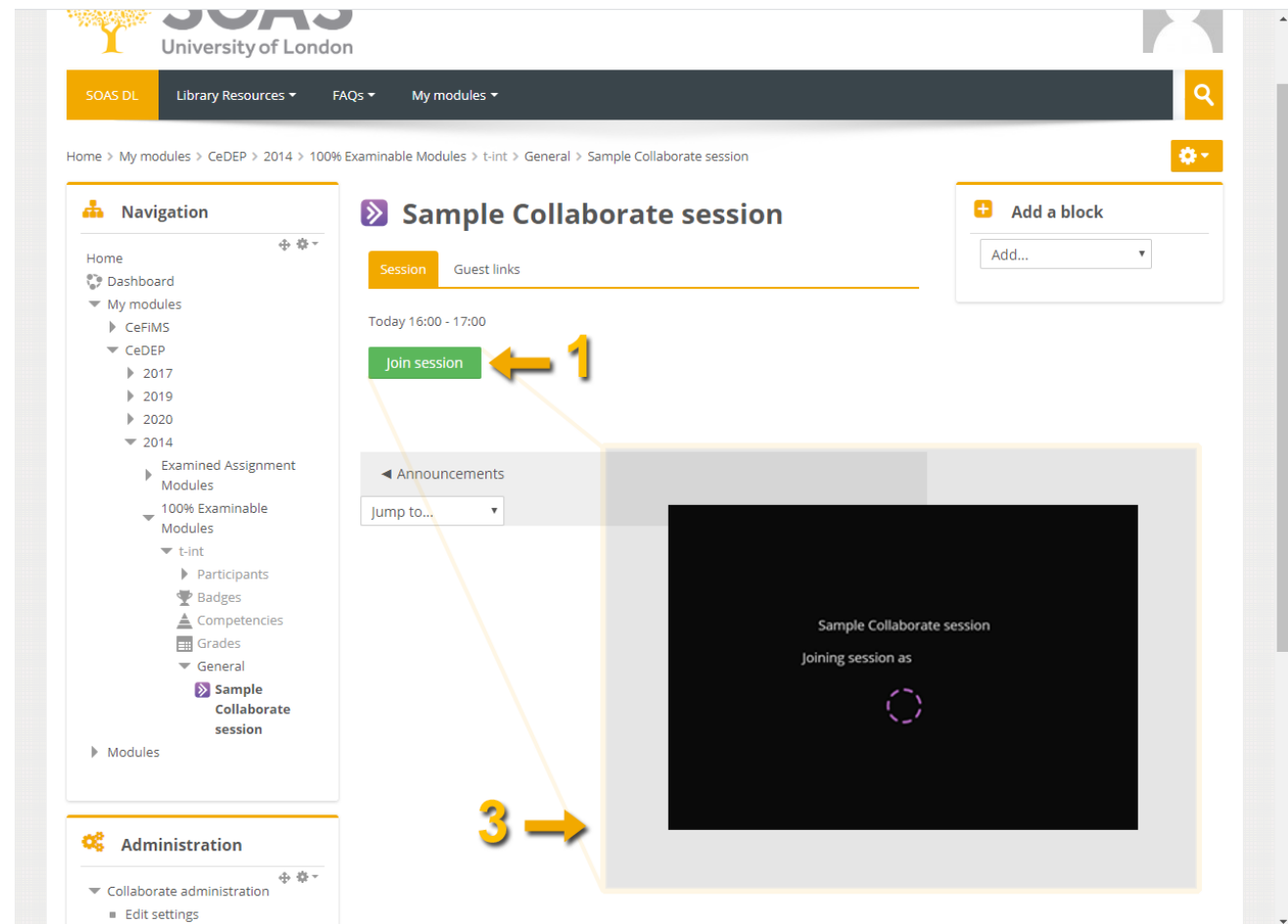
- 1 Session link is now available on the module main page under your chosen topic. Click the icon to go to session page.



The screenshot displays the Moodle Administration interface. On the left is the 'Administration' sidebar with a search bar. The main content area is titled 'General' and shows a list of activities. A large orange arrow with the number '1' points to the 'Sample Collaborate session' activity, which includes a 'Join session' button and a time slot of 'Today 16:00 - 17:00'. Below this are four sections, each with an 'Add an activity or resource' button. The footer contains the BLE logo and a link to 'Moodle Docs for this page'.

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

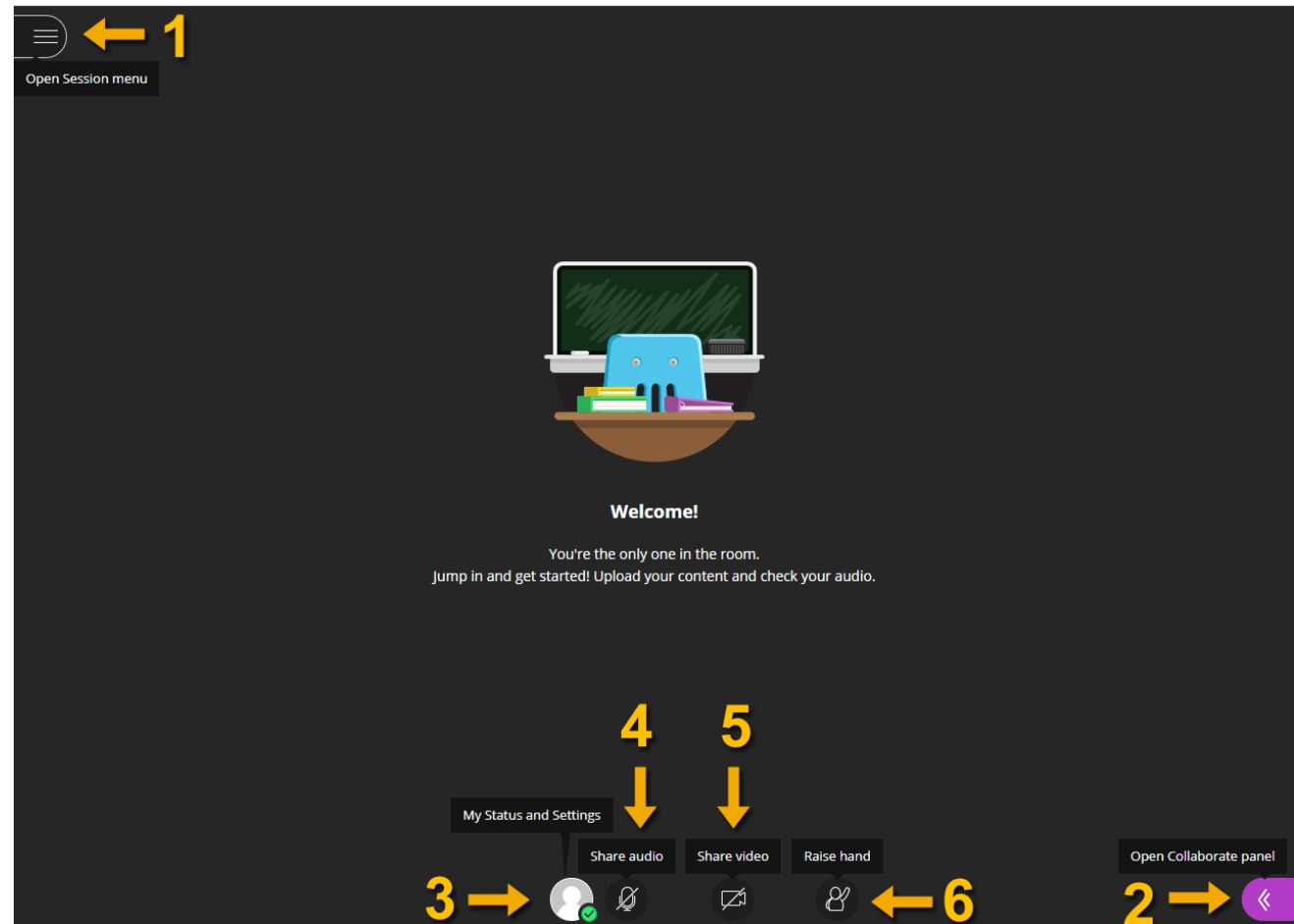
- 1 Click to **'join session'** button which will appear 15 minutes before the beginning of session.
- 2 Prior to the 15 minutes, there will be no visible button, but the session date and start time will be displayed instead.
- 3 Once clicked, you will leave Moodle VLE and another window will open to take you to the session.



The screenshot displays the Moodle VLE interface for SOAS University of London. The top navigation bar includes links for 'SOAS DL', 'Library Resources', 'FAQs', and 'My modules'. The breadcrumb trail indicates the path: Home > My modules > CeDEP > 2014 > 100% Examinable Modules > t-int > General > Sample Collaborate session. The left sidebar contains a 'Navigation' menu with options like 'Home', 'Dashboard', 'My modules', 'CeFIMS', 'CeDEP', '2017', '2019', '2020', '2014', 'Examined Assignment Modules', '100% Examinable Modules', 't-int', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Sample Collaborate session', and 'Modules'. The main content area is titled 'Sample Collaborate session' and shows the session time 'Today 16:00 - 17:00'. A green 'Join session' button is prominently displayed, with an arrow labeled '1' pointing to it. Below the button is an 'Announcements' section with a 'Jump to...' dropdown. A large black rectangular area in the center of the page, with the text 'Sample Collaborate session' and 'Joining session as' inside, is highlighted by an arrow labeled '3', indicating the Bb-Collaborate session interface.

This is the **main page** of Bb Collaborate. The details below describe the functionality of each part.

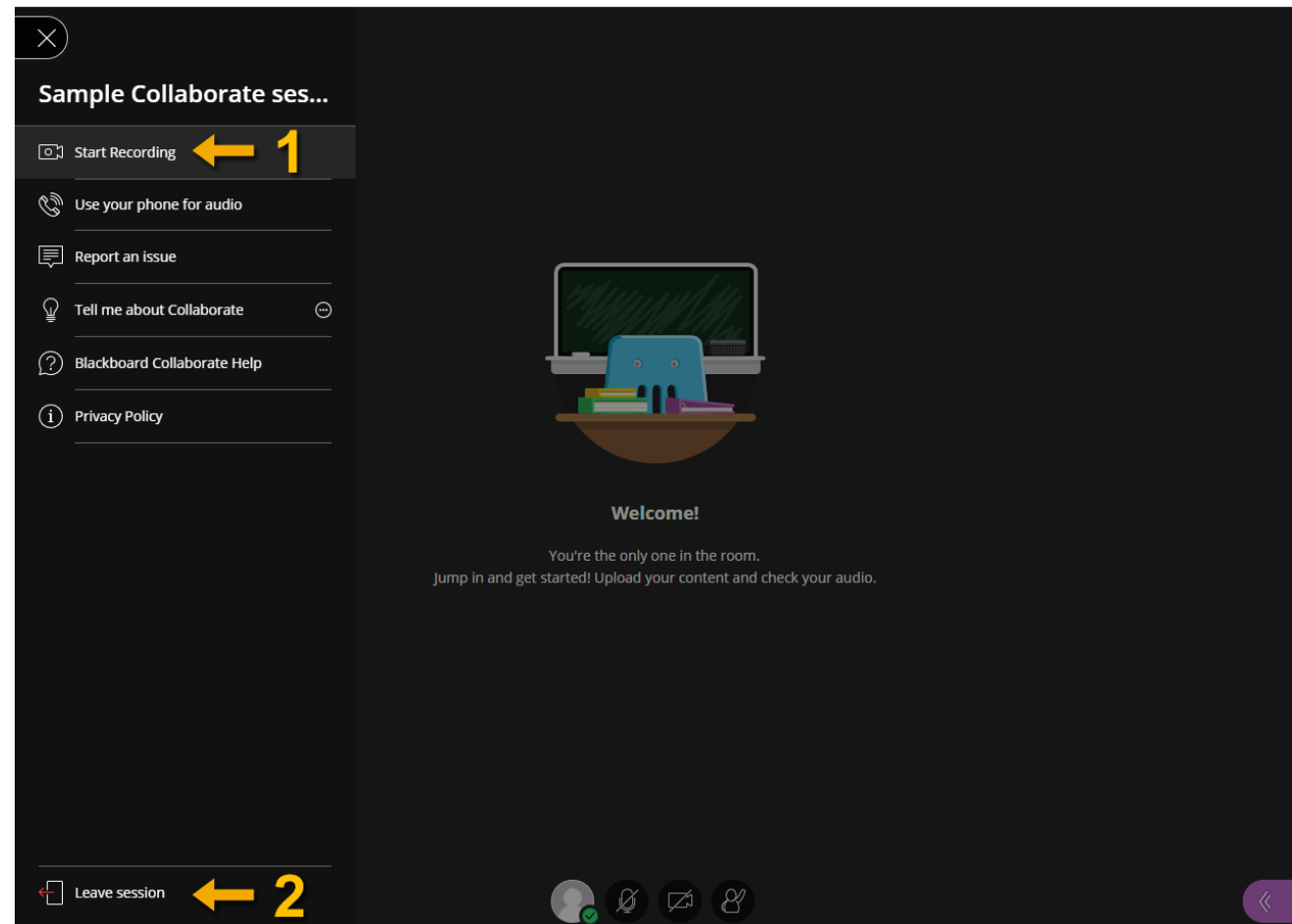
- 1 Click to open session menu, where you can record your session.
- 2 Click to open Collaborate Panel, where you can interact with other users in session.
- 3 Click to display your status and **edit** your **settings**.
- 4 Click to switch on/off your **microphone**
- 5 Click to switch on/off your **video** 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.

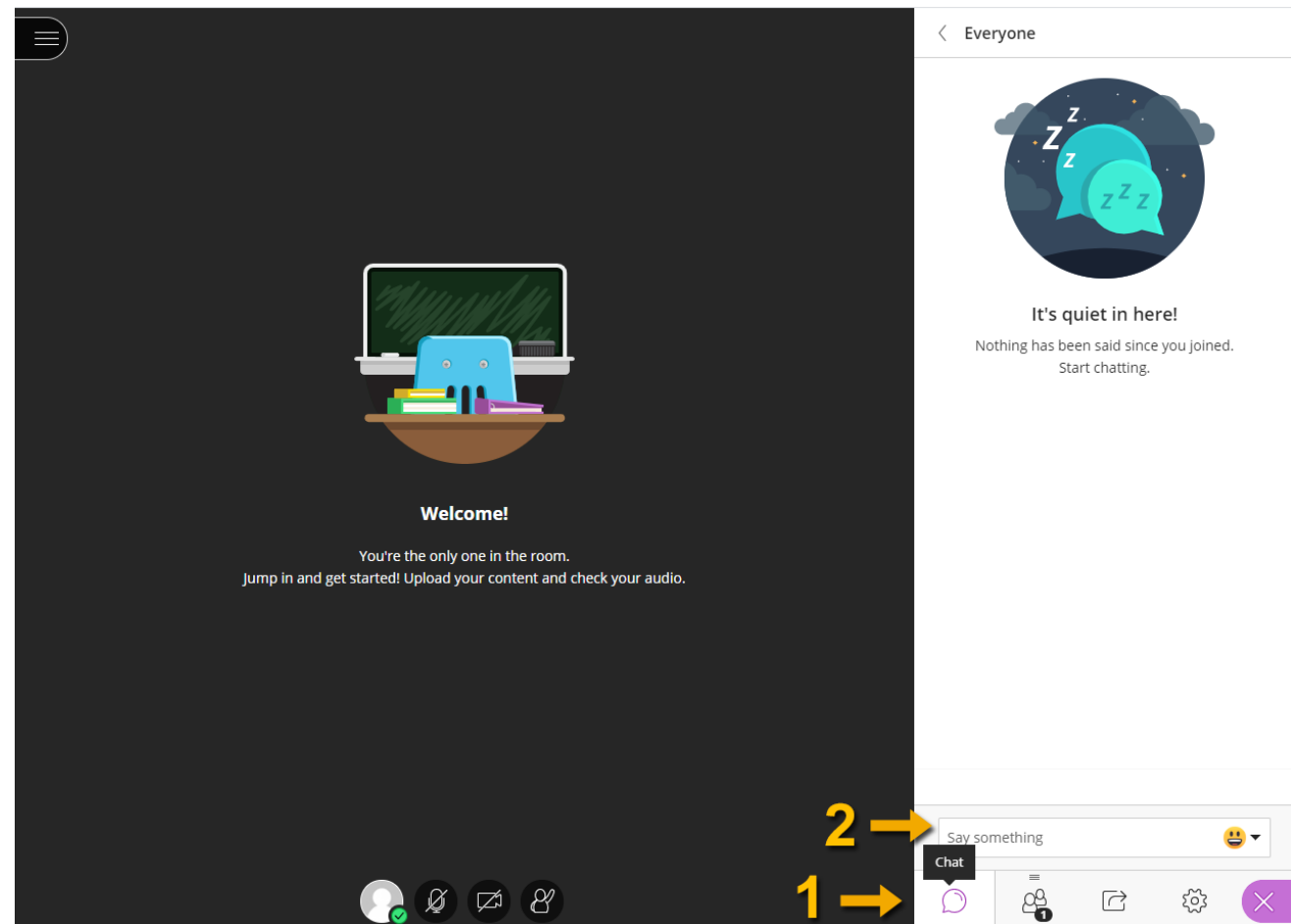
**1** Click to **'start recording'** to record your collaborate session. Click again to **stop recording**.

**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.

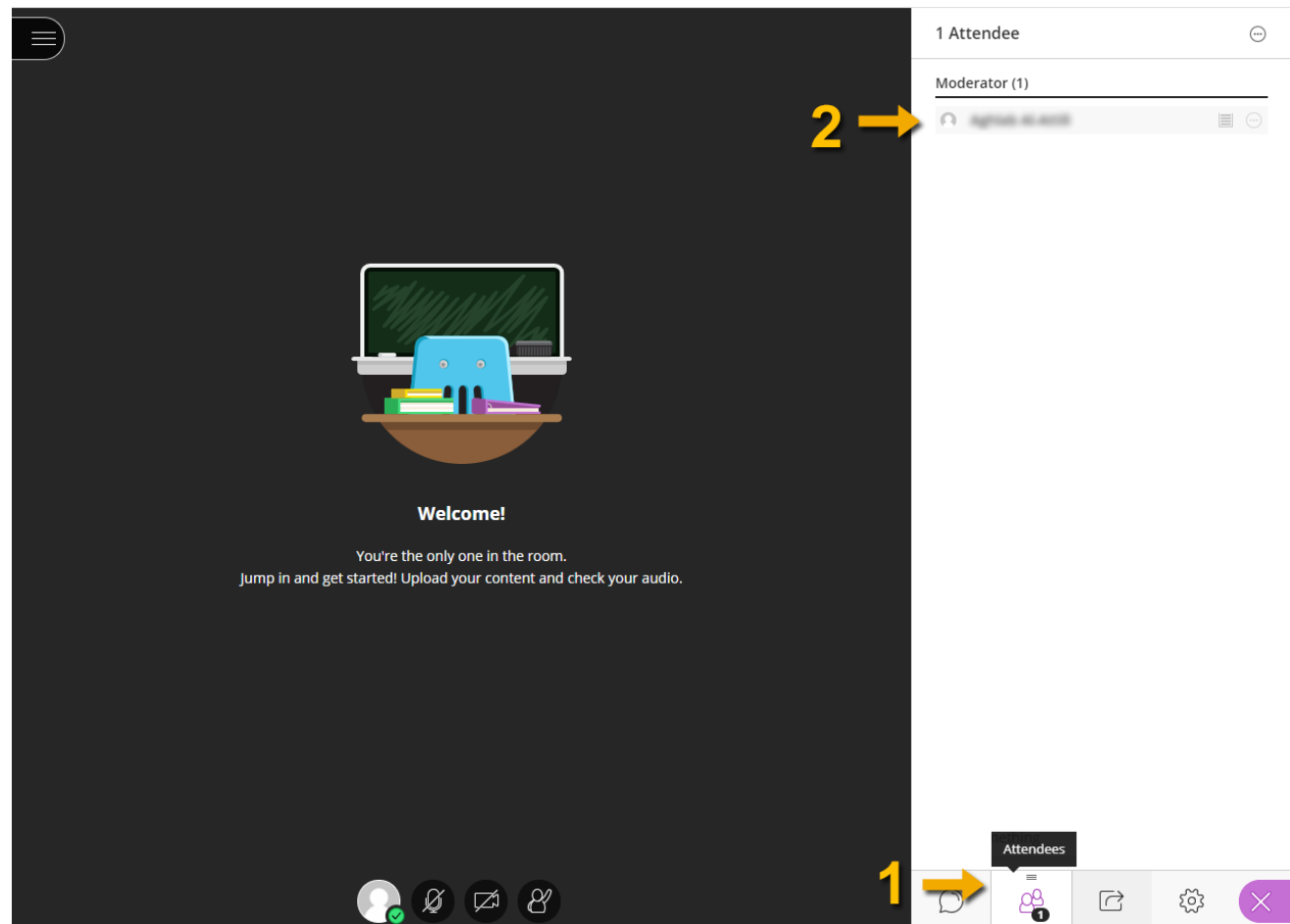
- 1 Click **'chat'** icon to switch to the chat tab. You can **chat** with **everyone** or with **individual** participants by clicking on their name.
- 2 Use the text field to type your messages. You can also use icons.



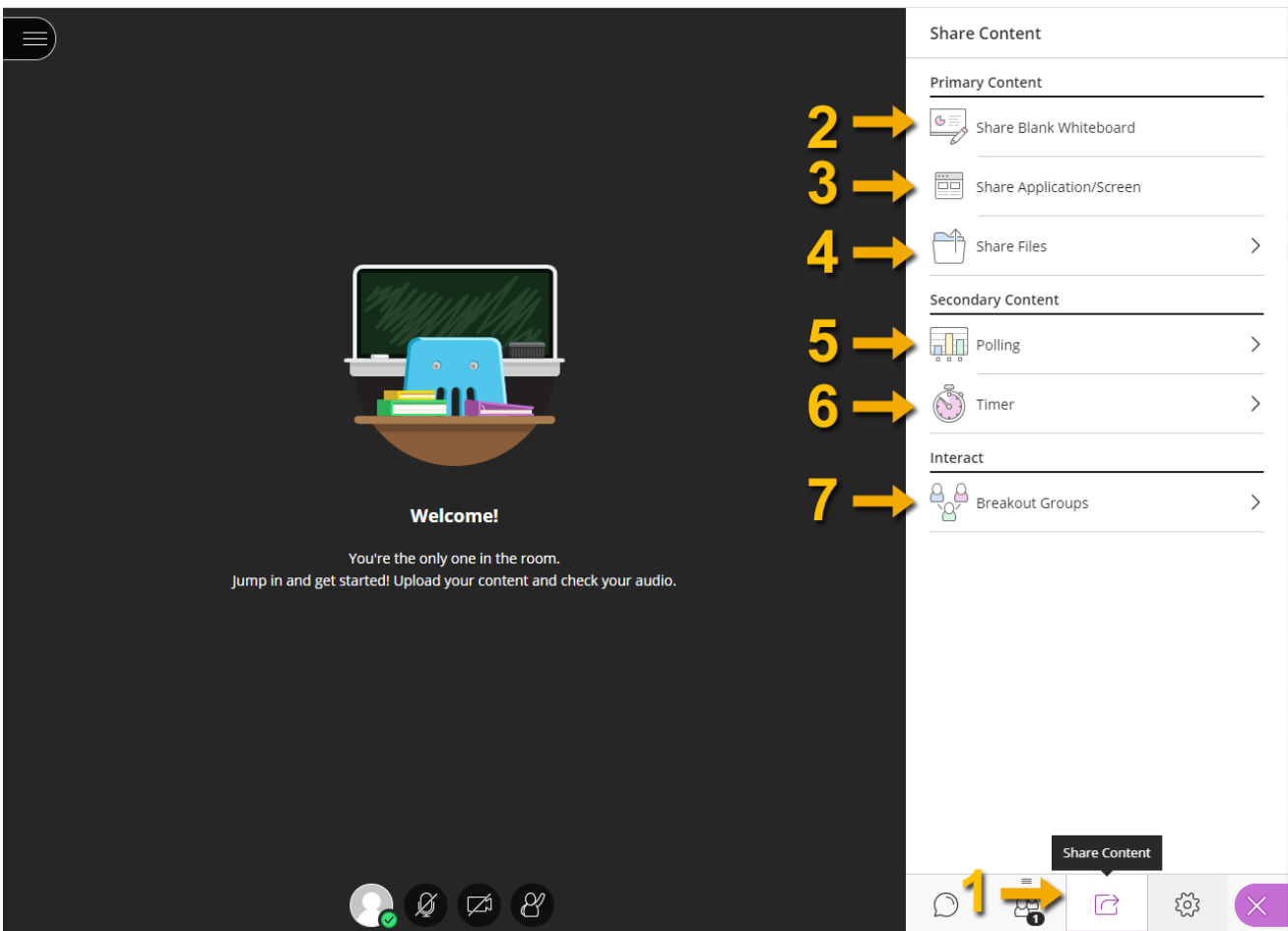


You need to click the **'attendees'** button to go to the attendees list and view participants and their roles.

- 1 Click **'attendees'** icon to switch to the attendees tab.
- 2 You can **view** the list of **individual participants** and their roles.

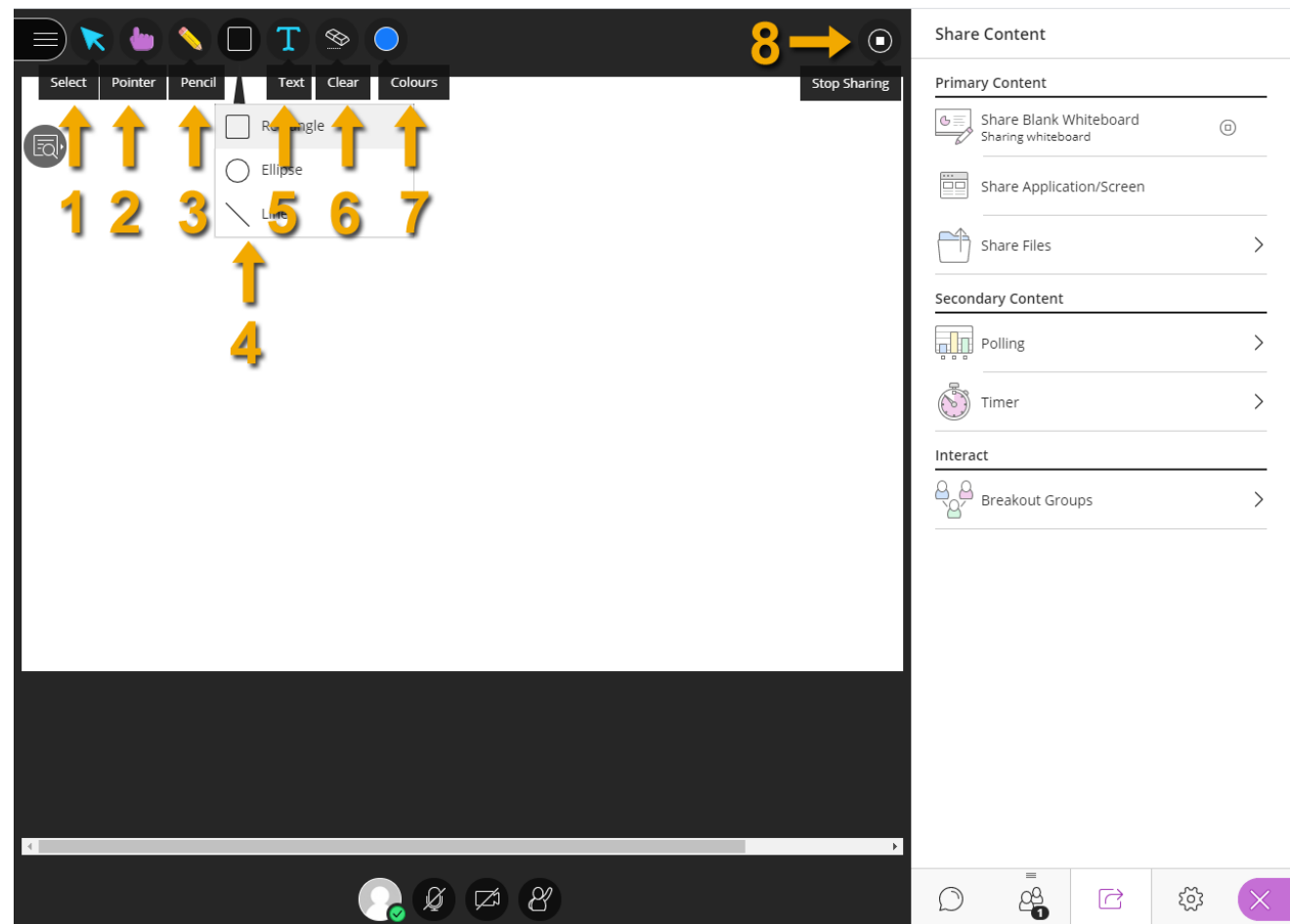


Click the **'share content'** icon to go to the share content tab where you can **share files, application windows** and interact using **whiteboard, polls and groups**.

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

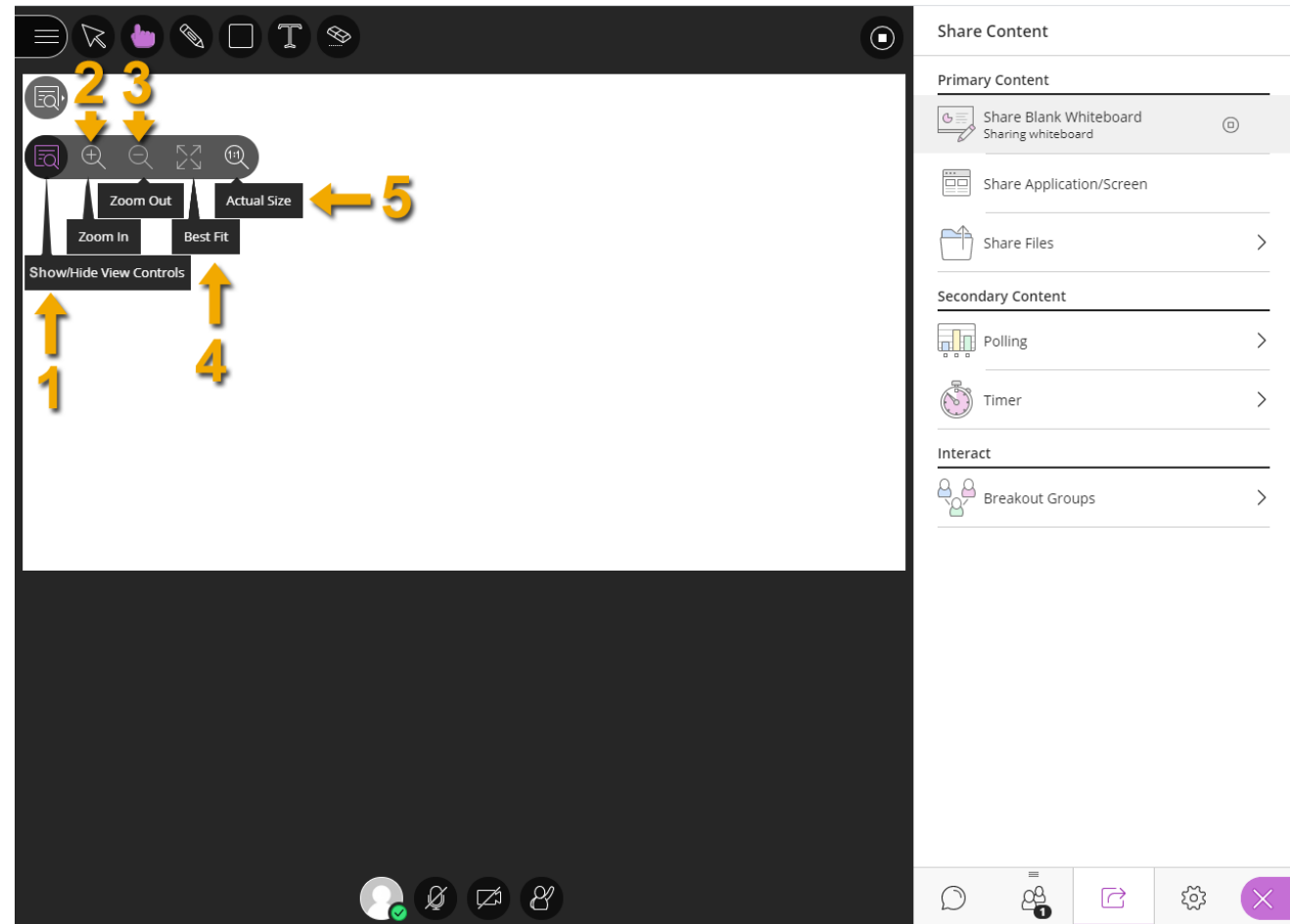
You need to click the **'share blank whiteboard'** button in order to go to the whiteboard blank instance. You have various tools at your disposal.

- 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.



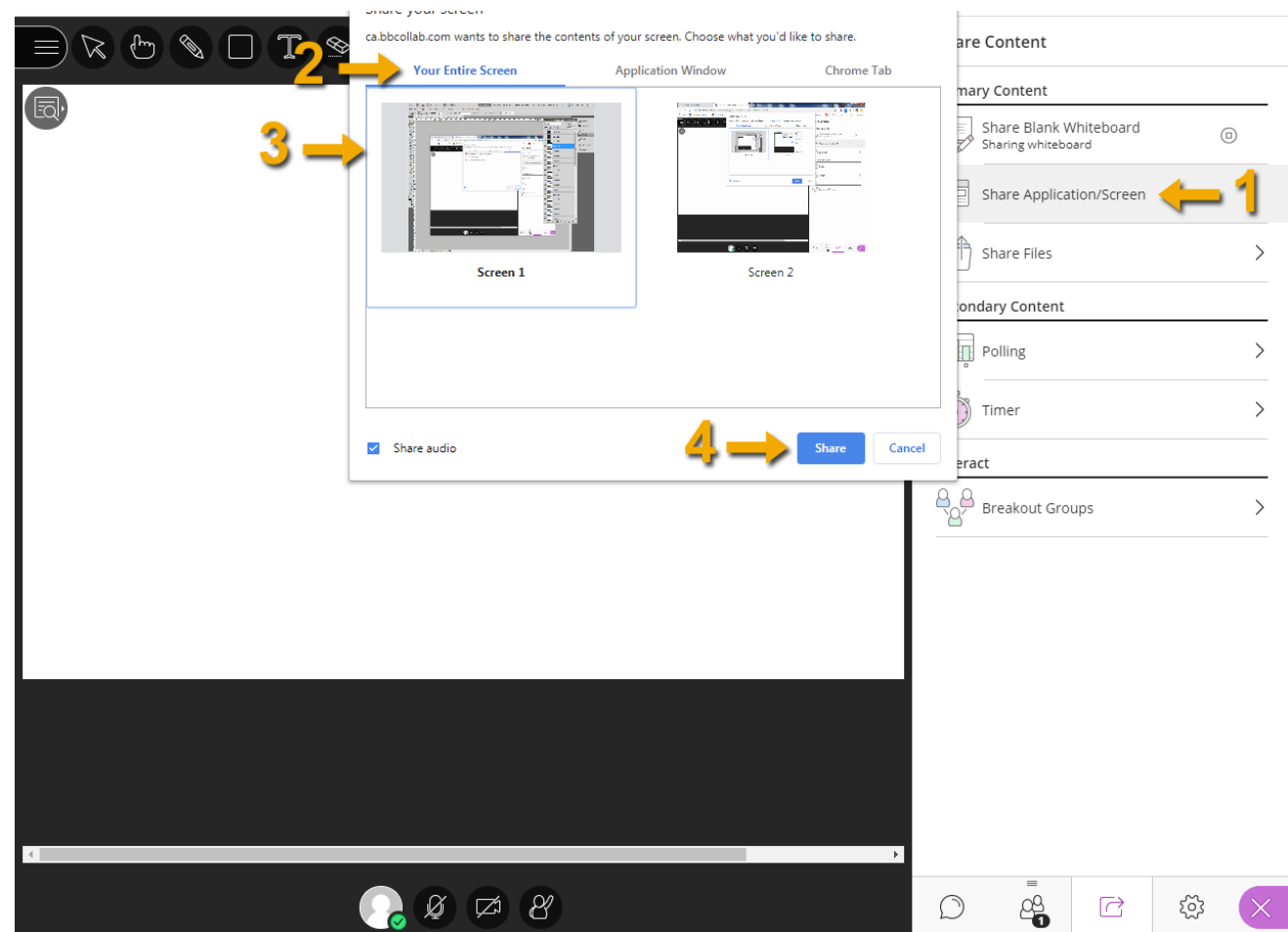
You can control the **view** of the board using the '**view control**' panel

- 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.



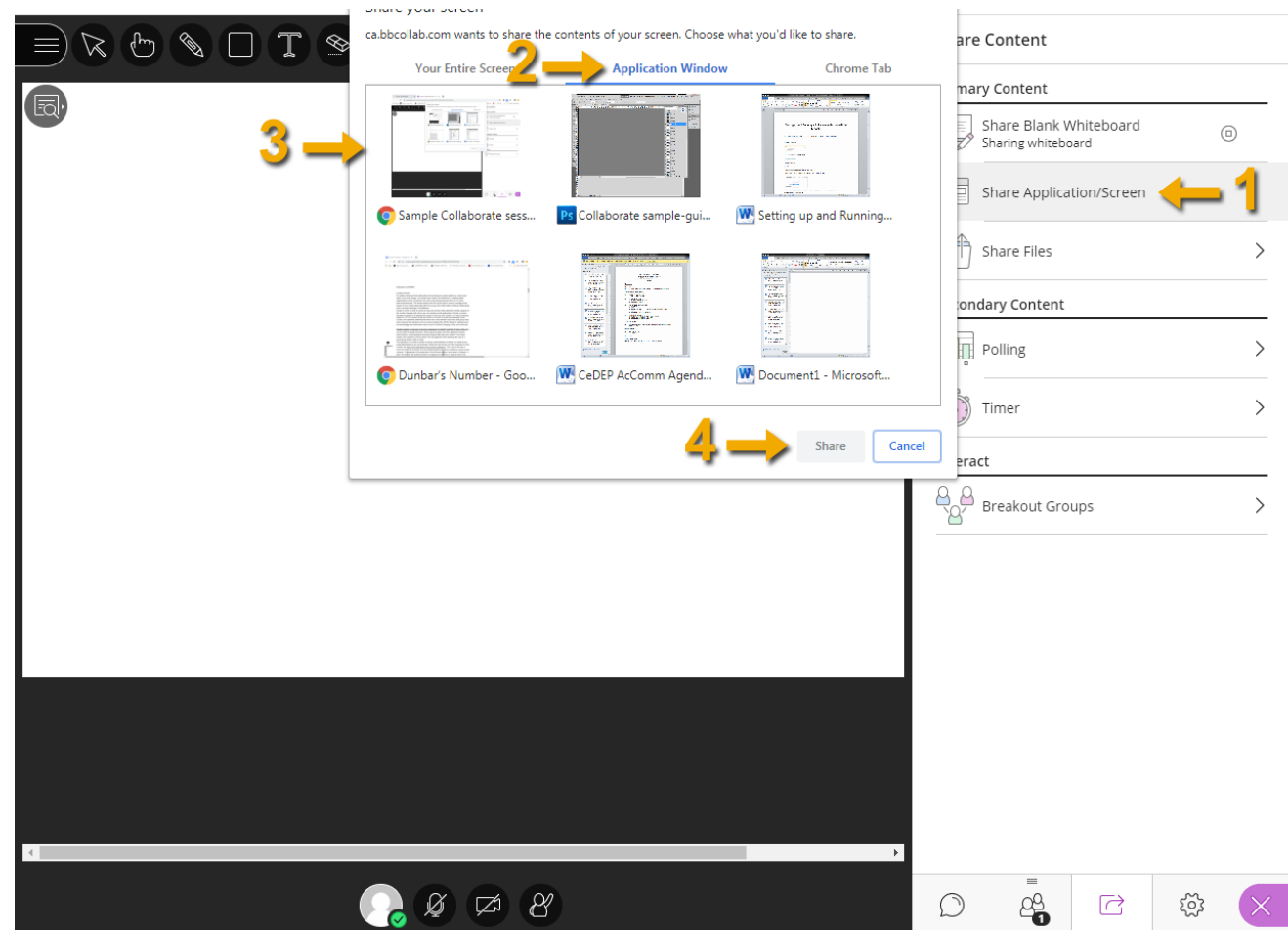
You can **share your screen** with other attendees.

- 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



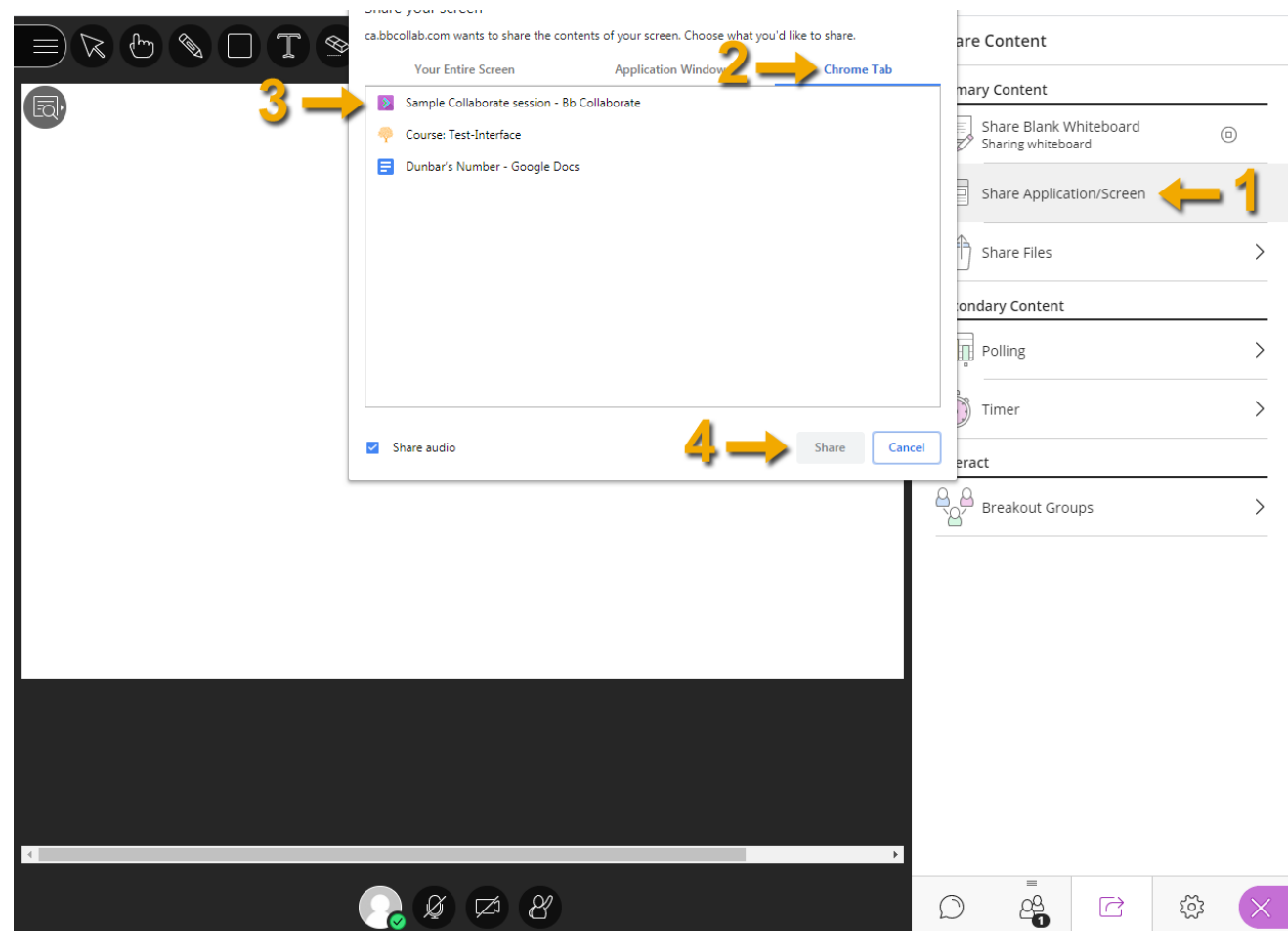
You can **share** your **application window** with other attendees.

- 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



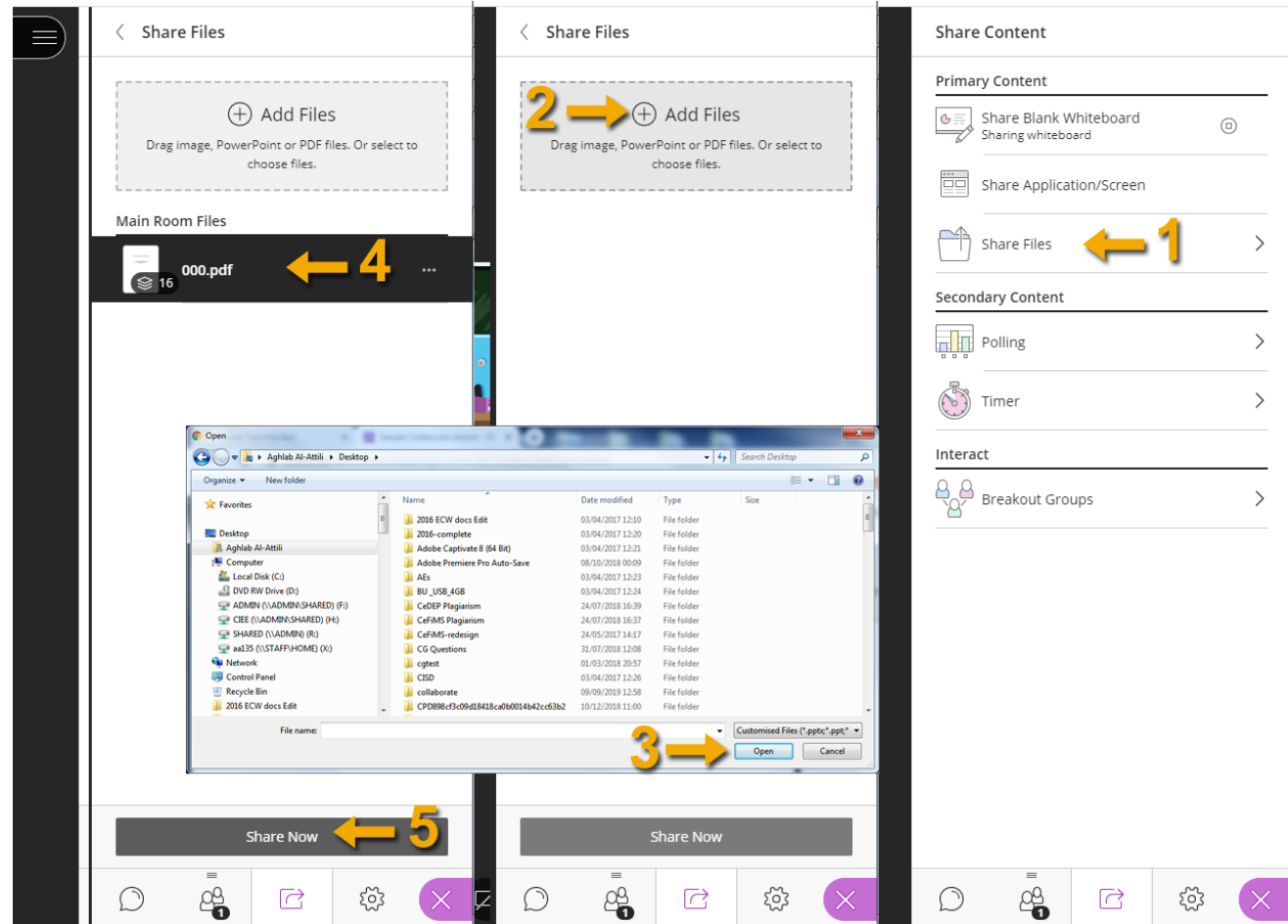
You can **share** your **internet browser tabs** with other attendees.

- 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.



The screenshot displays the Bb-Collaborate interface with the 'Share Files' tab selected. The interface is divided into three main sections: a central workspace, a left sidebar, and a right sidebar.

- Central Workspace:**
  - At the top, there is a 'Share Files' header with a plus icon and the text 'Add Files'. Below this is a dashed box with the instruction: 'Drag image, PowerPoint or PDF files. Or select to choose files.'
  - Below the dashed box, there is a section titled 'Main Room Files' containing a list of files. One file, '000.pdf', is highlighted with a yellow arrow labeled '4'.
  - At the bottom of the workspace, there is a 'Share Now' button with a yellow arrow labeled '5' pointing to it.
- Left Sidebar:**
  - It contains a menu with a hamburger icon and a list of icons representing different content types.
- Right Sidebar:**
  - It is titled 'Share Content' and contains two sections: 'Primary Content' and 'Secondary Content'.
  - The 'Primary Content' section includes 'Share Blank Whiteboard', 'Share Application/Screen', and 'Share Files' (highlighted with a yellow arrow labeled '1').
  - The 'Secondary Content' section includes 'Polling' and 'Timer'.
  - The 'Interact' section includes 'Breakout Groups'.

An 'Open' dialog box is overlaid on the central workspace, showing a file explorer view of the desktop. The dialog box contains a list of files and folders, including '2016 ECW docs Edit', '2016-complete', 'Adobe Captivate 8 (64 Bit)', 'Adobe Premiere Pro Auto-Save', 'AES', 'BU\_USB\_4GB', 'CeDEP Plagiarism', 'CeFIMS Plagiarism', 'CeFIMS-redesign', 'CG Questions', 'cgtest', 'CISD', 'collaborate', and 'CPD898-cf3c9d8418ca0b0014b42cc63b2'. The 'File name' field is empty, and the 'File type' is set to 'Customised Files (\*.pptx;\*.ppt)'. A yellow arrow labeled '3' points to the 'Open' button.