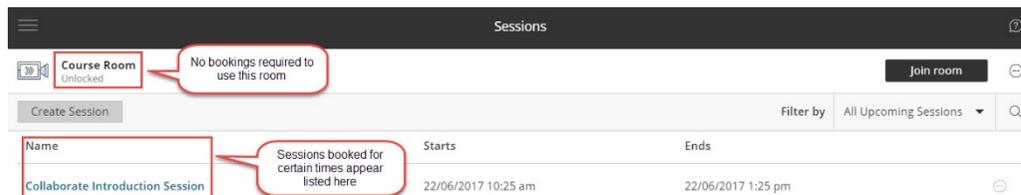


Collaborate

Participant visual guide

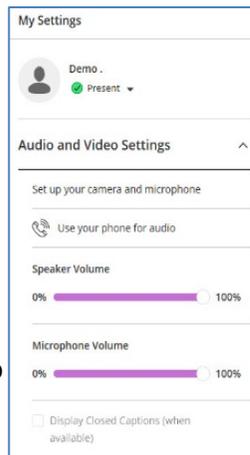
Joining a Collaborate session

1. Go to your FLO topic and select the **Collaborate** icon 
2. To enter the room, either click on the **session name** (for a scheduled session) or if using the **Course Room** (no bookings, open at all times), click **Join room** (right corner), or you may be sent a URL.



3. Run the **Audio and Video Setup** during your first use of Collaborate. To run **Audio and video setup**:

- Click on your **Avatar button** 
- In the **My Settings** panel locate the **Audio and Video Settings** section
- Click **Set up your camera and microphone**
Follow the steps as provided by the wizard.
An authorise window may pop up.



If you are having problems with audio you can use your phone to dial in, click the **Use your phone for audio** link to generate a phone number and a unique pin for entry.

Listening in Collaborate

In Collaborate, Participants will hear the session audio when first entering the room. Ensure you have your headset plugged in before entering the session. Run the Audio and Video Setup as per point 3 above.

Please note: if a headset is plugged in after a session has been joined, you will have to leave the session in order for the headset to be acknowledged.

If you don't hear the audio, you will need to change the computers default speaker setting. Google search your Operating system to see how to change.

Speaking in Collaborate

In Collaborate, Participants may be encouraged to join into the conversation by turning on their microphone. When you first enter a room, the microphone is not turned on.

To turn on your microphone in the room:

1. Click the **Microphone** icon  at the bottom of the screen.
2. When the microphone is detected, the icon will turn green. 
3. Click on the microphone icon to mute



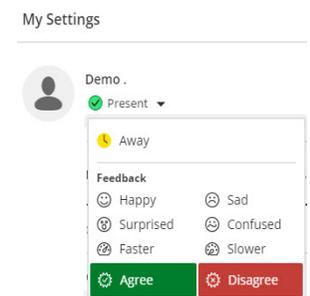
If your microphone doesn't work please run the Audio and Video Setup as per the Joining a Collaborate session..

Change your status

In Collaborate, Participants are encouraged to communicate with emoticons to provide short non-verbal feedback to the Presenter.

To change your **status**:

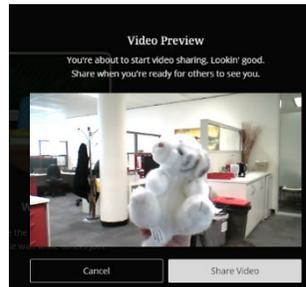
1. Click the tick on the **Avatar** icon 
2. In the list select your **feedback**.
3. Your **status** will appear as an icon next to your name in the **Participants** listing.



Share webcam video

Participants have control over turning on their webcam only when the **Moderator** has enabled share permissions.

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.

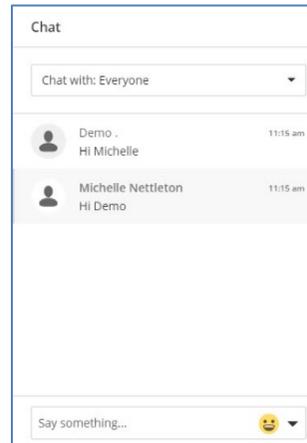


Text Chat

Participants may be encouraged to use the chat box to communicate with the Moderator and other Attendees.

To join a chat:

1. Open the **Collaborate Control Panel** . Located in the bottom right corner.
2. Click on the Chat Icon 
3. Type your message in the text box
4. Hit Enter key to submit your message.



Using a Mobile device

Using a mobile device for participating in a Collaborate session you only require the mobile browser installed on the device. To get started, you will require:

- A good 4G connection or wifi connection (recommended);
- An ear pod headset with microphone;
- Access the room via FLO.

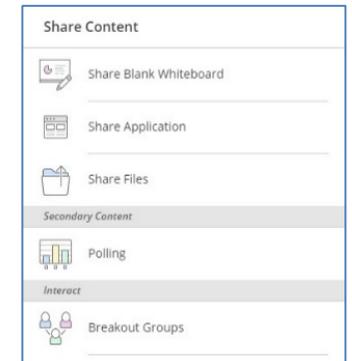
When ready, connected your device to wifi, plugged in your ear pod with microphone. Enter FLO in your browser and navigate to the Collaborate link.

Drawing on a shared document or whiteboard

Participants may be requested to contribute to the discussion through interaction with a document or whiteboard. When provided, Participants can draw, add text and have control over sharing documents and controlling the screen in Collaborate. Participants must be elevated by the Moderator to a Presenter role before control is available.

1. 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 



2. 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).

3. 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 file (**please note**: this may take some time depending on size), 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.

Once sharing has finished click the **Stop Sharing** button  in the right corner.