

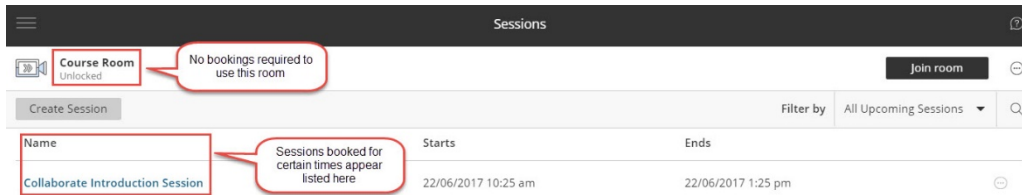
Collaborate

Participant visual guide

Joining a Collaborate session

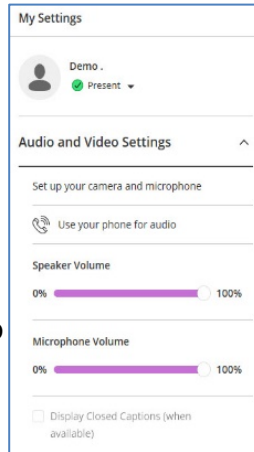


1. Go to your FLO topic and select the **Collaborate** icon
2. To enter the room, either click on the **session name** (for a scheduled session) or if using the **Course Room** (no bookings, open at all times), click **Join room** (right corner), or you may be sent a URL.



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 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.

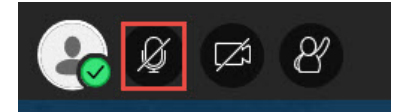
If you don't hear the audio, you will need to change the computers default speaker setting. Google search your Operating system to see how to change.

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..

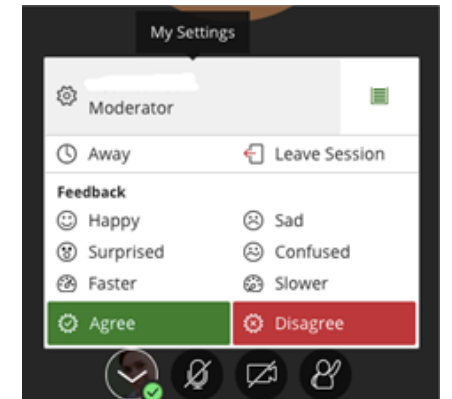
Use single menu for settings, feedback and status

If your connection is poor or broken, you see an alert associated with your profile picture. You see one bar for a poor connection, three for good, and four for excellent.





When you select your profile picture you can see your status and settings.

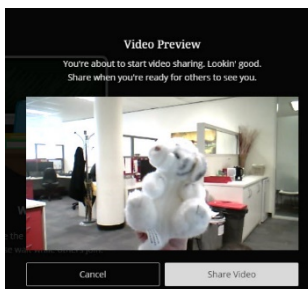
- Select My Settings to set up your audio, notifications, and profile picture
- View your connection status
- Change your session status
- Leave the session
- Give feedback



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.

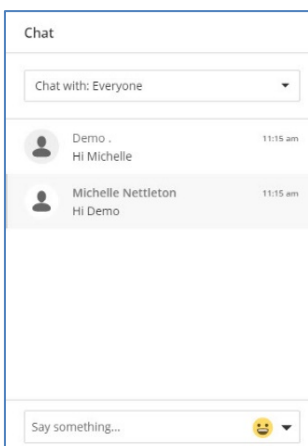


Text Chat

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

To using a mobile device for participating in a Collaborate session you will need to download the **Blackboard** app (the **pencil icon** app). To get started, you will require:

- **Blackboard** app installed on your device
- A good wifi connection
- An ear pod headset with microphone






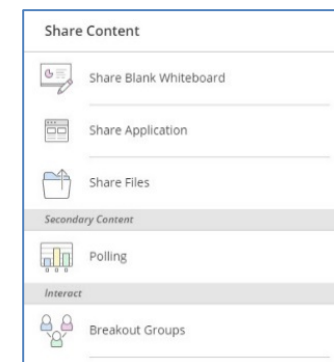
Once you have installed **Blackboard**, to load the session open your web browser and login to FLO. Navigate to the Collaborate activity or session link. Once selected it will open the **Blackboard** app.

Please note: Do not use the **Blackboard** app directly to launch the room, this will not work.



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. Once enabled, you may use the **Whiteboard**.



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 file (**please note:** this may take some time depending on size), once a file has uploaded click **Share Now** and you can see "now sharing" under the file name.

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 right corner.