

To use Collaborate you will need a web-cam and headset/microphone.

If you have a laptop it will usually have a web-cam and microphone built in that you can use.

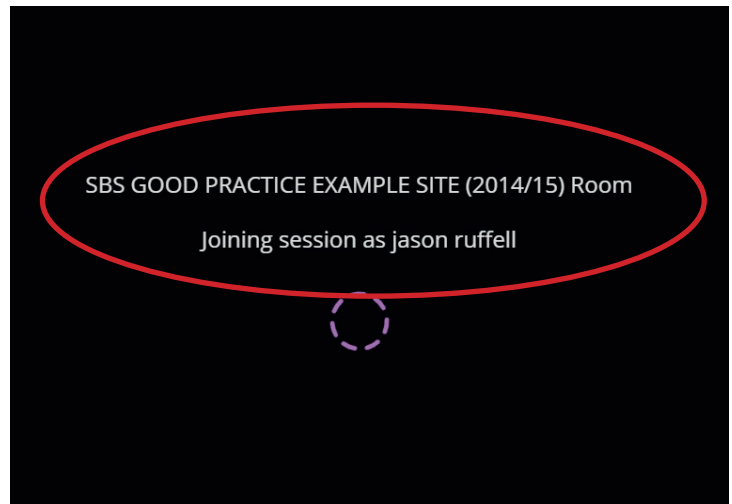


Collaborate works best in **Chrome**. Chrome is installed on all SHU PCs and can be found in the '**Start**' menu.

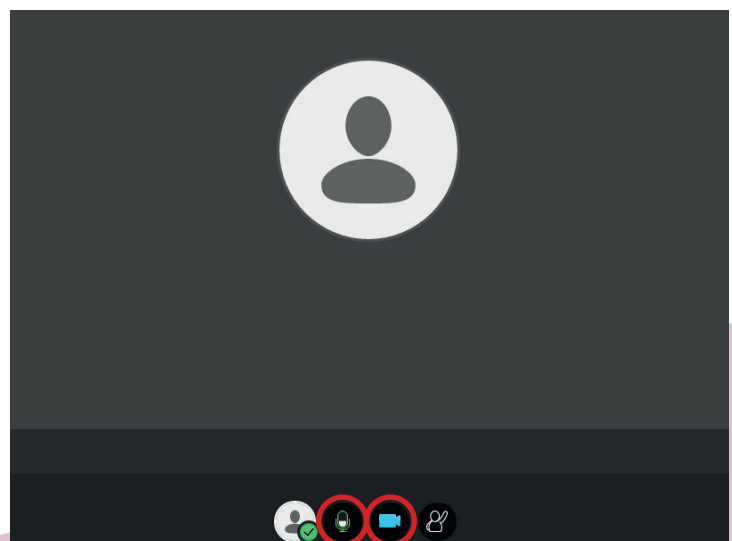


Go to your Blackboard module site and navigate to the Collaborate area or if you are a guest user click on the link you have been sent.

The room will open up in a separate browser window. Collaborate will tell you which module you are attached to and who you are joining as. Guests will be prompted to add their user name when they join the room.



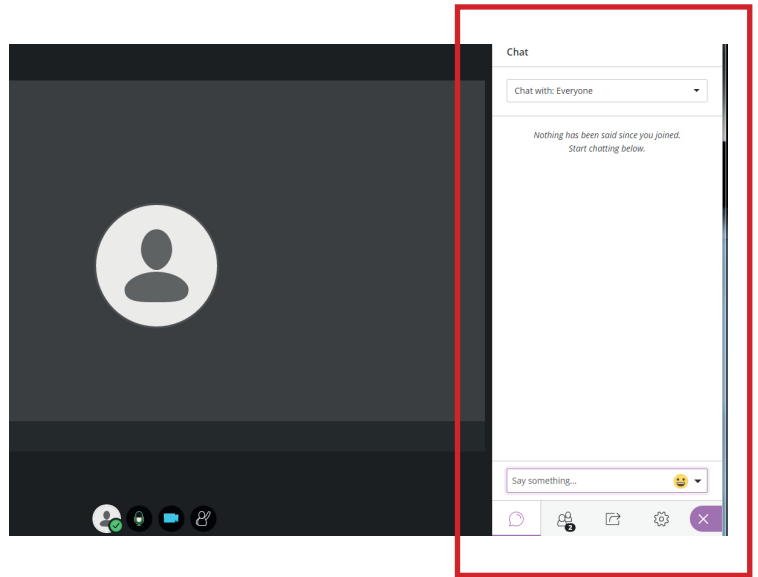
Once you are in the room you will have to share your video and audio with other participants. Click on the icons at the bottom of the screen to activate these functions.



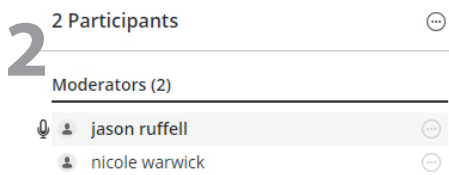
In the collaborate window you will see a purple tab in the bottom right-hand corner. This will open up a sidebar.

It will automatically open up on the chat function so that participants can communicate with everyone else.

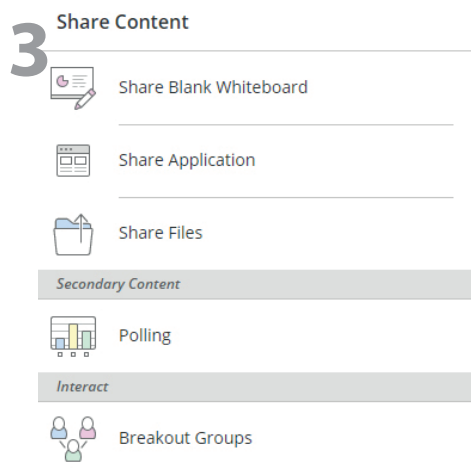
There are three more tabs, described below.



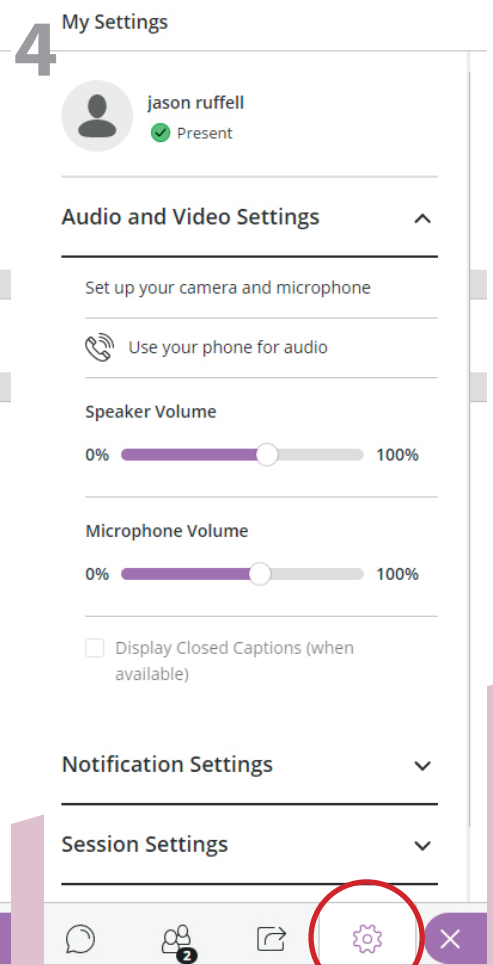
Tab 2 shows the participants who are in the room.



Tab 3 allows moderators to share their content with you.



Tab 4 allows users to adjust their settings.



Close your browser window to end your Collaborate session.