

Quick Guide – MyAberdeen: Class Collaborate for Moderators

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Class Collaborate is a web conferencing tool, allowing you to engage with material and your students online in one room. You can access Collaborate sessions directly from your courses. This guide is mainly aimed at users who access Collaborate with a Moderator role.

Suggestion: For the best call quality, we recommend all users joining a Collaborate session use a wired connection (wireless/Wifi not recommended). The recommended browsers are Google Chrome & Firefox.

Navigating Class Ultra

On opening Collaborate, first time users are requested to *Allow* the use of microphone and camera and to do an audio and video setup.

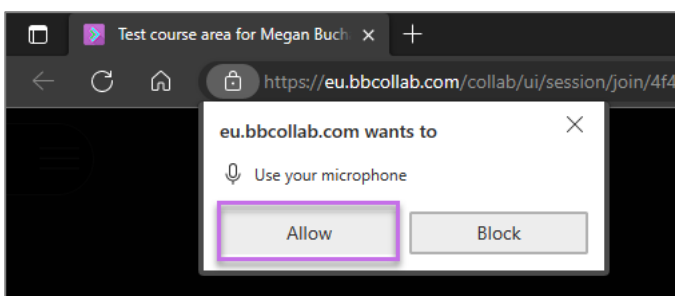


Figure 1 Shows the prompt to allow browser access to your microphone. The 'Allow' option is highlighted.

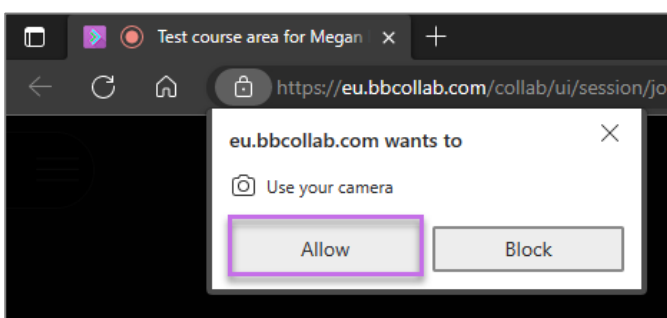


Figure 2 Shows the prompt to allow browser access to your camera. The 'Allow' option is highlighted.

If you miss the setup, you can go back to these settings in My Settings (cog icon).







Figure 3 Shows my settings with cog icon highlighted.

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Adding a Profile Picture

- Go to My Settings and select Profile Picture.
- Upload an image or drag and drop, then Save.

Setting Up Your Audio and Video

By default, the   microphone and video   are set to mute and off. To enable them click on the relevant icons.

Suggestion: It is recommended to use headphones and mute your microphone, when you are not speaking, to avoid feedback.

Change Your Status

You can let people know if you are 'away' or how you feel by clicking on your **Profile Picture** on the main screen to display status options. A notification of your status will appear on the **Participants** list and on the **Chat** menus.

Hand Raise


Let participants know that they can raise their hand to ask a question or to get the moderator's attention.

Collaborate Panel

The Collaborate Panel link is located at the **bottom right of the main window**, the tools are as follows:

- Chat.
- Participants.
- Share Content (also allows the creation of a Poll, Breakout Groups).
- My Settings.

Chat

This is the first icon on the Collaborate Panel, enabling you to chat with '**everyone**' or just the '**moderators**'. You can also start chats with individuals by searching their name in the search bar at the top of the Chat panel.  Just type your message in the box and hit return. You can also [add emojis](#).

Participants/Attendees

This panel allows you to view and monitor the list of participants, highlighting whose **microphone** is enabled and their **network** connection and allowing you to allocate different roles by clicking on the **ellipses** beside a name.




Suggestion: You can now automatically record attendance to Collaborate sessions with the Attendance Reporting function. More information can be [found here](#).

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Share Content


The Share Content button gives you access to the following functions:

Primary Content

- Share blank whiteboard. 
- Share Application/Screen. 
- Share Files (PDFs, PowerPoint presentations and images (gif, jpeg and png formats)). 

To Stop sharing content click on the button  at the top right of the screen.

Secondary Content

- Poll, allows Yes/No or Multiple Choices 

Interact

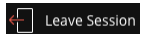
- Breakout Rooms. 

My Settings

Update or add a profile image, set up your audio and video.

Session Menu

The session menu is located at the **top left of the main window**. It gives you information about the session and allows you to record the session. The main features are as follows:

- Record your session (NB: this only records the main room and does NOT record 'breakout sessions')
- Connect your phone for audio.
- Get help or report an issue.
- Take tutorials that show you how to use Collaborate.
- Leave the session. 

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Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Class Collaborate Support: [Collaborate Support \(class.com\)](#)
- Class Collaborate Support: [Moderate Sessions - Class](#)
- Class Collaborate Support: [Network Connection - Class](#)
- Toolkit: [MyAberdeen: Collaboration Tools | University Systems and Software | Toolkit | The University of Aberdeen \(abdn.ac.uk\)](#)