Quick Guide – MyAberdeen: Joining and Participating in a Class Collaborate Session

This Quick Guide will take you through the process of joining and participating in a Collaborate online session from an Ultra Course on MyAberdeen. It is mainly aimed at students, but it could also provide valuable information for all users.

Joining a Collaborate Session

Class Collaborate is a web conferencing tool, allowing you to attend online tutorials and meetings.

Every course on MyAberdeen has their own Collaborate online meeting room, which can be accessed from the Details & Actions menu on the left. Select *Join Session,* and then *Course Room*.
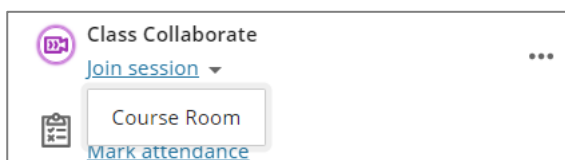

Figure 1 Join Session has been clicked to reveal course room option.

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 Collaborate

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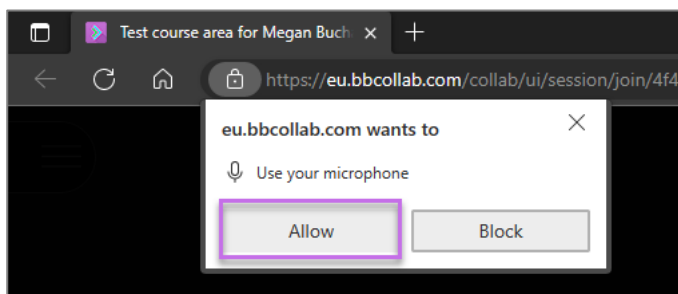

Figure 2 Shows the prompt to allow browser access to your microphone. The 'Allow' option is highlighted.
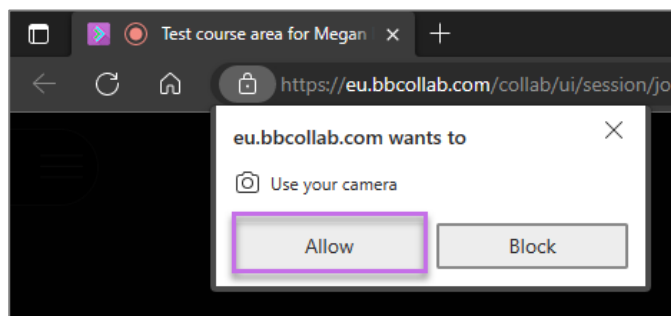
Figure 3 Shows the prompt to allow browser access to your camera. The 'Allow' option is highlighted.

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

Figure 4 Shows my settings with cog icon highlighted.

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 give quick feedback to the tutor by clicking on your **Profile Picture** on the main screen to display status options.
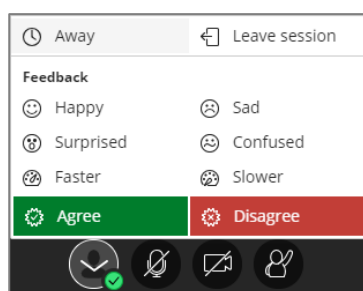

Figure 4 Shows the status menu.

Raise Hand

Students can "raise hand" to answer 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 (chat with everyone or start a chat with a specific person. Type in the box and press enter to send). You can also add emojis.
- Participants.
- Share Content (moderators can give students a presenter role if they need to Share Content).
- 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**. From here you can:

- Connect your phone for audio (if you can't get your microphone to work).
- Get help or report an issue.
- Take tutorials that show you how to use Collaborate.
- Leave the [Leave Session] session.

View Session Recordings

If your online session was recorded, the recordings can be viewed by clicking on the ellipses to open the menu and then selecting 'View all recordings'.
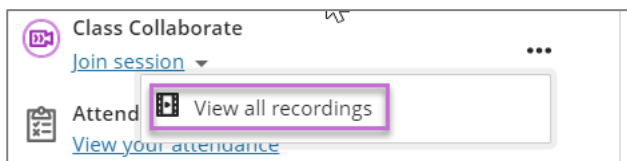

Figure 5 Shows the option to view all recordings.

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Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Class Collaborate Support: [Get Started](#)
- Class Collaborate Support: [Participate in Sessions](#)
- Class Collaborate Support: [Participant FAQs](#)
- Class Collaborate Support: [Network connection best practices for best experience](#)
- Toolkit: [MyAberdeen: Students | University Systems and Software | Toolkit | The University of Aberdeen (abdn.ac.uk)](#)