

Quick Guide – Using Class Collaborate in Digitally Enhanced Spaces

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This quick guide outlines how to use Class Collaborate to deliver your lesson in Digitally Enhanced Spaces (listed in [this document](#)).

Opening Collaborate

- Ensure Collaborate is displayed on the **right-hand monitor** if you are later going to be sharing your screen or files. The right-hand monitor is not connected to the projector, so it won't appear on the projector screen.

Suggestion: If you are not familiar with using two monitors, please note that you can move windows from one monitor to another by clicking at the top of the window and dragging across.

- When you join the Collaborate room, you will be prompted to allow access to your microphone and camera. Please ensure that you **allow** this access.

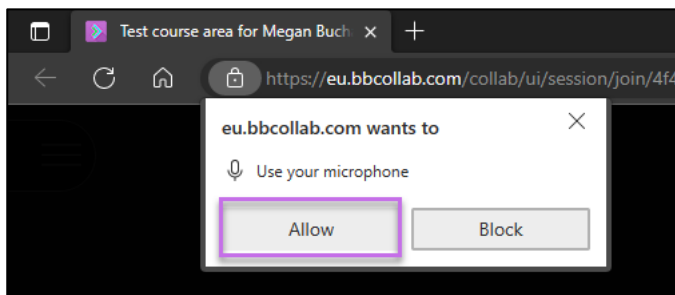


Figure 1 Shows the prompt to allow browser access to your microphone. The 'Allow' option is highlighted.

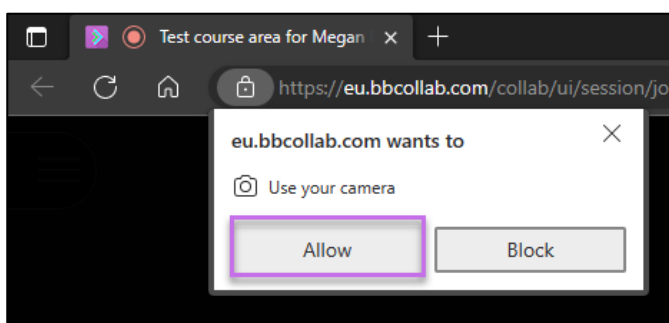


Figure 2 Shows the prompt to allow browser access to your camera. The 'Allow' option is highlighted.

- You can check and turn up your volume is turned up on the control panel.

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Suggestion: If you want to share both the front-facing camera and the class-facing cameras at the same time, you can do this by navigating to Share Content then Share Camera. You can then choose the correct camera from the options and share both cameras at once. This may be useful if students are presenting to the class or having a discussion.

Sharing a Presentation

Sharing your presentation in this way will allow both the students in the room to see the presentation on the projector screen, while online students will see it shared on their screen.

Follow the steps below when sharing a presentation in Collaborate:

1. Open PowerPoint in the left-hand monitor as this is the monitor that is linked to the projector.

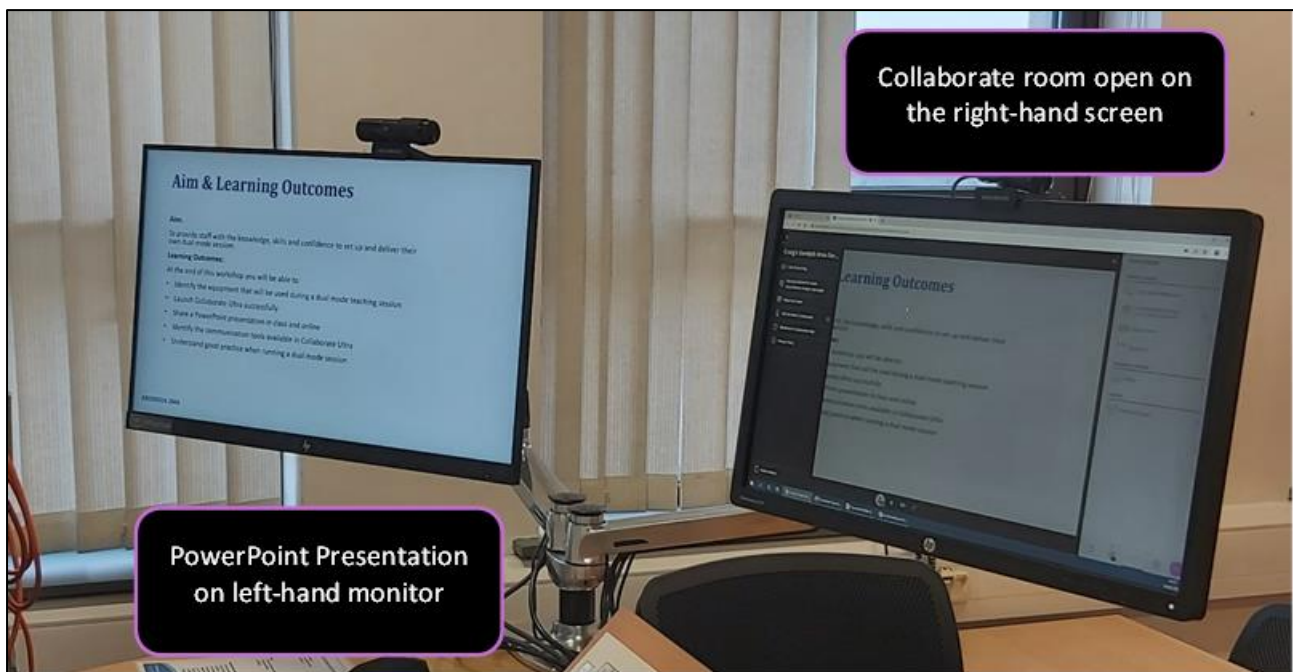


Figure 3 Shows Collaborate open on the right-hand monitor on the lectern and PowerPoint open in the left-hand monitor.

2. In PowerPoint, click on the Slideshow tab and uncheck the box which says 'Use Presenter View'. Ensure you have chosen the Primary Monitor as the monitor on which the presentation will display.

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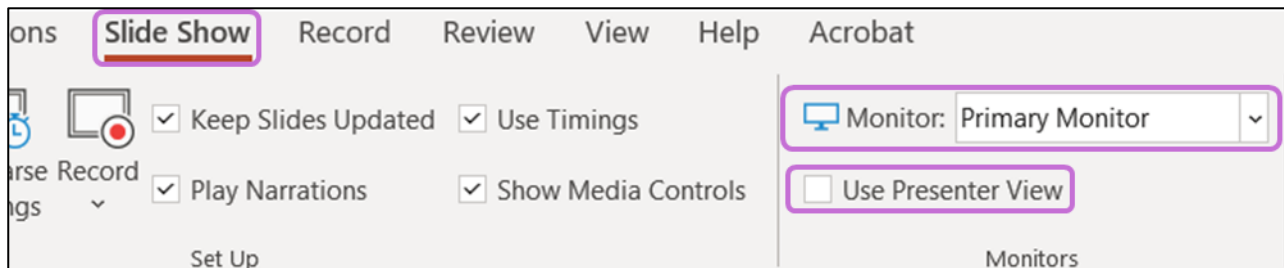


Figure 4 Shows the Slideshow tab open in the PowerPoint with the Primary Monitor selected and Use Presenter View unticked.

Warning: When using a Mac, this option does not appear. Instead, navigate to Slide Show tab, click Set Up Slide Show, then check the box entitled "Browsed at a kiosk (full screen)".

3. In the Collaborate room, open the Share Content tab and select Share Application/Screen.
4. Select to share the **screen on the left-hand monitor** which should display your presentation. If you have any audio or video in your slides, click 'Share system audio' before sharing.

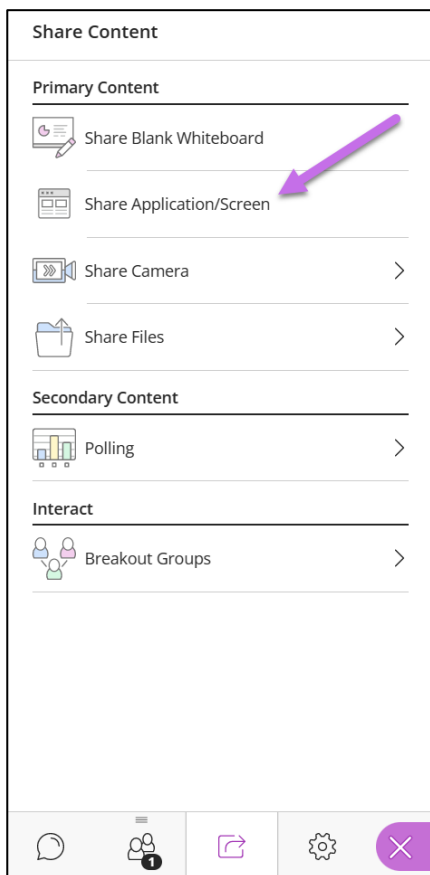


Figure 5 Shows the Share Content tab open in Collaborate with Share Application/Screen highlighted.

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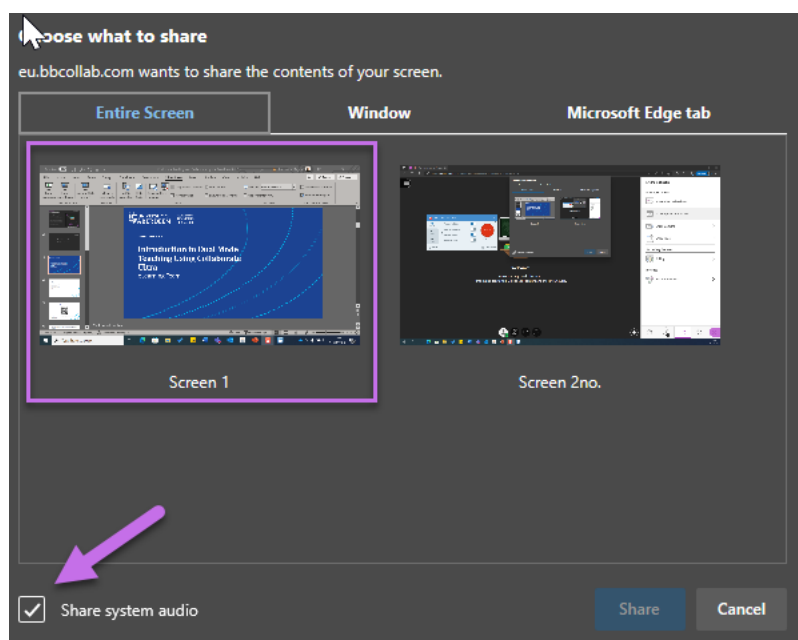


Figure 6 Shows the Share Entire screen tab open in Collaborate with Share system audio highlighted.

Warning: When sharing your screen or if showing Collaborate to the classroom students, be aware that a notification for a private message may appear on the screen. You can adjust notifications in Collaborate settings to prevent pop-up notifications.

Sharing a Blank Whiteboard/Files/Polls in Collaborate

You can make use of these from the Share Content tab in Collaborate. Please see some tips below when sharing such content in a hybrid format.

Blank Whiteboard and Files

Once shared, the whiteboard or files will automatically appear within the Collaborate room and will be visible to the online students. To make it visible to the in-person students, you will need to move Collaborate onto your left-hand monitor screen. The whiteboard or files will now be projected on the screen for the in-person students.

Polls

To add an element of engagement for the online students, you can use polls during the session. Please ensure that the Collaborate room is open on the left-hand monitor so it will be projected on the screen and therefore visible to the on-campus students too.

If you want to incorporate more complex polls without having to share Collaborate, you can use OMBEA, the University's online polling system. More details found on [Ombea Toolkit](#).

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Breakout Rooms

Breakout Rooms can be a great way to add a group work element to the classroom, involving both the online and on-campus students. We would recommend keeping online and in-person students in separate groups. Here are some tips to help run Breakout Rooms smoothly:

- Create breakout rooms manually by selecting 'Custom assignment' (i.e., not random allocation) and move the online students to a group without on-campus students. This will prevent the students from being distracted by the microphone in the main room.

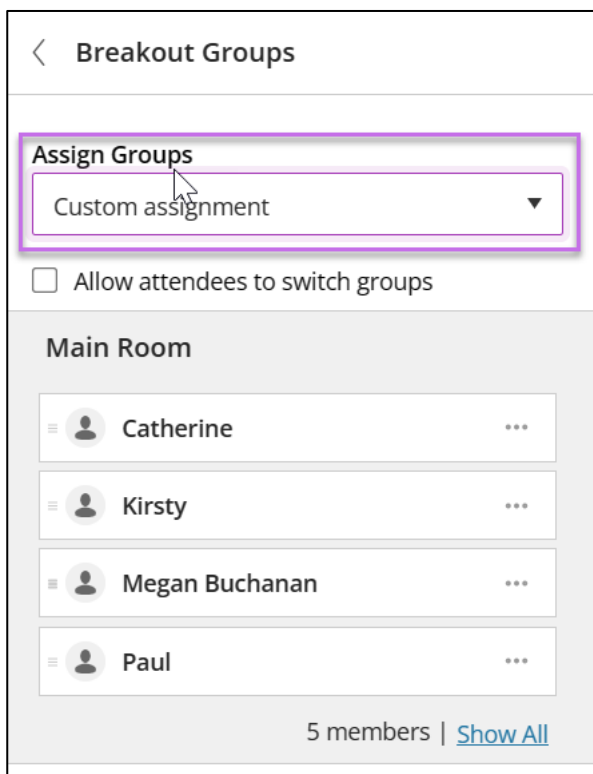


Figure 7 Shows Breakout groups open in Collaborate with the Custom assignment option highlighted.

- Encourage online students to make the most of the 'Everyone' channel in the chat if using Collaborate, this will allow them to communicate with the tutor and the rest of the class.
- If you need to mix online and on-campus students, on-campus students will need to bring an internet enabled device with microphone and headphones.
- If students need to present anything after the Breakout Groups are finished, audio quality will be better if the presenter stands close to the external microphone to ensure online students can hear them.

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Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Toolkit: [Collaborate Toolkit](#)
- Toolkit: [OMBEA Response Toolkit](#)
- For queries about set-up/equipment, phone Media Services at +44 (0)1224 27296; Internal: 3000
- For Collaborate queries, phone eLearning at +44 (0)1224 273765; Internal: 3765