Top 10 Things for Faculty to Know about Collaborate

What is Collaborate?

Collaborate is a synchronous classroom tool, which means that faculty now have an online tool with audio, video, chat, and whiteboard/desktop sharing capabilities to support their teaching in real-time. Collaborate integrates with D2L, which means you can link students to your Collaborate room and sessions from inside your D2L course. You can also share Guest Access links with external participants (for example, waitlisted students or guest speakers) so they can enter the sessions without having to access D2L.

Talk to eLearning before Starting!

Because Collaborate is a complex tool, we recommend you either attend a Collaborate workshop or make an appointment with an instructional designer in eLearning prior to setting up and using Collaborate in or outside of your D2L course site. Collaborate tutorials have been designed as reminders rather than as first-step learning tools. You will find contact emails on page 2 of this document!

Top 10 questions about Collaborate

1. **Where do I find Collaborate in D2L?**

   Collaborate is an **External Learning Tool** in D2L, meaning that you can add a link to it in the Content tool (using **Add Existing Activity**) or in any tool which has access to the HTML editor (using the **Quicklink** option). Most instructors, however, add a link to Collaborate on their course Navbars for easy access.

2. **Can my students use Collaborate in D2L?**

   If you create a Collaborate room with active sessions, your students can enter those sessions while they are open. You do not need to be in the session with your students, but you will need to consider if your students need Moderator, Presenter, or Participant access to the sessions by selecting the appropriate **Default Participant Role** for them. We have developed tutorials to support you with this.

3. **Can I use Collaborate without having to use D2L?**

   Yes. You can share Guest Access links with people by email to invite them to a session.

4. **What do my students and I need to use Collaborate?**

   You will need a computer with an internet connection and a browser (we recommend using Chrome), or a mobile device with an internet connection and either a browser or the Blackboard Collaborate app. In addition, you will need speakers and a microphone (preferably a headset if you are using your own personal device), as well as a camera/webcam, although a camera is not mandatory.

   Collaborate has an audio/video setup wizard you can run when you enter a session, and you should advise your students to come into the session early to check their audio (and video if they are using it) to ensure they are ready when the session begins.

   The more participants in the session, the more we recommend considering either disabling the ability for participants to use their cameras, or advising them to turn them off when they enter the session.

5. **What if someone doesn't have a camera or a microphone?**

   Participants can also utilize the text chat in a Collaborate session, which means you or a co-facilitator should be moderating the chat to ensure you don't miss any questions.

6. **How many people can be in a Collaborate session at once?**

In theory, up to 500, but we would advise considering how much engagement you will be requiring, and if you have a co-facilitator to support you with a large group of virtual students (although you can use breakout rooms to accommodate small group work). If you do not need your students to be visible, we recommend you consider asking them to disable their cameras (and to mute their microphones when not speaking). If your students access a session set up in D2L, you will be able to see their names within the session. If you are sending a Guest Access link to participants outside of D2L, those participants will have to add their names as they enter, so you may want to remind them to do this so you know who all is there.

7. **Can I have multiple sessions in Collaborate?**

Yes. You have one Collaborate Room in a D2L course, but you can create multiple Sessions within that room.

8. **Can students show presentations in Collaborate?**

Yes. You can change the role of a Participant to a Presenter (or even to a Moderator) at any point during a session. As a Presenter, a student can share files in the main Collaborate area. Students can show presentations/share files in Breakout rooms without being elevated to Presenter.

9. **Can I create a recording of my Collaborate sessions?**

Yes. You can create a video recording of your Collaborate sessions which you can watch from a link, or download (if you want students to download recordings, you will need to enable recording download when creating the session), and then upload to Kaltura for embedding in your D2L course site.

10. **Where can my students and I get help with Collaborate?**

You and your students can get help with Collaborate from eLearning. Go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket for a consult with an instructional designer to get you started!

Get Help from eLearning!

	Contact Information	Role	Primary Campus
eLearning Support	eLearning Support Portal	General Support Requests	N/A
Wendy McElroy	mcelroy@camosun.ca	D2L Administrator + Support	Lansdowne
Bob Preston	prestonb@camosun.ca	Web Analyst + Support	Lansdowne
Kailin Gillis	gillisk@camosun.ca	D2L Support	Interurban
Monique Brewer	brewerm@camosun.ca	Instructional Designer	Interurban/Lansdowne
Meghan Campbell	campbellm@camosun.ca	Instructional Designer	Interurban
Sue Doner	doners@camosun.ca	Instructional Designer	Lansdowne
Patricia Larose	LaroseP@camosun.bc.ca	Instructional Designer	Interurban
Emily Schudel	schudele@camosun.ca	Instructional Designer	Lansdowne