TOUR OF A COLLABORATE CLASSROOM

Learning the tools to make your online learning successful and engaging.

For more information, check out this very helpful website: https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started

- These slides have been created collaboratively by the members for the StFX Task Force for Online Preparedness, the Teaching and Learning Centre, and the Faculty Development Committee to support online learning in the Winter 2021 Semester.

- They are suggested guides and we invite faculty to personalize and tailor them for their own online teaching, if they wish.
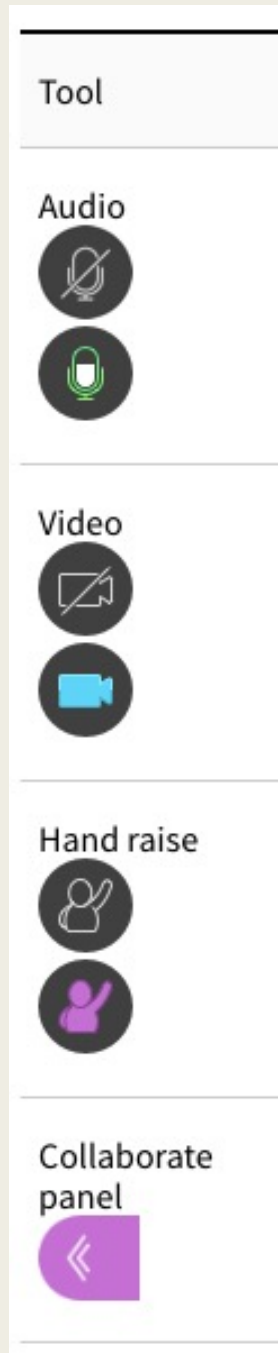
Agenda for
Tour of a Collaborate Classroom

- Locating the microphone

- Video camera feature

- Raise hand feature

- Collaborate Panel

- Chat function

- Using chat emojis

- Attendee panel

- Record feature

- Protocol in online classes
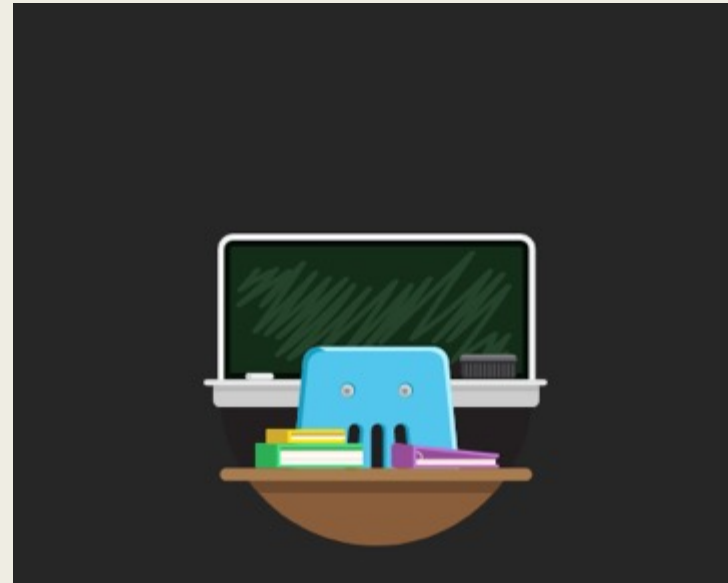
Basic Tools

Tool

Audio

You'll see the **microphone** at the bottom of your screen and normally it will be closed (with a line through it). To open the mic, you click on the mic and it will open. Please keep your mic closed unless you are going to speak.

Video

The **video icon** is beside the microphone. Because of pressure on bandwidth during the pandemic and because of students with poor connectivity in some locations, the protocol it to keep the video off, unless asked to open it by your instructor.

Hand raise

The **raise hand function**, beside the video icon, allows students to signal that they would like to speak. When students click on this, they are moved to the top of the attendees panel and a speaking list is created. When a student has finished speaking, they should lower their hand.

Collaborate panel

This **Collaborate panel icon** can be found at the bottom of the screen in the right hand corner. Click to open it and the chat feature will appear.

To open the **chat feature**, click the speech balloon and it will open.

| Tool	Description
Chat	Chat with everyone in the session. Open the *Collaborate panel* and select *Open Chat*. 🏳 *The moderator can turn chat off.* The emoji pack for Collaborate with the Ultra experience supports diversified emojis and Unicode 8 characters. Use one of five supported skin tones on any human emoji. Add underscore, tone, and the supported tone number (1 through 5) to your emoji when typing. Don't forget the colons on either end of your emoji text.

Chat Emojis

An important part of a classroom dynamic is the non-verbal communication.
The look on someone's face, or hearing their tone, tells us a lot about how they are getting along in a class.
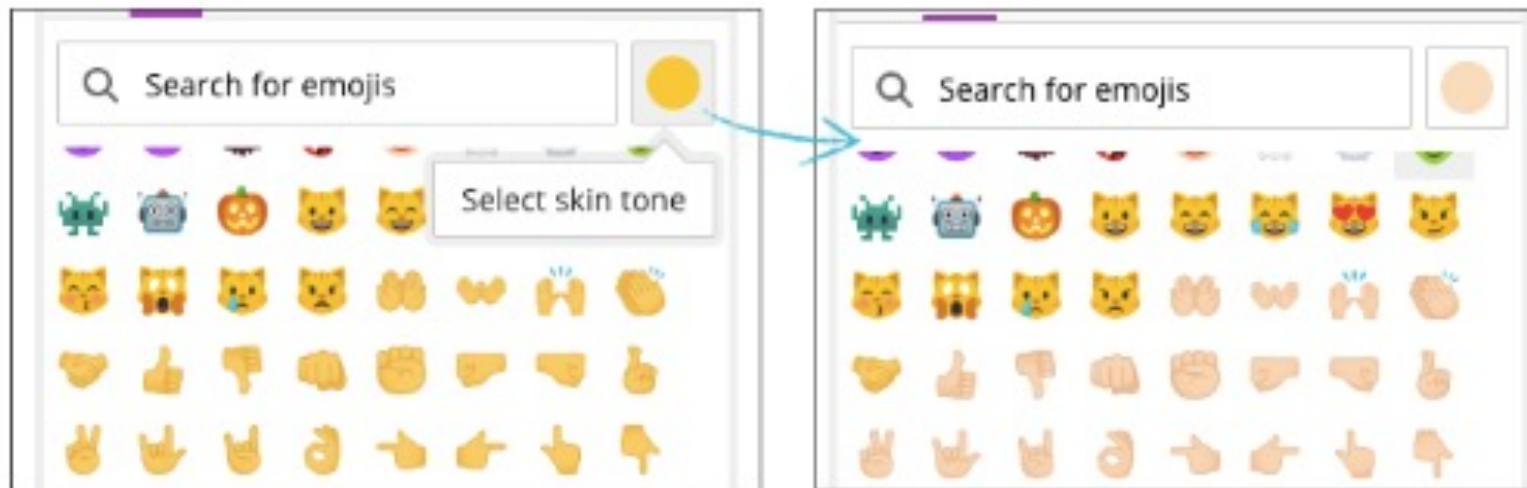Emojis bring non-verbal communication to a virtual session.

(https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Chat)
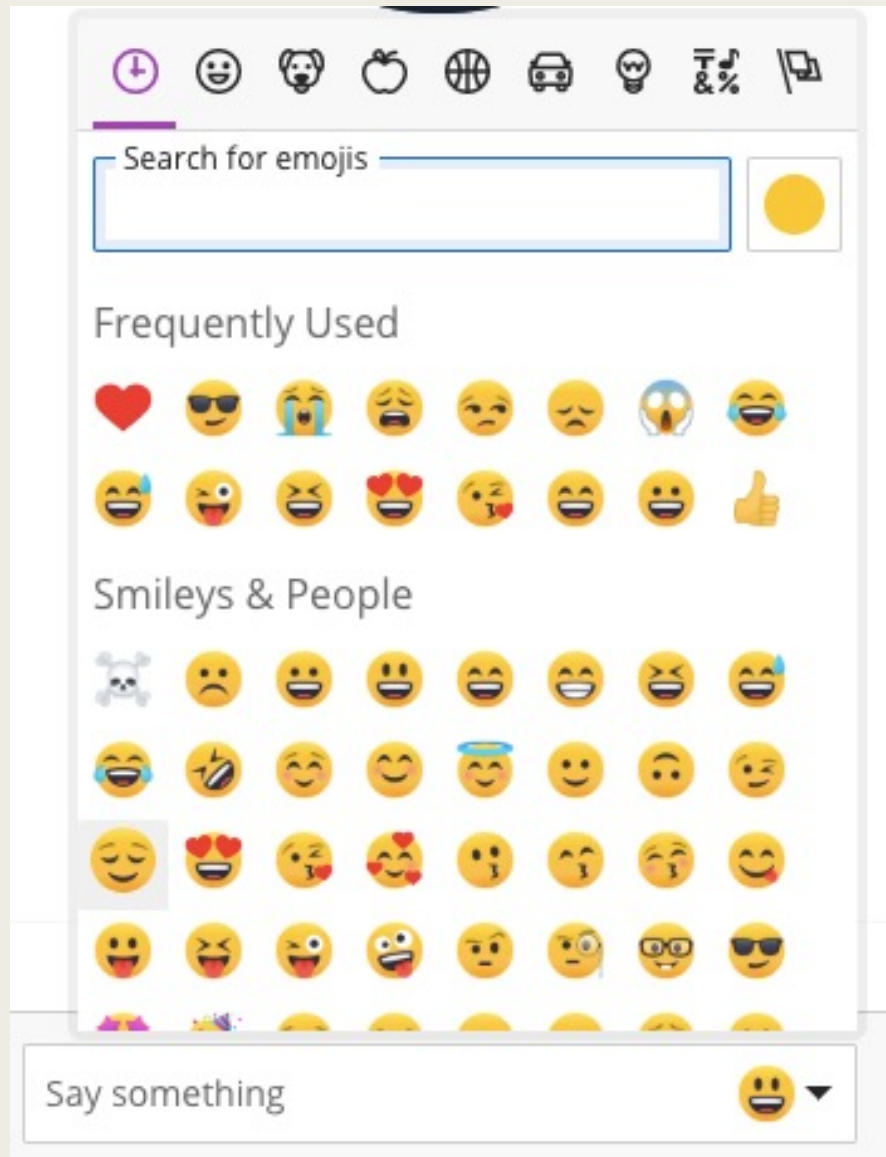
Chat Emojis
Please note students (and instructors) can personalize the skin tone of their human emojis.
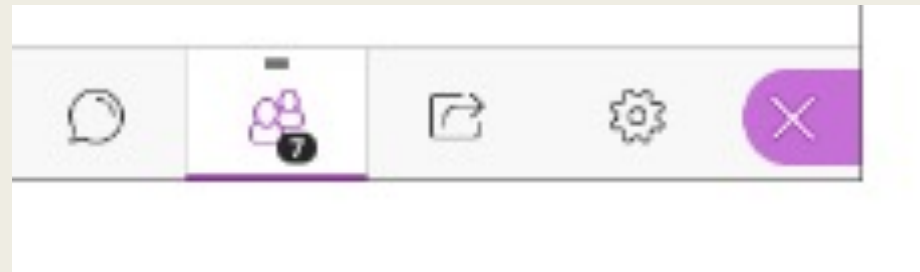
If this is your first time in Collaborate, you will need to detach the **Attendees Panel**
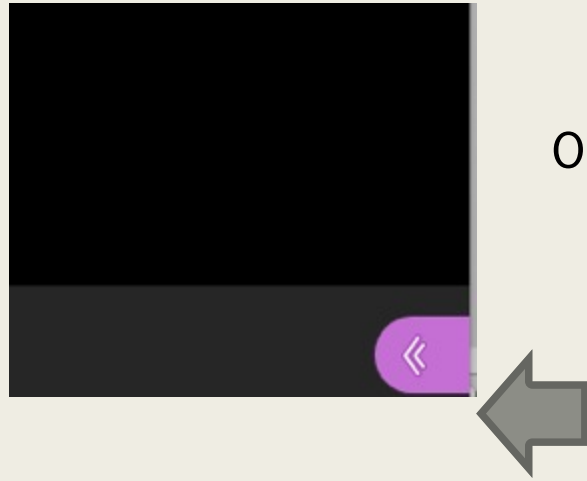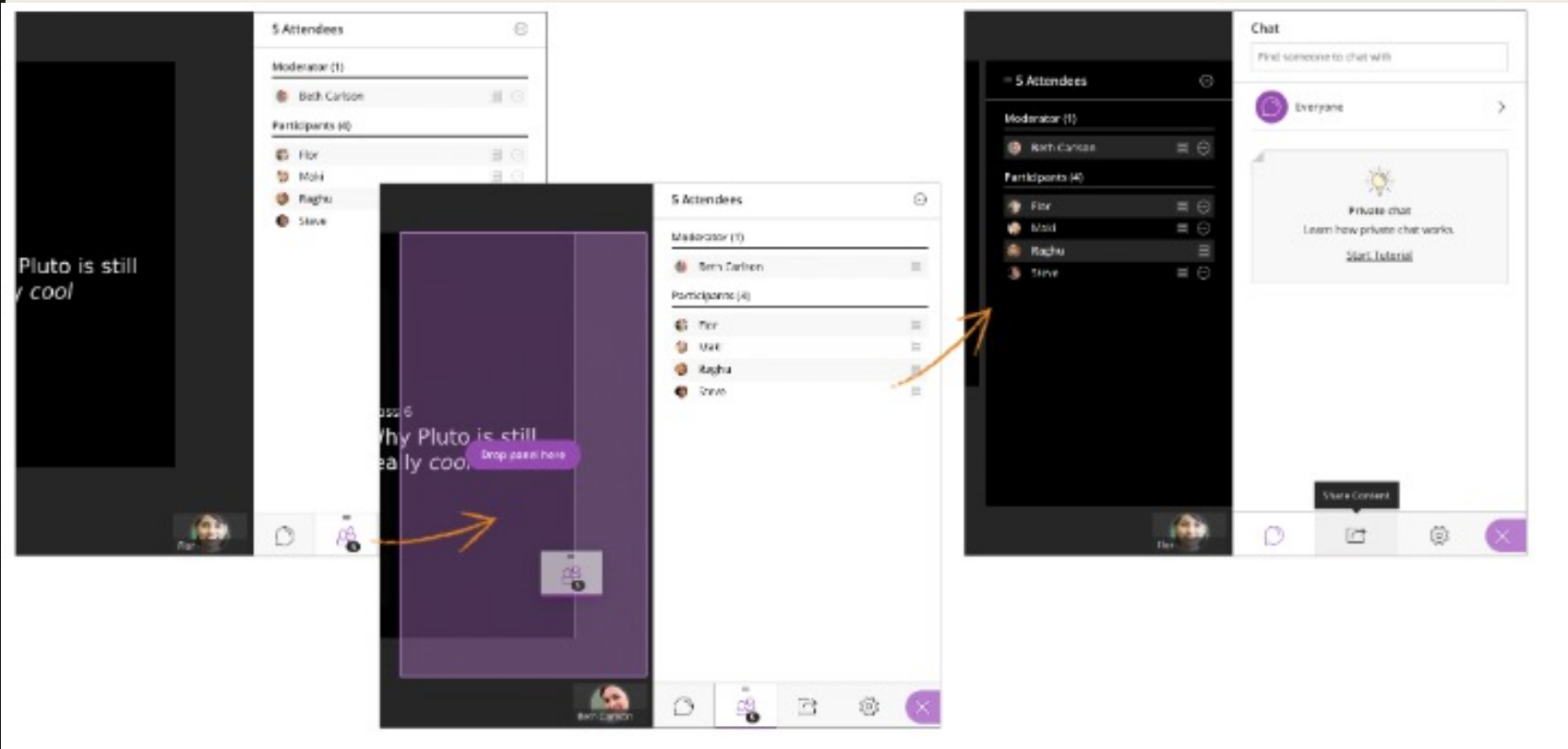
Open the **Collaborate Panel**

Next to the **Chat Feature**
you will see an icon with two people with a number below it .

Drag-and-drop **the Attendees icon** to the main stage of the Collaborate classroom and you will see the list of attendees emerge.


When the **Attendees panel** is open, students and the instructor:

• See the participants

• Create the speaking order of students who raise their hand to speak

• See the break-out rooms if they are being used

Record Feature

- Collaborate classes can be recorded. Recording our classes provides students with the opportunity to review the classroom sessions in their own time.

- Classroom recordings are housed within the Collaborate platform and are intended (and accessible) only to those registered in the class (and on Moodle).

- Sharing of the recorded classes outside of the Collaborate classroom is NOT permitted. As such students (and instructors) can only view and listen to these recordings in Collaborate
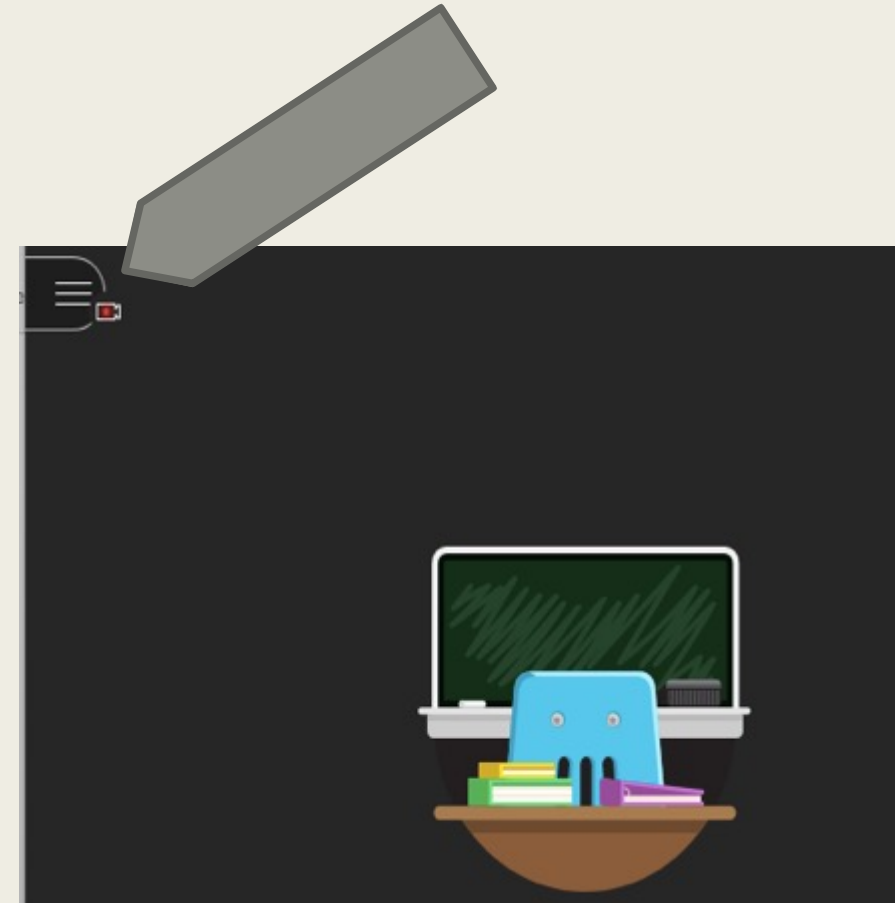
Protocol for Online Classrooms

Generally, the protocols for face-to-face classes are mirrored in the online classroom.

■ Students are expected to be respectful in their communication whether it be when speaking, communicating in the chat box, or in their use of chat emojis.

■ Students are asked to use the 'raise the hand' function to signal they wish to speak.

■ Students are asked to open their mic only it is their turn to Speak. Otherwise microphones should be muted.

■ To protect bandwidth for all students in the class, students are asked to keep their video cameras off unless instructed to open them by their instructor.