Audio setup wizard: Click to make sure your mic and speakers are ready.

Upload PowerPoint slides from your PC

Start/Pause Recording

Global Options Menu: Use this menu to control all students’ access to tools such as audio (talking), video, and chat. The checkmarks show which tools are on. Click on the tool to grant or remove access.

Getting Started with Collaborate

Individual Permissions: If you hover your mouse over a student’s name, you can access their individual options menu and grant or remove permissions for just that student.

Moderator’s Guide to Collaborate: Preparing for the Session

Need help? Contact the Instructional Design Team: idteam@lasalle.edu.
Moderator’s Guide to Collaborate: Facilitating the Session

Start App Share: Show students an application on your PC.

Start Web Tour: Show students a website.

Advance slides

Navigate to a specific slide

Participant icons show who is speaking, when hands are raised, and polling responses (checkmarks and x’s).

Audio/Video buttons: Click to start talking and/or sharing your web cam video. Click again to turn off.

Chat textbox

Whiteboard tools

Getting Started with Collaborate

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