

# Collaboration Tools

Instructor Guide



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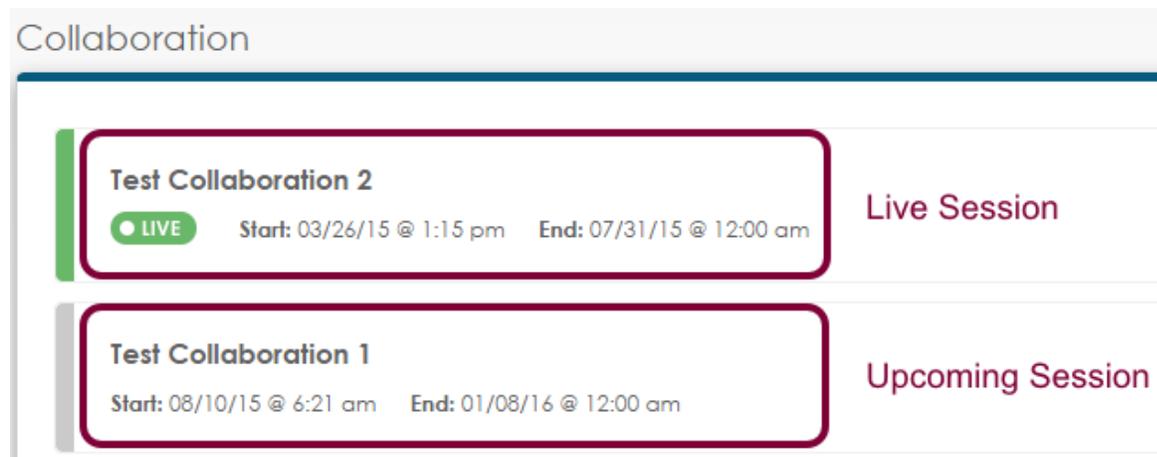
## Introduction

The Edmentum Collaboration Tools give instructors the opportunity to interact with students and other instructors via chat and whiteboard features in synchronous or asynchronous sessions. These versatile forums can be used to meet the diverse needs of virtual learners and educators. Students use these forums to connect with their instructors and seek help. Instructors can use the forums to communicate and share resources in a way similar to a virtual instructor's lounge.

Collaborations may have up to 250 invited users but not more than 50 simultaneous users.

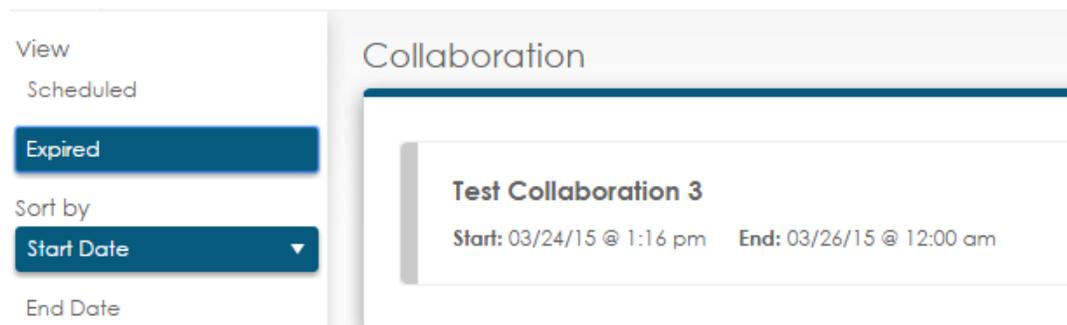
## Viewing Collaborations

1. The default view in the Collaborations tab shows only live and scheduled sessions.



The screenshot shows the 'Collaboration' tab interface. It features two session cards. The first card, 'Test Collaboration 2', is highlighted with a red border and includes a green 'LIVE' indicator, a start time of 03/26/15 @ 1:15 pm, and an end time of 07/31/15 @ 12:00 am. To its right, the text 'Live Session' is displayed in red. The second card, 'Test Collaboration 1', also has a red border and shows a start time of 08/10/15 @ 6:21 am and an end time of 01/08/16 @ 12:00 am. To its right, the text 'Upcoming Session' is displayed in red.

2. To view expired sessions, click **Expired**.



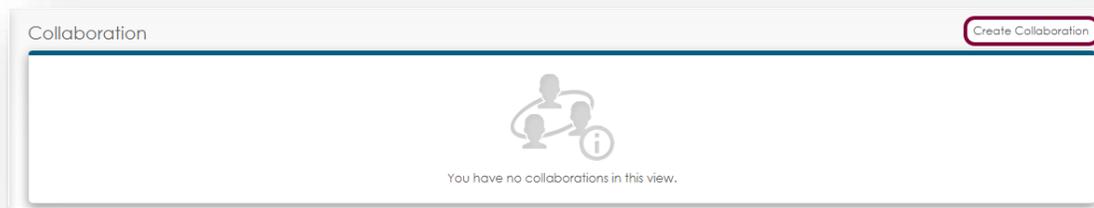
This screenshot shows the 'Collaboration' tab with a sidebar of filters. Under the 'View' section, the 'Expired' filter is selected. Under the 'Sort by' section, 'Start Date' is selected. The main content area displays a single session card for 'Test Collaboration 3' with a start time of 03/24/15 @ 1:16 pm and an end time of 03/26/15 @ 12:00 am.

3. Click the title of the collaboration to see details about the session, including enrolled users.
4. Use the **Sort by** menus to find sessions that are starting or ending soon.

# Creating Collaborations

Instructors can create collaborations for a subject, for a course with multiple sections, or with selected students. Instructors have the flexibility to set start and end dates for collaborations.

1. On the Collaborations tab, click **Create Collaboration**.



2. Enter a title and start and end dates for the collaboration.

*Best Practice:* Create a collaboration that runs the entire year or semester and include all students. Notice the start time defaults to the time of day the session is created. Change this time if students need access at another time.

*Note:* Collaborations are accessible only between the start and end times. Students cannot access a collaboration set in the future. Students have read-only access to expired sessions.

3. Optional: Enter a description and choose whether to lock the collaboration when instructors aren't present.

*Best Practice:* To increase security, instructors should lock collaborations in which students are enrolled. Locking collaborations prevents students from posting in an unmonitored environment. Instructor-only collaborations can be left unlocked, as an instructor will always be present.

**Title \***  
Test Collaboration 1

**Start \*** 8/10/2015 6:21 AM **End \*** 1/8/2016 12:00 AM

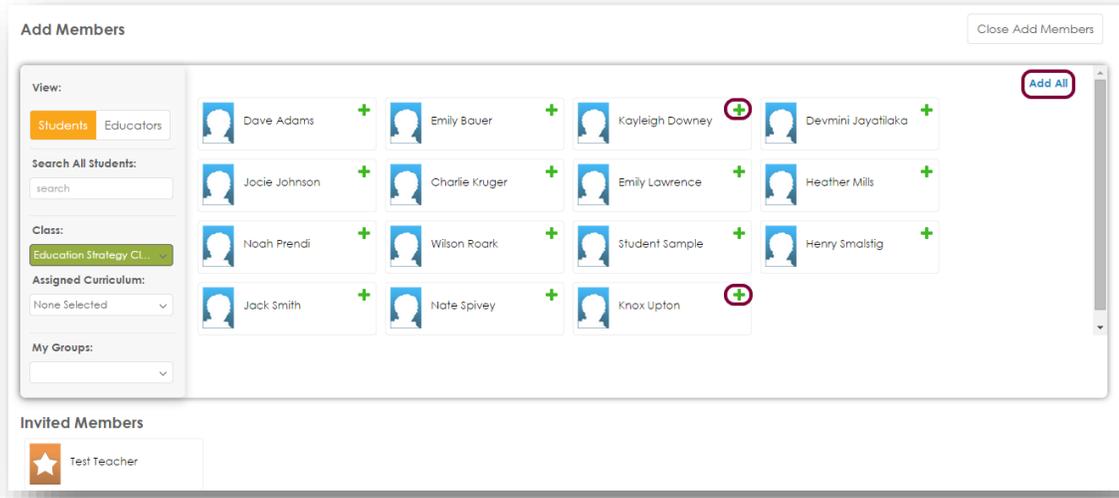
Lock chat when no educators are present in collaboration area

**Description**  
This Collaboration is scheduled to start in the future. |

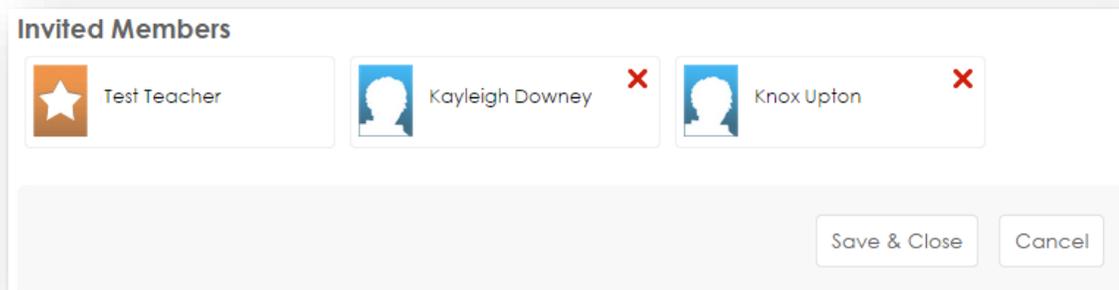
\* Required information

4. Invite students or other instructors to your collaboration by clicking **Add Members**.
5. Students or instructors can be added to a collaboration by choosing the **Student** or **Instructor** buttons. Instructors can search users individually, by class, or by assigned curriculum. When searching by class or assigned curriculum, instructors can choose

**Add All** to add large batches of students. To add specific users, click the plus sign in the name box.



- Added members will appear in the **Invited Members** list. Click **Save & Close** to save changes and exit. Instructors are represented with a star icon, and student users are indicated by a person icon. Only 100 users can be added to a session prior to clicking **Save & Close**.

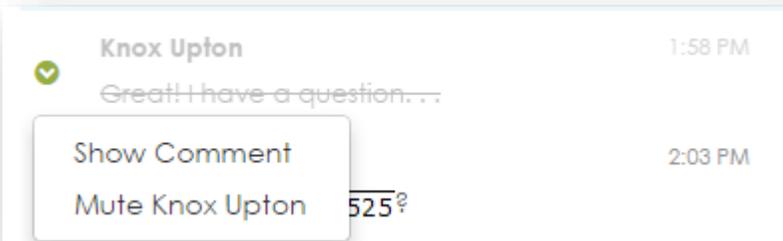
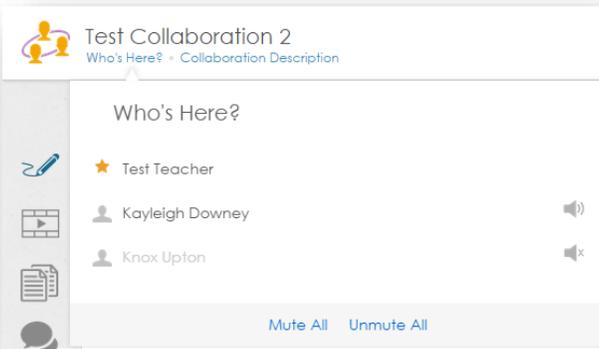


# Facilitating a Collaboration

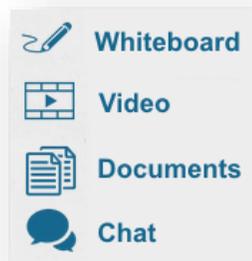
1. Select **Launch** on the collaboration session.



2. View the users who are currently in the session by clicking **Who's Here**. Muted students appear in light gray and have a Mute icon next to their names. Any information the student has posted disappears from other students' views.



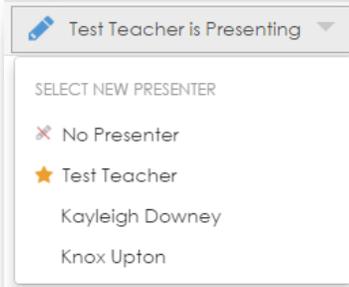
3. Locate the tool icons in the menu on the left.



# Using the Whiteboard Tool

1. To enable whiteboard features, click the **Active Presenter** drop-down menu. Choose a user.

*Note:* Presentation mode is enabled only when an educator chooses a presenter. Only one user can present at a time. Students cannot change presenters.



2. Click a feature, choose from the available color or style options, and add the item in the whiteboard area.
3. Each icon has a specific whiteboard function. Many icons have menu options to choose color or other characteristics.

Feature	Tips and Directions	Sample
 <b>Draw</b>	Draw freehand using the mouse or stylus. Choose the color and line width.	
 <b>Line</b>	Draw lines and arrows. Choose the size, color, and style of line.	
 <b>Highlight</b>	Highlight the selected area in yellow. Choose the width, and choose straight or freehand lines.	
 <b>Shape</b>	Draw squares, triangles, or circles. Choose the width and color of the shape outline.	
 <b>Erase</b>	Click and drag the mouse to erase small areas of the screen. Choose the eraser width.	
 <b>Note</b>	Add a note to the screen. Choose the font size and color. Use the small triangle in the lower right corner to resize.	
 <b>Textbox</b>	Choose the font size and color for text boxes. Use the small triangle in the lower right corner to resize the text box.	
 <b>Image</b>	Choose an image file from your computer to upload. Then click <b>Insert</b> .	

Feature	Tips and Directions	Sample
 <b>Grid</b>	Click and drag to draw a grid. Choose from four quadrant and 10-by-10 grids. Choose line thickness and color.	
 <b>Math</b>	Click the font size to launch the equation editor. Click the whiteboard. Type the equation or expression in the editor, and choose a font color.	$ a + b $
 <b>Select</b>	Click and drag to highlight an area on the screen. Click and drag again to move the selected area. Use the delete key to delete selected content.	
 <b>Clear All</b>	Clear the entire whiteboard.	

## Adding Video to a Collaboration

1. Click the **Video** icon on the left-hand menu.



2. Click the **plus sign** in the playlist panel.



3. Paste a URL from a YouTube or Vimeo video, and click **Insert**.

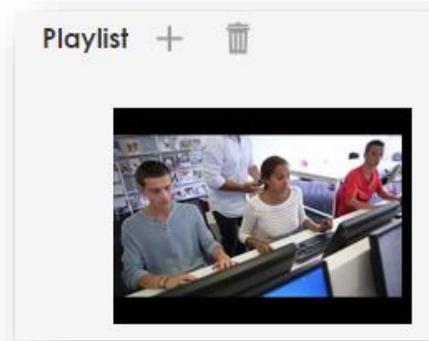
*Note.* Only YouTube and Vimeo videos are supported in this feature.

Add Video to Playlist

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Enter URL of YouTube or Vimeo Video:

4. Hover over the video thumbnail in the playlist panel to view the video or remove it.



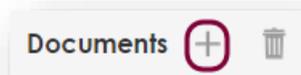
5. Clicking the **Trash Can** icon will remove all items from the playlist panel.

## Adding Documents to a Collaboration

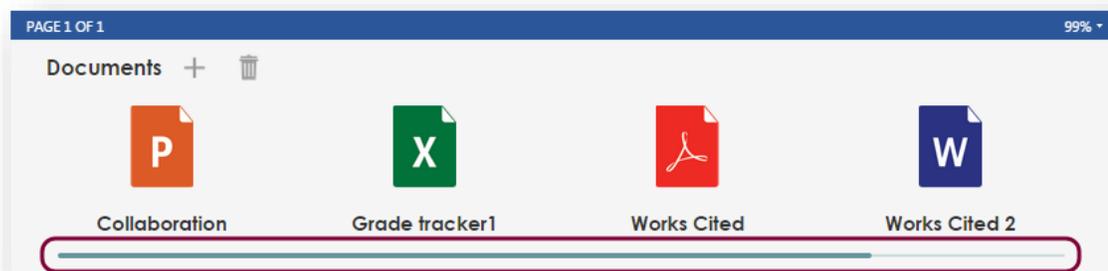
1. Click the **Document** icon on the left-hand menu.



2. Click the **plus sign** in the documents panel.



3. Locate the file and click **open**.
4. The uploaded documents appear in the documents panel. Use the teal scroll bar to view additional uploaded files.



5. Hover over the **File** icon and choose to view, download, or remove.

6. Click **View** to see the file in the document viewer.



7. To view the document in the Microsoft Web App, click the **New Window** icon. Use the Web App to view, search, or print files.

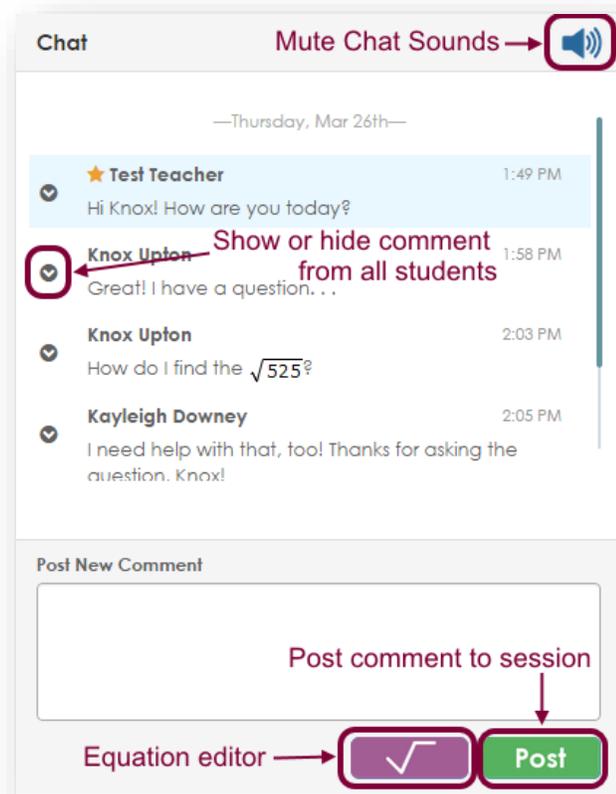


8. Clicking the **Trash Can** icon will remove all items from the documents panel.



## Using the Chat Tool

1. In the chat panel, type a message and click **Post**. Students and instructors who enter mathematical expressions or equations will find the equation editor helpful.



2. Click the arrow to hide the comment from other students in the session. The comment appears stricken.
3. Instructors can mute students. If a student is muted, he or she cannot communicate via chat.

*Best Practice:* Email the student to explain why the student was muted and what the student must do to regain access.

4. Click the **Chat** icon from the left-hand menu to use the chat features on a full screen.

