## Live Online Sessions

**Collaborate** is the meeting and presentation space that is used for your Live Online Sessions (as shown in your [Welcome Week Timetables](#)) and it works in a similar way to tools like Zoom and Teams. Collaborate is part of Blackboard.

**Blackboard** is the University's virtual learning environment and includes the Collaborate room for your Live Online Sessions.
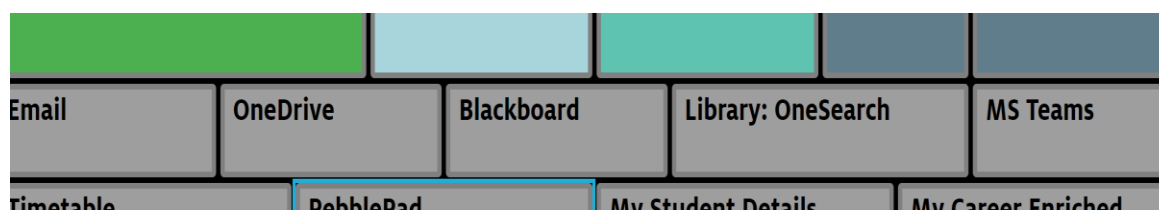
## Accessing Blackboard to get to your Collaborate room

To access Blackboard and Collaborate you need to have activated your University network account.

You will have received instructions by email as part of your registration process to activate your IT account or you can visit the [Passwords and logins page](#) to complete the instructions listed under:
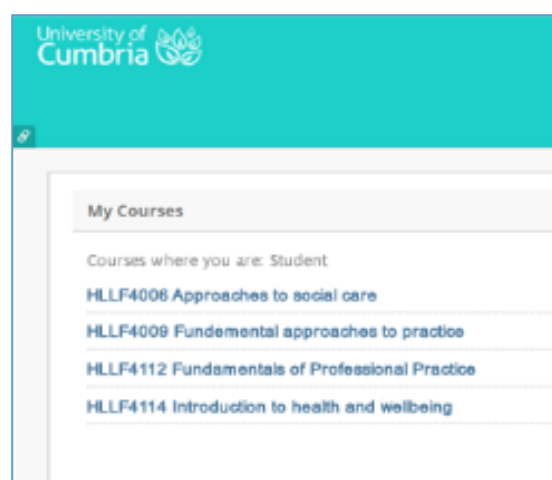
First Log On → Off campus (or using your own device)

Once you've activated your network account, go to the **Student Hub** (https://hub.cumbria.ac.uk/) and click on the **Blackboard** tile which will automatically log you into Blackboard:

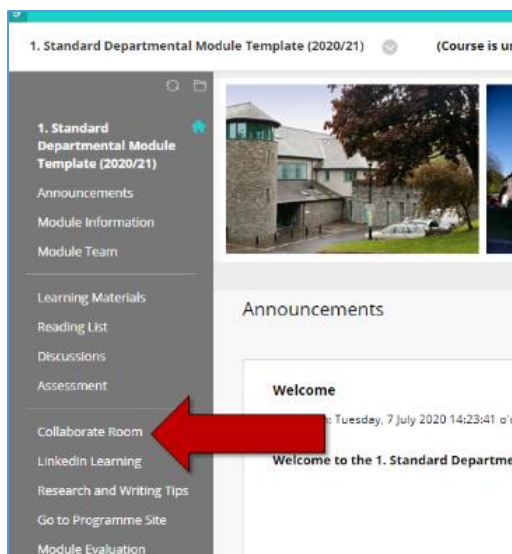| Email | OneDrive | Blackboard | Library: OneSearch | MS Teams |
|---|---|---|---|---|
| Timetable | PebblePad | My Student Details | My Career Enriched | |

## Modules and programmes in Blackboard

Now that you have entered Blackboard, you will see a list of modules (sites) on which you are enrolled. These contain information relating to that module, teaching materials, reading lists and your Collaborate Room.

Some courses also use a Programme Site to bring together larger groups of students who are studying some common modules i.e., Nursing and Education.

University of Cumbria

My Courses

Courses where you are: Student

HLLF4006 Approaches to social care

HLLF4009 Fundamental approaches to practice

HLLF4112 Fundamentals of Professional Practice

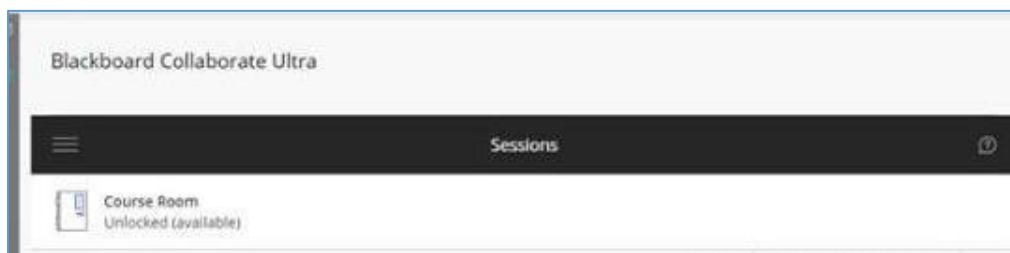HLLF4114 Introduction to health and wellbeing

## Where will I find Collaborate on my Blackboard module and programme sites?

Clicking into individual [Blackboard](#) sites will allow you to access the resources for those modules and each has a dedicated menu link that will take you to the Collaborate area of the site. This is usually called **Collaborate Room**:
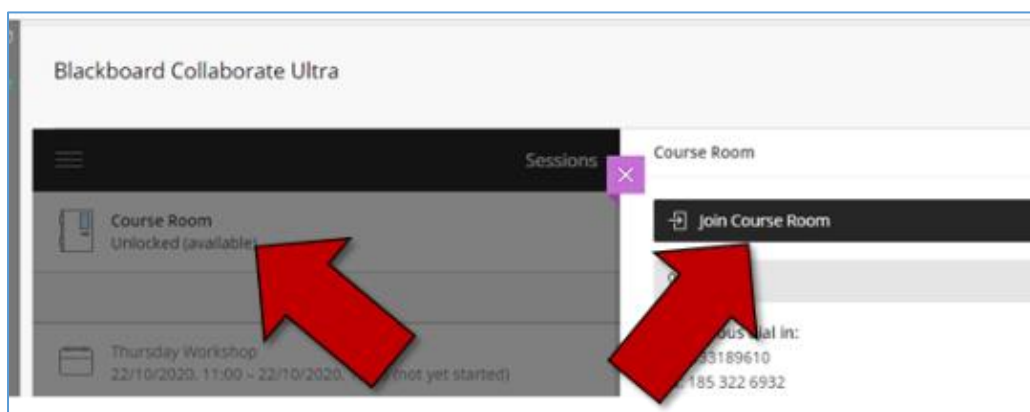


When you arrive at the Collaborate Room, you should see a 'Course Room', and there may well be named rooms that are titled with a specific session that you need to attend.
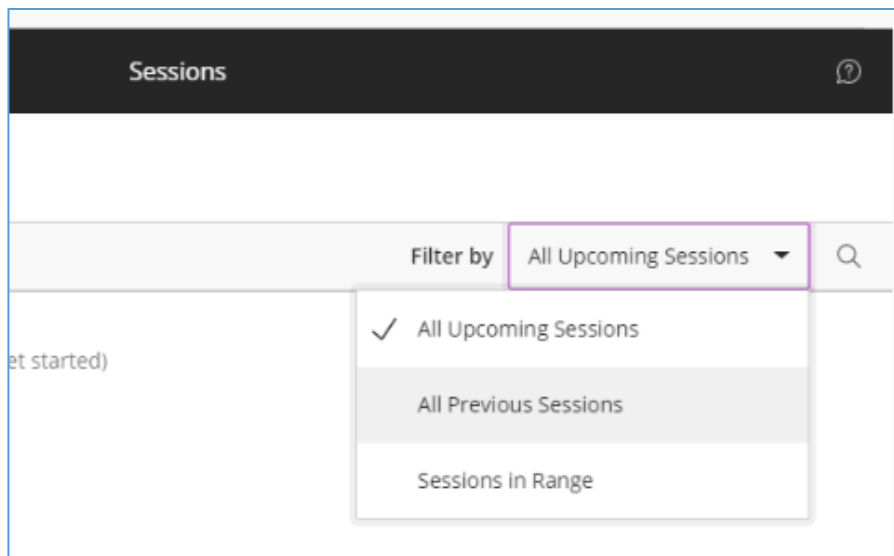


## Entering a Collaborate Room

Click on the room or session name and an information panel will appear on the right. If the room is unlocked, or the session has started, you can click the **Join Course Room** link to access the room.
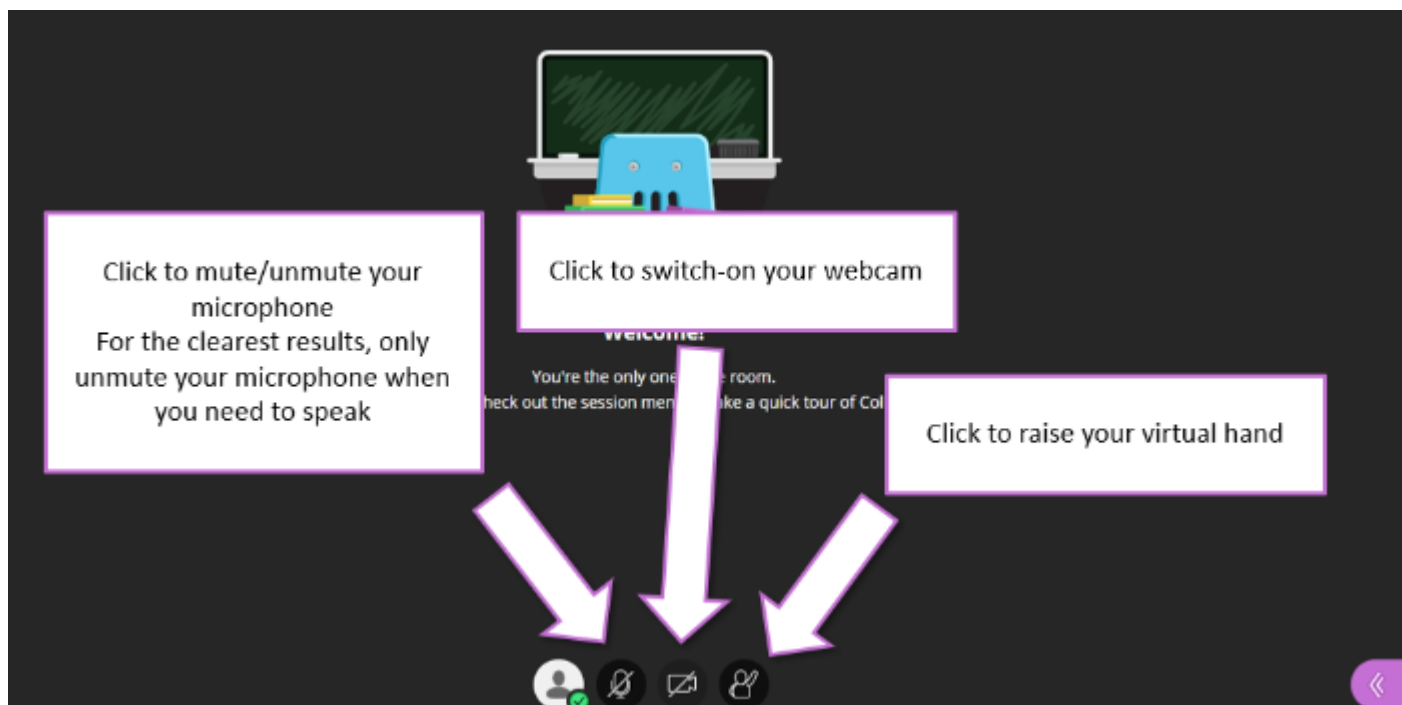
Sessions are shown in date order, with the next session at the top of the list.
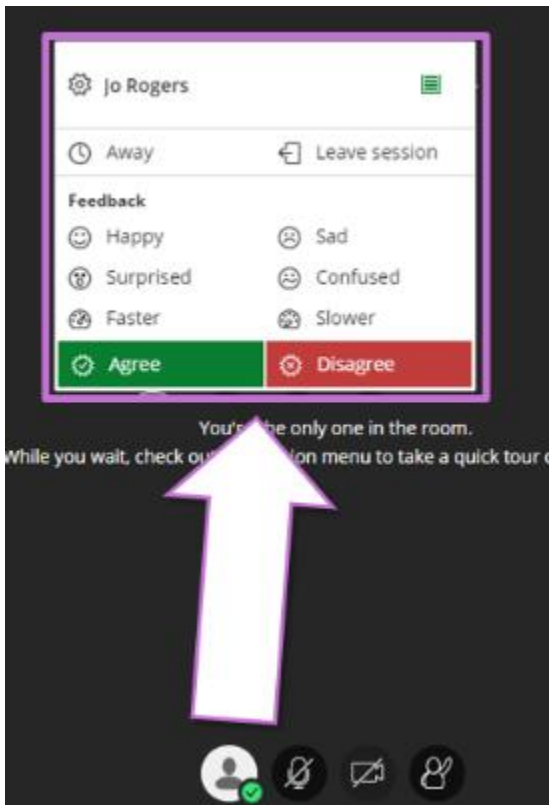


## Using Collaborate

Once you are in the Collaborate Room, you'll be able to participate in the session, join the chat, raise your hand and more. See below for a basic introduction to help you get orientated
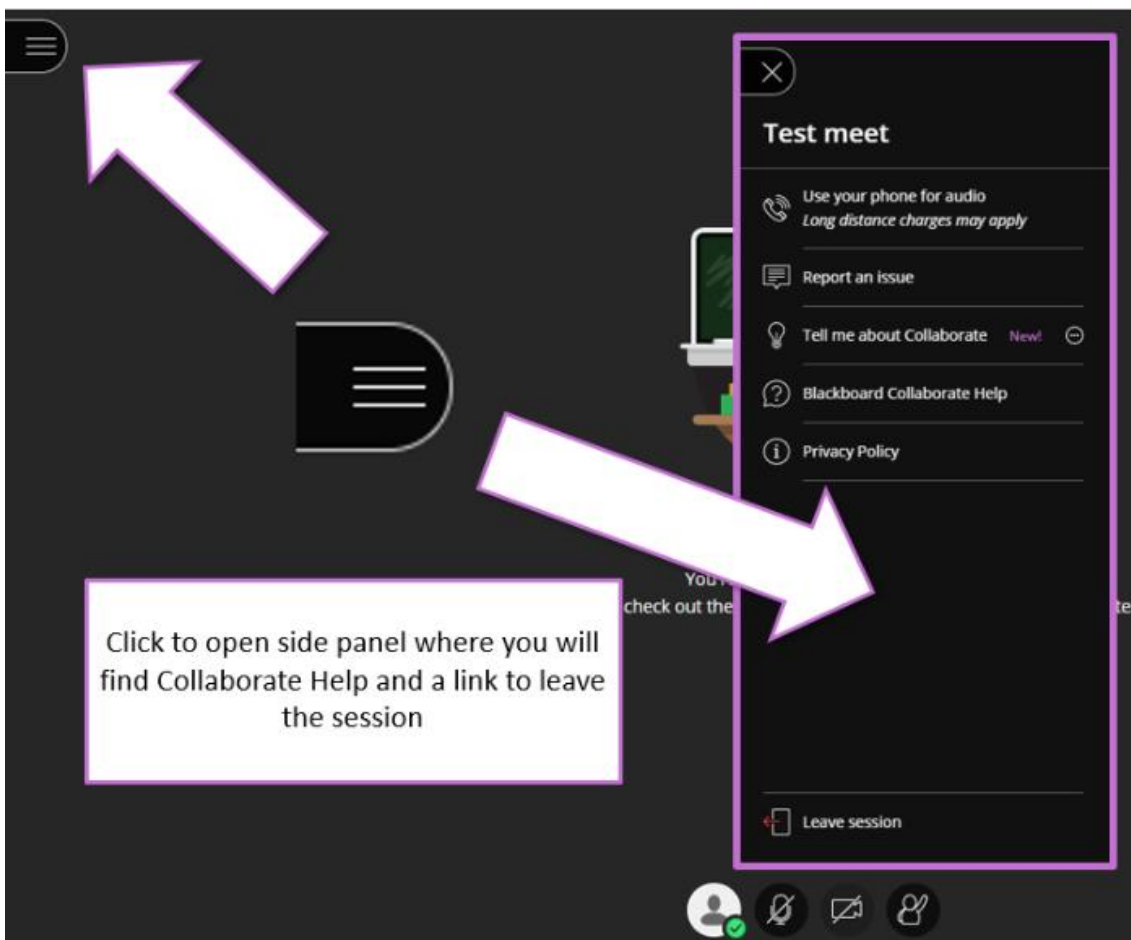
Switch your microphone and webcam on or off (you will usually only need these on during introductions and when speaking) and raise your virtual hand to ask a question:
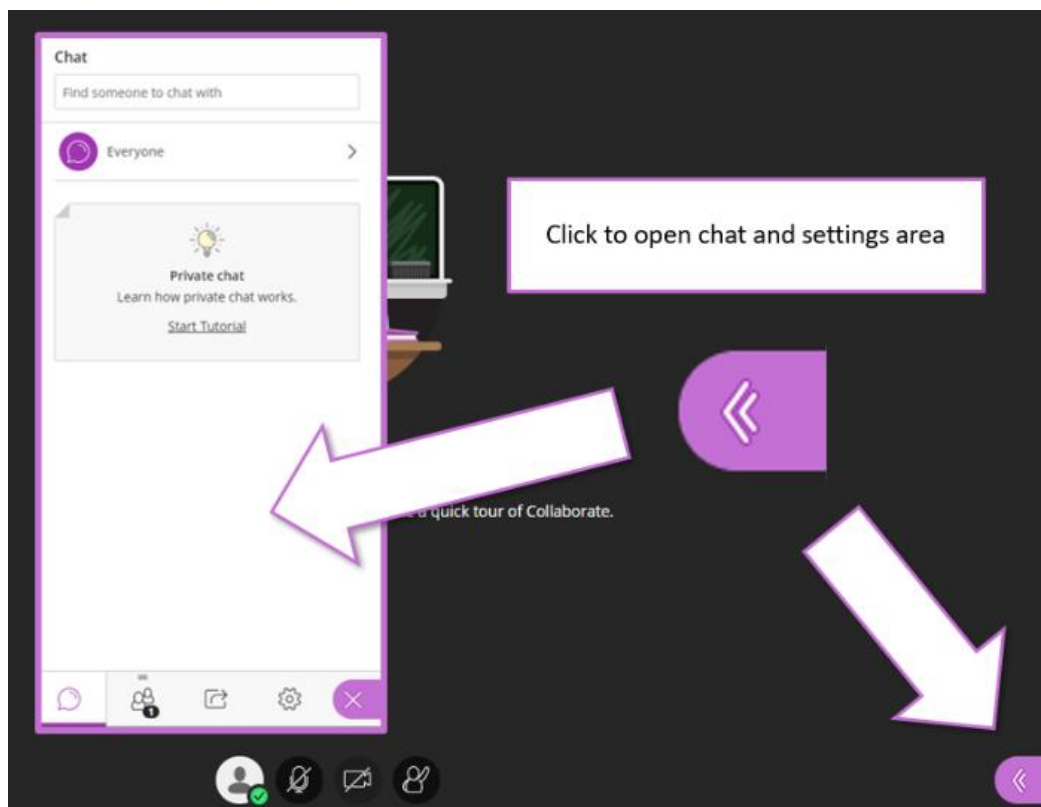
You can show your instant reaction to an idea, comment or question from a tutor, by clicking on your profile button and selecting an option:



Finding help or leaving a session:



Click to open side panel where you will find Collaborate Help and a link to leave the session

Join in the session chat to ask questions, make comments or respond to other participants. Tutors will be monitoring Chat during the session and will attempt to respond to questions when they appear:



## Further help and guidance

- [News Students account activation and induction](#)
- [Welcome Week Timetables](#)
- [Blackboard](#)
- [Collaborate](#)
- [IT Service Desk](#)