

GUIDLINE COLLABORATE

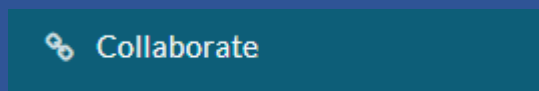
In this guideline you will find answers to the following questions:

- 1) How can I attend a collaborate session
- 2) Where do you find the collaborate recordings?

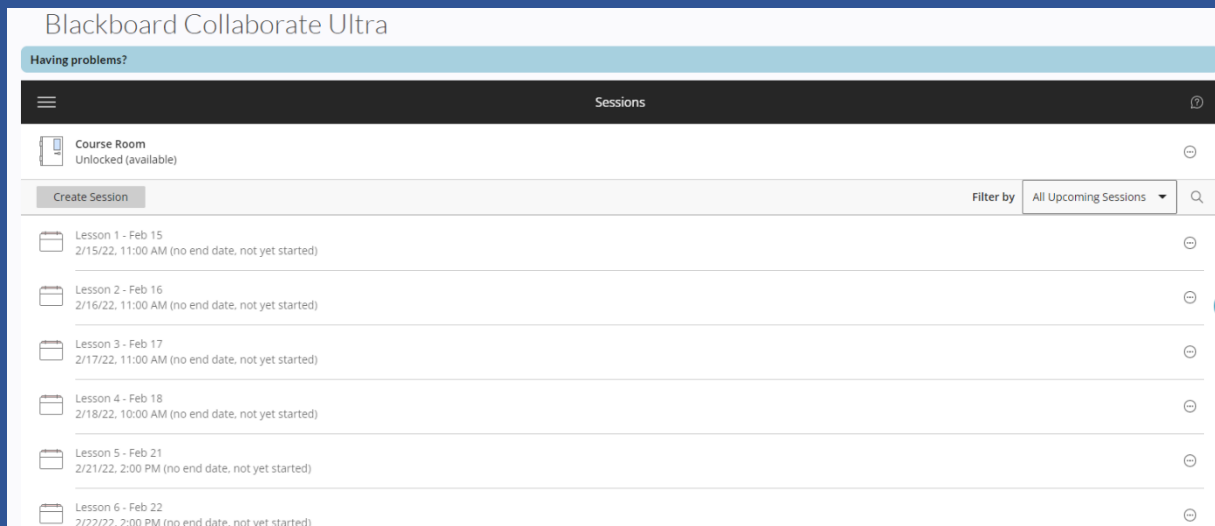
To attend a collaborate session

Step 1: Open Toledo and go to the class that you want to attend.

Step 2: In the left menu you can find the tap “Collaborate”. By clicking on that tap you enter the collaborate course room.



Step 3: You can choose a session in the overview. The sessions are organized by date, so be sure to choose the right session. (The correct session will be marked 'in progress')



Step 4: After clicking on the correct session, a menu will appear on the right. By clicking on join session you will enter the lesson environment.

The use of the camera is recommended.
it's best to leave your microphone off
until you want to ask a question.

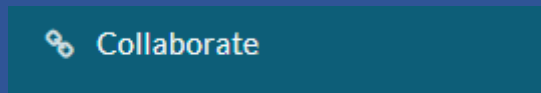
Event Details

A dark grey rectangular button with a white camera icon on the left and the text "Join session" in white on the right.

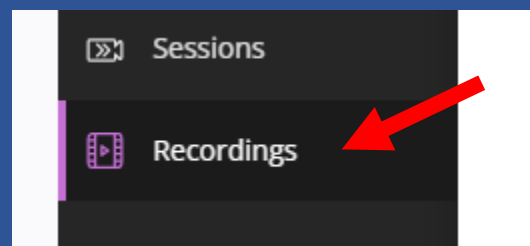
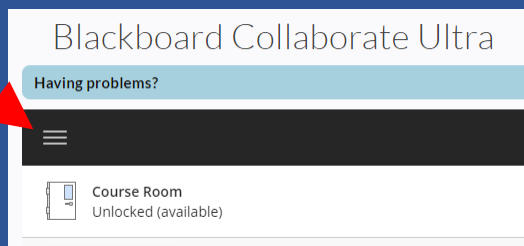
Where do you find the collaborate recordings?

Step 1: Open Toledo and go to the class that you want to attend.

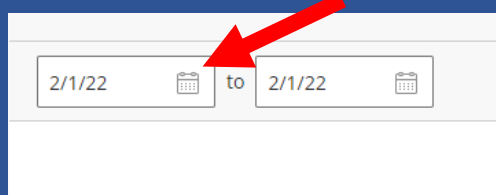
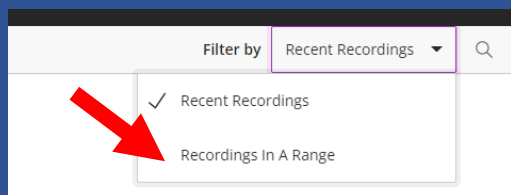
Step 2: In the left menu you can find the tap “Collaborate”. By clicking on that tap you enter the collaborate course room.



Step 3: In the left corner of the collaborate screen you can find three horizontal lines, By clicking on this tap another menu opens. Then click on recordings.



Step 4: You now get an overview of the recordings. But be careful, you currently only see the recordings from the last 30 days. With the filter on the right side you can select recordings in a range. Select a range starting from before the start of this classes. in this case you will see all recordings appear.



Here you will only find the recordings. Other teaching materials such as slides, documents and articles will appear under the 'Course Materials' tap in the Toledo group.