

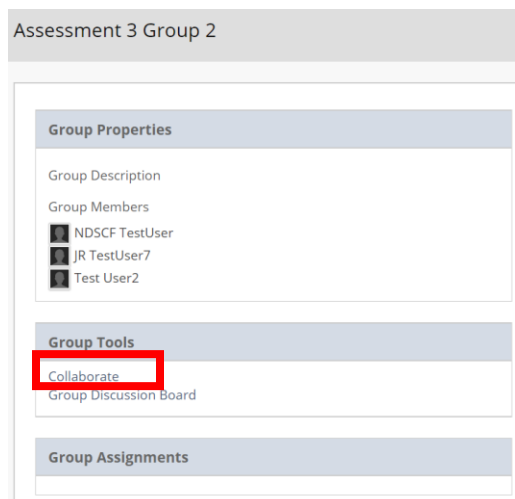
# Collaborate for Groups Student Guide

Blackboard Quick Guide

This guide explains how to join Collaborate session inside your **Group** space, be it a tutorial of assessment group. Collaborate session in your group is **private to the members of your group**. Students can be moderators of such Collaborate session, including recording of group meetings and access to these recordings. Group Collaborate session is always live (that is, it is always available and does not need to be booked).

If you are required to enrol yourself into a group first, please use this [guide on self-enrolling for students](#).

1. Go to your group space in Blackboard (your lecturer will let you know where to find it, or will create a section of the menu with the appropriate name). You may see other group members listed (if they already enrolled) and a number of group tools, such as Group Discussion Board (once again, private to the group) and **Collaborate**. Click on the latter:



Assessment 3 Group 2

**Group Properties**

Group Description

Group Members

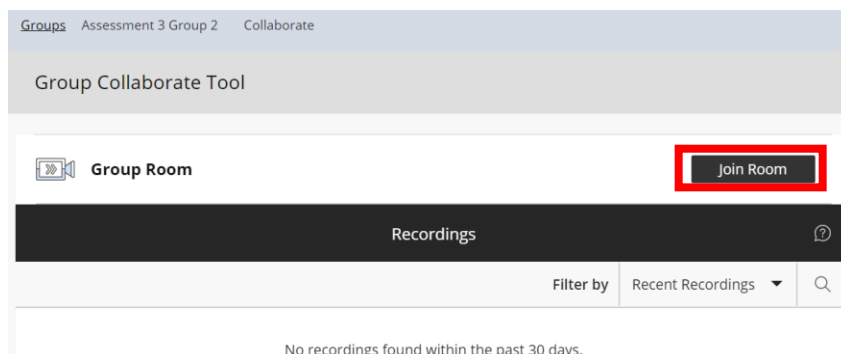
- NDSCF TestUser
- JR TestUser7
- Test User2

**Group Tools**

- Collaborate**
- Group Discussion Board

**Group Assignments**

2. Once inside Collaborate, simply click on **Join Room** button. Note that if you record a session, the recording will become available here as well:



Groups Assessment 3 Group 2 Collaborate

Group Collaborate Tool

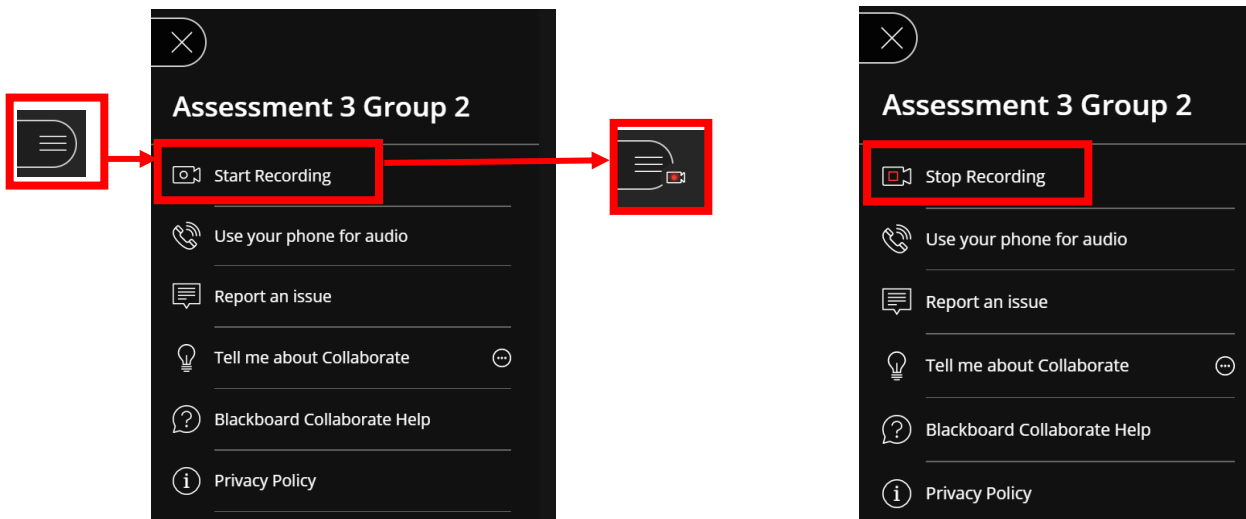
**Group Room** **Join Room**

Recordings

Filter by Recent Recordings

No recordings found within the past 30 days.

3. Set up your video and audio if you have not used Collaborate before – please refer to Step 4 of this [guide on participating in Collaborate sessions for students](#).
4. To record your session, open Session Menu on top left of the screen and select Start Recording. A little camera icon will appear next to the Session Menu to indicate that recording is in progress.  
Select Stop Recording at the end of the session. Depending on the session length, it may take up to 24 hours for the recording to become available.



If you don't have this functionality, please ask your lecturer to update the group settings to allow all group member to create and access session recordings.

More student quick guides are available here:

<https://www.notredame.edu.au/staff/work/LTO/online-learning/resources/course-and-content>