Collaborate

Collaborate is the name given to the centrally supported 'virtual classroom' service. Collaborate sessions can be managed entirely via a web browser with no need for client downloads. They can be scheduled via MyEd (useful for support staff and anyone who isn't attached to a Learn course) or via Learn or Moodle (useful for course organisers / tutors wanting to host an online session with their students).

When scheduling the session, you can select to record the session for others to access after the event. You can also enable downloading of the recording to give you greater flexibility as to where to host the recording (you may want to upload to [Media Hopper Create](), for example).

If you are not familiar with using the Collaborate service, there are lots of training opportunities available. The top level IS page covering Collaborate can be found [here](). You can find out about training options for Collaborate and watch recordings from some previous events [here]().

Note: If you intend to have more than 250 attendees at your event, you need to complete a form provided by central IS about this preferably 72 hours in advance of the session. You can find a link to the form and instructions on how to set up a large Collaborate event on their page [Size limit on sessions]().

If you'd like help with scheduling, accessing or hosting an online session, please [get in touch]().

Get in touch

[lt-support@inf.ed.ac.uk]()

Related links

[Information Services support pages](#)

[Advice on Planning or Participating in a Session](#) (includes a moderator checklist, example email to send to participant, sample etiquette slide to share during the session, etc.)