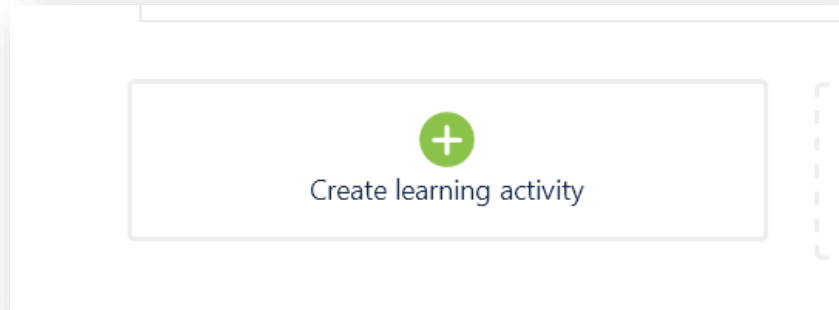
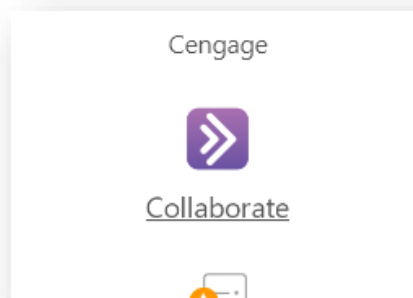


## Add Collaborate Session to Course (Using Plugin)

1. Click the green plus sign to **Create learning activity**



2. Choose the **Collaborate** icon



3. Set up your session:

- Name
- Description
- Start day and time
- Duration
- *Any other desired settings*

A screenshot of a web form titled "Adding a new Collaborate to Module 4". The form is divided into several sections. On the left, there is a "Session name" text input field, a "Description" rich text editor with a toolbar, a checkbox for "Display description on course page", a "Start" date and time picker (set to 6 April 2020 at 11:30), a "Duration" dropdown menu (set to 1 Hour), a checkbox for "Allow Collaborate guest access", and a "Collaborate guest role" dropdown menu (set to Presenter). On the right, there is a "Visibility" dropdown menu (set to Show on course page) and a list of settings including "Grade", "Common module settings", "Restrict access", "Activity completion", and "Tags", each with a dropdown arrow. At the bottom right, there is an "Expand all" link. At the bottom left, there are three buttons: "Save and return to course", "Save and display", and "Cancel".