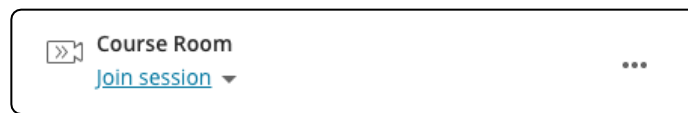


LIVE SESSION CHECKLIST FOR PARTICIPANTS

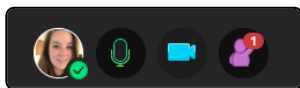
Use this checklist to prepare for a stress-free live session! For more guidance, visit [Blackboard's site for Collaborate Help](#).

SET YOURSELF UP BEFORE THE SESSION

- Use a headset or headphones with built-in microphone for best audio quality.
- Use a webcam or built-in laptop camera for best video quality.
- Choose a quiet space with minimal potential for disruption so you can focus on the live session.
- Test your space's internet connection – wired is most reliable, but if you're using wireless, ensure the connection is strong.
- [Add a profile picture](#) to Collaborate so other participants can become familiar with you.
- Visit the **Course Room** to check that it works with your [browser settings](#) and test out the features of Collaborate **before** your live session. Click *Join Session* at any time to visit an active Collaborate session and test its features.



- While in the Course Room, [familiarize yourself with the main features of Collaborate](#).
 - **Media Space** – this is the main page in Collaborate where session materials will be displayed. The presenter's files and participant audio/video will show here. The tools on this page include:

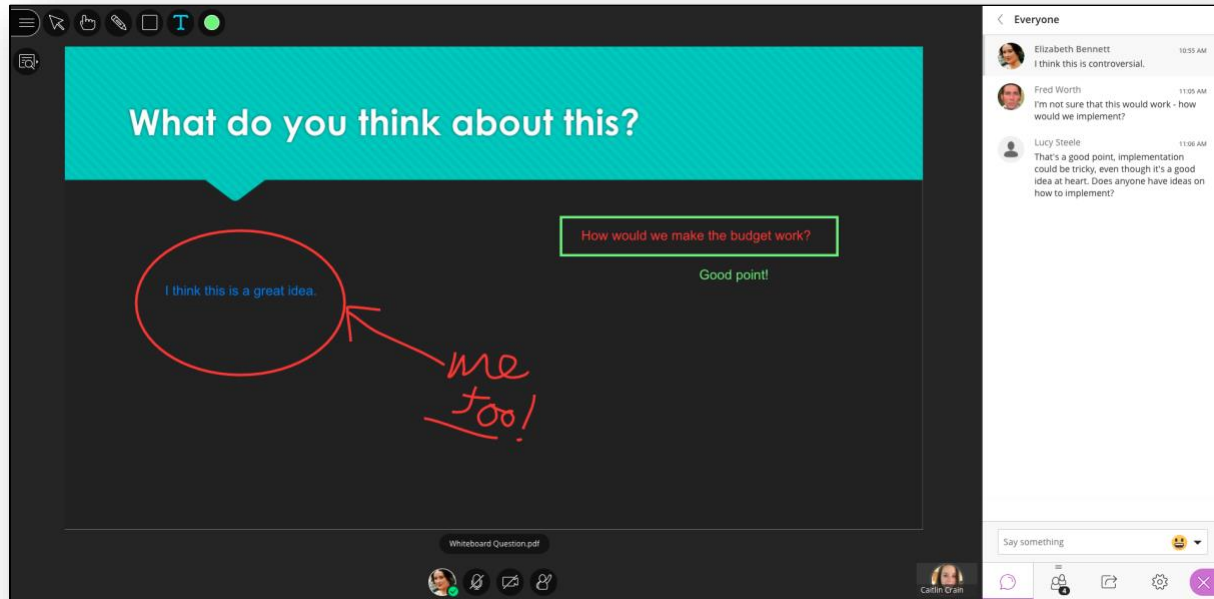


- *My Settings* – click to add a profile picture, adjust audio/video and give feedback.
 - [Audio](#) – click to turn your audio on or off.
 - [Video](#) – click to turn your video on or off.
 - [Raise Hand](#) – raise your hand to contribute or get the moderator's attention.
- **Collaborate Panel** – click the purple tab at bottom right to open the tools for the session. Click again to close it out.



- [Chat](#) – chat with attendees and moderators.
 - [Attendees](#) – view a list of attendees and moderators.
 - [Share Content](#) – if your moderator gives permission, here you can share files and whiteboard.
 - *Settings* – test your audio/video and change your [notifications](#).

PARTICIPATE DURING THE SESSION



- Join the session early if possible to set up your audio/video and definitely be ready to begin on time.
- Introduce yourself to others in the session, using the Chat tool or your audio/video.
- Focus on the session** – do not have multiple browser tabs open on your device or your mobile phone prominently visible to you. Engage with the session fully!
- Engage with session activities and with other participants – use the Chat tool, contribute to whiteboards, and speak up with questions, answers, or opinions.
- The first few times you speak, state your name first so that other participants become familiar with your voice (for example, “This is Sam, and I think that....”).
- Try to avoid interrupting – you can use the [Raise Hand](#) tool if you’re struggling to find an opening to speak.
- Be professional and courteous – listen to the presenter, respect the opinions of others, and allow many voices to speak – just as you would during an in-person meeting.
- If you’re having technical issues, mute your audio and video as needed while you resolve. You can find [Troubleshooting advice on Blackboard](#).
- If you need to privately speak to an instructor or moderator, use the [Private Chat](#) function

AFTER THE SESSION

- Provide feedback to your session leader(s) on activities you liked/disliked, topics you would like to see covered in the next session, and any other constructive comments.
- [View recordings](#) if you were unable to join for the full session so that you are prepared on all materials covered.