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:
    o **My Settings** – click to add a profile picture, adjust audio/video and give feedback.
    o **Audio** – click to turn your audio on or off.
    o **Video** – click to turn your video on or off.
    o **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.
    o **Chat** – chat with attendees and moderators.
    o **Attendees** – view a list of attendees and moderators.
    o **Share Content** – if your moderator gives permission, here you can share files and whiteboard.
    o **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.