



First, get your technical set-up right...

Then, be kind — think of others...

1 USE CHROME OR FIREFOX AS YOUR WEB BROWSER

For the best Collaborate experience, use Google Chrome on Windows or Mozilla Firefox on MacOS; and always install the latest updates for them.

1



2 MOVE CLOSER TO YOUR WI-FI ROUTER

If you are using wi-fi, moving closer to your router will give you a stronger, more reliable signal.

2



3 CLOSE OTHER APPLICATIONS

Close all applications and streaming services on your computer, except for the web browser you are using for the Collaborate session.

3



4 ENABLE ACCESS TO YOUR MICROPHONE AND WEBCAM

You will need to ensure your web browser settings allow access to your webcam and microphone.

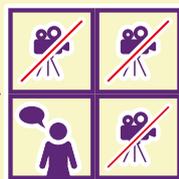
4



5 LIMIT VIDEO USE

Use video during the session only when necessary. Lots of streaming video results in a sluggish experience for participants using slower broadband connections.

5



6 MAKE SURE SESSIONS ARE RECORDED

Record all sessions, participants can review the session at a later date. Recorded sessions will be stored on Collaborate within Blackboard.

6



A LET ATTENDEES KNOW WHAT TO EXPECT

Tell attendees how to find the session. Let them know what the session is about. Share any expectations you have from them during the session.

A



B UPLOAD DOCUMENTS TO COLLABORATE BEFORE THE SESSION

PDF, PowerPoint and image files can be uploaded to Collaborate.

B



C JOIN EARLY

You can use this time to check if you have any issues, and if you need support these issues can be ironed out early before the session starts.

C



D USE HEADPHONES

Cut down on the background noise by using headphones.

D



E INTRODUCE YOURSELF

Don't assume everyone automatically recognises your voice. State your name the first few times you speak.

E



F KEEP SESSIONS SHORT

Less is more. You need to engage the audience with short sessions. The longer the session, the more participants become less engaged.

F

