



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

Then, be kind — think of others...

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



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



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



ENABLE ACCESS TO YOUR MICROPHONE AND WEBCAM

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

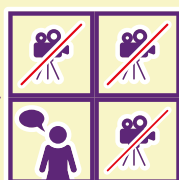
4



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



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.

A



USE HEADPHONES

Cut down on the background noise by using headphones.

B



KEEP YOUR MICROPHONE MUTED

Except when speaking, especially in larger groups. Discussions become challenging if there is background noise.

C



RAISE YOUR HAND

Use this function when you want to say something or ask a question. Then wait for whoever is speaking to finish before you speak. This prevents people talking over each other.

D



INTRODUCE YOURSELF

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

E



USE THE 'EVERYONE' CHAT FUNCTION

Participants can also use the 'Everyone' text chat to ask and answer questions, without interrupting speakers. Note: If a session is recorded, the text chat is recorded too.

F



Please remember:

Any session may be recorded. A recording is intended to capture the content of that session. If you wish to remain anonymous during the recording of a session, please inform the lecturer.

1. These recordings may be used for the purposes of learning and teaching for current and future students, and will not be shared outside the university.

2. University Privacy/Fair processing information: <https://uso.southwales.ac.uk/information-compliance-unit/data-protection>