Attendee/Participant Session Checklist

## Participant Procedures

### At least 1 week before event

* Notify the session host/moderator of any **Accessibility**  issues
* Check you have a headset as this will give you the best sound quality (do not use the computer’s built in speakers to avoid audio feedback problems).
* Familiarize yourself with the [Collaborate interface and features](http://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Navigation) (e.g. the Whiteboard tools).
* If using a mobile device, download the [BB Student App](http://www.ed.ac.uk/information-services/learning-technology/communication/collaborate/mobile).
* Make sure you have the [Google Chrome browser](https://www.google.co.uk/chrome/browser/desktop/index.html?brand=CHBD&gclid=COTe7PTTwdACFUMTGwode5UOvg) installed.

### 15 minutes before a session

Join the session and check the following

* Enter the virtual rooms via [Chrome browser](https://en-us.help.blackboard.com/Collaborate/Ultra/Administrator/040_Browser_Support) for the best experience
* Check yourheadphones, [microphone and video settings](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/010_Get_Started/Use_Audio_And_Video).

### During a Session

Make sure you are aware of the room etiquette for the session e.g.:

* Raise your hand if you want to ask a question or make a comment
* Lower your hand when your question is answered or you have made your comment
* Mute microphone when you have finished speaking