Example Participant Instructions for Collaborate Ultra Session

### Accessing the session

The link below provides access to the Collaborate Ultra virtual room for this session. Access the link via your browser (we recommend [Google Chrome browser](https://www.google.co.uk/chrome/browser/desktop/index.html?brand=CHBD&gclid=COTe7PTTwdACFUMTGwode5UOvg) for the best experience). Please log in by providing your first and last name. There is no password to access this session:

*< insert room address >*

### Timing

The event will begin at *<insert time>* on *<insert date>.* Please log in around 15 minutes early to make sure that everything is working OK.

### Support

Get in touch with the [is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk) (with Collaborate Ultra in the subject line). If technical support is required there is information available at [www.ed.ac.uk/is/collaborate](http://www.ed.ac.uk/is/collaborate) and Blackboard’s support portal at <https://en-us.help.blackboard.com/Collaborate/Ultra>

### Preparation

At least 1 week before the event

* Make sure you have a headset (do not use a computer’s built in speakers to avoid audio feedback problems)
* Familiarize yourself with the Collaborate interface and features. Make sure you know how to:
  + Send text Chat messages
  + Press the Audio button to switch your microphone on and off
  + Raise (and lower) your hand to make a comment or ask a question

An Online Orientation and a Participant Guide with information on all the features of Collaborate is available from Blackboard Help:  
<https://en-us.help.blackboard.com/Collaborate/Ultra/Participant>

### 15 minutes before event

* Join the session via [Google Chrome browser](https://www.google.co.uk/chrome/browser/desktop/index.html?brand=CHBD&gclid=COTe7PTTwdACFUMTGwode5UOvg). The [Chrome Browser is recommended by Blackboard](https://en-us.help.blackboard.com/Collaborate/Ultra/Administrator/040_Browser_Support) for the best experience
* Check your [microphone and video settings](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/010_Get_Started/Use_Audio_And_Video).

### During the session

Follow the etiquette set by the session Moderators 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