Collaborate Appointment Guide

Technical Requirements

To access the session, you will need a PC or Mac with any standard web browser. On a PC we recommend you use Microsoft Edge, Google Chrome or Firefox. On a Mac we recommend you use Safari. You will also need audio capability to speak and to hear the presenter.

Joining the Session

In your booking confirmation email you will receive a 'Guest Link' URL, that looks something like this:

https://eu.bbcollab.com/guest/1034e954eac54986b5263ee83f1318fa

Open the link in your browser. You will be presented with the Blackboard Collaborate screen. It will tell you which session you are joining, and there is a place for you to type your name. Enter your name and click on **Join Session**. It is a good idea to join the session 10-15 minutes before the scheduled start time. This will give you an opportunity to test your audio settings and ensure there are no other technical issues.

Chat

Prior to the scheduled start time the presenter will send you a greeting message via the Chat feature.
To respond click on the **Chat** icon and type in your response.

You can find more information about the Collaborate Chat feature here:
https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Chat#chat-emoji_OTP-1

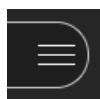At the scheduled start time the presenter will talk to ensure you can hear them, and they can hear you.

By default, your Microphone and Camera will be turned off. You will not need your camera but when you need to speak you can un-mute the microphone by clicking on the **microphone icon** at the bottom of your screen.
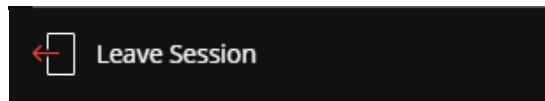

You are then ready to proceed with the 1-2-1 appointment. If you have emailed through any sample work or feedback prior to the appointment this will have been uploaded by the presenter in advance, and available to view.

Ending the Session

To log out at the end of the session:

Click on the **Menu** panel in the top left of the screen.
Click on **Leave Session.**

For further help and support go to: https://help.blackboard.com/Collaborate/Ultra/Participant