

Webinar Guidance

GETTING STARTED WITH UniSkills

Thank you for booking your place on a **Getting Started With UniSkills** webinar. Please read through the instructions below for more details on how to successfully join your online session.

Technical Requirements

To access your 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 require an audio set up, such as speakers or headphones, to be able to hear the presenters talking.

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>

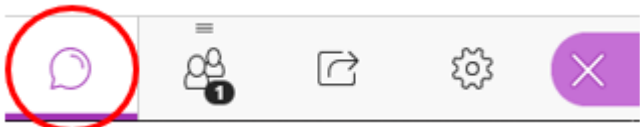
Open the link in your browser. You will be presented with the **Blackboard Collaborate** screen. It will tell you which session you are joining, and there is a place for you to type your name. Enter your name and click on **Join Session**. It is a good idea to join the session 10 minutes before the scheduled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

By default, your Microphone and Camera will be turned off and you will not need these features to participate in the session.

If you experience any problems joining your session, please email us direct at uniskills@edgehill.ac.uk

Chat

The presenters may use the Chat feature to communicate with the group during the session. To use this feature yourself please click on the **Chat** icon and type.



You can find more information about the Collaborate Chat feature here:

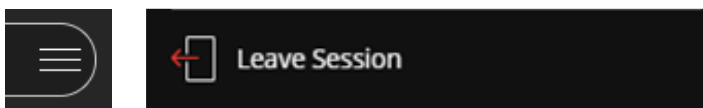
https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Chat#chat-emoji_OTP-1

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>

Your Feedback

After the session we will email you a copy of the session recording and a link to an online survey – we would love to hear your feedback about your experience accessing and attending our webinar.