Participant Instructions for MSc in Ancient Worlds (online) Online Postgraduate Information Session  
History, Classics and Archaeology

# Accessing the session

You will be sent a link to the sessions via Eventbrite prior to the event 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.

# Timing

The online information session will take place 4**pm-5pm BST** **on 23 February 2021***.* Please log in around 15 minutes prior to the session to ensure you have a great webinar experience.

# Prior to the session:

1. Collaborate Ultra will be hosted in your browser. We recommend using the Google Chromebrowser for the best experience:
   * [Download the Google Chrome browser](https://www.google.com.au/intl/en/chrome/browser/desktop/index.html)
2. Required Equipment and Software:

* Internet Access (broadband connection highly recommended)
* For the best experience,use **Google Chrome**: [Browser Support](https://en-us.help.blackboard.com/Collaborate/Ultra/Administrator/040_Browser_Support)
* Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
* Webcam (optional)

1. Click the guest link you have been sent to access the virtual classroom.
2. Enter your name to access the session. There is no password required.

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).
* Familiarise 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

# 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 your microphone when you have finished speaking

# Support

Get in touch with [is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk?subject=Collaborate%20Ultra) (with Collaborate Ultra in the subject line). If technical support is required there is information available on the [University website](http://www.ed.ac.uk/is/collaborate) and [Blackboard’s support portal](https://en-us.help.blackboard.com/Collaborate/Ultra).

For more information about Blackboard Collaborate:

* [Session Preparation & Checklist](https://www.ed.ac.uk/files/atoms/files/participant_procedures_checklist_may_2017.docx)
* [Blackboard Help](https://help.blackboard.com/Collaborate/Ultra/Participant)