

Top Tips for running a smooth Blackboard Collaborate Session

Getting ready for your session:

- If possible, have a **practice session** using the same equipment and rooms as the real session to ensure everything will work successfully.
- Provide the **session link** to participants a few days beforehand and encourage them to check that they can join successfully. This will give time to sort out any technical problems before your session

Avoiding technical problems:

- Use [Google Chrome](#). You may encounter access and connectivity issues if you use other browsers.
- When not in use, encourage all participants to **turn off their audio and video**. Not only will this cut down on the background noise, but the more audio and video connections there are, the worse the session connection may be.
- If possible, use a **wired internet connection**. If you are using wi-fi, try to be as close to the router as possible.
- Use a **headset** for the best audio quality, with a microphone if you are going to be speaking.

Running your session:

- If you want to share a PowerPoint or Keynote presentation that has audio, video, or animations, **make sure to use the Share Application/Screen option and not Share Files**. Audio, video, and animations do not display when sharing your presentation as a File.
- If your presentation does not have animations/videos/audio files, it is best to use the **Share Files** option.

