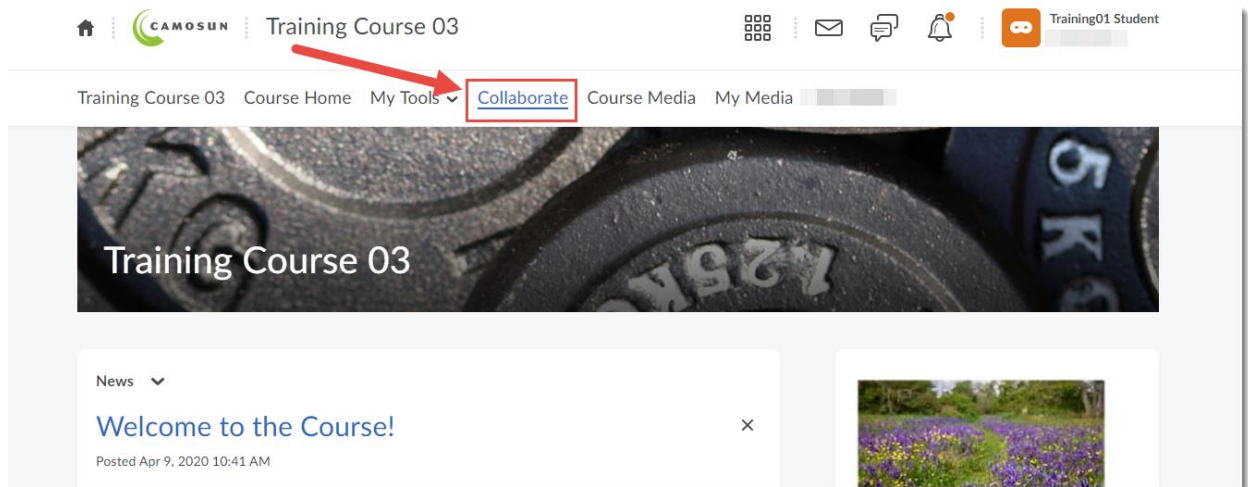


Joining a Collaborate Session in D2L – A Student Tutorial

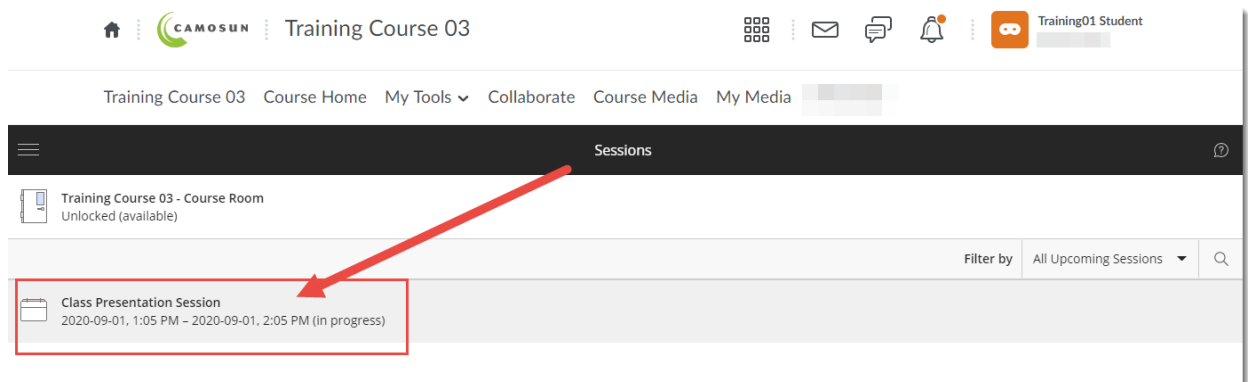
This tutorial will cover how to join a Collaborate Ultra session in your D2L course. For further information, please contact elearning@camosun.ca for assistance.

Steps

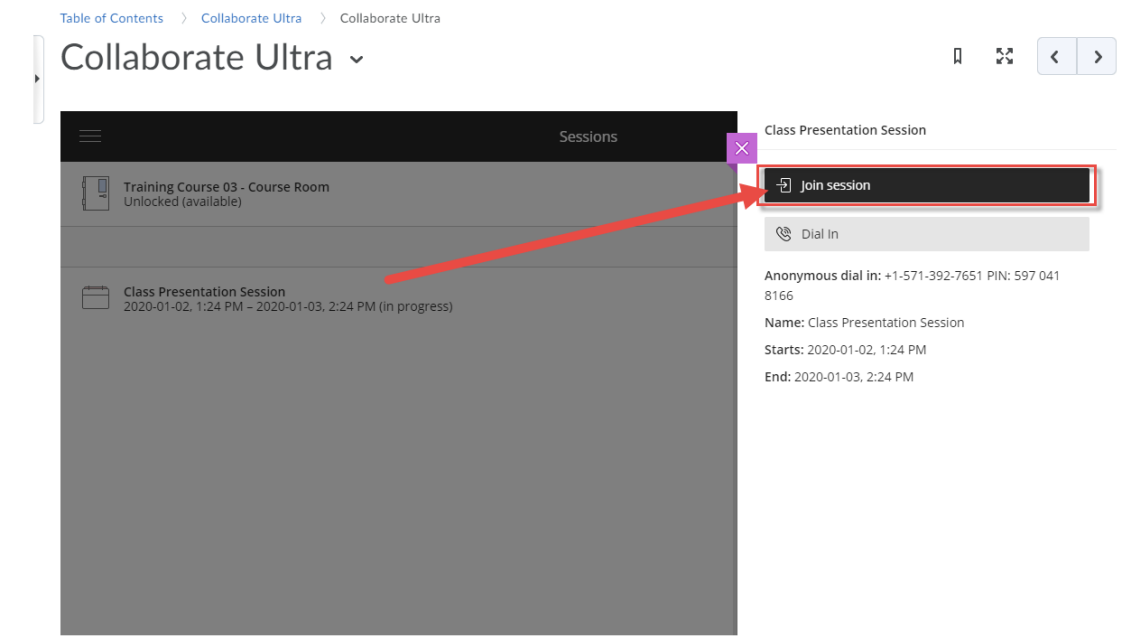
1. Click on the **Collaborate** link on your course Navbar. If you do not see a Collaborate session link, talk to your instructor. We recommend you use Chrome as your browser for using **Collaborate**.



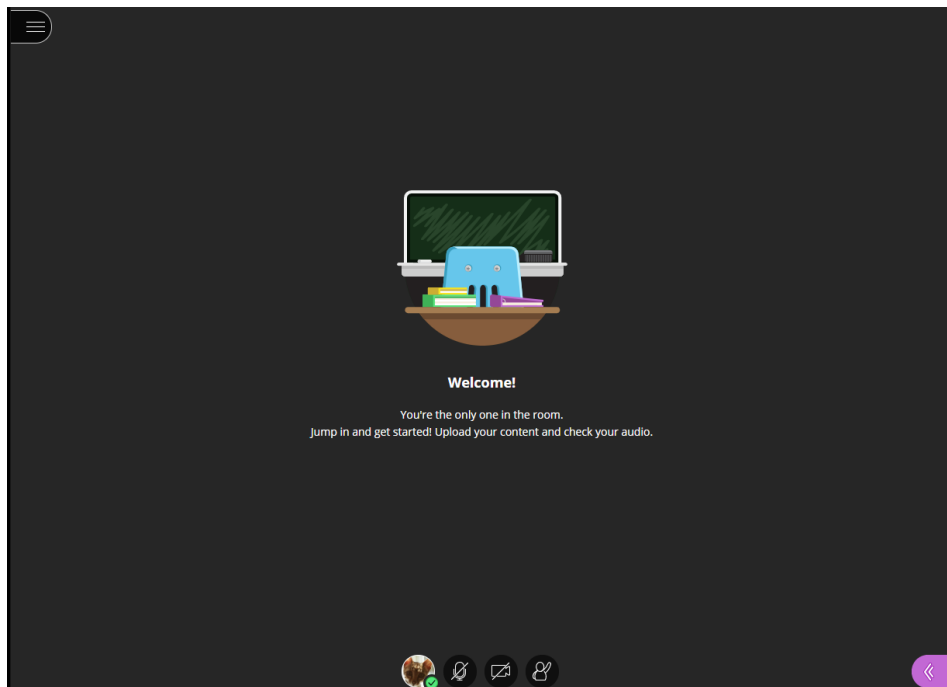
2. Click on the **Course Room** OR the appropriate **Session** you need to access.



3. Click **Join Session**.



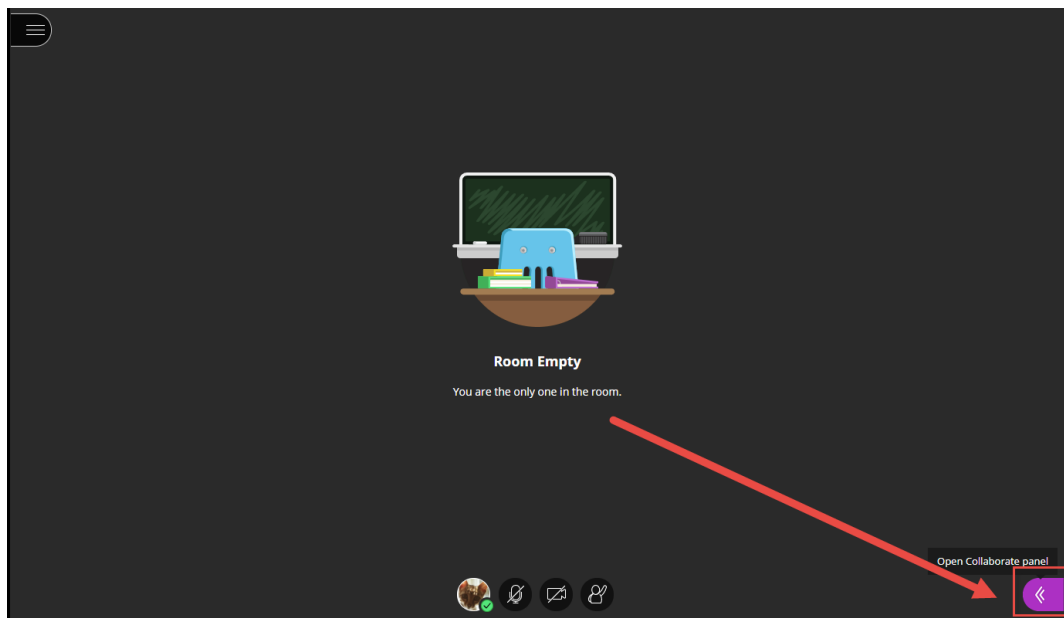
4. The Collaborate room or session will open in a new tab in your browser.



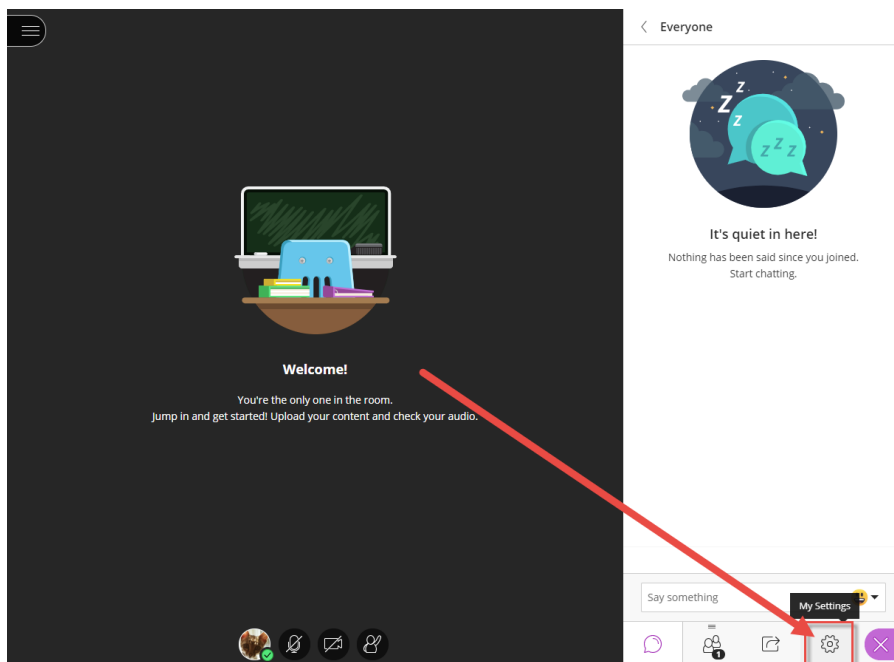
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Check your microphone and camera.

1. First, open the **Collaborate panel** (the bottom right icon).

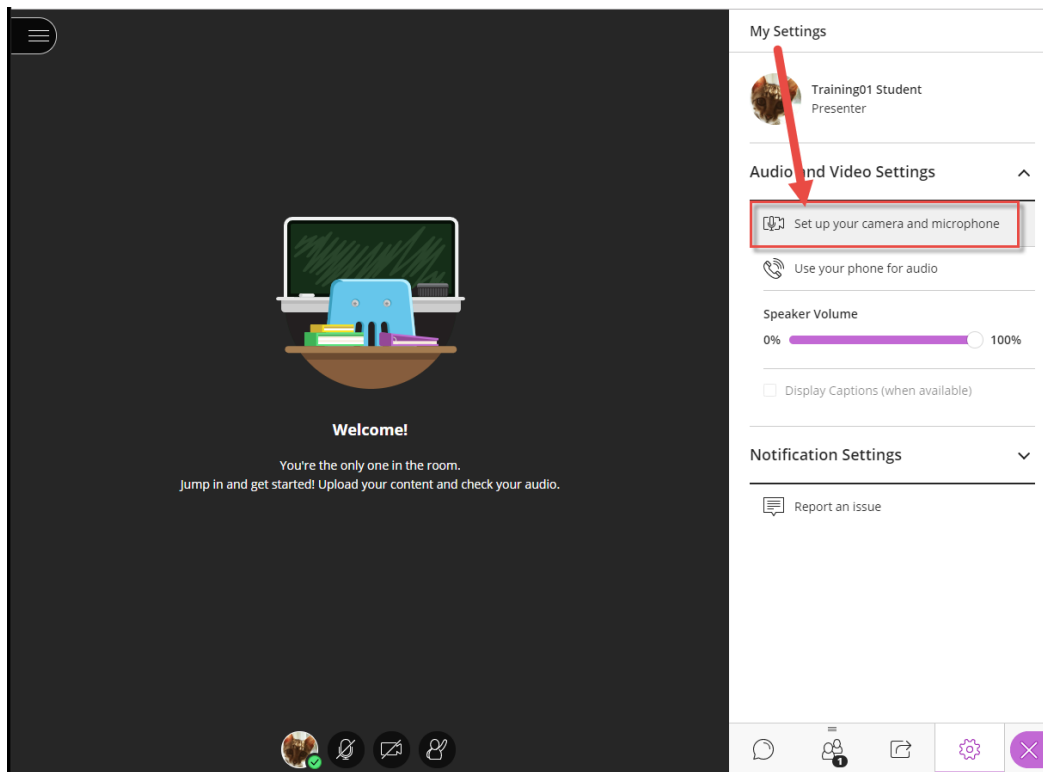


2. Click the **My Settings** icon.

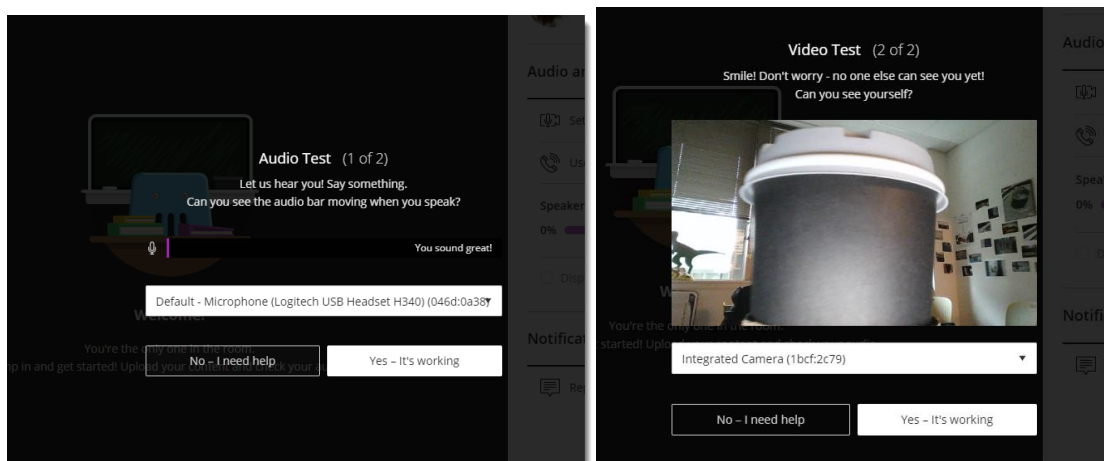


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3. Click **Set up your camera and microphone**.

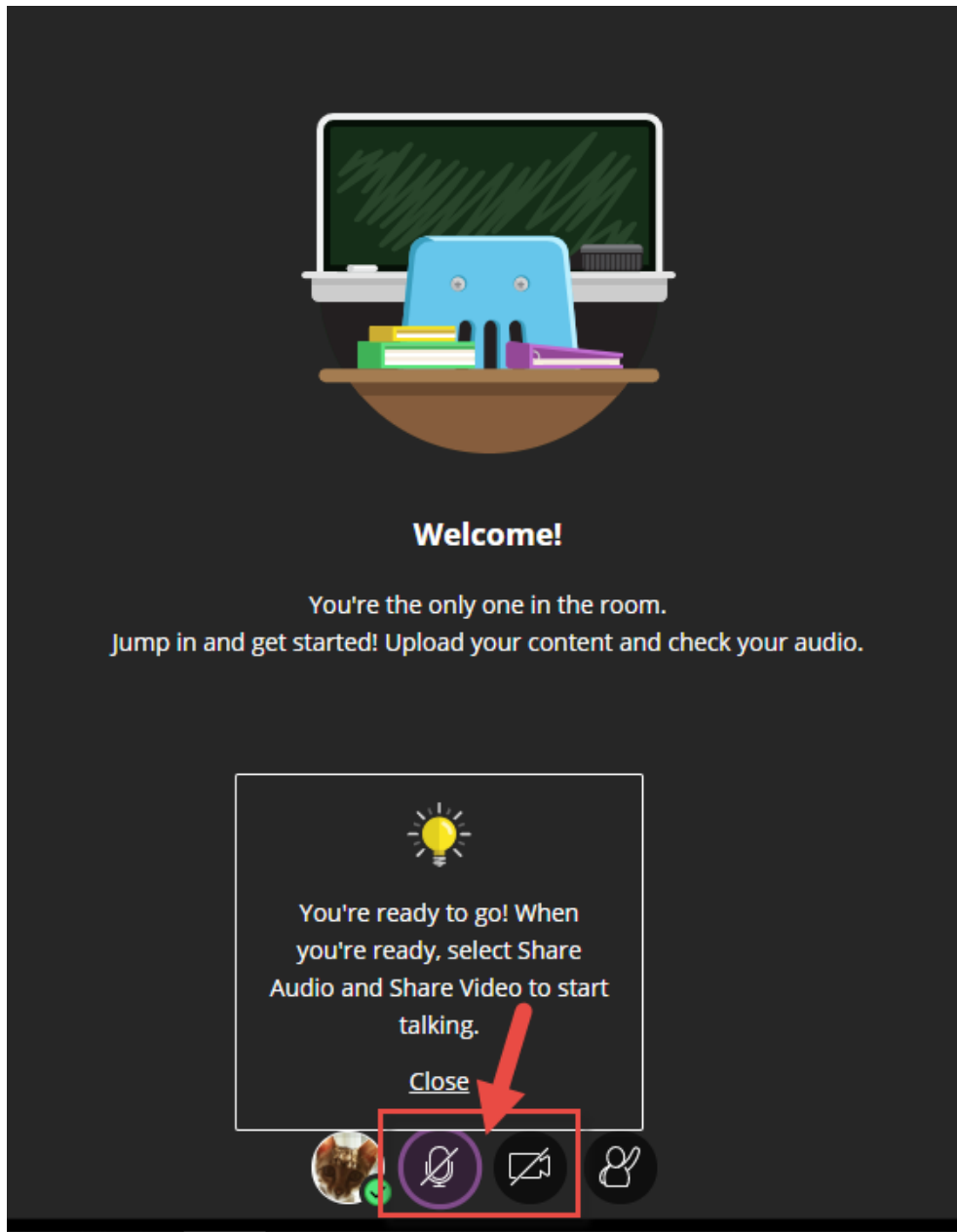


4. Run the tests as presented, first the **Audio Test**, then the **Video Test**.



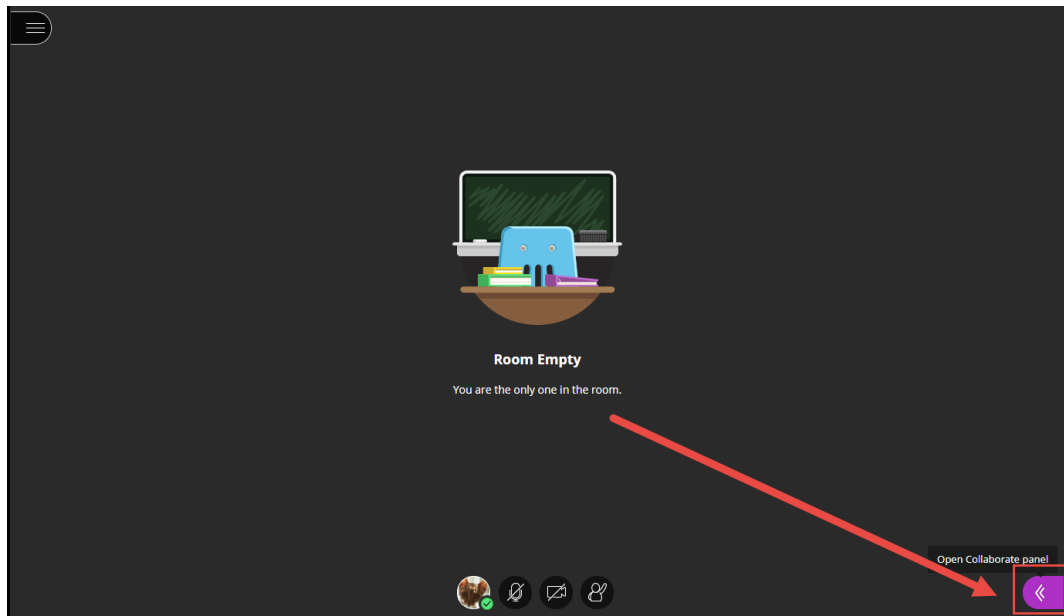
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5. Click the **Microphone** and the **Camera** icons to share your audio and/or video. NOTE: Ask your instructor first if you should be sharing your video.

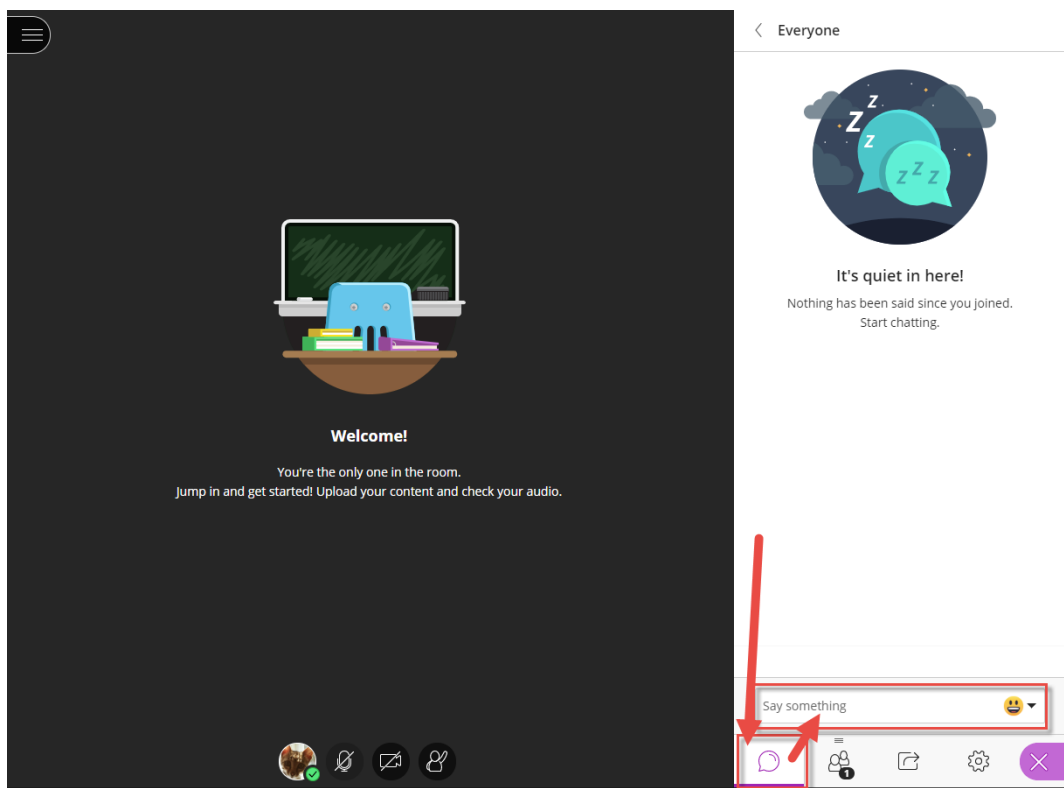


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6. While in your Collaborate Ultra session, you should keep the Chat area open in case your instructor or fellow students post there. To open the Chat area, open the **Collaborate panel** (the bottom right icon).

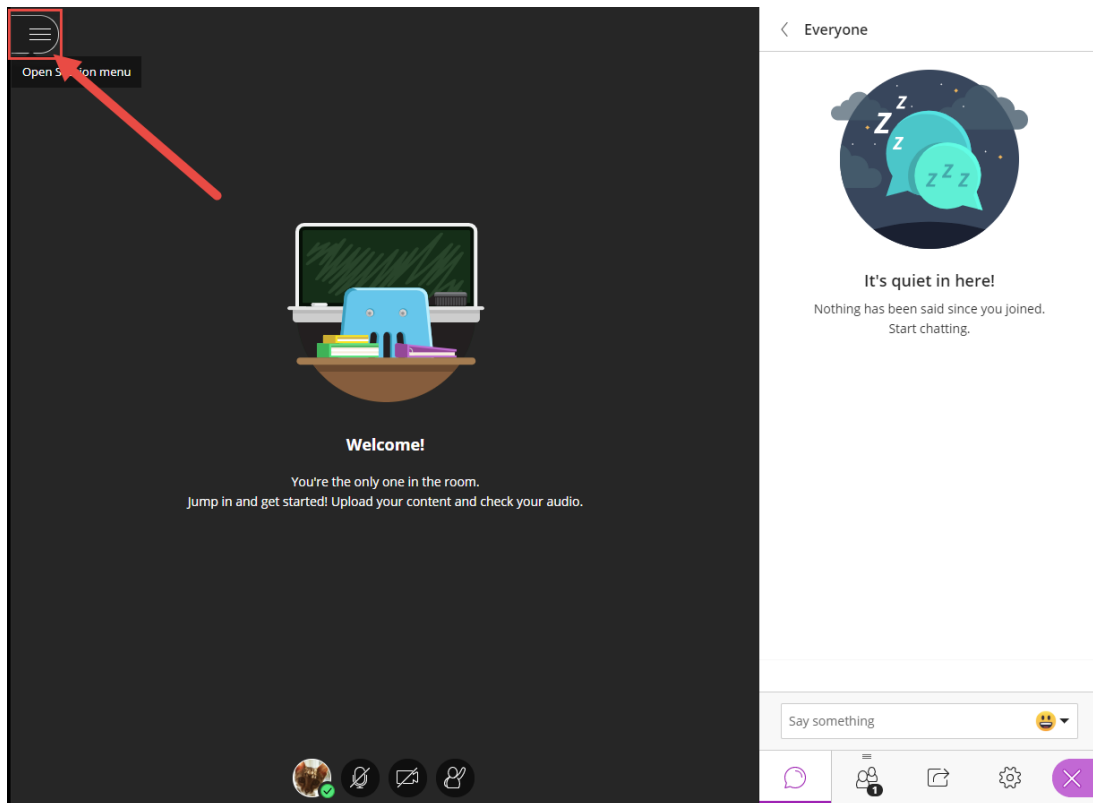


Then click the **Chat** icon. To add something to the Chat, type in the **Say something** box and hit Enter.

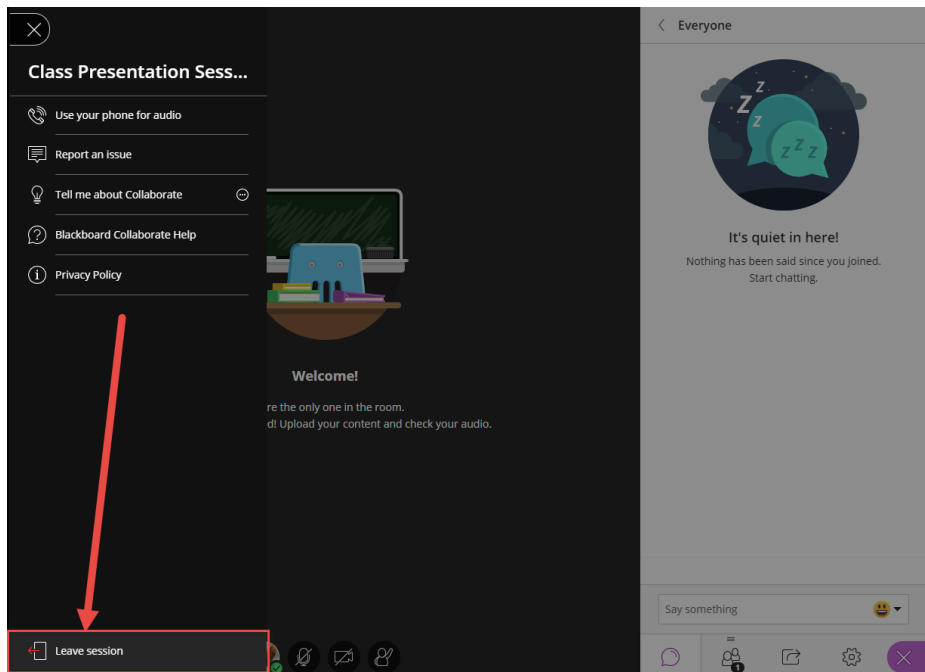


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7. To close the Collaborate Ultra session, open the **Session menu**.



8. Click **Leave session**.



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