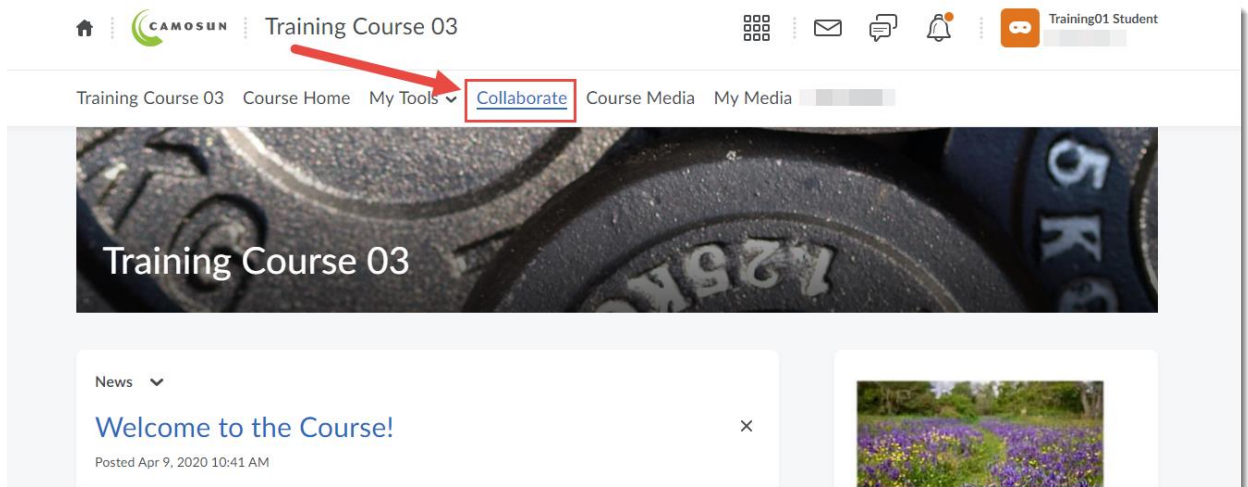


Joining a Collaborate Session in D2L – A Student Tutorial

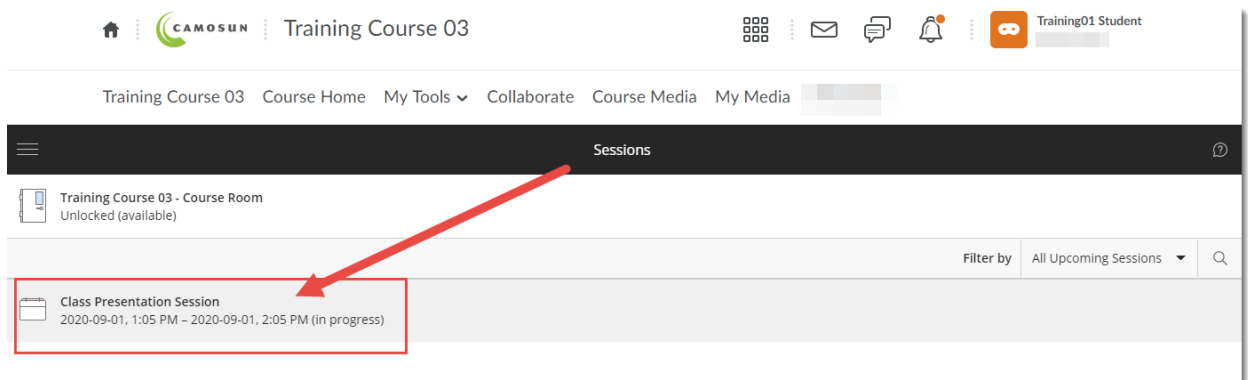
This tutorial will cover how to join a Collaborate Ultra session in your D2L course. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Steps

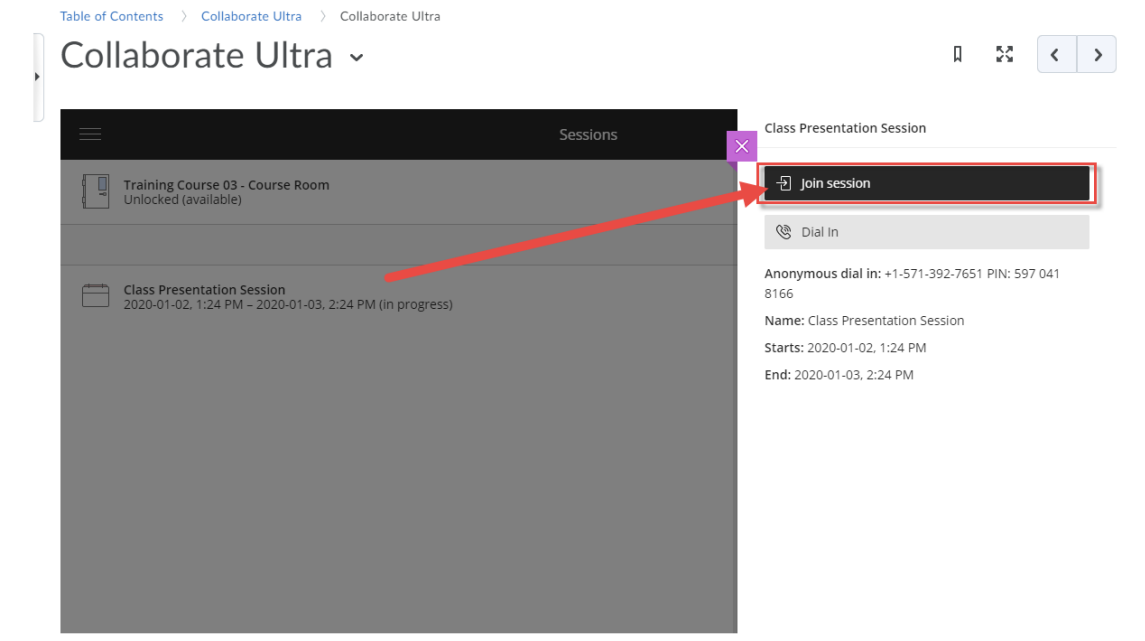
1. Click on the **Collaborate** link on your course Navbar. If you do not see a Collaborate session link, talk to your instructor. We recommend you use Chrome as your browser for using **Collaborate**.



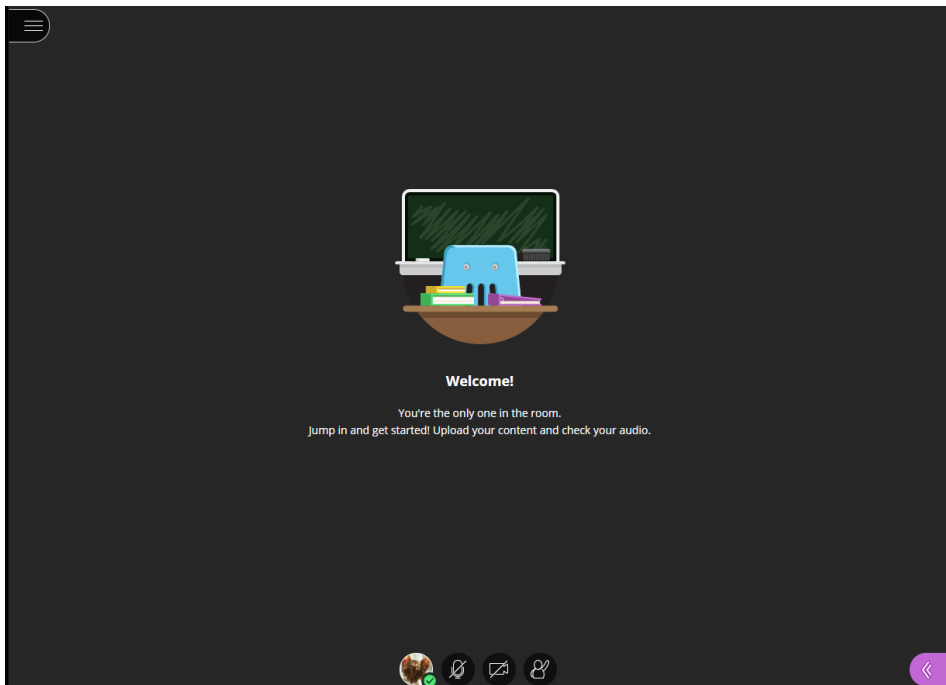
2. Click on the **Course Room** OR the appropriate **Session** you need to access.



3. Click **Join Session**.



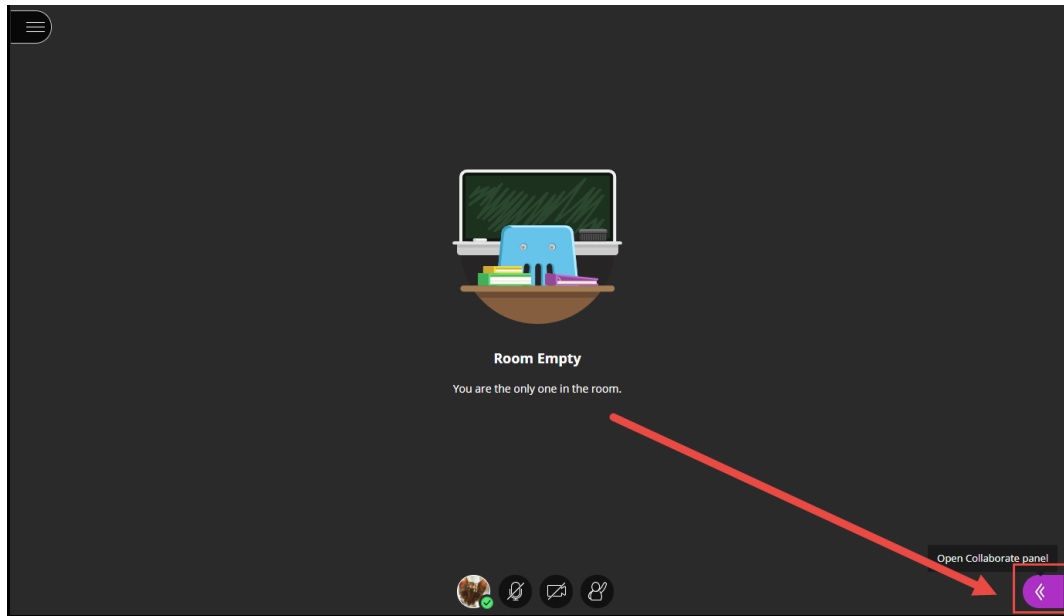
4. The Collaborate room or session will open in a new tab in your browser.



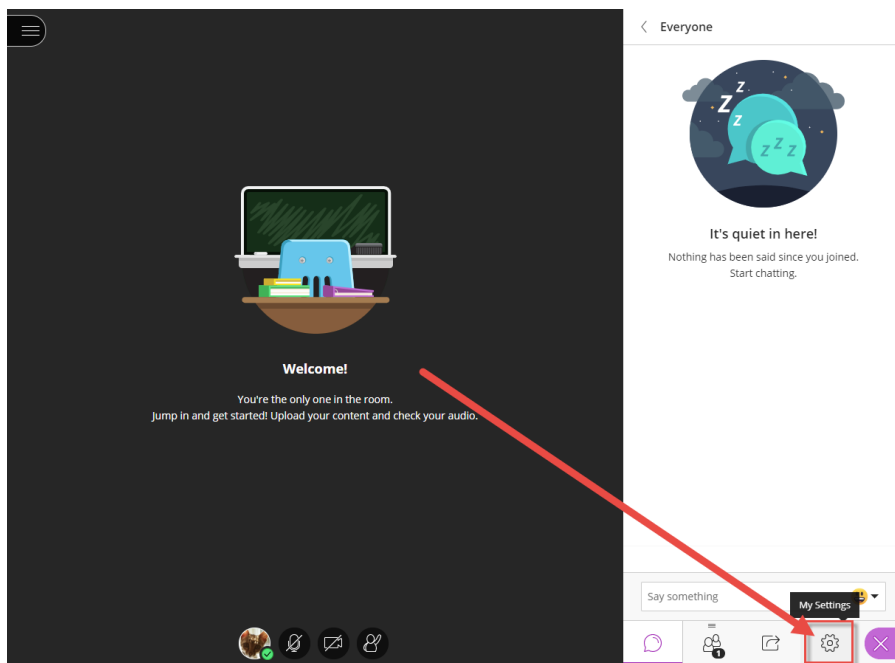
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Check your microphone and camera.

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

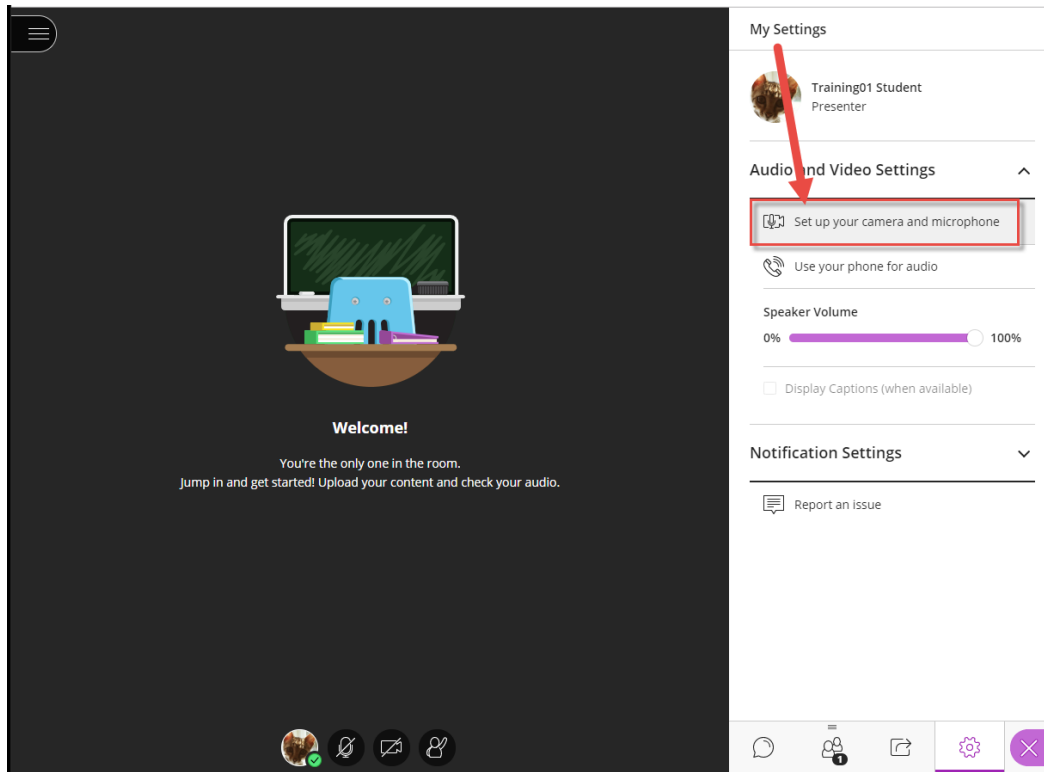


2. Click the **My Settings** icon.

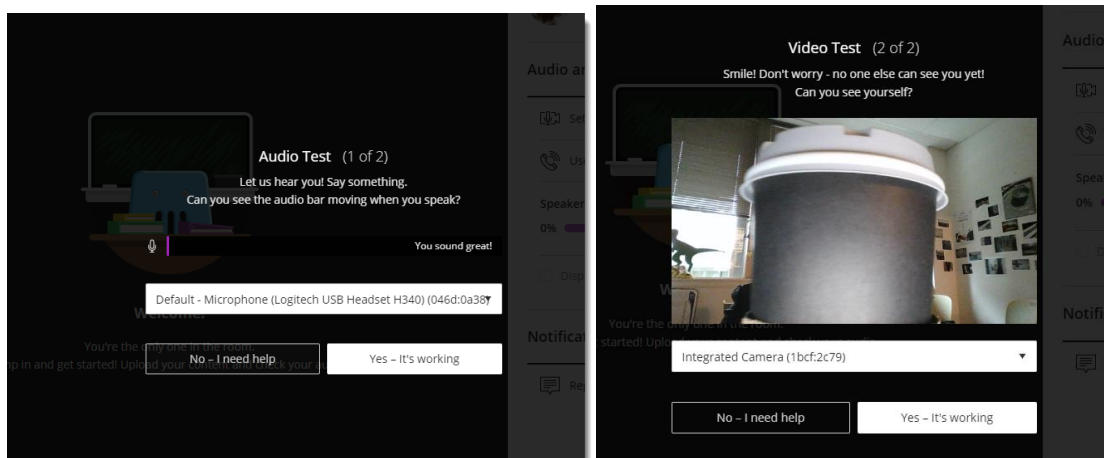


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3. Click **Set up your camera and microphone**.

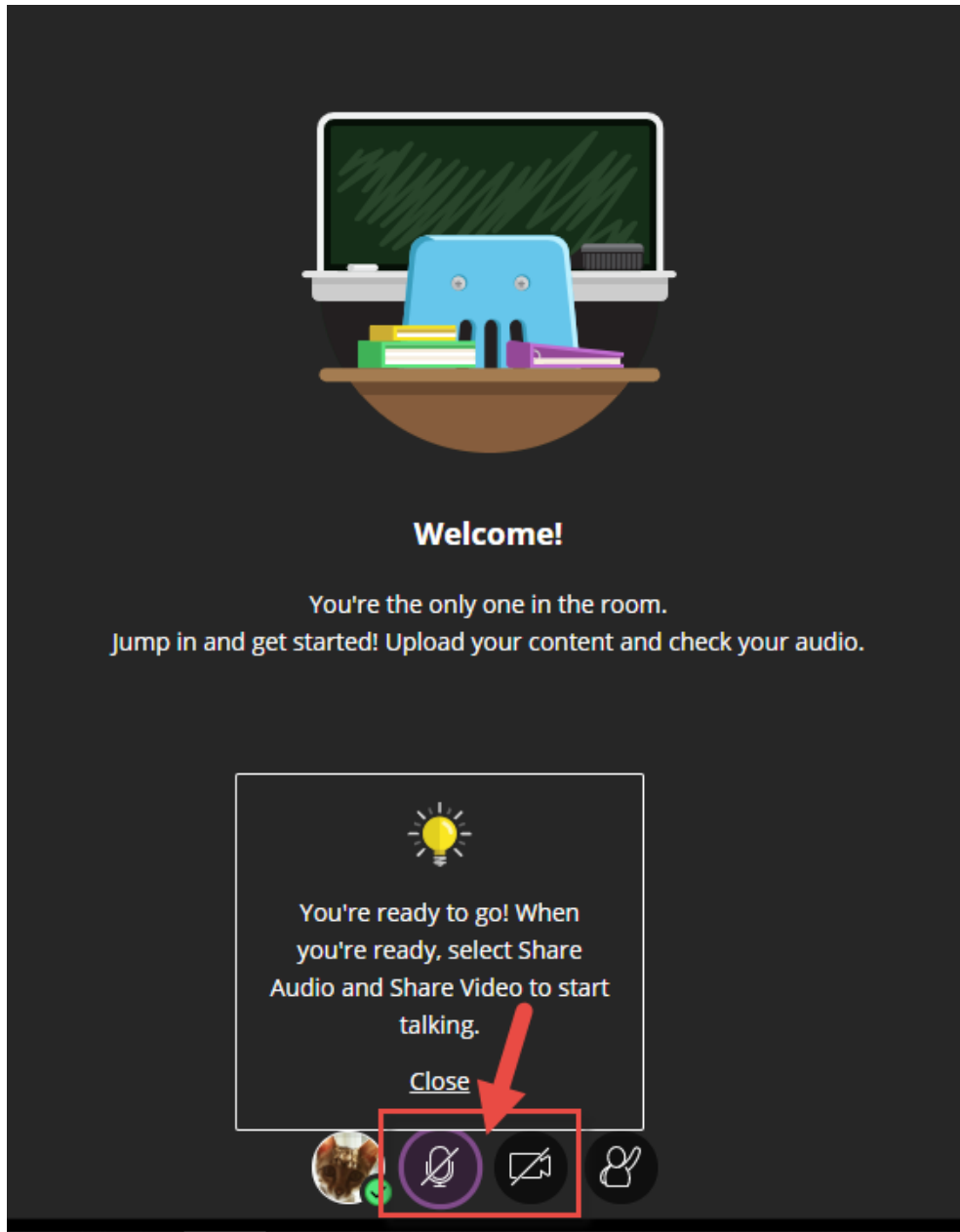


4. Run the tests as presented, first the **Audio Test**, then the **Video Test**.

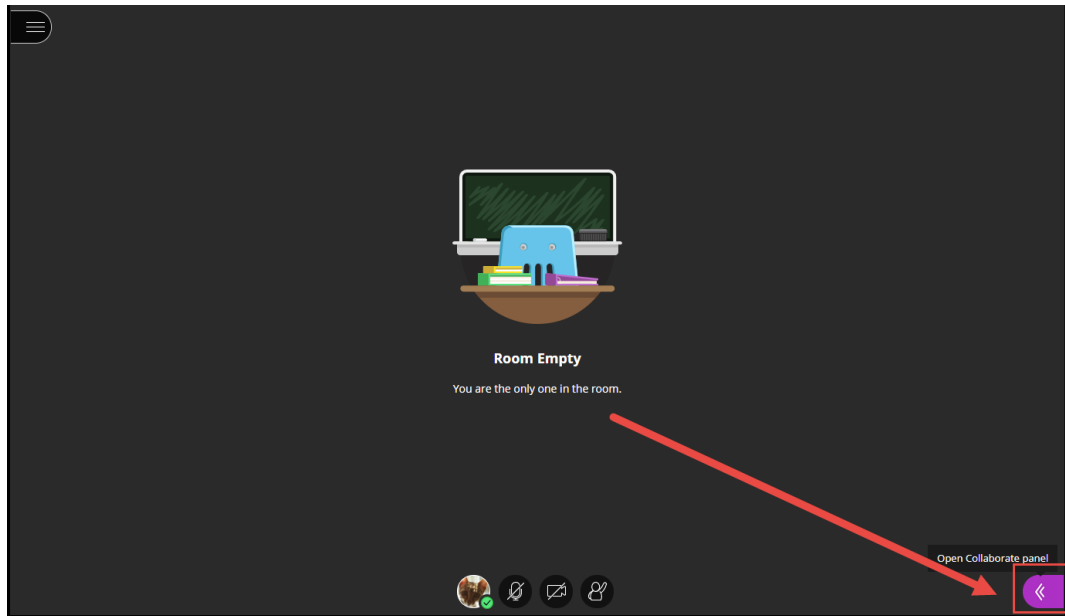


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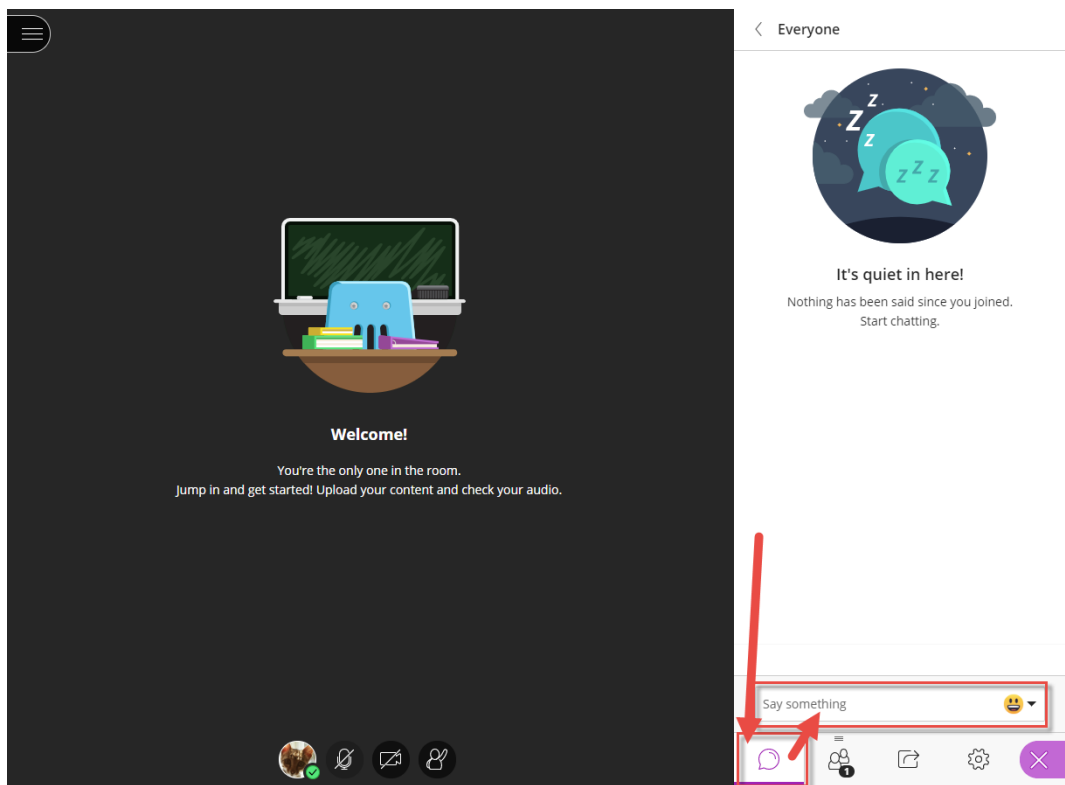
5. Click the **Microphone** and the **Camera** icons to share your audio and/or video. NOTE: Ask your instructor first if you should be sharing your video.



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).

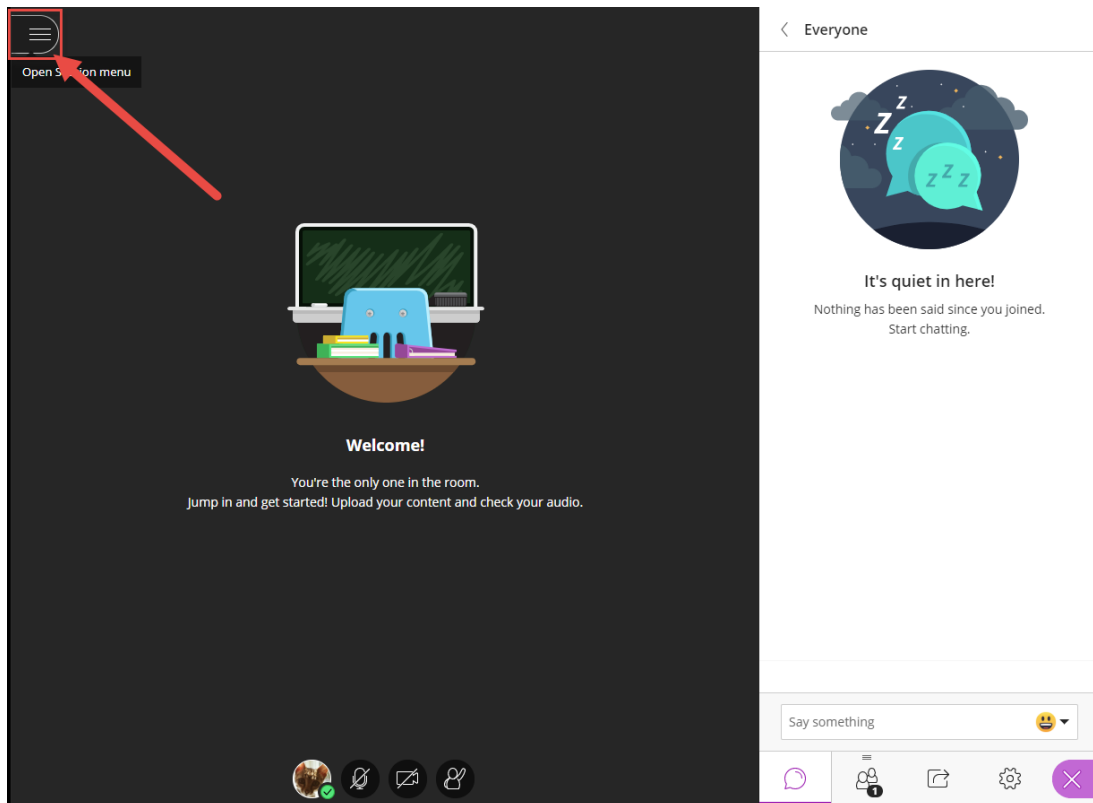


Then click the **Chat** icon. To add something to the Chat, type in the **Say something** box and hit Enter.

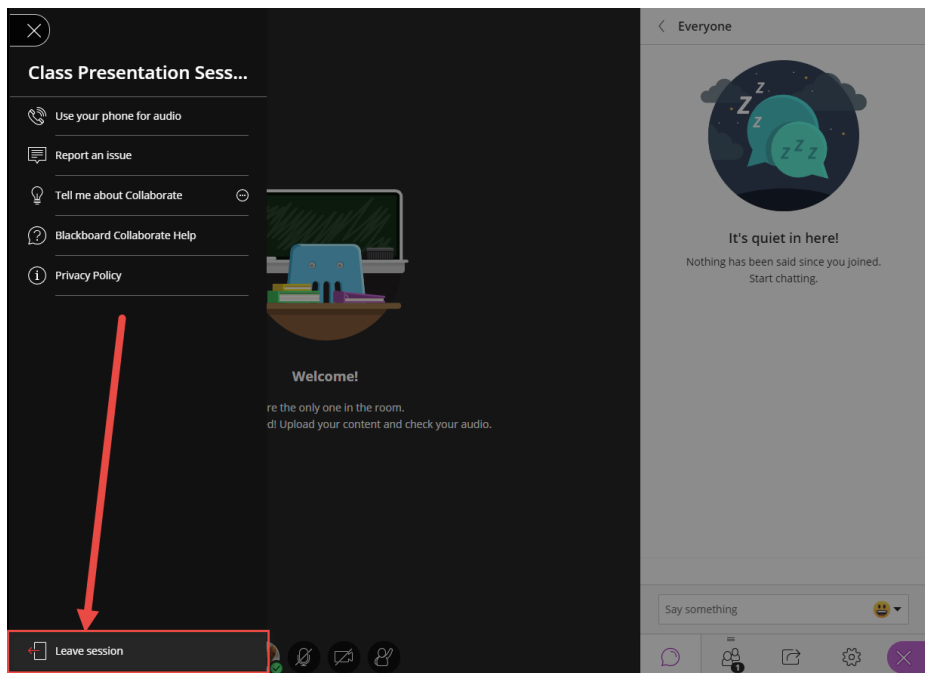


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7. To close the Collaborate Ultra session, open the **Session menu**.



8. Click **Leave session**.



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