

Accessing Our Online Summer School Workshop Sessions

Accessing the Session

These instructions will help you to join any upcoming online summer school activity, online workshops and taster sessions, and allow you to take part in any interactive elements:

- To access the session, we recommend you use a PC or laptop. Don't worry if this isn't possible as you'll still be able to join on a smartphone or tablet.
- We recommend you use **Google Chrome** as your web browser. Unfortunately, the system we are using (Blackboard Collaborate Ultra) does not support Internet Explorer.

Following the Joining Instructions

Prior to each session, you will be sent a link via email that you will need to follow in order to join the session. We recommend that you follow the link 5 minutes before the session is due to start, just to make sure you have no problems accessing our online platform.

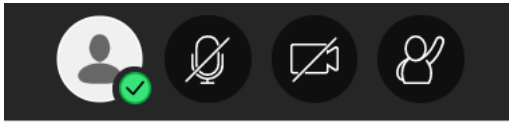
When joining the session

- Click on the link you have been sent or copy the link, open Google Chrome on your PC/ laptop/ smartphone and paste the link into the address bar and press enter.
- You will be asked to enter your name. Please join with your **first name, followed by the first letter of your family name** (e.g. Joe would join as **Joe B**).
- When prompted, please make sure you give the session access to your microphone. You won't be using your microphone or webcam for any of our workshop sessions. However, if you don't give it access sometimes the audio function doesn't work and you won't be able to hear the presenter.
- You will then be prompted to test your microphone and camera. Make sure you are sat somewhere with limited background noise.
- Make sure your speakers are turned up so that you can hear the presenters nice and clearly. We recommend you use headphones if you have them.

If you do have any issues hearing us:

- Check your headphones / speakers are plugged in and turned up.
- Is the computer's audio muted or turned down?
- Have you selected the correct microphone device? (You may have more than one microphone, so double check)
- Try unplugging your headphones and plug them back in, or if this still doesn't work, try without headphones.
- If this doesn't fix the issues, leave the session and rejoin, as sometimes this fixes the issue.
- Make sure you are using Google Chrome as your web browser.

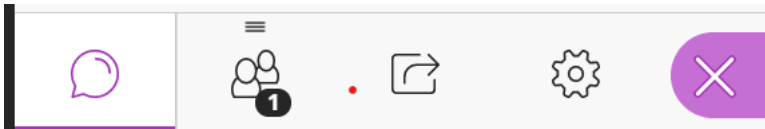
Buttons on the meeting screen



Left to right:

- Is your status and settings where you can provide feedback and also leave the session at the end.
- Is your microphone – click this to mute/unmute.
- Is your video feed – please keep this switched off.
- Is how you raise or lower your hand if you would like the facilitator to know you wish to say something.

There is a purple button in the bottom right of your screen with further options:



Left to right:

- Is where chat notifications come through.
- Is where you click if you would like to see participants.
- Is for moderators to share files etc. (not visible to most participants).
- Is settings e.g. camera and microphone, joining via your phone for audio, speaker volume, etc.

Contributing to the Session

Once you have joined the session, we would like you to join in the chat – making comments and asking questions.

Questions?

If you have any questions about accessing the session, please do drop us an email ahead of your upcoming session at socialscience@leeds.ac.uk