

## What is a Participant?

In Blackboard Collaborate, Participants are the users on the receiving end of the presentation.

## Test Your Configuration

Prior to the start of your session go to [Checking System Requirements](#) to verify your system requirements you are going to use for your session. This allows sufficient time for you to make any adjustments prior to your session beginning.

## Review Documentation

Review [Participant's Guide](#) to familiarize yourself with Collaborate. To review all Collaborate documentation go [here](#).

## Close Applications

Shut down other programs you are not using, this will make your experiences better. Other applications running can slow down your connection speed and interfere with your session.

## Arrive Early

Avoid the stress, arrive early. Give yourself enough time to enter the session and get settled prior to the presentation beginning.

## Check Your System

For optimal performance, it is recommended you use a wired connection to access a session. Also, if you are using a laptop make sure your power source is connected. These steps will allow you to maximize your experience within a session.

## Run Audio Setup Wizard

It is good practice to run the Audio Setup Wizard every time you enter a session. This allows you to test your audio configuration to determine if any adjustments need to be made to allow an optimal experience. If you need assistance in how to access the Audio Setup Wizard review [Audio Setup Wizard Quick Reference Guide](#) document.

## Use Your Manners

As in any collaborative session, be respectful of others. Here are some examples:

- Use raise hand tool, then speak
- Introduce self in the chat tool
- Do not write in ALL CAPS
- Avoid offensive language or actions

## Stay Engaged

Participate in the session by asking questions in chat or by raising your hand. This will help you better retain the information provided to you.

## Close the Session Window

Be sure you exit the session window to allow the session to close properly.

### Review the Session Recording

If you have been provided a recording of your session, take the time to review the recording. After you have had time to process the information presented in the session you may have questions or need confirmation of your understanding.