

Participant Instructions

Technical Requirements

- Cambridge English Webinars are delivered through Blackboard Collaborate V12.
- To participate in the session you will require a PC/Mac or laptop and a set of headphones or speakers.
- Before taking part in a session, view the Blackboard Collaborate V12 Online Orientation Presentation [here](#). To view the presentation you will require a set of headphones or speakers.

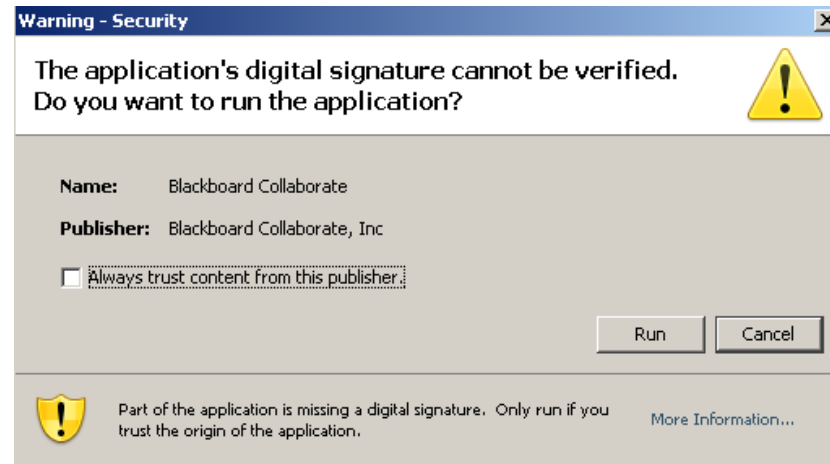
Webinar Preparation

- Find a comfortable place to view the webinar with no distractions.
- Ensure you have a pair of headphones or a set of speakers.
- Follow the link in the email inviting you to join the session (you will receive this on the day of the webinar). Please do this 10 – 15 minutes before the scheduled start time.



Participant Instructions

- Run the application



- If prompted select your internet connection type (i.e. wireless or LAN).
- Once the main page is loaded close the recording reminder

Participant Instructions



In-Session

- Use the Audio Setup Wizard to test your headphones or speakers. For information on how to do this, please refer to the Audio Set Up Instructions.
- Participate in the session by responding to polls, providing feedback or by asking the moderator questions.
- Use the Chat function to send messages to other participants and ask the moderator questions during the session. Please note what is written in the Chat function can be viewed by all participants.
- Running other applications on your computer can slow down your connection to Blackboard Collaborate V12.
- Follow instructions from the moderators and the presenter.

Participant Instructions



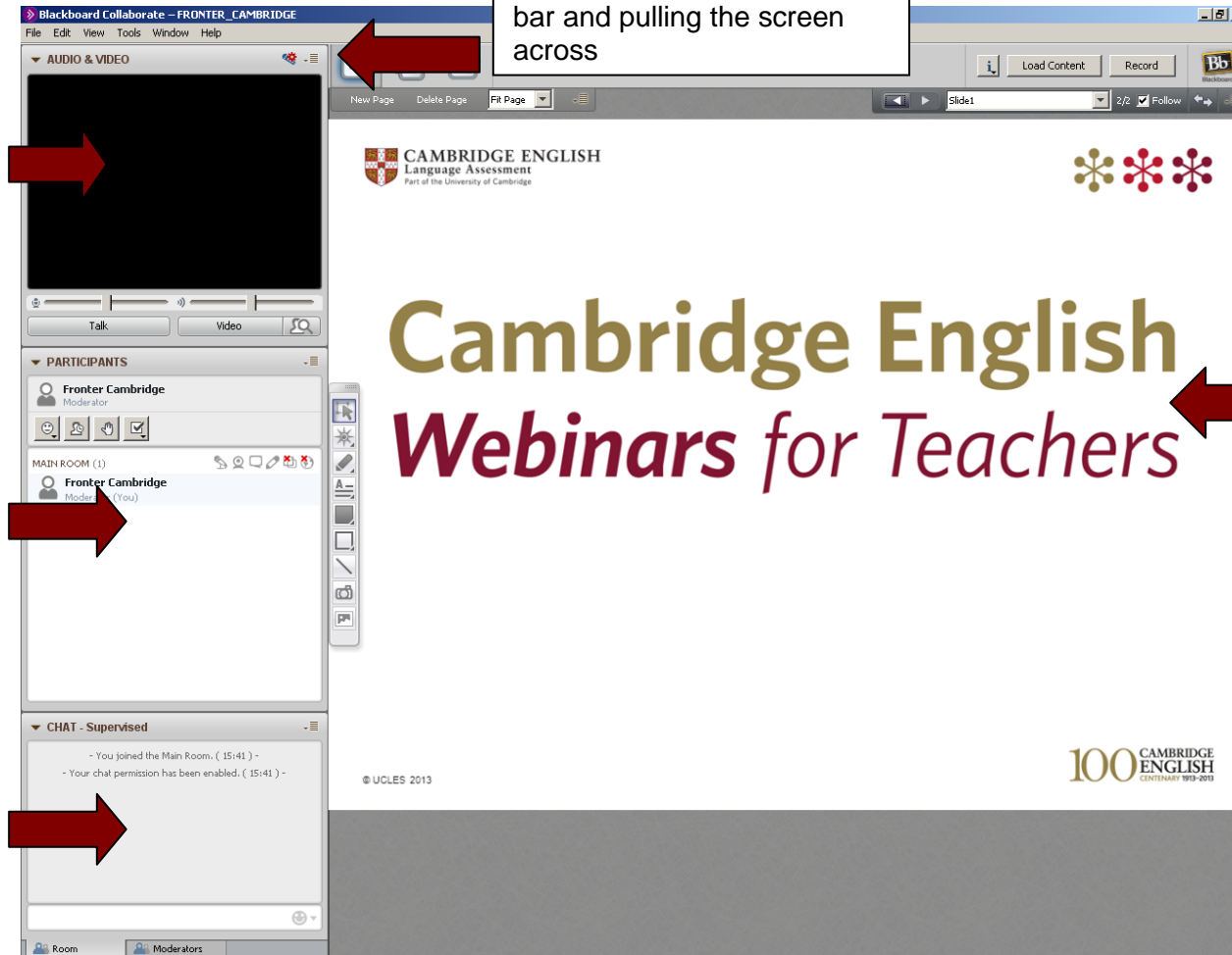
Webinar Screen Orientation

Live Video:
The video of the presenter will appear in this box. This box can be moved anywhere in the main screen

Participant Window:
Your username will appear in this window

Chat Window:
Use the chat window to ask the moderator or presenter questions and communicate with our participants. Please remember what you write here can be viewed by all of the participants

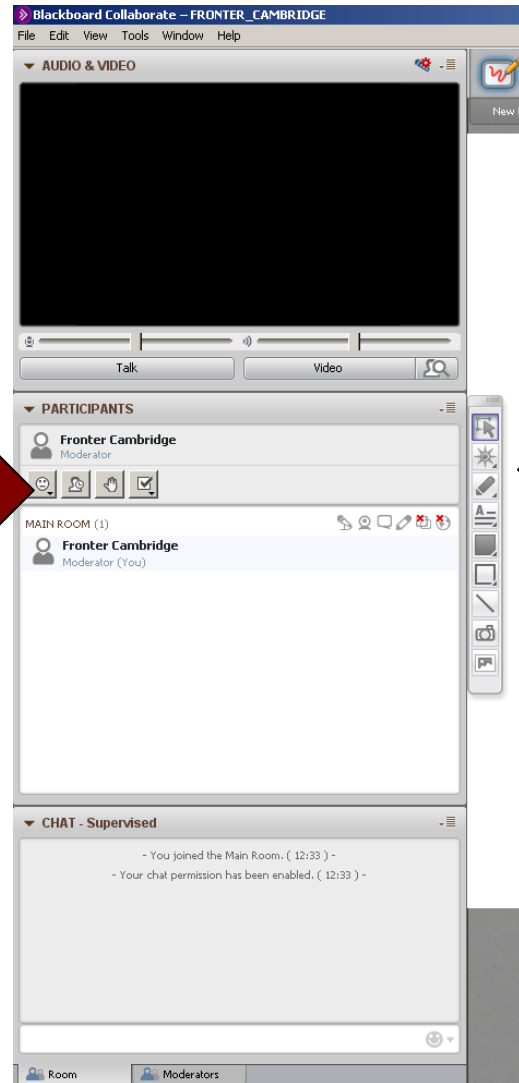
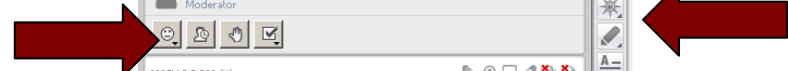
Size of video screen:
Increase the size of the video screen by hovering over the bar and pulling the screen across



Presentation Screen:
The main presentation and any video clips will appear here

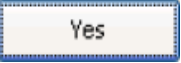
Participant Instructions

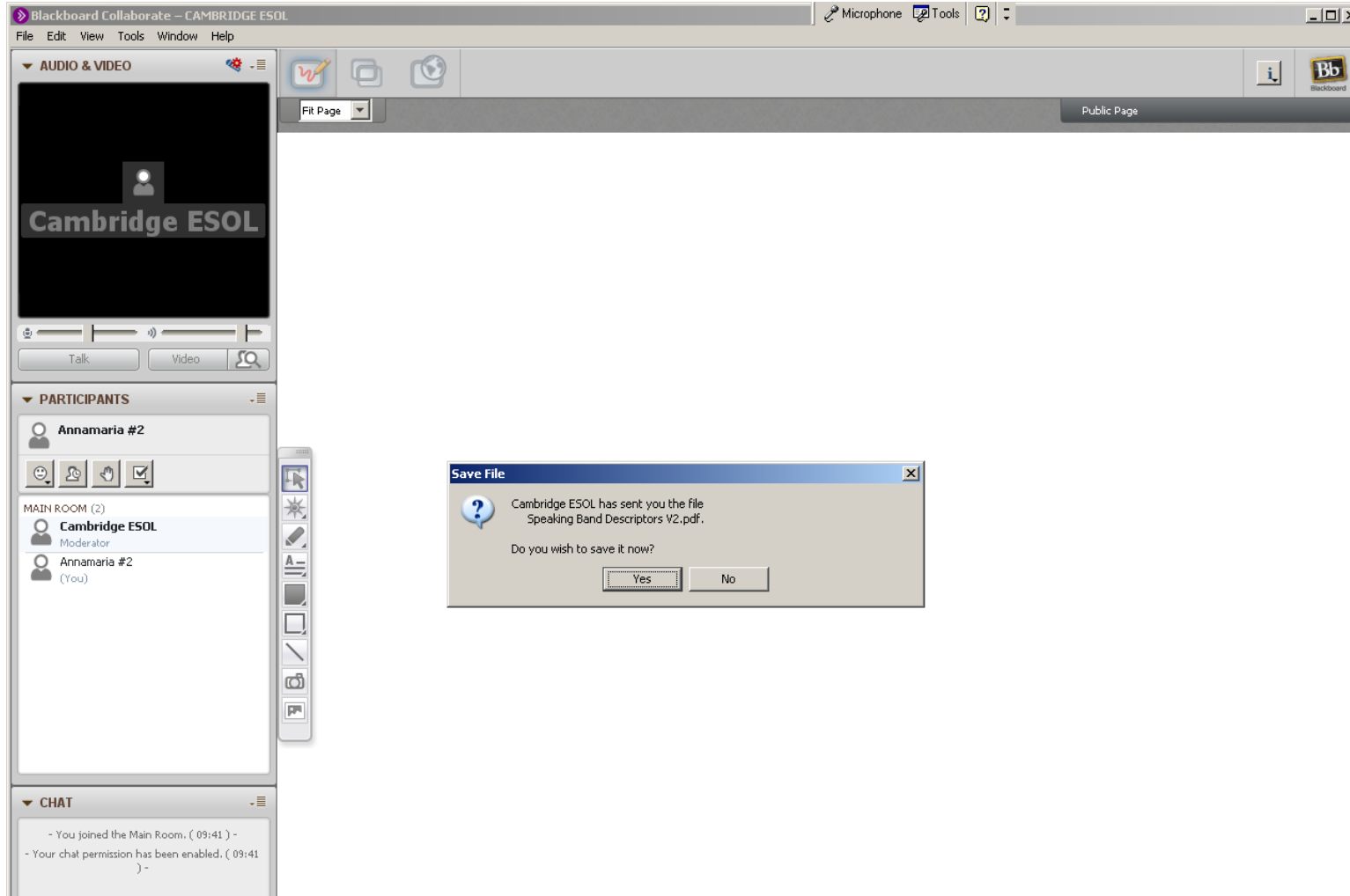
- In-session Buttons:**
- Emoticons
 - Away
 - Raise hand
 - Respond to poll



- Toolbar Icons:**
- Select objects
 - Point to items of interest on the page
 - Pen
 - Add text
 - Filled rectangle
 - Rectangle
 - Straight line
 - Screen capture
 - Clip art

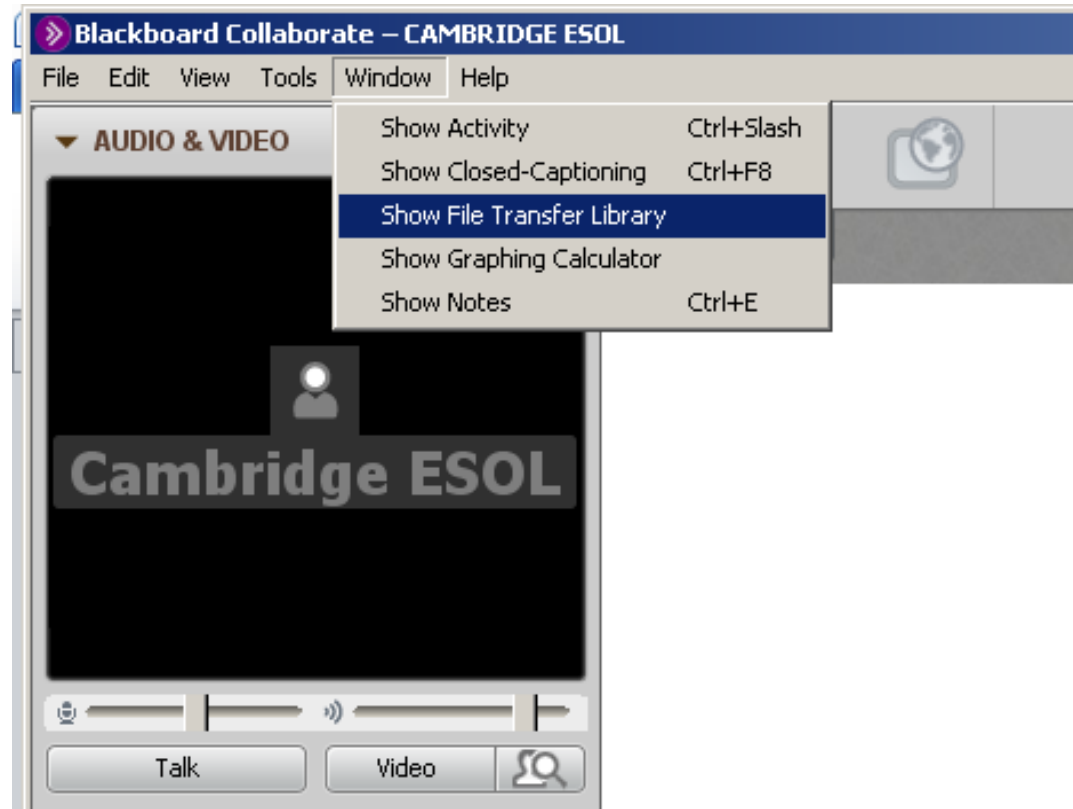
Participant Instructions

For some webinars you may be asked to download a file. These documents are usually sent to you by email, but on the day of the webinar you will be asked to click on the  button to save the document on your computer.




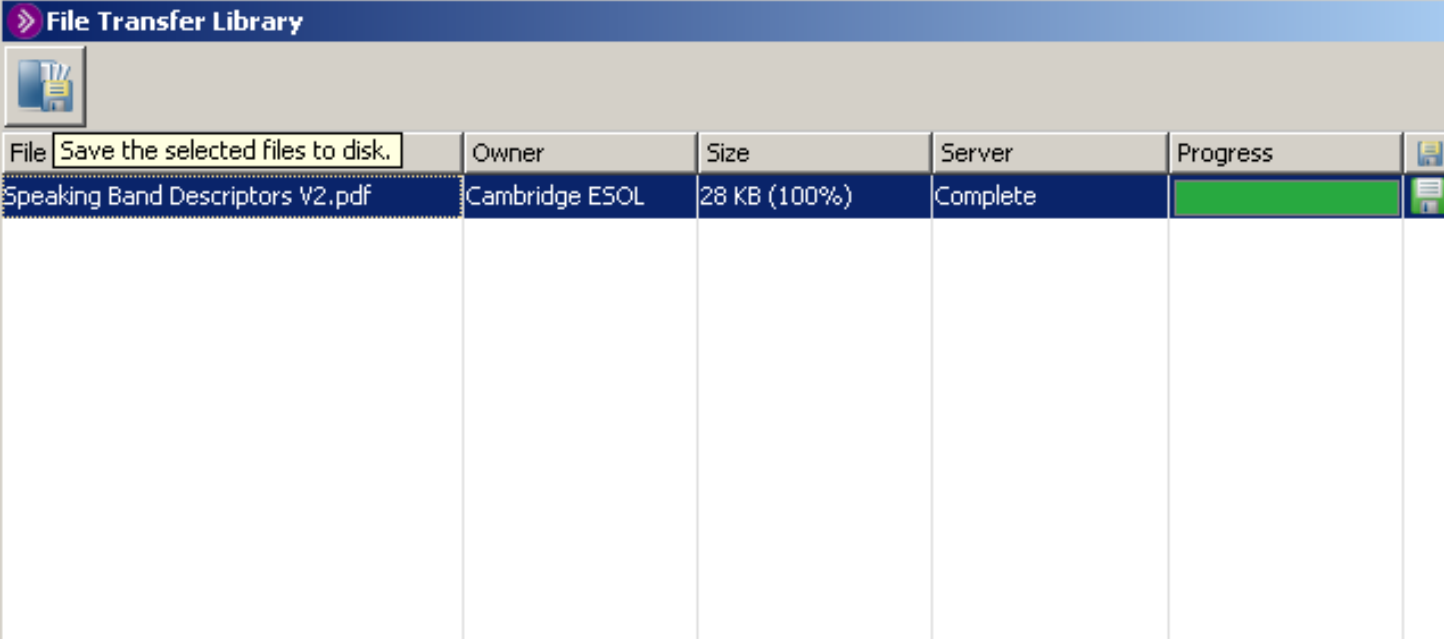
Participant Instructions


- If you have not saved the file on your computer, you can download it from the page.
- Click **Window>Show File Transfer Library**



Participant Instructions

- The File Transfer Library box will appear . Select the file and click on the  icon in the upper left corner to save the file onto your computer



File	Save the selected files to disk.	Owner	Size	Server	Progress	
Speaking Band Descriptors V2.pdf		Cambridge ESOL	28 KB (100%)	Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	

Participant Instructions

- Save file.

