

Attending online teaching sessions.

To make the most of these sessions, here are some key things to think about.

Getting to grips with the technology.

1. You will need a laptop or desktop computer with a good, reliable Internet connection. You should use Chrome or Firefox as the browser. Using Safari is not recommended.
2. Online sessions use Blackboard Collaborate. For an introduction to what this looks like and how it works, watch this 3-minute [video](#) or read the participant [guide](#). You can access the session via your module NILE site or your tutor may email you a link to follow.
3. Collaborate sessions use both video and audio. If you have a webcam, other participants will be able to see you which makes the online session more personal both for students and your tutor. Use a separate headset with a microphone if you can. This cuts down background noise and helps the sound quality for everyone.
4. It is possible to test your connection in advance so as not to lose session time. You can do this using the [test room](#) link.

The session:

1. You will get the most out of the session if you have completed the preparation tasks or reading that your tutor has given.
2. Your online session will have a similar format to your face-to-face sessions. Your tutor can show PowerPoint slides and use other visual aids, can ask questions and can allocate students to virtual breakout rooms for groupwork. You will be able to participate, interacting with the tutor and other students.
3. The difference with an online session is that having more than one person speaking at once makes communication very difficult. It is good practice to keep your microphone turned off unless you wish to talk. To comment or ask a question during a session, you have two options. You can raise your hand (hand icon) and wait to be asked to speak by your tutor or you can post a chat message (speech bubble icon) which your tutor will monitor and respond to.
4. As with face-to-face sessions, having a pen and paper with you to take notes could be useful.
5. Online sessions may require more patience than face-to-face sessions: participants may have connection problems or you may need to wait longer to speak or have your questions answered.
6. If you have a problem with sound or video, leaving and re-joining the session usually fixes a lot of issues.
7. Try to find a quiet environment for your session so that you can give it your full attention and avoid distractions. Treat the online session as if it were face-to-face and resist the temptation to multitask by checking emails, for example.