

Participant Session Best Practices

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Participate in a session with ease and make a strong impression.

- **Join the session early.** Give yourself time to learn what you can and can't do in the session. Add a profile picture and set up your audio and video. If you are presenting, make sure you can share content. Practice using the tools.
- **Check your audio, video, and application sharing.** Click [here](#) to test.
- **Use a headset.** Use a headset for better quality audio.
- **When speaking, let them know who you are.** Don't assume everyone automatically recognizes your voice. State your name the first few times you speak. Let moderators know who is participating. Give everyone a chance to know you.
- **Keep your camera on.** It is recommended to keep your camera on to promote social presence and engagement with faculty and fellow learners.
- **Make eye contact.** If you are sharing video, look at the camera and not the session. It may feel weird but it shows you are engaged in the session. If you need to multi-task during the session, shut your video off to avoid looking distracted.
- **Mute yourself when not speaking.** Nothing is more distracting than background noise. For example, typing or a private conversation. It can also give the impression that you aren't paying attention.
- **Speak Up.** If you can, wait for a pause. If the discussion is moving on, apologize for interrupting, if needed, and speak up. Make sure your mute button is off to avoid frustration.
- **Be professional.** You may be joining the session from somewhere private but you are not alone. You are face-to-face with your peers, instructors, and guest experts. Make a good impression. Participate. Don't talk over someone. Type questions and feedback in the chat. Pick your best profile picture. Watch your mannerisms and facial expressions.
- **Keep your focus.** Close all programs on your computer except for the browser you are using for your Collaborate session.
- **Use a hard-wired (Ethernet) connection, if available.** If not available, use a Wifi connection.
- **Use Chrome.** If possible, use Chrome.
- **Stay up to date.** Only use up-to-date Internet browsers that are supported by Webex.