**Blackboard Collaborate for PhD Vivas – External examiner and candidate Guide**

The Faculty PGR admin will send you a link to both the test room and the actual viva session. The test room will be open at any time, whilst the actual viva session will only be available at the agreed time.
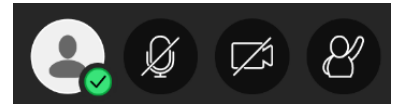Please use Google Chrome to access the sessions – other internet browsers are known cause problems.

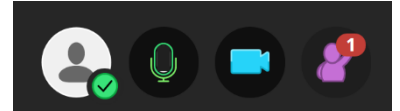Navigate to the webpage, enter your name and click "Join Session".
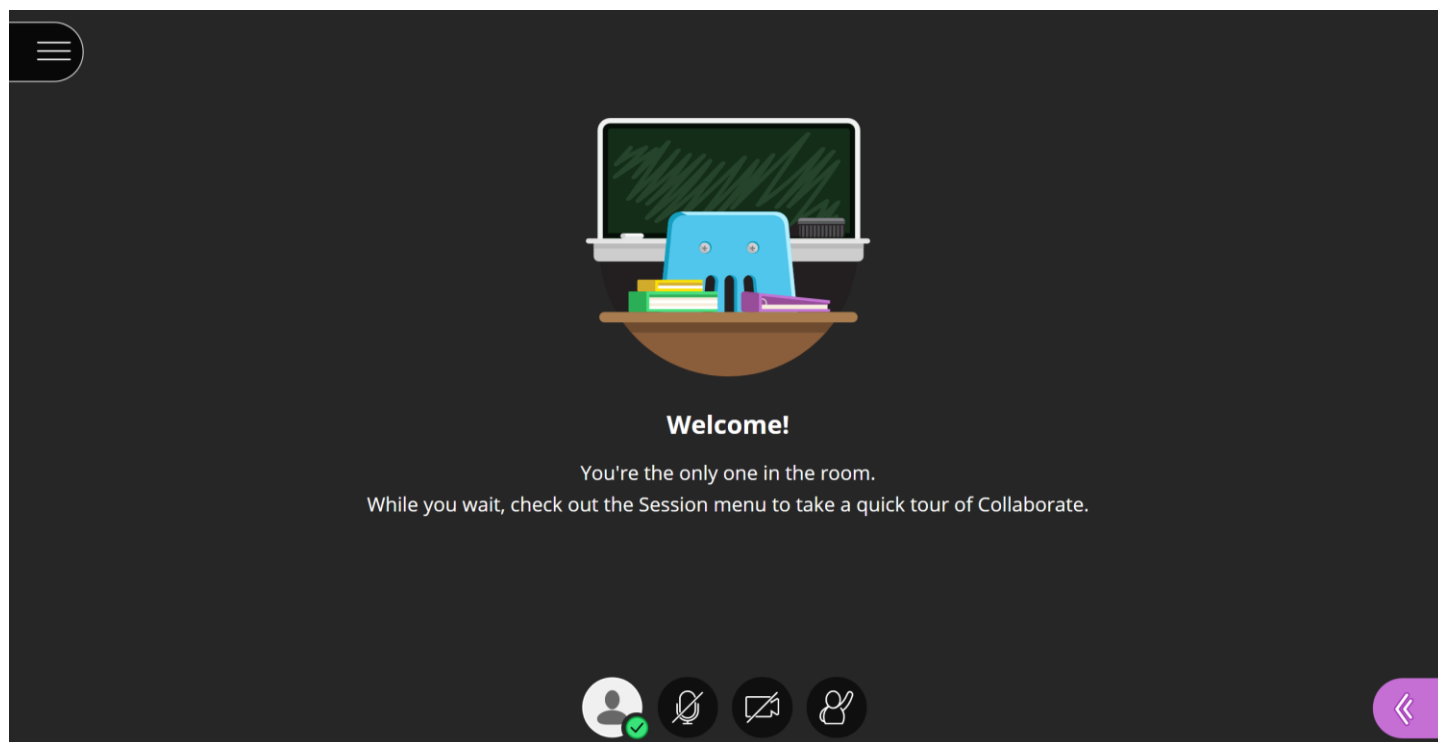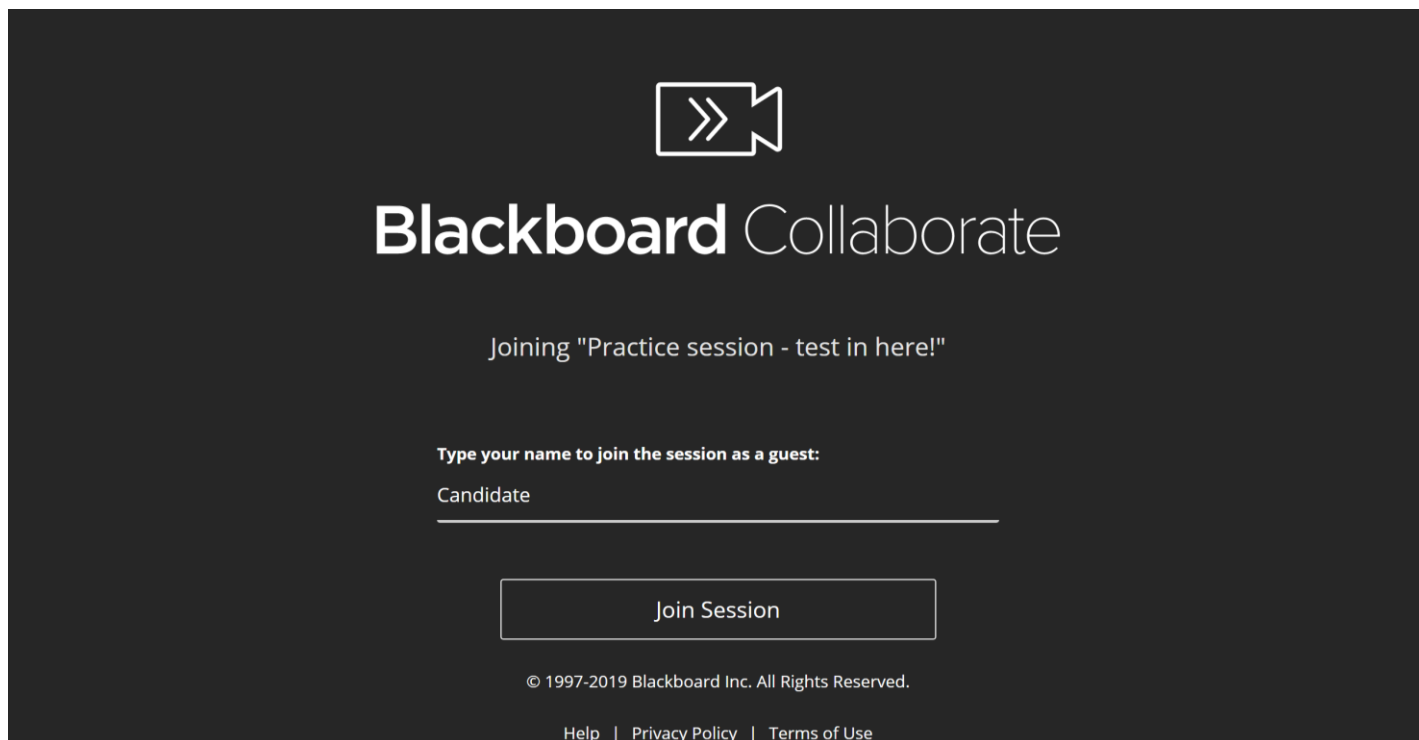
During the session

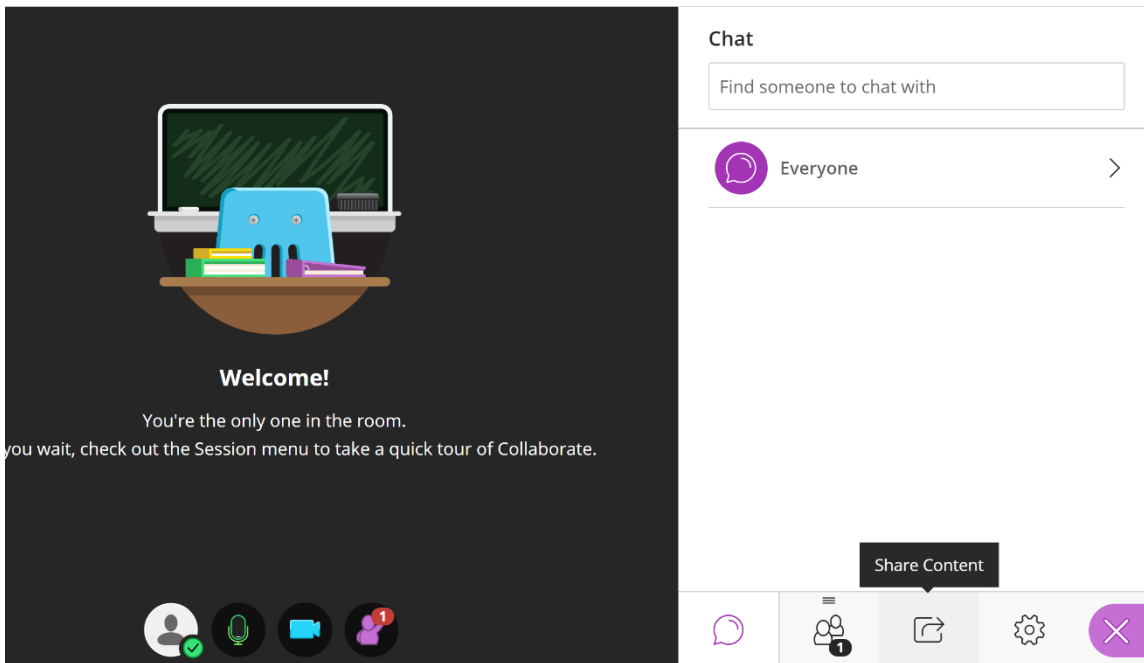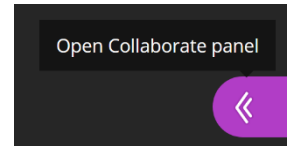The default setting will be that the microphone and camera are off.

You need to click on the icons at the bottom of the page to enable them.

There is also a "raise hand" function to alert people that you wish to talk.
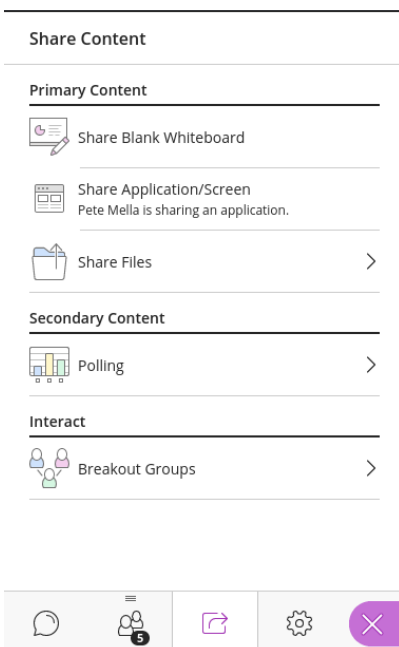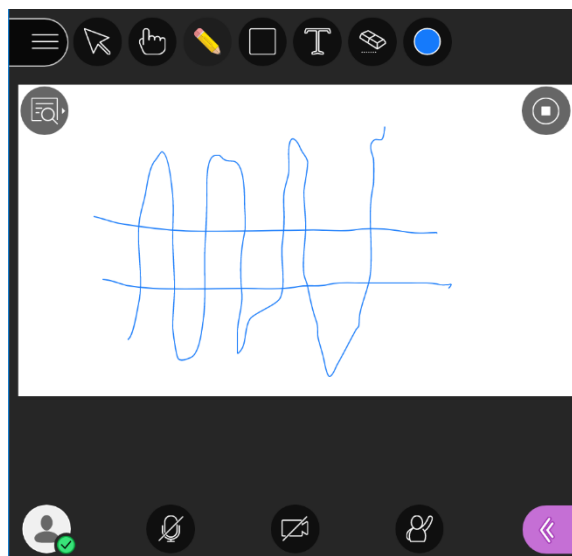

Useful Functions

Click on the pink area with arrows in the bottom right hand corner to open the Collaborate panel

The **Share Content** button will bring up the following options:


The *blank whiteboard* gives you a space to draw.

Share Application/Screen allows you to share your entire screen (even if you have multiple) an application window (i.e. word or any specialist application), or an individual chrome tab. (Beware of pop ups if sharing your whole screen.)
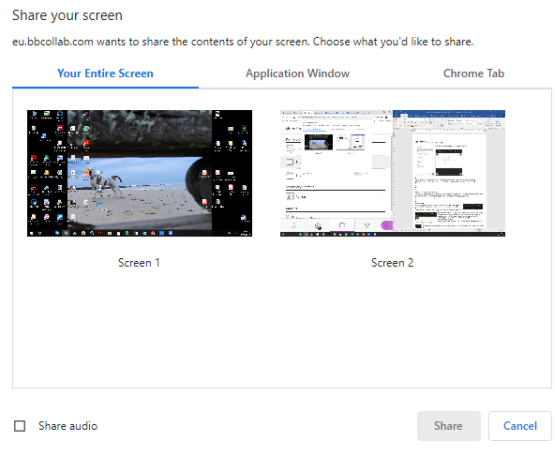

Sharing a Powerpoint Slide Show

As the presenter, in order to be able to see both the BlackBoard Collaborate window AND the *Powerpoint Slide Show* you should NOT use Normal or Full screen views for your presentations. These views can make it challenging for you and your attendees to see everything. Instead, share your slides in a resizable window as follows:

In PowerPoint open the Slide Show menu and select Set Up Show.
Select Browsed by individual (window) and select Ok.
Start your presentation.
Resize the presentation window to the size you want. You're now ready to share your slides in Collaborate.
Select Share application and the PowerPoint application or screen you want to share.
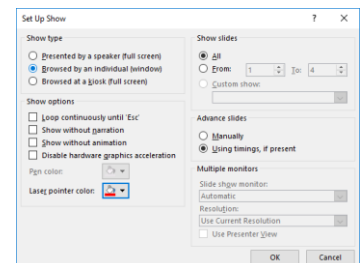
***Share files*** is often the easiest and allows you to share files.
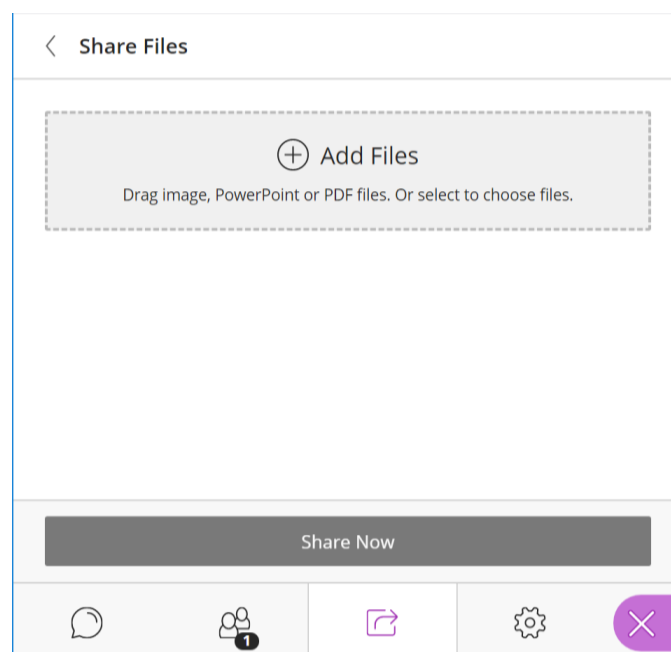
You can upload a Powerpoint presentation, but animations and videos will be taken out. To stop any possible problems with formatting changing it is a good idea to save your presentation as a PDF and upload that.
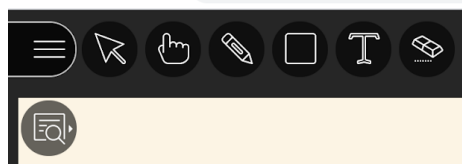
You will be able to move through the slides and draw over them using the built in tools.

Using slides
If you have uploaded slides you will be able to choose which slide to start with and click through them using the arrows underneath the slides.
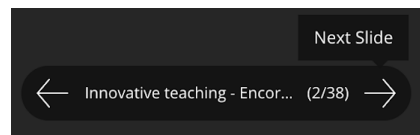
There are tools available in the top left hand corner to use while presenting.

You can point at things using the hand button, draw with the pencil, insert shapes with the square, add text with the T and erase with the rubber. If you plan to use them it is a good idea to test them beforehand.

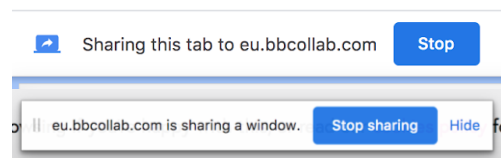The magnifying glass allows you to zoom in or out.

Closing shared material
At the end of your presentation you will want to close it down.
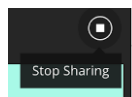
If you shared your slides then in the top right hand corner there is a button with a square in to click.

For sharing a tab or window there will be a pop up hovering over that has a blue button to stop sharing
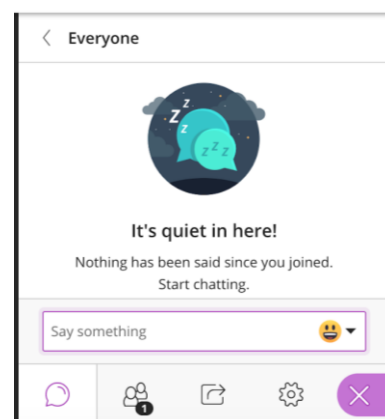
Chat
There is a chat function.

This can be used if you need to share a link as links in presentations are not clickable. This can also be used if any of the attendees have problems with their audio, to let the others know.

NB This will **not** generally be used in the PhD viva

Leaving the Session

Once the viva is finished to leave the session click on the 3 vertical lines on the top left hand side to open the session menu, and navigate to the "Leave Session" at the bottom of the menu.