

# learning from live lectures through Collaborate

With a lot of teaching now taking place using online live webinars this tip sheet provides some hints to help you make the most it.

Consider doing these things

**Prepare**

* Ensure that you have a device that you can use to watch the lecture. It is harder to participate on a phone than it is on a tablet, laptop or desktop computer.
* Test that you can connect your device to the program being used for the webinar. For example, to [Collaborate](https://www.jcu.edu.au/learn/guides/accessing-lectures-and-tutorials-online) and that you can hear and see the presentation.
* Use headphones to listen to the presentation or make sure that the device that you are using has speakers.
* Refer to the [Learning from recordings](https://www.jcu.edu.au/students/learning-centre/learning-online/get-to-know-your-online-communication-tools) tip sheet (insert hyperlink) to make the most of the live Collaborate lecture.

What is expected of you?

Collaborate live lectures are divided into two different types: Ones where you can talk and perhaps share your webcam so that other participants can see you and ones where you can’t.

**Collaborate live lectures where you can talk**

1. Complete the Collaborate tutorial the first time you use it so you are familiar with all of the different functions.
2. Check to make sure that your headphones are working, especially if you are switching between different devices.
3. Be professional in your online communication.
4. Use the hands up button to signal that you would like to talk.
5. Use the chat window (the bubble icon) to ask questions, share thoughts, links and documents.

**Collaborate live lectures where you cannot talk**

1. Be [professional](https://www.jcu.edu.au/students/learning-centre/learning-online/get-to-know-your-online-communication-tools) (link to tip sheet) in your online communication.
2. Use the chat window (bubble icon) to answer questions that the presenter may ask.
3. Use the chat window to ask questions, share thoughts, links and documents.
4. Participate in polls.

**After the live Collaborate Lecture**

* Review your notes and/or check them with the recording the following day and regularly afterwards so that you remember the content.

Adapted from Hull University. (2020). Remote Learning Libguide. https://libguides.hull.ac.uk/remote/webinars