

**English 320, Fall 20**  
**Collaborate Session 1**  
**Instructions**

1. Be sure to check out Collaborate and our Course Room well before class time. See [Introduction to Collaborate](#) for instructions and to explore around. It's important to familiarize yourself.
2. Also try to check out our textbook ahead of time. You should have been sent a link from the publisher, Cengage, or try this:  
<https://www.cengage.com/dashboard/#/course-confirmation/MTPN9FGQP4VP/initial-course-confirmation>
3. For our first Collab class session, go into Bb/Collaborate. When you come to the main screen, you will see **SEC 13—Session 1, Tues. Aug. 25** (for Section 13) and **SEC 14—Thurs. Aug. 27** (for Section 14). Click on your section.
4. I will open the “room” about 15 minutes before 11:00. Feel free to come early and hang out.
5. Unmute your microphone and/or camera, if you like. If your location is noisy, keep you mic muted until you need to talk. That will help prevent unwanted noise in our session.
6. Also notice that I will have a chat window open to the side of our main screen. You can write to me there if you can't get your microphone to work.
7. We may not officially begin until a bit after 11:00, to be sure everyone has found their way there.
8. If there are issues—if I suddenly vanish, or the room shuts down or locks or loses audio or whatever—wait for 5 minutes to see if the situation resolves. If not, check the chat sidebar and/or your email for info from me. We may experience glitches; it sort of comes with the territory.

I think that's it! As always, feel free to email me any time with questions or concerns:  
[cindy.nichols@nds.edu](mailto:cindy.nichols@nds.edu).