

Student Guide: Conducting your Careers Appointment Online

What you need:

- 1) Computer or laptop with internet connection, webcam, mic and speaker
- 2) Internet browser: recommend Google Chrome or Firefox
- 3) The unique link to connect with the Adviser (you will receive this by email)

1: Click on the link you have been given to open the online room

The screenshot shows a Zoom meeting interface with a 'Room Empty' screen. A blue callout box on the left says: '1) Click these buttons to start audio and video and follow the prompts'. It points to the microphone and video icons in the bottom toolbar. A second blue callout box in the center says: '2) Click to raise your hand to get the attention of the adviser'. It points to the hand-raising icon. A third blue callout box on the right says: '3) Click to open the settings panel'. It points to the settings gear icon. The screen also displays a desk with a blue chair and a green chalkboard. The text 'Room Empty' and 'You are the only one in the room.' is visible. The Windows taskbar at the bottom shows the date as 04/05/2018.

2: How to navigate within the online room

The screenshot shows a Zoom meeting interface with a 'Room Empty' screen and a chat window. A blue callout box on the left says: '1) The Adviser you are meeting will appear here. Don't worry if they aren't already there, they won't be long'. It points to the 'Room Empty' screen. A second blue callout box in the center says: '2) Click each button to access different controls'. It points to the bottom toolbar. A third blue callout box on the right says: '3) Type in any messages here'. It points to the chat input field. The chat window shows a message: 'It's quiet in here! Nothing has been said since you joined.' The Windows taskbar at the bottom shows the date as 04/05/2018.

3: Sharing your document with the adviser for discussion/feedback

The screenshot shows the Blackboard Collaborate Ultra interface. The main area displays a "Room Empty" message with a desk icon. On the right, the "Share Content" panel is open, showing "Primary Content" options: "Share Blank Whiteboard", "Share Application/Screen", and "Share Files". Below this are "Secondary Content" (Polling) and "Interact" (Breakout Groups) sections. A blue callout box points to the "Share Content" button in the bottom toolbar, with the text: "1) Click this button to share content (such as CV)". Another blue callout box points to the "Share Application/Screen" and "Share Files" options, with the text: "2) Click here to share your screen OR: Click here to share a pdf file (NB. Word files won't work.)". The bottom toolbar also shows icons for chat, participants, and settings.

4: Trouble-shooting audio and video in settings

The screenshot shows the Blackboard Collaborate Ultra interface with the "My Settings" panel open. The main area displays a "Room Empty" message with a desk icon. The "My Settings" panel shows the user's name "Tracey Presenter" and the "Audio and Video Settings" section. A blue callout box points to the "Audio and Video Settings" header, with the text: "1) Click here to view your audio and video settings". Another blue callout box points to the "Set up your camera and microphone" option, with the text: "2) Click here to adjust your camera & audio settings". The settings panel also shows "Use your phone for audio", "Speaker Volume" (0% to 100%), and "Microphone Volume" (0% to 100%). The bottom toolbar shows icons for chat, participants, and settings.

Need further help?

If you need help connecting during your appointment please phone us on 01224 273601 or email careers@abdn.ac.uk.