

Broadband for Seniors

I'm new at all this. I've registered, now what do I do?

Firstly, make sure your computer is ready to run your BlackBoard Collaborate (BC) session. The procedure is quite simple - just start by going to this website <http://tinyurl.com/ellconfig>. It will check your computer and step you through some easy 'techy' type steps as shown below.

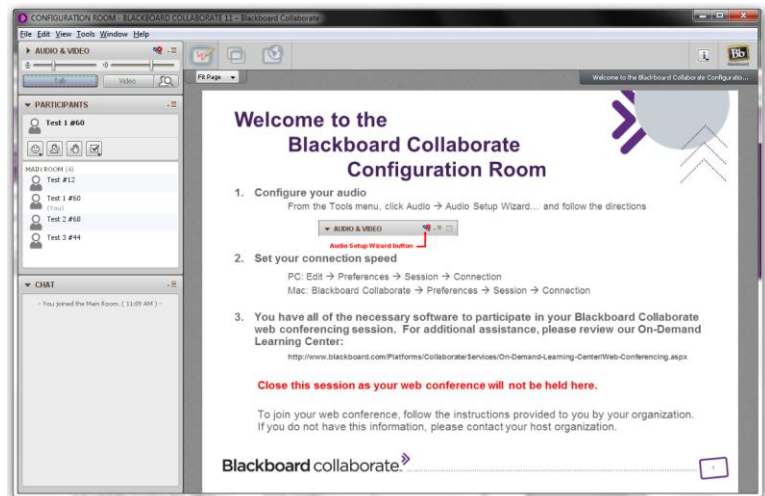
(Note - if clicking the link doesn't work then copy and paste it into your browsers address bar. Alternatively go to www.illuminate.com/support and click the link for 'BlackBoard Collaborate Web Conferencing'. Also be aware that 'Blackboard Collaborate' was formerly known as Elluminate Live! so don't worry about seeing name changes.).

Step 1 will automatically check your computer operating system out and that Java is installed and up to date. If Java is not installed, or not current, then it will provide links to download and install the necessary Java files. (Java is a widely used programming language provided free by Sun Oracle. It's perfectly safe to install and is probably already on your PC.)

Step 2 on the website asks you to click a link to check the configuration. Although it's optional, we highly recommend you do to check your sound system and also see what a BC session looks like.

The link actually downloads a small file called **meeting.jnlp**. Depending on your browser and security settings it may automatically run, or you may have to double click it or authorize it to run.

The session may take a couple of minutes to be up and running so twiddle your thumbs and watch the progress bar. When completed this is how the Configuration Room will appear:



Configuring your system:

- a) **Configure your audio:** Select menu Tools → Audio → Audio Setup Wizard and follow the directions in the wizard.

If you have trouble getting acceptable audio settings then check your plugged in correctly, any inline controls on the cable are OK and that you're not 'muted' in Windows. Also try altering tick boxes in BC menu Edit → Preferences → Audio Microphone and Speaker Settings.

Note: although they are not mandatory, we strongly recommend using PC headsets or echo cancellation microphone/speakers within BC for the highest quality experience.

- b) **Set your internet connection speed.** Select menu Edit → Preferences → Session → Connection. Select the type of internet connection you have.
- c) **Set your profile.** Select menu Edit → Preferences → Profile → My Profile. This is not essential but your name, where you are and even a photo is nice for other participants to see. The profile gets saved on the computer (I think!)
- d) Feel free to explore although there is not much else you can do in the configuration room.

For a very good online explanation of what BC looks like and works go to <http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0> or watch a YouTube video at <http://www.youtube.com/watch?v=luFgflGmJfg>

To download printable pdf format quick reference guides to the BC screen go to <http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>

For more information please email infobfs@ala.asn.au.

OK, I've done all that configuration stuff, now what happens?

A couple of days before the session, you will be sent an email with a link to join the session. Just read the instructions in it - **don't lose the email.**

On the day you will click that link in the email and it will download a small file. Depending on the browser you're using you may need to click Run or click to authorize it. Then wait about 1-2 minutes and the Blackboard Collaborate session will start up with you shown as a participant.