

Accessing the Online Meeting Room (Blackboard Collaborate)

1. Before accessing the online meeting room, ensure you have the **required software** by **clicking on this link**, reading Step 1, and following any instructions provided.
<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowlledge&questionID=1473>

NOTE: Make sure you are on the computer you will be using to access the online meeting room AND that you are using the internet browser (ie: firefox, internet explorer, etc) that you intend to use for accessing the online meeting.

2. Access to the online meeting room is granted via a **URL provided by your instructor** OR your instructor may make it available through a **VIULearn (Desire2Learn) course** in Communications > Online Rooms.

When accessing the online room (either by clicking the URL or going to your VIULearn (Desire2Learn) course, you may see the following page (see screenshot below).

- a. If you reach this page and **have NOT obtained the required software** (using the link above), then complete "Step 1 GET THE REQUIRED SOFTWARE" by clicking the Get Required Software button.
- b. If you reach this page and **have obtained the required software** (using the link above), then complete "Step 2 BEGINNING YOUR SESSION" by clicking the Start Session button.

The screenshot shows the Blackboard Collaborate support page. At the top left is the Blackboard Collaborate logo, and at the top right is the word "Support". The page is divided into two main sections: "Step 1 GET THE REQUIRED SOFTWARE" and "Step 2 BEGINNING YOUR SESSION".

Step 1 GET THE REQUIRED SOFTWARE

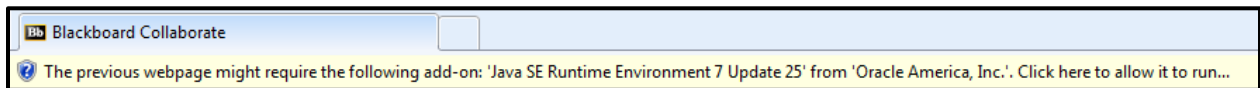
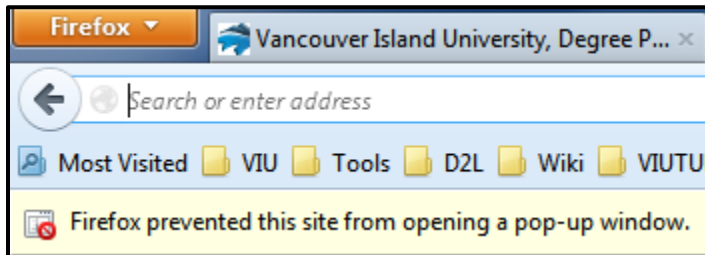
Under Step 1, there is a section titled "Select your operating system" with a dropdown menu set to "Microsoft Windows" and a "Get Required Software" button. A red circle highlights this section. Below this is a "Note" section with instructions on installation time and a link to the Support Portal. A "File Download - Security Warning" dialog box is overlaid on the right side of the page, asking "Do you want to run or save this file?" for "java-installer-windows.exe" from "www.elluminate.com". The dialog has "Run", "Save", and "Cancel" buttons.

Step 2 BEGINNING YOUR SESSION

Under Step 2, there is a "Start Session" button. A red circle highlights this button. Below it is a note about pre-configuration and a link to the Support Portal. A "Warning - Security" dialog box is overlaid on the right side of the page, stating "The application's digital signature cannot be verified. Do you want to run the application?" for "Blackboard Collaborate" by "Blackboard Collaborate, Inc.". The dialog has a yellow warning icon.

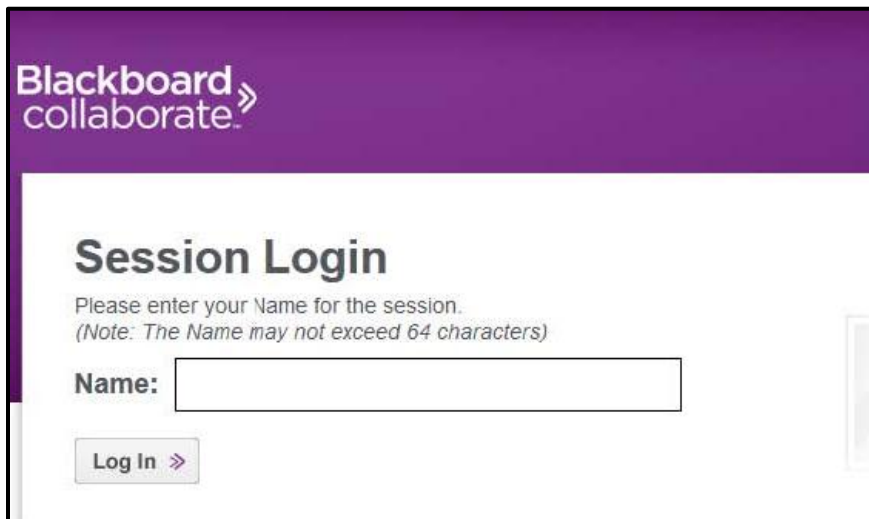
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- Depending on the Internet Browser you are using (ie: Internet Explorer, Firefox, Chrome, etc) and your specific browser settings you may be prompted to **allow pop-ups or Java**. See screenshots below.



- You **may** be prompted to enter your screen name for the meeting. Please **enter your full name** or the name requested by your instructor, and then **click Log In**.

NOTE: This option does not always appear. It will depend on how the instructor has configured the online meeting room.

A screenshot of the Blackboard Collaborate "Session Login" page. The page has a purple header with the "Blackboard collaborate" logo. Below the header, the text "Session Login" is displayed in a large, bold font. Underneath, it says "Please enter your Name for the session." followed by a note: "(Note: The Name may not exceed 64 characters)". There is a text input field labeled "Name:" and a "Log In" button with a right-pointing arrow.

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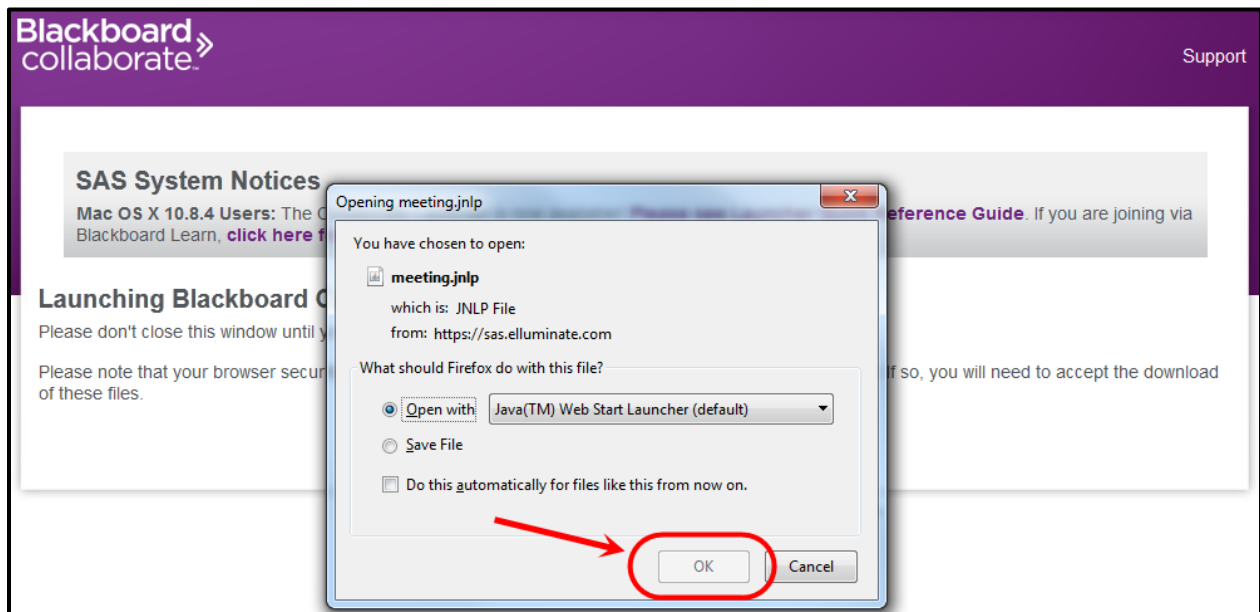
5. The Online Meeting Room will now attempt to launch. See screenshot below.

Depending on your internet browser settings you will either need to:

A. Select **'Open with'** and **click OK**

OR

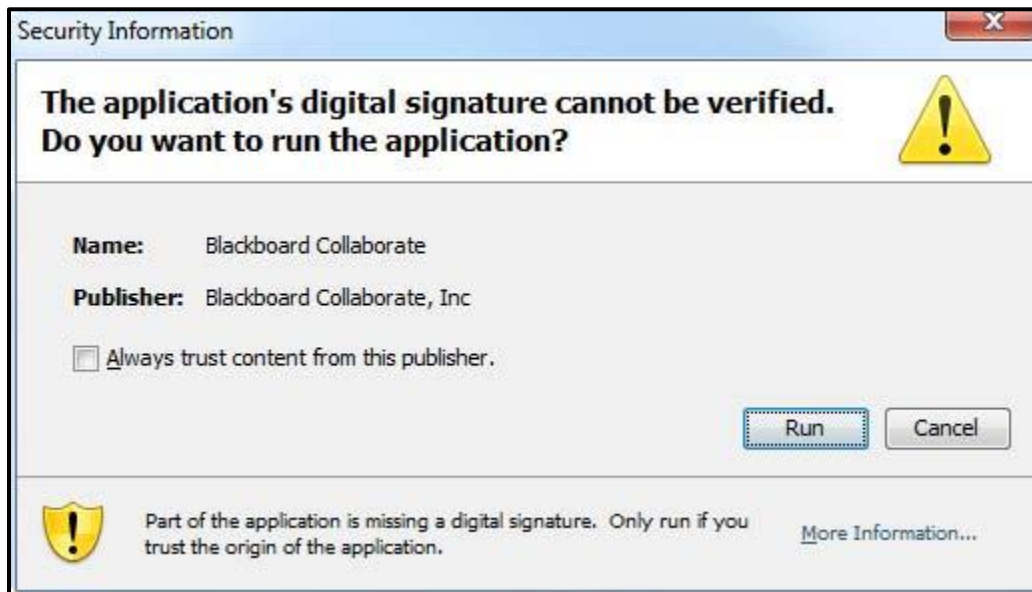
B. The file may download and you will need to **find the downloaded file** on your computer and **double click the file to launch the program.**



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6. Once you have launched the program file you will need to run the program. **Click Run.**

NOTE: This prompt may look different depending on which internet browser you are using. See screenshot below.

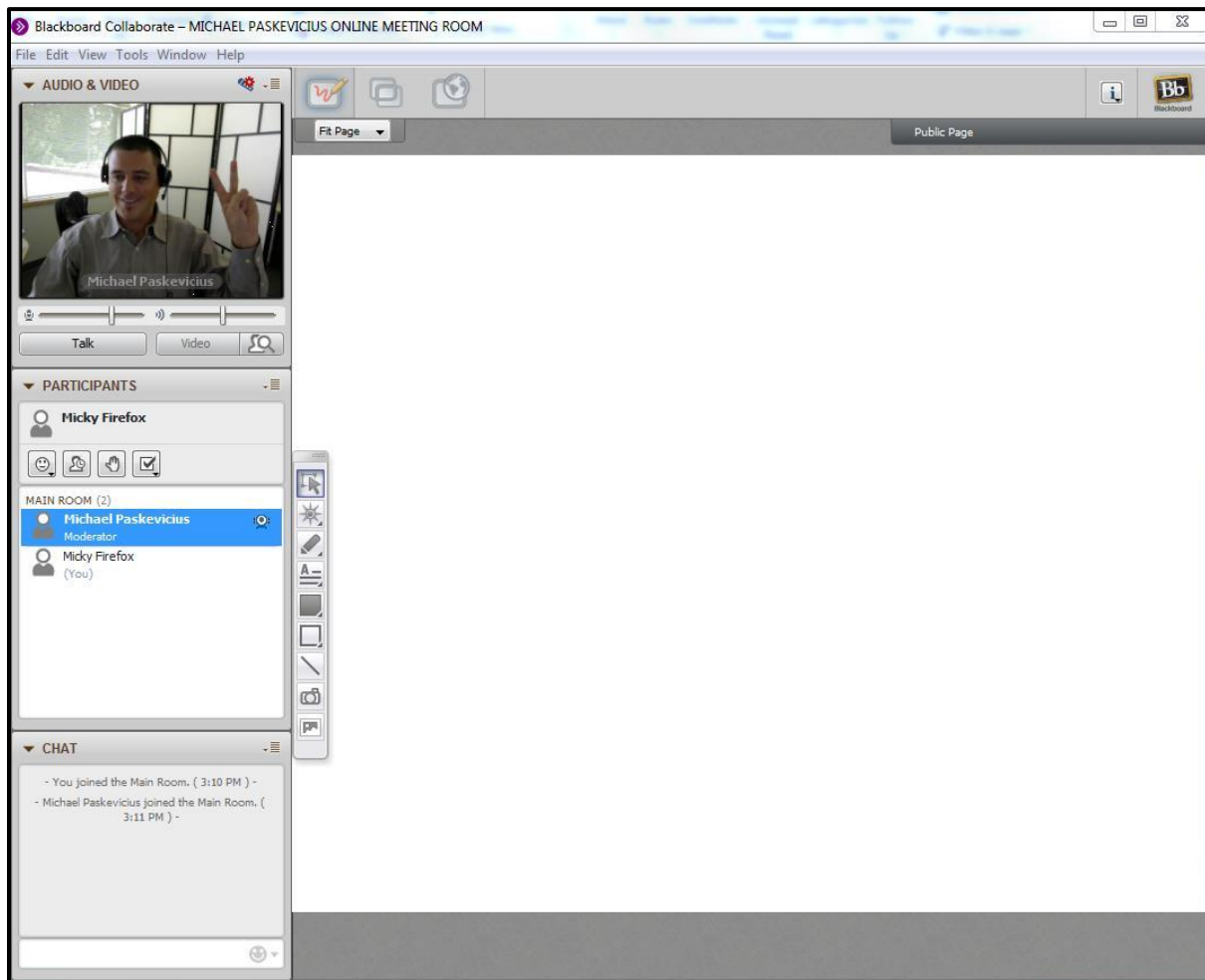


7. You will see the Blackboard Collaborate logo (see screenshot below) as the program is launching.



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8. The Online Meeting Room will now load. Welcome!



9. Run the Audio Setup Wizard to test your audio configuration.

