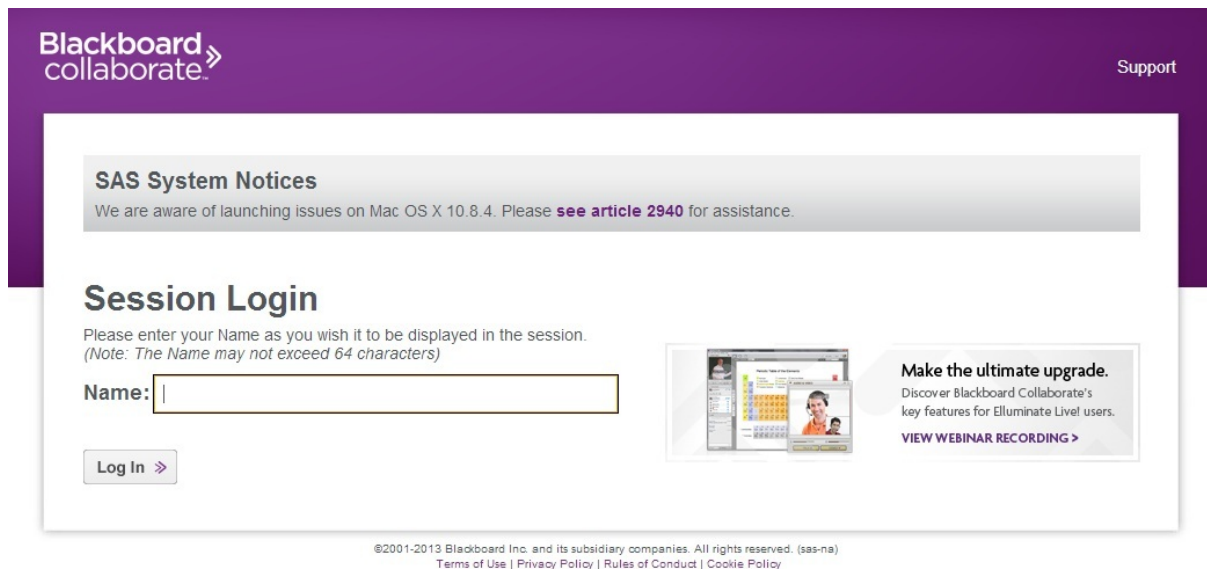


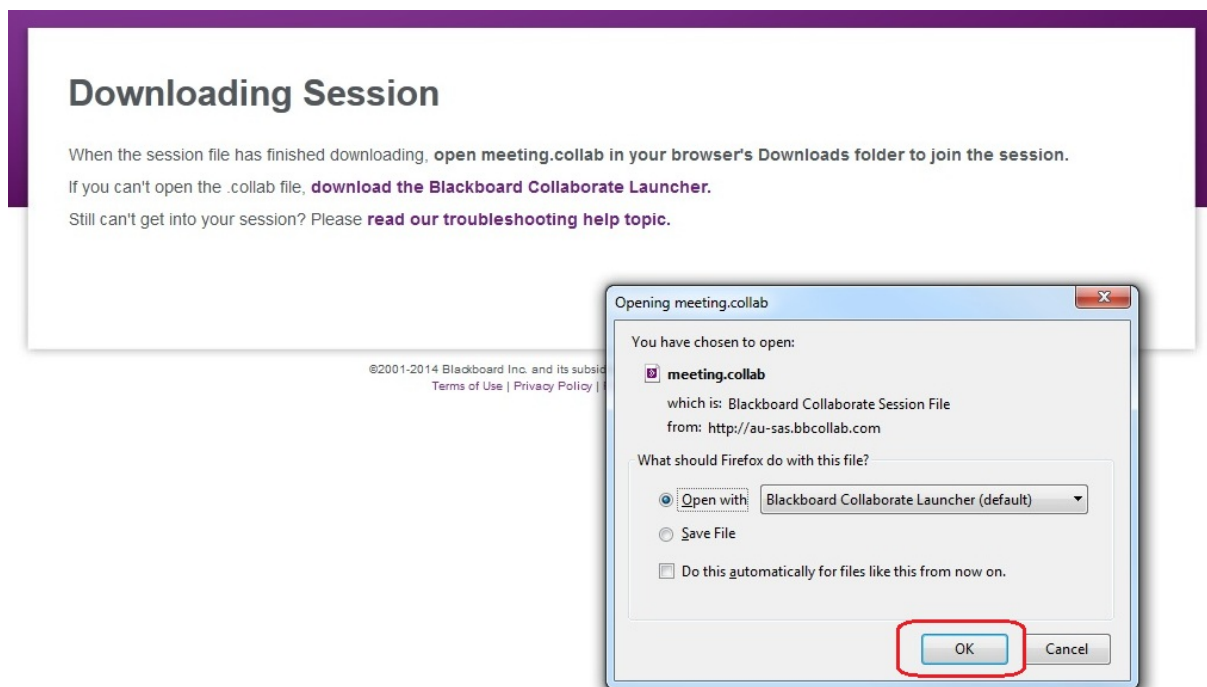
Enter the online collaborate workshop - step by step instructions

1. To open the online classroom, click on the button/link that has been given to you
2. Then you will see this below



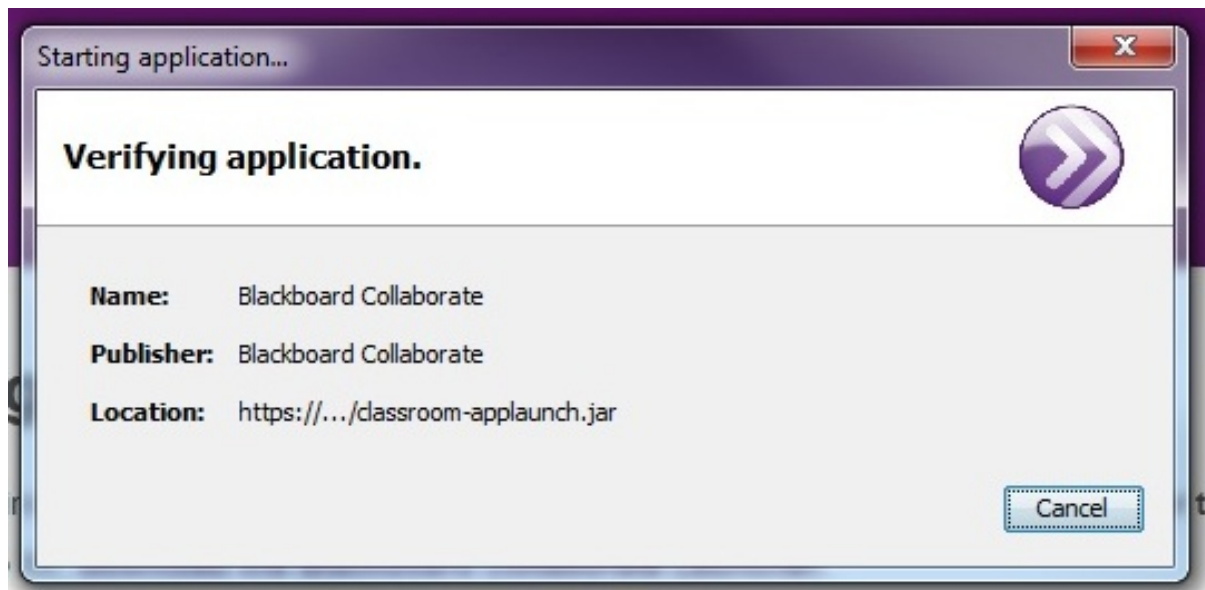
The screenshot shows the Blackboard Collaborate interface. At the top left is the Blackboard Collaborate logo, and at the top right is a 'Support' link. Below the logo is a 'SAS System Notices' banner with text about Mac OS X 10.8.4. The main section is titled 'Session Login' and contains a text input field for 'Name:' with a 'Log In >' button below it. To the right of the login area is a promotional box for 'Make the ultimate upgrade.' with a 'VIEW WEBINAR RECORDING >' link. At the bottom of the page, there is a copyright notice: '©2001-2013 Blackboard Inc. and its subsidiary companies. All rights reserved. (sas-na) Terms of Use | Privacy Policy | Rules of Conduct | Cookie Policy'.

3. Type in your name in the space provided (your first name is just fine).
4. Click on LOG IN
5. You will see this, click OK

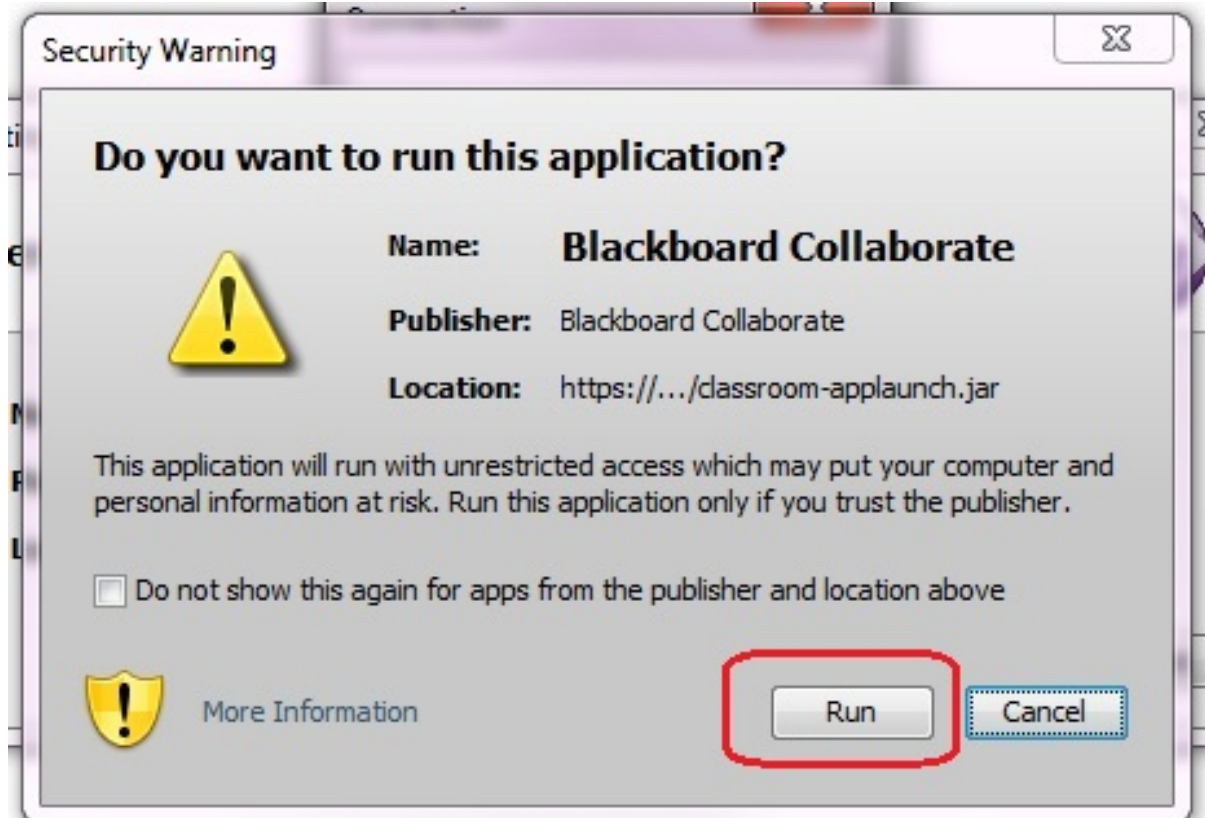


The screenshot shows the 'Downloading Session' page with instructions: 'When the session file has finished downloading, open meeting.collab in your browser's Downloads folder to join the session. If you can't open the .collab file, download the Blackboard Collaborate Launcher. Still can't get into your session? Please read our troubleshooting help topic.' Below the text is a file opening dialog box titled 'Opening meeting.collab'. The dialog shows the file 'meeting.collab' which is a 'Blackboard Collaborate Session File' from 'http://au-sas.bbcollab.com'. It asks 'What should Firefox do with this file?' and has three options: 'Open with' (selected, pointing to 'Blackboard Collaborate Launcher (default)'), 'Save File', and 'Do this automatically for files like this from now on.' The 'OK' button is highlighted with a red box.

6. You may see this, don't do anything, it's getting ready to give you the next set of instructions



7. You will then see this, click RUN



And it should open you up to the collaborate online classroom. Audio set up instructions can be seen in step number 7, at the bottom of this page.

If you cannot open the collab file, there are instructions for you below

1. Once you have typed in your name and clicked on LOG IN, you will see this, read the instructions and click on the 2nd line that states DOWNLOAD THE BLACKBOARD COLLABORATE LAUNCHER

Downloading Session

When the session file has finished downloading, **open meeting.collab in your browser's Downloads folder to join the session.**

If you can't open the .collab file, **download the Blackboard Collaborate Launcher.**

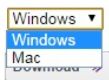
Still can't get into your session? Please **read our troubleshooting help topic.**

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2. You will see this. Choose whether you are using Windows or Mac from the drop down box.

Get the Launcher

The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable. **Learn more about the launcher.**



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3. The click DOWNLOAD

follow the directions that are given

Get the Launcher

The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable. **Learn more about the launcher.**

Windows ▾

Download »

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4. You will then see this, read the instructions that are given, then click SAVE in the smaller box

Downloading Installer

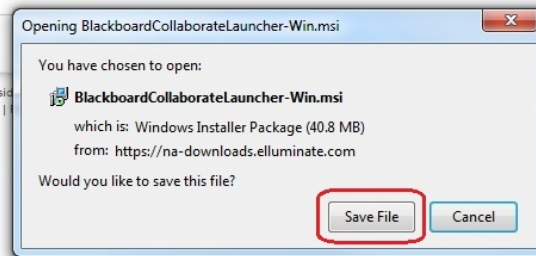
When the installer is finished downloading, complete the following steps:

1. Run the installer.
2. Open **meeting.collab** in your browser's Downloads folder to join the session.

[Continue >](#)

Need help with this?

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5. You will then need to go to your downloads folder and find what have just downloaded, click on it. Or it might pop up for you to click on at the top or bottom of your page

collaborate.™

Downloading Installer

When the installer is finished downloading, complete the following steps:

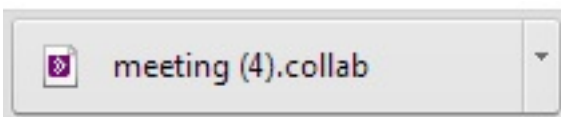
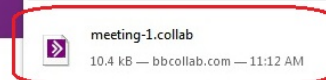
1. Run the installer.
2. Open **meeting.collab** in your browser's Downloads folder to join the session.

[Continue >](#)

Need help with this?

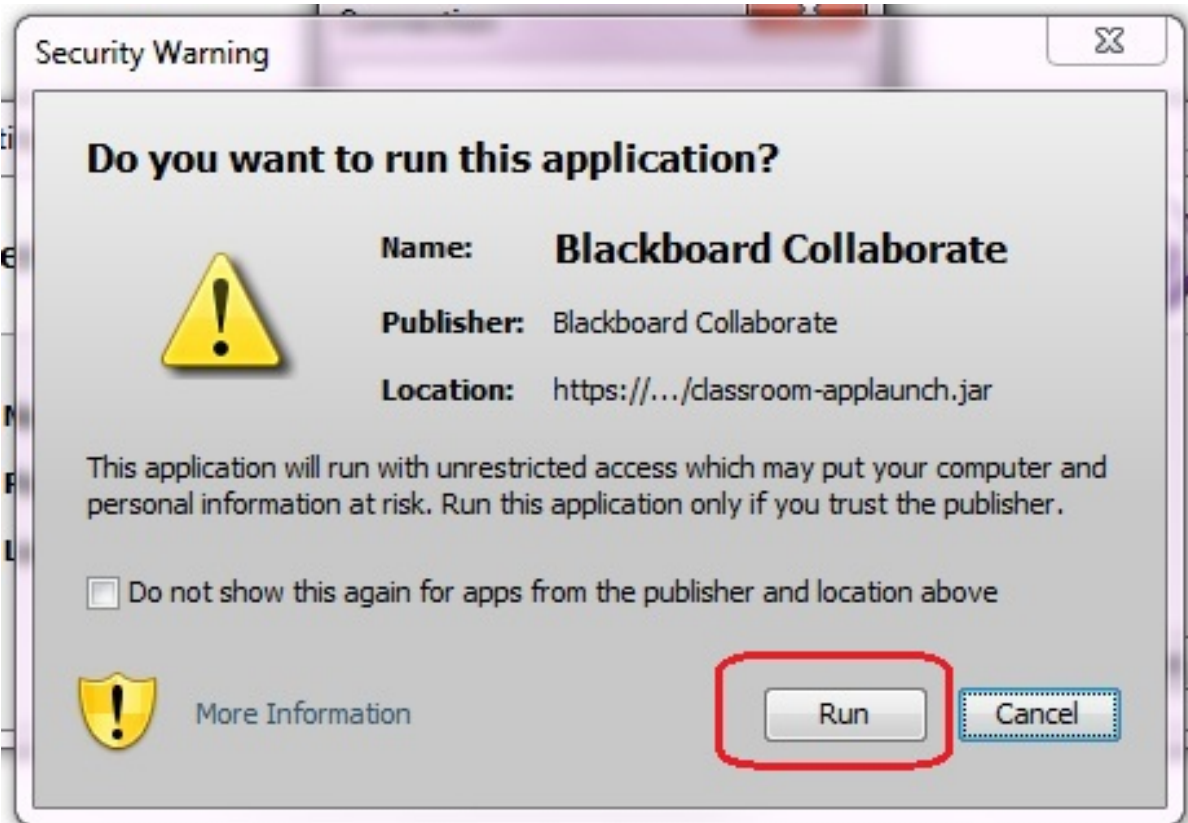
[Show All Downloads](#)

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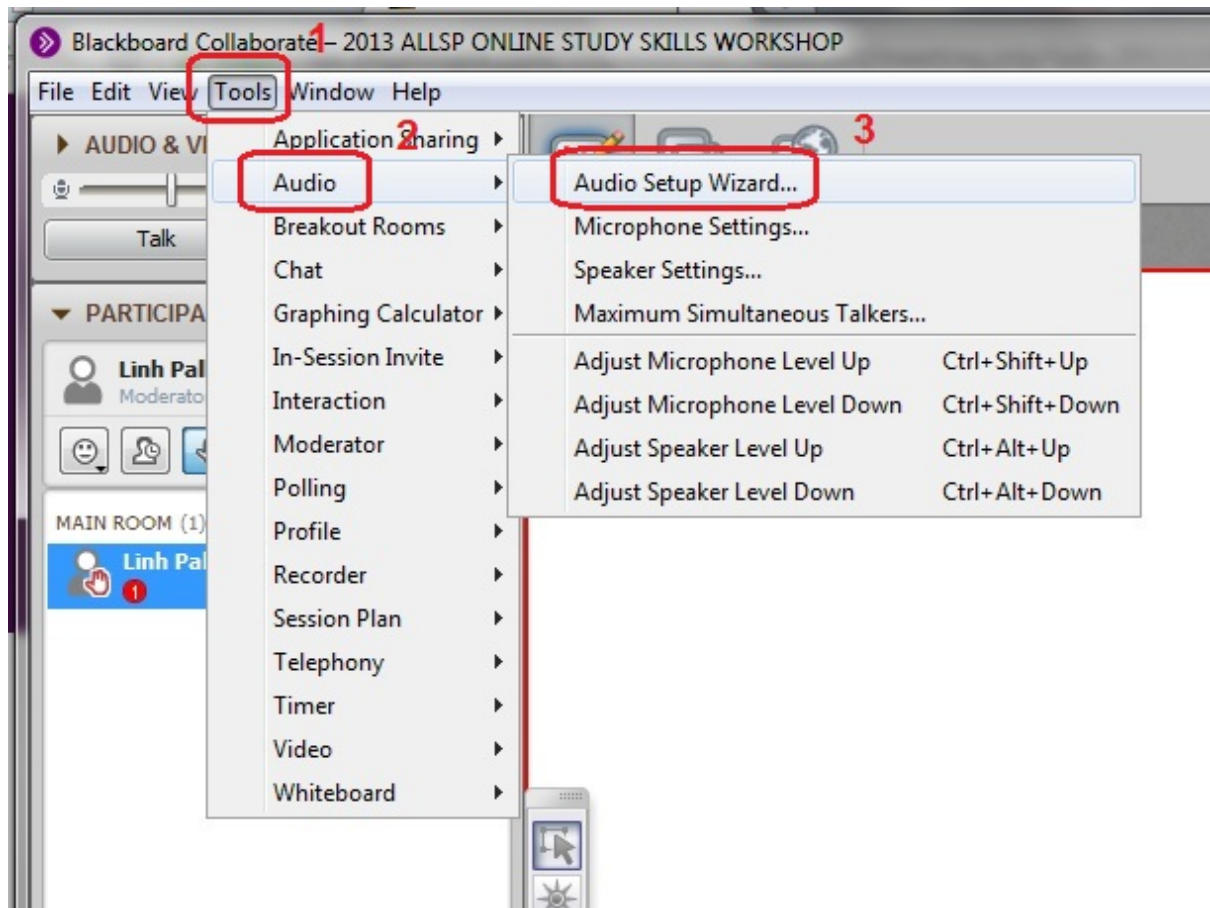


or

6. Then you will see this, click RUN and you are ready to take part in the online classroom.



7. AUDIO SET UP: Once you are in, you will now need to set up your headset/speakers and microphone if you have one plugged in. Follow the steps as indicated in the picture



8. Follow the instructions that appear it will guide you through the listening and speaking check.

Then you should be ready.