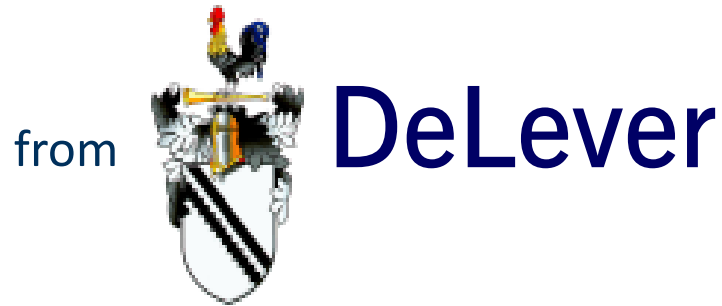




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APC Training



Joining a DeLever **ONLINE** Masterclasses

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Logging onto a DeLever **ONLINE** Masterclass

1. Use the login link we will have emailed you, to get to this page.

The screenshot shows the Blackboard Collaborate login interface. At the top left is the Blackboard Collaborate logo, and at the top right is a 'Support' link. The main content area is titled 'Session Login' and includes the instruction 'Please enter your Name for the session. (Note: The Name may not exceed 64 characters)'. Below this is a text input field labeled 'Name:' and a 'Log In >' button. To the right of the input field is a grey box with the text 'Elluminate is now Blackboard Collaborate.' and a purple 'Find out more >' button. At the bottom center, there is a small copyright notice: '©2001-2011 Blackboard Inc. and its subsidiary companies. All rights reserved. (sas) Terms of Use | Privacy Policy | Rules of Conduct'.



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Logging onto a DeLever **ONLINE** Masterclass

2. Enter your name in FULL* and click Log in.

Blackboard collaborate. Support

Session Login

Please enter your Name for the session.
(Note: The Name may not exceed 64 characters)

Name:

[Log In >](#)

Illuminate is now **Blackboard Collaborate.**
[Find out more >](#)

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* Please note: We require your **FULL name** as we will check you off against our registered attendance list. Please refrain from entering an abbreviated or nickname as this may cause our system administrator to kick you out of our Online Masterclass and we wouldn't want that to happen...



3. Blackboard Collaborate should then start to download*

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. A central white box contains the following text:

Launching Blackboard Collaborate
Please don't close this window until you are in your Blackboard Collaborate online collaboration session.
Please note that your browser security settings may block this site from downloading files to your computer. If so, you will need to accept the download of these files.

Below this box is a Java download notification. It features the Java logo on the left, the text 'Java™ 6..' in the center, and 'ORACLE' on the right. Small text on the left reads '©2001-2011' and on the right 'served. (sas)'.

* Please note: If it is your first time you may be asked to agree to your browser running a specific file or need to update your browser's version of Java, as shown above. This is completely normal and these are simple extra add functions that your browser should be able to cope with.



4. Follow the ONLINE instructions*

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. The main content area has a white background with a purple header. A white box titled 'Launching Blackboard Collaborate' contains the following text: 'Please don't close this window until you are in your Blackboard Collaborate online collaboration session.' and 'Please note that your browser security settings may block this site from downloading files to your computer. If so, you will need to accept the download of these files.' Overlaid on this is a 'Warning - Security' dialog box with a yellow warning icon. The dialog box text reads: 'The application's digital signature cannot be verified. Do you want to run the application?' Below this, it lists 'Name: Blackboard Collaborate' and 'Publisher: Blackboard Collaborate, Inc.' There is a checkbox labeled 'Always trust content from this publisher.' and 'Run' and 'Cancel' buttons. At the bottom of the dialog box, it says: 'Part of the application is missing a digital signature. Only run if you trust the origin of the application.' with a 'More Information...' link.


* Please note: It is perfectly safe to run Blackboard Collaborate. However if you are using a work's computer there may be restrictions on what you can and cannot do. We strongly advise you to check out if you have the ability to run Blackboard Collaborate on your computer before signing up to one of our Masterclasses as we would hate for you to be disappointed. Your in-house IT department should be able to solve this for you.



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5. If all goes to plan, you should see this screen downloading*



Blackboard collaborate »

Support

Launching Blackboard Collaborate

Please don't close this window until you are in your Blackboard Collaborate online collaboration session.

Please note that your browser security settings may block this site from downloading files to your computer. If so, you will need to accept the download of these files.

Blackboard collaborate »

Version 11.1.1.1512-g889cca0

Blackboard

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Loading...

* Please note: You may be asked what your connection speed is and you can select from a dropdown list. You can play with this and find out what is best for you. You can also adjust connection speed from within the system once you are fully logged in.



Logging onto a DeLever **ONLINE** Masterclass

6. When you are fully logged in you will see this. Job done.

We will explain how to use the online system at the beginning of each Masterclass

The screenshot shows the Blackboard Collaborate vOffice interface. On the left, there are panels for 'AUDIO & VIDEO', 'PARTICIPANTS' (showing 'Jon Lever'), 'MAIN ROOM (1)', and 'CHAT'. The main area displays a slide titled 'Welcome to your Blackboard Collaborate vOffice!' with a 'GET STARTED NOW' section. This section contains four numbered steps:

- 1 CHECK YOUR AUDIO** - Click the Audio Setup Wizard button. The corresponding image shows the 'AUDIO & VIDEO' menu with a red box around the speaker icon.
- 2 LOAD CONTENT** - change screens and record. The corresponding image shows the 'Load Content' and 'Record' buttons.
- 3 COLLABORATE** - using the whiteboard, application sharing or web tour. The corresponding image shows icons for whiteboard, application sharing, and web tour.
- 4 COMMUNICATE** - using voice or video. The corresponding image shows the 'AUDIO & VIDEO' panel with 'Talk' and 'Video' buttons.

Below the steps, there is a link to customer success stories: <http://www.blackboard.com/Platforms/Collaborate/Client-Stories/Case-Studies.aspx>. A note asks to check out Blackboard Collaborate vClass with a link: <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Licensing.aspx>. The Blackboard Collaborate logo is at the bottom, followed by contact information: 'Contact CollaborateSales@blackboard.com for more information * blackboardcollaborate.com * 866.463.5586'.



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Further system guidance / training:

- If you wish to familiarise yourself more with the online system panel then please feel free to follow this link: www.delever.com/mctraining
- Whilst DeLever cannot offer you IT technical support as we are not aware of your IT system we may be able to offer some helpful tips if you are having connection problems.
- A few typical suggestions:
 - Use a computer which is directly wired to your broadband connection as Wifi can sometimes be patchy
 - Select an appropriate connection speed when prompted at login as the Blackboard Collaborate system is clever enough to feed you data at the speed your system can cope with.
 - Close all other software, email, browsers etc that could be using up precious bandwidth
 - Check your system security / firewalls does not block access
 - Check our emails don't get sent to your spam folder
- If all else fails, rest assured we will provide you with an opportunity to watch the **ONLINE** Masterclass Recording (as long as it records ok) for a **FREEVIEW period of 7 days** soon after the Masterclass has been held.



Logging onto a DeLever **ONLINE** Masterclass

Finally, get in touch...

If you have any queries, contact:

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We hope you have a great Masterclass experience

