

How to Join the Blackboard Collaborate Webinar Session

for the Firefox, Chrome and Internet Explorer

The Forestry and Natural Resources Webinar Portal uses Blackboard Collaborate to host all webinars with an original live date of June 20, 2012. Once you have registered for the webinar in the Webinar Portal, you will be required to follow several steps to successfully complete the webinar process. One of those steps is joining the Blackboard Collaborate Webinar Session. This document explains how to join the Blackboard Collaborate Webinar Session and how to return back to the Webinar Portal to complete the webinar process.

Please join the webinar 15 minutes early as we cannot take phone calls or help with technical issues once the webinar begins.

Hardware or software issues can be directed to Blackboard Collaborate Support at 1-877.382.2293, option 2 (please inform them that you are using NC State 'ELM'). Blackboard Collaborate support is available 24 hours a day, 7 days a week.

Technical questions or problems should be addressed to Bob Bardon (Robert_Bardon@ncsu.edu, 919-515-5575) or Eric Taylor (eric-taylor@tamu.edu, 903-834-6191).

Continuing Education Credit questions, program questions, or to suggest future webinars, please contact Bill Hubbard (whubbard@uga.edu, 706-340-5070).

First Time Webinar Attendees!

This Webinar uses **Blackboard Collaborate** to facilitate the webinar.

If you have not yet participated in a Blackboard Collaborate webinar then please go to <http://go.ncsu.edu/configuration> for instructions on setting up your computer. You should do this at least 72 hours in advance of a live webinar in case you have any problems that need to be resolved. For those with firewall blocking, you may require help from your IT support prior to the event in order to connect. If you have any hardware or software issues you can call Blackboard Collaborate Support at 1-877.382.2293.

Please use the same location and equipment that you will use when you attend the actual Blackboard Collaborate session(s) to complete the following steps:

1. Go to <http://go.ncsu.edu/configuration>.
2. Make sure Step 1 shows two checks. If you do not see a check, follow the instructions to obtain the latest version of Java.
3. Enter the Configuration Room as outlined in Step 2. Follow the directions in the Configuration Room to test your audio setup, set your connection speed, and set up your profile.

Once you complete the webinar registration and pre-survey, your web browser will be directed to the Blackboard Collaborate website that hosts the webinar session. The following steps will walk you through logging in and starting your Blackboard Collaborate session.

1. Blackboard Collaborate will prompt you with the **Join Session** screen (see figure below) where **you MUST** log in as **Guest** and enter your **email address** and **Full Name** as show below. Make sure you click the radio button next to **Guest**. To qualify for continuing education credits for this webinar if they exist, **you must enter the same email address and Full Name that you registered with in the Webinar Portal.**

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Join Session

Note: An (*) indicates required field

1 Session Details

Name: **Forestry Webinar Practice Session**
Date & Time: **May 14, 2012 3:45 PM EDT - May 14, 2013 3:45 PM EDT**

2 User Authentication

Log in as

Unity ID
 Guest

* Email Address:
* Display Name:

3 Join Session

Click **Log In** to join the session. Click **Cancel** to quit.

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Once you enter this information, click the **Log In** button on the bottom right side of the screen.

2. You will then be prompted with the three Blackboard Collaborate screens (shown below) that will automatically initiate the download of the Blackboard Collaborate software and start the webinar session. First, the **'Your session download should start shortly'** will briefly display while your browser prepares to download the webinar session. Second, the **'Initializing session startup'** will display briefly and then thirdly, the **'Sessions'** screen will display.

Do **NOT** enter anything on these three screens. Instead, the Blackboard Collaborate Java Applet (meeting.jnlp) file will begin to download to your computer and should automatically start. Depending on your internet connection speed, it may take a few minutes for the download to complete so please be patient and don't hit the back button or try filling anything out on this screen.

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Your session download should start shortly. If it does not, you can manually start the session.

Session Details - Forestry Webinar Practice Session

Start Date and Time: **May 14, 2012 3:45 PM EDT**
 End Date and Time: **May 14, 2013 3:45 PM EDT**

[Return to the sessions page.](#)

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Initializing session startup.
Your browser will be redirected to the *List Sessions* page soon after the session initialization has started.

Session Details - Forestry Webinar Practice Session

Start Date and Time: **May 14, 2012 3:45 PM EDT**
 End Date and Time: **May 14, 2013 3:45 PM EDT**

[Return to the sessions page.](#)

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Login Name:
 Password: [Get Help](#) [Log In](#)

Sessions Recordings Help

Sessions

for Jun 14, 2012 (times shown in Eastern Daylight Time)

Search Session Name for [Search](#) [Clear](#)

Time ▲	Session Name	Created By	Pwd?
May 11, 2012 4:30 PM EDT - May 8, 2013 5:00 PM EDT	Configuration Room	edsheph2	
May 14, 2012 9:15 AM EDT - May 13, 2013 11:45 PM EDT	Lisa Fiedor's Office Hours	lmfiedor	
May 14, 2012 10:00 AM EDT - Jun 30, 2012 12:00 PM EDT	edsheph2's Session	edsheph2	
May 14, 2012 1:30 PM EDT - May 13, 2013 2:00 PM EDT	Dede Nelson's Virtual Office - Collaborate	cmnelso2	
May 14, 2012 3:45 PM EDT - Dec 24, 2012 4:15 PM EST	HRMET	kiallen	
May 14, 2012 4:15 PM EDT - May 14, 2013 4:00 PM EDT	Michelle Harrolle's Classroom	mgharrol	
May 14, 2012 4:30 PM EDT - May 14, 2013 4:00 PM EDT	CEVC Board Meetings	egpritch	
May 14, 2012 5:00 PM EDT - Jun 22, 2012 5:30 PM EDT	Dr. Keith Harris Synchronous Classroom	gkharris	

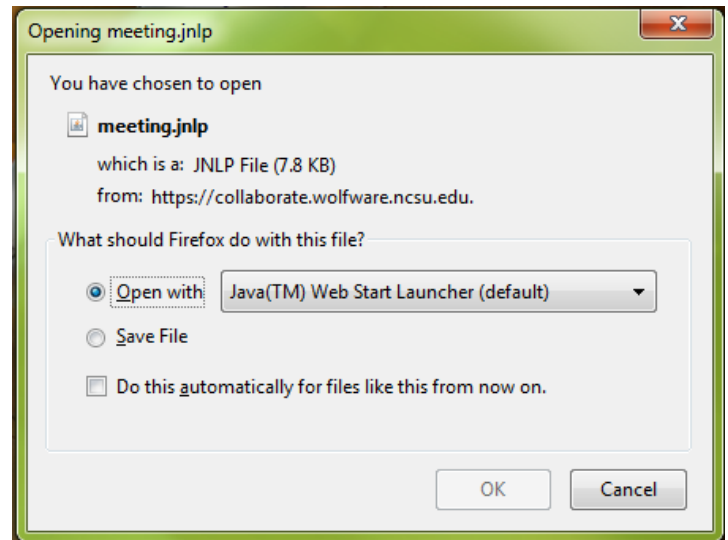
Jun 2012

Wk	Su	Mo	Tu	We	Th	Fr	Sa
...	27	28	29	30	31	1	2
...	3	4	5	6	7	8	9
...	10	11	12	13	14	15	16
...	17	18	19	20	21	22	23
...	24	25	26	27	28	29	30

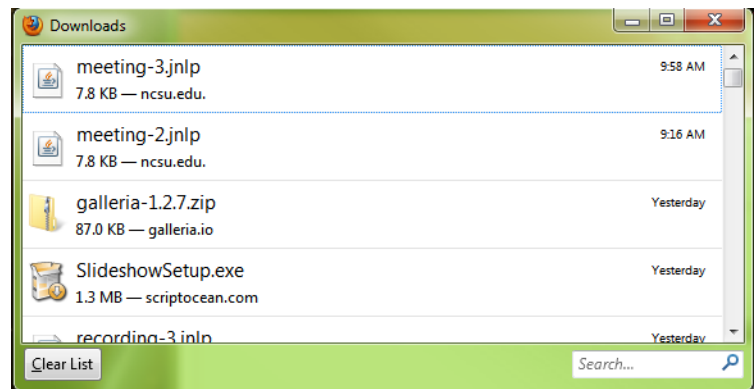
[Today](#) | [This Week](#) | [This Month](#) | [This Year](#)

3. During step 2 above, your browser should automatically download the Blackboard Collaborate Java Applet (meeting.jnlp) and start the webinar session.

For Mozilla Firefox: Your browser may display the following popup window when the download begins. If you are prompted to begin the download, select **'Open with Java™ Web Start Launcher'** and then click **OK**. If the downloaded file does not automatically open/run within 30 seconds after it has been completely downloaded, please double click the file downloaded to manually open/run it.

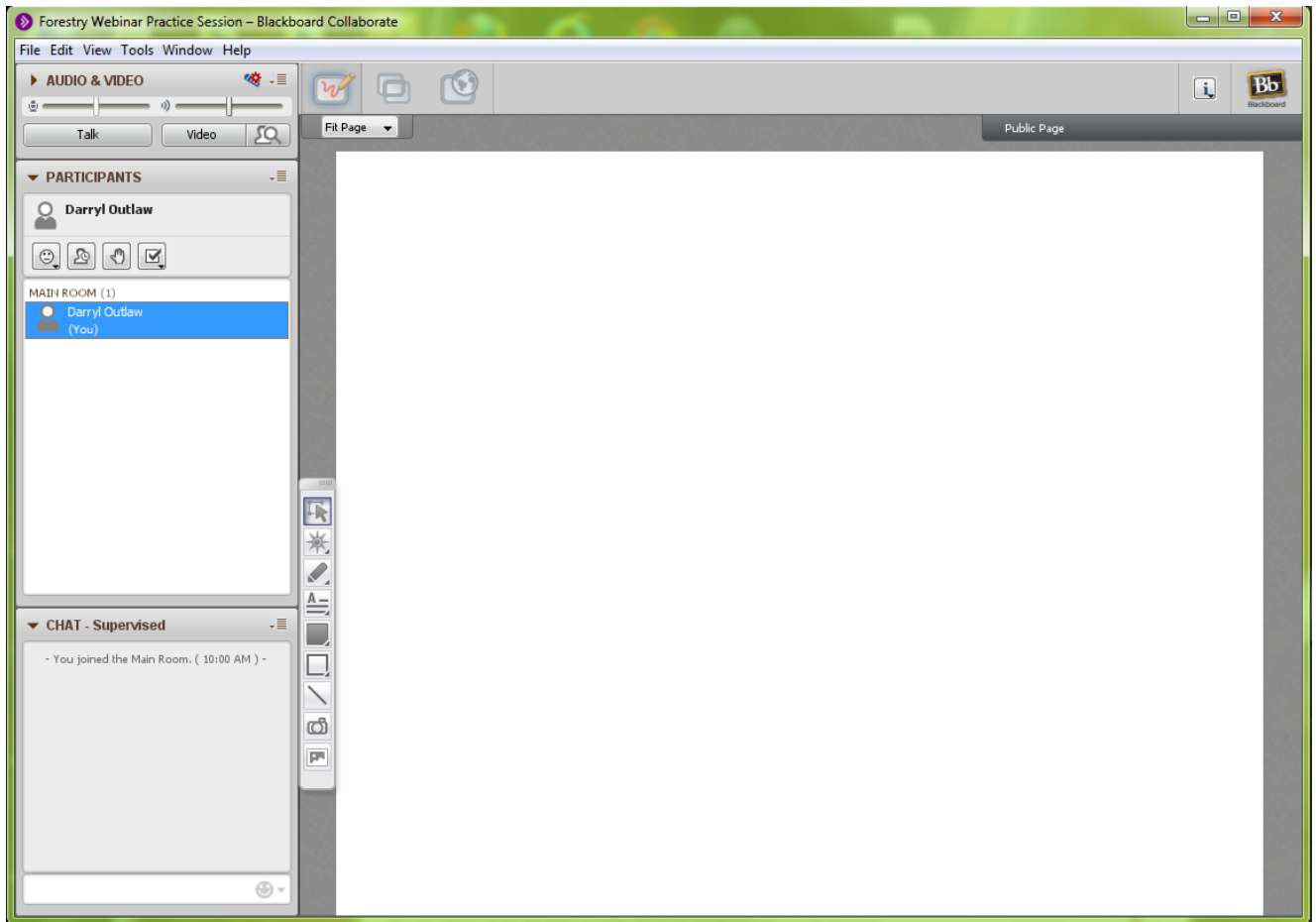


For Mozilla Firefox: After the download completes, if the downloaded meeting.jnlp file does not automatically open, you should double-click on the meeting.jnlp entry in the **Downloads** pop-up.



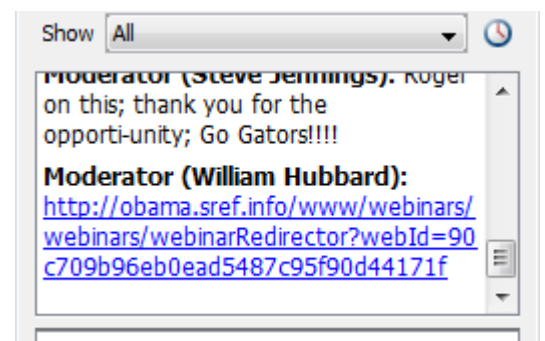
4. A popup window will then appear with the Blackboard Collaborate Webinar Session similar to the screen below.

NOTE: If you intend to get continuing education credit for participating in this webinar, you **MUST** participate / view the webinar until the moderator instructs you to take the Satisfaction Survey.



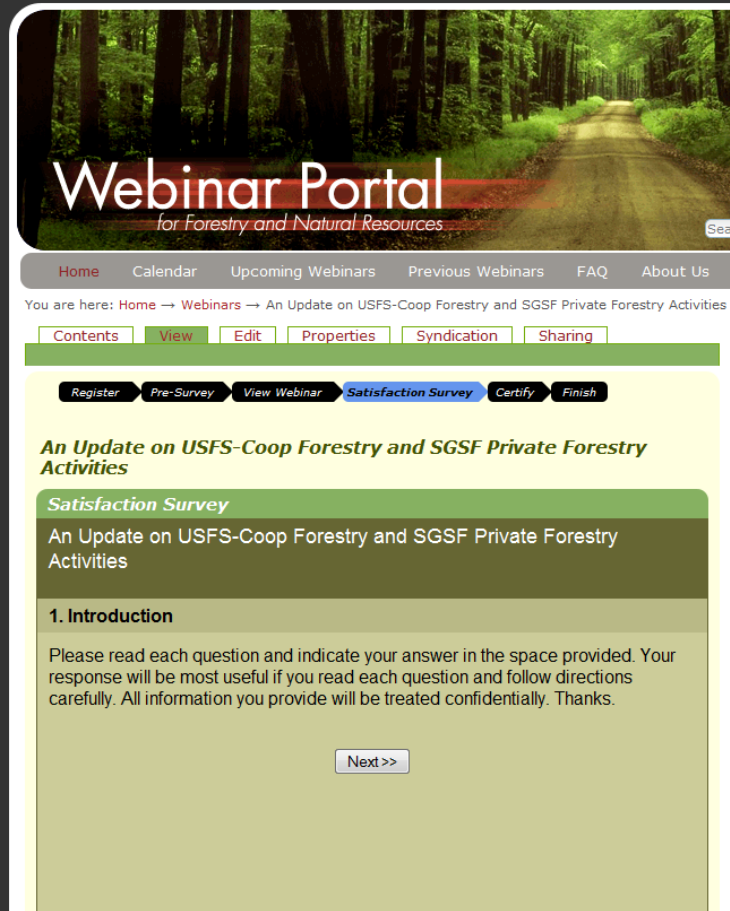
5. Towards the end of the Webinar session, the webinar moderator will send you a link to return to the Webinar Portal so you can take the Satisfaction Survey and complete the webinar process. He will push out a web site URL address to your web browser that will automatically open in your default browser.

He may optionally show the URL address in the webinar discussion window for you to manually click on or copy / past into your web browser (similar to URL shown on the right).



6. The URL address they give you will send you to the satisfaction survey (similar to screen on the right).

NOTE: If you want continuing education credits, you **MUST** complete the Satisfaction Survey and complete the steps that follow which are typically a short Quiz and the CEU Form which allows you to apply for the continuing education credits.



The screenshot displays a web browser interface for a "Webinar Portal for Forestry and Natural Resources". The header features a navigation menu with links: Home, Calendar, Upcoming Webinars, Previous Webinars, FAQ, and About Us. Below the header, a breadcrumb trail reads: "You are here: Home → Webinars → An Update on USFS-Coop Forestry and SGSF Private Forestry Activities". A secondary navigation bar includes buttons for Contents, View, Edit, Properties, Syndication, and Sharing. A progress bar at the top of the main content area shows steps: Register, Pre-Survey, View Webinar, Satisfaction Survey (highlighted in blue), Certify, and Finish. The main content area is titled "An Update on USFS-Coop Forestry and SGSF Private Forestry Activities" and contains a "Satisfaction Survey" section. The survey text reads: "An Update on USFS-Coop Forestry and SGSF Private Forestry Activities". Below this, the section is titled "1. Introduction" and contains the instruction: "Please read each question and indicate your answer in the space provided. Your response will be most useful if you read each question and follow directions carefully. All information you provide will be treated confidentially. Thanks." At the bottom of the survey area, there is a "Next>>" button.

END OF DOCUMENT