

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 its webinars. 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 Collaborate Webinar Session. This document explains how to join the 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 can not take phone calls or help with technical issues once the webinar begins.

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 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 Collaborate Support at 1-877-382-2293.

Once you complete the webinar registration and pre-survey (optional), 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 Collaborate session.

1. Collaborate will prompt you with the ***Play Recording*** screen (see figure below) where **you MUST enter your email address and Full Name**. 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**.

Play Recording

Note: An (*) indicates required field

- Recording Details**
 Recorded Session Name: **Unit Leaders Webinar**
 Recording Time: **May 12, 2011 11:17 AM**
- Recording Access**
 Log in as
 Elluminate Live! Manager User
 Guest
 * Email Address:
 * Full Name:
- Play Recording**
 Click **Play** to play the recording. Click **Cancel** to quit.

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

- You will then be prompted with the **Collaborate Recordings** screen (see figure below). You do not enter anything on this screen. Instead, the Elluminate Java Applet (recording.jnlp) file will begin to download to your machine. 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.

illuminate.wolfware.ncsu.edu

Login Name:
 Password:

Sessions **Recordings** Help

Recordings

for May 20, 2011 (times shown in Eastern Daylight Time)

Search Recording Name for:

May 2011

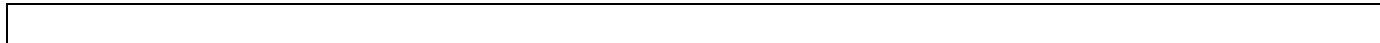
Wk	Su	Mo	Tu	We	Th	Fr	Sa
...	1	2	3	4	5	6	7
...	8	9	10	11	12	13	14
...	15	16	17	18	19	20	21
...	22	23	24	25	26	27	28
...	29	30	31	1	2	3	4

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

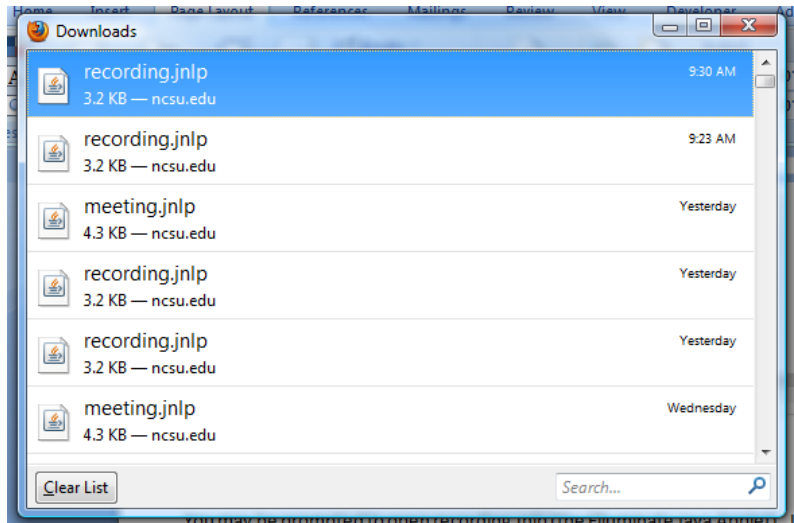
Time Recorded ▲	Recording Name	Size (MB)
There are no recordings for the specified time period		

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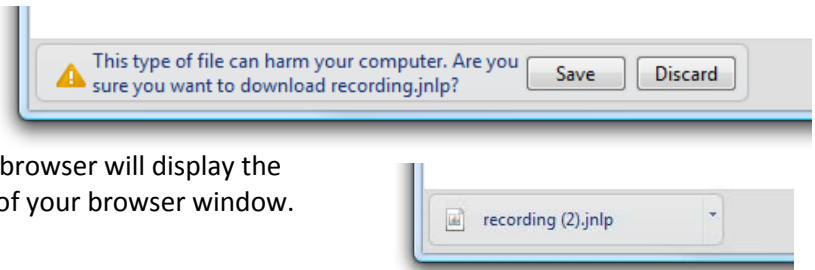
Your browser should automatically download the Elluminate Java Applet (recording.jnlp).



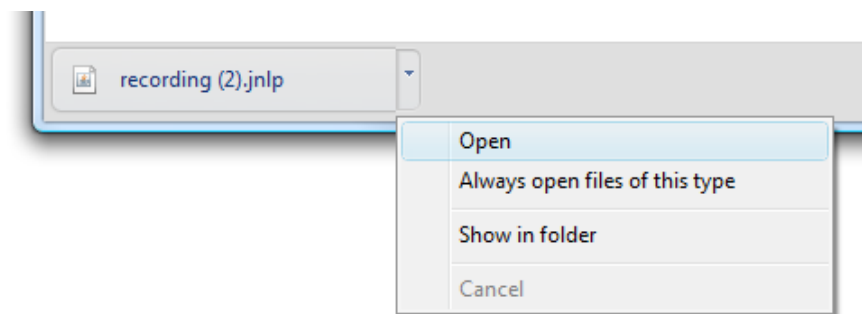
For Mozilla Firefox: Your browser may display the following popup window when the download begins. If you are prompted to begin the download, click **ok**. If the downloaded file does not automatically open/run within 30 seconds after it has been completely downloaded, please double click the file downloaded to manually open/run it.



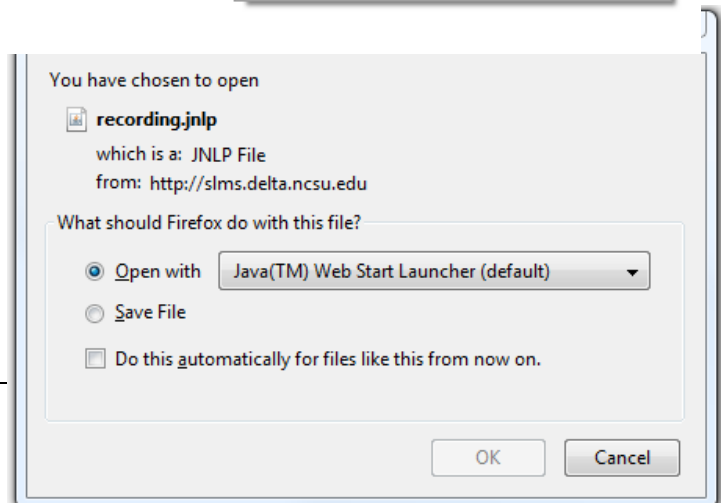
For Chrome: Your browser may prompt you with a message stating that the file could harm your computer. If prompted, select **Save**. The file should continue to download and when done the browser will display the downloaded file at the bottom left corner of your browser window.



If the file does not open automatically, you will need to select the recording downloaded and click **open**.



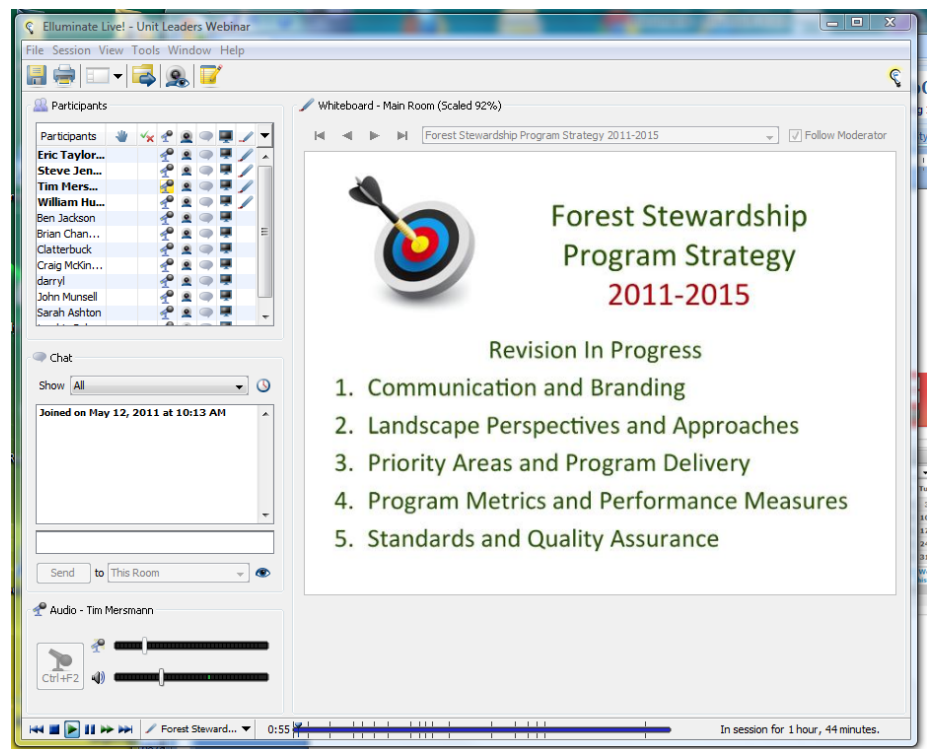
For Mozilla Firefox: You may be prompted to open the recording.jnlp file (the Elluminate Java Applet). If prompted with this window,



click the 'Open with' check box and then click OK.

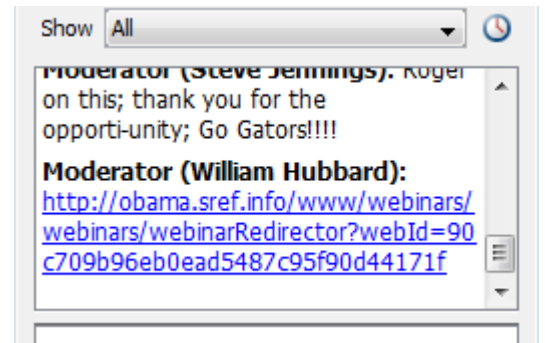
3. A popup window will then appear with the Collaborate Webinar Session similar to the screen to the right.

You must participate / view the webinar until the moderator instructs you to take the Satisfaction Survey.



4. Towards the end of the Collaborate session, the 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).



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

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.

