

## **INSTRUCTIONS FOR USING BLACKBOARD FOR CAS ONLINE/DISTANCE TUTORIAL SESSIONS FOR WHICH YOU HAVE BEEN PRE-ENROLLED**

- If you have been given specific instructions that differ from these instructions, use those instructions instead.
- If this is your first time using Collaborate on your computer, be sure that your system is properly configured. In particular, run the Audio Setup wizard to make sure that your audio is properly configured.

### **Set Up**

**Step One:** Go to Blackboard Learn (Please note: Firefox is the preferred browser)  
You can access Blackboard in two ways:

1. Via your myBama portal: Log in to your myBama portal and click the 'Blackboard' icon in the upper right of the page.
2. Go to [ulearn.blackboard.com](http://ulearn.blackboard.com) and log in directly (bypassing myBama).

**Step Two:** Once in Blackboard Learn, click the 'My Courses' link at the top right of the page.

**Step Three:** From the displayed 'Course List', click the 'Tutoring' course that corresponds to your academic course.

**Step Four:** If you do not see the 'Welcome' message (with further instructions), just click the 'Course Home Page' link in the top left panel of the page.

**Step Five:** Click the 'Collaborate Classroom' link for your course (in the top left panel of the page) and find and click the corresponding 'Tutoring' link at the very bottom of the page (under 'Scheduled Sessions')

**Step Six:** Click the 'Launch Room' button on the right side of the page.

**Step Seven:** A dialog box should pop up with a title of 'join.jnlp. If the 'Open with Java Web Start Launcher' is not already selected, select it and click 'OK'.

**Step Eight:** This should bring up the routine that opens 'Blackboard Collaborate'.

- Be patient because, depending on your computer and Internet connection, this might be rather slow.
- Also, keep an eye on your taskbar (or whatever you use to see what programs are running) because sometimes the dialog box is hidden behind another onscreen window.
- Please Note that your computer **MUST** have a recent version of Java installed. If not, do a search for 'download Java' and install that before continuing.)

Once you see the 'Blackboard Collaborate' dialog box, follow onscreen directions to enter the 'Tutoring' room for your course.

**INSTRUCTIONS ONCE YOU ARE IN THE COLLABORATE ROOM:**

- Firefox is the preferred browser and a recent version of Java is required.
- Click the "Collaborate Classroom" link for your course (on the left) and then click the "Tutoring" link for your course at the very bottom of the page (under "Scheduled Sessions") to enter the tutorial area. Be patient after clicking the Collaborate Classroom link to launch the classroom. Various things (including Java) must load and/or run and it often takes a couple of minutes.
- If nothing seems to happen after an extended time, check to see if there is an open dialog box that is hidden behind another window on the computer desktop OR that you don't have a recent version of JAVA on your computer (and if not, do a search for 'download Java' and install that before continuing).
- Once in the Collaborate Classroom, familiarize yourself with the environment.
  - For example, to the right of your name, there are a series of icons that allow you to set various permissions (audio permissions, video permissions, chat permissions, etc.). Make sure that they are set ON or OFF as you desire.
  - To make use of audio in the session, the audio permission must be set to ON.
  - Under the 'Tools' menu, there are various options. One that you may need is the 'Audio Setup Wizard' under 'Audio' on the 'Tools' menu. This wizard will help you set up and test both your audio input and output.
- Although not required, the session may flow much more smoothly if you use a microphone.
- A webcam might be helpful but is certainly not a requirement.

Tips For Your Session

- If you are having technical problems or issues please check to see if your "chat" function is working; if it is working send a message to the tutor asking for some assistance.
- If you have a particular equation (math, economics, chemistry) with which you need assistance, especially if the problem is time-consuming to write down be prepared in advance by having the problem available in a format that can be easily sent to the tutor or, if you have a webcam, have it available so your webcam can be used to show it to the tutor.