

## *Woodland Steward Webinar Series - Setting up Host Collaborate Connection*

Below is the information needed to set up Blackboard Collaborate and test the connection for the upcoming Woodland Stewards Webinar Series. Please review this information and complete the steps to ensure you can connect

### **Equipment/Software requirements**

- LCD projector
- Computer with internet connection (Broadband recommended)
- Speakers to project audio
- We will be using Blackboard Collaborate to deliver the live webinar. You will need to install the Blackboard Collaborate launcher. Please use the same location and equipment that you will use when you present the live webinar. If you switch computers, you must perform the device configuration setup on the new equipment before participating in a webinar on that device.

### **Installing Blackboard Collaborate - For Windows and Mac users:**

- Enter the [Blackboard Collaborate Configuration Room](https://collaborate.wolfware.ncsu.edu/join/?join_session_id=lbVURf58xpU) ([https://collaborate.wolfware.ncsu.edu/join/?join\\_session\\_id=lbVURf58xpU](https://collaborate.wolfware.ncsu.edu/join/?join_session_id=lbVURf58xpU)). To join the configuration room enter your First and Last name to log in as a guest on the Join Session page and then click "join" to launch the session.
- Download and install the Collaborate Launcher if prompted when entering the room. When the launcher is installed, clicking a session or recording link triggers the download of a .collab file. The launcher uses this file to launch Blackboard Collaborate using a known and stable version of Java. Once the collab file is downloaded, click on the file to launch the session. If you are unable to enter the room, you may be operating behind a firewall. If you are using a personal firewall, it may be easiest to disable it while using Collaborate.
- When joining a session for the first time you maybe asked to configure your computer connection. Select the connection that represents how your computer is connected to the internet.
- Once you have joined the configuration room follow the instructions on the screen to configure your audio settings.
- For more information on system requirements visit [Blackboard Collaborate](https://blackboard.secure.force.com/apex/publicbarticleview?id=kAB700000008P8m) (<https://blackboard.secure.force.com/apex/publicbarticleview?id=kAB700000008P8m>).
- If you need immediate assistance with Blackboard Collaborate, please contact Blackboard support, available 24/7 at (877) 382-2293, option 1.

### Testing connection

We will hold three familiarization sessions to test host connection and audio. We ask that each host attend any one of the following sessions. Please make sure you have installed Blackboard Collaborate prior to the session.

- Jan 28, 9:30-10:00 AM Eastern
- Jan 31, 10:00-10:30 AM Eastern
- Feb 4, 9:30-10:00 AM Eastern

The link to join is

[https://collaborate.wolfware.ncsu.edu/join/?join\\_session\\_id=pH1e7K9xVqw](https://collaborate.wolfware.ncsu.edu/join/?join_session_id=pH1e7K9xVqw)

To join enter your First and Last name to log in as a guest on the Join Session page and then click “join” to launch the session.

### Additional Resources

- Blackboard Collaborate Launcher: [Quick Reference Guide](http://library.blackboard.com/ref/9a27bb08-b742-4a75-8ac8-4d22e7db93ab/index.htm)  
(<http://library.blackboard.com/ref/9a27bb08-b742-4a75-8ac8-4d22e7db93ab/index.htm>)
- Blackboard Collaborate Participant Orientation: [Participant Guide](https://help.blackboard.com/sites/default/files/bb_assets_embed/12000/Participant%27s_Guide.pdf)  
([https://help.blackboard.com/sites/default/files/bb\\_assets\\_embed/12000/Participant%27s\\_Guide.pdf](https://help.blackboard.com/sites/default/files/bb_assets_embed/12000/Participant%27s_Guide.pdf))