



Online Meeting

Participant Install Instructions

To prepare for a BWSR online meeting: For online meetings, BWSR is using a system called Blackboard. If you have not used Blackboard or Elluminate before, please complete the check list prior to the online meeting, so that you'll have access to the information being presented/shared. Detailed instructions and illustrations of each step are below the check list.

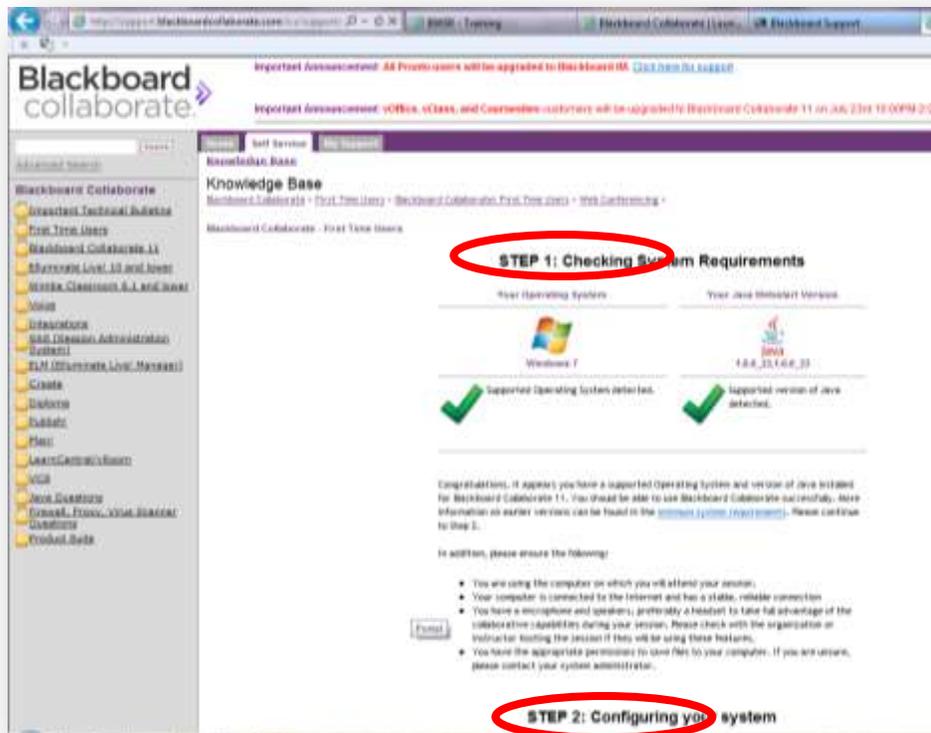
Checklist:

Set-up or Verify computer requirements for online meeting:

The system we'll be using is called Blackboard. At least 1 day prior to the meeting, go to this support page website:

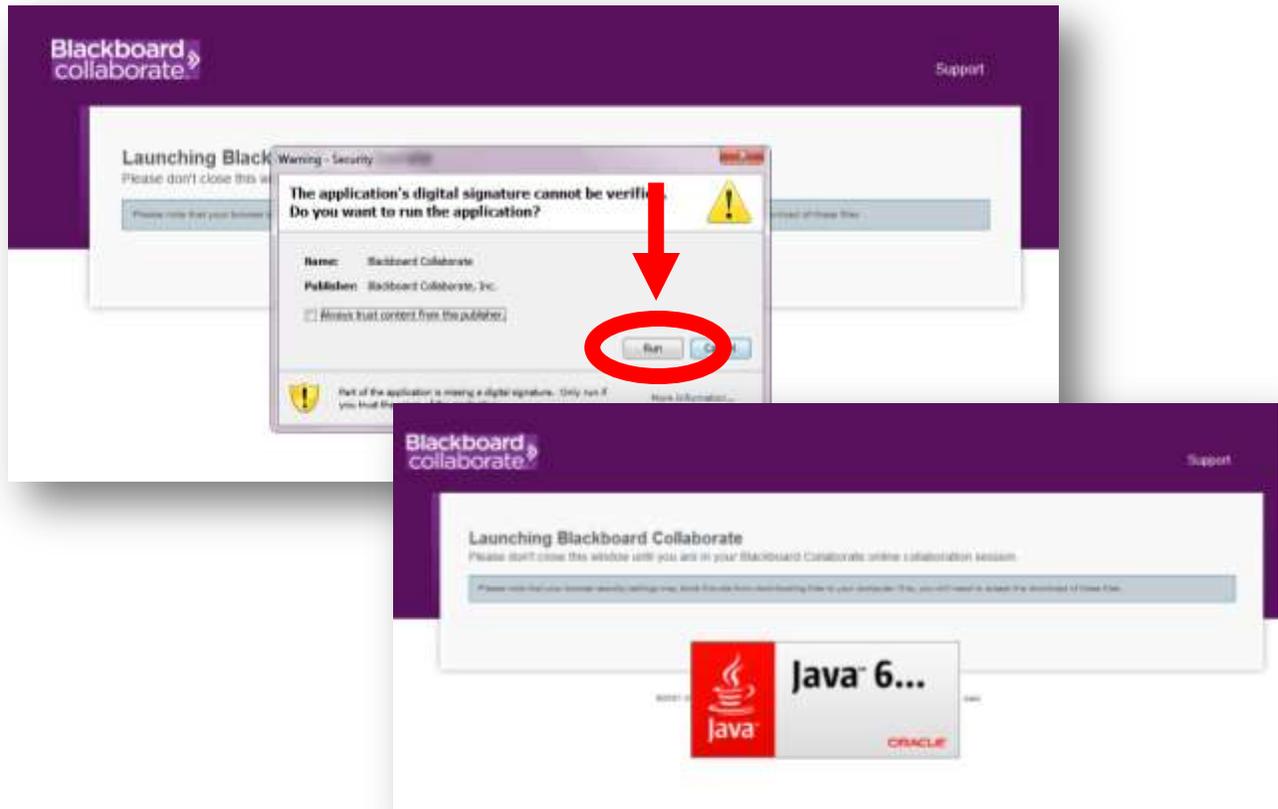
<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>

- **Step 1:** Checking System Requirements
 - * You'll be notified if your computer has the required Java software.
 - * If you do, you'll get a "congratulations" sentence.
 - * If you don't have the required Java – follow instructions on Step 1. You'll be prompted to install "Java Web Start." Click RUN each time you are prompted.

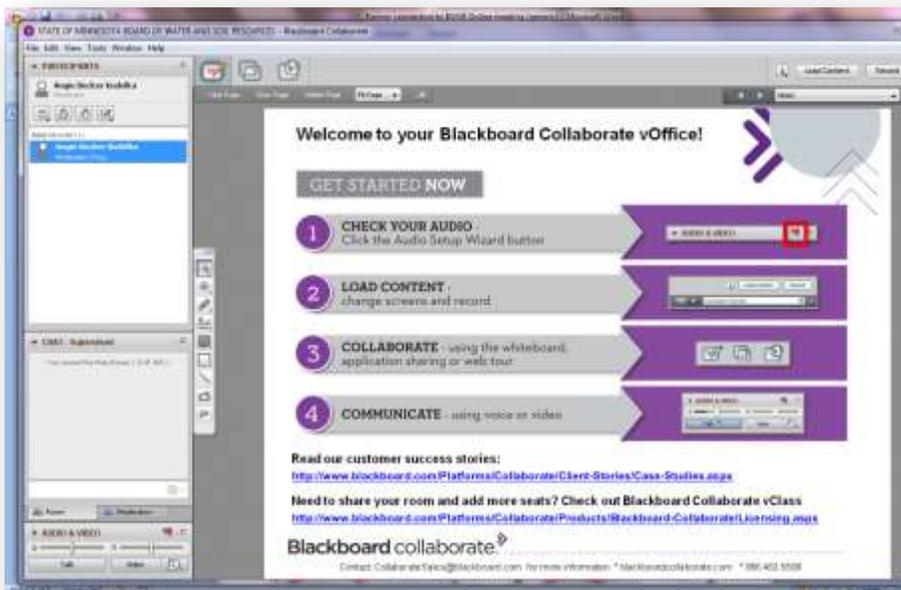


- **Step 2:** Click on the "configuration room" to make sure you can access Blackboard.

- **Troubleshooting:** If you have any pop-up messages or bars at the top of your screen, click **“Allow”** or **“Download”**. Click on **“run”** when prompted. You will not have to configure audio, since we’ll be using a conference call.



- If you can get into the test page (see picture below), success!



- **Step 3 and 4: Optional** – if you want to learn more about how the system works, check out the site. If you have any issues, you can use their live support team.

Day of meeting:

Log into this Elluminate website link at least **10 minutes early** (click or paste this link in your browser). To join as a Participant, use the link below and **type in your name** on the sign in page:

<https://sas.illuminate.com/m.jnlp?password=M.261B13F5299156ED77091863316765&sid=voffice>

- Troubleshooting: If you have any pop-up messages or bars at the top of your screen, click “Allow” or “Download file” – this allows the program to run.
- Once you are in, please dial into the telephone conference line with the number provided to you by the BWSR staff meeting organizer.

Troubleshooting:

Blackboard offers live technical support, including e-chat and telephone at this link or phone:

<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1> or telephone: (877) 382-2293

If you still do not have access after contacting technical support, please contact BWSR Angie Becker Kudelka at 612-616-5112 or Paul Senne at 651-296-1278.