UW-Stout Student’s Getting Ready Guide for Online Rooms/Blackboard Collaborate

Online Rooms is a webconferencing tool integrated with Learn@UW-Stout. To make Online Rooms run smoothly, you must ensure that your computer is prepared to work with this software. Please follow the instructions below to prepare your computer for use with Online Rooms.

1. **Hardware:** You should have speakers and a microphone or a headset with a built-in microphone in order to make use of the Audio feature. The use of a webcam is also possible, but webcam use varies by instructor. If unsure, consult your instructor to see if you will need to use a webcam as part of your course. Most computers issued by UW-Stout already have speakers, microphone, and a webcam installed.

2. **Compatibility:** Online Rooms requires that you have a compatible browser and Java setup. Go to this website to check your computer: [http://blackboard.force.com/apex/publickbarticleview?id=kA770000000CbIW](http://blackboard.force.com/apex/publickbarticleview?id=kA770000000CbIW)
   a. Under Step One, click on the link titled, “system requirements for Blackboard Collaborate Web Conferencing.”
   b. In the page that opens, ensure that you get green check marks for your Operating System and Java. If you need help, consult ASK5000 or your local tech support to assist you in making any necessary updates.
   c. Under Step Two, go to the V12.6 (US-SAS) Configuration Room and attempt to enter. The ability to enter this room helps ensure that you will be able to enter the rooms created by your instructor.
   d. Follow the audio configuration instructions in the Configuration Room.
   e. If necessary, you, ASK5000, or your local tech support can refer to this website to determine the minimum requirements and optimum browser for your use of Blackboard Collaborate: [http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=2890](http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=2890)

3. **Testing:** If your instructor wants to do a “dry run” or trial of Online Rooms prior to an actual session, make every effort to take part in it. Doing the dry run will:
   a. Help uncover any possible problems not apparent in the compatibility test.
   b. Help you to become accustomed to the Blackboard Collaborate environment.
   c. Enable the instructor to teach you to use tools that you will to use in future sessions.
   d. Enable you to test your audio setup.

4. **Help:** Online Rooms is supported by UW-Stout as part of its integration with D2L
   a. If your instructor wishes you to use tools or features, they must train you. LTS does not provide training sessions for students.
   b. If you have issues regarding Blackboard Collaborate you should contact your instructor. If your instructor cannot resolve the issue, they may contact LTS on your behalf.

5. **Resources:** There is a free attendee guide available online

**Things to Consider**

- Some corporate firewalls block access to Blackboard Collaborate. If you are planning to attend sessions from work, you should test your access in advance.
- Popup blockers can prevent meetings from opening. If you click on the Join button and nothing happens, ensure that a popup is not being blocked by your browser.
- Sessions in Online Rooms can take a few minutes to load and open, so it is important to be patient during the loading and opening of a meeting session.
- Online Rooms is available in all Learn@UW-Stout courses. You can find Online Rooms under the Other Tools menu.