

ACCESSING A WEB CONFERENCING SESSION (Blackboard Collaborate)

1. BEFORE YOU START

Ensure you have downloaded the Blackboard Collaborate Launcher. If you already have the Blackboard Collaborate Launcher on your MAC, or if you are joining a session from a mobile device, you do not need to download the launcher.

Download launcher for Windows

1. Wait for the file to finish downloading.
2. Select the file or select **Run**.
3. Select **Next**.
4. Select **Install**.
5. Select **Finish**.

Download launcher for MAC

1. Select **Save File**.
2. Select **OK**.

Note: The download progress bar will appear in the top right hand corner. The download progress bar will disappear once the download is completed.

3. Go to the **Downloads** folder, or select the download arrow in the top right hand corner.
4. Double-click on the **BlackboardCollaborateLauncher-Mac.zip file**.
5. The zip file will expand.

You have successfully downloaded and installed the Blackboard Collaborate Launcher for your computer.

2. OPEN YOUR WEB BROWSER (INTERNET EXPLORER PICTURED)



Internet Explorer

3. GO TO SCHOOL WEBSITE <https://capricorniasde.eq.edu.au>

SCROLL DOWN THE PAGE TO THE QUICK LINKS - Select Blackboard (eLearn BB) (Highlighted in red)

News



'AADES Conference' Gold Win!
28 Aug 2017
Teresa Anderson showing off the Gold Award she won at the recent 2017 AADES Conference.



'Best Project Award' for CSDE's ALS
28 Aug 2017
'Best Project Award' for CSDE's ALS (Alternative Learning Space), led by Lauren Smith and her...



Arthur Conlan
22 Feb 2017
Indigenous art and culture workshop



Rocky Instincts
21 Feb 2017
Rocky Instincts workshops for P-9 students at Mini-school.

Tweets by @CapricorniaSDE



Capricornia SDE
@CapricorniaSDE

CSDE decided to join with RGGS today to raise awareness of Breast Cancer. Staff had lots of fun decorating the... fb.me/EegkO2Vr



Oct 20, 2017

[Embed](#)

[View on Twitter](#)

What's happening



P-9 Mini-school Rockhampton - P-6 Mini-school Emerald



Year 10-12 Drop in Day



Year 12 Awards Ceremony and formal



Year 6 fun day

Publications



Annual report
View the current annual report

[Download](#) [Archive](#)



Newsletter
View the current Newsletter

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Quicklinks



[Download QSchools App](#)

[ACER Online Testing](#)

[Blackboard \(eLearn BB\)](#)

[BKSB \(Basic Key Skill Builder - ALS only\)](#)

[CSDE Facebook page](#)

[Education Queensland](#)

[Course/Assessment Planner and Timetable](#)

[Mathletics](#)

[Reading Eggs](#)

[Sunshine Online](#)

[SDE Home Tutor Support](#)

[SDE Learning Place Support](#)

[Webmail](#)

[Literacy Planet](#)

4. NAVIGATE TO YOUR VIRTUAL CLASSROOM THROUGH THE LEARNING PLACE

Welcome to the Learning Place public site



iConnect
iConnect features
iConnect sessions are managed through the Blackboard Collaborate building block. [Learn more...](#)

#code4Qld - closes 12 September
Coding kids, entries close 12 September to win a humanoid robot, Arduino kit, Raspberry Pi computer and more. [Read more...](#)

i-Educate conference (2&3 November)
Discover the conference program and shape your experience to 'ride the digital wave'. [Learn more...](#)

What's happening

- [i-Educate 2017 conference – 'ride the digital wave' with our program launch](#)
- [Just four weeks left to enter the Premier's coding competition #code4Qld](#)
- [The GC2018 Embrace Learning website offers a suite of rich, diverse and real-world learning experiences using the Gold Coast 2018 Commonwealth Games as context across all learning areas](#)
- [Support for schools - forced closures and disruptions](#)
- [Register now for Round 2 – IMPACT Centre programs](#)
- [Student entrepreneurs create charity DVD to support drought-stricken farmers](#)
- [Free STEM Professional Development for Teachers – Don't miss out](#)
- [Embracing 2018 Global Education Program](#)
- [Install free Office 365 Student Advantage package on your home computer \(PDF, 344 KB\) or Mac \(PDF, 892 KB\)](#)
- [Office ProPlus for school staff](#)
- [2015 Online Literature Festival \(OLF\) – 17 August to 4 September](#)
- [Digital Careers program information](#) for State School teachers. Information is also available at the [Digital Careers website](#)
- [Contemporary Practice Spotlight – latest issue now available](#)
- [Daniel Morcombe Child Safety Curriculum for Years 7-9 is now available](#)
- [Easier access to Scootle resources and other national services is available](#)
- [Register for the Restart Teaching program](#)
- [Replacement teachers now have access to the Learning Place](#)
- [QCursive now available](#)
- [Upcoming online events](#)

Discover more

The Learning Place is DET's secure eLearning environment providing access to an innovative range of digital resources and eSpaces for teaching and learning, collaborating and networking.

[More...](#)

Learning Place contributors

Are you interested in contributing resources or programs to the Learning Place?

[More...](#)

Our spaces...

- Staff space
- Student space
- Manage courses (CAMS)
- eLearn (Bb)
- iConnect
- Online events
- eResource Services
- Microsoft Imagine Academy
- Office 365 webmail

Join the Learning Place

- [About the Affiliate program](#)
- [Subscription form](#)
- [Affiliate FAQs](#)

Need help?

- [Contact us](#)
- [Questions and feedback](#)
- [Report an error](#)
- [System requirements](#)

Support for SDEs and parents

- [Free Student Advantage Microsoft Office 2013 Suite. Home computer or Mac instructions.](#)
- [Online safety support](#)
- [Web conferencing \(iConnect\) support](#)
- [Technology and ergonomics: A guide for parents](#)

5. LOGIN WITH YOUR SCHOOL USERNAME AND PASSWORD



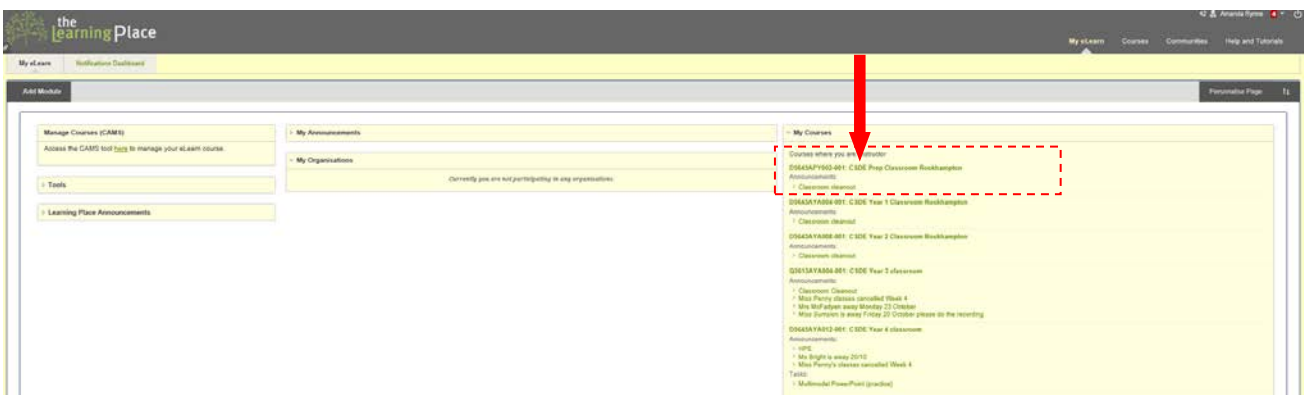
Logon ID

Password

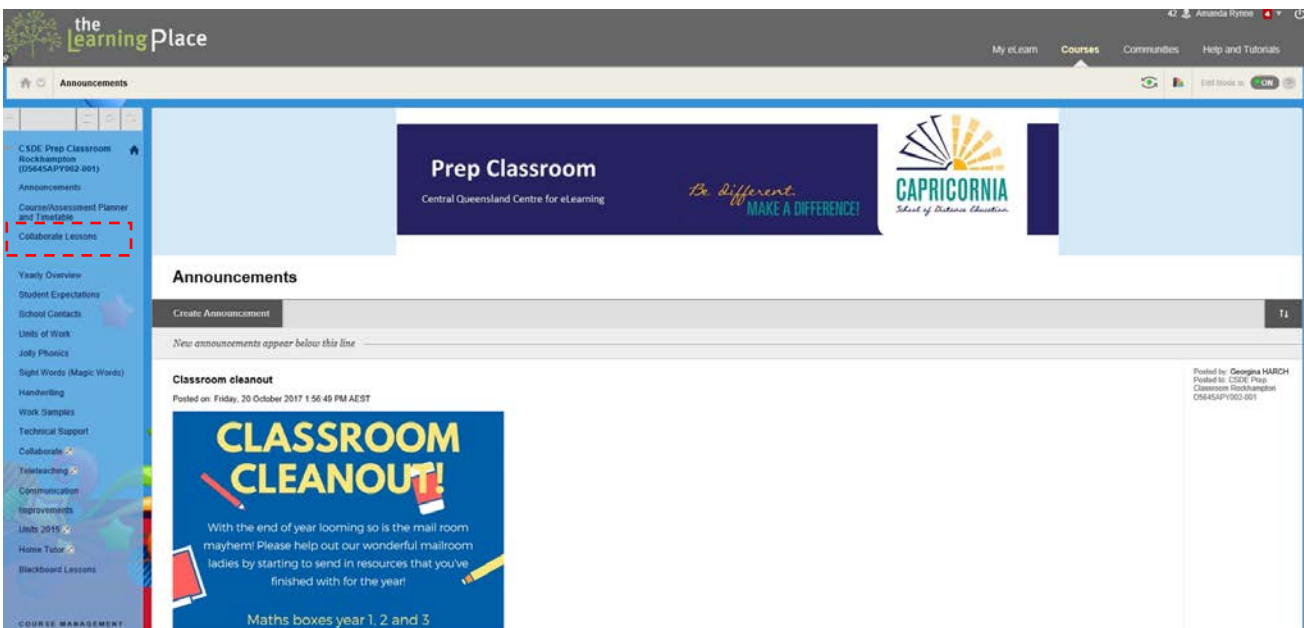
[Change my password](#)

School Login Screen

6. SELECT YOUR COURSE

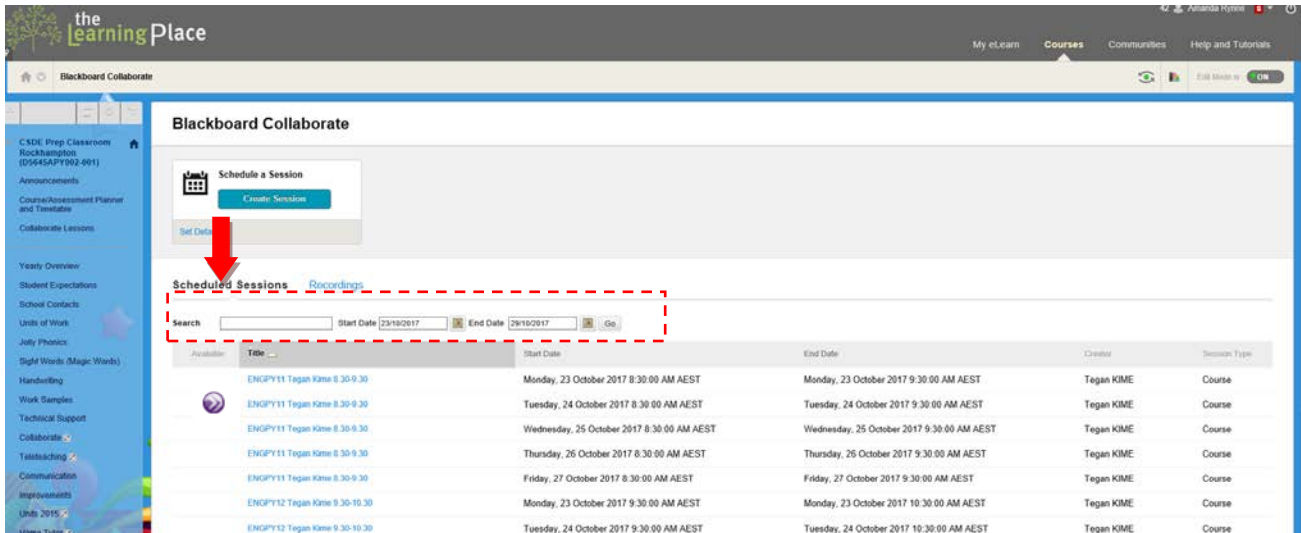



7. SELECT THE COLLABORATE LESSONS MENU ITEM



8. SELECT THE SCHEDULED LESSONS TAB

Search on the **Session Name** and ensure the **Start** and **End Dates** are correctly set. Select Go. You will have successfully found your recording. Click on the recording link to watch.

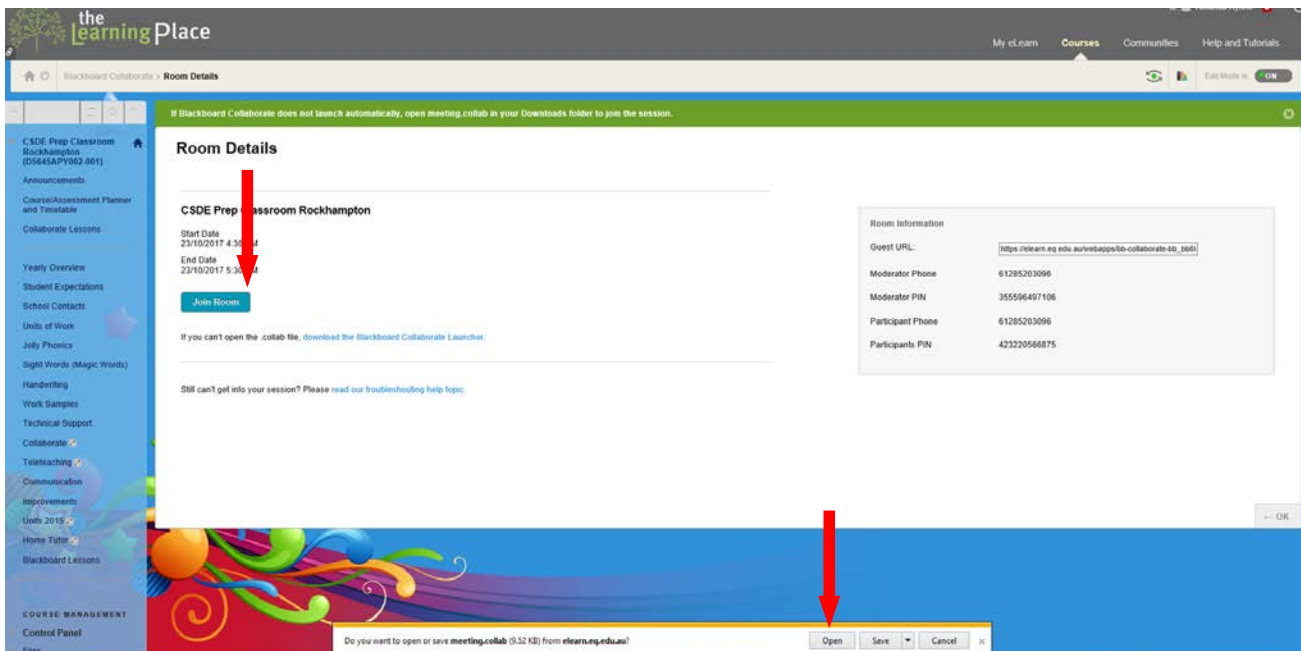


Available	Title	Start Date	End Date	Creator	Session Type
	ENGPY11 Tegan Kime 8:30-9:30	Monday, 23 October 2017 8:30:00 AM AEST	Monday, 23 October 2017 9:30:00 AM AEST	Tegan KIME	Course
	ENGPY11 Tegan Kime 8:30-9:30	Tuesday, 24 October 2017 8:30:00 AM AEST	Tuesday, 24 October 2017 9:30:00 AM AEST	Tegan KIME	Course
	ENGPY11 Tegan Kime 8:30-9:30	Wednesday, 25 October 2017 8:30:00 AM AEST	Wednesday, 25 October 2017 9:30:00 AM AEST	Tegan KIME	Course
	ENGPY11 Tegan Kime 8:30-9:30	Thursday, 26 October 2017 8:30:00 AM AEST	Thursday, 26 October 2017 9:30:00 AM AEST	Tegan KIME	Course
	ENGPY11 Tegan Kime 8:30-9:30	Friday, 27 October 2017 8:30:00 AM AEST	Friday, 27 October 2017 9:30:00 AM AEST	Tegan KIME	Course
	ENGPY12 Tegan Kime 9:30-10:30	Monday, 23 October 2017 9:30:00 AM AEST	Monday, 23 October 2017 10:30:00 AM AEST	Tegan KIME	Course
	ENGPY12 Tegan Kime 9:30-10:30	Tuesday, 24 October 2017 9:30:00 AM AEST	Tuesday, 24 October 2017 10:30:00 AM AEST	Tegan KIME	Course

CSDE Prep Classroom Rockhampton

Please note: Active sessions will have a purple Blackboard Collaborate icon next to the **Session Name**.

9. SELECT JOIN ROOM AND THEN SELECT OPEN



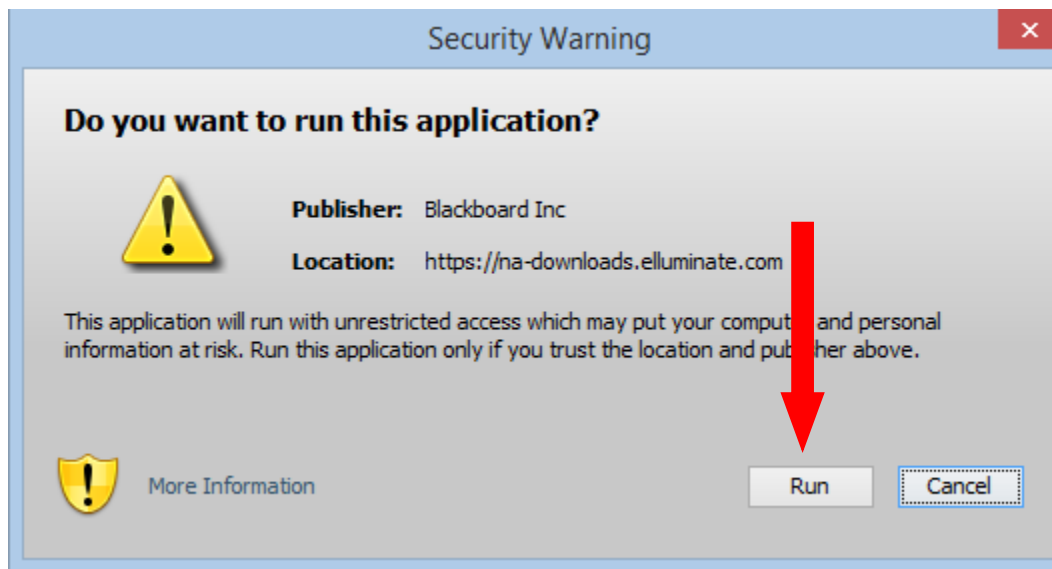
Room Information

Guest URL:	https://learn.eq.edu.au/webapps/bs-collaborate-30.html
Moderator Phone	61285203096
Moderator PIN	355596497106
Participant Phone	61285203096
Participants PIN	423228566875

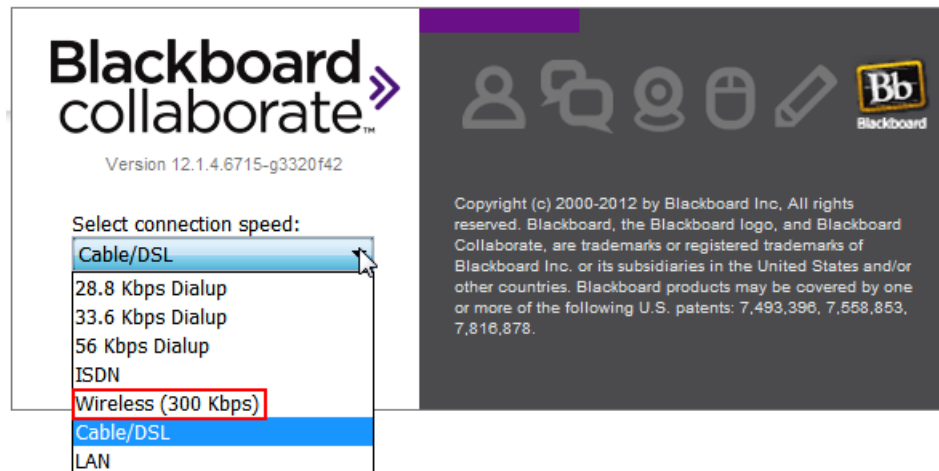
Do you want to open or save meeting.colab (0.52 KB) from learn.eq.edu.au?

Open Save Cancel

10. A SECURITY WARNING WILL POP UP - SELECT RUN



11. SET YOUR CONNECTION SPEED TO WIRELESS



Speed Setting (Choose Wireless)

12. YOUR SESSION WILL NOW CONNECT

The screenshot displays the Blackboard Collaborate interface for a session titled "Blackboard Collaborate - CSDE PREP CLASSROOM ROCKHAMPTON". The interface includes a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar with options like "New Page", "Delete Page", and "Fit Page". A "Recording Reminder" dialog box is prominently displayed in the center, asking "Recording not started. Start recording now?" with a checkbox for "Don't remind me again" and "Start" and "Close" buttons. The left sidebar contains three panels: "AUDIO & VIDEO" (with a black video feed and "Talk" and "Video" buttons), "PARTICIPANTS" (listing "Amanda Rynne" as Moderator and "Amanda Rynne" as Moderator (You) in the "MAIN ROOM (1)"), and "CHAT" (showing system messages about chat permissions). The bottom of the sidebar has tabs for "Room" and "Moderators".