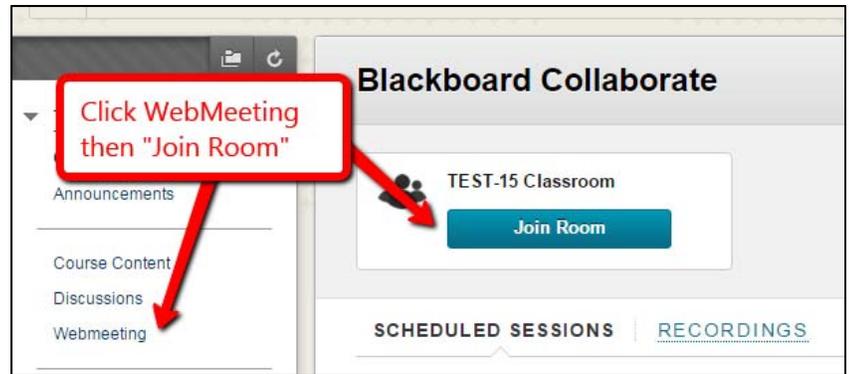


Installing the Launcher Program for UAS Blackboard Collaborate WebMeeting (2015)

In the UAS Blackboard class you find your Blackboard Collaborate meeting by looking for the “WebMeeting” link in your class. (Some instructors may call this link to “Class Meeting”, “Office Hours” or another name.) After clicking WebMeeting you will need to click “Join Room” (twice) to enter the webconference.

(Note – Recorded Meetings are now found using the RECORDINGS link here – not WebMeeting Archives as in the past.)



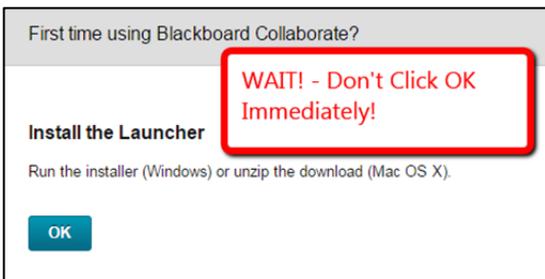
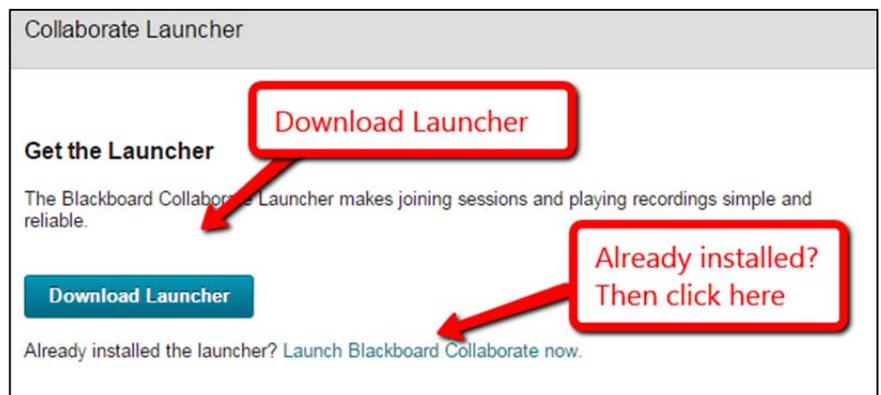
For the 2015+ version you will need to install a “Launcher” program. This is a one time installation on each computer you may be using to participate in a Blackboard Collaborate Webmeeting.

Step 1: Install the Blackboard Collaborate Launcher (Windows or MAC OS)

This program must be installed (one time) on any computer you are using to access the WebMeeting.

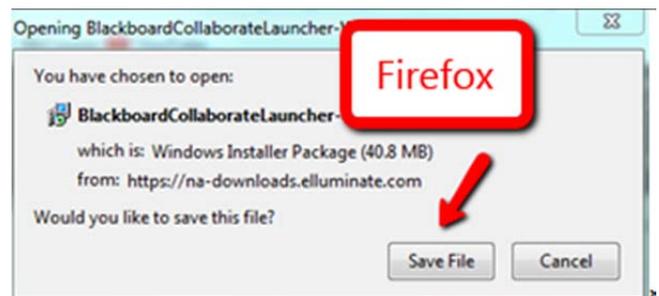
If this is the first time you are using Blackboard Collaborate Webmeeting (2015+ version) on this computer you will need to install the Launcher program.

Click the “Download Launcher” button. It will take a while to download, depending on the speed of your connection. You will see the dialog shown below.



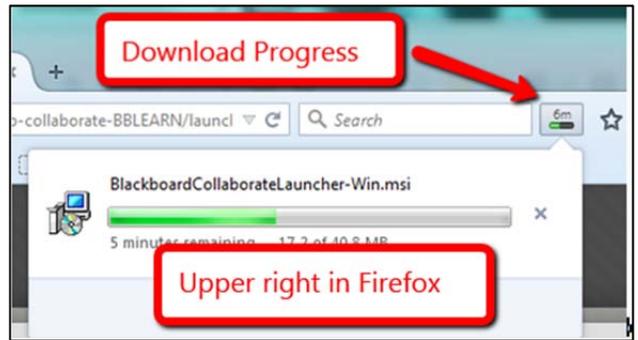
You should Run (or Save and then Run) the Launcher installation file. If you are not given the chance to choose a location to save it then it will probably go in your “Downloads”.

It can take a little time to download and won't run until it is completely downloaded.

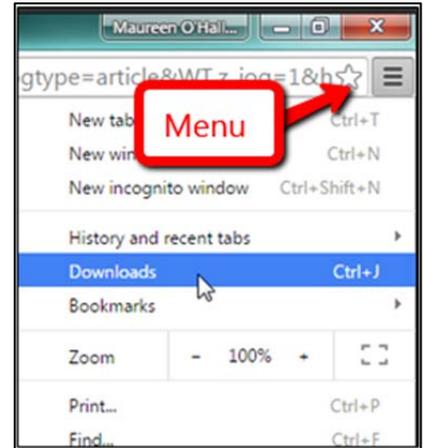


How do you tell that the Launcher program has finished downloading? This will depend on which browser you are using. Usually it is indicated either in the upper right or in a bar below the browser window. An example is shown here.

The time it takes to download will depend on the speed of your connection.



After the file has finished downloading you will need to run it – you may see the link to the file at the bottom of your browser or you may need to open your downloads folder to find the file. In most browsers you can access the downloads using a menu in the upper right that looks either like a gear or like a set of horizontal lines.



Once the Launcher program is downloaded and installed you can click “OK” to dismiss the dialog box.

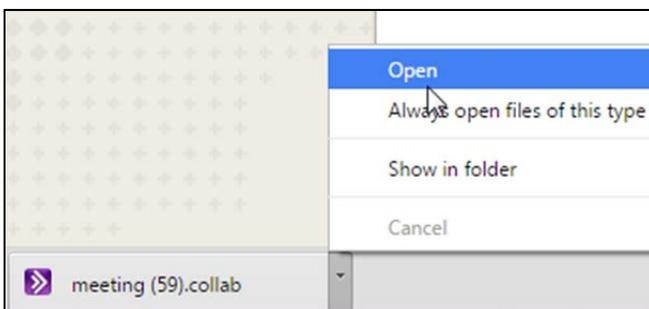
Step 2: Join the Blackboard Collaborate webconference.

Now you can click on the “Join Room” button.

After you have installed the Launcher you can join your Collaborate meeting. When you “Join Room” a small file “meeting.collab” will be downloaded. If the Launcher has been installed you will be able to open the file.



Choose to “Open” the meeting.collab file. This file should appear at the bottom of your browser or in your Downloads. If Launcher is installed it will be associated with a purple icon. Be a little patient as there may be a pause before the meeting opens. Choose a connection speed depending on your location. You may also get some security warnings to accept and then your meeting will open – this does not happen instantly so don't click too many times – if you do more than one room will open!



If you are having difficulty installing the Launcher or opening the webconference then contact the UAS helpdesk.

Contact information is here: <http://www.uas.alaska.edu/helpdesk>

Blackboard Collaborate Participant Orientation: <http://goo.gl/ltNG54>

Blackboard Collaborate Moderator Orientation: <https://goo.gl/Vcx0hm>