

**Glass In Energy Web Course: September 17 – November 12, 2013**

**Participant Instructions: COURSE WEBSITE:**

[www.lehigh.edu/imi/WebCourse/Atomistic\\_Modeling\\_of\\_Glass.html](http://www.lehigh.edu/imi/WebCourse/Atomistic_Modeling_of_Glass.html)

**Pre-testing: Monday, 16 September: 1 - 4 PM (EST-USA)**

We strongly recommend you try out our test site to get familiar with how to log in and the features available on Blackboard Collaborate prior to the first scheduled lecture. It will NOT be possible to sort out any connection problems during the live screening of the lecture.

**Quick Reference: How to access Blackboard Collaborate**

1. Open the link below in your browser <http://tinyurl.com/IMI-GlassClass>
2. A **Blackboard Collaborate** window will appear which requests you to enter your **name**.  
Please write **LAST NAME** and **AFFILIATION** (eg. WING - Lehigh Uni.)
3. Click the “**log in**” box.
4. This log in will initiate an automatic download of **Java 6** and **Blackboard Collaborate**  
(Depending on your security settings you may have to “**Allow**” this to run).  
You may also be asked to **Select the connection speed** (LAN, Cable, etc - choose the one appropriate to your situation)

**Trouble shooting**

- **If you are not able to get a connection with Blackboard Collaborate.**  
*First make sure you are using correct link . The live link will not be available until ONE hour before the start of the lecture (and only at specified testing hours stated above). If you are still not able to connect:*

Send e-mail immediately to: [judd.hark@lehigh.edu](mailto:judd.hark@lehigh.edu) **WEBCAST PROBLEM** in subject bar. Describe briefly what the problem is. If you are located with the US, please give telephone number where you can be contacted or you can call Judd Hark at 610-758-3984

- **Audio / Visual Problems when on Blackboard Collaborate Live Session:**  
please communicate problem by typing through the “chat” window on the screen.

**Atomistic Modeling Web Course. Fall Semester 2013**  
**WEBCAST Information**

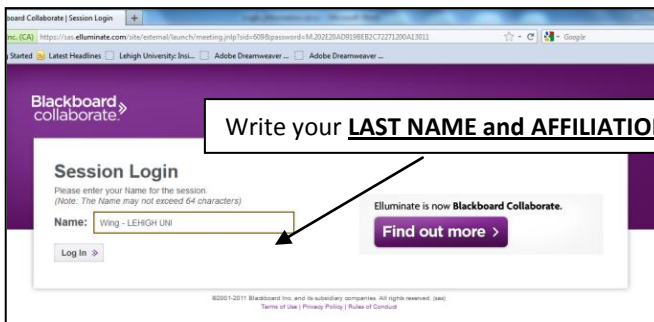
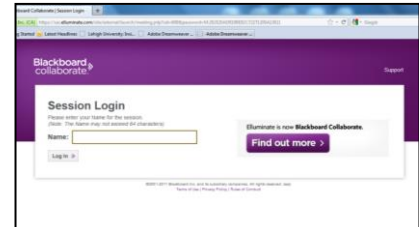
**Useful Information:** On days of the live lectures

- Logon as soon as possible before the start of the lecture and let us know if you experience any difficulties. **Once the live lecture is in session, it may be difficult or even impossible to assist you.**
- During the lecture session only the speaker will have audio and a live video transmission.
- Internet “participants” will have the opportunity to communicate by typing through a “chat” window. We will have a separate moderator reading the chat window and passing any questions to the speaker at the appropriate time.
- You can also e-mail questions to the instructor after the lecture if you need further clarification / explanation.
- At end of lecture session **please remember to LOG OFF from the session.**

**Detailed Instructions:  
Online Attendance for Atomistic Modeling Web Course.  
Using the Blackboard Collaborate Conferencing Tool**

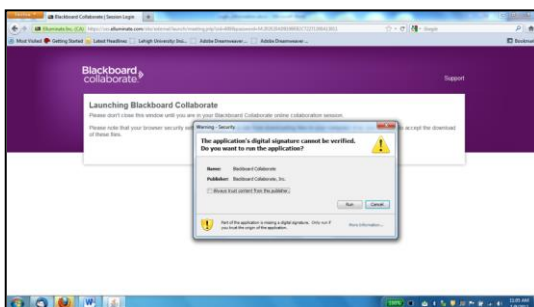
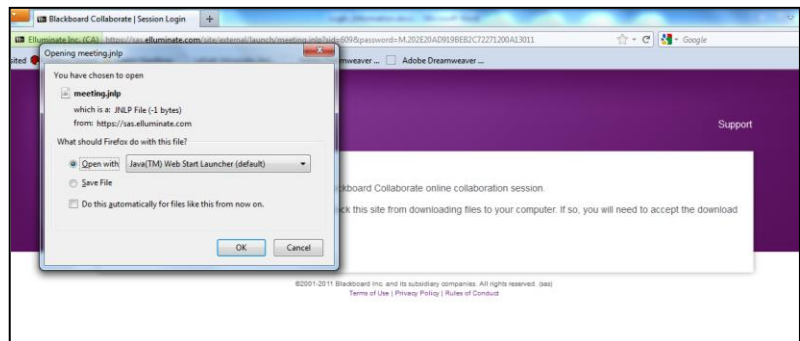
**How to access Blackboard Collaborate**

1. To begin the online conferencing session open the link below in your browser. <http://tinyurl.com/MI-GlassClass>  
A Blackboard Collaborate window will appear which requests you to enter your name.



2. Write LAST NAME and AFFILIATION to allow us to identify you in some way and click "Log In".

3. Once you are within the open session time period the logon will initiate an automatic download of **Java 6** and the **Blackboard Collaborate** script required to create the session on your computer. This download will likely happen automatically.



4. However, depending on the security settings of your internet browser you may need to "allow" the download. If using MS Internet Explorer, watch for the download permission request which may be within the yellow internet security bar. After a few seconds the program will load and ask you to **select the connection speed** (LAN, Cable, etc). It will then open the Blackboard Collaborate Live session.