

**Glass Processing Web Course: January 20 – April 30, 2015**  
**Live lectures on Tuesday and Thursdays at 1:15- 2:30 PM (EST)**

**Participant Instructions: COURSE WEBSITE:**

<http://www.lehigh.edu/imi/teched/GlassProcess/GlassProcessingSpr2015.html>

**Pre-testing for participants:** You may test your login as a participant at any time between now and the actual course sessions. **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.**

We are holding two special, monitored log on sessions where we will have some content posted and we will monitor the sessions periodically to address any individual problems or questions.

Monitored Testing Sessions:

**Friday, Jan. 16, 2015: 10 AM - 4 PM (EST-USA) and**  
**Monday, Jan. 19: noon-5PM (EST)**

**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. Smith - Lehigh Uni.)

3. Click the “**log in**” box.

4. This log in will initiate an automatic download of **Java** 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 be available open at any time but we will only be available for testing at the specific times above. And we will not be able to assist you during the actual lectures.*

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 any new problem that occur during the transmission by typing through the “chat” window on the screen. We may not be able to address

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individual issues during the live lecture, but can follow-up later. And link to a recorded version will be available for you to view after the lecture if needed.

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

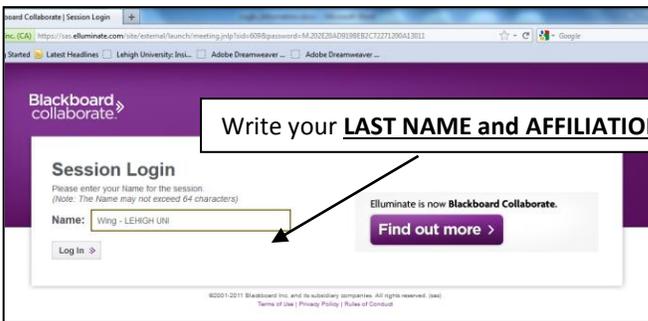
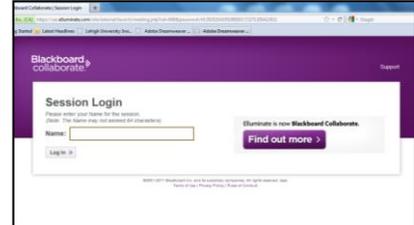
- Logon as soon as possible before the start of the lecture and let us know if you experience any difficulties. **Once the live lecture is in session, it will not be possible to assist you.**
- During the lecture session only the speaker will have audio and a live video transmission.
- Internet “participants” 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 for his reply at the appropriate time (perhaps at the end of the lecture).
- 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.**

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

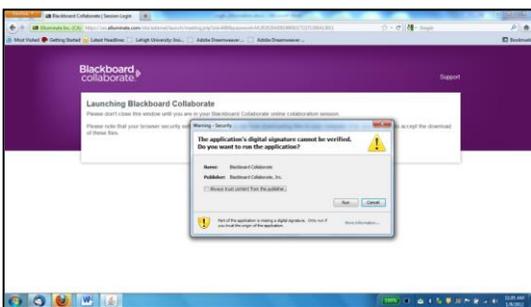
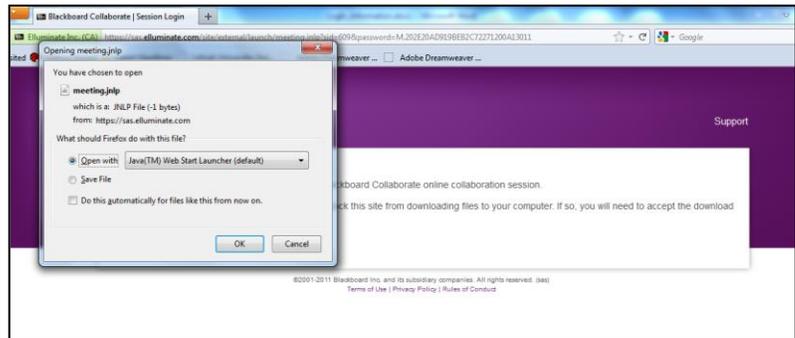
**How to access Blackboard Collaborate**

1. To begin the online conferencing session open the link below in your browser. <http://tinyurl.com/IMI-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. The logon will initiate an automatic download of the current version of **Java (7** at time of writing) 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.