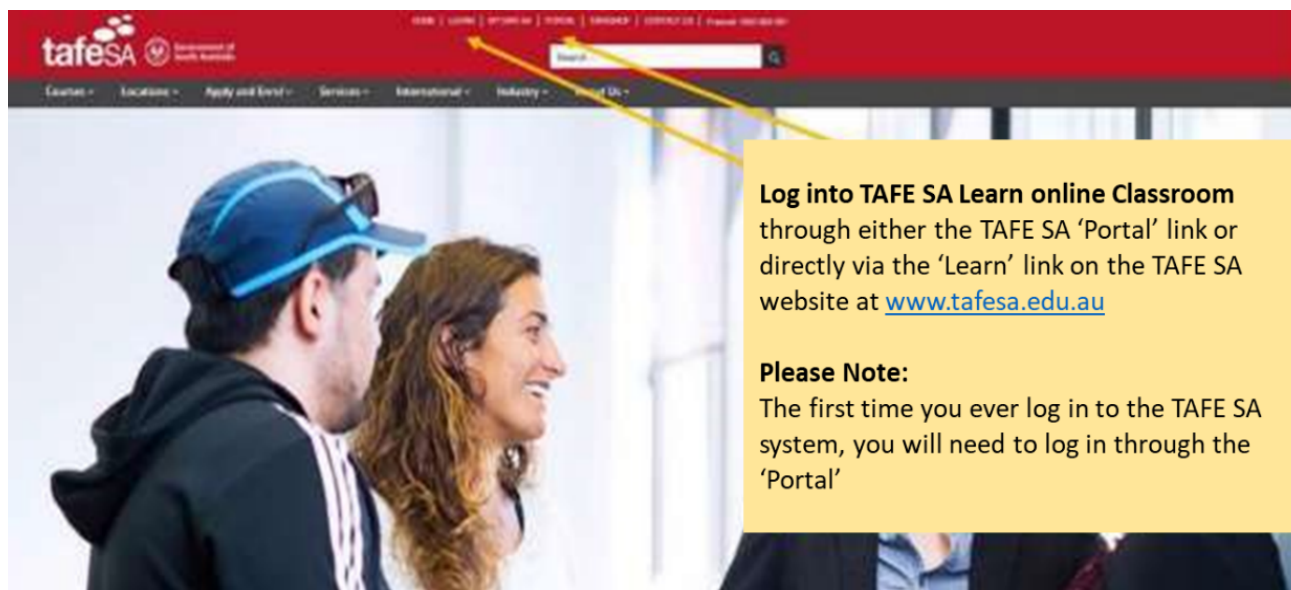


Step 1 – For the best experience we recommend using the Google Chrome Browser. For more information on which browser to use please access this link: https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support

Once the web browser is open, go to www.tafesa.edu.au



Step 2 – Logging In

Clicking on either option in step 1 will take you to the screen below where you will need to log in before proceeding. If you selected to click on 'LEARN' in step 1, once you have completed step 2 - skip step 3 as this will automatically sign you in.



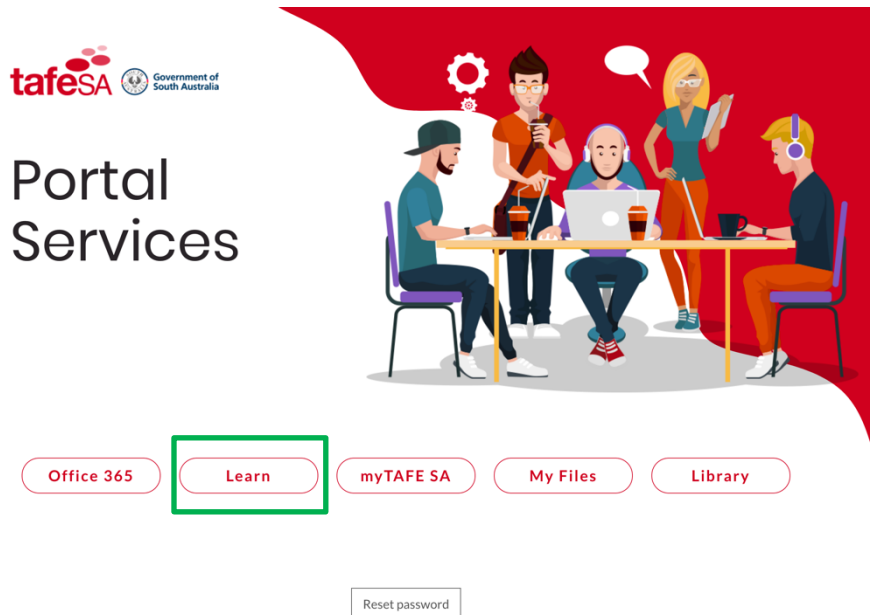
Your login details will be:

Username:	Your TAFESA student email address – for example: <code>firstname.lastname@student.tafesa.edu.au</code>
Password	
If you have not logged into the TAFE SA system before	Aa and your 8 digit date of birth – for example: Aa31011985
If you have logged onto the TAFE SA system before	The password you selected when you logged in for the first time

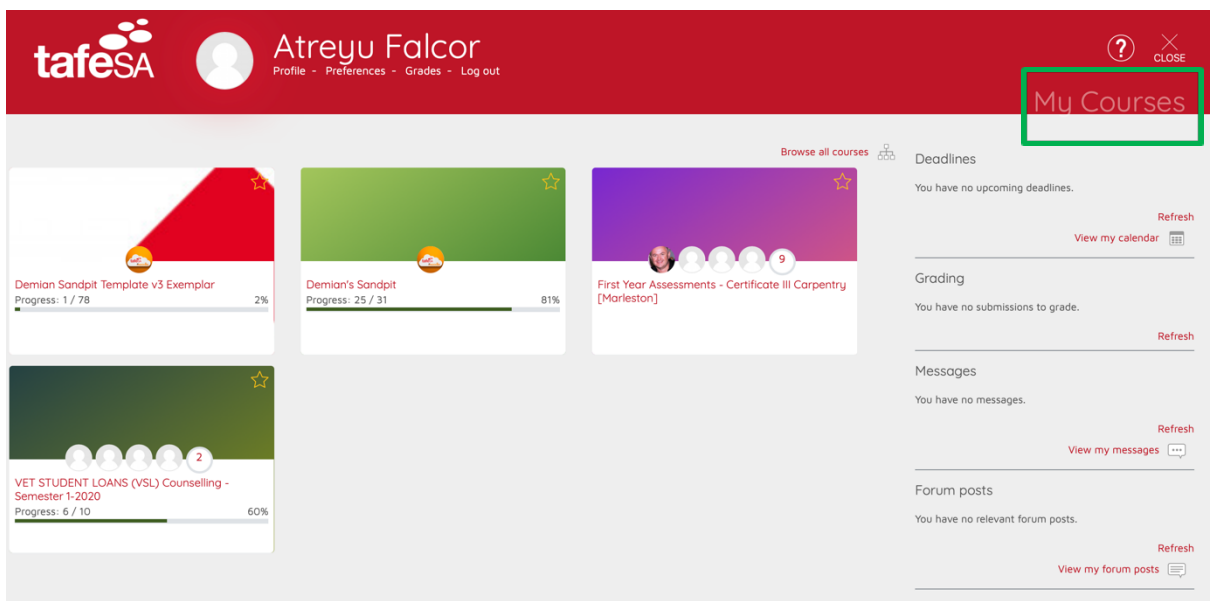
Step 3 – Logging in via the TAFE SA Portal

If you selected 'Portal' in Step 1 – the screen below will appear once you have logged in (step 2)

Please note: you will remain logged into the portal and are able to access any of the areas below without needing to re-enter your password – until you close your internet browser. If you close your internet browser, you will need to repeat all the steps again.

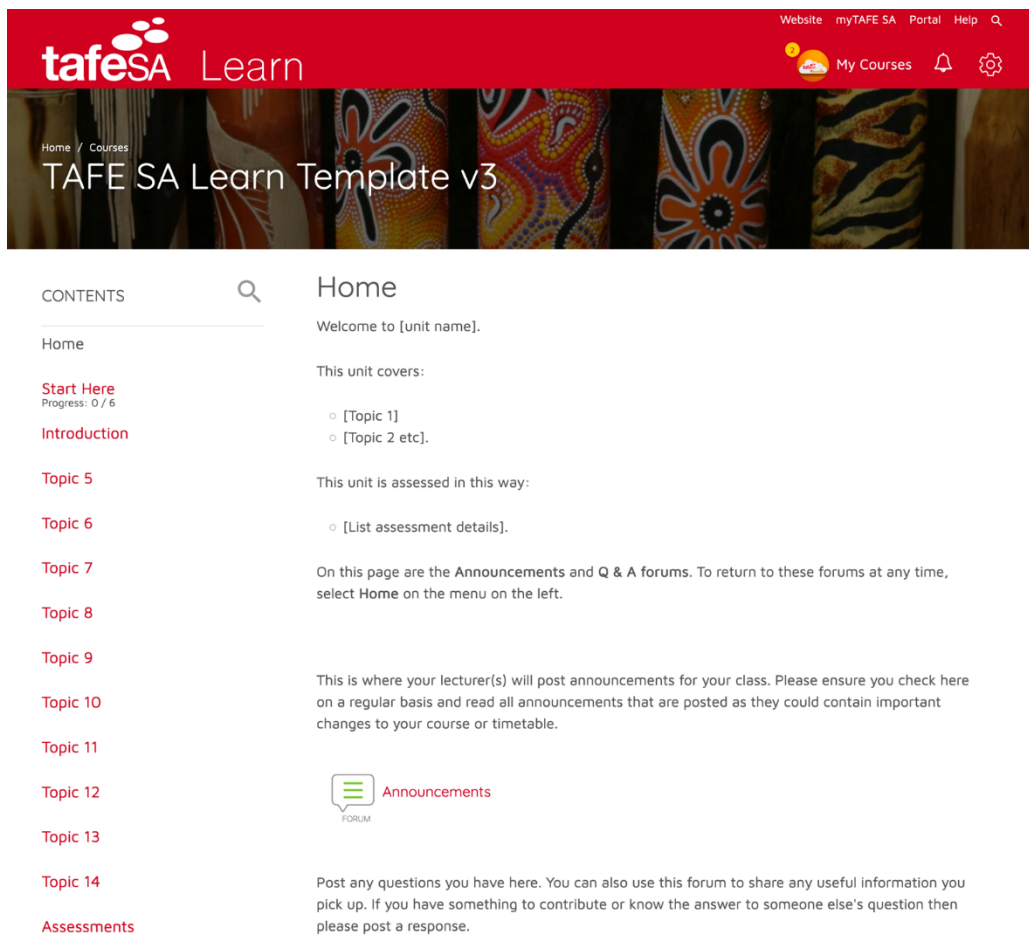


Step 4 – TAFE SA LEARN – accessing your units and Collaborate webinar link

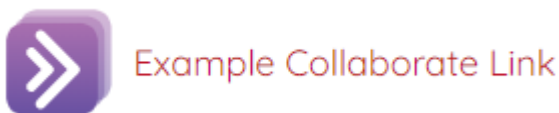


Select from the 'My Courses' page the unit you want to access the Collaborate webinar session in.

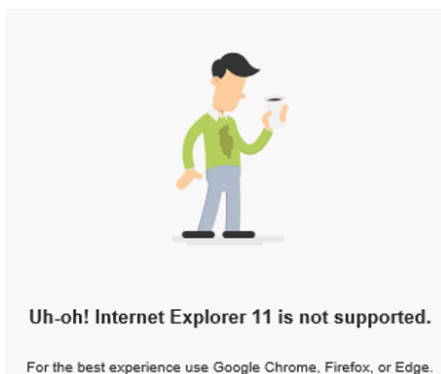
The image below is an example of what a course may look like. Select the Section/Topic Area from the Contents on the left-hand side of the page or where you have been directed to by your lecturer to access the Collaborate webinar link



The Collaborate link will look similar to the below image:



Hints and Tips if you see the following error message:



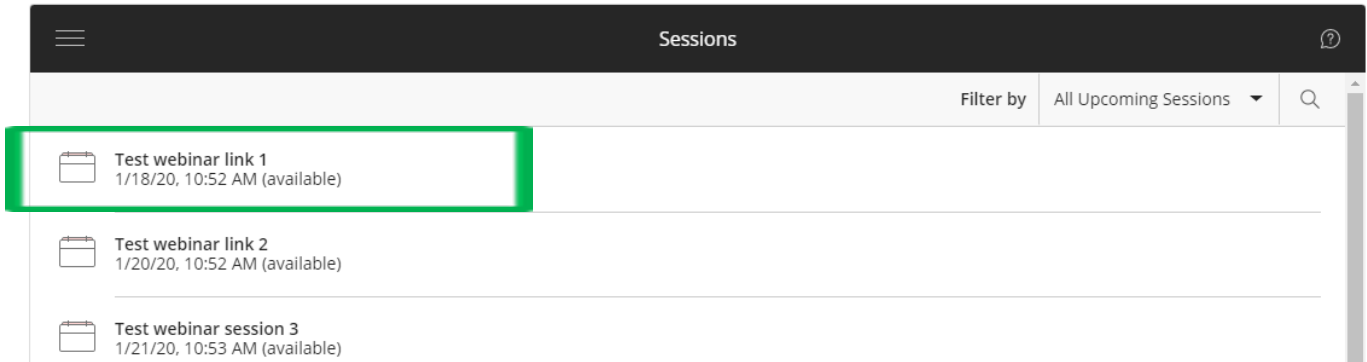
To resolve this

- open Chrome (iOS use Safari) and re-sign into Learn – www.tafesa.edu.au
- copy and paste the link into Chrome.

When entering the link, you may see one of two options to enter your webinar

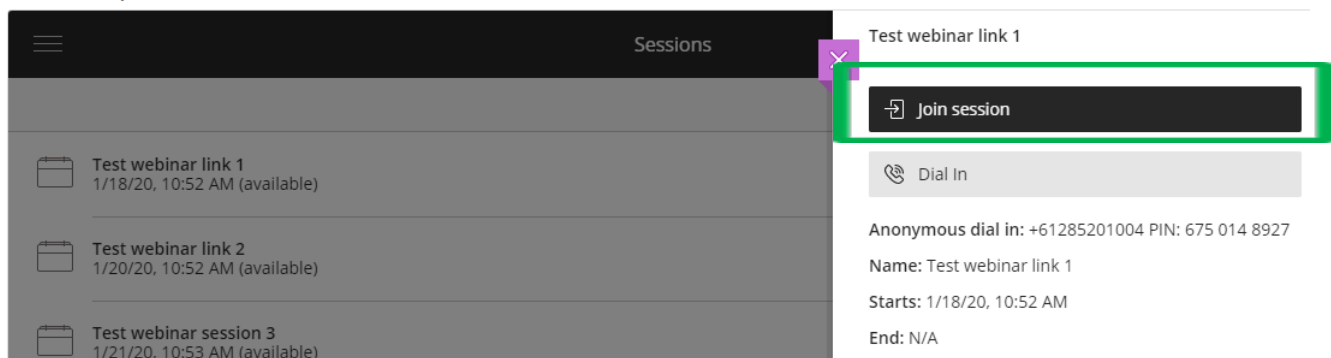
Option 1

Example Collaborate Link



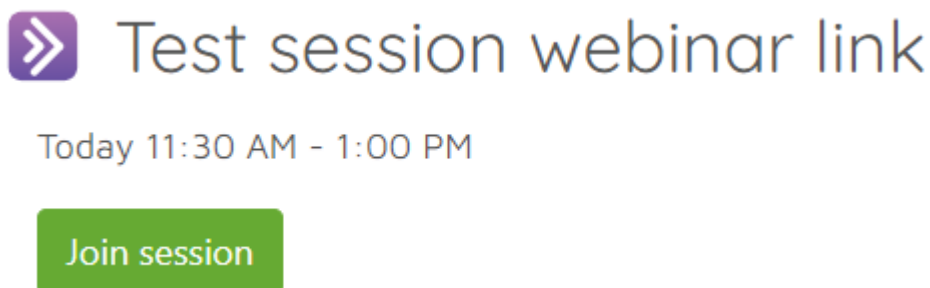
For this option, look for the webinar title and date. Click on the title for your specific webinar to see the following screen and click *Join Session*.

Example Collaborate Link



Option 2

Once clicked on the Purple icon, a page will open with a slightly different Join Session button

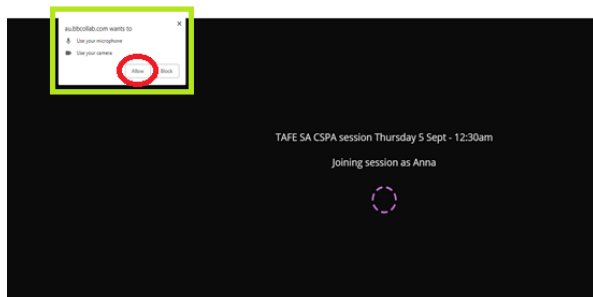


Both options will allow you to access the webinar session. Once you enter the webinar session, you will be asked to set up your microphone and camera

Setting up your camera and audio

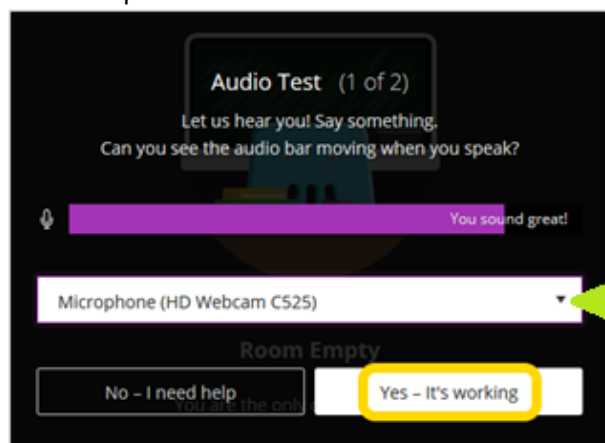
Once you have signed in you will be asked to set up your Camera and Audio.

1. Click on 'Allow' to use your microphone and camera, don't worry no one will be able to see your or hear you until you complete the set up.



2. **AUDIO TEST - MICROPHONE:** A microphone test will appear, speak a few words, the purple bar should move on screen when you talk.

Technical Help: If the purple bar does not move, try clicking on the drop-down arrow and select the correct microphone in the list. If you still experience problem please go to step 3 below, once in the room the presenter will be able to assist.

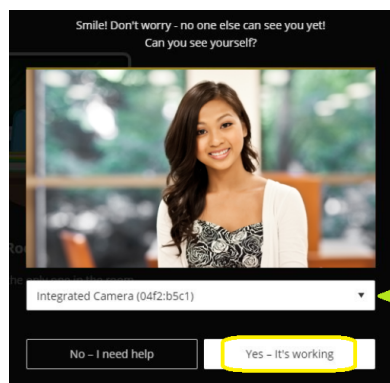


Click the drop down arrow to choose your microphone.

3. Click on "Yes – It's working"
4. **VIDEO TEST:** A video test will next appear, if your camera is working you will see yourself pop up on the screen.

Technical Help: If your camera does not automatically start, try clicking on the drop-down arrow and select the correct camera in the list.

5. If all is ok, click "Yes – It's working"

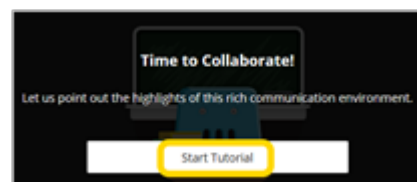


Click the drop down arrow to choose your camera

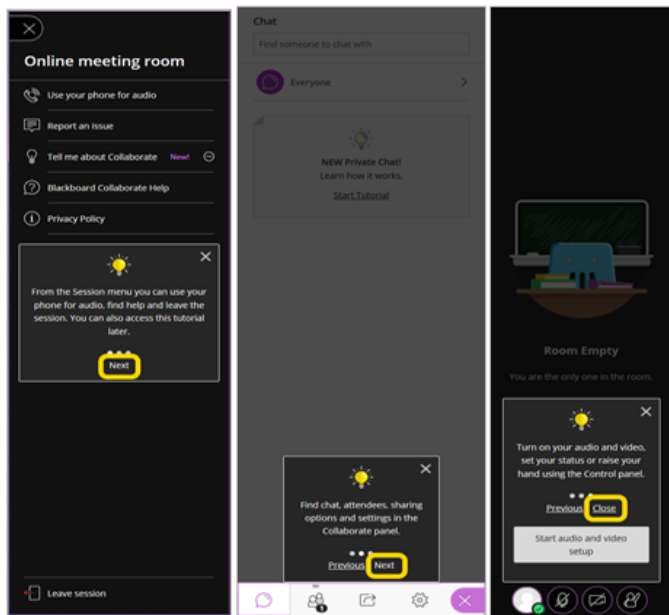
Blackboard Tutorial

Once you enter the webinar for your first time, you will be guided through a quick overview of the online environment.

1. If you wish you can click start tutorial while you wait for your session to commence. Click on Start Tutorial



2. Click the next button as you work your way through
3. Then click close at the end.



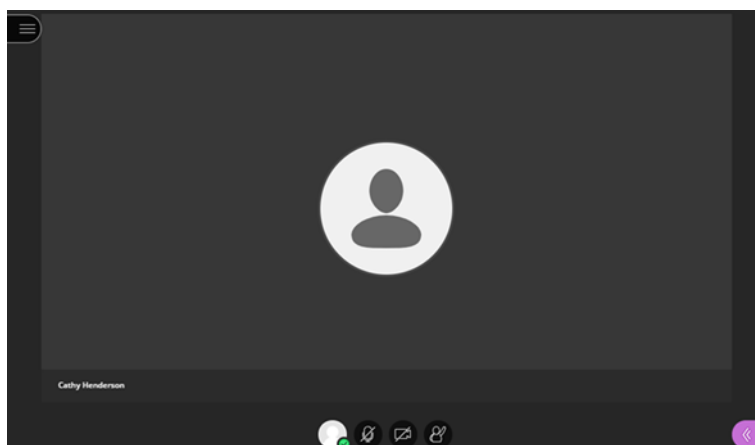
Getting to know your online environment

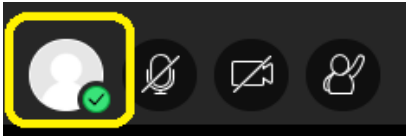
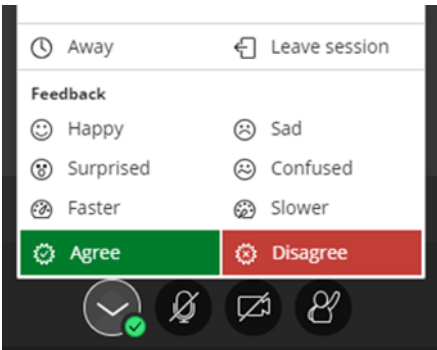



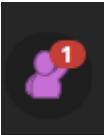
Now you have entered the main room of the online webinar and are waiting for your session to commence.

Your lecturer will introduce themselves or place a message on the screen when the session is about to start

Session Tools

Here are a few tools that you will be using through your session, these are located on the bottom of your screen in the centre. The presenter will also go through these with you on the day.



Collaborate Panel Features	
<p>FEEDBACK</p> <p>Provides ways of communicating to the presenter without having to speak or type.</p> <p>Presenters may ask you to provide a response or to engage within a session. The icons are explained below:</p> <p>You can select to Agree (green with a tick) or Disagree (red with a cross), or you can use emoji to provide a response. From here you can leave your session or mark if you need to be away for a moment of time.</p>	 
<p>MICROPHONE</p> <p>Click on this button to turn your microphone ON and OFF</p> <p>You will not see this option when you first sign in</p>	
<p>CAMERA</p> <p>Click on this button to turn your camera ON and OFF</p> <p>You will not see this option when you first sign in</p>	
<p>HANDS UP</p> <p>If you have a question or need help click on the 'Hands Up' button.</p> <p>When your hand is up it will go purple</p>	 

Collaborate panel

Here are a few features that you may need to use throughout your session.

1. Open the Collaborate panel by selecting the purple arrow in the bottom right hand corner of the screen



Collaborate Panel Features	
<p>CHAT</p> <p>This is where you can communicate with the presenter</p>	
<p>SHARE SCREEN</p> <p>This is where you can share your screen</p>	
<p>Attendees</p> <p>Here you can see a list of participants and the names of the moderators (organisers/presenters of session).</p> <ul style="list-style-type: none"> ⋮ next to participants name will allow you to send them a private chat (all chats are visible to the moderators). 📶 next to your name will inform you of the strength of your bandwidth. 	
<p>SETTING</p> <p>Where you can check your camera and microphone settings and volume</p>	

Starting your Session - Being prepared

What you need to check – Essential requirements to undertake Cyber Security online	
Computer/Laptop	It is recommended to use a computer/laptop; however, a tablet is an alternative option
Webcam or inbuilt camera	This will be used to validate your identification, supervise your session and participate in the lecture.
Speakers/Headphones	Allows you to hear the presenter. An alternative audio option is using your mobile phone once you have entered the session.
Microphone	Allows you to speak to the presenter. An alternative chat box option is available once you have entered the session.
Internet access	It is recommended to use a secure WIFI or internet connection. Mobile data download is an option by the participant, and it is estimated to use 300MB of your data.
Browser Click here to see if your browser is SUPPORTED	<input checked="" type="checkbox"/> Recommended <ul style="list-style-type: none"> • Google Chrome (preferred) for Windows, Mac and Android • Safari for Mac and iOS • Mozilla Firefox for Windows, Mac <input type="checkbox"/> Not supported - Internet Explorer

Frequently Asked Questions

I can't hear anything. Can I change the volume?

Adjust your microphone and speaker volume in My Settings.

I can't find my audio button or can't turn on my video. How do I turn my audio on?

The presenter may have turned off your audio in the session. This will be turned back on when you are in your private breakout room.

Where do I download Google Chrome from?

If you do not have Chrome installed on your computer, go to <https://www.google.com/chrome/>

How do I access recordings after the lecture?

Recordings of the lecture are available 24 hours after the lecture has completed. You can access these by re-entering the session and the recording will be a link at the bottom of the page