Online Learning Academy

Let's get started...**MAC computers**

Instructions:

Step 1: Prior to logging in for the first time, go to the following website and check your computer to make sure it meets the requirements for running Blackboard Collaborate.

Check Your Computer

Blackboard Collaborate is the online platform we use for our virtual tutoring room. The following is a link to the minimum system requirements for all operating systems and browsers. *There is an iPhone, iPad, and Android app for Blackboard Collaborate; however, it doesn't allow students to use the whiteboard. Students can talk and chat with tutors only*.

Minimum System Requirements

IOS App

Android App

Also, make sure to download Blackboard Collaborate Launcher. This utility provides an easy way for MAC OS X 10.8.4 and later users to join Blackboard Collaborate sessions.

Step 2: Go to the Online Learning Academy's website and click on "Enter Tutoring Room".

http://manoa.hawaii.edu/ola/

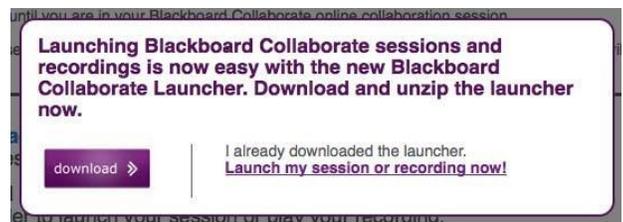Step 3: Click on Launch my session or recording now.

Step 4: Enter your first name and click "Log in". No special username or password is required.

Step 5: When a box appears, make sure save button is selected and click Ok.

Step 6: When downloads box appears, double click on meeting(1).collab file.

Note: The process of downloading and opening the meeting file will vary from browser to browser and platform to platform.

Step 7: A verifying application box will appear, then a security warning box. Click on Run.

Step 8: When the Blackboard Collaborate box appears, select Wireless (300 Kbps) under the select connection speed from the drop down menu. Click Ok.
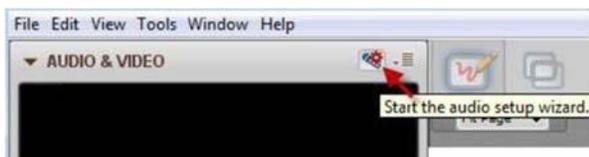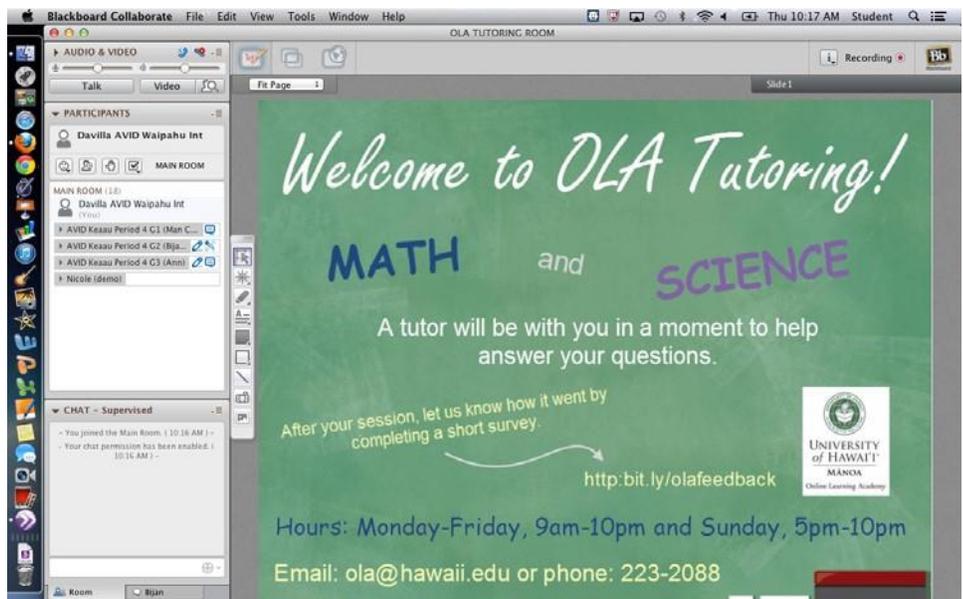
Step 9: A window will appear showing that the computer is connecting to the OLA tutoring room.

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Step 10: You have arrived at our main tutoring room.

Step 10: Once you log in to the tutoring room, run the audio setup wizard. You can find it under Tools, Audio, Audio Setup Wizard. This will take you through several steps to set up your computer's or headset's (if you have one) audio system.

There are several ways and many different tools to interact with tutors. Below is a screen shot to familiarize you with tutoring room.