

Online Learning Academy Let's get started...PC

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](#)

[App For IOS](#)

[App For Android](#)

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

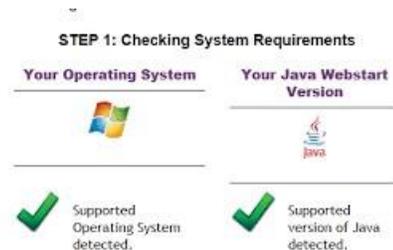
<http://manoa.hawaii.edu/ola/>

Step 3: Enter your first name and click "Log in". No special username or password is required.

Step 4: When prompted, download and open the meeting file (will be named something like "meeting.jnlp").

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

Step 5: Java will load. This may take a few seconds or so.

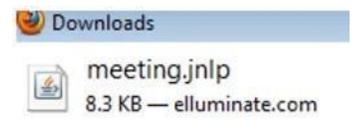


Session Login

Please enter your Name as you wish it to be displayed in the session.
(Note: The Name may not exceed 64 characters)

Name:

Log In >



Step 6: Blackboard Collaborate will load. This may take 3-10 seconds.

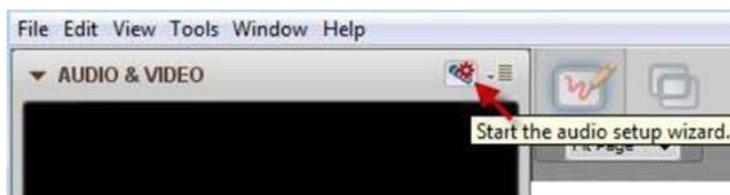
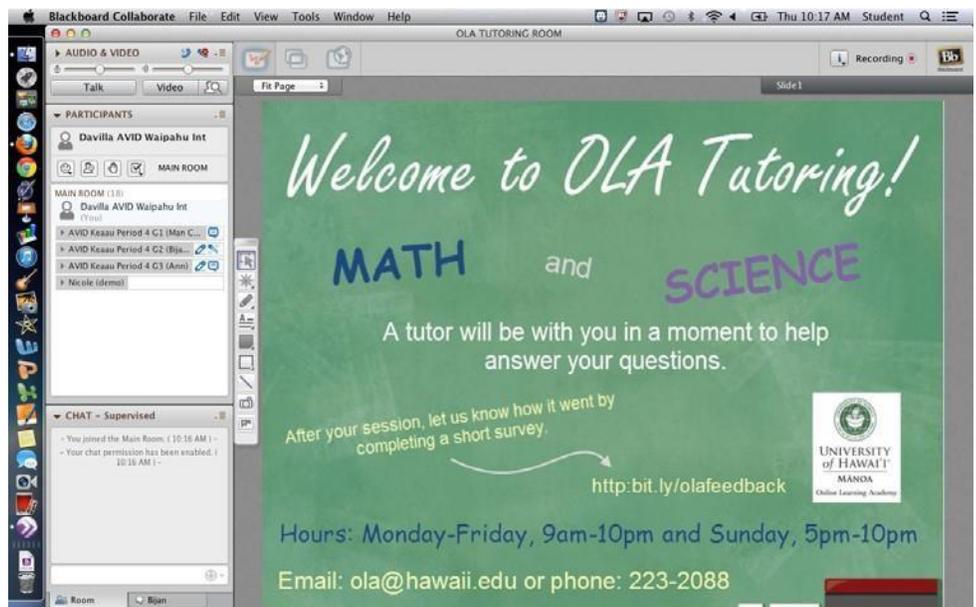


Online Learning Academy

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Step 7 You have arrived at our main tutoring room.

Step 8: 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.

OLA TUTORING ROOM – Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO 1

Talk Video RR Page Man Room - 2

Tools Used in Tutoring Room

PARTICIPANTS

Student

2

MAIN ROOM (12)

3

Cherie Joyce Guillermo Moderator

Courtney Miyamoto Moderator

4

Katie Luoma Moderator

Premar Namnama Moderator

pipper Student

Student (Guest)

CHAT - Supervised

5

room?

- You left Student 1. (3:54 PM) -

- You joined the Main Room. (3:54 PM) -

- Cherie Joyce Guillermo left Student 1. (3:54 PM) -

- Cherie Joyce Guillermo joined the Main Room. (3:54 PM) -

- pipper joined the Main Room. (3:55 PM) -

Courtney Miyamoto 3:55 PM
Hi Pipper, how may we help you today?

Cherie Joyce Guillermo 3:55 PM
Hi Pipper! 😊

Premar Namnama 3:56 PM
Hello Pipper!

1. Talk and Video

2. Interaction buttons

3. Tutors (Bold)

4. Toolbar

5. Chat box

Check Y or N

Raise hand

Emoticons

Away

Select

Pointers

Pen tool

Text box

Solid shapes

Outline shapes

Lines