Participating in an ACEN Webinar

The web-conferencing platform used is Blackboard Collaborate, which allows for a range of interactions (e.g. use of microphone, whiteboard, chat, feedback with emoticons, polling and web tour).

You will need:

- a computer (PC or Mac)
- a stable internet connection
- a headset with microphone

Step 1: Install Blackboard Collaborate Launcher

If you haven't used Collaborate before, we recommend you do prepare the day before the webinar. The virtual room will be open for you to access at anytime as a participant.

Windows computer
- Download Collaborate Launcher from here.
- Open the Launcher from the browser downloads folder when completed.
- Click **Next** to run the Setup Wizard and finally **Install**.
- This will install the Windows Launcher and add it to the Start Menu.

Mac computer
- Download Collaborate Launcher from here.
- Open the installer file BlackboardCollaborateLauncher-Mac.zip once fully downloaded. Unzip the file to install the launcher:
- Safari automatically unzips the file and installs the launcher. No further action is required.
- Firefox and Chrome open the .zip file in your Downloads folder to unzip and install the launcher.

Note that it is possible to participate via a compatible Apple iOS device or Android device. You'll need to first download the relevant app (i.e. from the iTunes App Store or the Google Play Store) and then use the URL link shown below.

Step 2: Click the participant link below to join the webinar session

http://tinyurl.com/acen-webinar

You will be prompted to enter your name. Please include your full name and your institution or organization. (e.g. Judith Smith QUT)

NB: The moderators will join the session 30 minutes before the start of webinar.

Once you have joined the webinar

You may be automatically prompted to set your **Internet Connection Speed**.

Complete the **Audio Setup Wizard** under 'Tools' to set your headset and microphone levels.

Use **Chat** to send text message to other participants and the moderator during the session.

Remember that running other applications on your computer can slow your connection to the session.

Bb Collaborate guides

- View [Participant Support](#) to learn more.

Support

If you have any queries or technical issues, feel welcome to contact on Roger Cook by email roger.cook@qut.edu.au. Looking forward to you joining the webinar!