

ClassLive — Logging In Instructions

To prepare your computer for ClassLive and ensure you have all required software and a noise cancelling headset with a microphone, it is recommended you step through the following instructions ***at least 48 hours in advance of your first session.***

Headsets may be purchased at the PBA bookstore for around \$10. You may also purchase a headset with a microphone at most retail computer/electronic stores for \$20 - \$50. See last page of instructions for two types of headset connectors available.

Log into your online eCollege course (pbaonline.net) and follow the steps below:

1. Live
2. ClassLive
3. Join Session

The screenshot shows the 'Course Home' page for 'ClassLive Pro Training' by Tina Knebel. The top navigation bar includes 'Tools: Gradebook | Email | Live | Doc Sharing | Dropbox | Journal | Weblogography | Help'. The 'Live' button is circled in red. The left sidebar contains 'Course Home', 'Syllabus', 'Calendar', 'Virtual Office Discussion', 'Your Instructor', 'About the Lessons', 'Using eCollege', 'Guides & Quick References', and 'Week 1' through 'Week 4'. The main content area shows 'Announcements' with a table of recent posts.

Announcement	Submitter	Date/Time *
Week 6 Quiz Announcement	Tina Knebel	4/26/2009 12:00 AM
Monday Memo - Week 6 Schedule	Tina Knebel	4/20/2009 12:00 AM
vRoom Appointment Availability	Tina Knebel	4/20/2009 12:00 AM
Virtual Field Trip -- eCollege Conference in Denver	Tina Knebel	4/18/2009 12:00 AM
Monday Memo -- Week 5 Schedule	Tina Knebel	4/13/2009 12:00 AM
Week 4 Exam Schedule Extended	Tina Knebel	4/6/2009 3:30 PM

The screenshot shows the 'Live (Synchronous Tools)' page. The top navigation bar is the same as the previous screenshot. The 'ClassLive' button is circled in red. The left sidebar is identical. The main content area shows 'Chatrooms' with a table of discussion rooms.

Room name/description	Chat Logs
Main This is the main discussion room for this course	

The screenshot shows the 'Live (Synchronous Tools)' page with the 'ClassLivePro' section highlighted. The 'Join Session' link is circled in red. The top navigation bar and left sidebar are the same. The main content area shows 'Session Archives' with a table of past sessions.

Session Date	Start Time *	Duration	Session Leader
Thursday, April 30, 2009	9:03:41 AM	1 minutes	
Friday, April 24, 2009	11:44:36 AM	11 minutes	Knebel, Tina
Thursday, April 23, 2009	8:17:52 PM	84 minutes	Knebel, Tina

ClassLive Pro Training
Instructor: Tina Knebel

Tools: Gradebook | Email | Live | Doc Sharing | Dropbox | Journal | Weblogography | Help

Course Home
Syllabus
Calendar
Virtual Office Discussion
Your Instructor
About the Lessons
Using eCollege

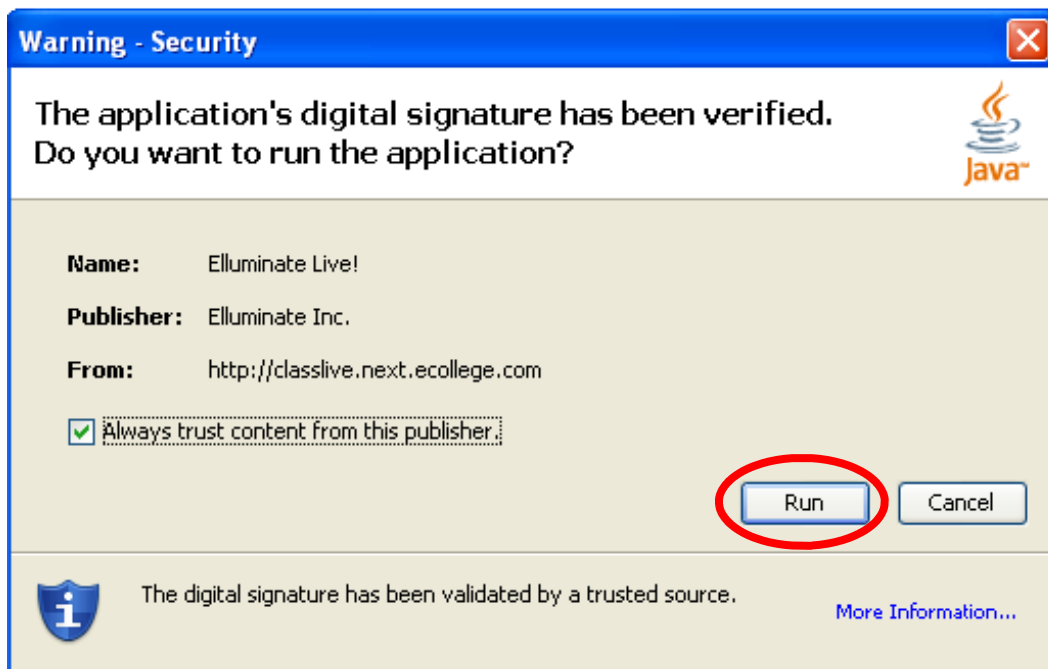
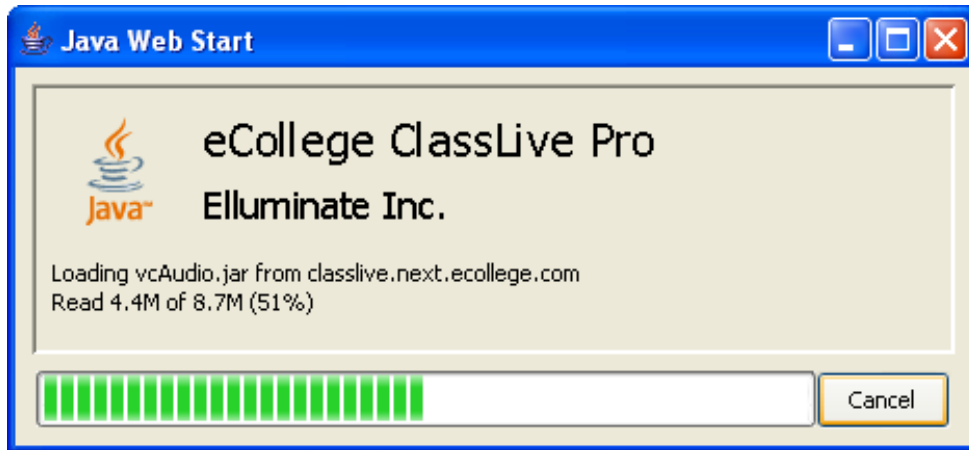
Guides & Quick References
Week 1
Week 2
Week 3
Week 4
Week 5
Week 6

Live (Synchronous Tools)
Chat | ClassLive

ClassLivePro
[Join Session](#) Click the link to the left to join a ClassLive session.

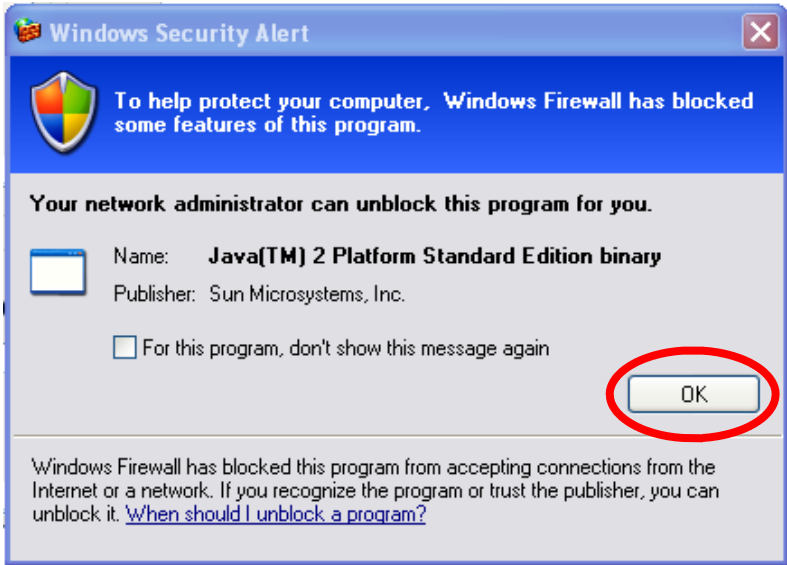
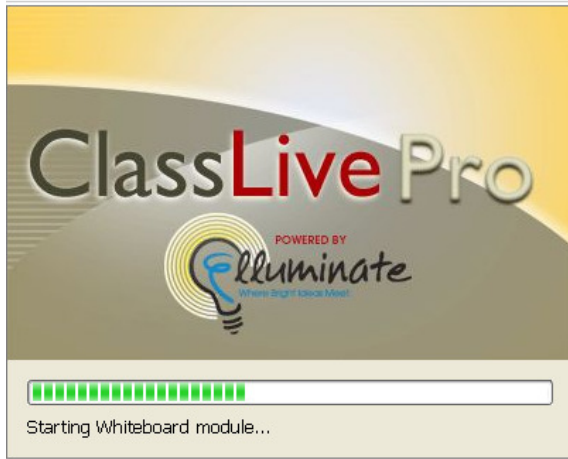
Session Archives

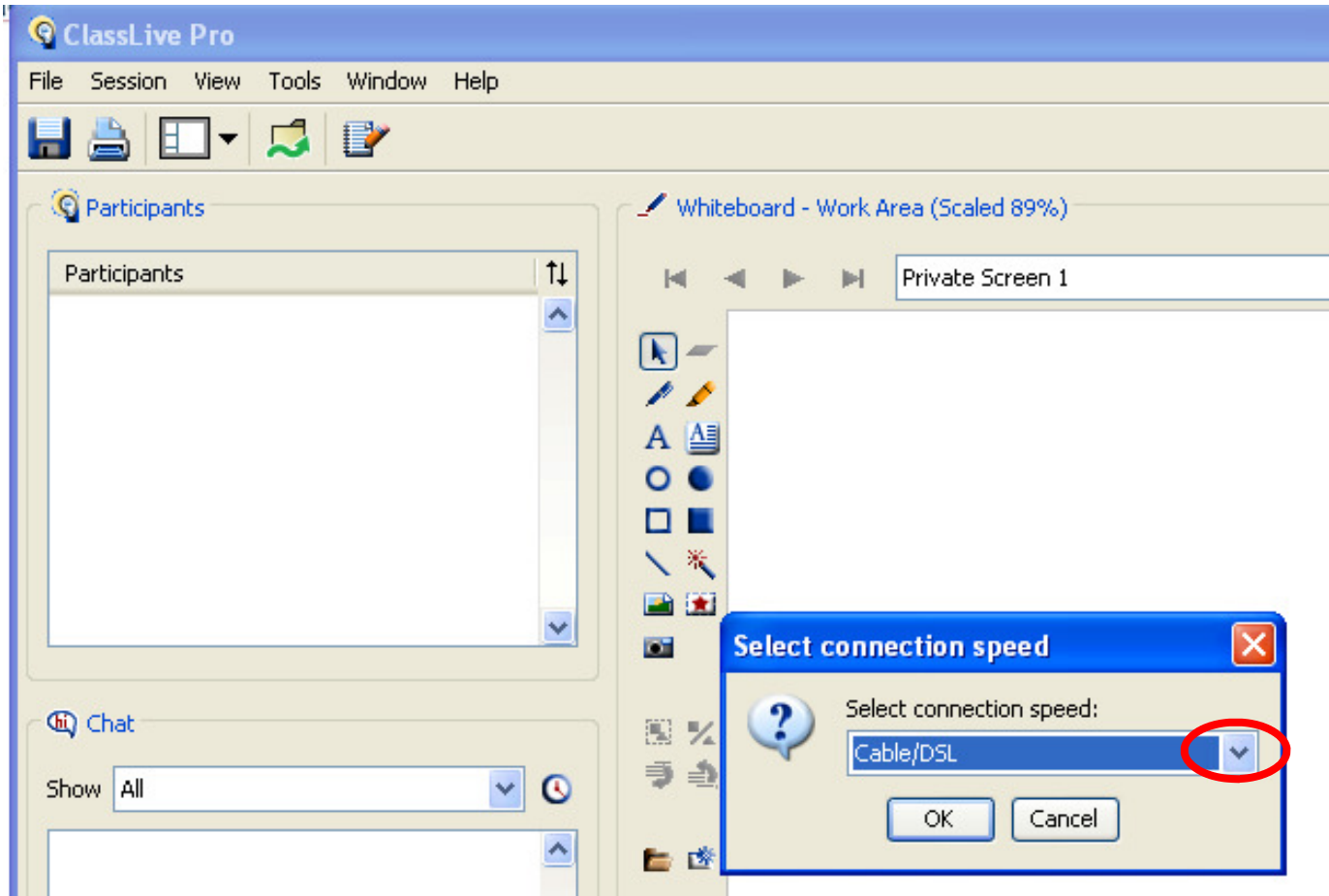
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Thursday, April 23, 2009		5 minutes	Knebel, Tina
Thursday, April 23, 2009		16 minutes	



<http://www.java.com/en/download/index.jsp>

In the event you do not see the option above to “run” the Java software, you may need to go directly to the java site to update your computer’s java software.



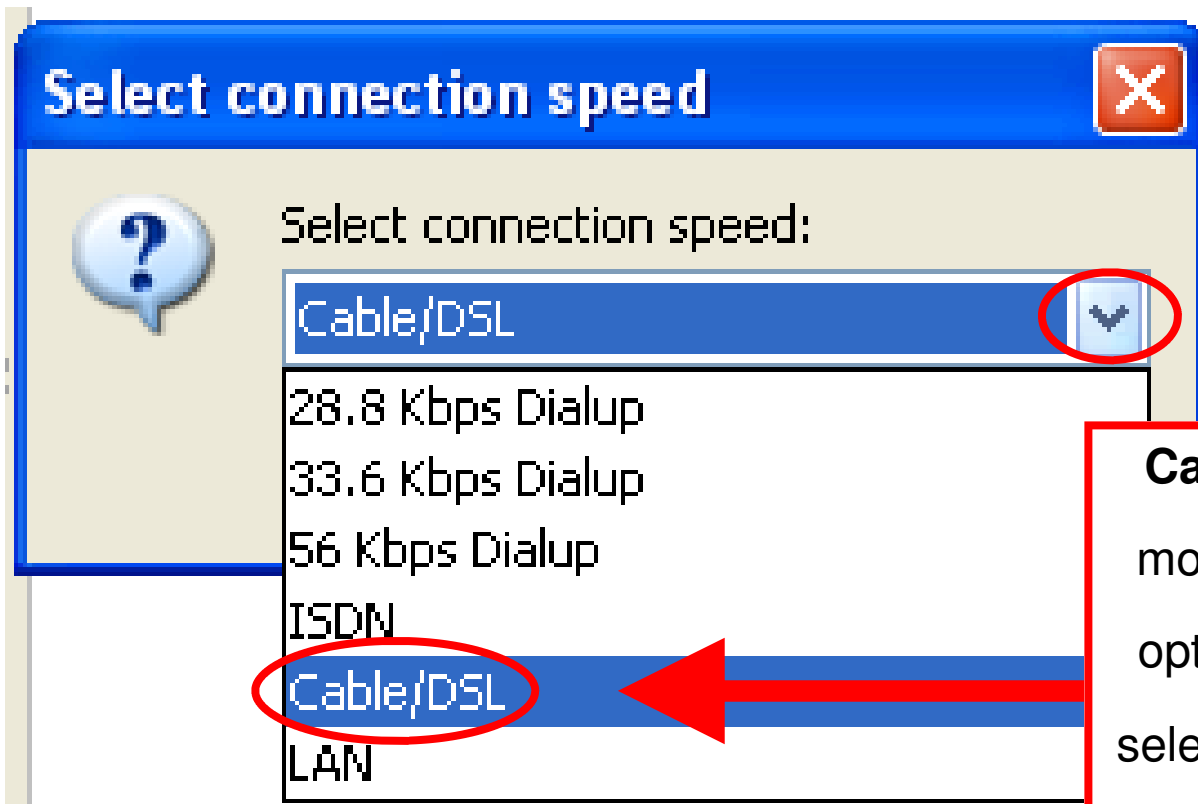


NOTE:
See Page 5
for description of two
connection speed options.

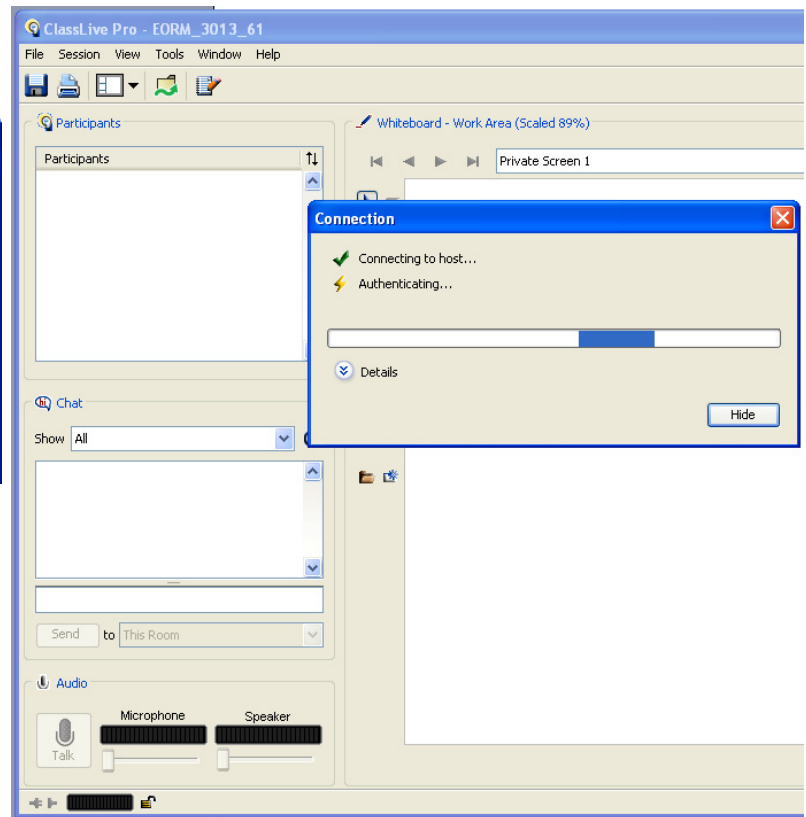
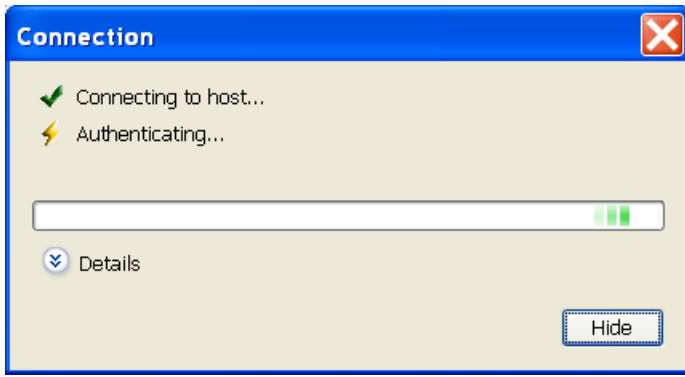


LAN
(Local Area Network)

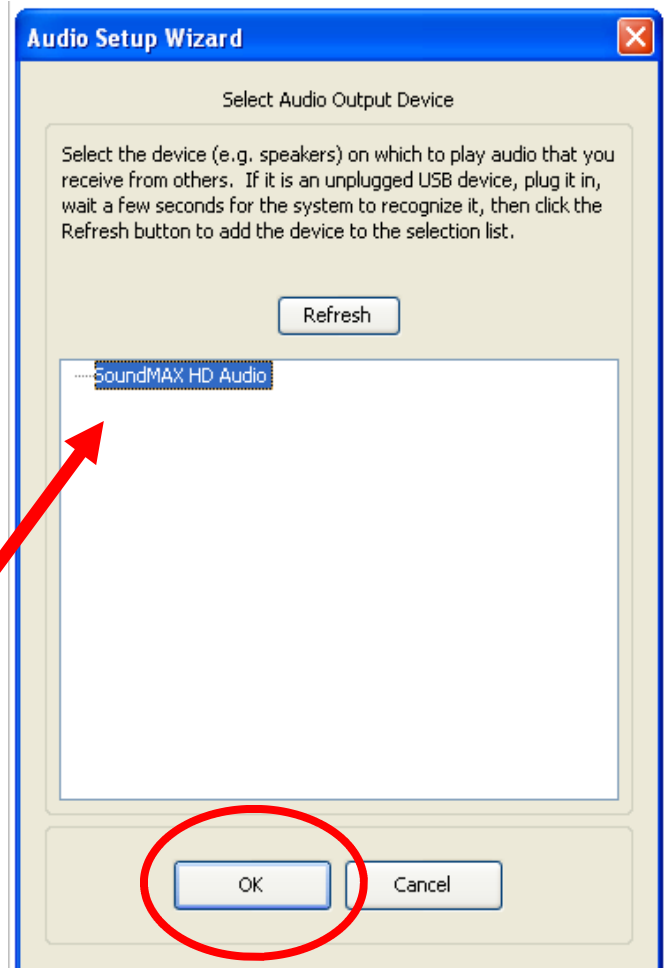
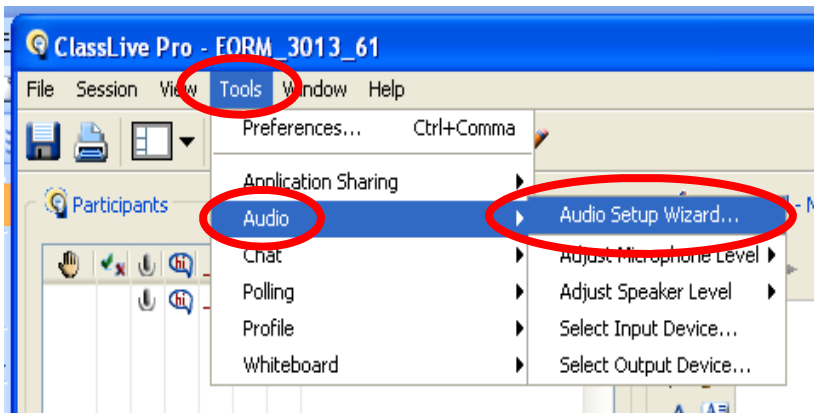
Is most likely the option you will select when you are on a **PBA computer/network**



Cable/DSL is most likely the option you will select when you are on your **home computer**



Verify your headset speakers and microphone by pressing Tools / Audio / Audio Set Up Wizard and step through the directions on the screen.

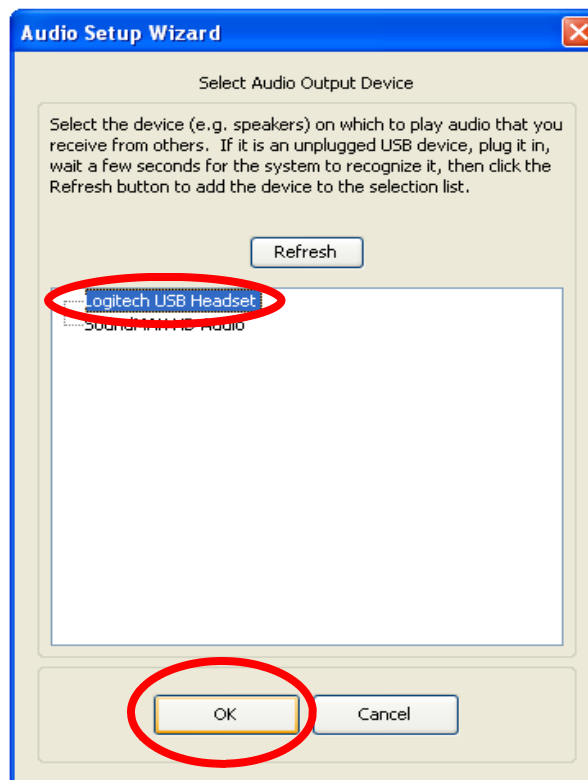
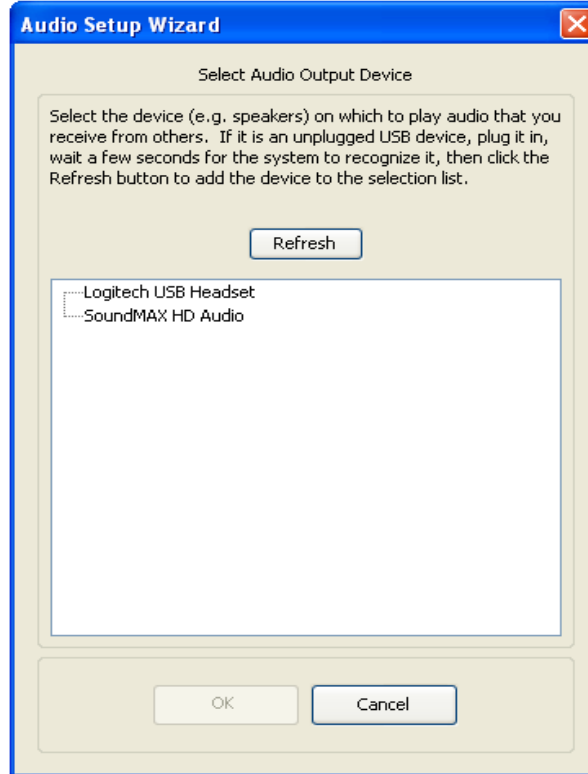


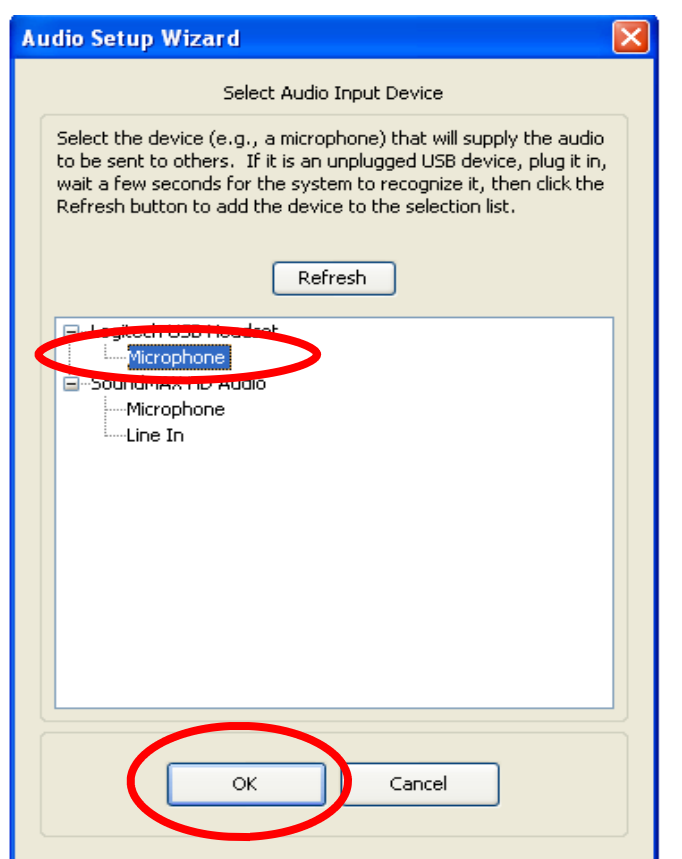
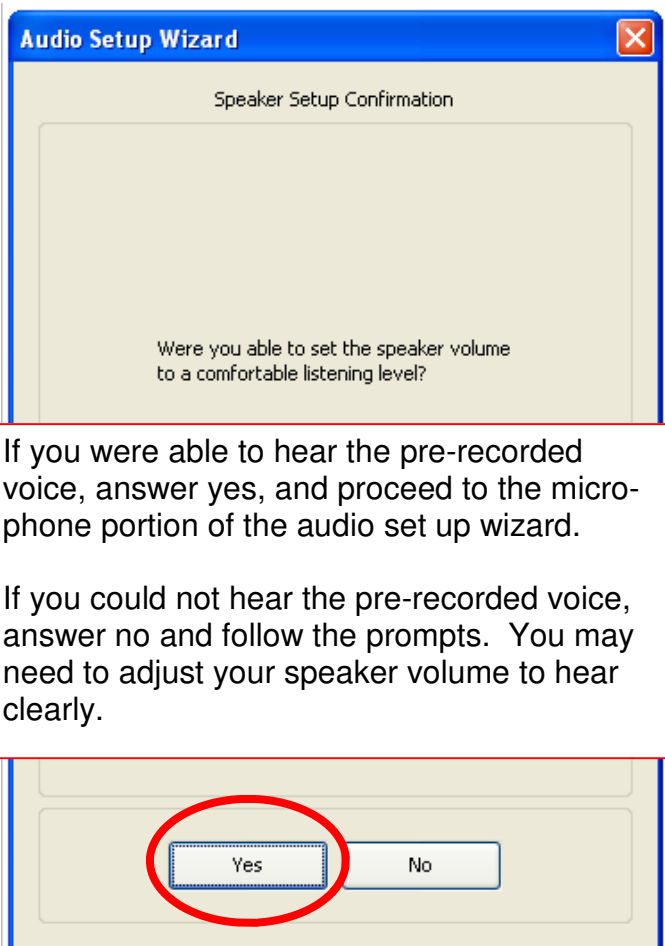
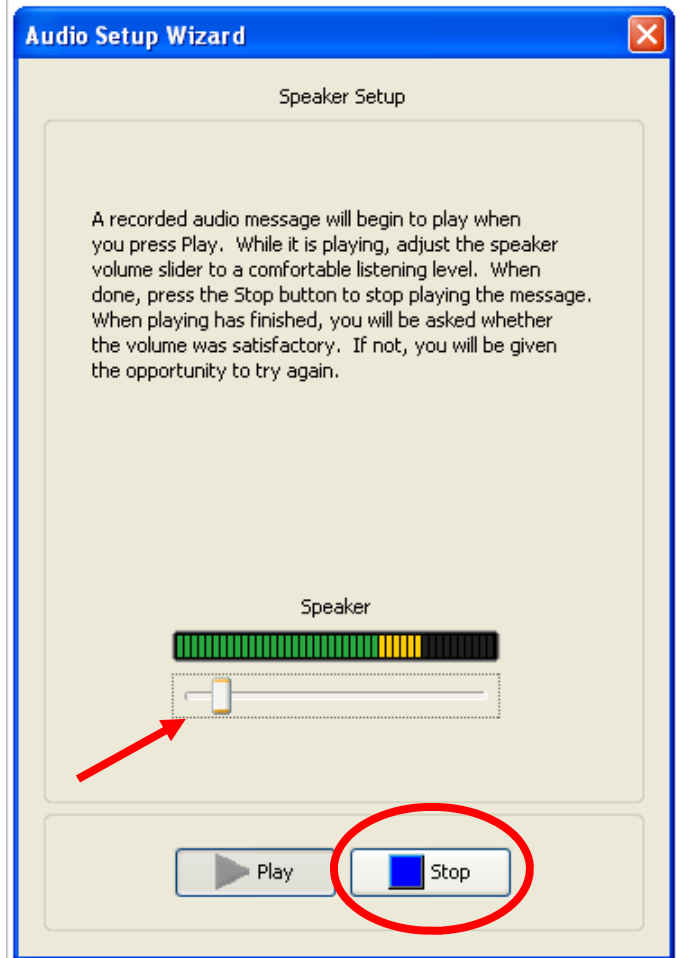
Note:

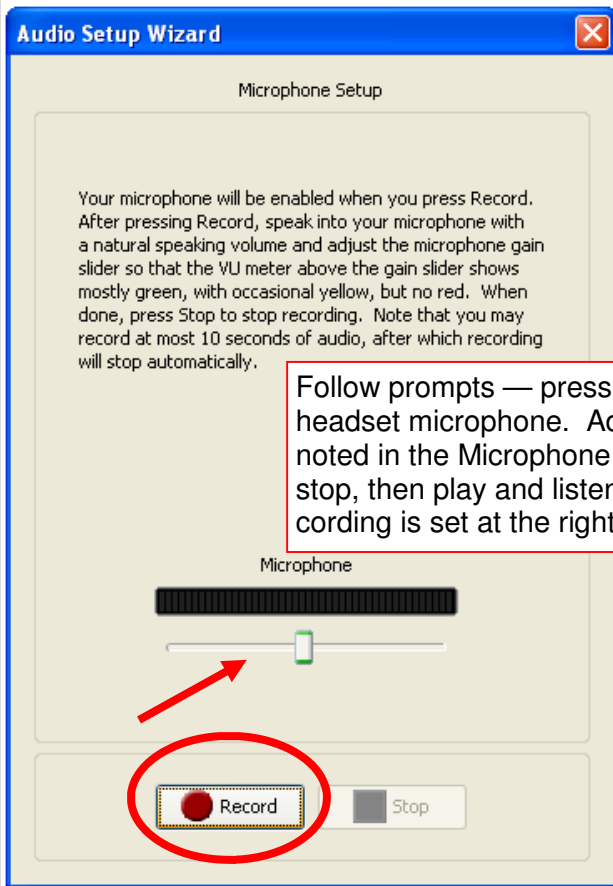
More than one audio device may appear in this Audio Setup Wizard screen. Be sure to select the headset you wish to use.

As an example, Logitech USB may appear in addition to the SoundMax HD Audio option.

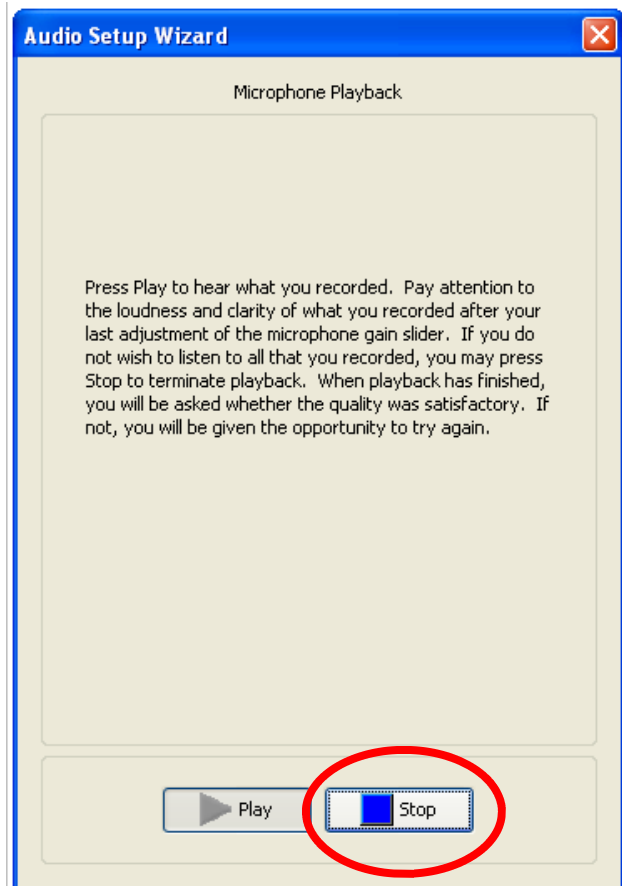
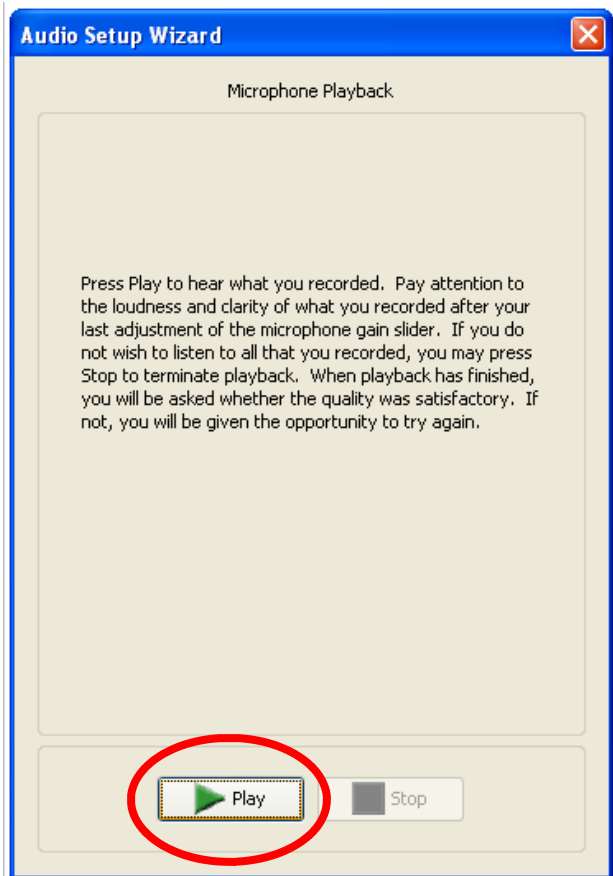
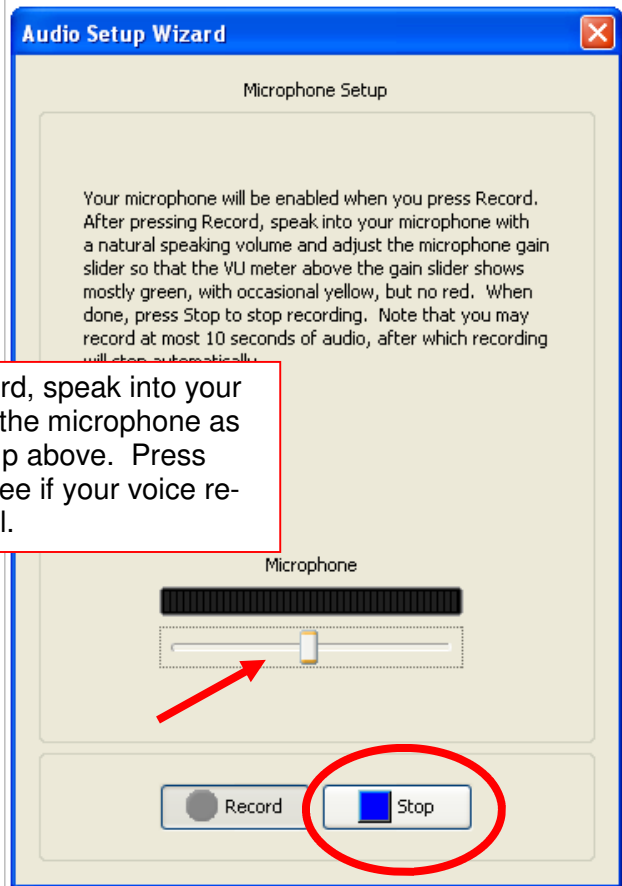
Note: If more than one Audio Output or Input Device appears in the Audio Setup Wizard, you will need to click onto the appropriate option to “select” the headset you wish to use.

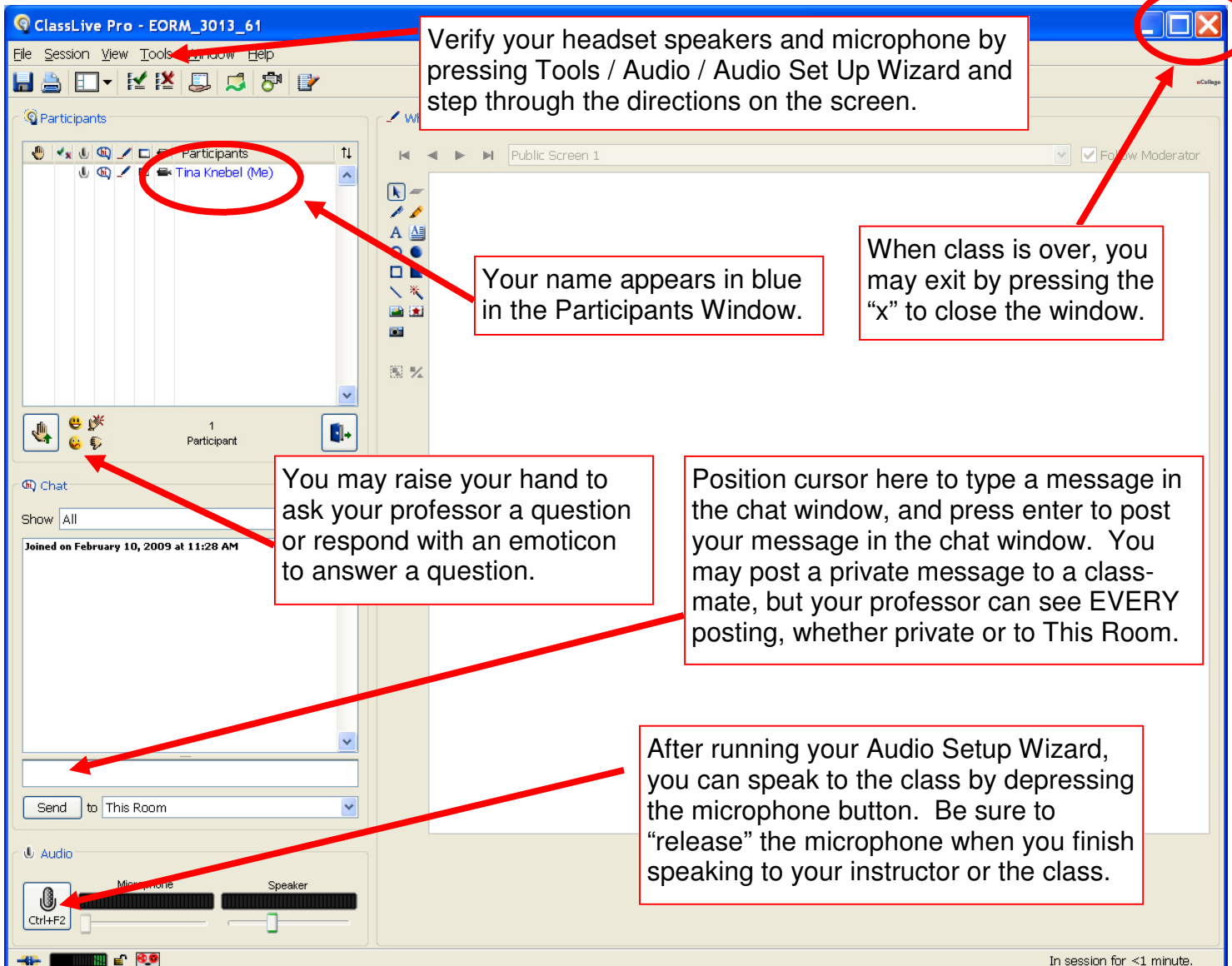
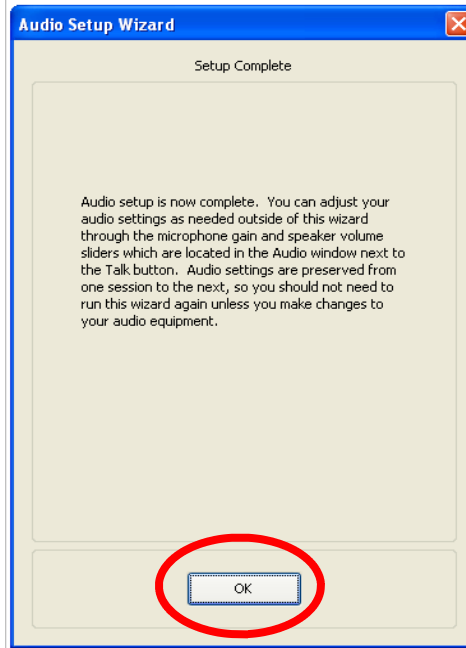
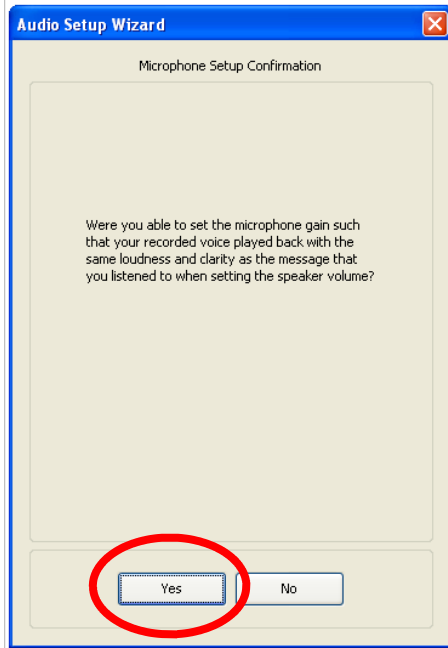






Follow prompts — press record, speak into your headset microphone. Adjust the microphone as noted in the Microphone Setup above. Press stop, then play and listen to see if your voice recording is set at the right level.





Headset Connectors — Two Different Types Available

Two-Pin Connector



USB Connector



Check your computer to verify the type of connector you need.

PBA bookstore carries the two-pin connector style for about \$10.

**You may also purchase a headset with a microphone
at most retail computer / electronic stores for \$20 - \$50.**

**If you experience any difficulties,
you may call the eCollege Help Desk at**

1-800-882-1806

The eCollege Help Desk is available 24/7.

Additional assistance may be provided by the

Office of Online Learning at

561-803-2653.