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 <u>at least 48 hours in advance of your first session</u>.

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

- 1. LIVE
- 2. ClassLive
- 3. Join Session

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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.

2 of 11 6/18/09









NOTE:

See Page 5

for description of two

connection speed options.



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

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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.

Audio Setup Wizard 🛛 🛛 🗙
Select Audio Output Device
Select the device (e.g. speakers) on which to play audio that you receive from others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.
Refresh
Logitech USB Headset SoundMAX HD Audio
OK Cancel

Audio Setup Wizard
Select Audio Output Device
Select the device (e.g. speakers) on which to play audio that you receive from others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.
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OK Cancel

7 of 11 6/18/09



A recorded audio message will begin to play when you press Play. While it is playing, adjust the speaker volume slider to a comfortable listening level. When done, press the Stop button to stop playing the message. When playing has finished, you will be asked whether the volume was satisfactory. If not, you will be given Speaker Stop Select Audio Input Device Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list. Refresh



8 of 11 6/18/09





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(Chat

Show All

you can speak to the class by depressing the microphone button. Be sure to "release" the microphone when you finish speaking to your instructor or the class.

In session for <1 minute.

Headset Connectors — Two Different Types Available



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.