How to Join a Web Conferencing Session

Access the iConnect Manager webpage by clicking on the link on the bottom right hand side of the school website. You can also go directly to https://iconnect.eq.edu.au/

You will need to use your MIS ID and password to log in to iConnect.

You can also access iConnect directly from the Learning Place by clicking the link under ‘eSpaces’. If you log in from the Learning Place you will not need to re-enter your username and password details.

When you’re on the iConnect Manager page, type your teacher’s surname, or the subject name, into the ‘Search Session Name For’ search box. Then press Search or Enter on the keyboard to start the search.

NB: While the session is open the link will appear in blue, sessions that are closed are greyed out.

To prepare your audio settings prior to your first web conference, please proceed to the BSDE test session. In the ‘Search Session Name For’ search box type test and then click Search or Enter on the keyboard.

Click on the blue link to the BSDE test session. The password for the test session is test. Enter this information under User Authentication, then click Log in or Enter on the keyboard.

Depending on the type of browser you use (Internet Explorer, Mozilla Firefox, Google Chrome), you may be prompted in a different way to start the Java applet for the program.

In Internet Explorer, you will get a message at the bottom of the page asking if you want to Open, Save or Cancel. Click Open.

The web conferencing software, Collaborate will then open and the software will connect to the server.
You will then be asked to select your connection speed. *Choose carefully!* The faster connections are listed at the bottom. It is better to choose a connection speed lower than what you have rather than faster than what you have. Choosing a faster speed may cause drop-outs.

The Collaborate whiteboard will then load and your name will be displayed in the top right corner of the window.

To set up your audio (headset for the computer), go to **Tools->Audio->Audio Setup Wizard**. Follow the prompts to adjust the speaker and microphone settings.