Introduction to MACC’s Virtual Classes: A Student Guide

Please review the following information if you are enrolled in a virtual class at MACC. Virtual classes use software called Blackboard Collaborate.

What are Virtual Classes?

Virtual classes allow real-time interaction between the instructor and student while logged into an online meeting room. Students and/or instructors may be at remote locations.

Equipment needed for a virtual course:

- A reliable computer & internet service. To achieve optimal results, your connection needs to be at least 256 kbps.
- Microphone/Headset combination (USB is recommended). Headsets are available in the MACC Bookstore.

Getting started with your virtual class: You will need to complete the following steps before your class starts.

- First time users will find more information on system requirements at: http://goo.gl/6hUIA
- First time users are strongly encouraged to view the following tutorial on using Blackboard Collaborate: http://goo.gl/WSJIk

How to access your virtual course:

- Log into MACC Online at http://www.macc.edu/,
- Click Online Class Login.
- Login with the User ID (ID number) and Password your MACC Advisor gave you.
- Select your Virtual Course.
- Be sure to plug in your microphone/headset before entering the Virtual Classroom.
- Underneath Course Home, click on virtual classroom.

Last updated: 7/10/2013
Setting up in your class:

Once you have entered your Virtual Classroom, be sure to use the Audio Setup Wizard. (You will need to do this each time you enter the classroom).

- Blackboard Collaborate/Elluminate provides a utility to configure your audio settings. You need to access prior to the beginning of the session. It will guide you through the steps for the setup. You will select the Tool for Audio Wizard.

Support:

For general questions, please contact the Instructional Technology Department.
Phone: 660-263-4100 x11525
Email: int@macc.edu
For technical issues and questions, you may also contact Blackboard Collaborate via chat or email at http://goo.gl/T2Ytz. You may also call 1-877-382-2293.