

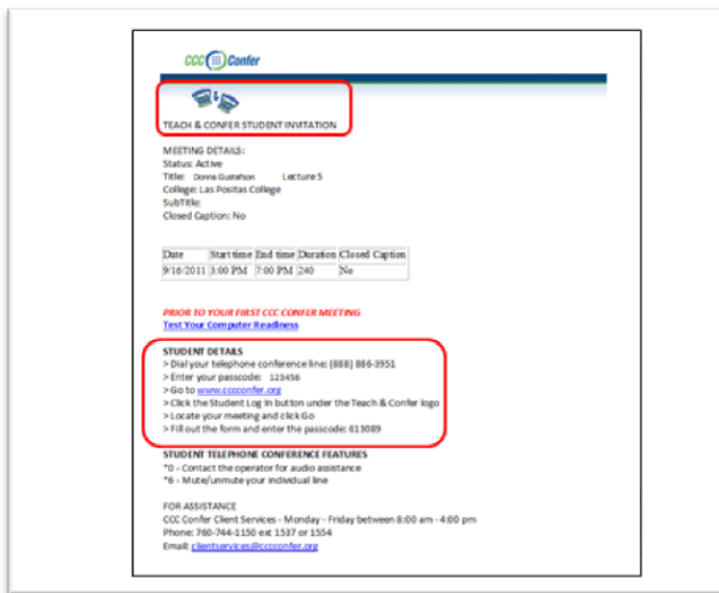
## Two Minutes for Students – Connect to Your Class

This is your first time going to an online class or office hours using **CCC Confer**. This document will explain how easy it is to connect to your session.

Navigating a website can be challenging, but if you follow the directions in the email invitation provided by your instructor you will be right on track...it's best to familiarize yourself with the steps BEFORE your first class.

Your instructor will provide you with details for connecting to the online room – it probably looks like this - and includes the instructions that will be described as you go through this document.

A telephone number and passcode is included– you will need this information to all the toll-free conference line.

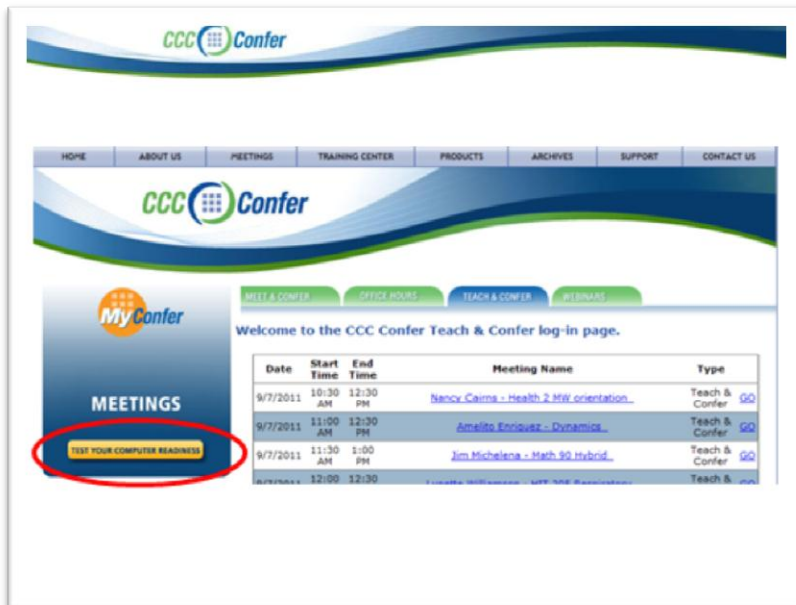


*Be sure to take notice of the type of meeting shown on the email invitation; the example is a **Teach & Confer**. This information is needed to locate your class on our website.*

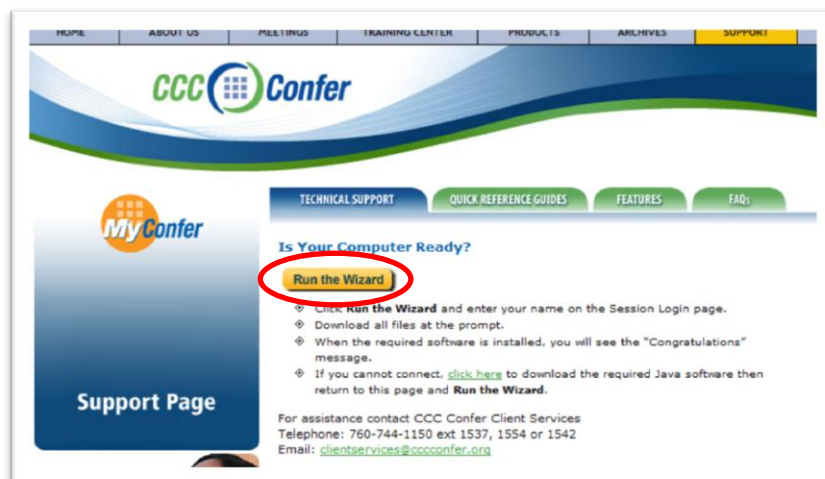
Start at [www.cccconfer.org](http://www.cccconfer.org) . Located at the bottom of the home page are **Student Log In** buttons for the type of session your instructor scheduled (as shown in your email invitation). Notice there are **View Archives** buttons too, so if your instructor recorded the session you can go back here for a review.



The **Student Log In** page lists all the scheduled sessions by date, time, and instructor. Before you login for the first time we suggest your **Test Your Computer Readiness**. Do this in advance of class so if you need assistance you have plenty of time to contact our office for tech support.

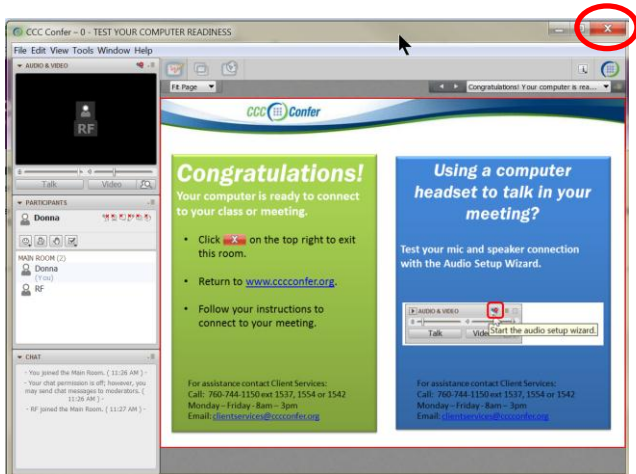


Click the **Test Your Computer Readiness** button on the left of the screen.



Click **Run the Wizard** and follow the instructions..

Respond positively to any prompt from Elluminate and Blackboard Collaborate. You know you are successful when connected to an online room with a *Congratulations!* message.



*Now you know you and your computer are ready for class!*

If you do not connect to this room, contact Client Services for assistance. This step only has to be done once from the computer you are using. Click the red 'X' on the top right to exit the room.

OK, now it's time to go to class. Locate your session and click **GO** (as shown in the instructions above).

Fill out the form with your information - the passcode is a 6 digit numeric code provided by your instructor - then click **Connect**.

Both Blackboard Collaborate and Java screens appear as the session is loading, and finally the **CCC Confer** room.



In a moment you will be in your online class with the instructor and others students. Remember to call the telephone conference line so you can hear your instructor, or ask if you can use your computer mic and speakers to communicate.

Contact Client Services if you need assistance connecting to your class:

Email: [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)

Phone: 760-744-1150 ext 1537,1554, or 1542

Monday – Friday 8:00 am – 3:00 pm