

How will the students connect to Audio Lessons?

Students have two options to connect to audio lessons:

Option 1:

By using a headset with microphone attached, connected to their computer, students can connect via Collaborate sessions, using VoIP.

The student must do an audio connection check, via the audio wizard within the Collaborate programme prior to the start of a lesson, to ensure connection and audio is working correctly.

Option 2:

The Teleconference solution is for those students that are not using VoIP.

Students dial into a session via telephone— same as the Tele-bridge – different telephone number

The 10 digit key will be tied to the “class or subject” session, not to a teacher’s name

Either option connects to the Teacher, as the units used by the teachers connect both to Telephone and VoIP sessions at the same time.

Below is the basic connection procedure for either option:

Student connecting via ViOP in Collaborate Session

Connect to Collaborate Session

- You must have your headset connected and working prior to connection.
- Test by seeing if you can hear music through the headphones. (if you cannot hear music, check that the headset is set as default and working under Start-control Panel -Sounds.)
- In web-browser – (Internet explorer) – connect to logon page at <https://iconnect.eq.edu.au>.
- Logon with MIS id.
- On sessions page type **ctsde** and click the search button to find our schools sessions.
- From the reduced pages find your teacher's session for that day. (Blue means current – Grey is non-current sessions) (There is a **CTSDE:Test Site** set up to allow you to test your connection at any time)
- Click the hyperlink to start connection to sessions.
- Type **distance** as password and click logon.
- Click **open** when box pops up.
- Agree to protocol and select connection speed of wireless.
- Your name should now appear in the left hand participant's box.

To Check Audio connection:

- Once in Collaborate session
- To check your audio connection, click Tools- Audio – Audio Setup Wizard.
- Select the headset and click ok.
- Test to see if you can hear.by clicking play.
- Click stop if you can hear the instructions.
- If all was well click yes and move on to the next step, if not repeat, selecting a different item for selection and repeat process.
- Again select the headset you have connected, then click OK
- You select a single talker and click record – start to speak and the bar should mirror your speech in colour. Click stop
- Click Play and you should be able to hear what you have recorded. Click stop.
- If all was successful, click yes. If not, repeat process perhaps checking connection of headset or the items you choose as the Headset you are to use.

To use the audio, ensure the teacher has given you a microphone next to your name. If not communicate via the message box, to request the teacher to issue microphone access.

The microphone image at bottom of the session page, should be down when off. Click to speak and it will move to the up position. The sound may need to be adjusted, via the sliding bars, so your teacher can hear you and you can hear them.

Student connecting to a telephone session:

The parts in “ ” are the instructions from teleconference operator. The parts in ***bold italics*** are what the student needs to do.

- Dial 1800 141 220
- “Punch in class code with # after it”. - ***xxx xxx xxxx #***
- “Are you the leader press * now!!!” -- ***do nothing and wait***
- “State your name followed by # key.” –***Student answers by name and presses #***
- You are in your session.