

Introduction to Course Sites

The Learning Hub – Online Tutoring Instructions

The following instructions will help you log on to your online tutoring session for the first time.

1. You will have received an email from no-reply@coursesites.com
 - a. Click on the “Click to confirm and register” link
 - b. Please note the instructions at the end of the email about having Java updated, a microphone enabled, and your speakers turned up.
2. If this is the first time you have had an Online Tutoring Session, please click the “I Need a CourseSites Account” button.

Invitation To Participate

You have been invited to participate in this course. To enroll, please choose one of the options below:

I Have a CourseSites Account

Use this option if you *already have* a CourseSites account. You will be asked to enter your login credentials, and then will be enrolled into the course.

I Need a CourseSites Account

Use this option if you *do not have* a CourseSites account. You will be asked to register, and then will be enrolled into the course.



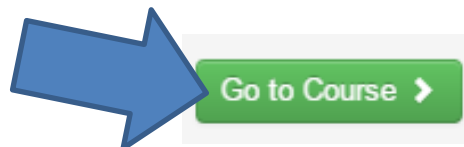
3. Fill out the required information, and make sure you:
 - a. Accept the Terms of Use
 - b. Enter the Captcha Phrase

CourseSites Terms of Use Accept Deny

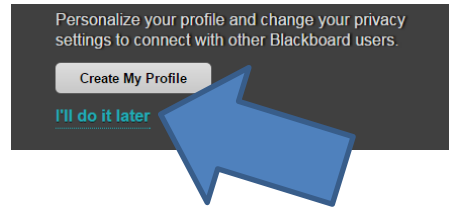
Enter the following:

hit the sack

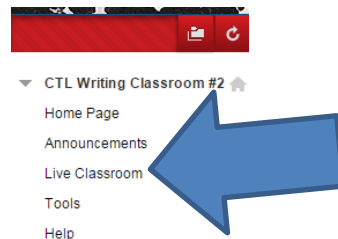
4. Now click “Go to Course” in the pop up box that opens:



5. Don't worry about creating a profile. Just click "I'll do it later" to enter the classroom.



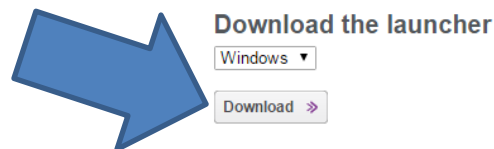
6. Now, click the "Live Classroom" link in the left sidebar:



7. Don't worry about it telling you that it should load automatically. Just click the "Re-launch" button:



8. The site will take you to the "Blackboard Collaborate Launcher," which you will need to download. Follow the instructions to download and run the launcher application.



9. Once the application has run and you have clicked "Finish," click the Join button back on the web page to launch Blackboard Collaborate:

Downloading Installer

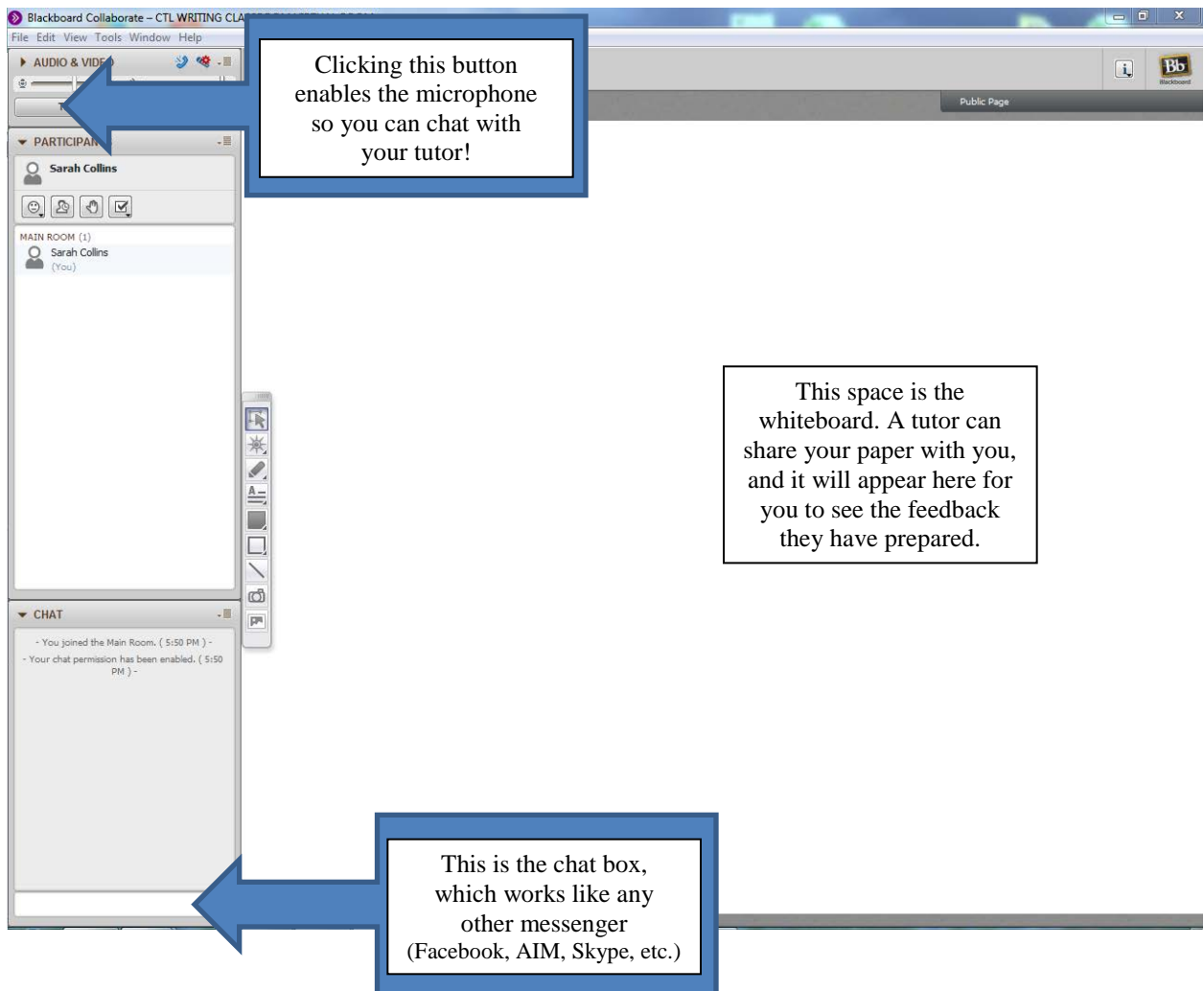
When the installer is finished downloading, complete the following steps:

1. Run the installer.
2. Click Join to launch your session.



10. It will download the "meeting.collab" application – click it to run it. It will then run through several different processes to open. If it asks you about what type of internet to use, just click "okay" with the default selected. It should work just fine.

11. Eventually, you will get into the classroom, which looks like this:



- a. It has several important features, such as the chat box, the white board, the “microphone enable” button, and more.
 - b. Follow your tutor’s lead with the session, but please feel free to play with it as you become more comfortable with it! It can be a great tool to make online tutoring a very collaborative and constructive environment.
12. If you struggle with any step of this process, please contact us immediately:
- a. (217) 206-6503
 - b. thehub@uis.edu
13. Good luck, and we look forward to seeing you in the session!