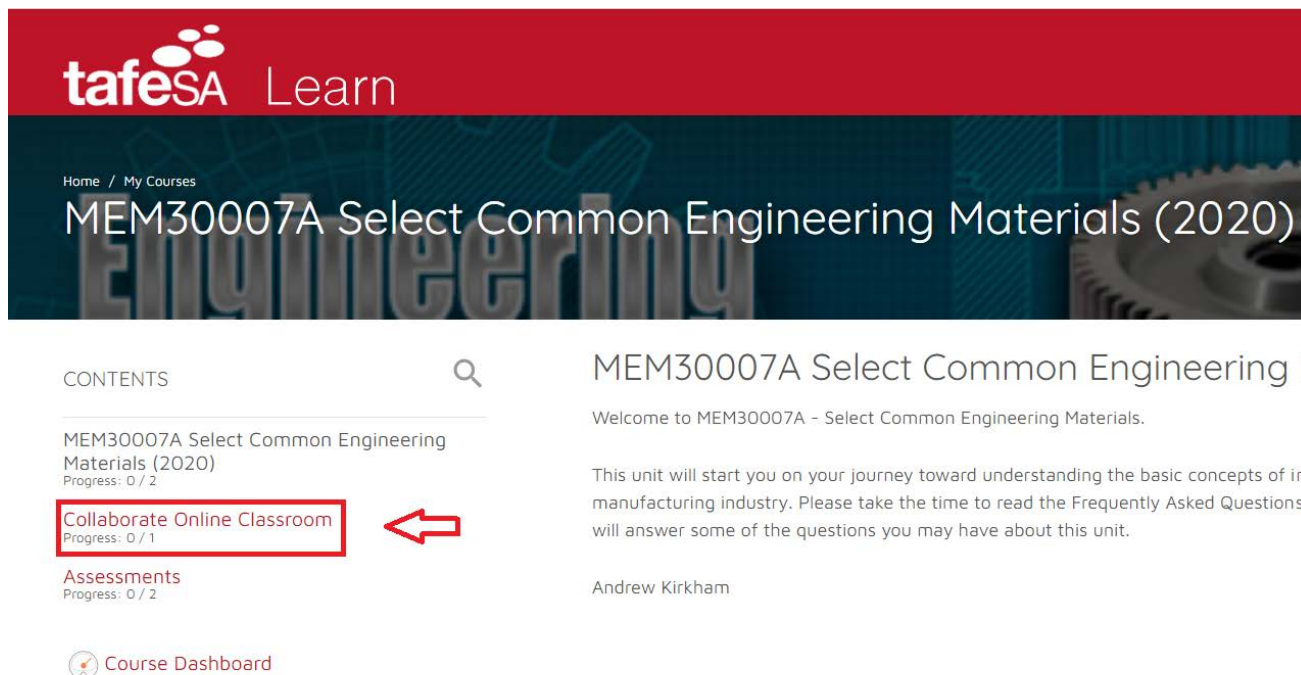


The image below is an example of what a course may look like. Select the Section/Topic Area from the Contents on the left-hand side of the page or where you have been directed to by your lecturer to access the Collaborate webinar link



**tafeSA Learn**

Home / My Courses

## MEM30007A Select Common Engineering Materials (2020)

**CONTENTS**


- MEM30007A Select Common Engineering Materials (2020)  
Progress: 0 / 2
- Collaborate Online Classroom**  
Progress: 0 / 1
- Assessments  
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**MEM30007A Select Common Engineering Materials (2020)**

Welcome to MEM30007A - Select Common Engineering Materials.

This unit will start you on your journey toward understanding the basic concepts of manufacturing industry. Please take the time to read the Frequently Asked Questions which will answer some of the questions you may have about this unit.

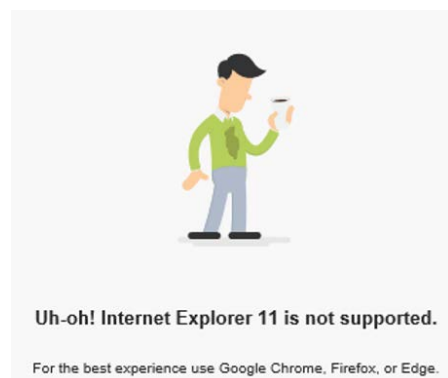
Andrew Kirkham

 **Course Dashboard**

The Collaborate link will look similar to the below image:



*Hints and Tips if you see the following error message:*



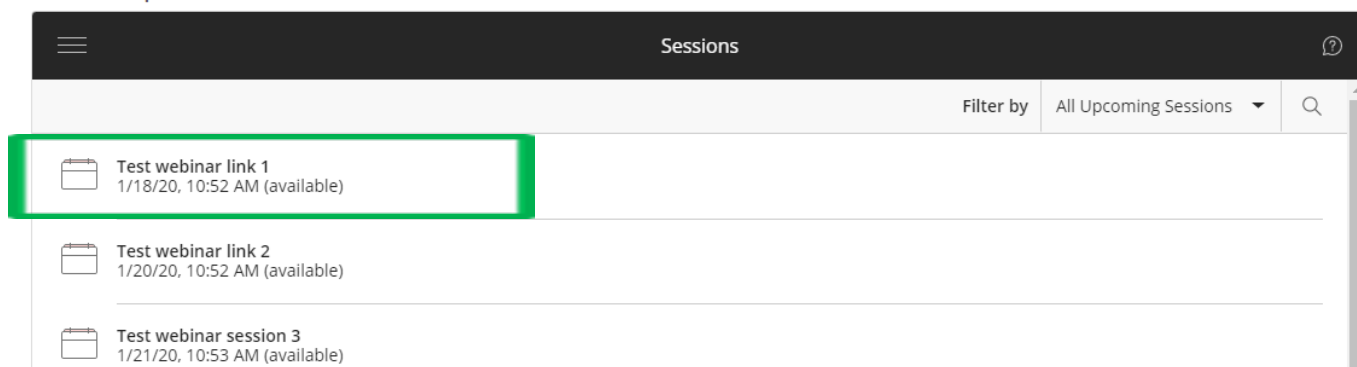
To resolve this

- open Chrome (iOS use Safari) and re-sign into Learn – [www.tafesa.edu.au](http://www.tafesa.edu.au)
- copy and paste the link into Chrome.

When entering the link, you may see one of two options to enter your webinar

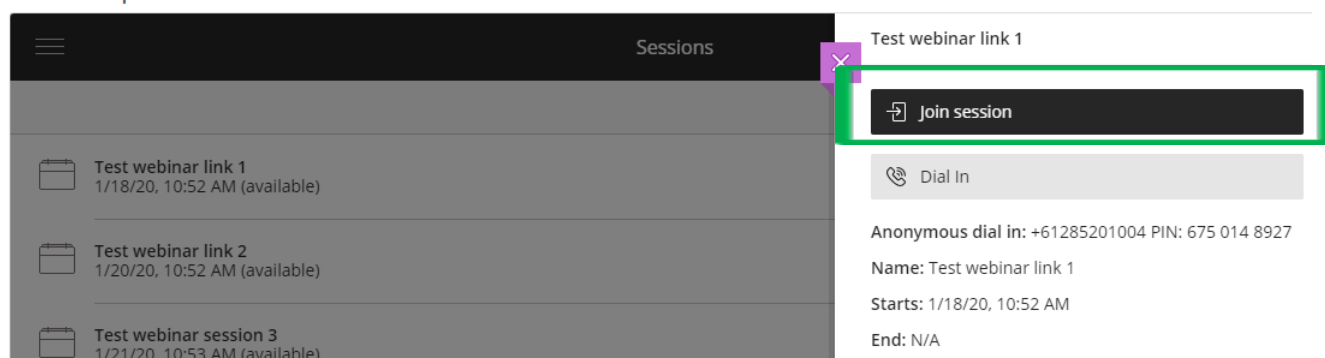
## Option 1

### Example Collaborate Link



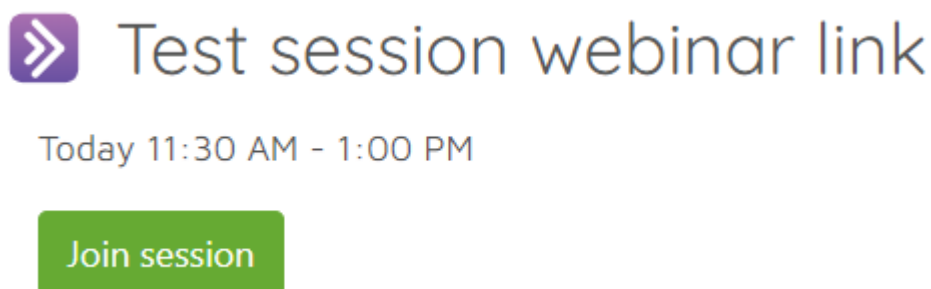
For this option, look for the webinar title and date. Click on the title for your specific webinar to see the following screen and click *Join Session*.

### Example Collaborate Link



## Option 2

Once clicked on the Purple icon, a page will open with a slightly different Join Session button

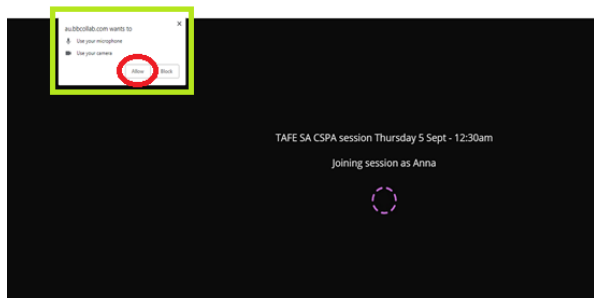


Both options will allow you to access the webinar session. Once you enter the webinar session, you will be asked to set up your microphone and camera

## Setting up your camera and audio

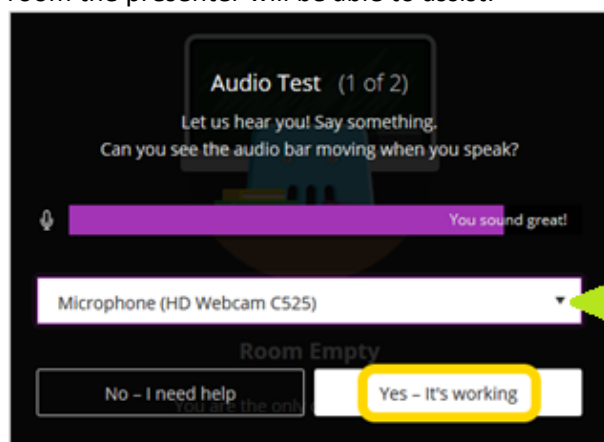
Once you have signed in you will be asked to set up your Camera and Audio.

1. Click on 'Allow' to use your microphone and camera, don't worry no one will be able to see your or hear you until you complete the set up.



2. **AUDIO TEST - MICROPHONE:** A microphone test will appear, speak a few words, the purple bar should move on screen when you talk.

**Technical Help:** If the purple bar does not move, try clicking on the drop-down arrow and select the correct microphone in the list. If you still experience problems please go to step 3 below, once in the room the presenter will be able to assist.

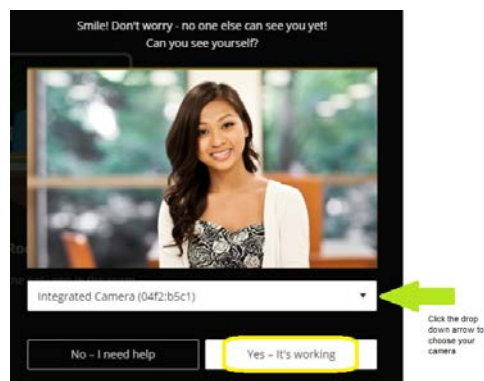


Click the drop down arrow to choose your microphone.

3. Click on "Yes – It's working"
4. **VIDEO TEST:** A video test will next appear, if your camera is working you will see yourself pop up on the screen.

**Technical Help:** If your camera does not automatically start, try clicking on the drop-down arrow and select the correct camera in the list.

5. If all is ok, click "Yes – It's working"

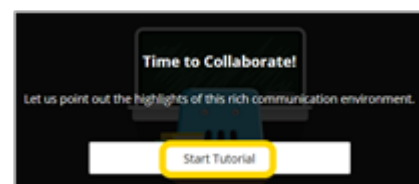


Click the drop down arrow to choose your camera

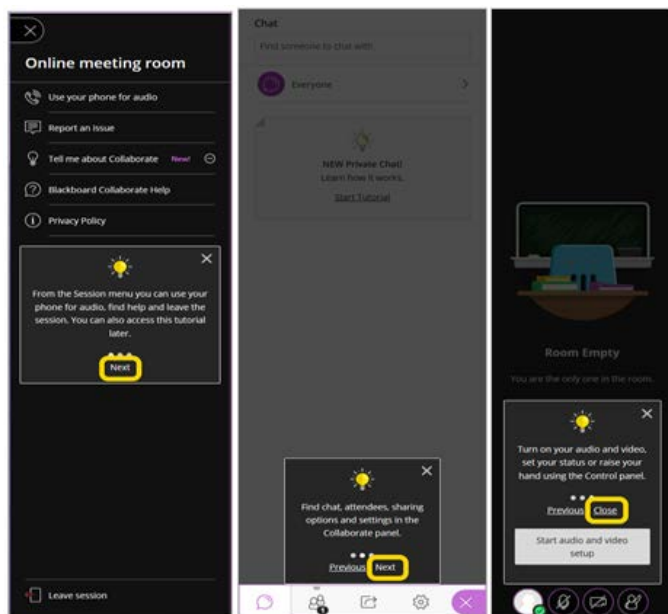
## Blackboard Tutorial

Once you enter the webinar for your first time, you will be guided through a quick overview of the online environment.

1. If you wish you can click start tutorial while you wait for your session to commence. Click on Start Tutorial



2. Click the next button as you work your way through
3. Then click close at the end.



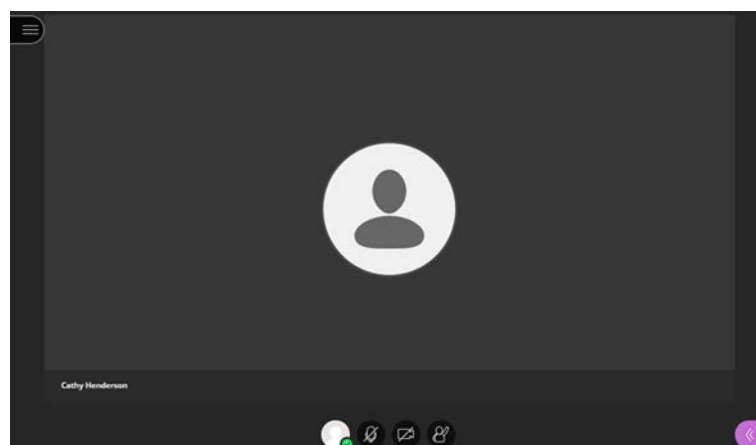
## Getting to know your online environment

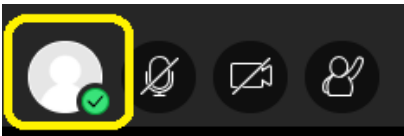
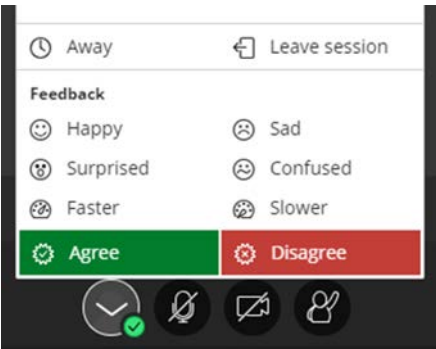


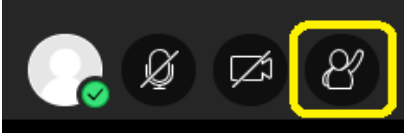
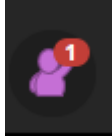
Now you have entered the main room of the online webinar and are waiting for your session to commence.

Your lecturer will introduce themselves or place a message on the screen when the session is about to start

## Session Tools

Here are a few tools that you will be using through your session, these are located on the bottom of your screen in the centre. The presenter will also go through these with you on the day.



Collaborate Panel Features	
<p><b>FEEDBACK</b></p> <p>Provides ways of communicating to the presenter without having to speak or type.</p> <p>Presenters may ask you to provide a response or to engage within a session. The icons are explained below:</p> <p>You can select to Agree (green with a tick) or Disagree (red with a cross), or you can use emoji to provide a response. From here you can leave your session or mark if you need to be away for a moment of time.</p>	 
<p><b>MICROPHONE</b></p> <p>Click on this button to turn your microphone ON and OFF</p> <p><b>You will not see this option when you first sign in</b></p>	
<p><b>CAMERA</b></p> <p>Click on this button to turn your camera ON and OFF</p> <p><b>You will not see this option when you first sign in</b></p>	
<p><b>HANDS UP</b></p> <p>If you have a question or need help click on the 'Hands Up' button.</p> <p>When your hand is up it will go purple</p>	 

## Collaborate panel

Here are a few features that you may need to use throughout your session.





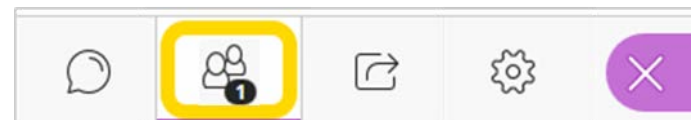
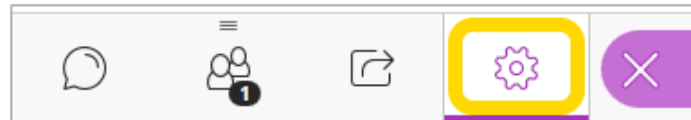
1. Open the Collaborate panel by selecting the purple arrow in the bottom right hand corner of the screen

Open Collaborate Panel



Close Collaborate Panel



Collaborate Panel Features	
<b>CHAT</b> This is where you can communicate with the presenter	
<b>SHARE SCREEN</b> This is where you can share your screen	
<b>Attendees</b> Here you can see a list of participants and the names of the moderators (organisers/presenters of session).  <div>  next to participants name will allow you to send them a private chat (all chats are visible to the moderators).                 </div> <div>  next to your name will inform you of the strength of your bandwidth.                 </div>	
<b>SETTING</b> Where you can check your camera and microphone settings and volume	

## Starting your Session - Being prepared

What you need to check – Essential requirements to undertake Cyber Security online	
<b>Computer/Laptop</b>	It is recommended to use a computer/laptop; however, a tablet is an alternative option
<b>Webcam or inbuilt camera</b>	This will be used to validate your identification, supervise your session and participate in the lecture.
<b>Speakers/Headphones</b>	Allows you to hear the presenter. An alternative audio option is using your mobile phone once you have entered the session.
<b>Microphone</b>	Allows you to speak to the presenter. An alternative chat box option is available once you have entered the session.
<b>Internet access</b>	It is recommended to use a secure WIFI or internet connection. Mobile data download is an option by the participant, and it is estimated to use 300MB of your data.
<b>Browser</b>  <a href="#">Click here</a> to see if your browser is SUPPORTED	<input checked="" type="checkbox"/> Recommended <ul style="list-style-type: none"> <li>• Google Chrome (preferred) for Windows, Mac and Android</li> <li>• Safari for Mac and iOS</li> <li>• Mozilla Firefox for Windows, Mac</li> </ul> <input type="checkbox"/> Not supported - Internet Explorer

## Frequently Asked Questions

### I can't hear anything. Can I change the volume?

Adjust your microphone and speaker volume in My Settings.

### I can't find my audio button or can't turn on my video. How do I turn my audio on?

The presenter may have turned off your audio in the session. This will be turned back on when you are in your private breakout room.

### Where do I download Google Chrome from?

If you do not have Chrome installed on your computer, go to <https://www.google.com/chrome/>

### How do I access recordings after the lecture?

Recordings of the lecture are available 24 hours after the lecture has completed. You can access these by re-entering the session and the recording will be a link at the bottom of the page