

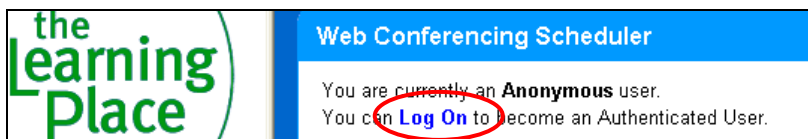


How to Schedule a Data Conferencing Session

1. Go to the 'Data Conferencing' area of the Learning Place: <http://education.qld.gov.au/learningplace/communication/conference/index-data.html>
2. Select your respective Data Conferencing Server from the boxes to the right.
3. Select **Schedule a class** in the left hand menu of the new window.



4. Select **Log On** at the top of the right hand side of the screen. Your Learning Place username and password will log you on once you have completed the Data Conferencing Blackboard course.



5. A web form will display. You will need to complete the relevant fields to book your session.

Web Conferencing Scheduler 6/27/2005 10:31 AM

You are currently logged on as CONFERENCEING\swat001q

***Required Attendees**

Optional Attendees

***Virtual Conference Room**
 Please select an Exchange Conferencing resource

***Meeting duration (in local time)**
 Start time: 27 June 2005 10:35 AM
 End time: 27 June 2005 11:05 AM
 This is a recurring meeting

***User Access**
 Publish this meeting to all users
 Protect using password:
 Allow only the original invitees to attend, and require each attendee to authenticate using a client certificate.

Subject

Text Message

Required Attendees & Optional Attendees: Leave these fields BLANK – even though it says they are mandatory

Virtual Conference Room: Select **Data Resource**.

Meeting Duration: Select the Start and End time from the drop down boxes

This is a recurring meeting: If box is ticked, further options become available. Sessions MUST have an end date, and MUST not exceed one school term

This is a recurring meeting

Recurrence Pattern:

Daily Recur every week(s) on

Weekly Sunday Monday Tuesday Wednesday

Monthly Thursday Friday Saturday

Yearly

Range of Recurrence:

No end date

End after occurrence(s)

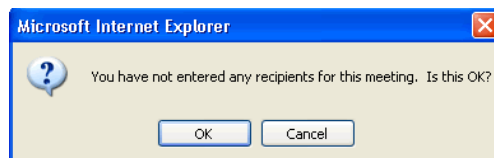
End by

User Access: Select **Publish this meeting to all users**. All session MUST have a password, these must be five to ten character long and have at least one alpha and numeric character.

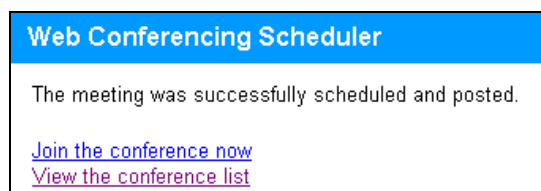
Subject: Give your session a relevant title.

Text Message: Leave this field **BLANK**.

- Once you have completed the web form, Select **Send**.
- A message will display asking about recipients. Select **OK**. Ignore this feature, we do not support the email function across our servers.



- A confirmation page will display.



- Select **View the conference list** to view the listing of your session. (N.B. you may need to refresh your browser before session displays)

Things to note when booking sessions:

- Avoid** using the recurring meeting function if possible, unused session still place a load on the server resources and gives a false impression of anticipated server loads.
- Be aware that the HELP menu in the left hand menu refers to a wide range of features that have not been implemented on this server.

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