



How to join a Data Conference

1. Go to the Learning Place Home Page www.learningplace.eq.edu.au
2. Select **Data Conferencing** from the list in the left hand menu.
3. You are now on the Data Conferencing home page.
4. Select the appropriate server Curriculum or Administration Data Server.

Note: Users on the Admin network can now connect to the Curriculum DCS, however Curriculum users are still unable to connect to the Admin server.

Login

[Curriculum Data Conferencing Server ONLY](#)
 This link will work from both the Admin & Curriculum Network and general Internet connections

» **Microsoft Office versions OLDER than XP** - Download [Netmeeting 3.01](#)

» **Microsoft Office XP** - Download [Configuration notes](#) to set up NetMeeting on your machine.

[Admin Data Conferencing Server ONLY](#)
 This link will **only** work from the Admin Network

» **Microsoft Office versions OLDER than XP** - Download [NetMeeting 3.01](#)

» **Microsoft Office XP** - Download [Configuration notes](#) to set up NetMeeting on your machine.

For more information read the [FAQs](#).

5. The Data Conferencing Server will appear in a new window.

Welcome to the Curriculum Data Conferencing Server 10/5/2004 2:51 PM

Education Queensland Learning Place DC Service provides classroom technologies to meet the need of live communication. The virtual classroom service allows you to chat, use a whiteboard, and share files or applications with other class participants.

You can schedule a virtual classroom from any Web browser that supports frames and Javascript, such as Microsoft Internet Explorer version 4.01 or later, or Netscape Navigator version 4.5 or later.

To participate in a class, you need the browser and a conferencing program, such as Microsoft NetMeeting. NetMeeting is available as a [download](#).

To get started, browse the links in the navigation pane:

- To schedule a meeting now, click **Schedule a class**.
- To see which classes are scheduled during a particular time period, or to cancel a class click **List classes**.

6. Select **List Classes** - this will display all the sessions currently booked on the server.
7. Select the class you wish to join.

- o Home
- o Schedule a class
- o List classes
- o Help

The conferences listed below occur during the given time period. To view the conferences for a different time, change the values and click **Query**.

Start of query:

Duration of query:

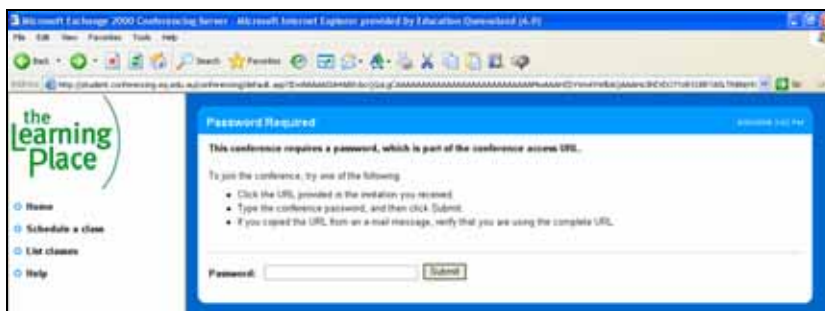
Subject (click to join)	Organizer	Start Date and Time
☛11 German (Pacific Pines)	Petra Fischer-Neary	4/10/2004 10:55 AM
☛11 German (Coombah, Kingaroy, Ma...	Petra Fischer-Neary	4/10/2004 1:50 PM
☛Year 12 E1 Chinchilla, Oakey, Isis	Patricia Sheil	5/10/2004 2:00 AM
☛Permanent Test Lesson	Gregory O'Grady	5/10/2004 8:00 AM
☛Smart Word Docs	Adrian Greig	5/10/2004 1:20 PM
☛12G Maths C	Carolyn Matis	5/10/2004 2:00 PM
☛Year 12 IPT E1 Chinchilla, Isis, O...	Patricia Sheil	5/10/2004 2:00 PM
☛12E Japanese	Jennifer Johnson	5/10/2004 2:05 PM



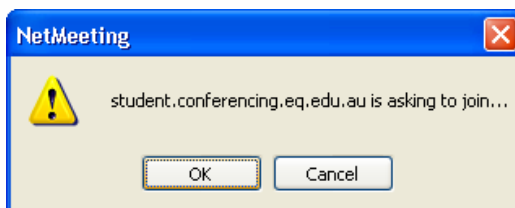
the Learning Place

Contact
 p. 07 3421 6656
 e. learningplace@deta.qld.gov.au
 www.learningplace.eq.edu.au

- You will now be requested to enter the class password, this would have been sent to you by the person who has invited you to join the class.

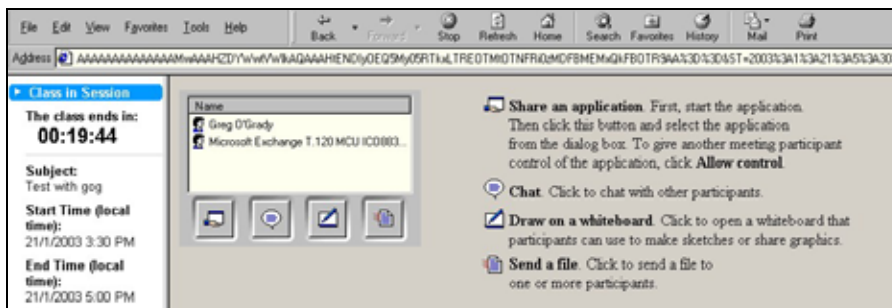


- Select **OK** to join the session when the below or similar message appears asking to join the conference.



In a Session

- You are now in a class and will see your name appear on the screen in the white box, you will also see other users names appear as they log into the class.



- You are now ready to begin your class. To learn more about the tools in NetMeeting read the [NetMeeting Participant Guide](#) or you can enroll in the [Data Conferencing](#) course.
- If you have been unable to get to this point you may have encountered one of the messages below, indicating you have a problem:

- “The Directory Server could not be found”**
- “The server did not allow you to join this session”**
- “The Data Conferencing Service cannot invite your T.120 data conferencing client program”**

To rectify any of the above errors try our online Help at <http://education.qld.gov.au/learningplace/help/help08.html> and follow the instructions.

Please contact the Data Conferencing Administration Officer ([contact details can be found in our online Help](#)) if you still cannot join your class.