



BlendFlex Class Information

Accessing a Lecture Recordings

1. Click on the link provided in Blackboard to view the lecture recording
2. You may need to log in to the Video Streaming Server:
UserName: {Your CGTC Network Login name, ie. Jdoe}
Password: {Your CGTC network login password}
3. Click the play button to begin playing the video

System Requirements for Connecting With Jabber Video from Home/Work

Windows Computer

Windows 7 or 8 (32-bit or 64-bit), Vista, or XP

Mac Computer

Apple Intel x86 processor computer, running OS X 10.6 (Snow Leopard) or newer.

WebCam and Microphone

Bandwidth Requirements:

Broadband Internet connection with a **recommended bandwidth of 768kbps upstream and downstream.** (Note: To test the speed of your internet connection go to www.speedtest.net and click on "Begin Test")

Downloading Jabber Video from Student Portal

1. Log into the Student Portal using your CGTC network username and login
2. Click on the Resources Tab and look on left side of screen to see "BlendFlex Courses". Click on the link for the operating system for your computer (Windows or Max OSX)
3. Download the software and install it on your computer.
4. Log into the Jabber software using your CGTC Network login and password.
5. Once you open the software, click on the settings button and **call Patricia Davis** to obtain the needed settings for your class—478-757-3425.

Tips for connecting to Class

Dress as you would for a classroom meeting. You are going to be seen by all who are connected.

Mute your microphone whenever you're not speaking even if you're alone in the room. Background noise can be heard by all sites and can be distracting.

Set up your equipment before the scheduled time so you will have time to test the system. It will allow you to resolve any issues before your class begins.

Focus your camera on you. Try to fill the screen as much as possible with you rather than with your surroundings.

Remain attentive. Avoid multitasking while on video, give your instructor and classmates your undivided attention.

Avoid double talk. Allow the other site/person to finish speaking before you speak.