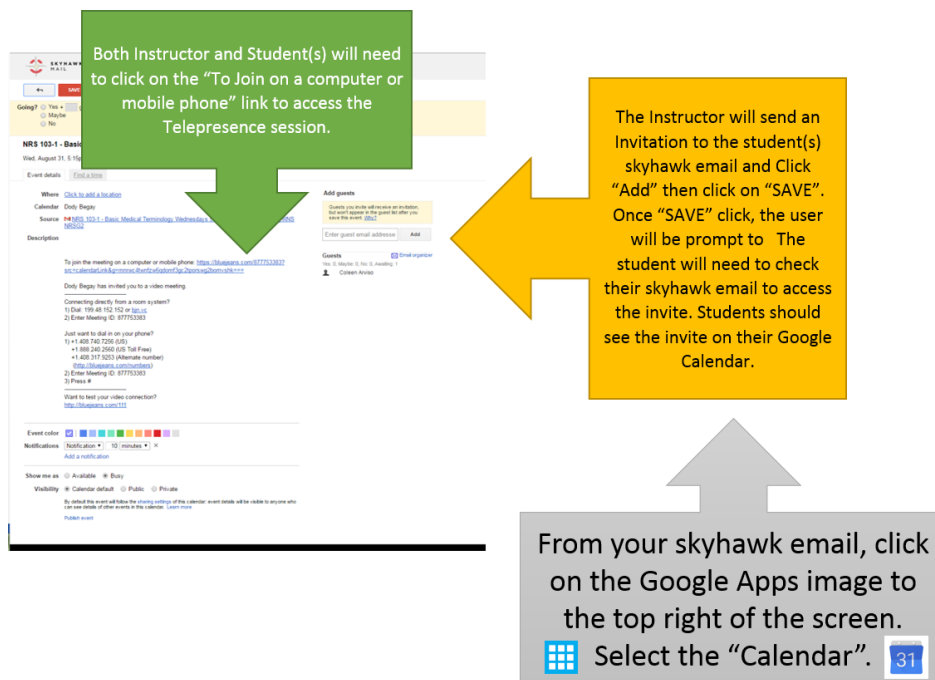# How to Request, Setup, and Access a Telepresence Course or Session using BlueJeans.

1. Begin by registering to teach or enrolled in a course using Telepresence – Virtual Classroom using BlueJeans.

2. Once you are registered to teach or enrolled in a Telepresence course, the Instructor will need to go to Information Technology at your local site or call (505) 786-4208 or email its@navajotech.edu to obtain a BlueJeans Account to setup meeting times and days similar to the figure 1 below. **IMPORTANT NOTE: Instructor and All students are required to have a Skyhawk account to receive NTU correspondence and academic information. If you need a Skyhawk email account please contact your local IT site and be sure your student(s) have their class schedule or student ID as well. For distance learners call (505) 786-4208 or email its@navajotech.edu and have your student ID information. Chinle or Teec Nos Pos site call (928) 674-5764 or email ewatchman@navjaotech.edu.**

3. Once you have an NTU Skyhawk email account, go to NTU SKYHAWK Email or https://accounts.google.com/AddSession?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&hd=student.navajotech.edu&sacu=1#identifier to access your messages. You can also find the link on the NTU Website at http://www.navajotech.edu/, click on **"Student Email"** to the right of the page.

4. Login into your Skyhawk email to access the BlueJeans Invitation. Figure 1 –below is the calendar view of the link to access the Telepresence course. Click on the "**To Join on a computer or mobile phone**" to begin the course or session. The instructor will need to gather all the student(s) skyhawk email and click on **"Add"** to invite the students to the telepresence course or session. If the instructor or student(s) have not activated their google calendar, you will need to click on the Google Apps icon and select Calendar to access the BlueJeans invitation.


Both Instructor and Student(s) will need to click on the "To Join on a computer or mobile phone" link to access the Telepresence session.

The Instructor will send an Invitation to the student(s) skyhawk email and Click "Add" then click on "SAVE". Once "SAVE" click, the user will be prompt to The student will need to check their skyhawk email to access the invite. Students should see the invite on their Google Calendar.

From your skyhawk email, click on the Google Apps image to the top right of the screen. Select the "Calendar".

Figure 1- BlueJeans Meeting Days and Times
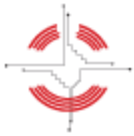
5. The instructor will need to enter each student(s) skyhawk email address and click on "Invite external guests". Figure 2 is an example of what the instructor will view.
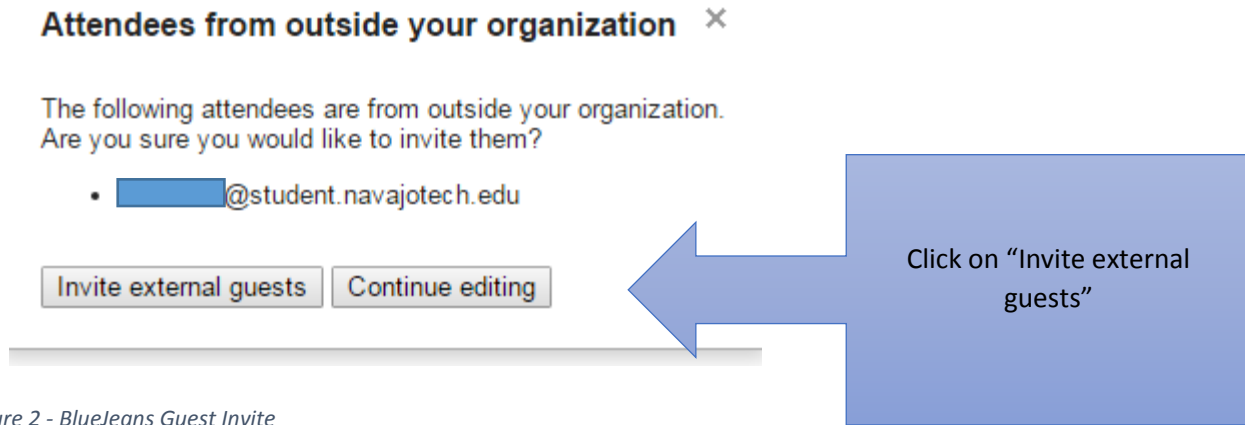
Attendees from outside your organization ✕

The following attendees are from outside your organization. Are you sure you would like to invite them?

• ▭@student.navajotech.edu

[Invite external guests] [Continue editing]

⬅ Click on "Invite external guests"

Figure 2 - BlueJeans Guest Invite

6. If the BlueJeans session has multiple meeting times and days, the instructor will need to click on "All events" to ensure the student(s) can access each session. Figure 3 image is an example of what the instructor will see on their screen.
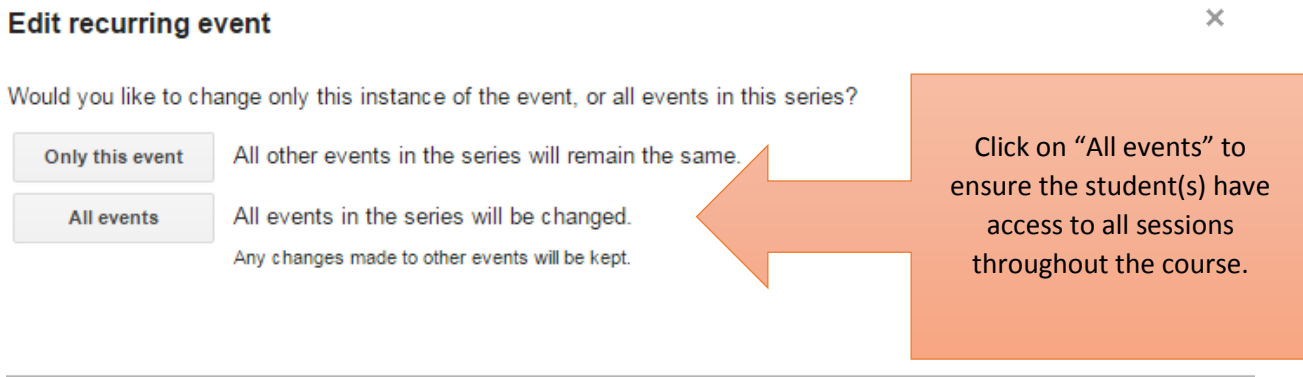
Edit recurring event   ✕

Would you like to change only this instance of the event, or all events in this series?

[Only this event]   All other events in the series will remain the same.

[All events]   All events in the series will be changed.
Any changes made to other events will be kept.

⬅ Click on "All events" to ensure the student(s) have access to all sessions throughout the course.

Figure 3- BlueJeans All Events

7. Once everyone has been invited, you are ready to start your session. You will need to click on the calendar BlueJeans invitation as in figure 1, you will see the following. Select your audio and video options. ***IMPORTANT NOTE: The computer will need to have speakers and a microphone to interact with one another.***
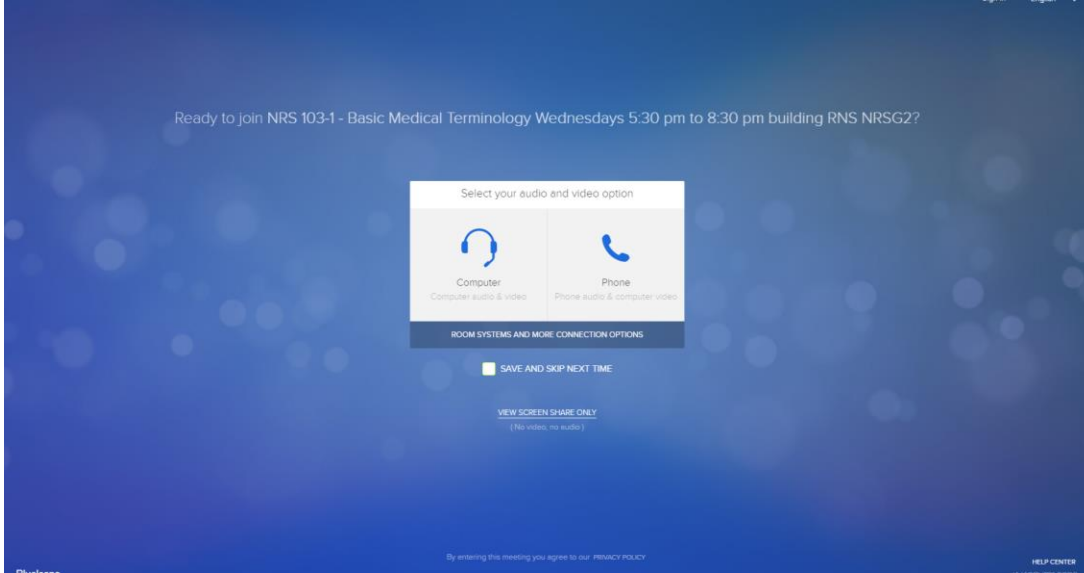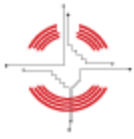
Figure 4 - BlueJeans Screen

8. After you select your audio and video option, you should see the BlueJeans Preview screen – figure 5. You will need to click on **"Join Meeting"**. Make sure your camera and microphone is on. Be sure to enter your name or class name and click **"Ok".** You will have an option to copy or email the session to others that may not be present in the classroom or meeting room.
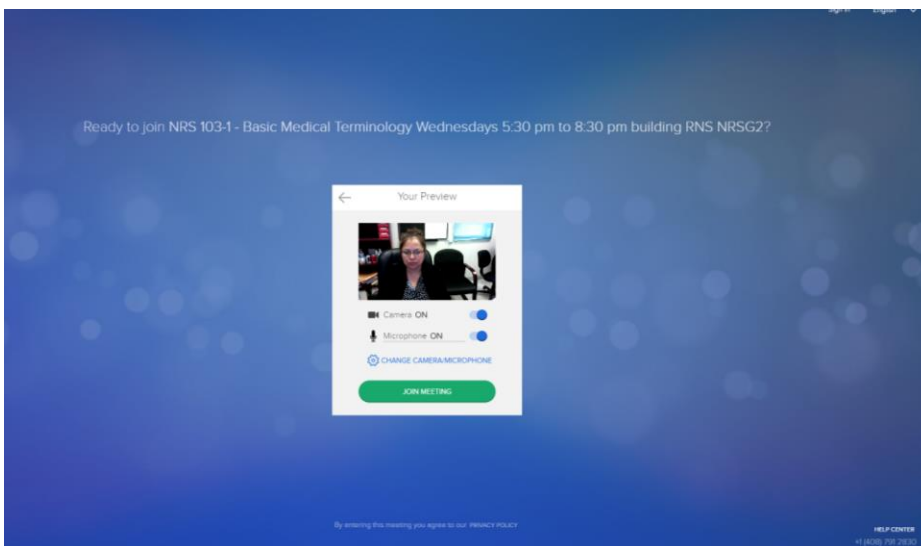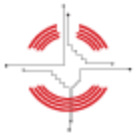

Figure 5 - BlueJeans Preview Screen

9. You will have an option to add participants. Figure 6 – BlueJeans is the screen to add or email the participants to the session invite. Be sure to click on send if you selected email. The email recipient should be see a *similar* invite to figure 1. The recipient should click on the "***To Join on a computer or mobile phone"*** to begin the course or session.
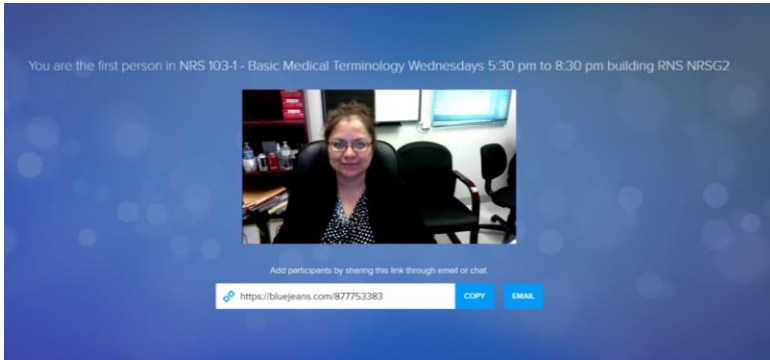

Figure 6 - BlueJeans Add Participants Screen

10. Now, everyone should see one another and be able to interact. If problems occur during or before the session, feel free to send email to its@navjatech.edu or call **(505) 786-4208. Chinle or Teec Nos Pos site call (928) 674-5764 or email ewatchman@navjaotech.edu. Before you call IT, complete the following basic task to resolve any minor issues.**

- **Restart the computer. Restarting the computer reconnects devices and network connections.**
- **Check your wireless or network connection is up and running. Windows – click on the wireless button to the bottom right of the screen. MAC OS – click on the topo right of the screen.**
- **Ensure all participants including the Instructor are all accessing the correct link and meeting days and times.**

For More Information go to NTU E-Learning Webpage at http://www.navajotech.edu/campus-life/e-learning.