

OCFS iLinc Trainee Quick Start Guide

For Version 7.7

iLinc Communications Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ocfs.state.ny.us/ilinc/default.asp> Go

NYS Virtual Classroom
Powered By **iLinc 7.7**

To access the Communications Center, login here

Login ID:
Password:

If you have been invited to an instant meeting, join here

Meeting ID#:
Your Name:

New user?
Request an account:

Request password reset:

New Technical Support Number: 1-800-810-1349

NYS
OCFS



NYS OCFS Virtual Classroom (iLinc) - First Time Use

NYS OCFS Bureau of Training maintains and operates a virtual classroom service for training services for State and Local District staff, Voluntary Agency Staff, Foster Parents, and Mandated Reporters. The virtual classroom site is currently powered by a software product called "iLinc" (sometimes referred to as LearnLinc).

Technical assistance can be obtained at **1-800-810-1349**

The NYS OCFS virtual classroom can be accessed at this address:

<http://www.ocfs.state.ny.us/ilinc>

iLinc Communications Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ocfs.state.ny.us/ilinc/default.asp> Go

NYS Virtual Classroom
Powered By **iLinc 7.7**

To access the Communications Center, login here

Login ID:

Password:

If you have been invited to an instant meeting, join here

Meeting ID#:

Your Name:

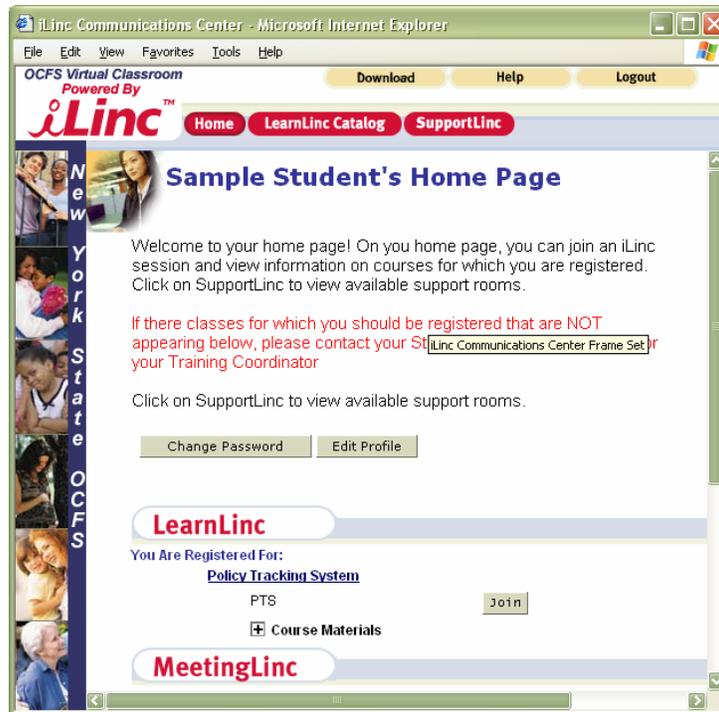
New user?

Request an account:

Request password reset:

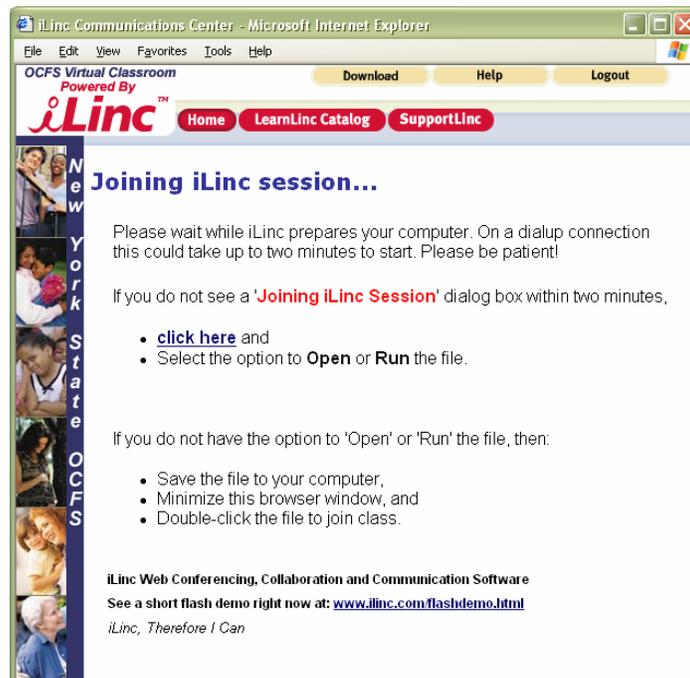
New Technical Support Number: 1-800-810-1349

By entering in the login id and password provided to you will be brought to your own home page:

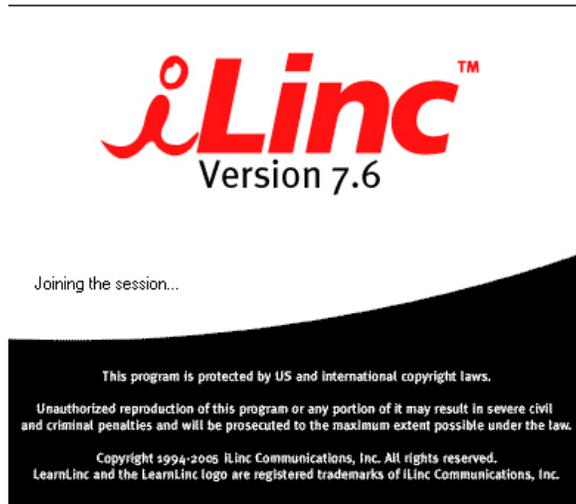


Your home page will list all of the classes for which you are registered. You can find these under the red heading “LearnLinc”.

To enter a class, click the “Join” button to the right of the class name. Learnlinc will automatically determine whether the LearnLinc software is installed on your computer. Either way, you will be provided with the following web page

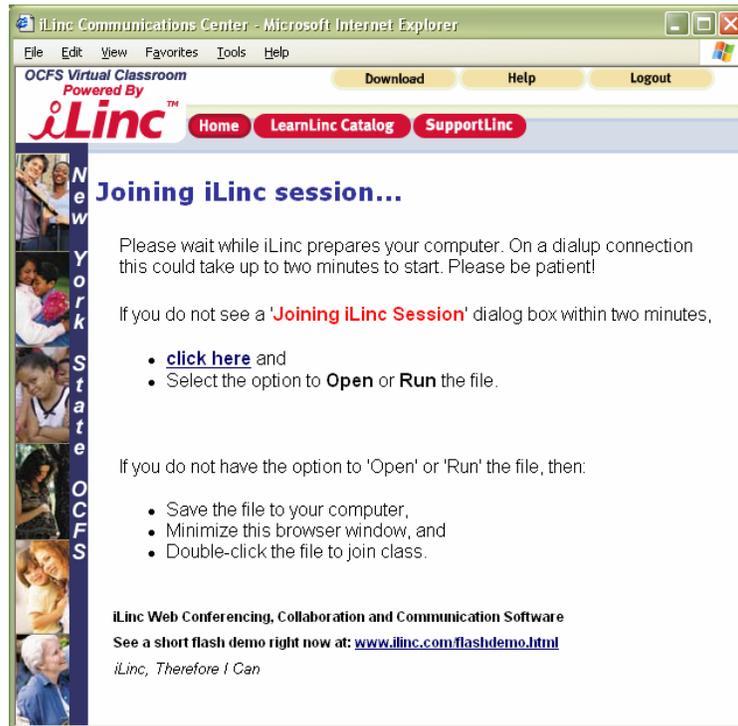


If the software is already installed, within two minutes you will receive the following flash page and be put into the class:

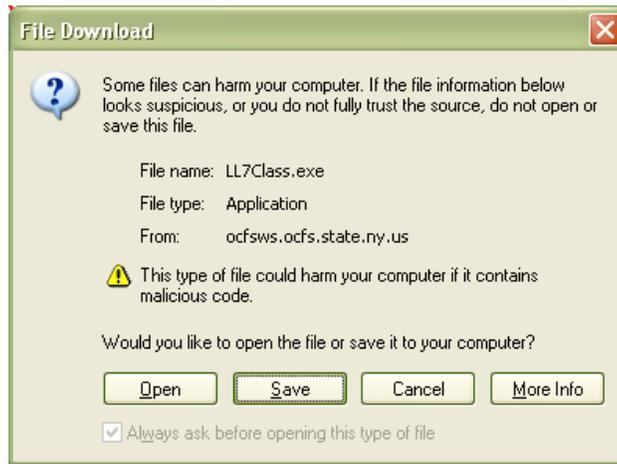


If the software is not already installed, LearnLinc will within two minutes begin to install the software.

On some computers, because of security settings, the process will stall on this screen:



If your computer seems to have stalled at this screen, you may force the installation by clicking on the "Click Here" link in the middle of the page. This will give you a dialogue box similar to the following:



Select "Open" or "Run" and the installation process will begin again

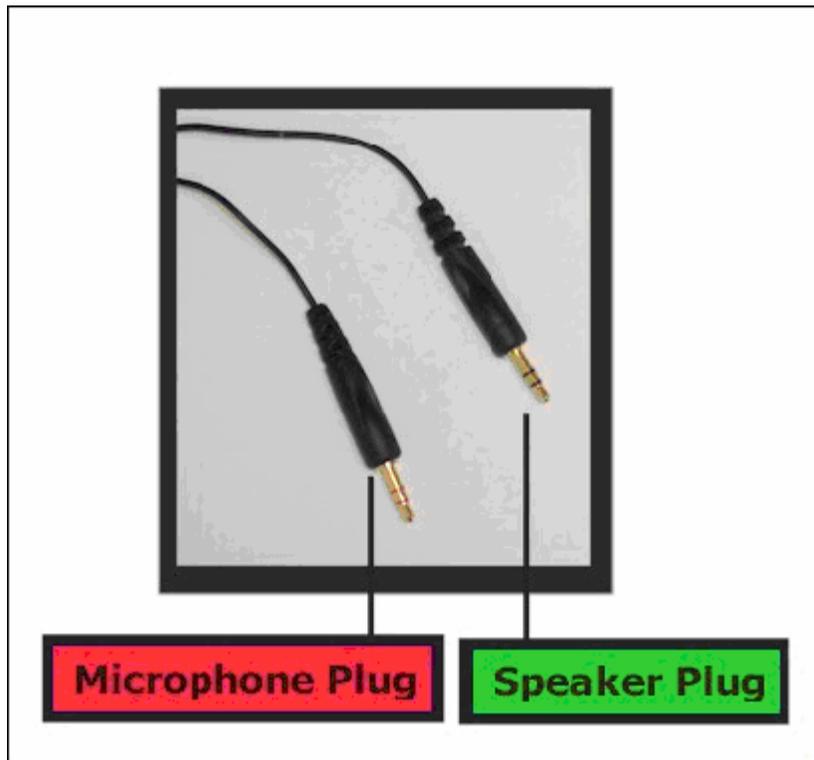
For first time users, once the installation process is completed, LearnLinc will initiate an Audio Wizard that will walk you through the steps necessary to set up your audio settings.



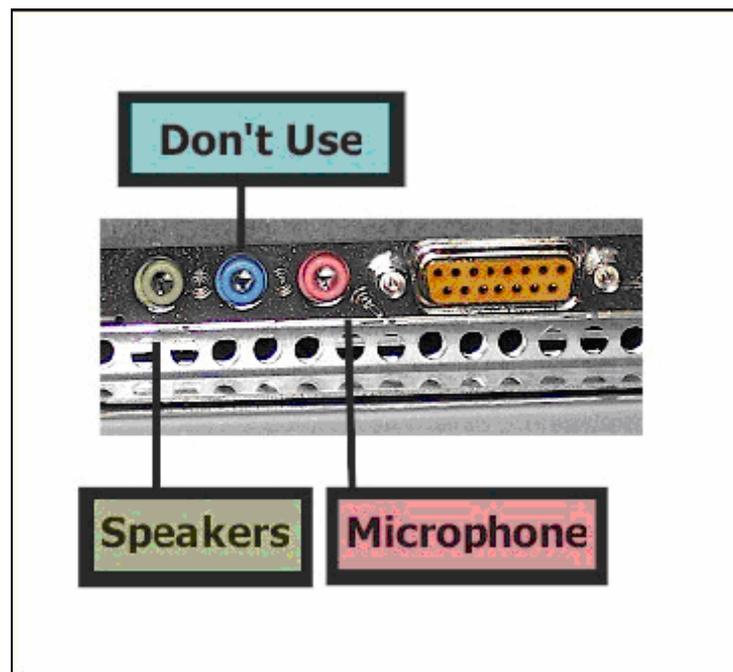
Remember, virtual classroom participants will need to have either a computer headset and microphone, or speakers and a computer microphone.

Installing Your Headset ...

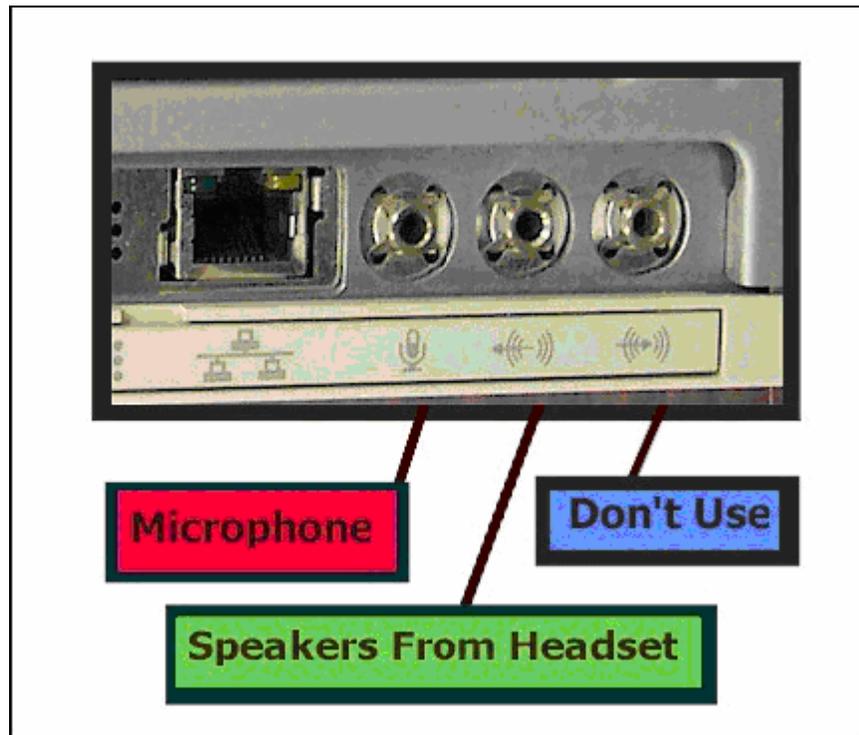
The headset plugs usually have icons on them. The **Microphone** plug is color coded with two pink stripes on the metal plug and an icon of a microphone on the black plastic section above the plug. The **Speaker** plug has two black stripes on the metal plug and an icon of a headset on the black plastic section above the plug.



Most computers have color coded sound card jacks. Connect the Microphone plug to the pink Microphone jack, and the Speaker plug to the Speaker jack. Make sure the plugs are pushed fully into the jacks.



Some computers do not have color coded sound card jacks. Use the picture below for instructions on how to set up this type of computer.



If you are using a USB headset, it will have only one rectangular jack at the end of the headset cord:



Plug this into the front of the machine next to the port with the symbol that looks like this:



When you run the Audio wizard, make sure the correct audio device is selected:

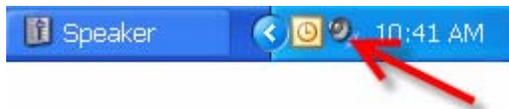


You can only be heard in the virtual classroom when you have the floor - you'll see the "On Air" Button:

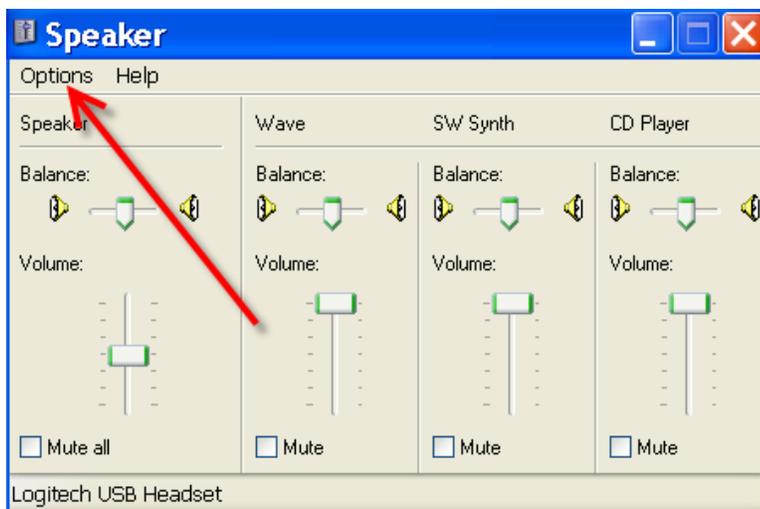
ON AIR

If you have the floor but still can't be heard through your microphone, you will need to ensure that your microphone is selected under Audio Properties. To do this, follow these steps:

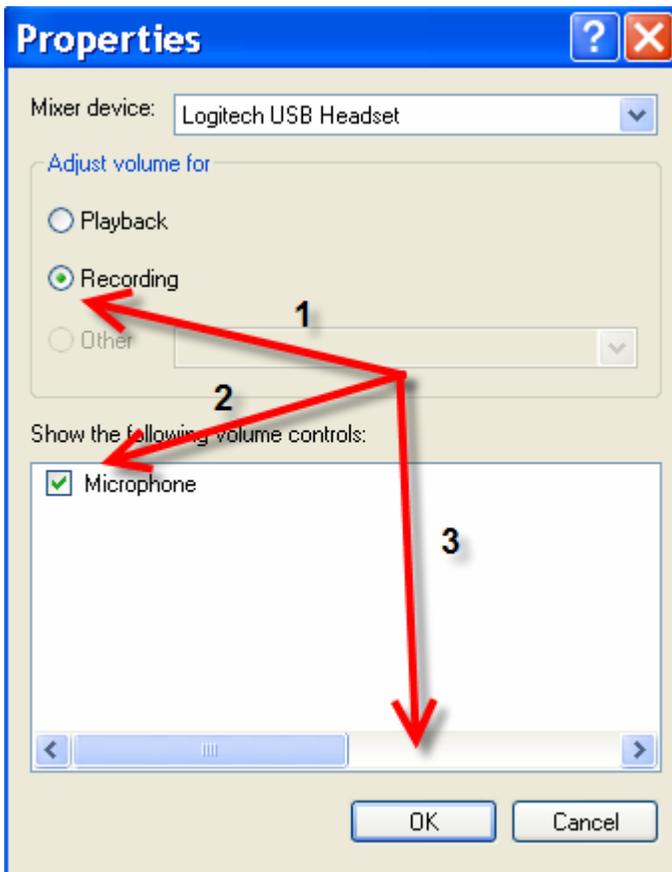
1. Double-click the volume icon in your taskbar:



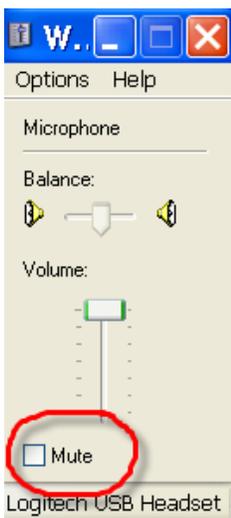
2. Click Options and then Properties:



3. Under Properties, 1) click the radio button next to Recording, 2) make sure that the box next to microphone is checked and 3) click “OK:”



Make sure the volume slider under “Microphone” is up and that it is not muted **OR** if it says, “Select,” make sure that there is a in the box next to the word, “Select.”



If at any time you require assistance, please call 1-800-810-1349