

## Using the DimDim Collaboration Tool:

DimDim is an online collaboration tool that can be used with any platform (Windows, Mac or Linux) through an Internet browser with the Adobe Flash player installed. DimDim allows the instructor to share documents (which can be annotated in real time), web pages or even their computer desktop with the class. The instructor can also speak directly to the class through a headset and/or use a webcam to make themselves seen to the class, resulting in a more efficient and productive online collaboration experience. As students (attendees), all you need to attend a DimDim collaboration session is the Adobe Flash Player installed on your computer and speakers if the instructor is using a microphone.

### DimDim System Requirements:

**Operating System:** Mac OS 10.4, Windows XP SP2 or higher, Linux

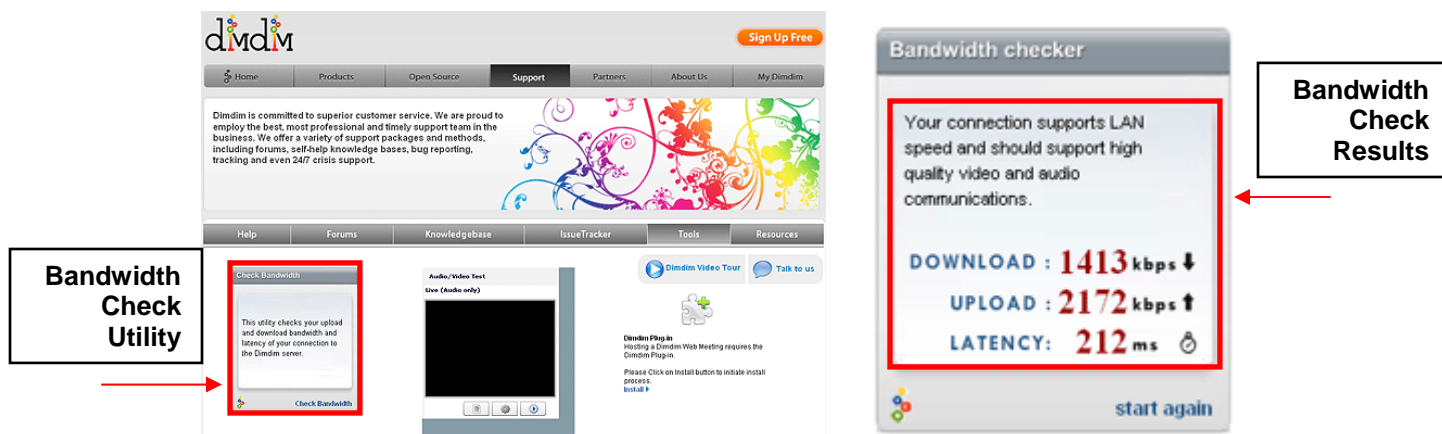
**Internet Browser:** Apple Safari 2, Microsoft Internet Explorer 6, Mozilla Firefox 2.0 or higher (DimDim will very likely function normally on other browsers such as Opera 9)

**Plugins:** Adobe Flash Player 10 (can be downloaded at <http://get.adobe.com/flashplayer/?promoid=BUIGP>)

**System Test:** DimDim provides a link that will test your computer's configuration to ensure it will be able to run DimDim. [Click here](#) to test your system to ensure DimDim will function properly on your computer.

**Internet Connection:** Like any online collaboration tool, It is strongly recommended that you use a high speed Internet connection to ensure you are able to make use of all the features available in DimDim.

**Bandwidth check:** DimDim offers a bandwidth check utility that checks the available bandwidth of your Internet connection. This will determine which features will be available to you on your Internet connection. [Click here](#) to access the DimDim bandwidth check utility.



The image shows a screenshot of the DimDim website's support page. A red box highlights the 'Check Bandwidth' utility link. A second screenshot shows the results of the bandwidth check, with a red box around the data and an arrow pointing to a label 'Bandwidth Check Results'. The results are: DOWNLOAD: 1413 kbps ↓, UPLOAD: 2172 kbps ↑, and LATENCY: 212 ms. A 'start again' button is visible at the bottom of the results window.

**Bandwidth Check Utility**

**Bandwidth Check Results**

Your connection supports LAN speed and should support high quality video and audio communications.

DOWNLOAD : 1413 kbps ↓  
UPLOAD : 2172 kbps ↑  
LATENCY : 212 ms

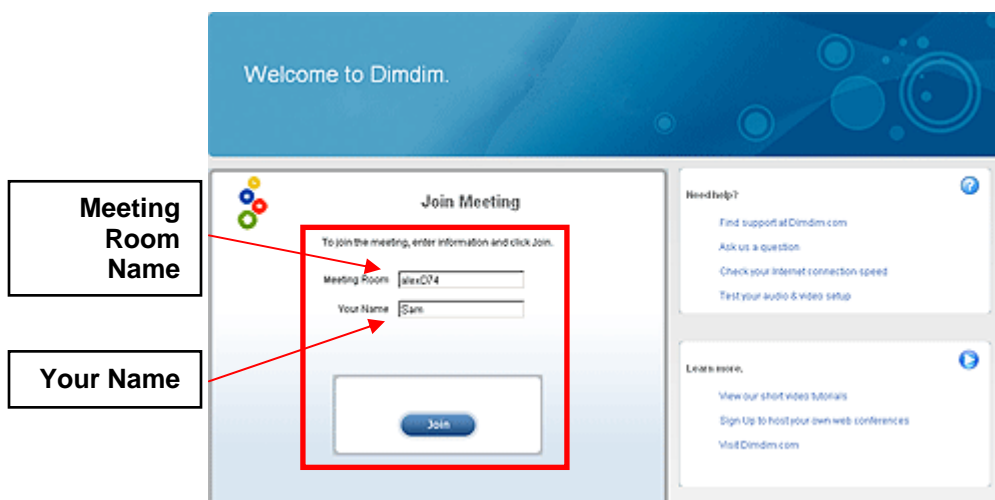
start again

## Using DimDim:

1. Your instructor will send you an invitation to the DimDim meeting through e-mail. Be sure to keep track of this e-mail invitation as it may be sent well in advance of the scheduled time for the DimDim meeting. Your instructor should also provide the name of the meeting room in which the DimDim meeting will be held

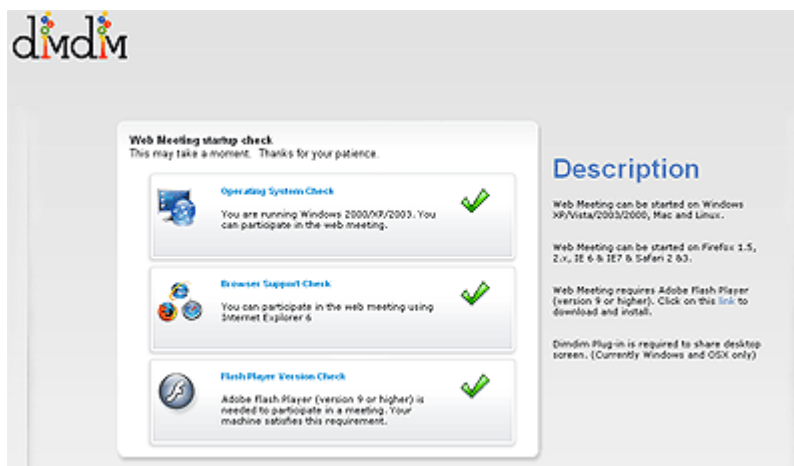


2. Once you have clicked the link in the invitation to join the DimDim meeting you will be taken to the DimDim welcome screen. The meeting room name should already be displayed. If it is not, you can type it in manually as long as you know the name of the meeting room in which your scheduled meeting is to take place. Type your name into the "Your Name" field. **Note:** please use your own name so that your instructor and the rest of the class can properly identify you.



Click the "Join" button to enter the DimDim meeting room

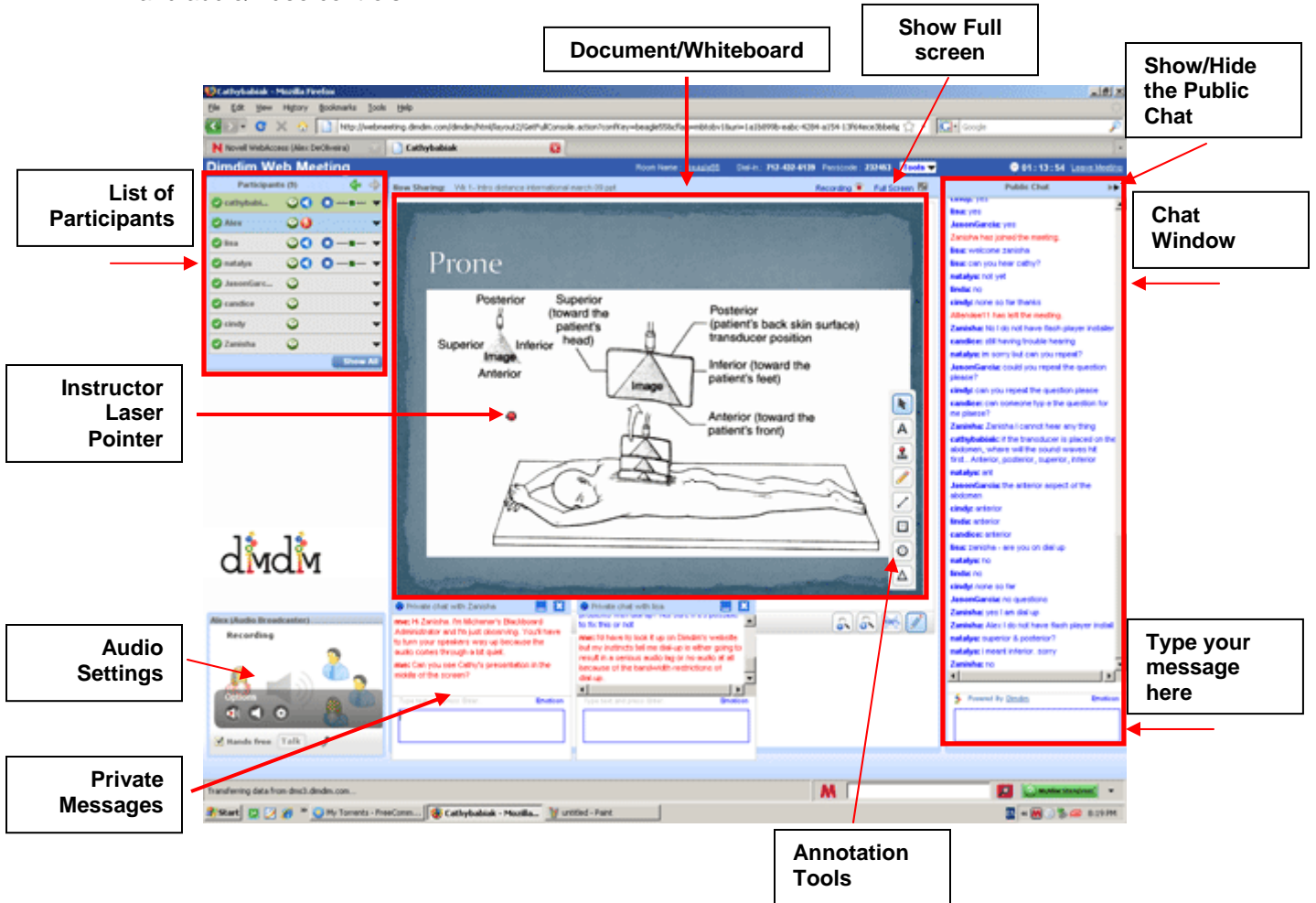
3. DimDim runs a system check before granting access to the meeting room. This tests your computer configuration to ensure you can run DimDim properly. If your computer configuration passes the check you will be granted access to the meeting room. This step passes very quickly if you are using high speed Internet.



4. A Flash Player alert will appear asking for permission to access your webcam and microphone. Click "Allow" to proceed with the DimDim meeting.



5. You will now see the complete DimDim interface. The meeting room includes a public chat, a content area in which the whiteboard, group web browser, any documents shared by the instructor or the instructor's computer desktop are displayed, a list of the meeting's participants and audio/video controls.



It is highly recommended that you maximize your browser when participating in a DimDim meeting. If the contents of the meeting are too small, please click the "Full Screen" button to show the chat and document/whiteboard full screen.

**Note:** you can send private messages to individual participants in the meeting which are not visible in the public chat or in the recordings. To chat privately with another participant, click the person's name in the Participant list and select "Chat Privately". This will open a small chat window in which you can exchange private messages with the selected person. You can have several private chats going at the same time as the public chat.

6. To leave the DimDim meeting room, simply click the "Leave Meeting" link located in the top-right corner of the screen.