



How to Connect to Berkeley College Virtual Lab Using Windows

- **Minimum Requirements**
- **Create and Save a Remote Desktop Services Connection**
- **Connecting to a Remote Desktop Services session**
- **Copy Files between Local Computer and Remote Computer**
- **Log Off and End the Session**

Additional information can be found at
<http://berkeleycollege.edu/Blackboard/Blackboardhelp/>

Requirements for Windows

The minimal requirements to connect to the Remote Desktop Services are:

- 1) Windows XP with Service Pack 3
- 2) Remote Desktop Client version 7
- 3) Download updated Remote Desktop Client version7 from the following link below:

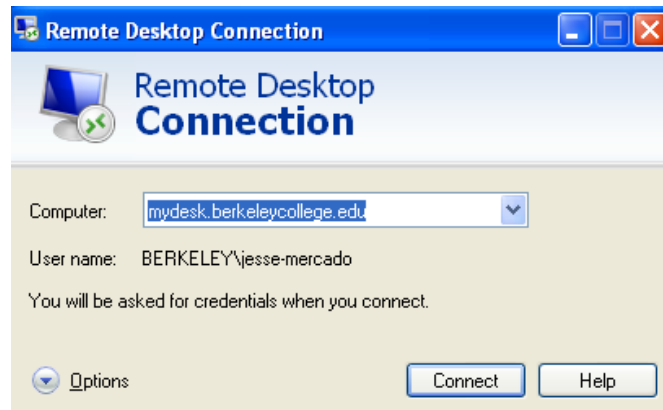
<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=20609>

How to Connect to Berkeley's Remote Desktop Services

1. Create and Save a Remote Desktop Services Connection

To create and save a Remote Desktop Services connection, follow these steps:

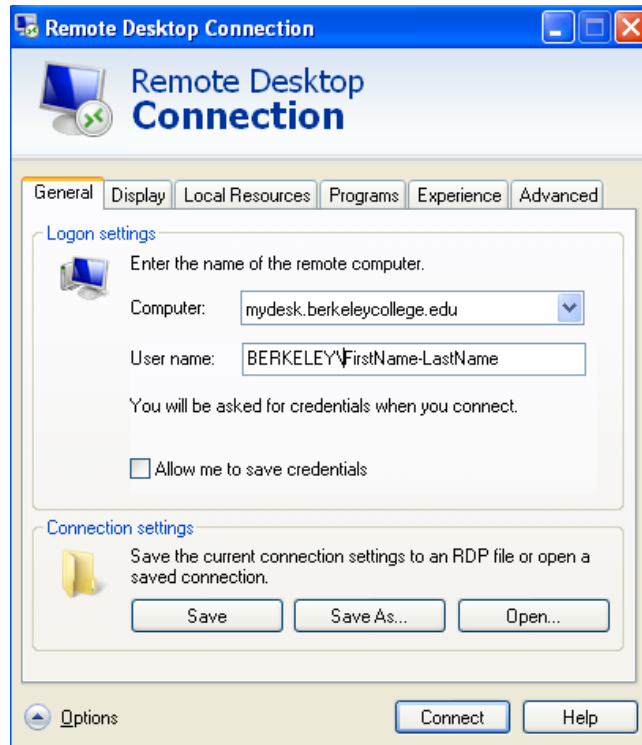
- A. Open Remote Desktop Connection, click **Start**, click **Run**, in the **Open** box, type **MSTSC**, then click **OK**, the Remote Desktop Connection screen appears



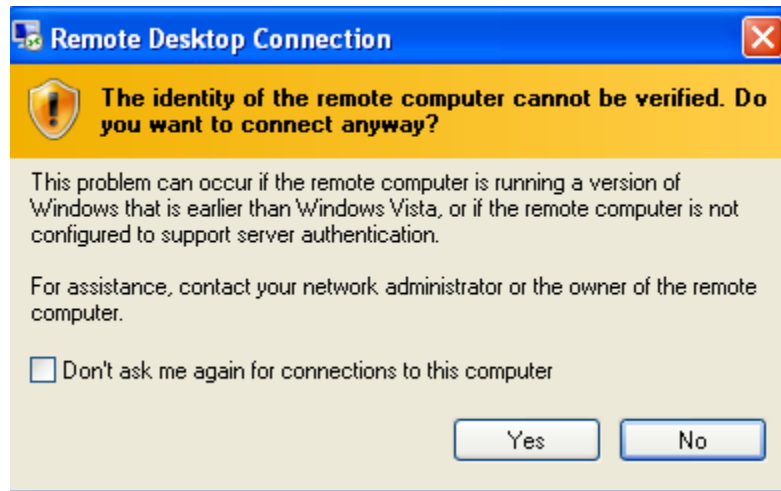
- B. In the **Computer** box, type **MyDesk.berkeleycollege.edu**
- C. Click **Options**.
- D. Click the **Local Resources** tab; Click **More**; select the **Drives** check box; click **OK**.
- E. On the **General** tab, click **Save As**.
- F. In the **File name** box, type a file name for the saved connection file, and then click **Save**.

2. Connecting to a Remote Desktop Services session

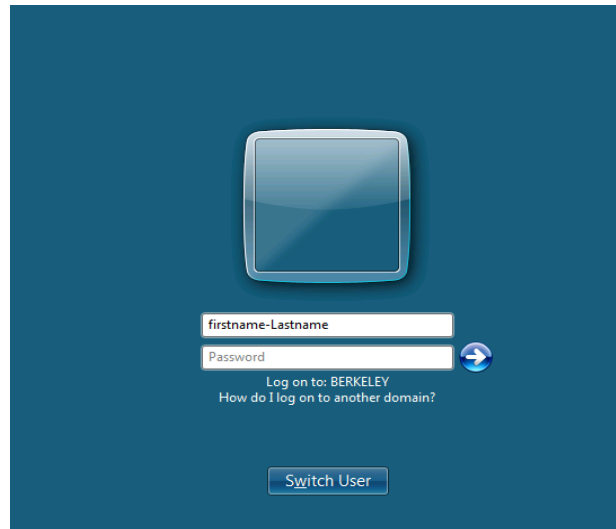
- A. Open your saved connection file from step 2, when **Log On To Windows** screen appears, enter the **Account Name** and **Password** you use to log in to **Blackboard**, then press **OK**.



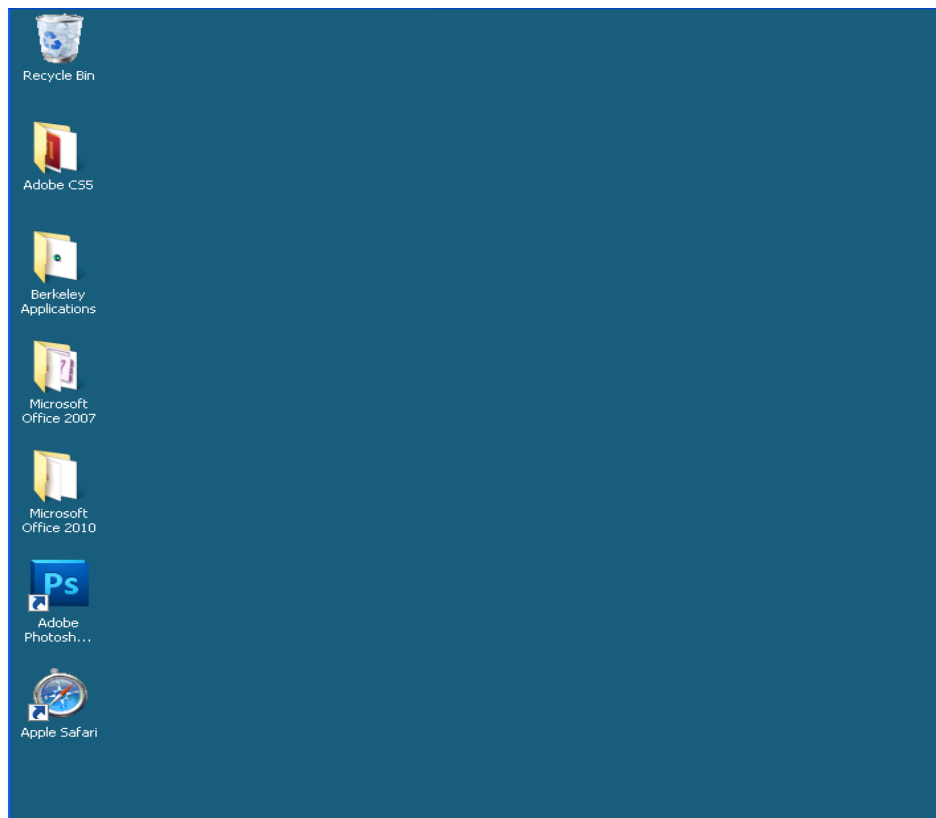
- B. Next you will see this warning, “identity of the remote computer cannot be verified. Do you want to connect anyway” click “**Next**” to continue.



C. Next at the logon screen type in your Blackboard ID and password



D. After your credentials have been accepted, you should receive the following screen from where you will be running Berkeley' software.



3. Copy Files between the Local Computer and the Remote Computer


- A. Open Remote Desktop Connection.
- B. Click **Start** on the task bar of the remote computer, and then click **My Computer**.

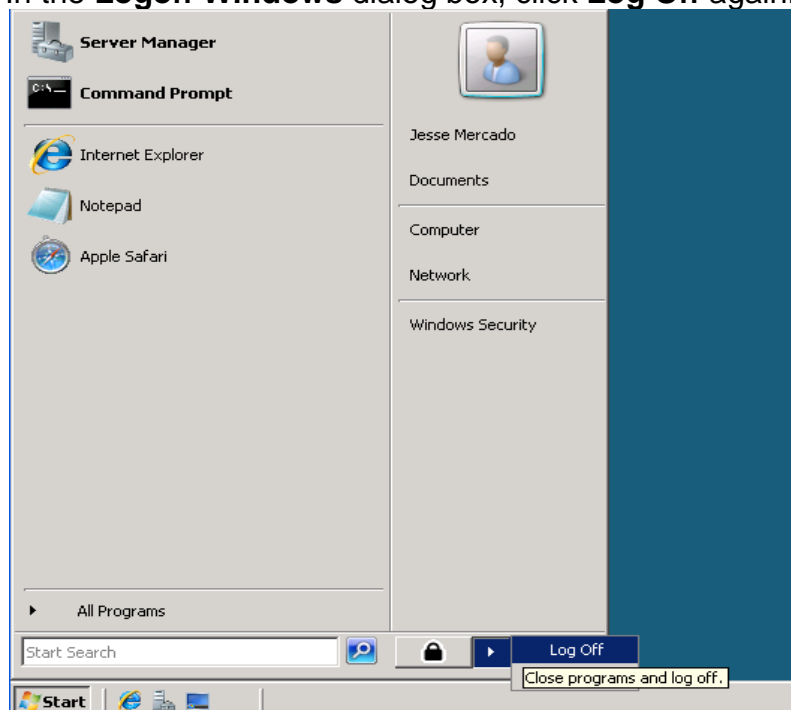
Note: The drives on the remote server appear with the drives on your local computer. Your local drives appear as **driveletter on tsclient**, where **tsclient** is the name assigned to your (local) computer.

- C. Locate the file that you want to copy, right-click the file, and then click **Copy**.
- D. Locate the folder where you want to paste the file, and then click **Paste**.

4. Log Off and End the Session

To log off and end a session, follow these steps:

- A. In the Remote Desktop Connection window, click **Start**,  and then click **Log Off**.
- B. In the **Logoff Windows** dialog box, click **Log Off** again.





Virtual Lab for MAC Computers

- Download client software needed
- Install Client
- Configuring the Connection and connecting to Remote Computer
- Save Files to USB drive
- Disconnect from Remote Desktop

Additional information can be found at
<http://berkeleycollege.edu/Blackboard/Blackboardhelp/>

Requirements for Macs

In order to connect to the remote client computer you must download the software from Microsoft at this location

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=cd9ec77e-5b07-4332-849f-046611458871>

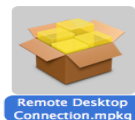
1. Download client needed

In order to connect to the remote client computer you must download the software from Microsoft at this location;

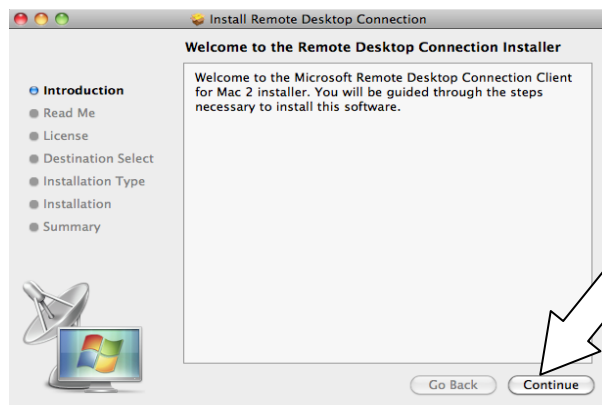
<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=cd9ec77e-5b07-4332-849f-046611458871>

2. Install the Client software. Open the file you downloaded, and it will expand itself into the Remote Desktop Connection make file.

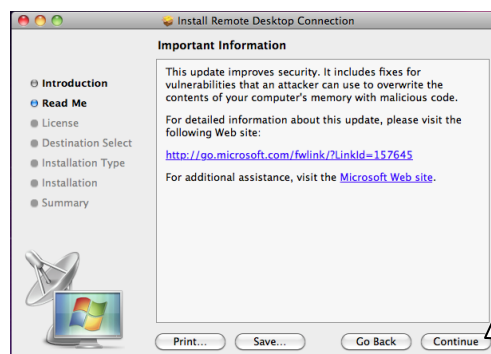
A. Double-click the make to open the Remote Desktop Connection installation.



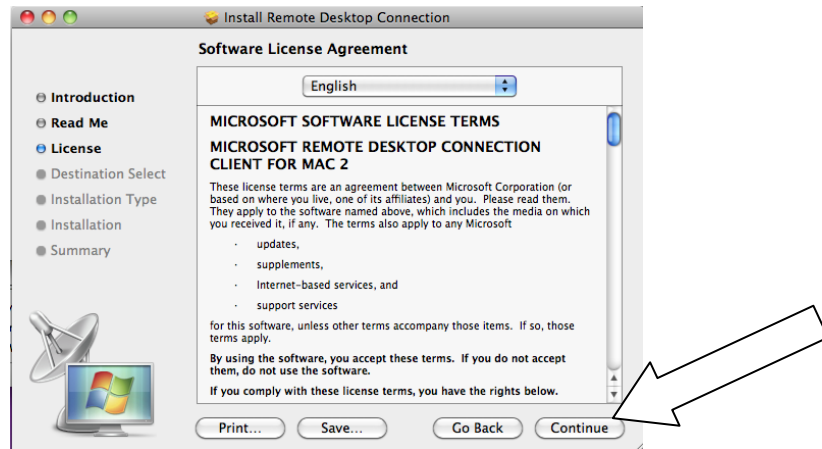
B. Click "**Continue**" to Install Remote Desktop.



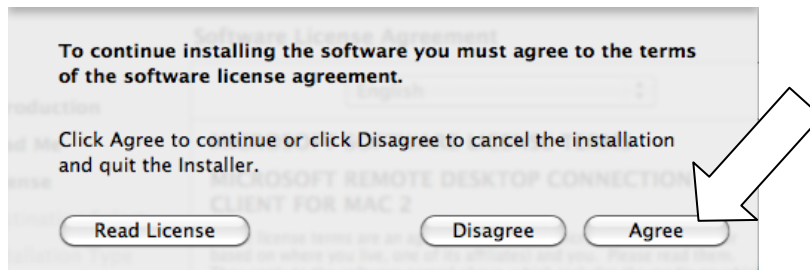
C. Click "**Continue**" through the "**Read me**"



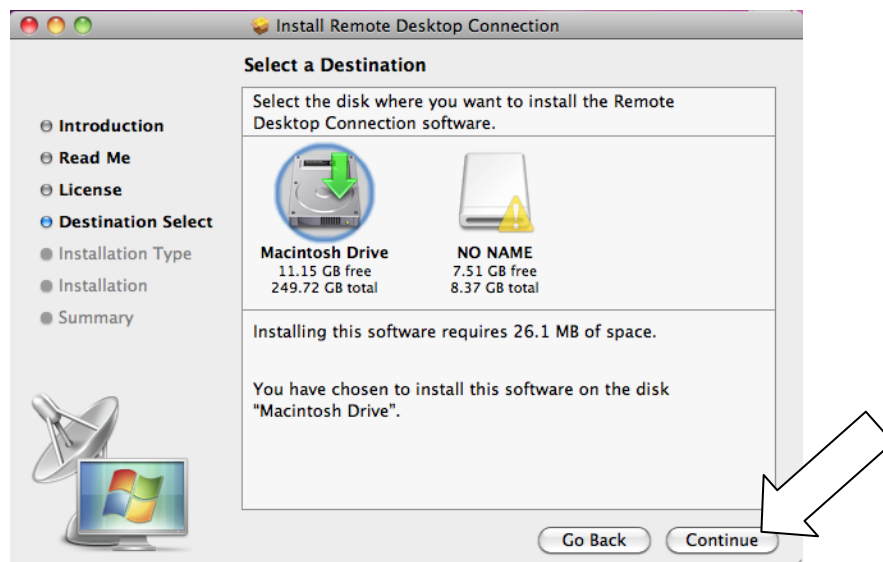
D. Click “**Continue**” through the License Agreement



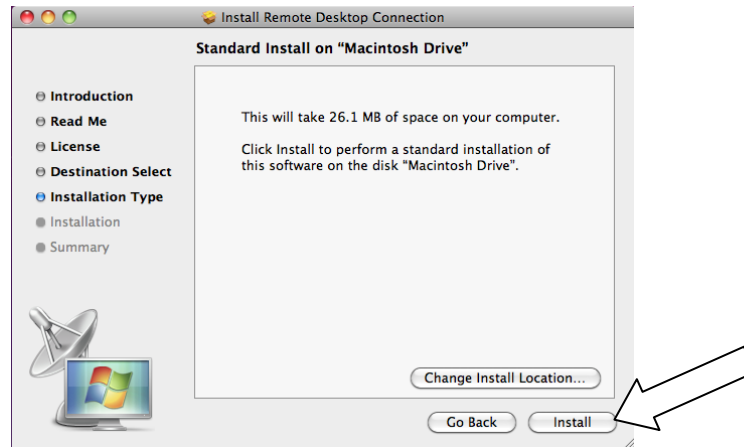
E. Click “**Agree**”



F. Choose Destination and click “**Continue**”



G. Then Choose **“Install”**



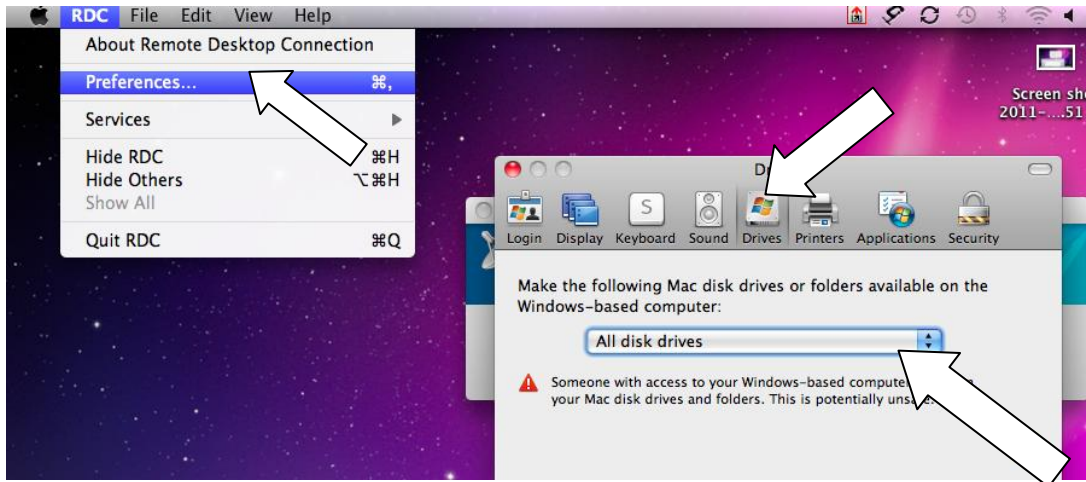
H. Next type **User name** and **password** of account with Administrative privileges to install program, then **“OK”**



I: Once installed Navigate to *your* Applications folder and locate **“RemoteDesktopConnection”** and double click

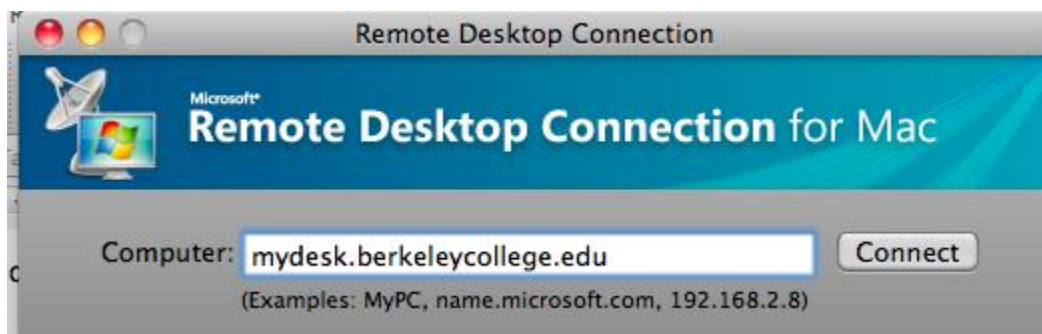


J: Before typing in the address navigate to top left portion of the desktop, go to **“RDC”** then **“Preferences”** go to the 5th icon and choose **“Drives”** Make sure you choose **“AllDiskDrives”**

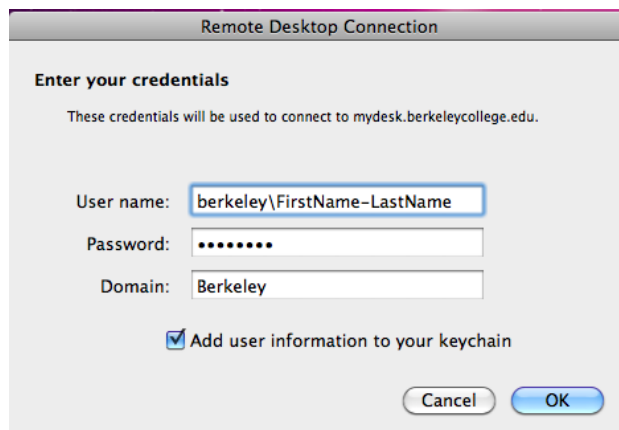


3. Configuring Remote Desktop Connection

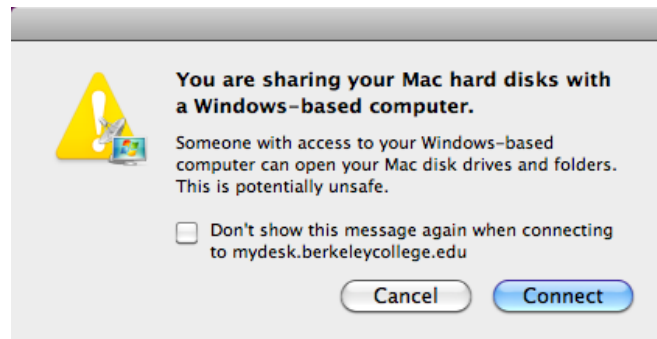
A. In the **Computer** field enter “**Mydesk.berkeleycollege.edu**” and click “**Connect**”



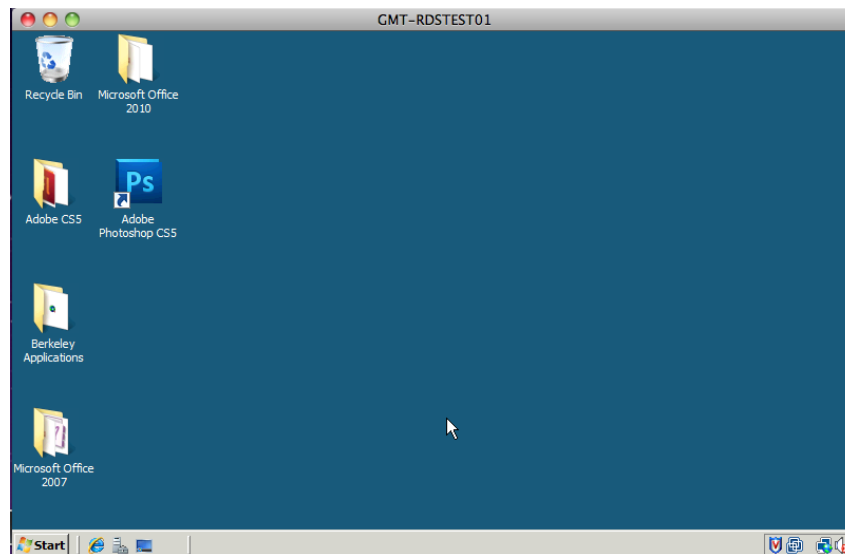
B. Next you will be prompted for User Name and Password For **User Name**, enter your Blackboard ID “**Berkeley\Firstname-Lastname**”.



C. Next you will see the following notice on your screen: Choose “**Connect**”

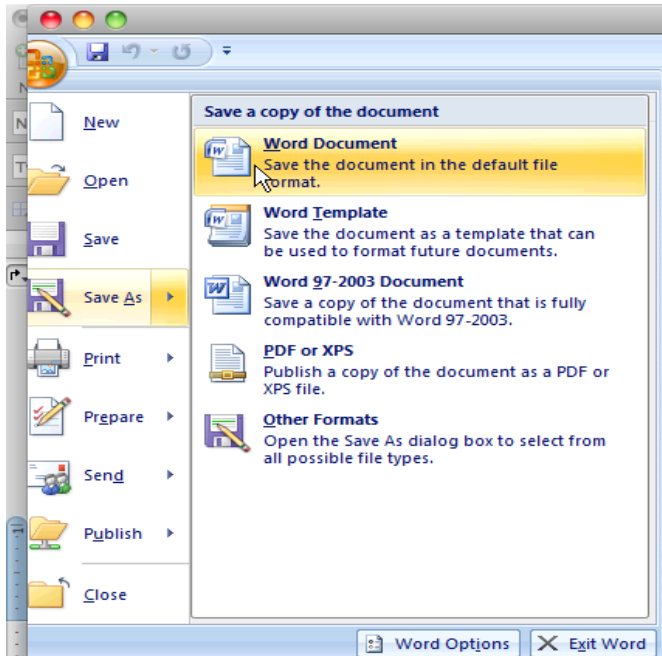


D. You will then see the remote Desktop with all applications

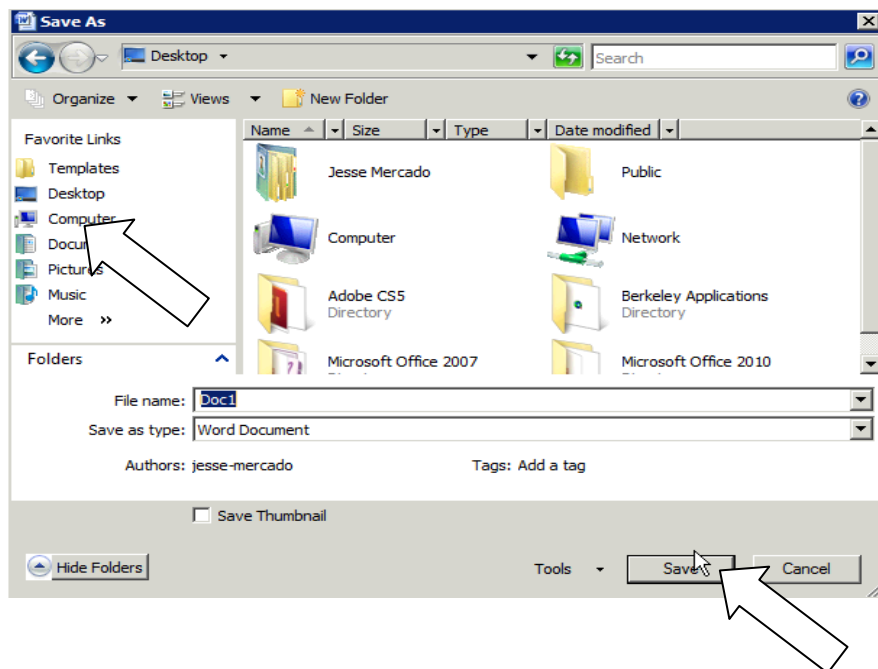


4. **Save files to USB drive. Below is one example of how to save your work to USB drive once completed, the example is with a word document**

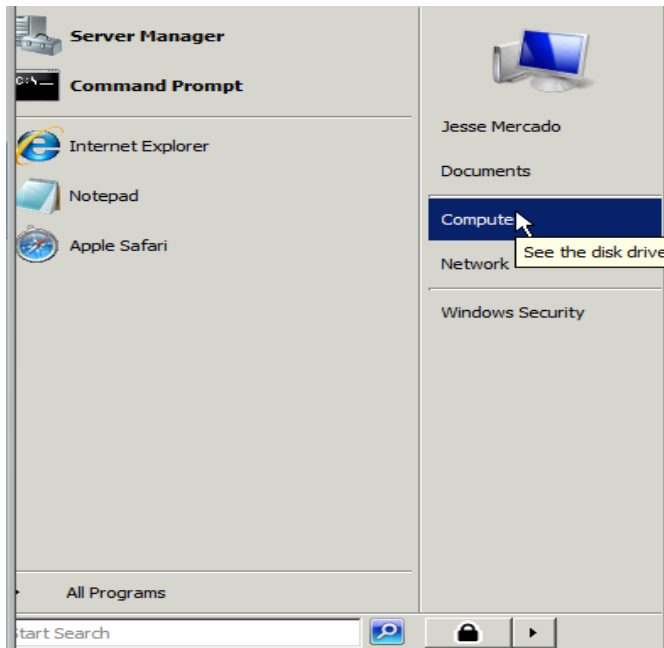
A. Once the document is completed go to “File” the “Save As” then *Word document*



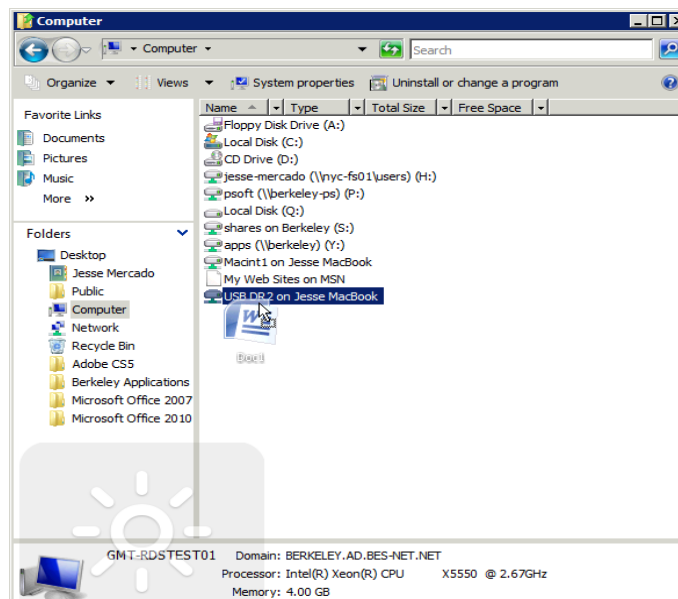
B. The save as box will appear, click on “**Desktop**” then *enter the name* of your file below. Then click “**Save**”



C. Once saved the box will close, go to the desktop of the remote computer and click “**Start**” then click on “**Computer**”



D. Now that the Computer dialog box is open look for the document you just saved. **Right click** on the file and **drag it to your USB drive** in the dialog box




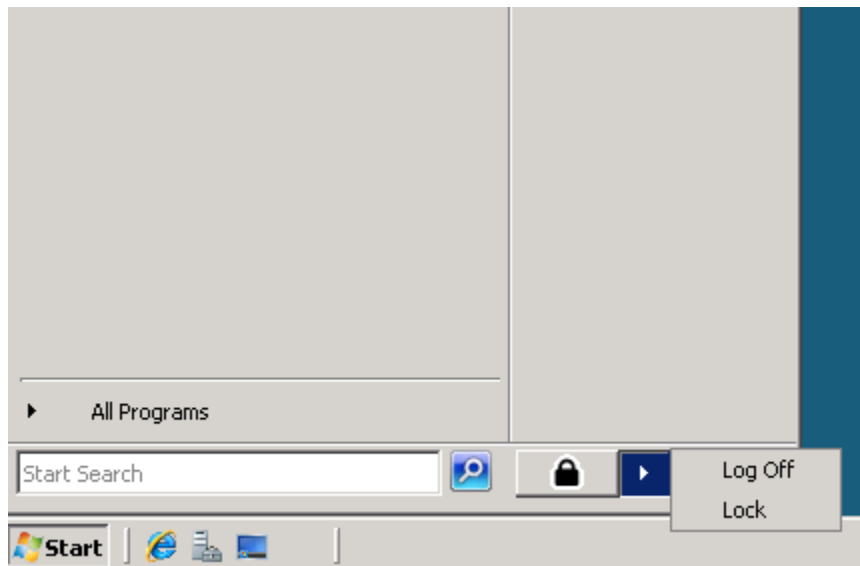
5. Disconnect from Remote Desktop

Once completed working on remote computer please be sure to logoff the remote machine.

- A. On the desktop of the remote computer click on “**Start**”



- B. Click on the right arrow button  then “**Logoff**”



Additional information can be found at
<http://berkeleycollege.edu/Blackboard/Blackboardhelp/>