Blended classes – What are they?

- A class in which 5-8 of the weekly f2f meetings are replaced with online sessions
- Extensive online work & communication between faculty and students - in blogs, wikis, or discussion forums
  Some class sessions may be synchronous online via Adobe Connect

Prepared by
Joan Weeks, Computer Labs Manager

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Learning goal:

This guide will focus on giving faculty the skills they need to use the main features of Adobe Connect Pro Meeting.

Learning Objectives:

Faculty will be able to:

1. Describe what they need to participate in a class meeting using Adobe Connect Pro
2. Log into a session and open the lobby and classroom.
3. Test their headset and microphone
4. Use the chat pod to send messages to just selected persons or everyone.
5. Use the mic and talk with students then give the mic to students
6. Display a PowerPoint, web pages and computer applications.
7. Share the screen, desktop, documents etc.
8. Operate and display windows to other participants
9. Create breakout sessions.
Unit 1 Getting Started in Adobe Connect Pro Meeting for e-SLIS

Topic 1 – Overview

The School of Library and Information Science has undertaken a project called e-SLIS to move into the synchronous e-learning environment. Adobe Connect Pro 9 Meeting is the tool that has been selected as best meeting the needs of faculty and students for a rich interactive environment. This quick start guide is for faculty members who are participants in the e-SLIS project or are interested in considering it for their course.

Topic 2 – What do You Need to Participate?

1. You will need a computer with a high-speed internet connection using the latest browser compatible with your operating system. Here is a chart with the major software requirements.

<table>
<thead>
<tr>
<th>Supported operating system, browser, and additional requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft® Windows® 7 Home Premium, Professional or Ultimate</strong></td>
</tr>
<tr>
<td>(32-bit edition, or 64-bit edition with 32-bit browser)</td>
</tr>
<tr>
<td>• Microsoft Internet Explorer 8 or later</td>
</tr>
<tr>
<td>• Mozilla Firefox 3.x</td>
</tr>
<tr>
<td>• Adobe Flash Player 8 or later</td>
</tr>
<tr>
<td><strong>Microsoft Windows Vista® Home Basic, Home Premium, Ultimate, Business, or Enterprise</strong></td>
</tr>
<tr>
<td>(32-bit edition, or 64-bit edition with 32-bit browser)</td>
</tr>
<tr>
<td>• Microsoft Internet Explorer 7 or later</td>
</tr>
<tr>
<td>• Mozilla Firefox 2.x, 3.x</td>
</tr>
<tr>
<td>• Adobe Flash Player 8 or later</td>
</tr>
<tr>
<td><strong>Microsoft Windows XP Professional or Home Edition with Service Pack 2</strong></td>
</tr>
<tr>
<td>• Microsoft Internet Explorer 6 or later</td>
</tr>
<tr>
<td>• Mozilla Firefox 2.x, 3.x</td>
</tr>
<tr>
<td>• Adobe Flash Player 8 or later</td>
</tr>
<tr>
<td><strong>Windows hardware requirements</strong></td>
</tr>
<tr>
<td>• Windows XP: 450MHz Intel® Pentium® II or faster processor or equivalent (128MB of RAM, 512MB recommended)</td>
</tr>
<tr>
<td>• Windows Vista: 1GHz Intel Pentium II or faster processor or equivalent (1GB of RAM)</td>
</tr>
<tr>
<td><strong>Mac OS X v10.4, 10.5, 10.6 (Intel)</strong></td>
</tr>
<tr>
<td>• Mozilla Firefox 2.x, 3.x</td>
</tr>
<tr>
<td>• Safari 2.x, 3.x, and 4.x</td>
</tr>
<tr>
<td>• Adobe Flash Player 8 or later</td>
</tr>
<tr>
<td><strong>Mac OS X v10.4 (PowerPC®)</strong></td>
</tr>
<tr>
<td>• Safari 2.x</td>
</tr>
<tr>
<td>• Mozilla Firefox 2.x, 3.x</td>
</tr>
<tr>
<td>• Adobe Flash Player 8 or later</td>
</tr>
</tbody>
</table>
2. You should purchase a headset with earphones and mic and a USB connection. Logitech provides a good product available at Best Buy, Radio Shack and other electronics stores. Other brands work as well.

Topic 3 Getting into Your Class Session

A few days before your class you should receive an email with your meeting information from Matt Banta, the e-SLIS administrator. If this is the first time you have participated in a session you should click the link to test your system.

Please join me in an Adobe Connect Meeting.

Meeting Name:  eslis Practice Session
Summary:
Invited By:  Joan Weeks (weeks@cua.edu)
When:  Tuesday 2 August, 06:15 PM - 07:15 PM
Time Zone:  (GMT-05:00) Eastern Time (US and Canada)

To join the meeting:
http://catholicu.adobeconnect.com/test

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If you have never attended an Adobe Connect meeting before:

Test your connection:

Get a quick overview:  http://www.adobe.com/go/connectpro_overview
Faculty will be assigned e-SLIS accounts with the host role. Your account name will be your CUA email address. You will be assigned a default password which you will need to change the first time you log in.
You should plan to click the link to join the session about 15 minutes ahead of time to test your headset and connection so you can resolve any problems before your class session starts.
There will be technical assistants available in each class session to help you with any technical problems. Please email weeks@cua.edu to set up technical assistant coverage. Assistants are available Mon.-Thurs. 2:00-9:30 p.m., Fri. 2:00 – 5:00 p.m., and Sat. 11:00-5:00 p.m.

Please try to have a phone available to call them off line if you have technical problems you can’t resolve with a few troubleshooting tips in this guide.

**Topic 4 The Opening Lobby View**

Once the classroom opens you should see yourself as the host and other participants listed in the left panel and a presentation area in the middle section with a chat box in the bottom panel. Other arrangements are available to you.

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Topic 5 Testing your headset

1. Once you are into the Adobe Connect Pro Meeting, click on **Meeting>> Audio Setup Wizard**.

2. You will be prompted to install an add-in. Click the Install add-in button.

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**Audio Setup Wizard**

**Welcome**

The Adobe Connect Audio Wizard will help setup and tune your audio devices for use with Adobe Connect.

We strongly recommend that you install the latest version of the Connect Add-in for the best audio experience. Click **Install add-in** to start the installation of the latest add-in. If you choose not to install the latest add-in we recommend using a headset for any voice broadcast or recording.

Click **Next** to proceed. If at any point your audio doesn't work as expected, click **Help** for troubleshooting tips.
3. Click Yes to install the add-in.

4. You will be asked to close the window. Click Yes.

5. You will come to the opening screen again but you need to start the audio setup wizard again. Click on Meeting>> Audio Setup Wizard.
6. Click **Next**.

7. Click **Play Sound** on the **Test Sound Output** screen to check your speakers. You should start to see a blue bar and hear the sound. Click stop if you hear it and **Next**.
8. You should click **Next** and let Adobe choose for you.

9. Click on the record button and speak the sentence. You should see a green bar.
10. Click on **Allow** to install the Flash Player

![Screenshot of Adobe Flash Player settings]

11. Afterwards click on the test button and talk into your mic.

![Screenshot of Audio Setup Wizard - Step 3(4)]

12. Click next on the Silence Level screen

![Screenshot of Audio Setup Wizard - Step 4(4)]
If you still don’t have the blue bar, click the Help button otherwise click Finish.

**Topic 6 Preparing for Your Class**

1. If at all possible, try to have two computers available and log in to one as the instructor and the other as a guest without a mic. You will then be able to see exactly what the students are seeing on the second computer. This will help if you need to adjust the size of the windows or location of the documents you are sharing.

2. Try to open items you plan to show to students and minimize them to your system tray. Also, open web pages in another instance of either Internet Explorer or Firefox rather trying to open a different tab in the instance where Adobe Connect is running. This way you will be able to toggle and also avoid the possibility of closing out Adobe Connect.

3. You may want to record the meeting and just need to click Meeting>>Record Meeting.
Unit 2 Conducting a Class

The Adobe Connect Pro interface provides a rich environment in which you can host in your class.

Topic 1 – Chat

Just as you have used Instant Messaging features on your cell phone or through your Internet Provider, you can lead your class discussions or answer questions using the chat feature. All you need to do is type your message in the chat box and use the tabs for participants or presenters and select exactly the persons you want to see your message.

Once you have chosen the recipient/s, select the send icon and your message will be sent.

Depending on the view that you, the instructor, have set, you may see either the Sharing, Collaboration or Discussion view of chat.
Discussion View

Chat (Everyone)

*The chat history has been cleared*

Joan Weeks: Hello Everyone!

Joan Weeks: Welcome to e-SLIS.

Is everyone ready to start?

Everyone

You can administer the chat feature by clicking on the small dropdown arrow at the right top of the chat window. You may change your chat text color to distinguish your chat from students.
Adobe Connect Pro Meeting for Faculty

You may want to select the Preferences link and disable private chat for the participants by not checking the box.

<table>
<thead>
<tr>
<th>Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Room Bandwidth</td>
</tr>
<tr>
<td>Audio</td>
</tr>
<tr>
<td>Video</td>
</tr>
<tr>
<td>Screen Share</td>
</tr>
<tr>
<td>Attendees Pod</td>
</tr>
</tbody>
</table>

Chat Pod Settings

- Enable Private Chat for Participants
- Chat notification options: 3 sec

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**Topic 2 Live Speech**

1. One of the most interactive features of e-SLIS is the ability to communicate synchronously with your students using your microphone and speakers. After you have tested your mic you should navigate to the top of the e-SLIS window and select the mic and start talking. You will see the mic appear next to your name and the waves coming from the mic at the top.
2. If you want to mute your mic you can either use the dropdown arrow next to the mic or click the mic.

If students want to talk they can raise their hand by clicking on the icon or using the dropdown select the icon with the hand raised. They may be asked to download and install an applet and must follow the menu commands. The host/instructor will acknowledge and give students permission to talk.

Notice the other status icons that they can set.

You might conduct a poll and see how many agree or disagree with a critical thinking question. You should encourage students to use the step away when they leave for a break. This way you can tell when everyone is back.
3. You can give the student the mic by clicking on the name in the Attendee List. You can also use this method to change the status of a participant to a presenter.

4. You can change the Attendee List views by clicking on the icons at the top.

We will work with the Breakout room later in the manual.
Topic 3 Pod Views

The instructor can change the pods to work better with different course content. The default view is the Sharing View. We will look at how each view can be used to promote e-learning.
Discussion View
Here the instructor can set up a poll and have a discussion forum. The instructor can post discussion notes. We will set up a poll in this view later in the manual.
Collaboration View

Here the instructor can use a Webcam, share documents and upload files.

Topic 4 Viewing a PowerPoint

In either the Sharing view or the Collaboration view, the host/instructor may put a PowerPoint presentation up for everyone in class to see. In the Sharing view, the instructor may give students permission to move through the slides at their own pace or may move through them with the class as a whole. **You may click on any hyperlinks displayed and open a web page with the site.***
Steps:

1. You may open your PowerPoint ahead of time and have it minimized on your system tray.

2. Click on **Share My Screen**.

3. You will have three options. You may share your desktop, applications or windows you have opened.
4. If you select Windows you will see your PowerPoint in the selection box.

5. Select it and click **Share**.

You may enable Full Screen viewing by clicking on the Full Screen button. The same Full Screen toggle is available for participants. You can return to the pod view by clicking the button again.
You can draw on the slides by clicking the **Draw** button.

You will open the icons **selecting** your text, drawing, the eraser, the text tool the rectangle and the undo and redo button. Under the pencil and rectangle are small arrows that can provide more choices when you drag your mouse over them.

If you need to select or move your text box, you may click on the first selector icon and the box will have the markers to expand or contract the box.

You may also have a pointer to indicate a particular part of the slide. You can click again to take it off again. **Click Stop Sharing** when you are finished with the PowerPoint.
If you want to go back or forward to a particular slide you can click on the button at the bottom of your presentation and open the slide view. Clicking on a particular slide will open it in the window.

Do you have any questions?

Click **Stop Sharing** when you are finished with the PowerPoint.
Topic 5 Displaying a Web Page

The instructor can display web pages to the class in several ways but the page should display automatically on everyone’s screen.

Steps:

1. An easy way is to open the webpage on your desktop and then minimize it to your system tray.
2. In the Sharing or Collaboration view, click on the Share My Screen dropdown arrow. Select Share My Screen.
3. Select Windows and check next to the web page you want to display then click the Share button.
4. You can annotate and make notes just as you did with the PowerPoint presentation.
5. Next to Stop Sharing, click the dropdown arrow and select Pause and Annotate.
6. The buttons will appear for annotation.
7. Click Stop Screen Sharing or Stop Sharing this Window when you are done.
In this view the instructor has shared his/her window with the web page. You may toggle between a scrolling view of the web page and the full view by clicking the **Full Screen** button at the top. You may advise your students to do the same thing to view the Full Screen.

You will still have tools to annotate the screen. When you are finished just click the button to stop sharing.

**Topic 6 Viewing the Instructor’s Desktop**

In class, the instructor may want to show his/her desktop.

**Steps:**

1. The instructor will be able to share his/her desktop by selecting the Share My Screen option.
2. Choose the radio button next to Desktop.

3. Click Share. You will then see a message that you are sharing your desktop. You can then demo something on your desktop.

**Topic 7 Sharing Computer Applications on the Desktop**

One very exciting feature of Adobe Connect Pro is the ability of the instructor to demonstrate computer applications that students may not have on their own desktop. The image below is the opening screen for Excel 2010.
Steps:

1. Open Excel on your computer and minimize it to your system tray.
2. Select Start Screen Sharing.
3. Click the radio button next to Applications.
4. Select the open application.
5. Click the Share button.
6. You may now use the application as you normally would.
7. When you are finished, select stop sharing.

**Topic 8 Giving Students Screen Sharing**

1. Students may want to show you where they are having problems or even do a presentation. You can elevate a student to a presenter by rolling your mouse over their name to open the menu.

2. You can send a **Request Screen Share** to a student by clicking the link.

3. After you give the request, the student will see that he/she has a request. If he/she clicks **Start**, the screen share begins.
4. The student will see the same options for sharing that you do.

![Start Screen Sharing window]

5. Students should click the **Stop Sharing** button when they are finished.

![Function Arguments window]

6. The instructor can always revoke control from the student by rolling the mouse over the name and selecting Revoke Screen Share.

![Control panel with Revoke Screen Share option]
Topic 9 Setting Up a Poll

Sometimes the instructor may want to conduct a poll or a short quiz to see what the class opinion of a topic is.

Click the Discussion icon.

The Discussion icon will shift the pods to the discussion view to display the poll. This is a screen view of a completed poll. To prepare the poll click the Prepare button.

Steps:
1. Enter your questions. You can choose single answer multiple choice or multiple answers by using the dropdown.
2. Click open when you are finished.
3. The students then enter their choices.
4. The instructor will then close the poll and display the results to the class.

<table>
<thead>
<tr>
<th>Which item did you like best?</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image of poll results]</td>
</tr>
<tr>
<td>Seeing a PowerPoint annotated</td>
</tr>
<tr>
<td>Seeing a Website shared</td>
</tr>
<tr>
<td>Seeing a desktop application shared</td>
</tr>
<tr>
<td>No Vote</td>
</tr>
<tr>
<td>![Checkbox icon] Broadcast Results</td>
</tr>
</tbody>
</table>

**Topic 10 Using a Webcam**

If you click on the collaboration icon, you will have a pane to start your webcam. After you attach your webcam you can click Start My Webcam. In the top menu you can enable the Webcam for Participants. If the system slows you may want to limit the Webcam.
Topic 11 Creating a Breakout Session

Just as you may create a breakout session in your face-to-face class, you may also create a breakout session in Adobe Connect Pro.

Students can participate in the breakout session just as they have in the main meeting. If they have been granted screen sharing, they may then share their screen with others in the breakout room. The instructor/host will return everyone to the main meeting after a certain amount of time.

Steps:

1. Select the Breakout Room View from the Attendee List.

2. Create a new Breakout Room using the icon next to Start Breakouts. Create as many as you need.

3. Select a person’s name and then click Breakout 1.
4. The person will now appear in the Breakout area.

5. Alternatively, you may distribute the participants evenly by clicking on the little icon next to the Start Breakouts button.

6. Click the **Start Breakouts** button.

7. You will see a message at the top of your screen about the breakouts. You may broadcast a message to all the attendees.
Topic 12 Participating in the Collaboration View

In this view, the instructor/host may display a document for all to contribute content or discuss. The pods are arranged in a manner conducive to discussion with a camera option as well as the voice delivered via the mic and chat. The instructor/host can grant control of the document and the participants may then edit the document.

There are many opportunities for a very interactive and engaging class using the tools in Adobe Connect Pro Meeting. There will be tech assistants available in your class session to help you if you are experiencing problems. Please call or email them if you are not able to connect. If you are in the system but experiencing problems, you may use the chat feature and send the message directly to the tech assistant. Please email weeks@cua.edu to schedule a tech assistant for your session.

**Hint:** Work with two computers. Login in one as Host and the other as a guest to see what the students are seeing.

Enjoy your class!