

Adobe Connect Checklist for Receiving a webinar in a classroom or conference room

The following checklist includes tips that are suggested for holding an Adobe Connect webinar whereby a presenter is logging in from a remote location (such as an office) and the webinar is being received in a classroom or conference room with several people in attendance.

The Presenter

The presenter who is logging in from a remote location should make sure that all is in order so that the webcast will be successfully received at the classroom or conference room. The Adobe Connect [information for hosts should provide the steps](#) to ensure success from the presenter's end.

The Classroom

The tips that follow presume that both visual and aural features are desired in the Adobe Connect session. In order to ensure successful reception of the Adobe Connect webinar:

1. The room should possess:
 - a. A cabled, solid internet connection, LAN speeds preferred, or a high-speed wifi connection.
 - b. A means to display or project the webinar on a screen or an HDTV monitor suitably large for the size of the room and the audience.
 - c. A computer no more than 2-3 years old with the latest version of Firefox (preferred), with reliable connections to the display monitor or projector, and to the sound system or speakers.
 - d. A seating arrangement that allows for a clear view of the screen and desk space for collaboration and/or note taking.
 - e. The ability to control lighting as needed for optimal viewing.
2. **Acquire the link to the Adobe Connect meeting from the host.** This is necessary to fulfill all of the steps in this document.
3. [Test the computer for Adobe Connect readiness](#). (best results with the latest version of Firefox)
4. Consider these options for sound.
 - a. If the Adobe Connect session uses audio conferencing via telephone, a suitable conference phone should be deployed in the classroom. The phone should be close enough for attendees to be heard during question and answer sessions.
 - b. If the audio in an Adobe Connect is to be carried by VOiP (voice-over internet protocol), then follow the tips in the [next section](#).
5. Prepare for audio via Adobe Connect (not telephone conferencing).
 - a. Recommended: a USB-connected microphone that will install on your computer (so called plug-and-play).

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- i. Better results with a “boundary” style microphone with a wide, omni-directional pickup pattern.
 - ii. At the moment the webinar begins, the computer’s settings should use the microphone as its “default” device.
 - b. Position the microphone to avoid feedback with room’s speaker system or computer’s speakers.
 - c. Log into the meeting and run the Adobe Connect [“audio setup wizard”](#) to ensure optimal microphone performance.
 - d. You may only use your microphone if the host gives you “rights” or if you are given the role of “presenter”.
 - i. Start your microphone by clicking the “white” microphone icon. It will turn green and a “wave pattern” will show you are sending audio.
 - ii. Click the green icon to mute your microphone (a slash will appear across the green microphone icon).
 - iii. Click the icon again to unmute your microphone.
 - iv. **Keep the microphone muted as a courtesy to others when you are not speaking.**
6. Prepare for video.
 - a. Select a USB webcam that automatically installs itself on the computer (plug-and-play).
 - b. After the webcam is installed, make sure the computer’s settings are using the desired “recording” (i.e., microphone) device.

Note: Sometimes the webcam’s built-in microphone will “take over” the computer’s recording settings. This may override whatever microphone you have selected previously. For this reason you should make sure the computer’s settings are using the desired audio recording device (microphone).

- c. You may only start the webcam if the host gives you “rights” to use your webcam, or if you are given the role of “presenter”.
 - d. When you log into the meeting, start the webcam and “frame” the image that’s desired before you “start sharing” the video image. [See the screencast.](#)
 - e. At times when desired, you may pause the video, resulting in a still image. You may resume the video at any time.
7. Prepare for desktop sharing.
 - a. You may only share your desktop if the host grants you “rights” for desktop sharing, or if you are given the role of “presenter”.
 - b. **If the host is sharing a desktop**, you may enlarge it to fill the screen without disturbing other viewers who may be logged in. [See the screencast.](#)
 - c. If you are sharing a desktop (as a presenter or if allowed to by the host), you can use the “full screen” option to display the desktop to your classroom audience in full-screen mode without disturbing the view of other attendees who may be logging in.