Student Checklist for Adobe Connect meetings (using a computer or laptop; not smartphone or tablet)

- ☑ Acquire the link to the Adobe Connect meeting from your instructor.
    - o If the instructor does not provide the link, call the TSC and advise.

- ☑ Test your computer for Adobe Connect readiness (and install the "add-in").
    - o Type in https://usfconnect8.stfrancis.edu/common/help/en/support/meeting_test.htm to your browser's address bar. Or click to it.
    - o Use Firefox (recommended).
    - o Install the add-in if prompted. If it doesn't install.
        - ▪ Go back to the "Getting Started Page"
        - ▪ Download the add-in to your computer (Windows or Mac).
        - ▪ Unzip and install the add-in.
        - ▪ Confirm installation by returning to the "Test your computer" page (above).

- ☑ Acquire a headset-microphone and a webcam (recommended).
    - o The headset-microphone should have a boom mic that swings in front of your mouth and it should be plug-and-play (USB).
    - o The webcam can be cheap and get good results.
    - o Recommended: Do not use the microphone on the webcam; use the headset-microphone solution.
    - o Connect the devices before you enter the Adobe Connect meeting.

- ☑ Make sure your computer settings are set to the headset-microphone as the default device for listening (output) and recording (input).
    - o This necessary step may vary in execution from computer to computer.
    - o Windows computers: visit the control panel and access "sound".
    - o Macintosh computers: Visit "system preferences" and access "sound".

- ☑ Enter the meeting ahead of time (5-10 minutes suggested).
    - o From the Meeting menu, **run the audio setup wizard** step-by-step to confirm good microphone and headphone (speaker) sound.
    - o As a meeting "participant", you will not have immediate access to your microphone or webcam; wait for the instructor to grant you "access".
    - o Examine the layout of the meeting. You will probably see a large space for a Powerpoint, a chat window, a webcam or video window, and an "attendees" window. Each of these windows are called "pods".

- ☑ **If you are able to rehearse your presentation ahead of time, do so**!
    - o Your instructor may grant you access to the meeting (a) day(s) in advance.
    - o Your instructor may grant you automatic rights as a "presenter" to upload your powerpoint presentation.
    - o If you have access and rights, upload your Powerpoint and rehearse your presentation.
    - o Be prepared to have participant rights only at the time of the meeting.

- ☑ When you have access to your microphone and webcam.
    - o Start your webcam and if you see an image, "start sharing"

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- Click the "pause" button on your video image to create a still-frame of yourself so as to save bandwidth.
- Occasionally look at the lens of the webcam to make "eye contact" with others.
  - Click on the green microphone icon at the top to start your microphone.
  - Mute your microphone when your not speaking as a courtesy to others.
    - Mute your microphone by clicking on the green icon.
    - Unmute your microphone by clicking on the green icon (has a slash across it when muted).

☑ Relax and enjoy the experience! The more you use Adobe Connect, the more you'll remember what to do at an expert level, automatically.