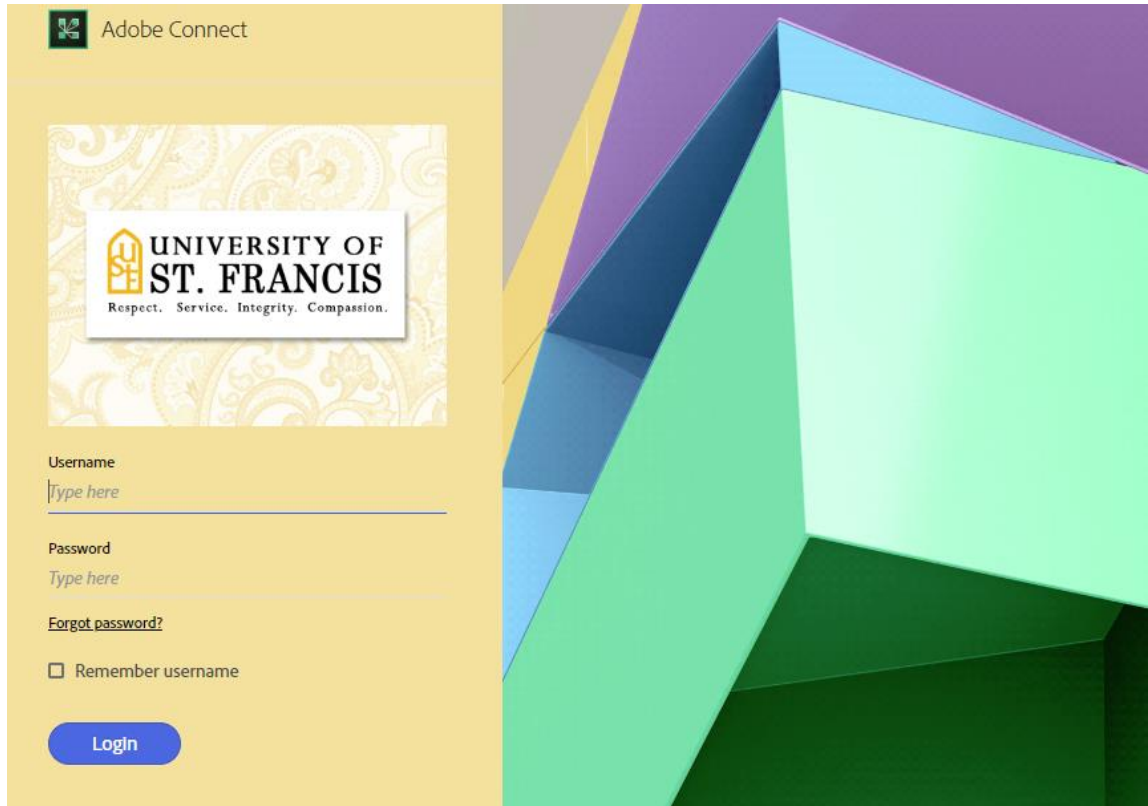
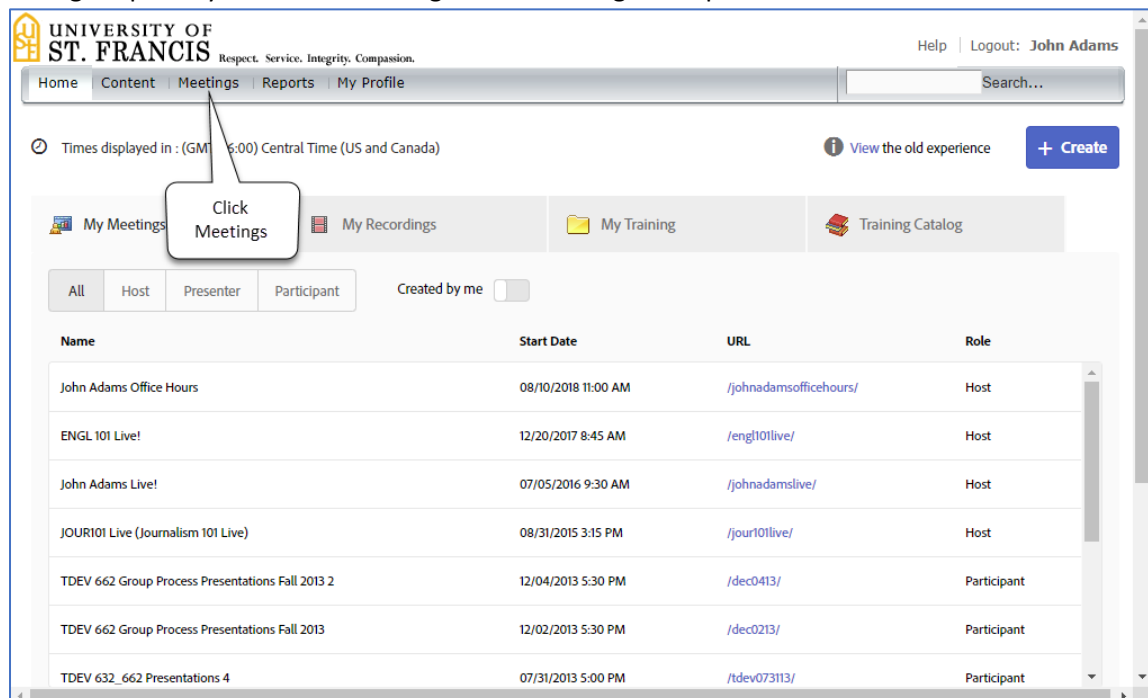


Familiarize yourself with your Adobe Connect Account

- Log into Adobe Connect with your username and password. Please contact Academic Technology if you have forgotten or have not received your username and password.

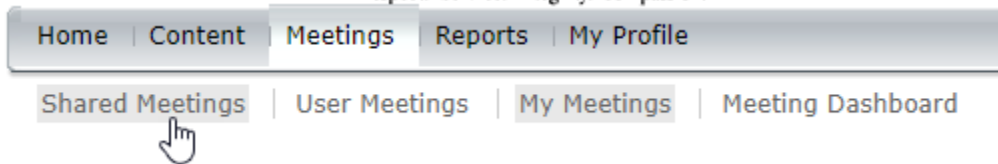


- Orient yourself to the home page of your account. Feel free to explore around; you can do no wrong. Especially click the "Meetings" button along the top.



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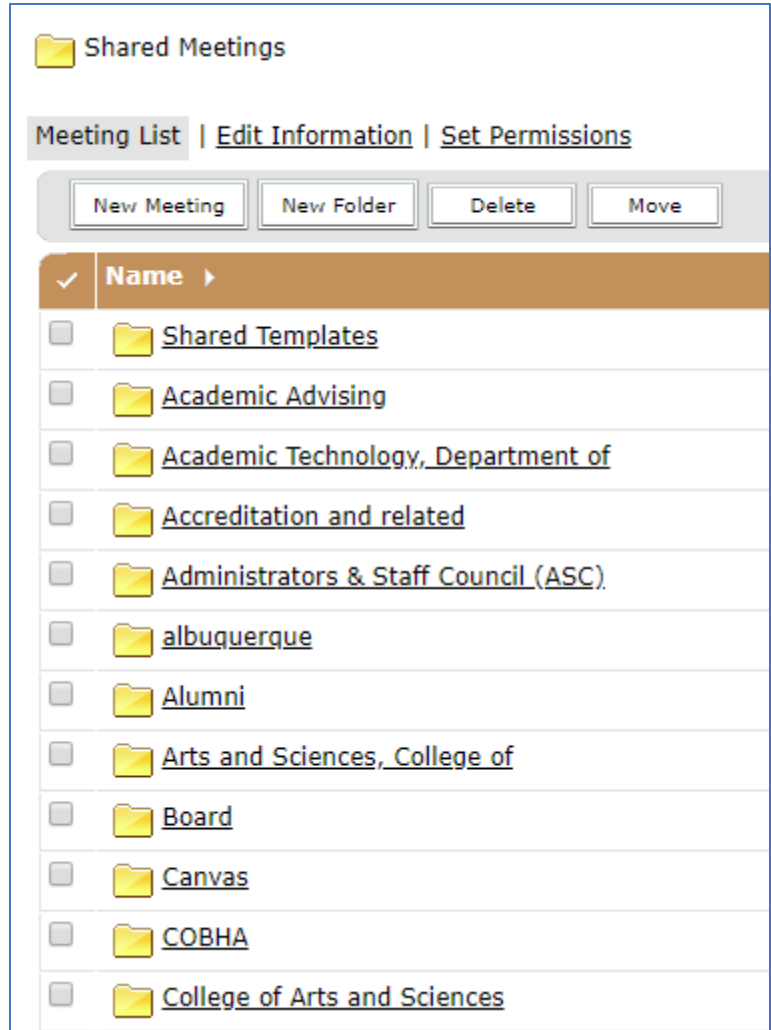
- Click “Shared Meetings”



- Under “Shared Meetings” you will find folders, many of them organized by college. It is within these folders that meetings of a curricular nature are created and stored. If you create a new meeting for your course, it should go into one of these folders.

Case study: create a meeting (see screencast):

- Professor Xavier wants to create a meeting for CHEM101. He opens the “Arts and Sciences, College of” folder.
- He selects “New Meeting.”
 - He gives the meeting a title (e.g. “CHEM 101 Live!”)
 - He gives the meeting a custom URL (e.g. “/chem101live”)
 - He sets it so that anyone who has the URL can enter the meeting.
 - He clicks “Manage Audio Profiles” to get two new audio providers (as shown in the screencast).
 - He returns to the meeting’s information page to set one of the two audio providers as the audio conference for this particular meeting. He also checks a shared calendar to see if another meeting that uses the same audio conference provider is scheduled at the same time as his. If so, he changes providers. A new provider can be acquired from Information Technology if necessary.
 - He clicks Finish.
 - He copies the URL to the meeting and pastes it into the Canvas course so that students can enter the meeting.



Semester start

- In your course, import from Canvas Commons, “Adobe Connect Webinar Orientation” for students.
- Place the link to your course’s Adobe Connect meeting in your course, adjacent to the aforementioned orientation.

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- Inform your students of the link and the orientation.
- *Optional:* In the meeting itself, enable “Auto-Promote Participants to Presenters,” especially if students are presenting in class.

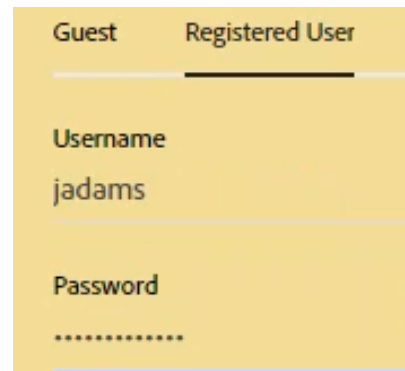
Practice using Adobe Connect, and Before Class

When you are entering the meeting for the first time, you will be opening up a browser window entering the URL to the meeting. (firstTimeLogin.mp4). In future sessions, you may find it more convenient and efficient to use the Adobe Connect app that you will be downloading and installing. The following example uses the browser, Google Chrome.

1. Enter the URL to the meeting.

<https://usfconnect8.stfrancis.edu/chem101live>

2. Enter your username and password under **Registered User** to Adobe Connect.

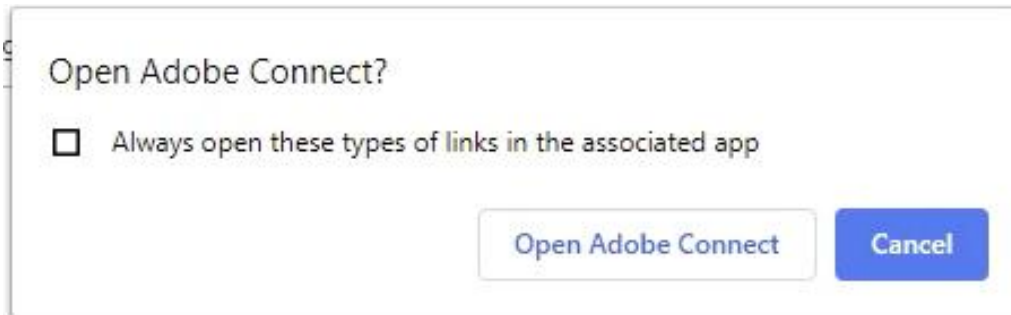


Guest	Registered User
Username	
jadams	
Password	
.....	

3. You will be prompted to download the Adobe Connect application. This is a one-time only install on your computer. (If it is a USF computer with deep freeze, ask Information Technology to install the Adobe Connect App).

Download Adobe Connect Application

4. The installation happens quickly. Then use “Open Adobe Connect” to launch the meeting.



5. The meeting will launch and you will be prompted to start an audio conferencing *if audio conferencing has been set up for the meeting.*

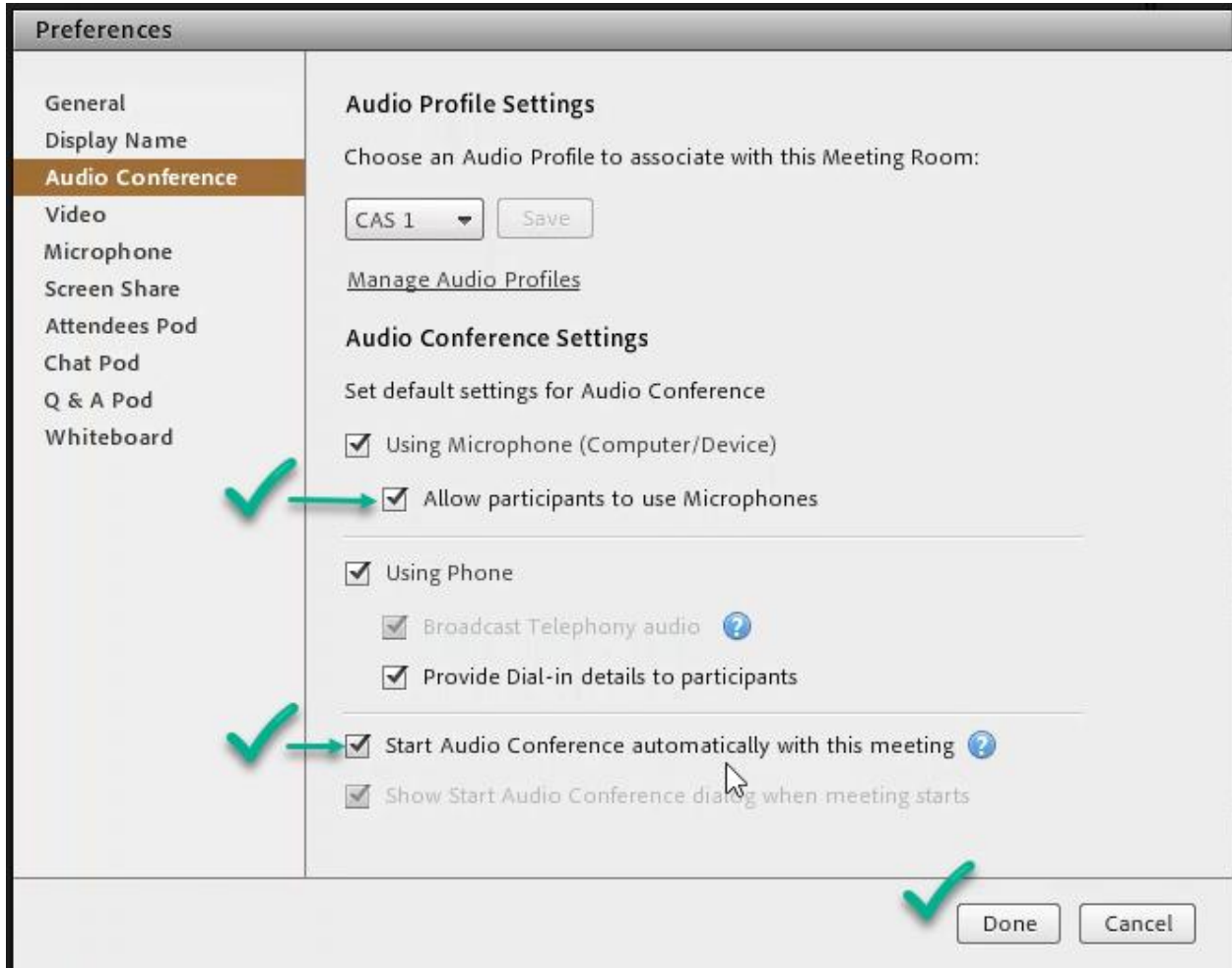
Note: Audio conferencing enables users (i.e., students) to use their telephones or cell phones to join the meeting audio. The next steps are intended to make it easier for students to use this feature.

Before you start audio conferencing, choose “View/Change Settings”



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6. You will be giving the student (user) the choice of using their microphone connected to the computer, or using their telephone by making these changes in the settings window:
 - a. Check "Allow participants to use Microphones"
 - b. Check "Start Audio Conference automatically with this meeting"
 - c. Click "Done"



7. Start your own audio by clicking the telephone icon at the top.



8. You will have the choice to use your microphone (Computer/Device), or a conference phone. If you are webcasting from a classroom, you may wish to prefer the microphone. Click "Done"



9. If you are using a computer connected microphone (2nd option above), use the audio setup wizard to optimize your microphone with the ambient sound of the room for best results.

During class

- Always be near the microphone (unless it's a lapel mic).
- Your students will be either using telephone conferencing or a connected microphone:
 - If they are using a microphone connected to the computer, advise remote students to use their audio setup wizard if they haven't already done so. (They will not interrupt the meeting by running the wizard).
 - Advise remote students to mute their microphones when they are not using them.
 - If the remote students are not auto-promoted as presenters, grant them mic or webcam rights as needed.
 - Exert discipline in the meeting by muting all attendees or selected remote students if they do not mute their own microphones and noise (e.g., typing noises) are filtering through.
- **Engage your remote student(s) with "eye contact" frequently or occasionally.**
- Use the meeting's resources to your teaching advantage. (chat, polling, handouts, Powerpoint or PDF shares, screenshares, etc.).
- If you are recording the meeting, let the students know.

When class concludes

- Bid everyone good-day (or evening), and shut down the meeting.
- Disconnect and stow the equipment, when applicable.
- If you have recorded the meeting, make the recording public (or pass-coded), and provide students with the link to the recording.