

Adobe Connect

for Combined Courses at IWU Adult Education Centers

Instructions and Best-Practices

Introduction to Adobe Connect:

IWU Education Centers with a specially configured “online classroom” have been provided with the necessary equipment in order to conduct a combined course, where the students at one IWU Education Center can experience limited interaction with the students (and instructor) at another IWU Education Center, and vice-versa.

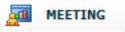
NOTE: The methods outlined in this document are NOT for combining on-site courses with online courses, i.e. allowing a student to remotely participate in an on-site course, without being present at an IWU Education Center.

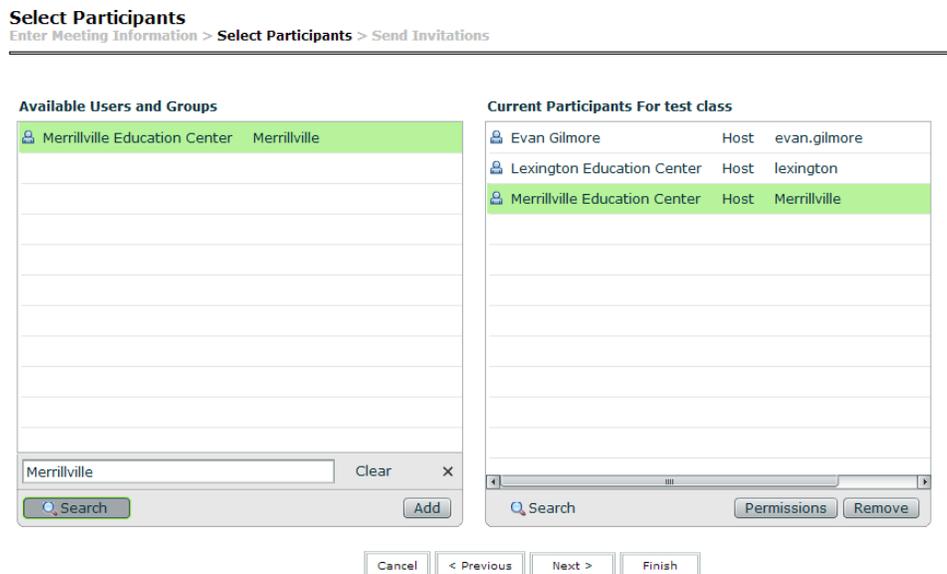
Preparing for a Combined Course in Adobe Connect:

The following steps will need to be completed *before* the start date for any given course.

NOTE: The responsibility for preparing a combined course in Adobe Connect rests with the instructor for the course and/or the department that is offering the course.

The instructor, or similarly-qualified staff-person, will need to complete the following steps in order to successfully prepare a combined course using Adobe Connect:

1. Log into the Adobe Connect console at <http://connect8.indwes.edu>.
2. Click on the Create New:  button.
3. Give the new “meeting” any name you’d like – use the name of the course, or the course and section number.
4. Under **custom URL**, create a link that will be fairly easy to remember, but as short as possible.
5. Under **Select Template**, select “*Shared Templates\Multi-site Course.*”
6. Under **Access**, select “*Anyone who has the URL for the meeting can enter the room.*”
7. Other settings, including **Start Time**, **Duration**, and **Audio Conference Settings** can all be ignored. They do not affect the type of Adobe Connect Meeting you are creating.
8. Click .
9. On this page, you will be designating the instructor (or facilitator), and selecting which two IWU Education Centers are participating in the course. Locate the names of the Education Centers and the instructor using the search box on the left side, and clicking . Once the instructors and locations are added to the list on the right, give all of them “Host” permissions via the  button. See this screenshot below for an example where “Evan Gilmore” is the instructor at a course being conducted at Lexington AND Merrillville:



10. Click .
11. This class will now be available to either site, as well as the instructor who is teaching the course when they log in to <http://connect8.indwes.edu>.

Preparing for a Combined Course in the Classroom:

NOTE: Each Education Center must have either an instructor or staff-person present on-site for the duration of each class time, to ensure a successful combined course experience for the students. This system is NOT intended to be used (in the manner described here) without continuous staff or instructor supervision.

At your IWU Education Center, at least one room has been configured as an “online classroom.” Specially selected hardware has been installed for the purpose of facilitating a multi-site, combined course at your location. This equipment consists of: the standard teaching station equipment (PC, monitor, projector, speakers, etc.), a document camera that functions as a webcam, and wireless microphones (that are probably kept in your office or at the front desk). These instructions will cover how to set this equipment up before each class session.

Microphones

1. Remove the two microphones from their charging dock, and bring them to the classroom. Note that **the microphones will ONLY work in the designated “online classroom.”**
2. Place the microphones on the desks or on the tables in the room in a manner that suits the size and format of the class (for example, place one microphone fairly close to where the instructor sits or stands, and place the other microphone in the center, where the students will be seated).
3. Once the microphones are in the room, it will take a moment before they “turn on” and sync with the room. Once they do, they will initially blink two red flashes every few seconds. This indicates that the microphones are muted. Click the button on the microphones once each. They should now blink green, once every few seconds. This indicates that the microphones are turned on, connected to the room, and ready to use.



Camera

1. The Samsung camera will be used to visually capture the room at your site, for the benefit of those at the other location. The “head” of the camera can swivel, tilt, swing and rotate. Feel free to move it appropriately so that it is directed at the instructor, the students, or (ideally) both.
2. **The camera will need to be powered on before Adobe Connect is launched on the computer.** The ring around the power button will turn blue when the camera is turned on.
3. If desired during the course, the camera can also be used to capture documents and printed materials by aiming it downwards again.



Teaching Station

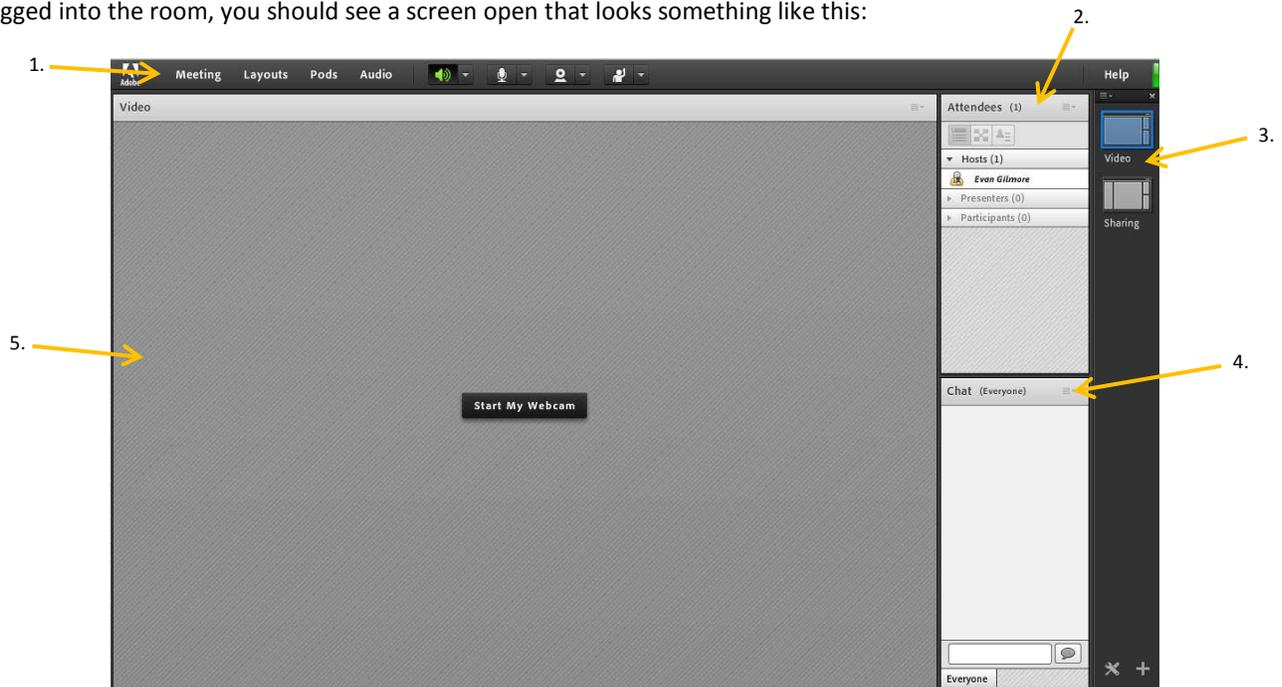
1. As with most classes, the teaching station will need to be turned on, which will power on the projector, speakers, and other connected classroom equipment. The PC in the teaching station may need to be powered on separately.
2. The volume on the computer will need to be turned up, and the volume knob on the cart will need to be turned up as well.

Computer

Open the browser to <http://connect8.indwes.edu>, and login **using the regional site username and password** that you have been provided. Once logged in, if the “Home” tab is selected at the top of the window, you should see a list of Adobe Connect meetings (if more than one) listed with an “Open” button located next to each one. Click “Open” that is next to the appropriate Adobe Connect “room”.

Conducting a Combined Course:

Once logged into the room, you should see a screen open that looks something like this:

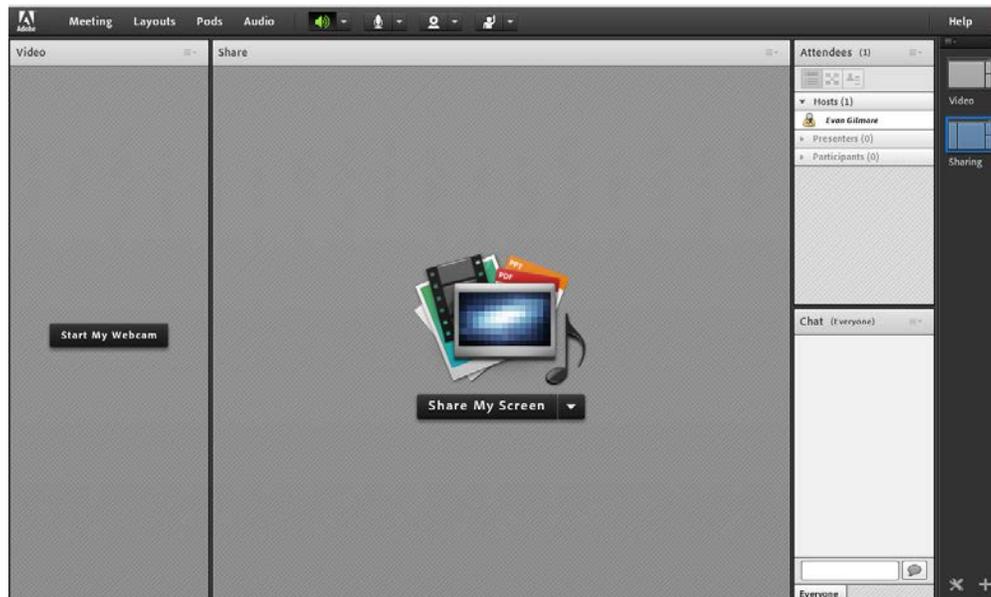


the main Adobe Connect meeting room window

Here, there are a few main areas to take note of:

1. Main toolbar
2. Attendees pod
3. Layout toolbar
4. Chat pod
5. Video pod

The Layout toolbar on the side of the window will toggle between two Layouts – the “Video” layout (suited for classes only using Adobe Connect for video conferencing) and the “Sharing” layout (suited for classes where a PowerPoint, document, or other material is being shared in addition to video conferencing). If you toggle to the “Sharing” layout, you will see the screen change to resemble the following, which includes a pod for sharing documents and slides to both classrooms:



Conducting a Combined Course (continued):

To enable the camera

1. Make sure that the Samsung camera is powered on (you should see a glowing blue ring on the base).

2. Click on the webcam icon in the main toolbar.



3. If the “Adobe Flash Player Settings” window pops up, click “Allow.”



4. In the Video window you will see a preview of the camera image. You may need to physically adjust the head on the camera to get the best possible image and angle for the classroom. You will also need to click “Start Sharing” before anyone else will be able to see your camera feed. Once the other location has performed these same steps, you will be able to see their camera feed as well.



To enable the microphones

1. On the main toolbar, click “Meeting,” then select “Audio Setup Wizard...”
2. Follow the on-screen instructions in the Audio Setup Wizard.
3. When you get to the “Select Microphone” page of the wizard, make sure that the option that says “Line-in” is selected.
4. Proceed through the rest of the wizard.

5. On the main toolbar, click “Meeting,” then select “Preferences...”
6. Select the “Audio” tab on the left-hand side.
7. Make sure that “Use Enhanced Audio” is checked, “Full Duplex” is selected, and “Automatic Gain Control” is checked. Click “Done” when these items have been set.



8. Once back at the main window, you will need to click the microphone icon to actually turn on the microphone. You will know that it is on when it turns green and has flickering lines next to it (to indicate audio signal levels).

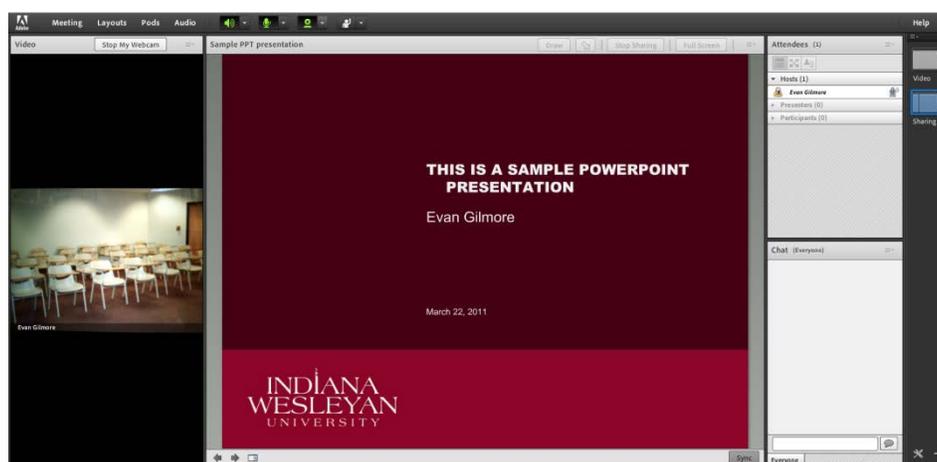
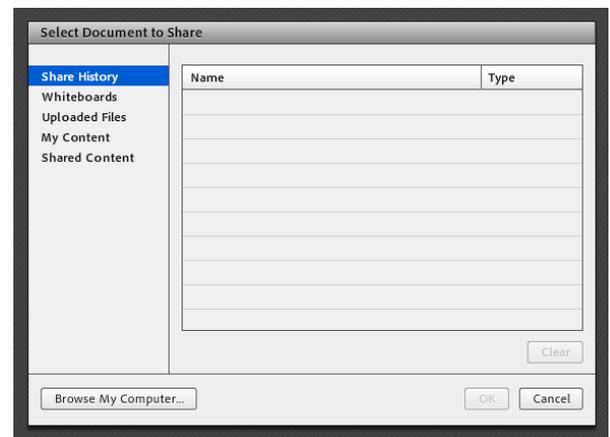


Conducting a Combined Course (continued):

Materials such as a PowerPoint slides, PDF documents, or images can be shared natively inside the Adobe Connect window. This is the easiest method of sharing content with both classrooms in real time. These materials can be loaded into the virtual room before the actual class session begins, by either of the site managers, or (preferably) the instructor for the course. Keep in mind that if loading the material into the room ahead of time, the instructor could do this from the convenience of their own computer at any time, not necessarily in the classroom.

Sharing Content

1. In the Layout Toolbar on the right side of the window, select the sharing layout.
2. In the Share pod that becomes visible, click on the down arrow to reveal the additional options. Select "Share Document."
3. In the window that pops up, click on "Browse My Computer..." and locate the file you would like to share.
4. Once the material is visible on the screen, you can control it by clicking the left and right arrows that appear on the bottom of that pod.



← forward/back buttons

Conducting a Combined Course (continued):

Ending Sessions

Adobe Connect sessions are automatically ended when all the users exit the “room” (by closing the browser windows on their computer). The users can manually be prompted to leave by the host selecting “End Meeting” under the “Meeting” tab on the main toolbar. Return the wireless microphones to their charging station and power off the teaching station as you normally would.

Recording Class Sessions

As long as the classroom microphones are being used for the audio (instead of a conference phone line), the entire session that takes place over Adobe Connect can be recorded.

To begin recording a session, click on “Meeting” at the top of the Adobe Connect window. Select “Record Meeting...” and give this class session a name (it is recommended that you include the time and date of the session in the recording name). The session will continue with a red circle in the upper-right corner of the screen to indicate that it is being recorded until you either close the session, or manually stop the recording by clicking on the red circle and selecting “Stop Recording.”

Accessing Recordings

The recordings are managed by whoever initially created the Adobe Connect room. That user will need to do the following:

1. Log into your Adobe Connect account (<http://connect8.indwes.edu>) and select “Meetings” from the very top of the screen.
2. Select the room in which the recording took place.
3. Toward the right side of the screen, click on the “Recordings” tab:



4. Locate the recording, and select the check box next to it.
5. Click on the “Make Public” button. The padlock icon under “Access” will change from gold to gray.
6. Click on the recording title.
7. You will see a “URL for Viewing” listed. This link can now be copied and distributed to anyone who you would like to view the recording. Anyone who has this link will be able to view the entire recording.