Before your Session Checklist

Before the semester begins:

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<td>Create your meeting room.</td>
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One week before your session:

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One hour before your session:

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Test your webcam.

Test sharing your screen.

Ensure all necessary documents are uploaded to the share pod.

30 minutes before your session:

Allow your students to enter the room.

Troubleshoot with students.

Add Adobe Connect to your Sakai Course
If you do not see the Adobe Connect tool on the left-side side of your Sakai course, you will need to add the tool.

1. Open your Sakai course, and click on the Site Info tool on the left-hand side of the page.

2. Click the Edit Tools button at the top of the page.

3. Check the box next to Adobe Connect.
4. Scroll down and click **Continue**.

5. Review the tool(s) added to your course and click **Finish**.

### Create a Meeting Room in Adobe Connect

If you click on the Adobe Connect tool and do not see a meeting room, you will have to create a meeting room. If there is no meeting room your screen will look like the picture below:
If you do not have a meeting room created, follow the steps listed below:

1. Click on the Adobe Connect tool.

2. Click the New Room link below the maroon line at the top of the page.

3. Enter a Room Name in the text box.

   Note: Adobe Connect requires the room name to be unique. You will only need to create one room per course per semester. Therefore, you could title your room the course name, number, and semester.

   Example: Course 101 001 F15

4. Use the drop-down arrow next to Type of Room to select Default Meeting Template.
5. For **Start Date**, use the calendar icon to select the first day of the semester.
6. For **End Date**, use the calendar icon to select the last day of the semester.
7. Since your room will be open for the semester, you do not have to check the box next to recurrence.

8. Under **Access options**, select the radio button next to **Allow access to all site users**.

9. If desired, check the box next to **Send mail notification**, to alert students of the meeting room creation via email.

10. Click **Create**.
Acquire Necessary Devices
Please visit http://luc.edu/itrs/teachingwithtechnology/adobe-connect.shtmlequipment to view the recommended equipment for Adobe Connect. The format of your class will determine what equipment you need. For example, if you wish to share video of yourself, you will need a web cam. You can choose to buy the equipment or check out the equipment from Digital Media Services. Visit http://www.luc.edu/digitalmedia/index.shtml to reserve equipment.

Check Internet Connection
It is strongly recommend that you join from a wired connection. If using wireless make sure that it is a private, secure connection. Public hotspots, such as a Starbucks or McDonalds will not provide enough bandwidth and will cause issues during the meeting.

Run a Connection Test
Firefox is the recommend browser regardless of using a PC or Mac. It is recommended that you test your computer prior to attending an Adobe Connect meeting to ensure all system requirements are met.

1. To begin this process, open a browser window and copy/paste the following Test Meeting Connection link (or simply click on the link here):
2. The diagnostic test will verify the add-in is installed during Step 4. If you are prompted to download/install the add-in, click ok. If you are not automatically prompted to install the add-in, please visit Adobe Connect Updates:

http://www.adobe.com/support/connect/updaters.html

**Connect your Audio and Video Devices**

Verify that your headset (or computer microphone) and video device (webcam) is connected properly before opening the meeting link. See instructions below for testing your microphone on a Windows and on a Mac.

**Set your Microphone on a Windows:**

1. In the bottom right-hand corner of your screen, right-click on the speaker icon.

2. Select **Recording Devices**.
3. Click on your desired microphone.
4. Select **Set as Default**.
   **Note:** If the bars are very faint, you can increase the audio levels by clicking the microphone, then click the **Preferences** Button.
5. Click **OK**.

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**Set your Microphone on a Mac**
1. On Mac OS X, open the System Preferences and click on the **Sound** icon.
2. The blue bars indicate your input level. Talk or tap the microphone to test the input level.

**Update the Meeting Room**
If a student registers for your class after you have created an Adobe Connect room they will see the following message:
In order to allow these students to see the room, you must update the room. To update a room follow the steps below:

1. Log into Sakai and open your course.
2. Click the Adobe Connect tool on the left-hand side of the page.
3. Click **Edit** across from your meeting room.
4. Click **Update**.

Open a Meeting Room

1. Log into Sakai and open your course.
2. Click the Adobe Connect tool on the left-hand side of the page.
3. Click on the title of the room.
4. The room will open in a new window. If the room does not open, verify that your pop-up blocker is not blocking your meeting window:
Turn on your Microphone

1. Verify that your microphone is connected properly before opening the meeting link.
2. Once in the meeting room, click the **Start My Microphone** button on the top menu bar.

   ![Microphone Icon](image)

   **Note:** When your microphone is activated, the icon will appear green.

3. Click the **Microphone** button again to mute your microphone.
   
   **Note:** The microphone icon will have a dash through it, when you are muted.

Run the Audio Setup Wizard

1. Open the Adobe Connect Meeting room. Click the **Meeting** tab.

   ![Meeting Tab](image)

2. Select **Audio Setup Wizard**.
3. Click **Next**.

4. Click **Play Sound** and ensure that the sound is coming from the correct speaker, such as your headset, and that you can hear the sound clearly.

5. Click **Next**.
6. Use the dropdown arrow to select your desired microphone and click **Next**.

7. Click **Record** and speak into the microphone.
8. When you are finished speaking, click **Stop**.

9. Click **Play Recording**, to test your audio quality and volume.

10. Click **Next**, when you are finished.
11. Click **Test Silence**, to test your background noise.

12. Click **Stop**.

13. Click **Next**.
14. You will receive a report based on the Audio setup wizard. Review and click **Finish**.

### Turn on your Web Cam

1. Verify that your webcam is connected properly before opening the meeting link.
2. Once in the meeting room, click the **Start My Webcam** button on the top menu bar.
3. This will begin the video preview. Click **Start Sharing** when ready to share your live video feed. The icon will appear green, indicating it is activated.

![Start Sharing](image)

4. Click the **Webcam** button again to stop broadcasting.

**Note:** All meeting hosts and presenters can broadcast video. A host can also activate video for participants, although doing so for more than 3 users at a time is **NOT** recommended. To turn on this feature, click the drop down button to the right of the **Start My Webcam** icon and then select **Enable Webcam for Participants**.

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**Share your Screen**

1. Click the drop-down arrow from the **Share My Screen** icon in the middle of the share pod and select **Share My Screen**.

2. To share your entire monitor screen, select the **Desktop** tab and click **Share**.

   **Note:** You will not be able to share your screen, if you are using Google Chrome.

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**Upload Documents to the Share Pod**

1. In the share pod, click the drop-down arrow next to **Share my Screen**.
2. Select **Share a Document**.

3. Click **Browse My Computer** to search for your document.

4. Once you select your document it will appear in the share pod.

   **Note:** In the future, you will see previously uploaded documents when you click **Share Document**. Double-click on the title of the document to open it in the share pod.
Determine the Layout of your Room

Changing the Layout
1. Adobe Connect includes three preset layouts. Each layout contains a series of windows or "pods." To change the current layout, click the **Layouts** button at the top of the screen, and then select **Sharing, Discussion, or Collaboration**.
Create a New Layout

1. To create a new layout, click the **Layouts** button at the top of the screen and select **Create New Layout**.

2. Use the **Layout menu** on the side of the screen to show or hide layouts.

Review Resource on Hosting an Adobe Connect Meeting
Visit ITRS' website to review documentation on how to host an Adobe Connect meeting. If you have any questions please contact us at itrs@luc.edu.

Share Instructions with your Students
Direct students to the ITRS website for information on attending an Adobe Connect session. If your students have questions about connecting to an Adobe Connect room, please have them contact us at itrs@luc.edu. It is best to contact us a few days before a session, so that we have time to troubleshoot with the student.

Allow Students into the Adobe Connect Room
If you allow students into an Adobe Connect classroom 30 minutes prior to the start of the session, you will have time to troubleshoot with students, if they run into difficulty. This will save you class time and will decrease your students’ anxiety entering the room.

Troubleshoot with Students
Refer to Troubleshooting Tip and Recommendations in order to better assist your students.