

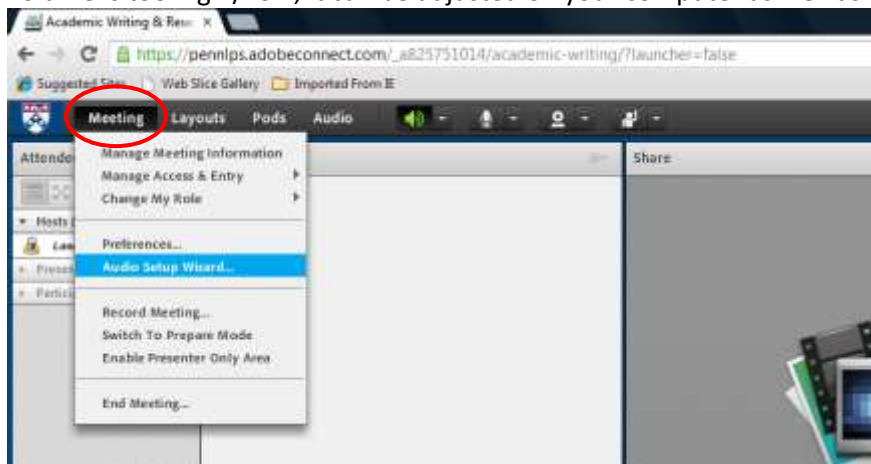


Part 1 of 3: Audio Setup Wizard; Sharing screen or document; Recording the lecture

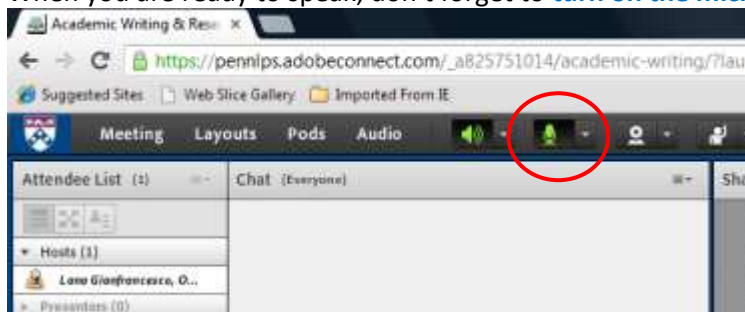
Before beginning to work in Adobe Connect, please make sure you have the **following**: reliable (wired) Internet connection, headset with microphone, and Adobe Connect add-in installed on your computer (it will allow you to share the screen and will make Adobe Connect in general run more smoothly). To get the add-in, please go on this website: <http://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins> and follow the instructions for your operating system (Mac or Windows). After the add-in is installed, Adobe Connect classroom should open in a separate window every time you begin the class.

Please note that Google Chrome doesn't always work well with Adobe Connect Add-in (which means you might not be able to share your screen!), so we recommend using Firefox or Internet Explorer browsers instead.

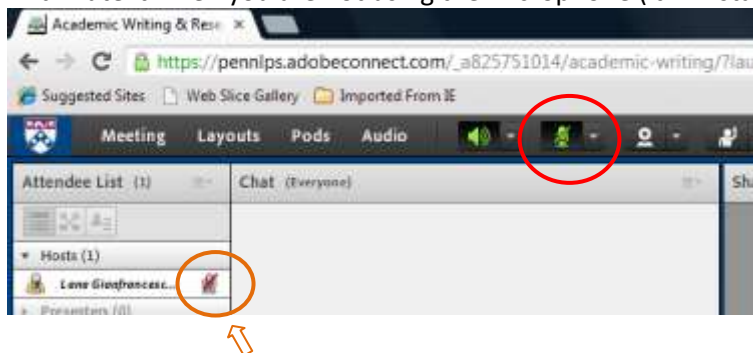
When you first come into the classroom, please make sure to run **Audio Setup Wizard** located under the "Meeting" pod on top of the screen. Make sure you can hear the music and hear yourself speak. If the volume is too high / low, it can be adjusted on your computer as well as in Adobe Connect classroom.



When you are ready to speak, don't forget to **turn on the microphone icon** (it will turn green)



And mute it when you are not using the microphone (it will stay green but will have a line going through it)

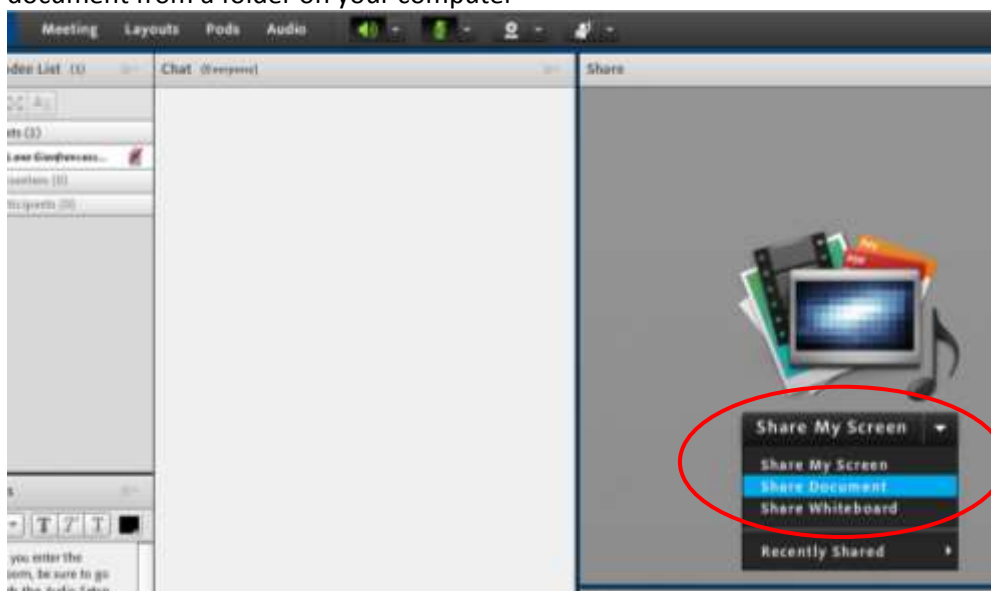


Please note that muted microphone **doesn't** mean the student can't use it!

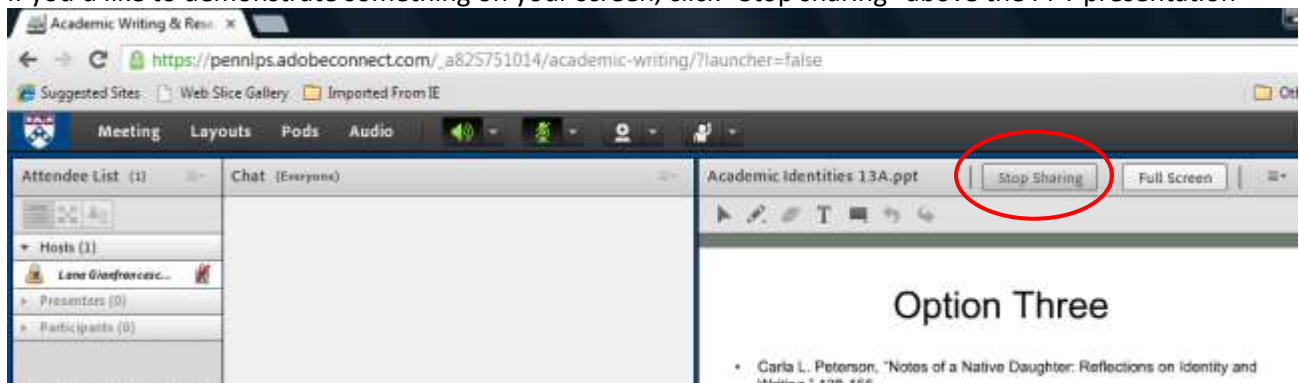
To adjust speaker or microphone volume in Adobe Connect, click on the down-arrow next to the relevant icons and choose "Adjust volume".

How to **upload a Power Point presentation** (or some other file):

Click on the down-arrow next to "Share my screen" → and choose "Share document" → choose a document from a folder on your computer



If you'd like to demonstrate something on your screen, click "Stop sharing" above the PPT presentation



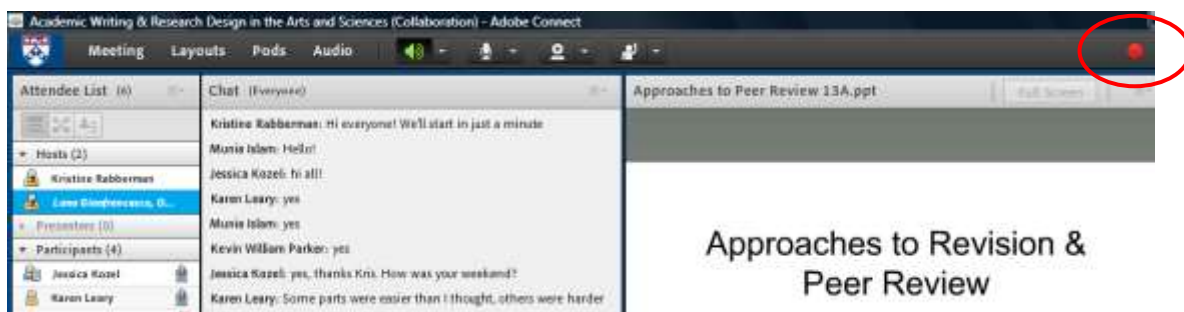
Then click on the down-arrow again → choose "Share my screen" → students will be able to see everything that is happening on your screen.

Don't forget to **start the recording** of the lecture before the class begins.

Go to Meeting → Record meeting → OK



A red recording symbol will appear in the top-right



Finish the recording of class.

Go to Meeting → Stop recording

