

## SIMPLE PROCESS TO RUN YOUR COURSE ON-LINE WITH ADOBE CONNECT

How to create your course session, display a PPT or PDF, use a microphone, (optionally) webcam yourself, have students connect, and students ask questions via microphone or chat.

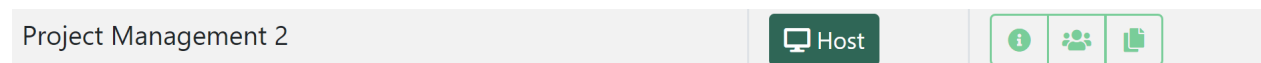
### 1. Create your course session

You must use the TLSS form on TLLS [Teaching Continuity web page](#).

TLSS will send this request to Contact North (CN). You will get an email from CN for a web link such as <https://eclassesconnect.contactnorth.ca> **Username:** [jrakos@uottawa.ca](mailto:jrakos@uottawa.ca) **Password:** xxxxx, as well as the link students will use to get in.

### 2. Go to your course session

The above link goes to your Adobe Connect login. Use the provided user and password. You should now be in your Sessions. Should see a line with your course name:



Click *Host* (if it's your first time Adobe Connect may ask to be installed.) *Open Adobe Connect* and you're in! AC displays windows called pods. Do: *Pods*, click *Video* and *Attendees*, which gives you at left a big pod for slides, right top webcam video, right middle attendees (should show you as host, participants (0), bottom for chat.

### 3. Set up your course

Main menu *Pods*, *Share pod*, *Add new share*, pull down-arrow of *Share my screen*, *Share document*, *Browse my Computer*, select your file *Open*. You can upload .PDF or .PPT (not .doc). Drag corners to size it, click *Synch* then only you control scrolling.

To make your mouse cursor visible to students: *Meetings*, *Preferences*, *General*, under Host Cursor *Show all*. Activate your mic by clicking on mic icon (should turn green). Test it: a mic icon appears after your name in the right middle pod and ))) appears as you talk.

If you want your camcorder video to show, *Pods*, *Video*, then in the upper right pod *Start my webcam*, *Start sharing*. If you want students' mic to be heard (by everyone), *Meeting*, *Preferences*, *Audio Conference*, check *Allow participants to use mic*. Students may have to click their mic icon. I prefer chat typing by students because many will talk at once. At end *Meeting*, *End meeting*.

#### 4. Student View

Students (attendees) must link to the web site. CN will send you the link in their email, or another way: repeat Steps 1 & 2 to get to Sessions. On your course name line click on



icon *Copy direct link to clipboard*. Paste this into an email to all the students (I use Brightspace, Classlist). They link, follow instructions, and they will see the shared pods. You will see number of attendees and names as they log in. When they chat type you will see their names.

#### 5. Other Resources

Contact North are very good, reached at 1-888-850-4628. If you do not get their email the night before your course call them to expedite the setup.

There are many AC video tutorials and PDF's, go to <https://eclassesconnect.contactnorth.ca/help>. Best is *Host Quick Reference Adobe Connect Meetings*.

Good luck,

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