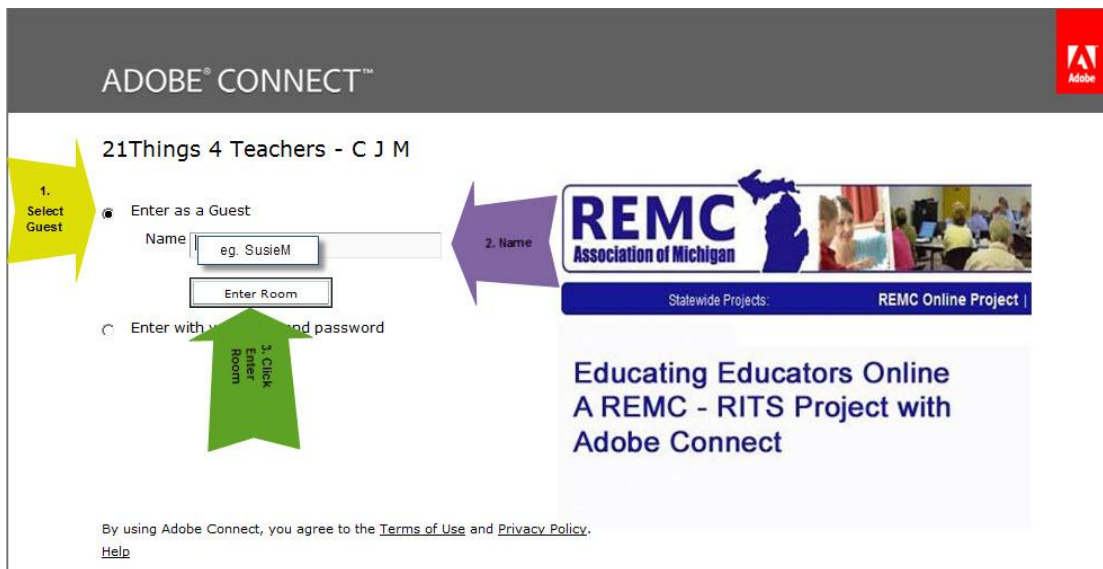


Instructions for Connecting to an Adobe Connect Session

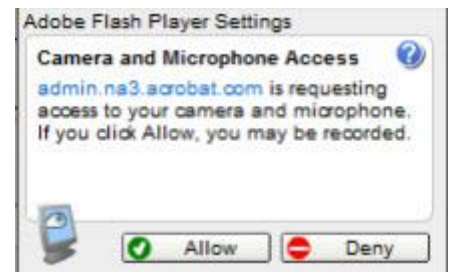
For participants

We recommend that you obtain a headset with a microphone so you can 'talk' with us in the Sessions.

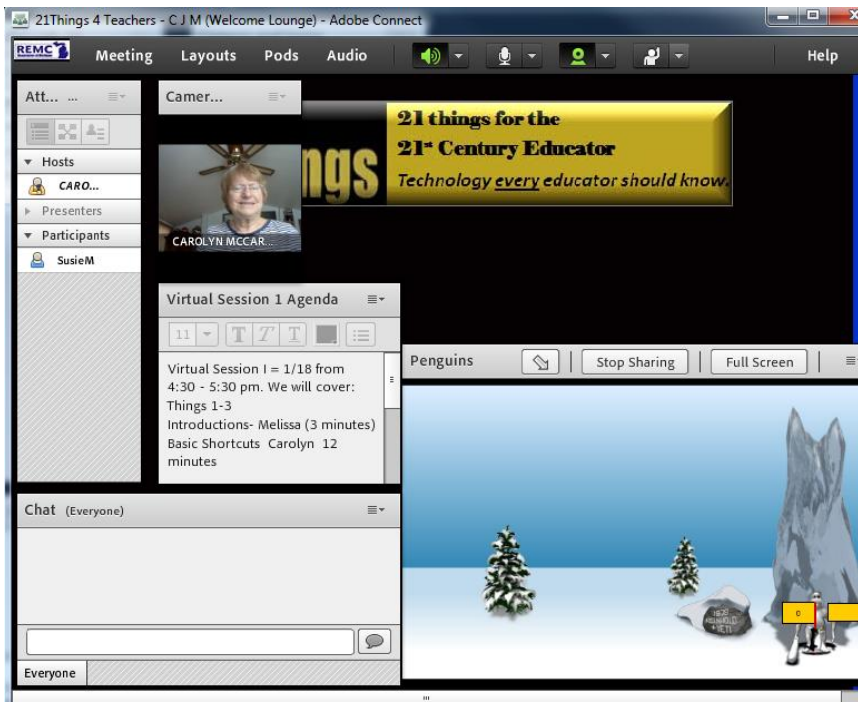
1. The Schedule: Go to the <http://21things4teachers.net/> site and click on the Partner Agencies tab. Locate your ISD agency and navigate to their web site for a schedule of sessions and the link to the virtual classroom they provide.
2. Click on the URL for the virtual session provided by your agency.
3. You will arrive at the REMC Adobe Connect room



- a. Click on Guest and
- b. Put your name in the box provided.
- c. Click on the "Enter Room" button and wait a minute while it loads.
IMPORTANT: You may need to "allow" or say "yes" to a plugin (only needed the first time you do this)



4. You will arrive at the Adobe Connect Virtual Classroom Environment. Your window and arrangement of boxes may look slightly different than the one shown on the next page. It can have a variety of "pods" present: a list of Attendees, a Chat pod, a note pod, a poll pod, a camera pod, game (such as the penguins one we frequently leave there), a "share pod" or various other ones.




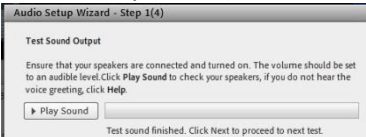




5. The instructor is shown as the “host” 

6. Participants are shown below that with your name  **SusieM**

7. You should have your USB headset plugged in and you can check your audio settings.

- a. Click on the word Meeting on the top menu
- b. Select Audio Setup Wizard



<p>1. Welcome and click on Next</p> 	<p>2. Test Sound Output (click Play Sound)</p> 	<p>3. When the bar moves you should hear sound (click Next)</p> 
<p>4. Microphone setup – click on the drop-down arrow to make sure you select your USB headset (or selected device) Click on Next</p> 	<p>5. Record the sentence provided by clicking on record and talking. Adjust your volume level if it fills the space. Stop the recording. Then Play it to see if you hear yourself. Click Next</p> 	<p>6. Test Silence Level</p>  <p>Click on Next when completed.</p> <p>Click on Finish when done.</p>

8. From the Meeting menu you can select Full Screen

9. The small speaker icon lets you adjust your volume as well as exit the meeting (You can also exit with the x the window.



of your speakers as on the top right of

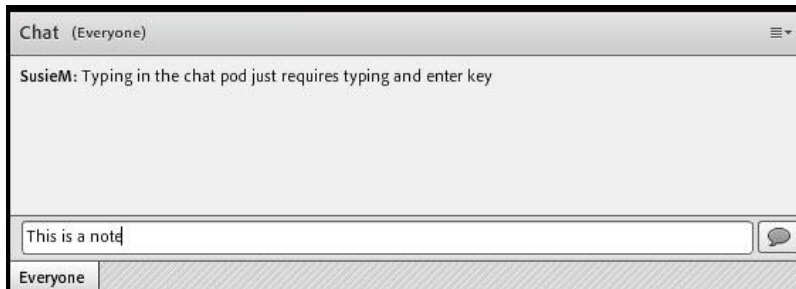
10. Interacting with the Presenter is important. There are several ways.

a. Raised Hand on the top of the screen provides options

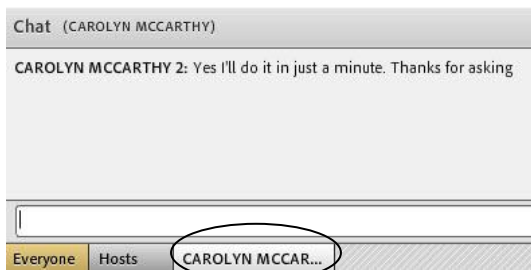
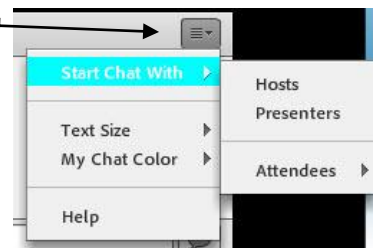
b. Raised hand looks like this  in the Attendee list

c. Lower your hand or change the status by clicking x Clear Status

d. Using the Chat window – you type in the lower bar and click enter and your text will appear in the window with your name



e. To chat directly with another individual or the host use the small drop down icon at the top right of the chat window. This will start a new tab at the bottom of the Chat window (shown below) so that you can select it to continue chatting with the individual selected, or Everyone.



11. Your instructor can share their screen, a PowerPoint, or other item with you by using a “share pod”

12. That’s all there is to it. If you want to learn more about Adobe Connect and how you can get a limited free one to use yourself visit and Create a free account at

<https://acrobat.com/welcome.html#si=1>

