

Please complete the following steps **BEFORE** you enter the classroom.

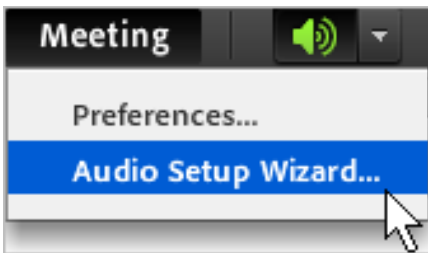
## Preparation:

1. To participate in a Virtual Classroom you must have the following:
  - a. An internet connection
  - b. A web browser (Internet Explorer, Firefox, Safari or Chrome)
  - c. Flash Player 10 or higher (<http://www.adobe.com/support/flashplayer/downloads.html> )
  - d. A USB headset with microphone connected to your computer
  - e. Ensure the computer volume is enabled.
2. If you are using an iPad/iPhone you will need to download the Adobe Connect App  
<http://www.adobe.com/support/connect/downloads-updates.html>

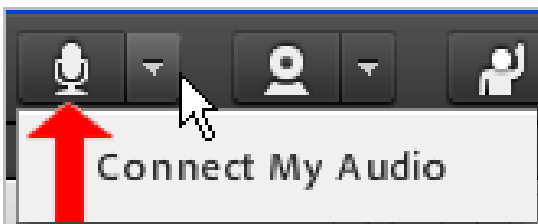
Please complete the following steps **WHEN YOU ENTER** the Virtual classroom.

## Test your audio:

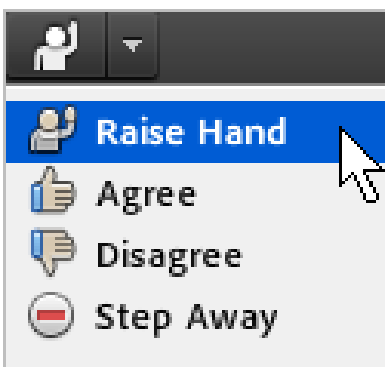
1. Select **Meeting** in the top menu, then select **Audio Setup Wizard**. Follow the onscreen instructions.



2. Select the drop-down arrow next to the **Microphone icon** in the top menu. **Please note:** that if you are not using a headset and relying on built in microphone capabilities then you may experience looped feedback and your tutor will have to disable your microphone capabilities. Students can use the Chat area to ask questions if this is the case.



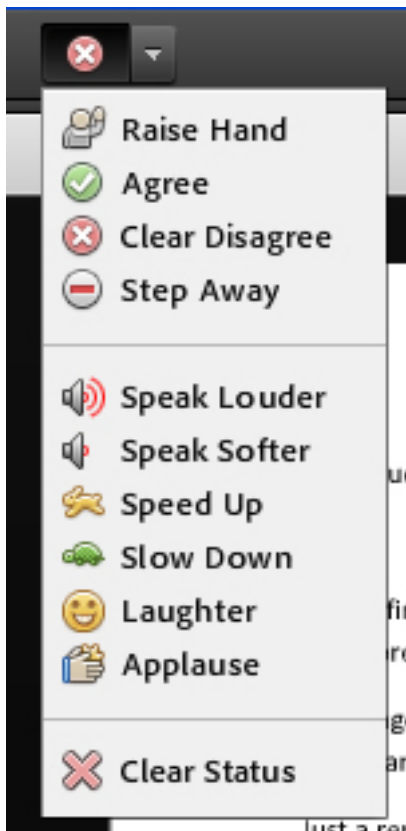
3. Select Connect my audio
4. Select Allow if requested.
5. Raise your hand when you have completed these steps



## Virtual Classroom Etiquette

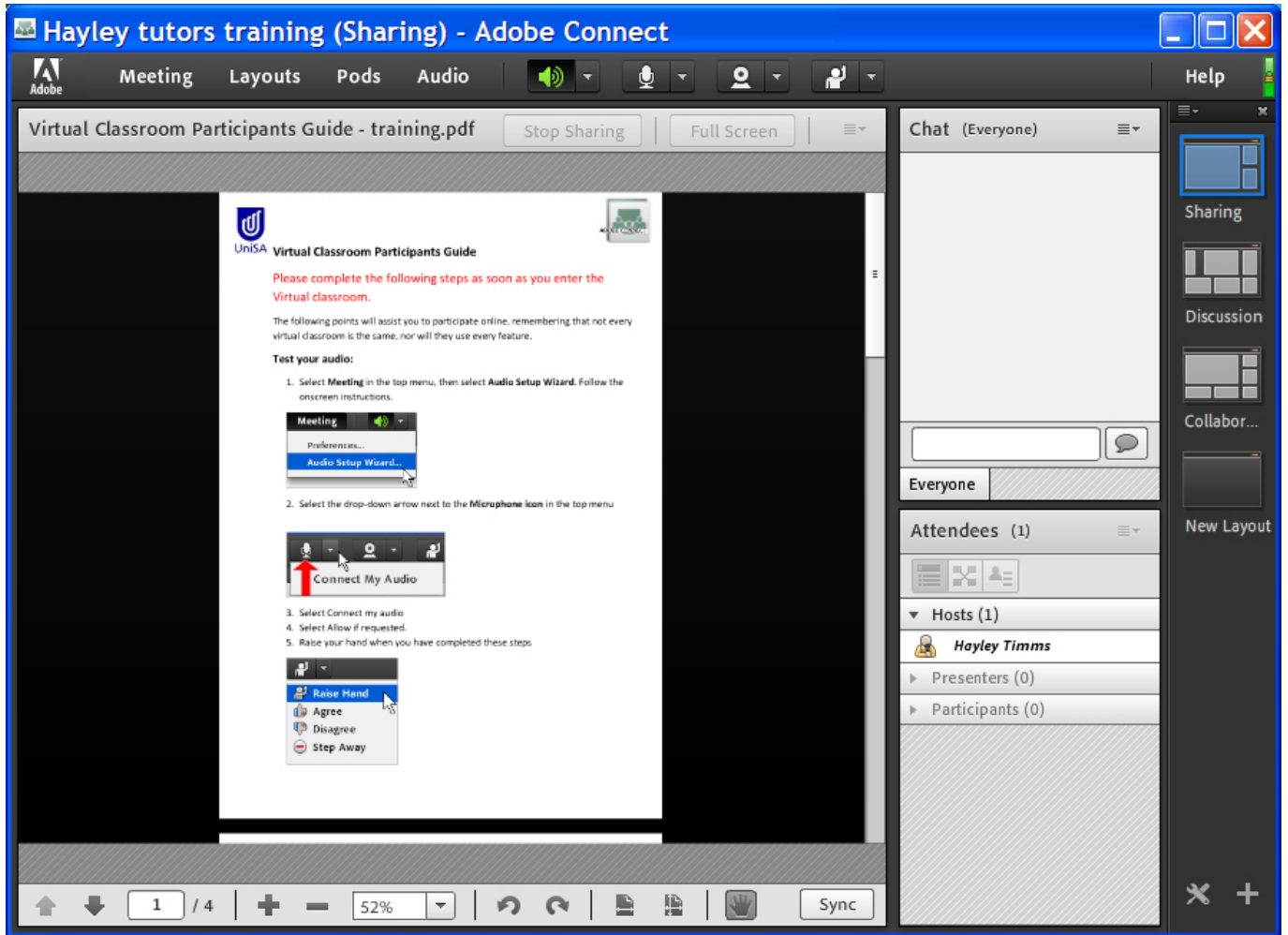
- Please enter the Virtual classroom on time
- Do not talk out of turn. If you would like to ask a question please use the **Raise Hand** icon
- If the tutor asks the group a question please respond using the **Agree/Disagree** icons
- If you need to leave the virtual classroom during the session please use the **Step Away** icon
- To clear the icon use the **Clear Status** icon

Below are the various status icons you can use to communicate with your tutor.



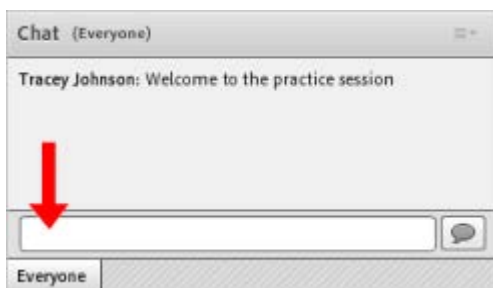
## Layout:

In the Virtual Classroom you will see a number of areas on the screen. The main area is the **Shared Files** area that will have pertinent information for your course. There is also an **Attendees list**, which should have your name in it, and a **Chat** area that you can use to ask questions. Layouts may vary according to the needs of the classroom.



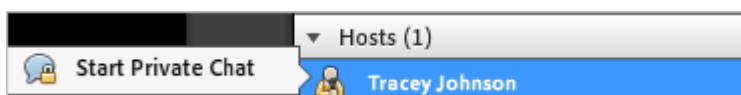
## Using Chat:

Chat with **everyone**.



Enter text in the white area and press Enter.

## Chat with the Host only:



Hover the mouse over the Host name in the Attendee list. Note the Host can see all Private Chats.

## File formats that can be used in Adobe Connect Virtual Classroom

You can only use the following file formats when sharing a file on the screen:

- PowerPoint (PPT and PPTX)
- Adobe PDF
- SWF
- FLV
- HTML
- JPEG
- GIF
- PNG
- MP3
- MP4
- FV4

You can Share other document types by using the Files Pod but they will not open in the Share Document area of the virtual classroom.