Adobe Connect: Virtual Synchronous Classroom Best Practices
(As of December 2008, this is a working document!)

GENERAL BEST PRACTICES

Setup

Adobe Connect Meeting setup

1. Two computers – one for sharing/projecting to on-site projector, the other to view what the off-site student sees.
2. Wired Ethernet (vs. wi-fi)
3. Make the session available to anyone with the URL, then you don't have to give each person permission to join and don't have to enroll each person. (where is this done? - meeting 'edit information)
4. Audio setup wizard in Adobe Connect: (Found under Meeting/Manage My Settings)
    a. Full duplex
    b. Enhanced audio unchecked
    c. Silence level set to 0.
5. Use one meeting for the entire quarter. Recordings can still be saved with separate names and URL's.
6. Share the desktop, then whenever you change (applications) it is already being shared.
7. Set it all up about 15-20 minutes before class.

Microphone and camera

8. Place web cams to view the instructor at the Tablet, and the instructor at the screen.
9. Use a lapel mic for the instructor. Classroom mics are optional. The level should be such that when the instructor speaks at full voice, all green bars fill on the Adobe screen, and if the instructor speaks just a bit softer, then all bars do not fill.
10. Use the 'hands-free' voice/cam option on the instructor station.
11. About 15 minutes before class starts, do an audio test with any live, remote students.

Whiteboard

12. Use Powerpoint or Windows Journal on a Tablet for electronic whiteboard rather than Adobe Connect's whiteboard.

Recording

13. Record the class sessions. Give the class session a name that describes the day's content. (or at least give it a descriptive name when posting the URL on Blackboard)

Quality Assurance

Monitoring

14. Repeat questions or comments asked/made in the room in case the mics do not pick them up.
15. Ask a student in the class to monitor the Adobe Connect screen from a classroom computer or his/her laptop to ensure the right windows are being shared and the audio is working well. If there is a live, remote student, this on-campus student can also monitor any chat requests.

Backup plans (These are imperative!)

15. Have a plan for simultaneously teaching both on-campus and remote students ***if the projector fails*** during class. [We can use the web cam intended for the instructor pointed to the white board. – I haven't tested this out since we changed web cams. (Melani)]
16. Have a plan for simultaneously teaching both on-campus and remote students ***if the Tablet fails and/or locks up*** during class. [We can use the podium computer for projecting any software, and use either the document camera or the web cam pointed at the physical white board.]

SPECIFIC BEST PRACTICES

Setup

1. Suggested to use a Wacom Tablet, rather than a Tablet PC.

Adobe Connect Meeting setup

2. Set up both the instructor station (with the Wacom Tablet) and the monitoring computer to have an Internet Explorer home page with a tab for Adobe Connect.

Microphone and camera

8. Web cam on instructor connected to podium computer. (This ensures that the audio, writing and web cam on the instructor will not have delays.)
9. Web cam on screen. (Two web cams can be used on one computer with two logins to Adobe Connect, if the second login is done with /?launcher=false appended to the URL. This would allow a third web cam on the room from the corner. But, this has problems with audio feedback if a speaker is turned on in the classroom!! The two web cams must be different brands so that they have different driver names: http://spu.edu:8888/ee2726/?launcher=false .)

10. Make sure instructor full voice uses the entire green bar
11. Use the 'hands-free' voice/cam option on the instructor station.
12. Do not use the mic on the Tablet PC.
13. Turn off the echo-cancellation and AGC in Adobe Connect.
14. Set the silence level to 0 in Adobe Connect.

Recording

16. When starting the recording, give the class session a name that describes the day's content. Watch for a red recording dot to appear in the upper right corner of the Adobe Connect window when the session is being recorded.
17. When the class session is complete, before closing out of the meeting view window, unclick the Record Meeting menu option.

Quality Assurance

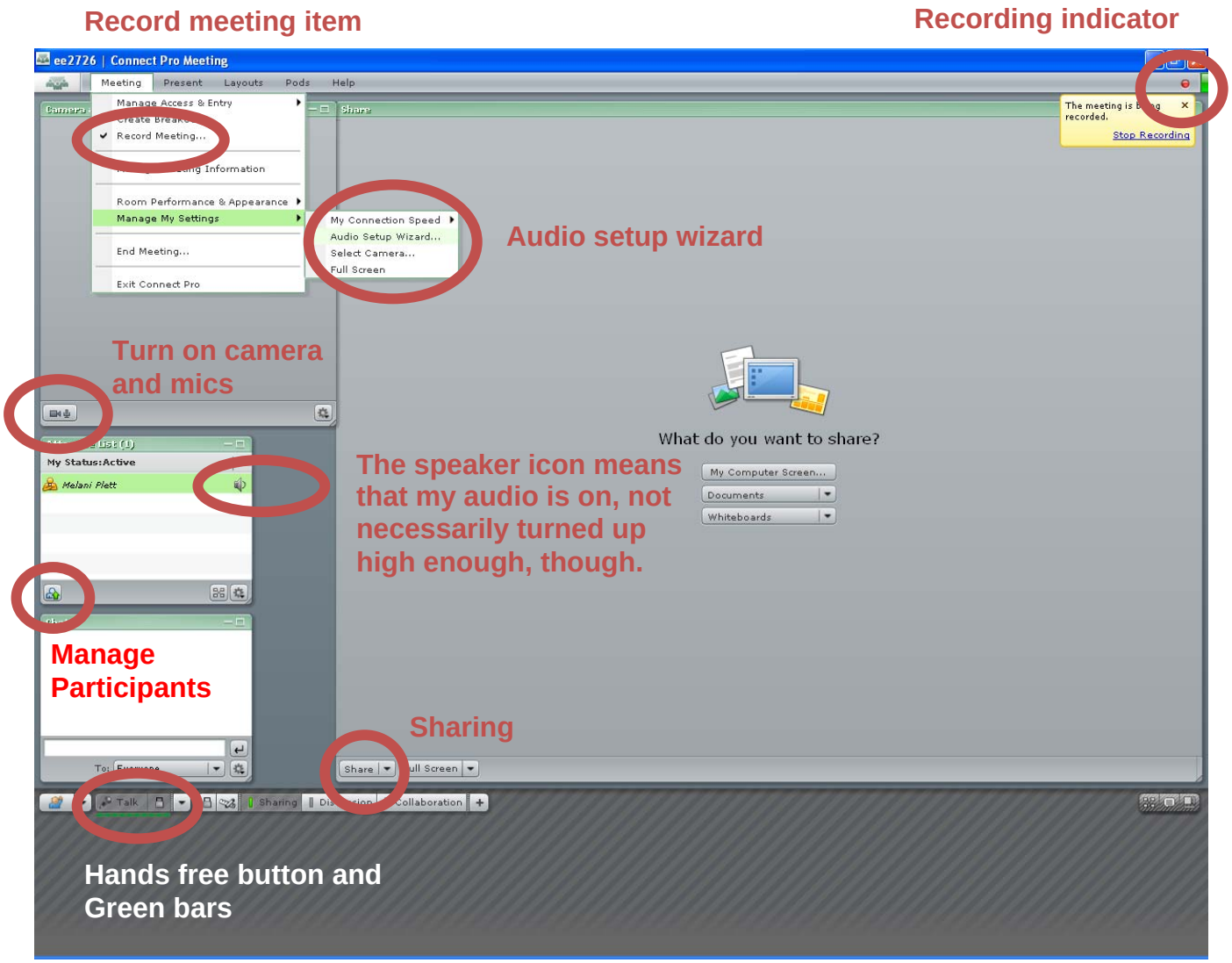
Backup plans (These are imperative!)

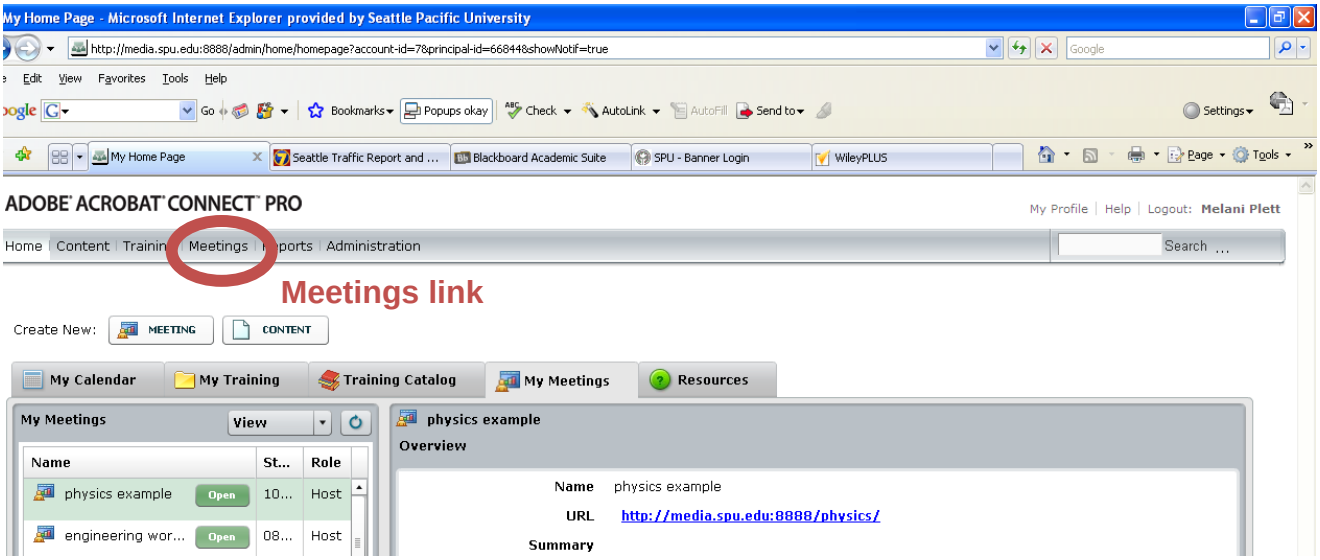
18. ***If the projector fails*** during class, use the web cam intended for the instructor pointed to the white board. Open the web cam's software to form its own window. Share that window to the remote student. (I haven't tested this recently, to see how well it works with the current web cams. (Melani))
19. ***If the Tablet fails and/or locks up*** during class, use the podium computer for projecting any software, and use either the document camera or the web cam and the physical white board (see #18).

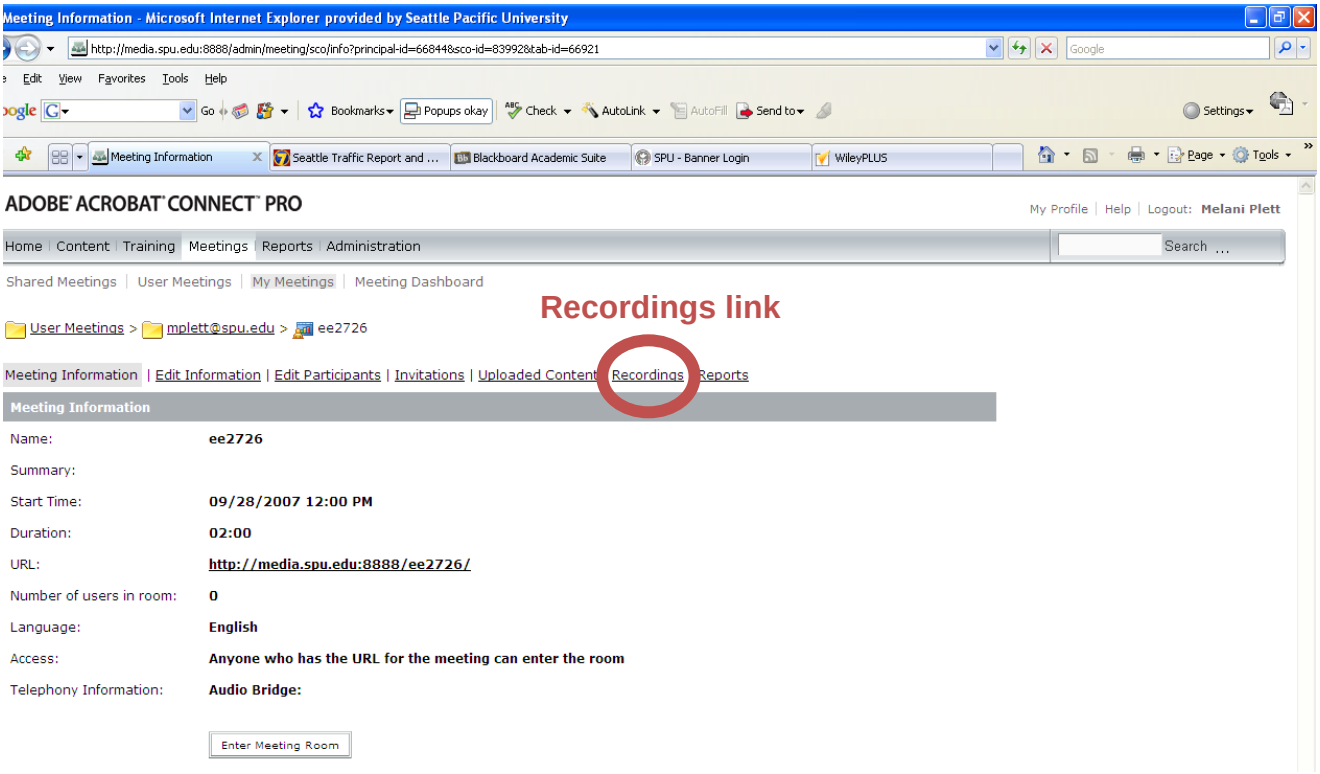
SETUP CHECKLIST/ PROCEDURE

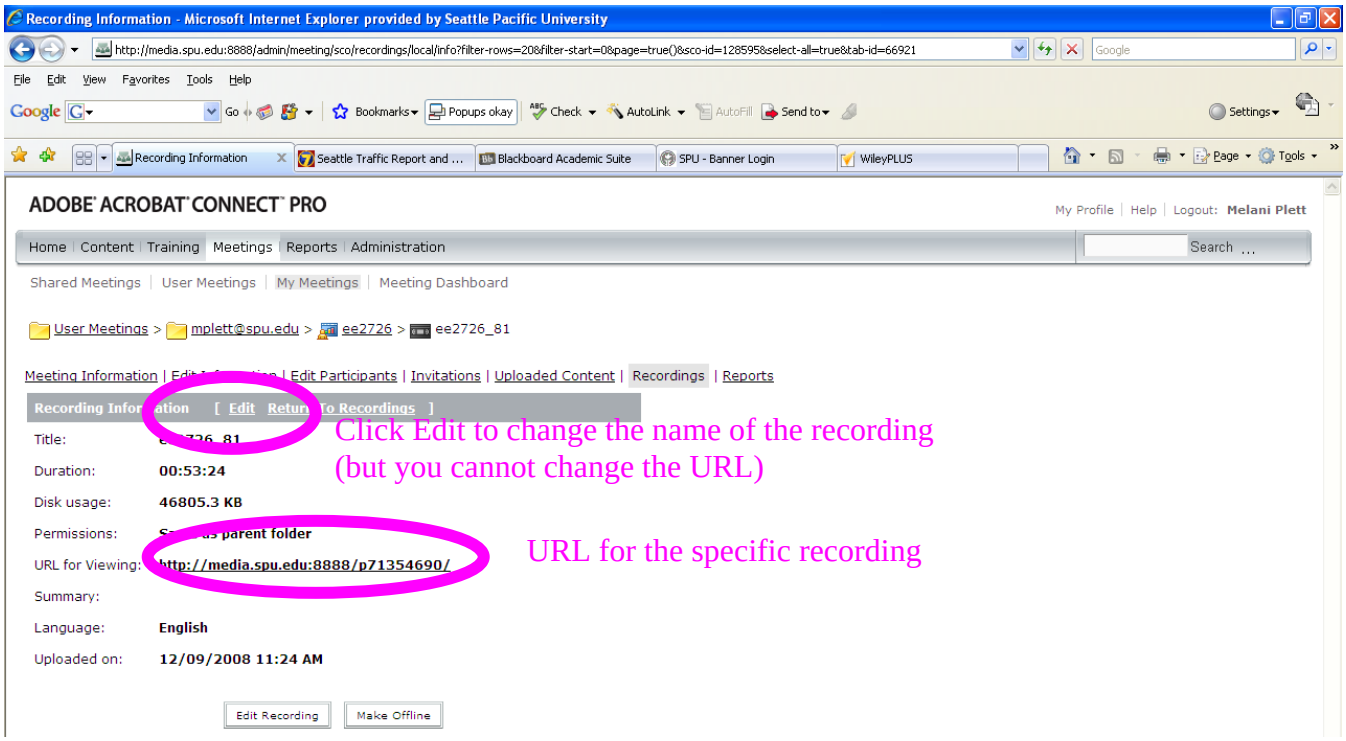
1. Log in to the instructor station.
2. Log in to the monitoring computer.
3. Turn on the classroom projector.
4. Check the settings on the audio mixer according to your use of the classroom mics, lapel mic, or both.
5. Put on the lapel mic, turn it on at the transmitter.
6. Ensure that the lapel mic receiver is on and receiving a signal from the transmitter.
7. Mute the speaker on the monitoring computer.
8. Log in to Adobe connect from both the Tablet and the monitoring computer. (Remember that you need to log in with @spu.edu included. E.g., mplett@spu.edu. It is recommended that you set up the password in Adobe Connect to be the same as your email password to avoid confusion.)
9. If using a loud speaker in the classroom, the volume/speaker on the instructor station should be on.
10. On the Instructor Station, click on the button in the upper right of the Adobe Connect screen to turn on the camera and mic.
11. Ensure that the audio for the Tablet is set to hands free.
12. On the Tablet, open all applications you anticipate using. (e.g., windows journal, Powerpoint, MATLAB, blackboard, etc.)
13. Share the entire desktop in Adobe Connect. Glance at the monitoring computer screen to ensure that the desktop is in deed being shared.
14. Test out any remote student microphones. When the student is logged in, you will see him/her in the Attendee List on the left side of the Adobe Connect screen. If their microphone is turned on, you will see a speaker icon next to their name. You will likely need to give them microphone privileges by setting their user role to that of Presenter under the Manage Partcipants button in the lower right of the Attendee List window.
15. Click on the record meeting menu item, enter a name for the session, but do NOT press Enter.
16. Just before beginning class, press enter…
17. Glance at the upper right of the Adobe Connect screen to ensure that the red recording dot is displayed.
18. After class is over, click on the Record Meeting menu item to turn off the recording.

19. Then locate and post the URL of the recording:
    a. go to http://media.spu.edu:8888/
    b. log in
    c. click on the meetings link at the very top, left,
    d. click on your “classroom”
    e. click on the Recordings link on the upper right.
    f. click on the specific recording for your class session
    g. The URL for the recording is shown in the middle of the screen.
    h. The Edit link in the Recording information line will allow you to change the name of the recording (but not the URL).




My Home Page - Microsoft Internet Explorer provided by Seattle Pacific University
ADOBE ACROBAT CONNECT PRO
My Profile | Help | Logout: Melani Plett
Home | Content | Trainin | Meetings | ports | Administration
Search ...
Meetings link
Create New: MEETING CONTENT
My Calendar | My Training | Training Catalog | My Meetings | Resources
My Meetings
View
Name | St... | Role
physics example Open 10... Host
engineering wor... Open 08... Host
physics example
Overview
Name physics example
URL http://media.spu.edu:8888/physics/
Summary


Meeting Information - Microsoft Internet Explorer provided by Seattle Pacific University
ADOBE ACROBAT CONNECT PRO
My Profile | Help | Logout: Melani Plett
Home | Content | Training | Meetings | Reports | Administration
Search ...
Shared Meetings | User Meetings | My Meetings | Meeting Dashboard
Recordings link
User Meetings > mplett@spu.edu > ee2726
Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports
Meeting Information
Name: ee2726
Summary:
Start Time: 09/28/2007 12:00 PM
Duration: 02:00
URL: http://media.spu.edu:8888/ee2726/
Number of users in room: 0
Language: English
Access: Anyone who has the URL for the meeting can enter the room
Telephony Information: Audio Bridge:
Enter Meeting Room


Recording Information - Microsoft Internet Explorer provided by Seattle Pacific University
http://media.spu.edu:8888/admin/meeting/sco/recordings/local/info?filter-rows=20&filter-start=0&page=true()&sco-id=128595&select-all=true&tab-id=66921
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Search ...
Shared Meetings | User Meetings | My Meetings | Meeting Dashboard
User Meetings > mplett@spu.edu > ee2726 > ee2726_81
Meeting Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports
[Edit Return To Recordings]
Title:
Duration: 00:53:24
Disk usage: 46805.3 KB
Permissions:
URL for Viewing: http://media.spu.edu:8888/p71354690/
Summary:
Language: English
Uploaded on: 12/09/2008 11:24 AM
Edit Recording
Make Offline
Click Edit to change the name of the recording
(but you cannot change the URL)
URL for the specific recording