

CIT Virtual Classroom (Adobe Connect) Getting Ready Guide -Students/Participants

Getting Ready

At least 24 hours prior to the session commencement time:

Purchase your headset and webcam (optional)

Plug these into your computer/laptop/tablet prior to entering the live CIT Virtual Classroom.

Go into your room and make sure your microphone and headset is working

If you have any problems, please refer to the [troubleshooting guide](#). You may just have to do the Audio Wizard which can be found under the *Meeting* menu.

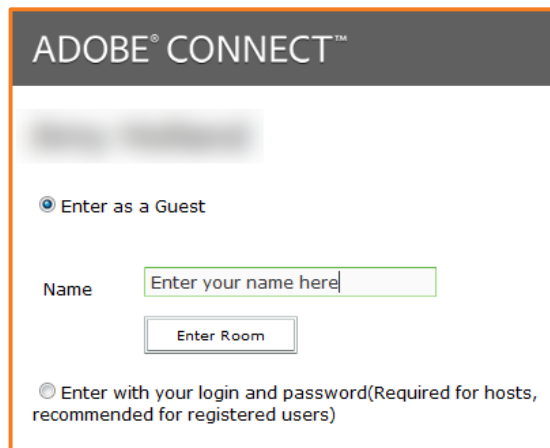
Day of the Virtual Classroom Session

You can enter the room via a link to your eLearn course or your teacher/presenter may send you a URL via email. Click on this link.

Enter as a Guest

Enter your name and click on *Enter Room*.

You are now ready to participate in the CIT Virtual Classroom.



The screenshot shows the Adobe Connect interface for entering a room as a guest. At the top, it says 'ADOBE® CONNECT™'. Below that, there is a blurred area. The 'Enter as a Guest' option is selected with a radio button. There is a text input field for 'Name' containing the placeholder text 'Enter your name here'. Below the input field is a button labeled 'Enter Room'. At the bottom, there is an unselected radio button for 'Enter with your login and password(Required for hosts, recommended for registered users)'.

Hints for participation

- Close all other applications. Running other applications on your computer can slow your connection to the CIT Virtual Classroom.
- Use the chat area to send text messages during the session.
- Raise your hand when you have a question.

Signals/Emoticons

There are a number of different signals you can use during a session. They can be accessed through the hand up menu (see image right). Click on the icon to give your signal. It will appear next to your name in the attendees list.



Raise Hand



Speak Softer



Agree



Speed Up



Disagree



Slow Down



Step Away



Laughter



Speak Louder



Applause

Chat

To send a message, simply type your message in the chat pod and hit enter or click the send icon.

You can also choose different colours or text sizes by clicking on the icon on the top right hand side.

Other tips/tricks

- If your headset has a control button on the cord ensure this is turned on and the volume is turned up.
- Ensure the headset is plugged into the right holes in the computer i.e. if you have a two prong ensure the microphone prong is in the microphone hole and vice versa
- Ensure the mute button is not checked on the sound icon on the very bottom right of your computer screen and ensure the sound level is up.
- Double click on the sound icon to open all the sound features and settings. Ensure nothing is muted and all sound levels are not set too low.



CIT Virtual Classroom (Adobe Connect) Interface

