

eLearn Tips and Tricks

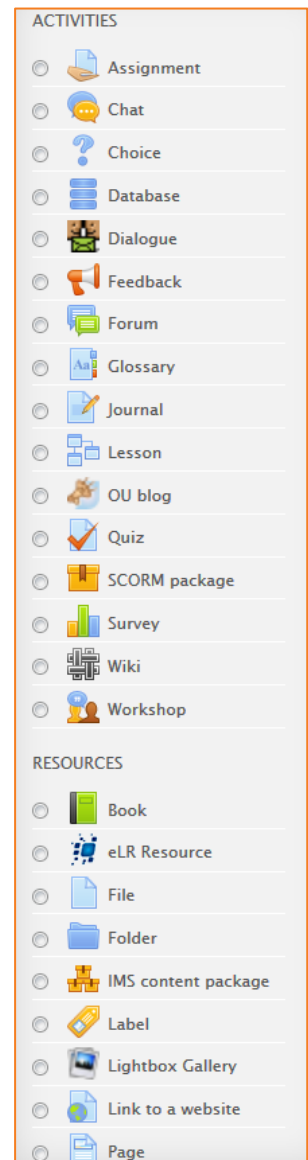
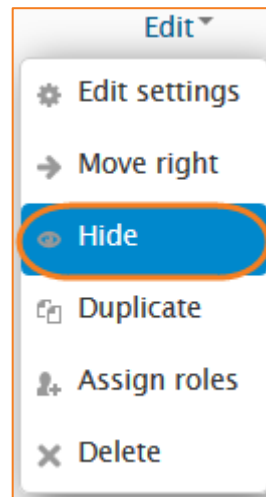
eLearn Learning Management System

- Ensure both yourself and your students have gone into your own profiles and updated your email address to one you use most often. This will ensure you and your students will get any notifications from eLearn.
- Make it clear in the heading section (this is the top section in your course) where students can contact the teacher by adding a label with the teachers contact details including telephone and/or email.
- Only use blocks which are useful for your subject i.e. do not have the 'latest news' block displayed if you are not going to use this with your students.
- Use the **Highlight** (light bulb) icon to highlight the current topic.
- To make your course look more professional, when creating your section headings, untick the **Use default section name** option and enter your heading under **Section name**. This will automatically format your heading to look like this:

Welcome to the course

- Do not ever use any size higher than 5 points in the font size (do not use 6 or 7 as it tends to overlap other work).
- Use the eye icon to **hide/reveal** resources and activities or whole blocks as they are needed (or no longer required). You can also use this feature to hide future sections while you are working on them.
- Don't forget to look at different options for uploading content and adding activities to your course. All the options are available from the Activity Chooser (see image far right) which can be accessed by clicking on:

 Add an activity or resource



eLearn Virtual Classroom

Quick Tips

- Limit sessions to a maximum of 55 minutes.
- Make sure you have set ground rules for using the Virtual Classroom and be prepared to use your blocking tools. You could set ground rules in a text icebreaker.
- No more than 4 slides without interaction e.g. Tick or cross, hand raise etc.
- Cover each slide in less than 4 minutes.
- Close all other applications. Running other applications on your computer can slow your connection to the eLearn Virtual Classroom.
- If you have a large class/session then partner with a colleague who can monitor the text and any technical problems (when possible).
- Present somewhere you cannot be disturbed (put up a sign on your computer).
- Make sure you are comfortable with the Virtual Classroom and practice.
- At the end of the session reset your room back to how you want it to look for your next session.

Have alternate Plans A, B and C

- Have a second computer/laptop/tablet or smartphone set up in case the one you are using has a problem (if available)
- If a participant's microphone does not work, don't panic, just ask them to write any questions or comments in the chat.
- If your computer freezes or lags 'pause' your webcam so only a still picture appears.

Additional Resources

[Adobe Connect Quick guides and tutorials](#)

[How to Videos on Adobe TV](#)

[Using Adobe Connect 8 - Detailed Help Guide Book \(215 pages\)](#)

Tablets and Smart Phone Guides

[Getting Started Guide – Participants \(Tablets\)](#)

[Getting Started Guide – Hosts & Presenters \(Tablets\)](#)

[Getting Started Guide – Participants \(Smart Phones\)](#)

[Getting Started Guide – Hosts & Presenters \(Smart Phones\)](#)

eLR (eLearning Resources)

- If you want to share to all CIT staff select **CIT View** (this means your resource will show up in search results and be viewed by others)
- You can add regularly used files to your **Favourites** (or those you've searched for a want to use again).
- You can upload draft resources to your **My Content** area in eLR to work on these at various locations (e.g. home, campuses). Once ready to go you can transfer these to the CIT collection ready to add to your subjects.

Remember if you have any questions or would like any help, call the friendly team at ED Tech on 6207 3833 or eLearn.Support@cit.edu.au

