Adobe Connect Live (aka. eClass Live): Cheat-Sheet

This document provides some general and basic tips for using Adobe Connect Live (aka: eClass Live) effectively in an online learning environment. Adobe Connect Live is built into the University of Alberta eClass website.

Synchronous Learning
Adobe Connect Live is a great tool for synchronous, online learning: that is, learning where the instructor and students are all online together, face-to-face in a video call. In many ways, using Adobe Connect in this way is just like being present in a regular classroom: the instructor leads the class while the students participate by listening, asking questions, giving presentations, and engaging in small group discussions in virtual ‘breakout rooms’.

How to Set-Up Adobe Connect Live on the eClass site?
To set-up an Adobe Connect Live session or sessions in your eClass, follow the instructions at this website: https://techined.ualberta.ca/adobe-connect-live. (Note: you may need to install the latest version of Adobe Flash and/or Adobe Connect Add-In.). For those familiar with the eClass interface, using Adobe Connect Live will be quite intuitive.

Tips for Online Etiquette to Maximize the Learning Experience:
Online teaching can happen very positively when instructors and students follow a few simple rules of etiquette for online engagement:

1. Speak with intention and clarity: Be conscious of where your camera is pointing, and where your face and eyes are looking. Pay attention to the pictures of each meeting attendee, but when you want to make a key or central point, look directly into the camera so that you can make eye contact with each attendee.
2. Try to convey the intangibles: One of the big things that is lost in online instruction is body presence, and body communication. This means that you may need to be explicit about things that usually are intuitive when in person. When a student makes a comment that is really insightful, don’t just acknowledge that comment with your body language but explicitly name it with your voice.
3. When participants are not speaking, have them mute their microphones. This will help reduce ambient and excess noise, and it will contribute to the overall learning experience.
4. Online formats do not perform well when multiple people are speaking at the same time. Right from the start of the course, establish a culture of having only one person speak at a time.
5. Some people prefer to use a set of headphones with a microphone built into the headphones. This may help you to hear the participants better, and for them to hear you better.
you. Because everyone’s audio/video equipment is different, you may need to experiment a bit, to find what works best for your computer.

**How to Share your Screen:**
Adobe Connect incudes the capacity for the host to voluntarily “Share their Screen” with everyone in the meeting. This means that you are able to share PowerPoint slides, a handout, or anything else that might be of relevance to the class. To share your screen: (1) click on the “sharing” layout (located on the right side of the Adobe Connect window), and (2) click on the “Share my Screen” button in the middle of the screen (note: you may need to install a plugin, which you should do).

**How to Set-Up Breakout Rooms:**
Adobe Connect Breakout Rooms allow the instructor to set up discussion groups for smaller, more focused learning experiences. For instance, if there are 12 students in a class, the instructor can set-up 6 groups of 2 students each, 4 groups of 3 students each, or any other combination you want. To set up Breakout Rooms, follow these steps:

1. In the “Attendees” box, press the button. This is the “Breakout Rooms” button
2. In the Breakout Rooms menu, drag-and-drop each attendee into whichever room you wish them to be.
3. Press the “Start Breakouts” button.

As the instructor (or “host”) of the meeting, you can move in and out of each Breakout Room as you like, or back to the Main Meeting room. This allows you to join the conversation with the students, to check in, or to answer questions as they come up. When it is time for everyone to come back to the main session, you as the “host” simply press the “End Breakouts” button.