

1. Should you record your class with Adobe Connect?

- a. For a seminar class: We recommend a phone for audio-only connection. Two or fewer students can dial in to a conference phone. Three or more can use FreeConference.com (they pay for their own phone bills unless your department has a billing system set up using this or a similar service.) Send files electronically to students to view during class. Phones have few tech problems.
- b. To record a lecture class: Use Connect for recording (procedures follow)
- c. For student call-in: Consult technical contacts listed below in Step 2.
- d. To teach course remotely while students attend on campus or from homes: Consult technical contacts, listed in Step 2.

2. Request a Connect room:

- a. School of Nursing instructors should contact Corey Macmillan, macmillc@ohsu.edu or (503) 494-0597, to request the URL of a Connect meeting room and a user ID, if not already created.
- b. Other OHSU instructors should consult their technical contact or Tom Boudrot, boudrott@ohsu.edu or (503) 494-4627, to request the URL for a Connect meeting room set-up and user ID (if needed).

3. Arrange audio recording: Discuss with Corey or Tom whether to use a phone or microphone to record the audio portion of your class.**4. Open your Connect classroom:**

- a. Log into Connect with your OHSU email address and password.
- b. Be sure to uncheck the “Lock the meeting after starting” checkbox if students are to log in while meeting is recorded.
- c. Press “Start meeting” button to open Connect classroom.

**5. Test your computer:**

- a. Log into your meeting room early, and ensure that you have the right software, hardware and settings to record a class. Connect works equally well on most Macs and PCs, but many computers must download an Adobe plug-in the first time they are used. *Always test on the same computer(s) you intend to use when teaching.*
- b. Follow the steps below to ensure you can record an audio class.

6. Upload presentations and/or graphics:

- a. In the main window, called a “Share pod,” click “Documents” and “Select from my computer”.
- b. Browse your hard disc or networked folders to select the .ppt or .jpg file you want to upload (most other file types will NOT be visible and cannot be uploaded in Connect).



- c. After uploading, your presentation or picture will automatically open in Connect.
- d. (Optional) you can press the “Stop Sharing” button at the bottom of the Share pod to close the opened presentation and upload more documents.
- e. (Optional) you can close the meeting if you are done uploading and don’t want to test yet.

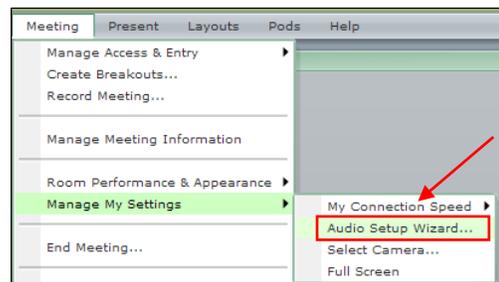
7. Open your previously loaded presentation:

- a. (Optional) reopen your Connect classroom as described in Step 4, above.
- b. (Optional, if your presentation is not still open from being uploaded,) inside the Share pod, select “Documents”.
- c. Note that all your previously uploaded presentations will now appear above the “Select from my Computer” option. Click on any name to open that document.



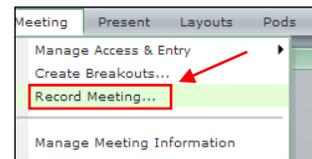
8. Ensure your voice is being detected by Connect:

- a. If using a USB or built-in microphone make sure the lock icon is pressed and green bars below “talk” light up when you speak.
- b. (Optional) if you do not see green bars in response to your speaking near the microphone, run the Audio Setup Wizard in Connect (under the “Meeting” menu, “Manage My Settings” sub-menu).
- c. If using integrated phone audio, follow the instructions provided separately by the technical contact who arranged audio for your Connect classroom.



9. Begin Recording:

- a. Click the “Meeting” menu from the main Connect Window and select the “Record Meeting” option (right).
- b. Type a short, descriptive name for the recording in the recoding box (not shown), then click “OK”.
- c. A voice will announce that recording has commenced.



10. Maximize your presentation:

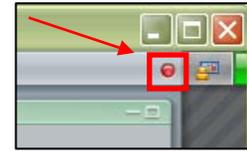
- a. At the bottom of the Share pod, click the “Full Screen” button to hide all the extra Connect pods and show just your presentation slides or pictures.
- b. When you are finished presenting, click the “Full Screen” button at the bottom of the maximized Share pod to once again show the other buttons (including the control to Stop Recording (next step)).



- c. (Optional) if you do not see the “Full Screen” button while in full screen mode, press the “ESC” key on your computer keyboard to return to the standard view.

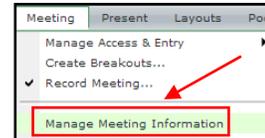
11. Stop recording:

- a. Mouse over the red record button in the upper right of the screen. A yellow box will appear next to the button.
- b. Select the “Stop Recording” link from inside the box.



12. Check recording:

- a. (Optional) Reopen the Adobe Connect meeting room, Step 4, if not already open.
- b. Click the “Meeting” Menu and select “Manage Meeting information” This will open up a new Adobe connect screen that allows you to administer the classroom.
- c. Click on the “Recordings” link near the upper right corner of the information screen.
- d. In the dialog box that next opens, (below, right) click on the name of your recording to begin playback.



13. Make recording public:

- a. Check the box to the left of the recording name (A).
- b. Click the “Make Public” box (B). In the “Access” column, to the right of the recording name, the yellow Lock icon should change to a gray “unlocked” icon.



14. Provide URL to students:

- a. Click on the name of the recording (C, in the illustration above).
- b. In the new screen that opens, copy the “URL for Viewing” and paste it into a link in Sakai or any communication with the student(s) who are to view the URL.
- c. (Optional) to relock the recording, so it cannot be viewed using any URL repeat step 12 but click the “Make Private” button in step 12b.
- d. When you are done providing the URL to students, select “Logout” from the upper right corner of the screen.

