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Adobe Connect Meeting Checklist for Students

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If you are a student attending an Adobe Connect meeting, here is a checklist of what you should do before the meeting begins.

☐ Test your computer's ability to access an Adobe Connect meeting.

☐ **Go to your Canvas course** and **confirm** your meeting link is available and is accessible. **Click on it** to see if you can enter the meeting (at the discretion of your instructor).

☐ **Watch the presentation**: An Orientation to Adobe Connect for Participants. You must view this on a browser with Flash-enabled (*not available for* iPhone *or* iPad). This orientation has a menu for navigating to the most important points of attending an Adobe Connect meeting.

☐ **Test** your computer's **microphone** to ensure it is working. The best microphone is a USB "plug and play" microphone with a headset and a wrap-around mic.

☐ **Test** your **webcam**. The best type is a "plug-and-play" webcam, or your laptop's webcam could work just as well.

☐ If you have a **Powerpoint** show to present, **keep it simple**.

  o Do *not* use smart objects.
  o   Do *not* use slide transitions.
  o Do *not* use video clips or any other media. These will not make the transition to Adobe Connect in an uploaded Powerpoint file.
  o You *may* use animations on the slide (e.g., "flying text" etc.), but use only a few.
  o If you use images, **reduce the size** of the Powerpoint File. See video.

☐ If possible, before the meeting, log into the meeting as a "guest". If you have presenter status, upload your Powerpoint and rehearse it.

☐ A few minutes before the meeting begins, log in with your name as a "guest" and **run the Audio**

Setup Wizard, available from the Meeting menu. You may run the Audio Setup Wizard at any time during the meeting without interfering with others who are attending. The Wizard will walk you through a series of screenshots to help you select the microphone you will be using, and optimize your sound.

☐ For assistance before the meeting takes place, contact the **Department of Academic Technology** at 866-337-1497, or, use the "Help" command in Canvas and "Report a Problem".