

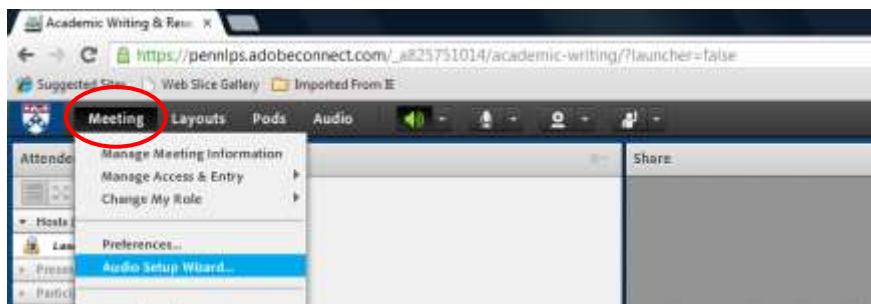
## Adobe Connect Orientation for Students

### Set-Up

Before beginning to work in Adobe Connect, please make sure you have the following: reliable (wired) Internet connection, and a headset with microphone if it is required for your class. Adobe Connect will work with WiFi or AirPennNet, but you may experience outages. These are highly recommended to ensure positive learning experience for you and your classmates. Firefox or Internet Explorer are recommended browsers, since they seem to work the best with Adobe Connect classrooms.

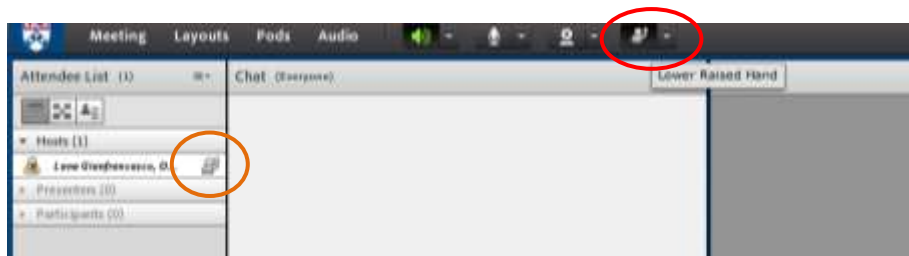
### Log In and Microphone Set-Up

When you first come into the classroom, please log in as guest using your **first and last name**, and run **Audio Setup Wizard** located under the “Meeting” pod on top of the screen. Make sure you can hear the music and hear yourself speak. If the volume is too high / low, it can be adjusted on your computer as well as in Adobe Connect classroom. It’s recommended to start each class with Audio Setup Wizard to avoid any technical issues during the course of the class.

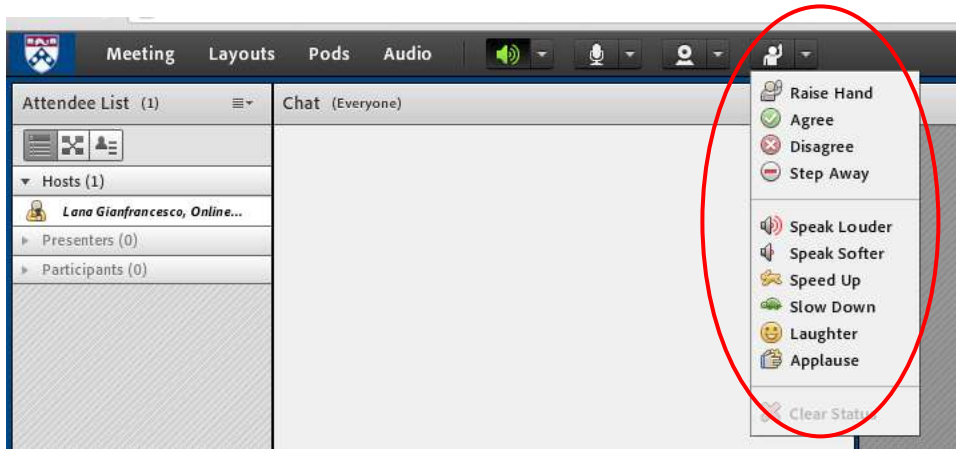


### Managing Microphone and Other Ways to Interact

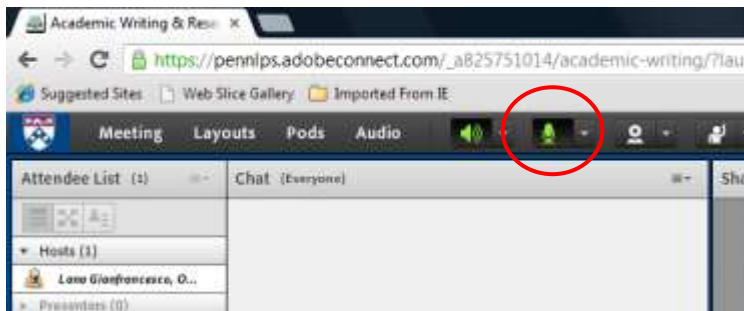
You might not have access to microphone right away (depending on your Instructor’s preferences). You can request one by raising your hand.



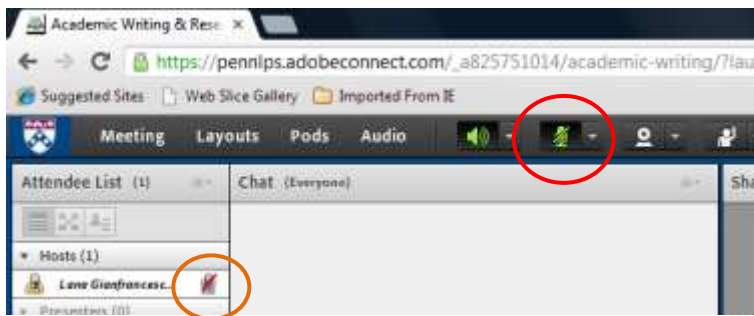
Please feel free to explore other available icons by clicking on the down-arrow next to the “raised hand” icon.



If the microphone access has been granted, don't forget to **turn on the microphone icon** (it will turn green), when you are ready to speak



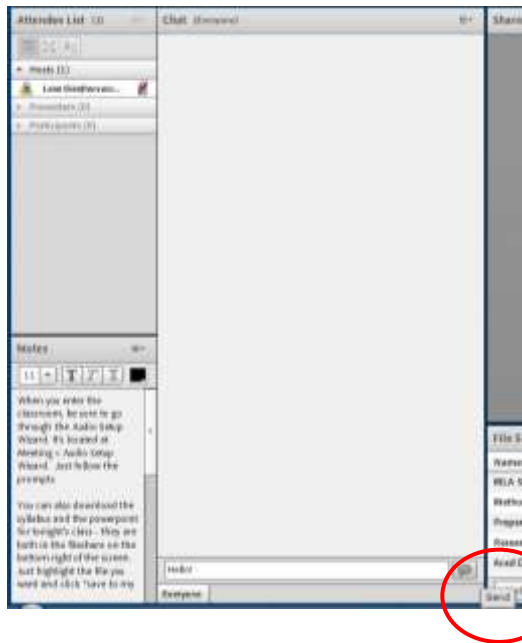
And mute it when you are not using the microphone (it will stay green but will have a line going through it) to avoid echo and sound feedback in the classroom



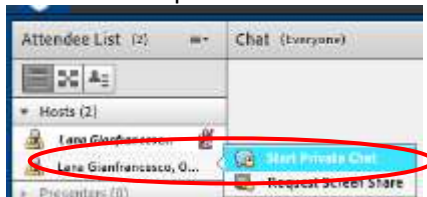
To adjust speaker or microphone volume in Adobe Connect, click on the down-arrow next to the relevant icons and choose “Adjust volume”.

### Using Chat

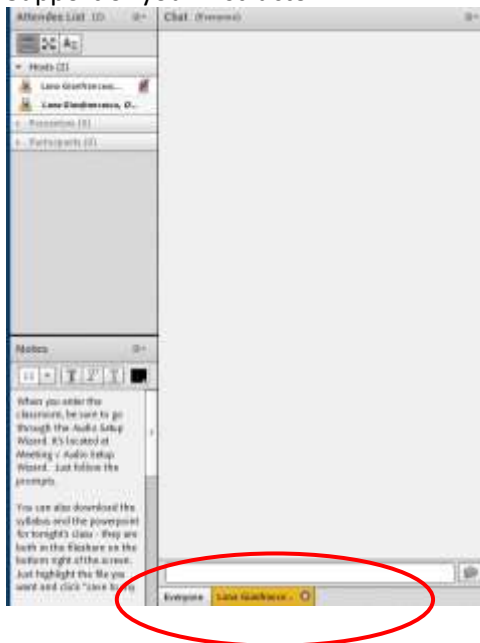
To send a message in the main **chat**, just type it and click “Send”:



To send a **private message**, choose the recipient from the list of participants → click on the name → choose “Start private chat”

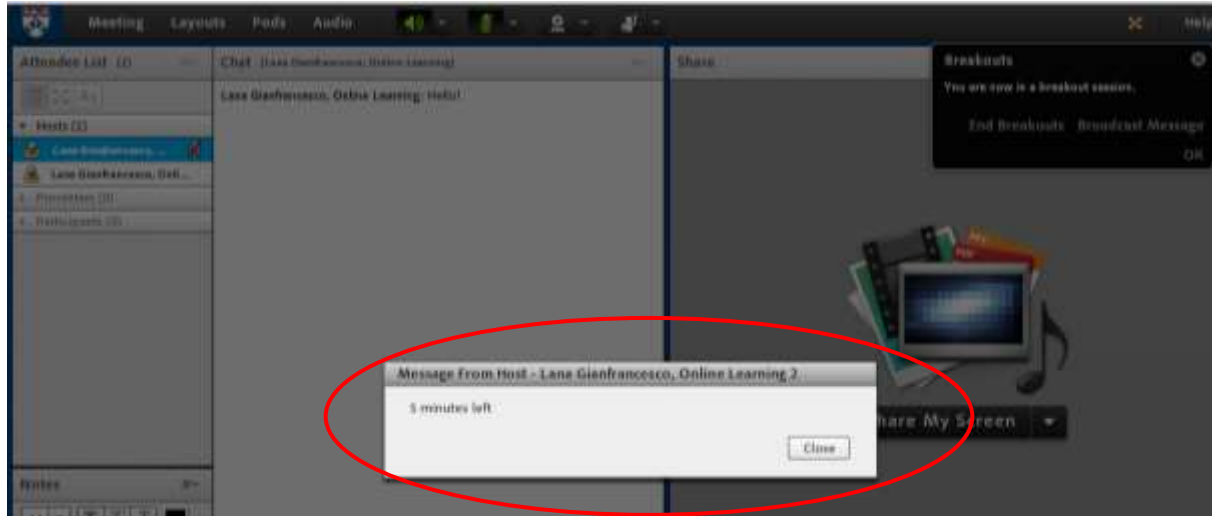


When a private message is sent to you, it will be **blinking orange** on the bottom of the chat window (next to the main chat). Please keep an eye for those messages because they might be from Tech Support or your Instructor.



## Using Breakout Rooms

Another teaching strategy used in Adobe Connect is **breakout rooms**. You will be divided into small groups to work on a certain topic separately from other students. Your Instructor or one of the TAs will come into the group from time to time to monitor the discussion and answer any questions you might have. If the Instructor has a message for everyone in the class, it will appear like this:



Do not hesitate to contact the Nursing Online Learning team with any questions:  
[online-learning@nursing.upenn.edu](mailto:online-learning@nursing.upenn.edu)