



Instrukcija darba grupas sagatavošanai Skype sesijām

Access Guide | Adobe Connect

Transformative Digital Learning

March, 2019

Before Logging in for First Time

- Configure (and test) personal computer, including web cam, **head phones** and microphone. For testing use URL: <http://uoit.adobeconnect.com/cdps/>
- When prompted to install the Adobe Connect Add-in, please provide all necessary permissions and install it.
- **Test** using the provided link on the computer and using the Internet connection you want to use for the course | URL: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
- Select a quiet location with front-facing lighting to participate in the Adobe Connect sessions.
- Login Access URL: <http://uoit.adobeconnect.com/cdps/>
- Ensure you are ready to log in to Adobe Connect as a **Guest**
- You should see a message: “The meeting was opened in the Adobe® Connect™ Add-in.” (If you do not see this message, install the Add-in from the Adobe Connect Help menu after you log in. Adobe Connect will ask you’re permission, install the Add-in and automatically restart.)
- After login, please run **Audio Setup Wizard (located under the Meeting menu)** to be sure your audio is working properly.

Facebook group

- **By May 20**, please join the Facebook Group **Transformative Digital Learning 2019-20: Charting the Future** <https://www.facebook.com/groups/381055139366925/>.
You can use the group for asking questions and getting a technical support. Please do not hesitate to do that. Also, the additional Summer school information will be posted in the group.

Important Usage Tips

- Please come 15 min before the online session to check your connectivity and solve possible tech issues
- Please **MUTE** your microphone when you are not speaking, but remember to **UNMUTE** when you wish to speak
- Pause your cam at any time for privacy, but please use your cam as much as possible