

# e-CLASSES

CONTACT NORTH Online Learning  
Apprentissage en ligne

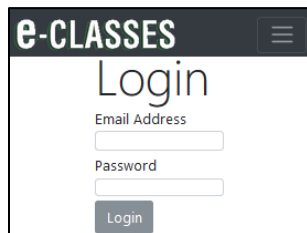


## Host Quick Reference Card – Adobe Connect

Welcome to Contact North | Contact Nord. Use this **Quick Reference Card** to help you with adjusting your audio, setting up your Adobe Connect session, share content and resources with attendees and incorporate markups and other tools in your session.

**For technical assistance, contact: Contact North | Contact Nord Technical Support Hotline 1-888-850-4628**

Before you begin, ensure your **headset, or microphone & speakers**, and **webcam** (if applicable) are plugged in.

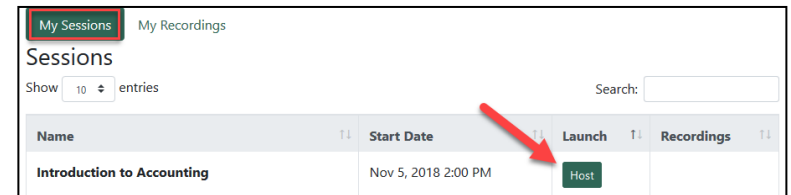


The screenshot shows the 'e-CLASSES Login' page. It has a header with 'e-CLASSES' and a hamburger menu icon. Below the header, there is a 'Login' section with two input fields: 'Email Address' and 'Password'. A 'Login' button is located below the password field.

### Logging in to your Session

Go to <https://eclassesconnect.contactnorth.ca> and login with your email address & provided password.

**From your *My Sessions* tab, click *Host* ( or *Present* ) on the desired session.**

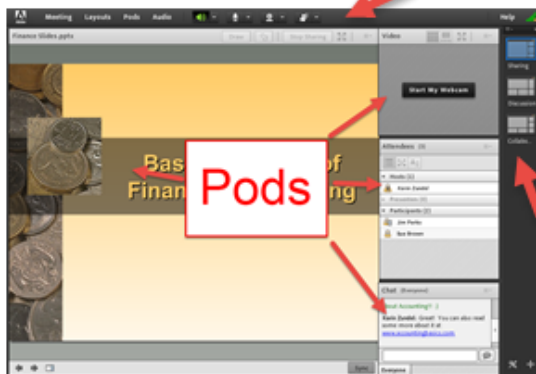


The screenshot shows the 'My Sessions' tab in the Adobe Connect interface. It has a search bar and a 'Show 10 entries' dropdown. Below is a table with columns: Name, Start Date, Launch, and Recordings. A red arrow points to the 'Host' button in the 'Launch' column of the first row.

| Name                       | Start Date          | Launch | Recordings |
|----------------------------|---------------------|--------|------------|
| Introduction to Accounting | Nov 5, 2018 2:00 PM | Host   |            |

(Later: click *My Recordings* tab if you record sessions and set your password by using the menu with your name in the top right of the page)

### Application Bar



Layouts

If this is your first time accessing a session, the Adobe Connect add-in may install and open. The room will launch in the Adobe Connect add-in.

The Adobe Connect room consists of an Application Bar above a number of “pods”. Pods offer varying functions (e.g. Attendees, Chat, Video, and a Share pod for displaying different types of content). The default layout for the pods is the “Sharing” layout. Pod Layout options are available on the right side of the interface. You can move the pods around within each layout, or create new layouts.

**For Adobe Connect resources, go to <https://eclassesconnect.contactnorth.ca/help>**

See the next page for further information about attending an Adobe Connect session.

# Host Interface – Adobe Connect



- 1 Manage session **Preferences**, check your audio setup (**Audio Setup Wizard**), **Record Meeting** and **End Meeting** from the **Meeting** menu.
- 2 Manage your session layout or create a new layout using the **Layouts** menu in the **Application bar**. You can also select or add a layout from the layout bar at the right.
- 3 Add a new pod to the current layout or disable resizing/moving from the **Pods** menu. Select **Manage Pods** to rename or delete pods. Click and drag pods to move them. Adjust their size by hovering over the edge and dragging.
- 4 Select **Audio** to give microphone rights to all participants and to change audio settings.
- 5 Click the **microphone** to talk in the session. Use the drop-down arrow to adjust microphone volume or disconnect.
- 6 Broadcast your webcam image by clicking **Start My Webcam** in the **Video pod**. After previewing, click **Start Sharing**. Use the drop-down beside the webcam icon in the Application Bar to enable webcams for all participants.
- 7 Provide feedback during the session by changing your **status**. Click the arrow on the **Status Options** dropdown list in the Application Bar and select your desired status. For options above the grey line, select **Clear Status** to remove. (Status options below the line will disappear automatically after a few seconds).
- 8 When attendees change their status it will be displayed beside their name in the Attendee pod. Hover over attendee names to access menu items for individuals.
- 9 To send a chat message to everyone in the room, type in the **Chat** pod and hit enter or Send 'bubble'. Click over an individual to Start Private Chat. Pod Options menu is found in the top right corner of the Chat pod (to set font and colour preferences and manage chat history).
- 10 Select content to display or open a whiteboard space using the dropdown menu from the **Share My Screen** pod. Options to **Draw**, add a pointer, Stop Sharing, and go to full screen will be located along the top of the pod while sharing.

