CONTACT NORTH NORD Supporting Rural & Remote Ontario — Soutenant l'Ontario rural et éloigné
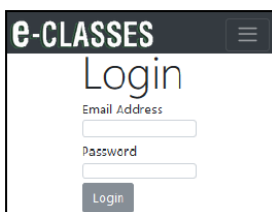
e-CLASSES

Participant Quick Reference Card – Adobe Connect 11.2

==May 2021 brings Adobe Connect version 11.2 with Standard View being the default whether you join using the desktop application or a web browser. Note that not all features are available when attending from a browser.==

Contact North | Contact Nord Technical Helpdesk 1-888-850-4628, Monday to Friday, 7:30am ET – 10:30pm ET

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


Logging into your Session

Go to eclassesconnect.contactnorth.ca and login with your email address and provided password.

If you do not have login information and have received a link or URL for the session, enter it in your browser, **select Guest** and enter your name, then **Enter Room**.
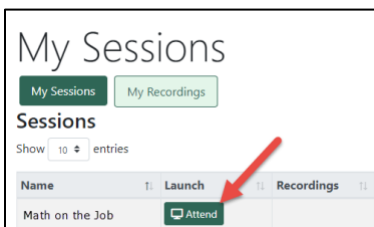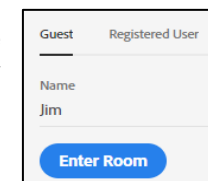
From your **My Sessions** tab find your class and click **Attend**
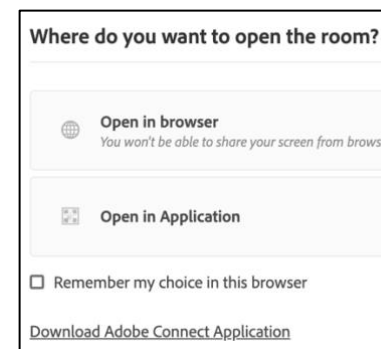
Later: Click My Recordings tab to view class recordings if your instructor records.
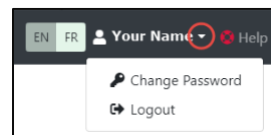
Set a new password from the drop-down menu beside your name at the top right of the page.

When asked "**Where do you want to open the room?**" choose:

- *Open in Application* for full tools and best audio **(preferable)**

- *Open in Browser* if your computer does not allow downloads


Once the host arrives the room will open.

Adobe Connect's **Menu Bar above the presentation area is where you'll find your speaker, microphone, webcam, and raise hand icons.** NOTE: Some of these tools need to be granted by the instructor. Pods may change location and the instructor may change layouts.

==For Adobe Connect resources, go to https://eclassesconnect.contactnorth.ca/help/participant.==

(See the next page for further information about the Adobe Connect Meeting Room Standard View).
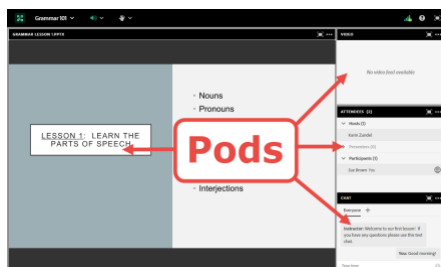
Adobe Connect 11.2 **Participant** Interface
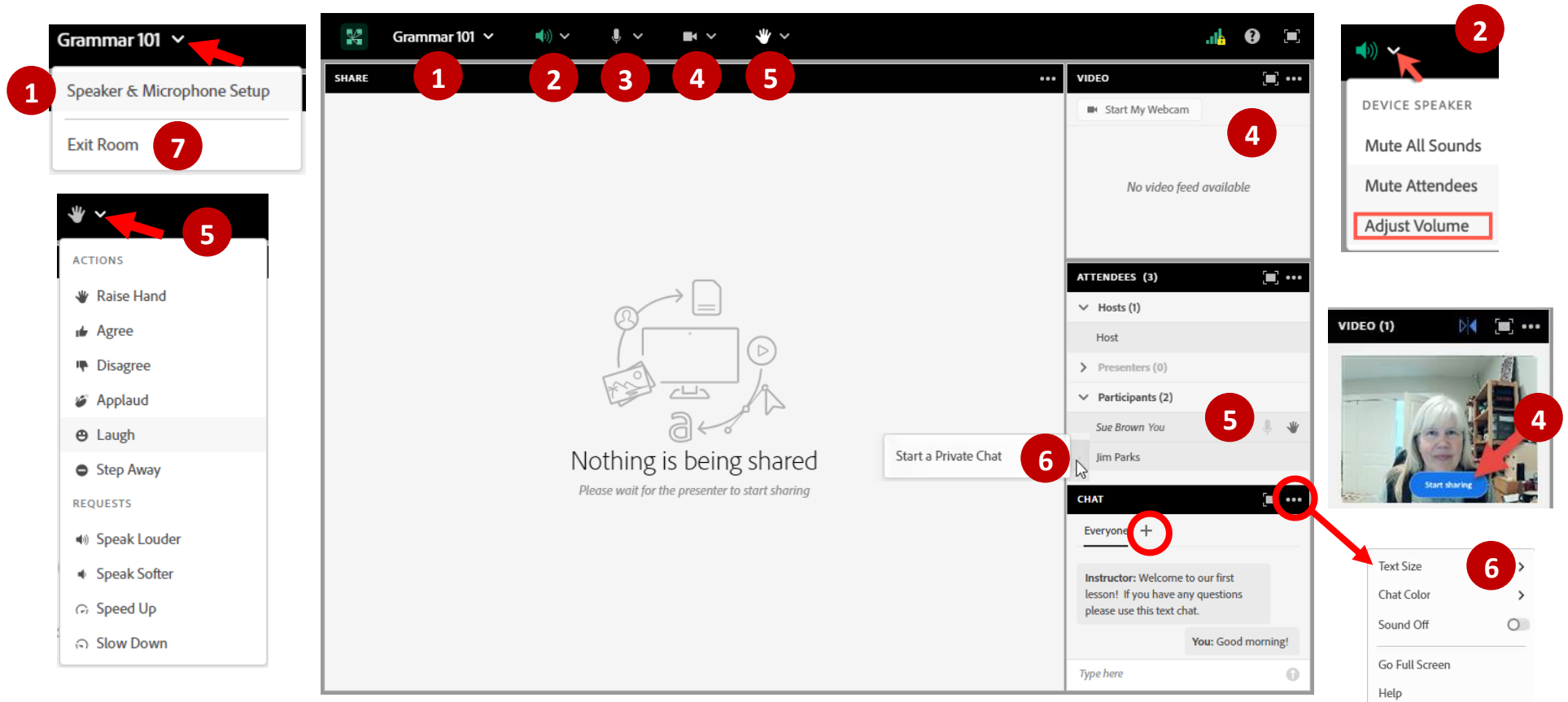
1 With your headset or speakers and microphone plugged in test your **Speaker / Microphone Setup** from the Meeting drop-down menu.

2 Adjust sound levels and select your speaker from the Speaker drop-down menu.

3 If the host enables your microphone, you will see a grey microphone in the Menu bar – **click to turn on the microphone, click again to mute the microphone.**

4 If enabled, you can share your live webcam by clicking the **Start My Webcam** button in the Video pod or click the webcam icon in the Menu Bar. After previewing your webcam video, click **Start Sharing** to share your video with all participants.

5 Click on the hand icon to **raise your hand**. To select another action – agree, disagree, laugh, applaud, step away - click the drop-down menu arrow beside the hand. These show beside your name in the Attendees pod. To remove an action icon, click it again. Request icons disappear after about 8 seconds.

6 To **Everyone Chat**: type in the Chat pod and **click the Send arrow**. Pod Options menu in the top right corner of the Chat pod sets Chat font size and colour as well as notifications. *If private chat is enabled*, use the **+** to start a private chat or hover over a name in the Attendees pod and click Start a Private Chat.

7 Your instructor may end the session for everyone or you can leave the session with **Exit Room** from the Meeting drop-down menu.