



Adobe Connect Virtual Classroom Student documentation (Rev 4)

- Must have suitable smart device: laptop or desktop with camera and microphone. Please note that we have found that smart phones and tablets do not work well for proper viewing & audio of shared content. See last page for system requirements
- Must have your own hardware, it cannot be shared with another student in the same class
- Must **download** the free Adobe Connect application
Windows users www.adobe.com/go/ConnectShell11
Mac users www.adobe.com/go/ConnectSetupMac
- Must be available to attend entirety of training days
- Please act responsibly, this includes proper dress as well as appropriate language and chat within the application
- Cyber-bullying, harassment of any kind, discrimination, abuse or any similar behavior will not be tolerated and will result in immediate dismissal from this program and may lead to prohibitions for future trainings
- Students should be in an area that has limited distractions and background noise, head sets are ideal to improve the user experience, but not required
- Students must refrain from recording any and all Virtual Classrooms
- MFA may utilize the recording feature in Adobe Connect, this feature records the training material, chat and any dialogue between instructor & students. This may be used in future to create online content or aid in make ups
- For any technical difficulties with Adobe Connect, email MFA @ Registration.DFS-TM-Academy@mass.gov

Prior to & during the training:

- Test your connection and Configure Audio from the email you received from LMS, do this a **minimum** of 24 hours before the training in case problems need to be fixed

ADOBE® CONNECT™

Adobe Connect Diagnostic Test

Test Results

You are ready to connect to your Adobe Connect meeting.


- ✓ **1. Flash Player version Test**
Your version of Flash Player is supported.
- ✓ **2. Adobe Connect Connection Test**
Connection successful.
- ✓ **3. Connection Speed Test**
Your connection is LAN speed.
- ✓ **4. Adobe Connect application Test**
Adobe Connect application Installed

Test Again Details **Configure Audio**

- On the day of your training, enter the virtual classroom environment on time using the link you received from LMS, this link will be good for all training days. Do not share this link with anyone
- You must login as a Guest and enter your first & last name, this is critical to get the appropriate training credit



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 Adobe Connect

FO1 demo

Guest Registered User

Name
Type here

By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#)

Enter Room

- Start your webcam, if you didn't configure your audio yet then go to Meeting - Audio setup wizard and follow the directions



- Mute your microphone when not speaking, this prevents background noise and echoing
- Chat can be done through the application with the host, instructors and your peers. Private chat can also be done with any individual
- Raise your hand in the software using the status button to ask a question, the instructor will engage with you and at that time you can unmute your microphone. You can also use the step away feature to take a temporary break to go to the rest room or take an urgent phone call



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- When the instructors give a break, get up, stretch and move away from your device
- Be flexible, this type of training is new to everyone. MFA is doing its best to work out all the bugs

To receive training credit in LMS (certificate):

- Must complete all poll questions during each training day, the host will open many of these polls throughout the training day and give you a small window to answer them
- Must have greater than 80% engagement with the Adobe Connect software (the software monitors your engagement as well as if you leave the application because you went to another application)
- Must complete any homework or class participation projects

Requirements to attend virtual sessions on various devices

WINDOWS

- 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)
- Windows 10, 8.1 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512 MB of RAM (1 GB recommended)
- Microsoft Internet Explorer 11 or later, Windows Edge browser, Mozilla Firefox, and Google Chrome

MAC OS

- 1.83 GHz Intel Core Duo or faster processor
- 512 MB RAM (1 GB recommended)
- Mac OS X 10.13, 10.14 and 10.15
- Mozilla Firefox, Apple Safari, Google Chrome

IPad, Chromebook & Smart phones are not recommended at this time!