

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Adobe Connect

IDENTIFIER NUMBER: 3003033

MAXIMUM POINTS: 60

GENERAL OBJECTIVE:

Participants will create live meetings for instant and/or asynchronous polling, technical support to the desktop, collaborative work on electronic documents and/or programs, control dialog in text, audio and video, use file sharing, record sessions in activities for distance learning, distance interviews, and distance collaborative educational projects.

SPECIFIC OBJECTIVE:

Setup

1. Manage account (2)
 - a. Log into Adobe system server
 - b. Change password
 - c. Access content library and meetings
2. Manage content (5)
 - a. Create folder for content
 - b. Identify acceptable file formats for content
 - c. Upload content
 - d. Present content via URL
3. Create meeting area (5)

Room management

4. Share (5)
5. Camera and Audio (5)
6. Attendee (2)
7. Chat (3)
8. File share (2)
9. Poll (5)
10. Note (2)
11. Links (2)
12. Create layouts (2)
13. Manage pods and layouts (maintenance) (2)
14. Operate prepare mode (2)
15. Configure speed and room dimensions (2)

Usage and Results

16. Record session (3)
17. Invite attendees (3)
18. Employ reporting system (3)
19. Demonstration of use in current job position (5)

PROCEDURES:

Participants will create and administer an online meeting room. Each participant will invite the instructor to demonstrate the pods and related experiences. As a follow-up, the participant will use Adobe Connect as part of their duties and record the session. The URL of the recording will be provided to the instructor via email to be validated.

EVALUATION OF PARTICIPANTS:

Each objective will be demonstrated to the instructor during the course. Objectives will also be demonstrated in the follow-up recorded session.

FOLLOW-UP ACTIVITIES:

Participants will create Adobe Connect electronic meetings that support their job position, record the live meeting and submit the URL to the instructor.

COMPONENT EVALUATION:

Participants must demonstrate each objective of the component used in instruction. This is done primarily in the activities and as needed in the follow-up activity(ies). Instructional personnel will demonstrate effective use in either communication or instruction through Presenter. Administrative and non-instructional personnel will demonstrate usage as it pertains to their responsibilities.