



International Education Center

# Adobe Connect Virtual Classroom Instructions



Isfahan University  
of Medical Sciences

## Contents

What is a Virtual Classroom?	3
A Brief Introduction to the Classroom Environment (Part1)	6
A Brief Introduction to the Classroom Environment (Part 2)	9
A Brief Introduction to the Classroom Environment (Part 3)	13
A Brief Introduction to the Classroom Environment (Part 4)	18
Creating a User List File as a CSV File for Fast Import on Adobe Connect	20
How to Solve the Problem of Persian Writing in Virtual Classes?	20
How to Conduct an Online Survey in the Virtual Classroom?	21
How to Video Record a Virtual Classroom on Adobe Connect?	24
How to Download or Watch Online the Recorded Files on Adobe Connect?	24
Solving the Problem of Sound Echo on Adobe Connect	30

## What Is a Virtual Classroom?

A virtual classroom is a learning environment that can be accessed anywhere on the planet as long as a reliable internet connection can be found. It not only does offer all the features of the face-to-face classes, but it also provides environments that are more attractive to its users. A virtual classroom, as an in-person class, can meet all the needs of the class. There are students and teachers who can interact and collaborate with each other.

What tools can be used to participate in virtual classrooms?

- 1-Desktop computer
- 2-Laptop
- 3-Tablet, iPod
- 4-Mobile

### Benefits of virtual classroom:

- Much lower cost than face-to-face classes
- Higher quality of classes in terms of slide shows and educational content in the classroom
- The ability to record the classes and watch or listen to the class several times
- Families can monitor the teaching process of professors
- There is no geographical restriction in e-learning. Students, wherever they are, can have access to educational facilities to use.
- Time-saving as there is no need for students and teachers to commute, and it itself is effective in reducing costs.
- Increasing student participation and engagement in class discussions due to being virtual and increasing self-confidence
- The names of all students in the class are shown and the teacher can attend and ensure the presence of the students.

### Description of virtual classroom:

It may seem a little unbelievable to you, but with the following descriptions, you can have a better understanding of virtual classrooms.

- When you enter the classroom, you can see other students and even talk to each other both individually and in groups in audio, text, and video and do not disturb the class and the teacher.
- While the professor is teaching, you can benefit from all the facilities provided by the teacher online. For example, the teacher displays an educational booklet and you can save this booklet for yourself and always have it with you even on your mobile.
- You can watch the recorded videos anytime and anywhere; there is no time limit on virtual class sessions.

### List of the present students in the class:

After entering the class, your name will be displayed in the list of class attendees.

### Permission for a student to speak or ask a question:

If the student has a question, an emoji will appear in front of his/her name that is getting permission. After the approval of the professor, the student's microphone will be activated and he/she can ask the question. After the approval, the permission mark turned to a microphone mark.

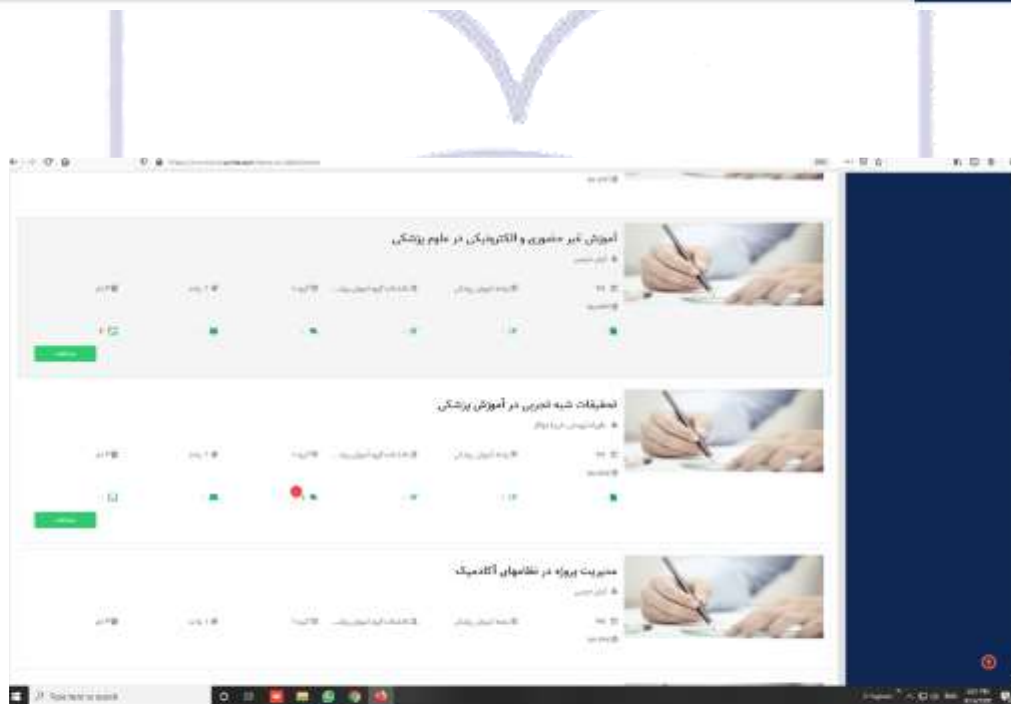
### Text chat:

The most used window is the chat window. To ask any question in text, you can type your message in the specified box and then press **Enter** to make your message visible to everyone in the class. You can even send a personal message to a professor or another student.

### Entering the virtual classroom:

To enter the virtual classroom, students must first login into **Navid** with their username and password, then select the class from modules section. When the teacher assigns a class to hold online, this class is available to students at the scheduled time. Enter the virtual classroom by clicking on the class link.





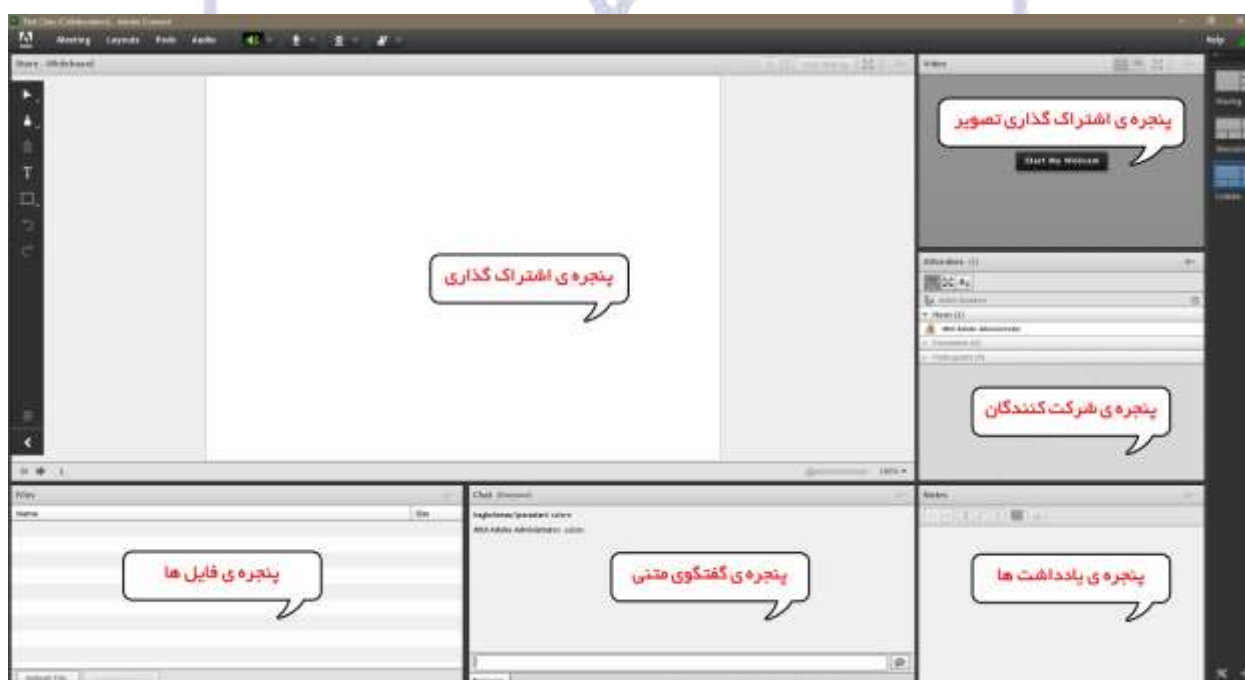


## A Brief Introduction to the Classroom Environment (Part 1)

After entering the online class, you will see the class environment, which includes the following sections:

- Attendees
- Toolbar
- Notes
- Chat
- Files
- Share

We will respectively explain the sections of a class, and other settings will be explaining in the end.



### 1) Attendees

This window consists a list of participants showing the names and number of individuals who are present in the class. It includes three groups:

- **Hosts:** class administrators (experts, supervisors, and professors)

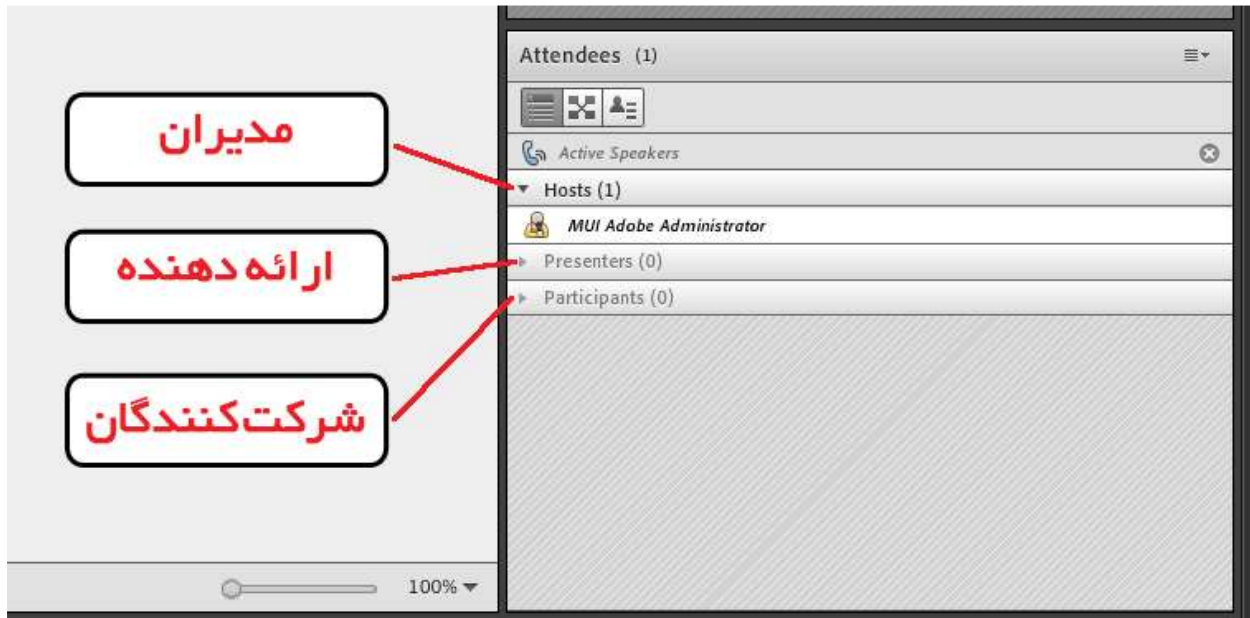
They are authorized to manage classes including controlling the beginning and ending of classes, granting voice access to users, expelling users, and so on). Only the class administrators can change the status of the class attendees and transfer a user from a group to another group.

- **Presenters:** professors and assistant professors

They can control classes including managing files, whiteboard, and voice.

- **Participants:** students and guest users

They have access to attend the class, chat publicly and privately, download files, view the whiteboard, listen to audios, participate in the poll, and in case of administrator permission, use the voice chat.



## 2) Toolbar

The following facilities are available in this section:

- To speak in the class (voice through microphone)
- To participate in the class visually (webcam video)
- To get permission if users want to use a microphone to convey a message



There are also more settings by choosing the meeting menu in the toolbar.

### 3) Voice sharing

A Participant can talk to the teacher through the **Status** menu. The teacher and other participants in the class by seeing the sign in front of the name can notice his/her request. The administrator may accept their request and allow them to speak. In this case, in the toolbar, the option is activated for them to be able to make the necessary settings to share their voice and microphone in the class. After the approval of the administrator, the participant's microphone is connected and will be disconnected by the professor's decision.



**Note:** To prevent the sound from being disconnected or echoed, click on this icon again after you have finished talking so that the sound of your microphone is not played while other users are talking.

If the professor or a user in the online class uses voice chat, the microphone icon will be blinking in front of their name.



## A Brief Introduction to the Classroom Environment (Part 2)

### Audio test (5 steps)

To test the audio connection, click the **Audio Setup Wizard** from the meeting option in the toolbar, then click **Next** in the opened window.



### Step 1: Select Speaker

In this step, select your speaker, and then click on **Next**.



## Step 2: Test Sound Output

Click on the **Play Sound** in the opened window. Audio will be played on trial from the system, and then click on **Next**.



## Step 3: Select Microphone

In this step, select your microphone. If you are not sure about your microphone, click on **Next** to select the microphone by default.



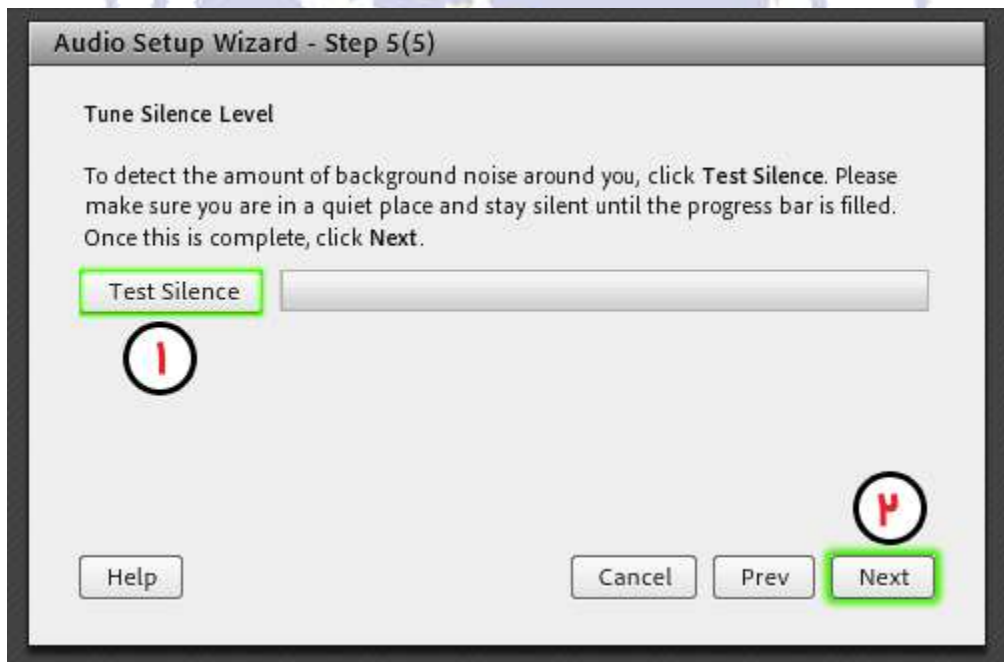
#### Step 4: Tune Microphone Volume

In this step, click on **Record** and record your voice as a test. By clicking on **Recording Play**, the system plays your voice.



#### Step 5: Tune Silence Level

By clicking on **Test Silence**, the audio playing in the classroom will be turned off.





#### Notes:

- If you do not hear the voice, check your speaker by playing an audio file from the computer. If your connection is checked and there is no problem, close your browser, install the latest version of the software, and enter again.
- If the audio cannot be recorded or played in the fourth step, check your connection and test your microphone by an internal software.



## A Brief Introduction to the Classroom Environment (Part 3)

### 1. Change the status in the class

To change the status of the individual who is present in the class, click on the permission sign in the toolbar.



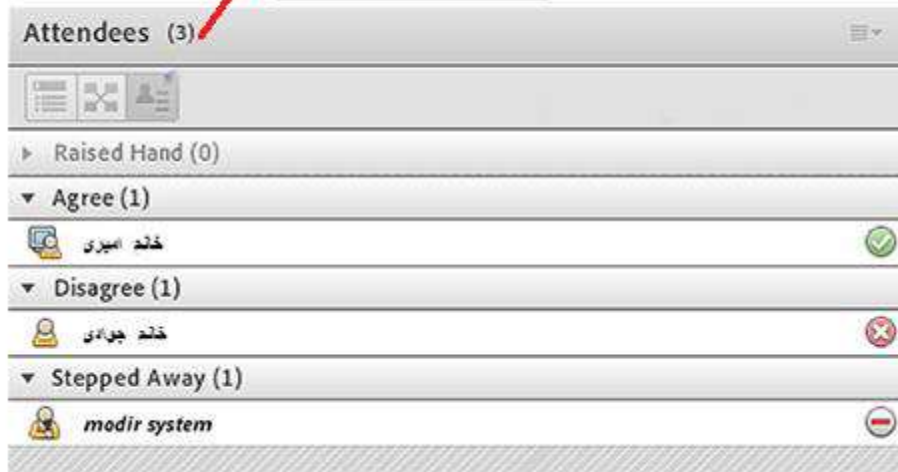
Participants can request a class talk from the administrator by selecting the **Raise Hand** option. The administrator can accept their request by activating their microphone, so they can get benefited from this feature.

**Note:** Even if the student does not request, the administrator still has the possibility to activate the microphone for the participants in the class. This feature can be used in questioning.

The teacher may also want to have a poll in the classroom in which he/she can quickly find out the participants' opinions. He/She can ask the question by talking or chatting, and then the students could give their opinions by clicking on **Agree** or **Disagree** or **Step Away**. All individuals (administrator, provider and participant) can announce their points of view through this menu. The results will be shown to all the users in the **View Status Attended** section.

**Note:** The difference between this feature and the survey that will be explained later is in the speed of response as well as announcement of results.

## نمایش وضعیت

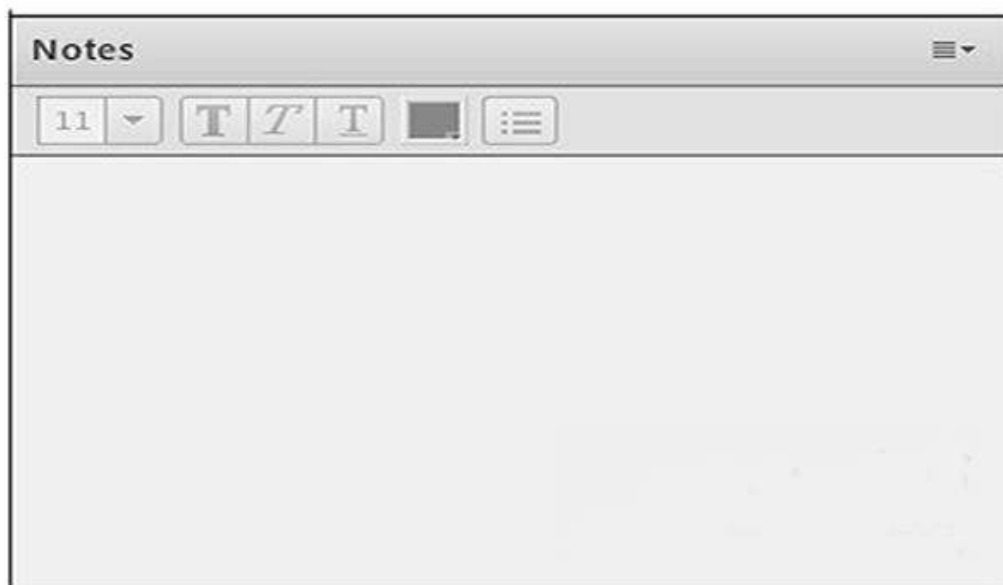


If a student request to expedite or slow down the teaching process while others are constantly discussing and texting in the chat menu, he/she can notify the teacher quickly by clicking on **Speed Up** or **Slow Down**, because his/her request may be lost in the chat window, and the administrator cannot see it.

The attendees in the class can also use the **laughter** and **Applause** options.

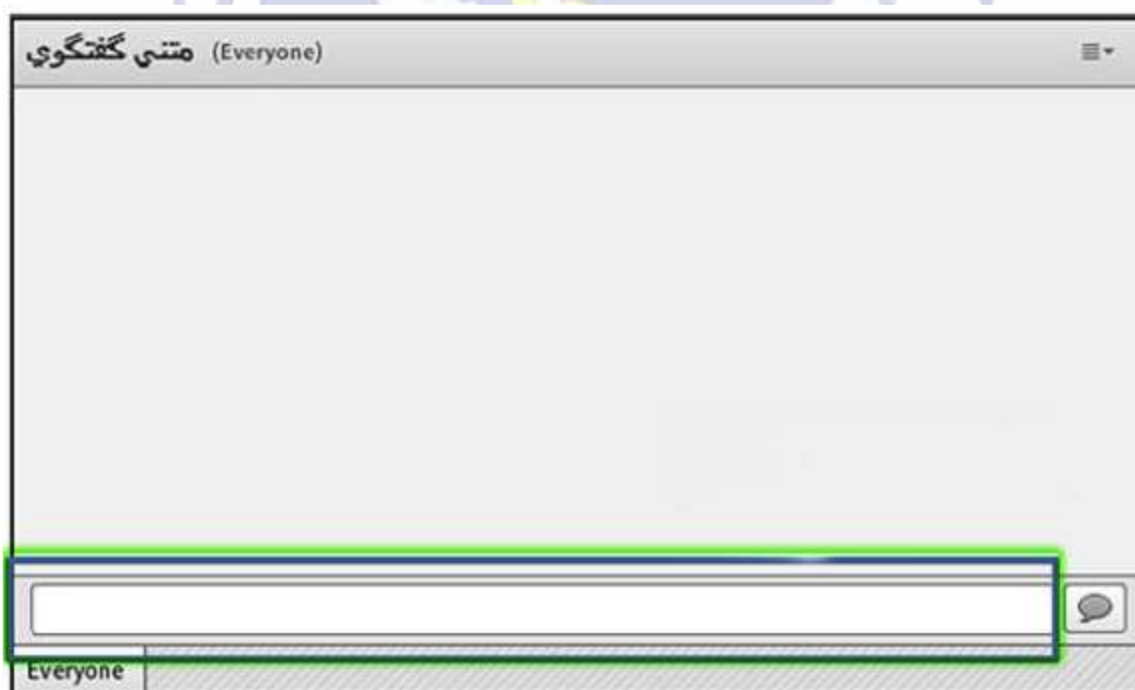
## 2. Notes

This window allows the professors or experts to share some contents to inform users. In this section, they can enter messages with different size, font, or color, and users can only see the notes.

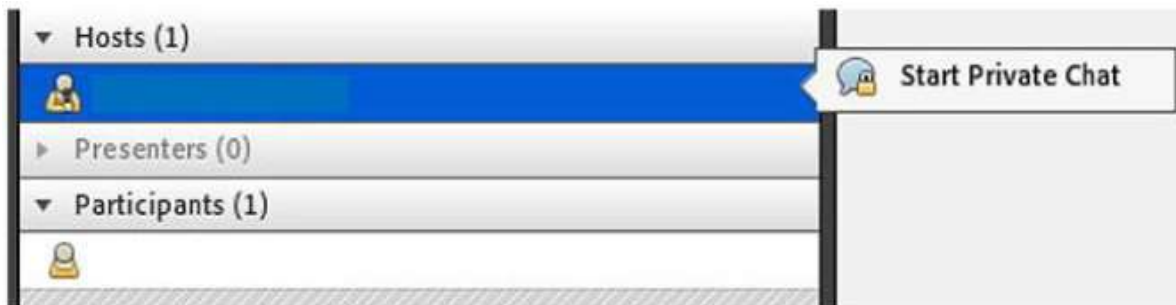


### 3. Chat

This window is used for public or private conversation between users (hosts, professors, and students). To use this feature, hover the mouse pointer over the specified box, then type the text you want and press the **Enter** key.



To use private conversation, click on the user name you wish to chat with and request a private chat (as shown).



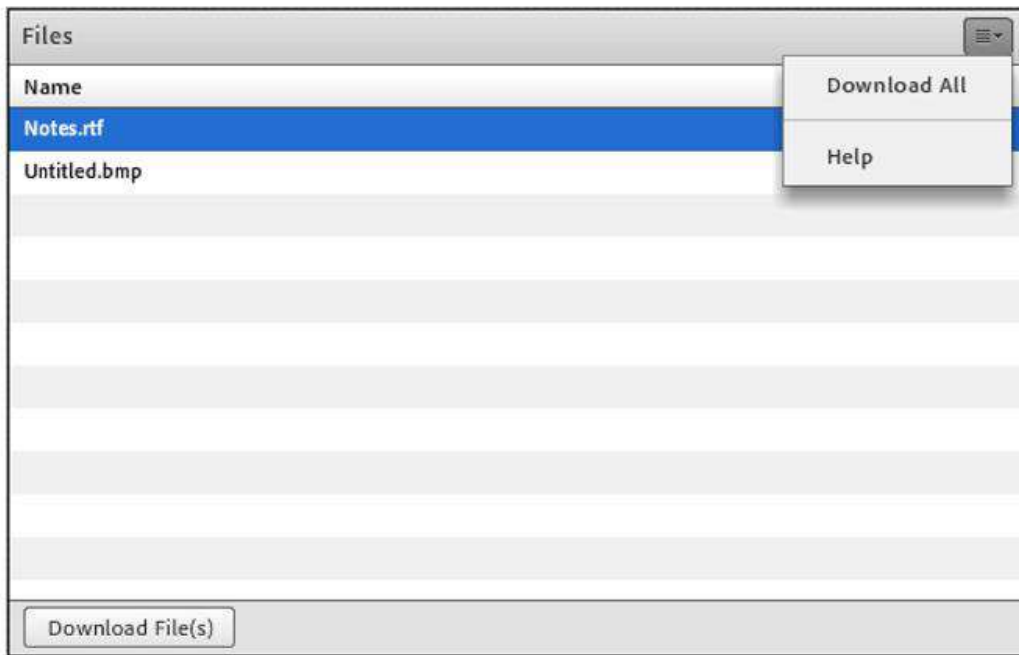
To return to public text chat mode, click on **Everyone** in the text chat window.



#### 4. Files

Sometimes the shared contents are just read-only and there is no possibility to be downloaded. Therefore, we need to provide a file for users to download. **Files** window makes it possible and attendees can see the uploaded files, then download the selected items or do it all together.





## 5. Share

The instructor or administrator can share the content needed in the class for the participants, and they can only view the shared files. These shared items can be documents, pages, or whiteboard display. Documentation can be a booklet, etc. A whiteboard can be used for inserting text. Participants cannot interfere and only see the shared information.

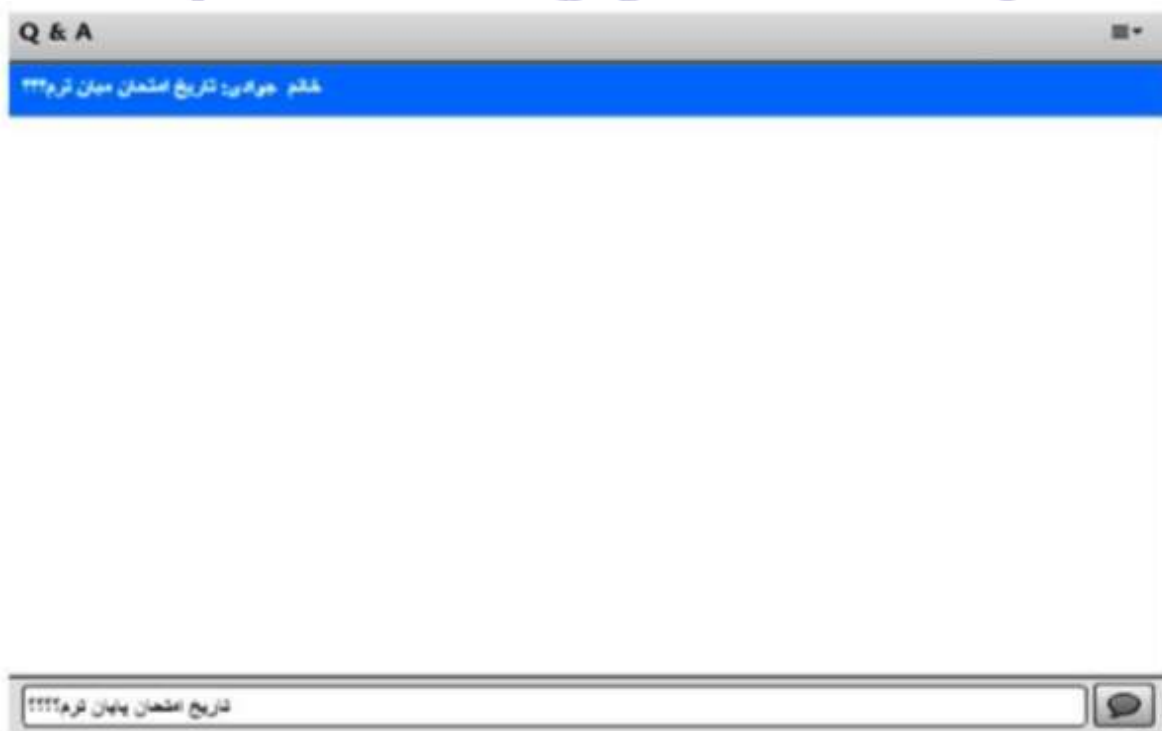


## A Brief Introduction to the Classroom Environment (Part 4)

### Question and Answer:

It is very difficult to manage all the questions of the attendees through the chat window. The possibility of human error and leaving some questions unanswered in this case is very high. Therefore, the use of the **Q & A** window is recommended. All participants can ask questions. Class administrators and providers see these questions and they can reply publicly or enter a private answer for the questioner. Administrators and providers can also refer a specific question to another provider. In this case, other managers and providers will not be able to enter answers to questions.

The question window is as follows:



The participant sees the answers to his/her questions as the figure below:



Items in red indicate private answers to questions. Other students can see the stated answer and question in their list after inserting them by the teacher. So if the question is not answered, it will not be displayed in the question list of other students, and after answering the question, that question and answer are shown to others.

### Web Link:

In this part, the administrator can provide the address of some websites to the participants separately from the chat.



The manager inserts the links, and participants can visit these websites.

## Creating a User List File as a CSV File for Fast Import on Adobe Connect

In this tutorial, we explain how to have a list of our users for fast import on Adobe Connect software. The advantage of this is that you will be able to create hundreds of users to access and enter online classes in a few seconds.

This tutorial is very simple and all you need is Notepad ++.

If you have the Notepad++, just enter your first name, last name, username, email and password as in the file below and finally save it with the csv extension.

**Note:** keep in mind that the email must be repeated twice.

## How to Solve the Problem of Persian Writing in Virtual Classes?

As you know, Persian letters on Adobe Connect in the chat section arise several problems. In this part, we intend to provide a solution by which users will be able to use Persian letters in the chat section.

To solve this problem, you need to install the following software.

### Persian keyboard

After installing the software by selecting the keyboard and new Persian letters as Windows typeface, You will not have any problem with the letters.

You can use the **alt + shift** keys to change the letters on the keyboard.

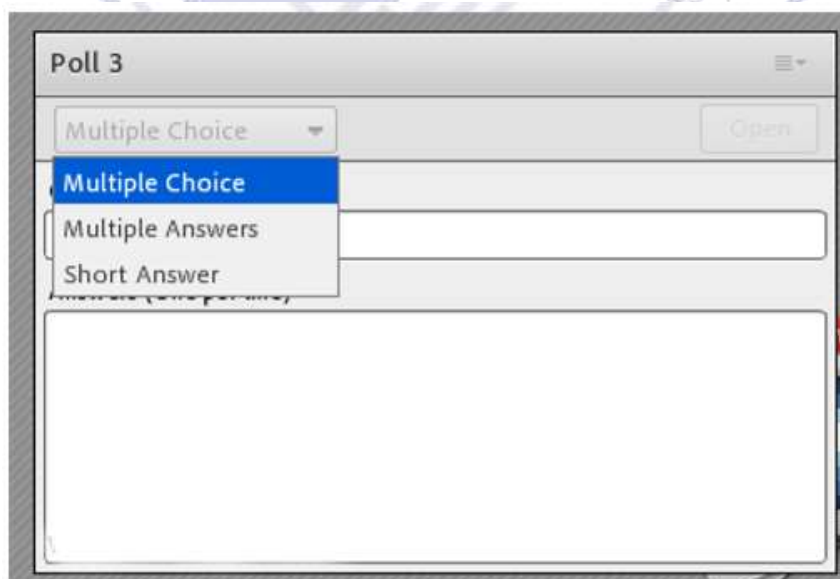


## How to Conduct an Online Survey in the Virtual Classroom?

To create a survey like the image below, enter the class with the **Host** access level, and select the **Add New Poll** option:



In this step, we can set up 3 types of surveys that you can choose based on your needs. We select the first mode, **Multiple Choice**.



As in the following figure, we are asking the desired questions and options:

Enter the question in the upper field and the answers one per line. Then select the **Open** option so as the poll is being displayed for the online users.

**Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?**

Multiple Choice Open

**Question**

Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?

**Answers (One per line)**

1: Aliii  
2: Khoob  
3: Motevasset  
4: Zaeef

**Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?**

View Votes Edit End Poll

**Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?**

<input type="radio"/> 1: Aliii	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> 2: Khoob	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> 3: Motevasset	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> 4: Zaeef	<div style="width: 0%;"></div>	0%	(0)
<input checked="" type="radio"/> No Vote			

Broadcast Results

What is instantly displayed to users is as follows:

Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?

Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?

- 1: Aliii
- 2: Khoob
- 3: Motevasset
- 4: Zaeef
- No Vote

Users can momentarily change the poll statistics by choosing the options. As it is shown for the Host user like the following figure:

Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?

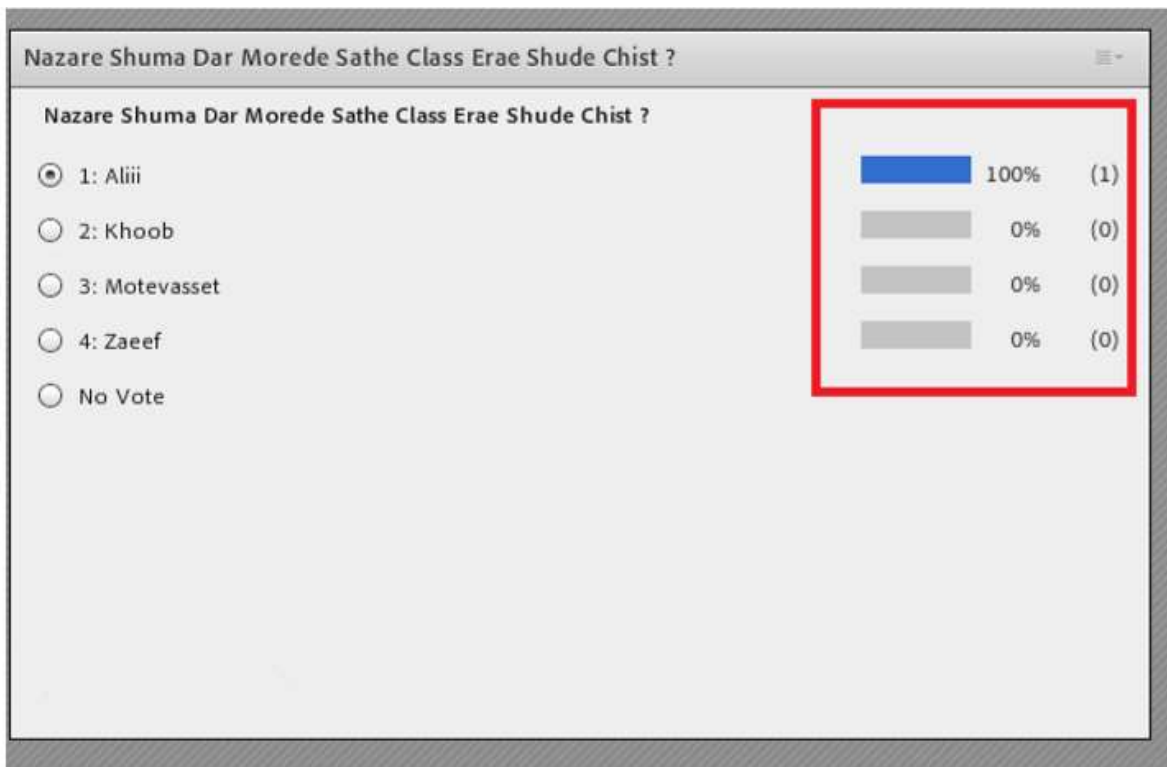
View Votes Edit End Poll

Nazare Shuma Dar Morede Sathe Class Erae Shude Chist ?

<input type="radio"/> 1: Aliii	<div style="width: 100%; height: 10px; background-color: blue;"></div>	100%	(1)
<input type="radio"/> 2: Khoob	<div style="width: 0%; height: 10px; background-color: gray;"></div>	0%	(0)
<input type="radio"/> 3: Motevasset	<div style="width: 0%; height: 10px; background-color: gray;"></div>	0%	(0)
<input type="radio"/> 4: Zaeef	<div style="width: 0%; height: 10px; background-color: gray;"></div>	0%	(0)
<input checked="" type="radio"/> No Vote			

Broadcast Results

If the Host user intends to display the survey results to users or students, he/she can share the results for participants or other users by selecting the Broadcast Results option.



## How to Video Record a Virtual Classroom on Adobe Connect?

To record classes on Adobe Connect software, you need to click the **Record Meeting** option from the **Meeting** menu, then select a name for the file in the new box.

It would be better that the name matches the date or subject of the class so that we can access them more easily in the future based on the file titles.

Finally, after the end of the class, to stop filming the online class, you must click on the red button that appears at the top right of the image and click the **Stop Recording** option.

## How to Download or Watch Online the Recorded Files on Adobe Connect?

To be able to play or download the recorded files of virtual classes, we need to enter the virtual class link on a browser, and join the class with the username and password of the **Host** user.

In the next step, we have to enter the page that provides us with class editing facilities through the Meeting menu and the Manage Meeting Information option.





In the current page, we have to enter the **Recording** option to access the list of recorded files.

Shared Meetings > Test Meeting

Meeting Information | Edit Information | Edit Participants | Invitations | Unloaded Content | Recordings | Reports

**Meeting Information**

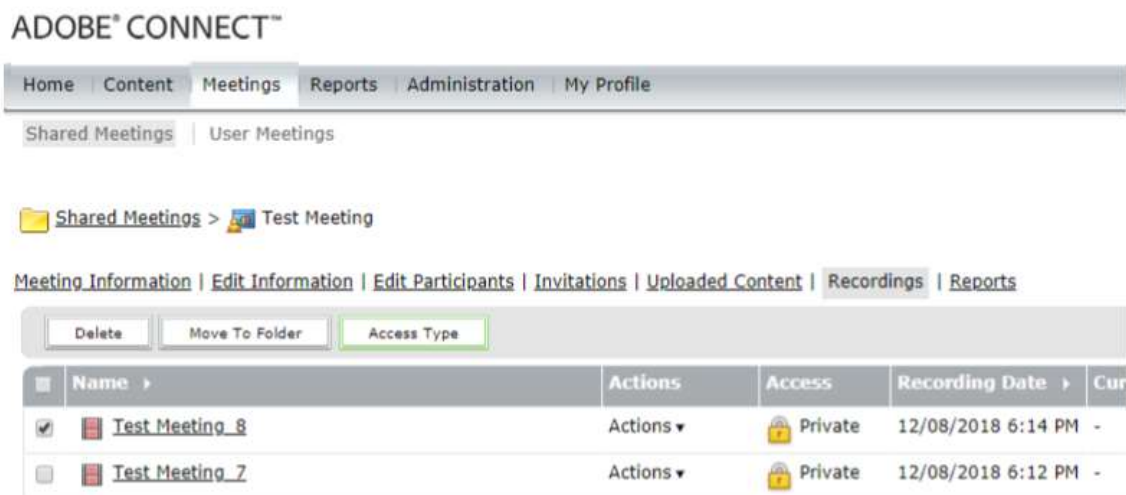
Name:	<b>Test Meeting</b>
Summary:	
Start Time:	<b>11/25/2018 9:15 AM</b>
Duration:	<b>01:00</b>
URL:	<b><a href="http://live.tehranclass.ir/test/">http://live.tehranclass.ir/test/</a></b>
Number of users in room:	<b>0</b>
Language:	<b>English</b>
Access:	<b>Only registered users and accepted guests may enter the room</b>
Allow participants to opt out from Engagement Tracking:	<b>No</b>





In this step, before using the files, we must determine the **Access** type of each file.

For this purpose, from the left checkbox, mark the relevant file and then click the **Access Type** button.



On the next page, we have two choices

**1- Private:** If the file is in this state, only the users who have a username and password in this class can watch the class video.

This option is not suitable for you if your class members are logged in as guests.

**2- Public:** If the relevant file is in this state, all individuals who have the link can watch the video replay of the class.

**3- Public with Passcode:** In this case, only those individuals who have the password you have defined can watch the video and are not required to join the system.

## ADOBE® CONNECT™

[Home](#) [Content](#) [Meetings](#) [Reports](#) [Administration](#) [My Profile](#)

[Shared Meetings](#) | [User Meetings](#)

[Shared Meetings](#) > [Test Meeting](#)

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Unloaded Content](#) | [Recordings](#) | [Reports](#)

[Change Access Type](#) | [Return To Recordings](#)

### Test Meeting\_0

Private

Public

Save

Cancel

## ADOBE® CONNECT™

[Home](#) [Content](#) [Meetings](#) [Reports](#) [Administration](#) [My Profile](#)

[Shared Meetings](#) | [User Meetings](#)

[Shared Meetings](#) > [Test Meeting](#)

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Unloaded Content](#) | [Recordings](#) | [Reports](#)

[Change Access Type](#) | [Return To Recordings](#)

### Test Meeting\_0

Private

Public

Set Passcode  (4-12 characters)

To change, overwrite the existing Passcode and Save.

Save

Cancel

Up to this point, we have determined the access level for the selected file. Now we just need to provide the link to the desired members. The link is in the URL for the **Viewing** section.

Shared Meetings > Test Meeting > Test Meeting\_8

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | [Recordings](#) | [Reports](#)

Recording Information		Actions ▾
Title:	<b>Test Meeting_8</b>	
Type:	<b>Recording</b>	
Duration:	<b>00:24:37</b>	
Disk usage:	<b>1160.4 KB</b>	
Permissions:	<b>Same as parent folder</b>	
URL for Viewing:	<a href="http://live.tehranclass.ir/psuuuujiisd6/">http://live.tehranclass.ir/psuuuujiisd6/</a>	
Summary:		
Recording Date:	<b>12/08/2018 6:14 PM</b>	

Also, if we want to download the file, we must click on the **Make Offline** option from the **Actions** menu, as shown below, and save the file in the new open page after determining the type of extension and the quality of the output file.

## ADOBE® CONNECT™

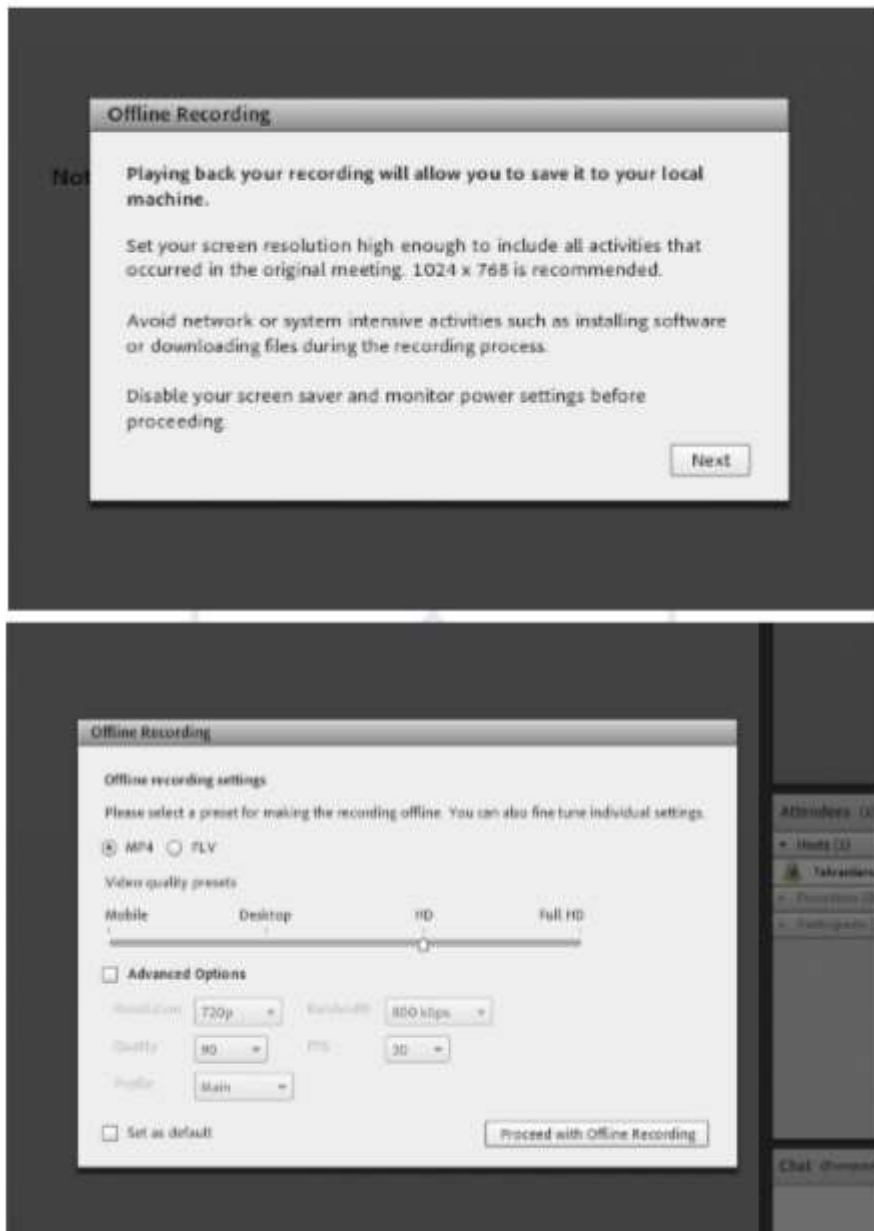
[Home](#) | [Content](#) | [Meetings](#) | [Reports](#) | [Administration](#) | [My Profile](#)

[Shared Meetings](#) | [User Meetings](#)

Shared Meetings > Test Meeting > Test Meeting\_8

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | [Recordings](#) | [Reports](#)

Recording Information		Actions ▾
Title:	<b>Test Meeting_8</b>	<a href="#">Edit Information</a>
Type:	<b>Recording</b>	<a href="#">Edit Recording</a>
Duration:	<b>00:24:37</b>	<a href="#">Make Offline</a>
Disk usage:	<b>1160.4 KB</b>	
Permissions:	<b>Same as parent folder</b>	
URL for Viewing:	<a href="http://live.tehranclass.ir/psuuuujiisd6/">http://live.tehranclass.ir/psuuuujiisd6/</a>	
Summary:		
Recording Date:	<b>12/08/2018 6:14 PM</b>	



**Note:** Due to a bug in the HTML5 user interface, it is highly recommended that watch the videos by the software (put the video link in the address section of Adobe Connect software)

It is worth mentioning that to save the class file, the class process is performed from the beginning to the end and it is not possible to download the file quickly. Therefore, if you want the image file of the desired class, we suggest using desktop image recording software such as **Camtasia**.

## Solving the Problem of Sound Echo on Adobe Connect

Sometimes during holding virtual-online classes, the sound is echoed and produces an unpleasant sound and prevents our online meeting.

This problem has absolutely nothing to do with the server and people who have an active microphone should disconnect their system speaker and use headphones or hands-free.

When you activate your speaker and microphone at the same time, it creates a loop or sound cycle that causes the sound coming out of the speaker to be received by the microphone and sent back to the server for playback. This process is repeated many times and causes the sound to echo one after the other. By changing the speaker to headphones, this problem is completely solved and you can enjoy your online meeting.

