

Checklists for Adobe Connect (and Skype) for Recording Video Conference Guest Lecturer Presentations and Loading Recorded Presentations to dLOC, Fall 2013

Checklist created for the Digital Humanities course: “Panama Silver, Asian Gold: Migration, Money, and the Making of the Modern Caribbean” (Fall 2013 syllabus: <http://dloc.com/AA00013935/>).

Checklist: Before the Call (same for Adobe Connect and Skype)

- Confirm dates with the faculty teaching the class
- Make sure the [correct dates are on the Guest Lecture Wiki Page](#)
- Email the presenter (with teaching faculty and all involved in classes copied, and see example text in this document)
 - Include a note to offer a test if of interest prior to the class date
 - Include class meeting time (include time zone, noting daylight savings or not)
 - Include information for Adobe Connect and test connection (as noted in sample email)

If including information on Skype:

- Include Skype download link: <http://www.skype.com/en/download-skype/>
- Include Skype contacts (e.g., laurientayloruf and all known)
- Ask for their Skype name, to send a contact request to prior to the meeting
- Include note that headsets with microphone are recommended, and a separate webcam may be needed, but many laptops include webcams
- Include emails and phone numbers for 3 classes for the day of the class (useful for the host if any of the classes have problems; for presenters, just shows support)
- Confirm again a few days before the class

Adobe Connect Checklists & Example Email

Checklist: Adobe Connect Information for Guest Lecturers

- Adobe Connect runs in the web browser
- To join the Adobe Connect room, click on the link (works 15 minutes before presentation time): <http://ufsmathers.adobeconnect.com/dh>
- Choose to enter as a guest, and enter your name
- Click to enable your webcam (click to share to preview, and click “start sharing” to share) and microphone
- (The Host will enable all as presenters, and the class can start.)

Guide: http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS_Guide_for_Participants.pdf

Checklist: Adobe Connect Information for Teaching Faculty

- Ensure the webcam, speakers, and microphone are available, or schedule classroom with these, or plan to use a laptop for class

Checklist: Adobe Connect Information for Hosts

- 2-5 days before the meeting, remember to confirm set up for the virtual room, and login in at least 20 minutes early to be available for questions, and send reminder email (example text below)
- Login with the host login (UFL email address and non-UFL, AdobeConnect specific password)
- Select the “discussion” layout
- Click to enable
- Click on the participants and move them to “presenters”
- Click on main presenter, and maximize (small, left-corner option) the presenter screen so that it is the majority of the video for the presentation
- Click to record (under “meeting” on left)
 - Recording captures video, chat, and all else, so arrange screen to focus
- During the class
 - Monitor the discussion chat for any problems or questions
 - Note any changes for this checklist or for recommendations for presenters to improve ease for future guests
- After the class
 - Click to stop recording
 - Go to Manage my meeting information (under “Meeting”)
 - Select recording and make the recording public
 - Click on the name of the recording to see the link
 - Send link to recordings to all faculty
- Review the recorded video
 - Discuss any suggested changes
 - Edit the video
 - Select “make offline” to download the video file (Adobe does this by playing the whole video to the screen record it, in real time to the host computer, and recommends a few things like disabling screensavers)
 - Load the video to dLOC

Guide: http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS_Guide_for_Hosts.pdf

Adobe Connect: Example Text for Use in Confirmation Email

Adobe Connect runs in a web browser and uses Flash, so any normal computer with web access will work. It does not require any additional software. This page is a test connection for Adobe

Connect, which is great to test before the presentation:

http://ufsmathers.adobeconnect.com/common/help/en/support/meeting_test.htm

Some presenters find a headset with a microphone to be best, but others use standard microphone and speakers built in to their computers, and sometimes an external webcam is needed, but these are often included in laptops.

For the class day, this is the checklist of steps for presenters:

- Adobe Connect runs in the web browser
- To join the Adobe Connect room, click on the link (works 15 minutes before presentation time): <http://ufsmathers.adobeconnect.com/dh>
- Choose to enter as a guest, and enter name
- Click to enable your webcam (click to share to preview, and click “start sharing” to share) and microphone
- (The Host will enable all as presenters, and the class can start.)

Also, there is a guide:

http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS_Guide_for_Participants.pdf

As noted on the Guest Lecturer page on the course wiki

(<http://panamasilver.pbworks.com/w/page/67141313/Guest%20Lecturers>), your presentation is scheduled for **DATE**. The faculty for the class are copied on this message for ease of communication, and may want to follow up on other aspects.

Please let me know if there are any questions. Please let me know if we should like to schedule a time to do a test connection before the class date.

Skype Checklists

Checklist: Skype Information for Presenters

- Login to Skype
- Host will call all presenters and attendees

Checklist: Skype Information for Teaching Faculty

- Ensure Skype is installed on the classroom machine and that webcam, speakers, and microphone are available, or schedule classroom with these, or plan to use a laptop for class

Checklist: Skype Information for Hosts

- Must login with Skype premium to have group video calls (premium account already created at UF)
- Call all presenters and attendees (File→ New conversation, enter all contacts)
- Recording requires separate recording tools
 - Plan is to use top ranked, as listed on Skype website, starting with <http://shop.skype.com/apps/Call-recording-audio-video/Callnote-Premium-Call-Recorder.html> which is downloaded as connected to a Skype name