

ONLINE TUTORING QUICK-START GUIDE VIA ADOBE CONNECT

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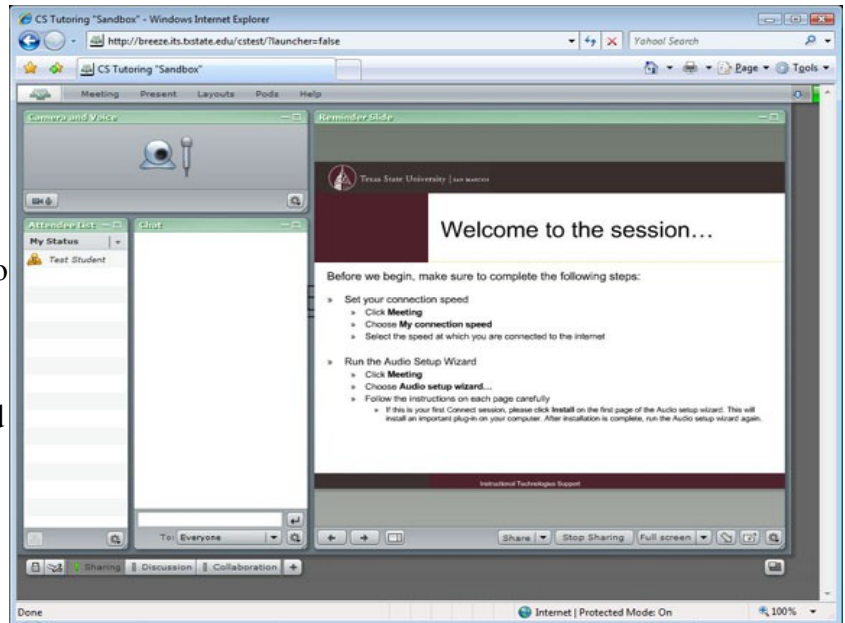
Entering the Room

To attend online tutoring sessions, first visit www.cs.txstate.edu/tutoring. Then, check the schedule and find the current tutoring session that most appropriately addresses your tutoring needs. To enter the room, click on the title of the session that you'd like to attend.

From there you will be instructed to **enter your name and e-mail address**. These are purely for our records and will not be shared with other parties.

Click submit and you will be taken to the Adobe Connect page. Click that you want to enter as a **Guest** and type in your name. This is the name that will be displayed to the tutor and other users in the room.

Once in the room this is what it will look like (see image to right).



Communicating with the Tutor

Once you enter the meeting, you'll want to be able to communicate with the tutor. But before you can use all of the features available to you, you need to know how to get the privileges to use them.

Getting Presenter Privileges

Sometimes the tutor may ask to look at (or you may want share) a document, application, or even the desktop that is on your machine. Or you may want to write on the whiteboard. If this is the case, you will need to be given the privilege to do so. You can tell who the current presenters are by looking at the icons next to the names or by hovering over them. It is the job of the tutor to decide who gets the privilege and when. Once you have been made the presenter, you are free to write on the whiteboard, share documents, applications, or your entire desktop.

Getting Tutor's Attention

There are other ways to get a tutor's attention or to signify a certain request. At the top of your Attendee List, there is a button labeled **My Status**. When you click this button, there are several options for requesting their attention: "I have a question", "Go faster.", "Speak louder", etc. Once the tutor has addressed your concern make sure you click the "clear my status" option.



Using the Chat Panel

The chat panel is one of the features that does not require presenter privileges. With the chat panel, you may send chat messages to the tutor, any individual student, or everyone in attendance at the same time.

To send a chat message type your message in the message box, select the intended recipient from the “To:” pull-down menu (by default messages are sent to everyone), and click the **Send** button (or hit enter).

Using the Microphone

You do not have to have a microphone in order to receive tutoring online, but the option is available. However, you will have to ask the tutor for mic privileges if you want to talk in the meeting. Once you have permission, just **click the 'start my camera and voice' button** in bottom left corner of the Camera and Voice panel. Then hold down the Talk button to talk (or click the lock for continuous sound). Just remember that everyone in the meeting (who has speakers) will be able to hear you, not just the tutor.

Presenting Material

While you are receiving instruction, there are a number of ways that you and the tutor can share information. To control shared content you will need to ask your tutor for presenter privileges.

Using the Whiteboard

The easiest way to present illustrative material is through the whiteboard. The whiteboard works just like a chalk board; many people can write on it at the same time. When writing (annotating) on the whiteboard you have several tools (to access them click the Whiteboard Tools button on the bottom right corner of the whiteboard pod):

Pen/Marker – Use to draw (more options appear when selected)

Shapes (rectangle, line, ellipse) – Create colored shapes (more options appear when selected)

Text – Type text in specified location (more options appear when selected)

Stamper/Pointer – Point out different areas (more options appear when selected)

Undo/Redo – Undo or redo past events

Clear – Deletes all content on whiteboard



Sharing a File

You may share certain kinds of files right in the meeting content viewer (same place as the whiteboard). Whether or not you may share a file in this way depends on the application that created the file. Most Microsoft applications work well, as do plain text (.txt) files.

To share a file, go to the bottom left hand corner of the content viewer (the main pod) and select **Share > Document > Select from My Computer** then navigate to the document and open it. The document will appear in the content area. You may now draw on the document the same

way you were able to draw on the whiteboard. Any user that has annotation privileges for the whiteboard will have the same annotation privileges on the newly shared document.

Sharing an Application

You may also share any application. When you share an application you are taken out of the WebEx meeting manager and to the application that you wanted to share. While you are sharing an application, meeting attendees see exactly what you see within the shared application (it will appear inside their content viewer). This means mouse activity, pull-down menus, typing, drawing, etc.

Application sharing is limited to the application that is shared. This means that any window that is not part of the shared application but comes up on top of the shared application will be displayed as a checked pattern to other meeting participants. Participants will also be unable to see things that are behind the window of the shared application, such as your desktop.

Make sure that the application is open before you try to share it; it makes it easier and faster to share. After you make sure the application is open, select **Share > My Computer Screen > Applications**, and then select which ones you want to share. The application you chose will pop up.

You may annotate and allow others to annotate on your shared applications by clicking the arrow next to “Stop Sharing” that appears in the upper right hand corner of the shared application’s title bar. When you do this you will be sent back to the Adobe connect window where your application window will be shown. To stop annotation you can either click “Stop Sharing” in the Adobe Connect Window, or go back to the shared application and click “Resume Sharing” (by selecting the arrow next to “Stop Sharing” again).

From this menu (selecting the arrow next to “Stop Sharing”), you can also choose another window to share, stop sharing that certain window, or stop sharing all together.

Sharing the Desktop

Sharing the desktop works in much the same way that application sharing does. The difference is that when you share the desktop, there are no restrictions on what meeting attendees may see. They will see everything that you see; this includes icons on your desktop, things that are open behind the active window, things that pop up on top of the active window, etc. You may start, end and allow annotations with this menu the same way you did while sharing an application.

Remote Control Requests

While you are presenting a document, application or desktop, the tutor may want to point something out to you or take control of the mouse. For them to do this, they may need remote control.

When control is requested a box will pop up in the bottom right corner of the screen. You **click 'Allow'** to give remote control to the person. To return control to the original user the person who received control must either click 'Release Control' at the bottom of the Share screen in Adobe, or the original user must click 'Stop Sharing' at the bottom of the Share Panel.