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Expectations of Students Using Adobe Connect (formerly Breeze)

Thank you for registering for one of QA/RA's on-line **Adobe Connect** courses. This memo clarifies our expectations of students participating in these classes, ensuring that your classroom experience is rewarding and enjoyable.

What is Adobe Connect?

Adobe Connect is a computer technology that allows you to watch and participate in classes using a computer with a high-speed internet connection. It enables you to:

- see your teacher in a live webstream,
- hear your teacher's live lecture,
- answer questions and participate in discussions through instant text chat,
- watch PowerPoint presentations and short videos,
- participate in whiteboard free lance discussions,
- participate in class polls, seeing the results immediately,
- give a live presentation using a microphone and webcam.

Adobe Connect classes are offered in "real-time" on the Internet.

What does "real-time" mean?

Adobe Connect offers the conveniences of both a classroom and on-line class. As long as you have access to a laptop or computer with high-speed connections, you can attend class at home, in your office, or on the road. However, Adobe Connect classes are only available during scheduled class time. Classes are not available 24/7. If you miss a class, there is no way to recapture it, since it has not been recorded in any format.

What are the requirements for taking an Adobe Connect class?

Technical Requirements for Computer Access:

- You must test your computer system with Dave Brickett, Manager of Media Services (dbrick@temple.edu or 267.468.8566) to ensure that your computer and Internet connection will support viewing out Adobe classes.
- You need **direct high speed Internet** and not a wireless connection. The speed and reliability of a wireless connection cannot be guaranteed. We reserve the right to drop any student who does not have direct high speed Internet.
- Your computer must have Macromedia Flash Player installed. Adobe Connect will automatically install Flash Player as long as the user has administrative access to the computer.

Many work computers are connected through company networks and do not allow access to Macromedia Flash Player. Dave can determine this when he tests your computer.

- If you use a laptop, we recommend purchasing external speakers, so you can hear the class clearly.
- Macintosh computers are compatible with Adobe.

Administrative Requirements for Adobe Connect

- You must have permission from the QA/RA Office (New students must fax their resume and registration form to 267.468.8565). Continuing students may simply fax the registration form.
- You must be a student in good academic standing (3.0 average and no incompletes on your record).
- You must participate in Adobe Connect from your own computer. Students may not share a computer during class (and the QA/RA Office reserves the right to drop students who do so).

All students, **regardless of location**, are required to have a Temple e-mail. If you are a new student, you will be mailed your Temple email address and password after you register. You may register for Adobe Connect before obtaining a Temple email address; however, you must forward your TUMail address to the QA/RA Office as soon as possible, or your registration will be cancelled. You cannot access Adobe Connect without a Temple email address. Please register early to avoid any problems. For the spring 2009 semester, registrations must be received by January 15.

If you forget your password, contact Temple's HELP desk at 215.204.8000. (The QA/RA Office does not have access to student passwords.). You can FORWARD your Temple emails to your work or home email account.

To access Temple e-mail remotely, go to: www.temple.edu/pharmacy_QARA Click on Temple Links, then TU Mail. For the user name, just type in the characters that appear BEFORE the @ of your Temple address (you do NOT need to include "@temple.edu")

How Do You Register?

Adobe Connect classes are extremely popular. Each class has limited seats which fill quickly. Sorry, but class size is determined by license availability. Once an Adobe Connect class is full, we cannot add additional students. We encourage you to register as soon as possible to guarantee your spot. We cannot hold spaces for any reason.

New and continuing students taking classes via Adobe Connect for the first time are expected to:

1. Fax their registration form (and resumes for new students) to the QA/RA Office.
2. **Test Adobe Connect** with Dave Brickett in the QA/RA Office at least two weeks **before the first class meeting and whenever you will be using a different computer for class**. Please email (dbrick@temple.edu) or call (267.468.8566) to arrange a time.

We want to ensure that all students are familiar with Adobe Connect so they can immediately log on to their classes. It would be frustrating for everyone to waste time during classes waiting for students to sign on.

Special notes:

If you plan to use a laptop or computer at your company, please make sure you test that system with Dave Brickett BEFORE logging on to any class. Many companies have firewalls which will prevent Adobe Connect from working. Please do not assume that, if Adobe Connect works on your home computer, it will also be accessible at your work computer. You are responsible for checking this BEFORE any scheduled class. If you are traveling abroad, please check your connection before class. Students who miss more than two classes due to technology problems will be dropped from the course with no refund.

Once we've determined your Adobe Connection is compatible, please fax your registration form to 267.468.8565. Testing Adobe Connect with Dave does not guarantee your spot in a class. You must submit the correct paperwork to register.

3. **All classes are only available in "real time."**

You must be available to attend and participate in class during the scheduled time. Classes are not recorded, so if you miss a lecture, there is no way to recapture the material. Repeated absence from an Adobe Connect class will result in your being dropped from the course with no refund.

3. **You are expected to attend all classes.**

When you use Adobe Connect, your teacher will receive a message that you are logged onto the system, so attendance is taken automatically. If you are traveling, you can probably access your class with your laptop as long as you have access to a high-speed connection (though it is best to check ahead of time). Many students indicate they can even connect when they are traveling abroad. Temple University cannot provide tapes of missed classes, since classes are not recorded.

4. **You will learn most by participating actively.**

Learning is most effective when it is interactive. All teachers utilizing Adobe Connect will expect their students to participate in every class; most will base a portion of their final grade on class participation. With participation, *quality* and not quantity is the goal.

It is expected that all Adobe Connect participants will be actively engaged in class. Please resist the temptation to multitask at your computer, home, or office.

Temple University reserves the right to drop any student (without a refund) for not participating in class activities and discussions or whose Adobe Connection is dropped repeatedly due to multi-tasking during class time.

5. **The honor codes enforced for all exams and assignments.**

The University's Code of Academic Honesty is expected of all QA/RA students, regardless of the platform used for learning (live classes, videoconferencing, NetMeeting, Adobe Connect, etc.): http://www.temple.edu/pharmacy_qara/plagiarism.htm The honor code is enforced for all

exams.

If a teacher schedules an in-class exam for an Adobe Connect class and requires a proctor, **Adobe Connect students are required to identify a suitable proctor who is approved by the QA/RA Office in accordance with University policies.**

Temple University provides quality education which includes appropriate evaluations of student performance. It is impractical to expect to receive a graduate degree without having any in-class proctored exams throughout a program. Exams must be distributed fairly and equally to all students, regardless of location or learning modality. It is only fair that all students in a class be tested in the same manner and in the same timeframe. (For instance, an Adobe Connect student would not like it if he/she were assigned a closed-book exam while other students were given an open-book test.)

The QA/RA Office will work with students in identifying an appropriate proctor for in-class exams, such as a work supervisor. **Another QA/RA student, relative, or friend is not a suitable proctor.** Often Sylvan Learning Centers or local libraries will provide proctoring services for a modest fee (which is the responsibility of the student taking the exam – not the QA/RA Office). The QA/RA Office will try to arrange the exam at a mutually agreeable hour (such as the lunch hour over work) based on proctor availability. However, the QA/RA Office cannot provide 24/7 proctoring services.

6. Please be respectful of this new learning environment.

Effective classroom dialogues share the experiences of all participants. Please be courteous to other students in this new type of classroom:

- No one likes it when one or two individuals dominate all class discussions. Teachers want to engage every member of the class.
- Keep up with all assignments.
- At the graduate level, it is assumed that students are taking classes since they are interested in the subject matter and want to advance themselves professionally. Please come to class prepared, so everyone can benefit from a high-level discussion of the assigned readings.
- Do not multi-task during your class, since connecting to extraneous homepages or email will automatically bounce you from Adobe Connect, which is disruptive to everyone in the class.

7. Your teacher may use a variety of teaching techniques:

- **Breakout rooms:** This feature enables you to participate in discussions with small groups of students for workshops, problem solving, or projects. This can be an excellent networking opportunity for you with industry professionals across the country. The teacher can monitor these workshops at any point.
- **Polling (including Thumbs Up/Thumbs Down):** Your teacher may create a group of questions, asking you to select one answer. Adobe Connect immediately calculates the percentages of each response. It is immediately apparent to teachers when certain students

repeatedly miss polling sessions, which will be factored into the final participation grade for each class.

- **Limited Video:** The use of video may slow down the transmission speed of your class. Your teachers may decide to limit the use of video clips of themselves to keep the transmission of PowerPoints at the highest possible speed. Generally teachers will use the video to introduce themselves and to start/finish classes, but some portions of the class may be voice-overs.
- **Webcams and microphones:** Your teacher may require you to purchase a webcam and microphone for individual presentations. The investment in this sort of equipment is modest and far cheaper than commuting to the campus to take classes. It is your responsibility to purchase the equipment, if it is required. It will enable you to give a presentation, which your classmates and teacher can hear and watch, thus enhancing your involvement in the class. Your instructor and/or Dave Brickett will provide a few moments during the semester for you to test your microphone and voice transmission capabilities.

The QA/RA Office reserves the right to drop students who are not actively engaged in Adobe Connect classes.