Engage Course Setup: Sharing your Adobe Connect Meeting Room link

Live Lecture Archives

Live Lecture Grading

Prior to the start of the term, faculty will need to create a meeting room (name the meeting room the class name so that you can remember which link goes to which course) to conduct synchronous learning sessions (Live Lectures) used throughout the quarter. As the Connect Central server is located outside the Engage LMS. Faculty will need to manually post the URL/weblink to a new URL content item in the Live Classroom module for students to log into the Synchronous session. You can find your meeting room URL in Connect Central (http://connected.rasmussen.edu/) under the Meetings tab – My Meetings.

Naming a new Meeting Room

In the Meetings folder, click onto New Meeting:
Name your meeting room in the Name field.

You do not need to fill in the start times or duration, however you will want to choose the Access (preferably choose anyone who has the URL for the meeting can enter the room), and make sure the radial button is selected to: Include this audio conference with this meeting.
Sharing your Adobe Connect Meeting Room link

Students in the 21st Century are accustomed to attending virtual meetings by clicking on a URL posted in the course, but faculty must ensure the weblink is visible in the Live Classroom Module (located just above Module One and below the Getting Started area). Once you have created your new Adobe room (you may want to name the room based on the course), you will now take the copy of the Adobe link and **ADD** this link to the course.

In the Meetings page of your Adobe Connect account, copy the URL to the meeting room that you will be using for your Live Classroom Lecture.

Go into your course located in the Engage platform
Step 1

Make sure the editing is turned on

Step 2

Scroll down to the Live Classroom Module and click onto the Live Classroom

Step 3

While your Editor is turned on, click onto the “Add an activity or resource link”.

Step 4

When this window opens, scroll to the bottom of the list and select “URL” by clicking into the radial button adjacent to it and select “Add”.
Step 5

When the URL window opens you will populate the Name (or title), description (information) for students and paste the external URL: your Adobe Connect meeting space. You only need to do this ONCE. Students will click onto this every week.
Make sure you Save Changes

The students will now see this under your Live Classroom Module:

When students click onto the link, it will take them to this page and they then click onto the words: Live Lecture Classroom click here to enter (or whatever you used for your name (title)).
ANNOUNCEMENTS

Include your Adobe Connect URL as part of your Welcome Announcement or weekly announcements throughout the term and also direct them to the Live Classroom Module to find the link there as well as the weekly archives.

Hello and welcome to H200 US Healthcare Systems!

My name is Heather Zink and I’ll be your instructor over the next 11 weeks as we journey through the evolution of healthcare, along with the role of local, state, and federal government in healthcare delivery. We’ll discuss a variety of provider models and service delivery systems found in both private and public healthcare facilities. We’ll also delve into reimbursement methodologies and costs associated with healthcare delivery.

I’ll be guiding you along the way as we move through each module, but it’s up to you to read the text, review the weekly lessons, and submit your work. Let’s work together this term so you can find success in your learning. Watch the video below for a welcome message from me.

Tips on how to become a successful student in H200:

• Read the Syllabus: Today keep up with the reading and your discussion posts.
• Attend our Live class every Tuesday night at 7pm CT - we will meet in the virtual classroom using Adobe Connect to talk about the assignments for the week and go over highlights from the reading. I look forward to seeing you at our first session tomorrow, Tuesday July 13. It is your chance to get started on the right foot - I'll provide an overview, explain more about the weekly review sessions and hit the highlights of the quarter. Best of all - it's a chance for you to ‘meet’ your classmates and create connections that can enhance your learning experience.

You may also want to place a reminder on the Course Wall on a weekly basis.
Add the URL to your Office Hours or Live Classroom entries on the Calendar

New event

Type of event
Course

Name
Live Lecture Monday at 8:00 PM EST / 7:00 PM CST

Description
Please join me for our weekly Live Lecture in Adobe Connect. I look forward to "seeing" you!

Here is the Link to the room:
https://connected.rasmussen.edu/r7jiv/kdf9n/?refresh=parent=true

Date
21 October 2013 10:00
Posting the Live Lecture Archives in the course

First, you will need to get the recorded meeting URL from Adobe Connect. Here’s how:

Step 1:

[Diagram showing how to access recorded meetings]

Step 2:

[Diagram showing the recording information]

Once you’ve clicked on the meeting, you’ll see this screen. Click on "Recordings".
Step 3:

After clicking on "Recordings" you will see this screen. Click on the box next to the recording and then click on "Access Type."

Step 4:

You'll want to change the "access type" to "Public" and then click "Save."

Step 5:

Then click on the meeting and you should then see this screen. This is the URL to share with others to view the recording. You can "copy/paste" this URL and email to people or even put in your course.
Once you have copied the recorded meeting URL out of Adobe Connect, go back into your Engage course home page and click the Live Classroom area (you need first click “turn editing on”) and click “Add an Activity or Resource”. You MUST place all archives here for standardization across all courses and students can just click the archive link to go directly to the archive.

Once you click this link, scroll down and select “URL” from the left hand column then click “Add.” The screen below will appear and you will enter a name, description and the URL for the archive that you copied from Adobe Connect into the “External URL” field.
As you add the archives each week, this is an example of what this area should look like:

Credit for watching the archives

Students that do not attend the Live Classroom Lecture will have the opportunity to watch the archive prior to the end of the week. Faculty can decide how students will communicate to faculty that they have viewed the archive in order to receive credit (students receive 100% for attending or viewing the archive).

1. Students can send a message to the instructor through the course mail answering a brief question or password presented in this live lecture.
2. Students can complete a Poll that is designed by the faculty member located in the Live Classroom Module (faculty would need to set this up each week).
3. Faculty can look through the tracking on the Navigation side of the course under Reports by choosing: Logs, then selecting the archive week (with ALL days) and view the tracking. This only works if the archive link is located in the Live Classroom module.
Grading the Live Lecture

Instructors will need to manually enter students’ participation grade for the live lectures into the gradebook. From the course home page, click “Settings” and then “Grades” which is within the “Course Administration” options. This will take you to the gradebook (Grader Report).

Scroll to the right to locate the appropriate week’s live lecture/live classroom column in the gradebook. Notice that the students’ names are still visible.
Once a grade has been entered for a student, you must click into another “cell” (somewhere else in the gradebook on that page) for the grade to be entered into the gradebook. This is indicated by the box with the grade turning orange.

After entering grades for the students on this page, navigate to the next page by either clicking the page number or “next.”