

Joining a Learning Exchange Webinar

1. It is recommended that you test that your computer is configured to access the webinar by clicking this link:

http://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

- If you get ticks for the first 3 steps, you are good to go! (ignore the 4th test)
- If you get crosses, follow the recommended steps and try again...or perhaps get help from your IT trainee of LTST/LTC

2. Access the webinar via the URL provided to you.

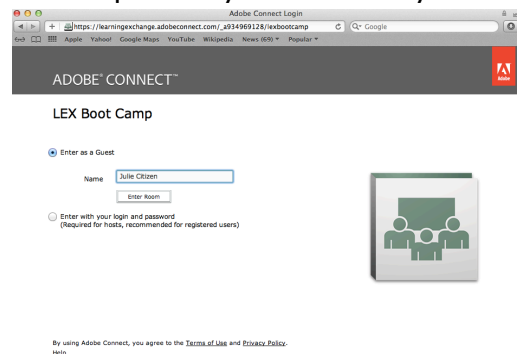
<http://learningexchange.adobeconnect.com/responsibleuse>

You can access this webinar from school or home.

Although this webinar does not start until 4pm, it will be open so you can test your connection from 10am

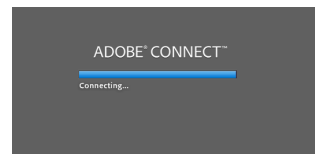
3. At the login screen:

- click the Enter as Guest button
- enter your first and last name
if entering as a group, use your school name and group, eg St Finbars - stage2 or Marian - Science
- click the Enter Room button.



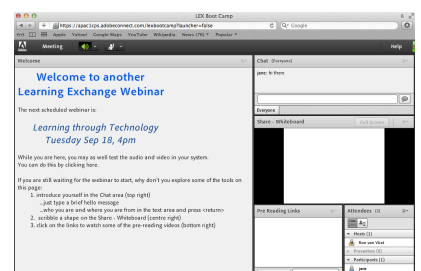
4. If the Adobe Connect install window appears, click Yes.

5. This screen should appear while the system loads...be patient, this may take a minute or 2.



6. The room should then appear
...read the Welcome and explore the tools by completing the three tasks.

During the webinar, you will learn more about the tools and how to participate.



Tips:

- Get online and test the system beforehand...check if your LTST/LTC or IT trainee is available to assist
- Use headphones if possible