Online Classroom Live:
Useful things to know before your first session
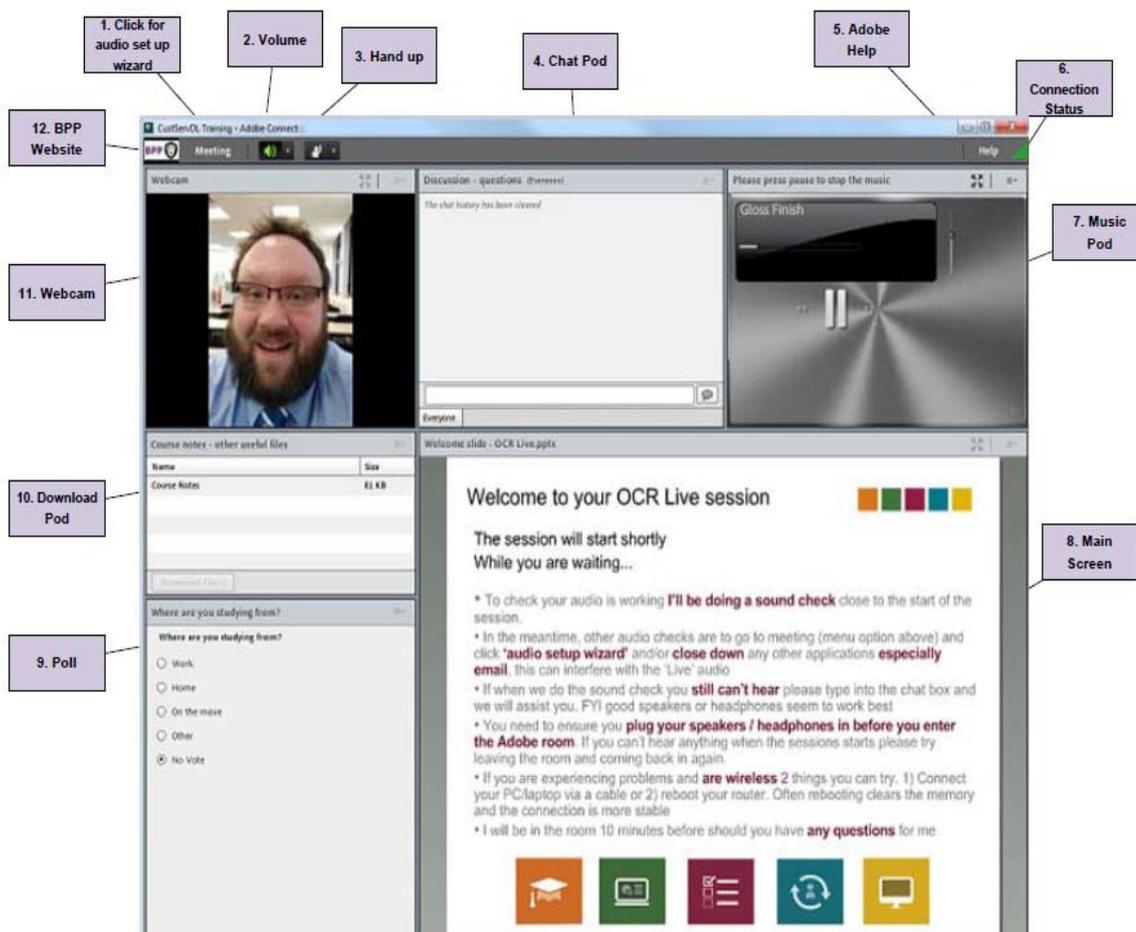
Prior to your session:

Before your first session please click on the link below on the PC you'll be accessing the Live session from to test the set-up and make sure you have the correct software on your PC. If you don't it's a very short download and free!
http://bpp.adobeconnect.com/common/help/en/support/meeting_test.htm

*N.B. It is **not** essential to download the Adobe Add-In. If you can then it will improve your experience slightly but you are still able to attend a Live session without this.*

To test you can access the Live platform please visit http://bpp.adobeconnect.com/ocrlivetest/

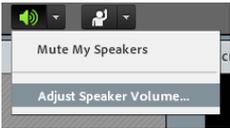## What you can expect to see in your Live Classroom

**1.	Audio Wizard**

Ideally you will use headphones or decent speakers. Please make sure your headphones are plugged in before launching your Live session.

To ensure your sound is all working correctly you can use the Audio Set up Wizard, which is accessed via the Meeting option to the right of the screen. Click through this to test your sound before the session starts.

**2.	Volume**

You can adjust the volume in the Adobe room by clicking on the volume drop down icon and selecting "Adjust Speaker Volume" – be careful not to mute! You can also adjust the volume of your hardware in the normal way.

**3.	Hand Up**

Listen out at the beginning of the first session for your tutor to direct you to this icon on the top left of your display. Click on the waving man to 'raise hand'. This is useful if your tutor asks for a show of hands. You will need to click on him again to lower your hand. There are other useful icons in the drop down menu that you can use as well such as agree/disagree, laughing and applause so feel free to try them out!

If you have stepped away from the Live session for a moment, please do change your status to "Stepped Away" so the tutor is aware and doesn't wait for responses from you.

**4.	Chat Pod**

Chat pods are just for that – chatting and asking questions. Type in what you want to say and when you hit <return> your comment will then be seen by everyone attending the session including the tutor and other students.

If you would like to be able to send your tutor a message privately you can click on the menu icon to the top right of the chat box and select 'Start chat with' in the menu options. Select 'Hosts' and a separate chat tab will appear for you to type your private message to your tutor in. Remember to click back on the 'Everyone' tab when you want to see the chat from everyone again.

Keep an eye on the chat box to see if there is a flashing orange tab at the bottom as this means someone is trying to send you a private message, click on the tab to view and reply.

**5.	Adobe Help**

Click here for Adobe troubleshooting tips

**6.	Connection Status**

In the top right hand corner of your screen you will see a connection status icon. If all bars are green, then your connection is excellent. If the bars are amber or red, then it would indicate a local connectivity issue.

**7.	Music Pod**

The music pod is there to test your sound when you enter the room. Press pause to stop the music playing. This will only pause the music for you.

8.   Main Screen

This will be the focus for much of your session. Your tutor will annotate courses notes, review slides or even play a video clip here.

If you want to expand the screen to make the notes easier to read, you can click on the four outward pointing arrows to the top right of the Main Screen pod. This will then display this pod as full screen.

To reduce the screen size back down again click on the four inward pointing arrows to the top right of your screen (you may need to hover over the screen with your mouse to bring up the tool bar).

9.   Poll

Your tutor may set up some 'polls' during your course. Click on an answer to the multiple choice questions during the session or type in a response to a short answer poll. This is your chance to show what you know. You can practise interacting with polls by answering the 'ice-breaker question' at the start of a class. The way the results are displayed is determined by the tutor. Other students won't see what you've answered so do have a go at them when they appear!

10.   Download Pod

Any session handouts will be uploaded to this pod. Download by clicking on the name of the handout and then "Download". You will be asked to "save to computer" (double check where this is saving to!). You can then print them if required or keep an electronic copy for review. You can also access downloads from recordings.

11.   Webcam

During class your tutor will have their webcam on so you can see them as they are teaching. If you have a connectivity issue during the session you can pause the webcam by hovering over the image and clicking the pause icon. This will only pause the webcam for you.

12.   BPP Website

Click on the BPP logo to the top left of the room to open the BPP website in another window.

Mobile Devices

Please be aware not all functionality will be the same if attending from a mobile device. There is further information about how Adobe Connect works using a Mobile Device in the downloads pod in the Live test room
http://bpp.adobeconnect.com/ocrlivetest/