Guide to Attending an Online Library Instruction Class

Accessing and participating in the class is fairly simple. Please follow the instructions below to facilitate your participation. Your library instructor will review the basic elements you need to know as soon as the class begins.

What Is Required to Access the Class

- A computer with Internet access.
- The URL (address) for the classes.
- Flash Player should be installed on your computer (most computers already have Flash; if not found, Adobe will prompt you to install the software when you try to log on).
- Speakers or headphones.
- Optional microphone or headset/microphone (this is required if you want to speak).

Before the Class Begins

- Decide which session you want to attend.
- Click on the link for the selected class at the time specified (or a couple minutes earlier).
- When prompted, enter as a Guest, type in your first and last name. By providing this information, you will be able to get credit for attending the class.
At the Beginning of Class

• Check your audio volume. To do this, go to the Speaker icon (next to the Meeting menu) and click on the arrow next to it. Click on Adjust Speaker Volume and select at a listening level that is comfortable to you.

• If using microphone or headset/microphone combo, you can run the Audio Setup Wizard in Adobe and follow the simple instructions to set up or tune your devices. To access the Audio Setup Wizard, click on the Meeting menu, and select Audio Setup Wizard.

During Class

• You may ask questions at any point throughout the class using your microphone or typing in the Chat box. To indicate that you want to speak, click on the Raise Hand icon on the Menu bar.

• You will have the opportunity during the class to work on your research. During this time, the instructor may request permission to view your screen so that he/she can work with you individually. Simply click on the Accept button to grant permission.

• Close to the end of the class, you may be given a short poll/questionnaire to provide feedback to us of your experience learning via videoconference.