CWL: Adobe Connect

All thesis defenses are conducted via Adobe Connect. UNO has licenses with Adobe that provide virtual "rooms" in which thesis committees can meet and communicate with both audio and video. There is no download for Adobe Connect, but some specifications must be met.

Specifications

➢ Adobe Connect is free. You do not need to download any software to use it. At the time of your defense you will be sent a link, which you can use as you would any website URL.

➢ You will need to use Mozilla Firefox as your web browser. If you don't have Mozilla, you can download it for free here: http://www.mozilla.org/

➢ You **must be connected to the Internet using a hard wire connection. A WiFi connection will crash or fail to support adequate sound or video. For those of you who have suffered through difficulties on Adobe, someone using a wireless connection was a likely cause.**

➢ You need a good quality headset with a microphone. Logitech and Microsoft are good brands. You know you have the right kind if it plugs into a **USB port—see image**. For those of you who have never used a headset, you can search **"Logitech ClearChat Comfort/USB Headset H390"** on Amazon.com to get a visual. This is not meant to be an endorsement, but rather a helpful visual aid. You should be able to find one of these at any office supply store.

➤ A word about audio/video requirements: DO NOT ATTEMPT TO USE THE BUILT-IN MICROPHONE ON YOUR COMPUTER. This causes problems for others. If you have a built-in web cam on your computer, you will be able to use that. You can also use an added web cam if yours is not built in.

➤ The defense will be recorded and the recording stored. This will be your record of having participated in the defense. No one will be monitoring these recordings. They are merely used as records and will be stored securely.

➤ Defenses will be scheduled in two-hour blocks. Please be prompt so that everyone's audio and video can be checked and working within the first half hour. Please read the VISUAL GUIDE TO ADOBE CONNECT brochure carefully, so that you can troubleshoot *before* you get to the defense. If you are new to this, or you'd like to get some extra help, you are welcome to contact Media Services at any time before your defense. They will help you one-on-one, so that you can feel shiny and confident on the day of the defense. In the event that a participant encounters a problem during the defense, Media Services will be on standby.

Using Adobe Connect means

• **No one has to be on campus, and we do all the leg work—you just need a computer and some Internet**

• **Students and faculty can participate hands-free in a discussion with the option of having a video component**

• **Both students and faculty will have digital proof of their participation in the defense**

➤ Media Services can be reached for **HELP AT 504-280-6500.**