Connect Reminders...

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Make sure your class is set up. (Forward the Elion email list to the Connect meeting creator, so you do not need to approve each student on their entry into the room.)

Rethink your class. Review your objectives for the class and chunk them into smaller pieces/activities and create a new outline or map, so students understand the requirements and the path to successfully accomplish the class.

Connect your Headset Mic to your computer.

Set up Connect. Upload your PPT and open up the other applications you wish to share. Only PPT files can be uploaded into the system.

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To Upload a PPT into Connect:

1. Click Documents – Select from My Computer
2. Navigate to upload the file. This will load the file into Connect.

Open other files like Excel like you were going to work with them and have them minimized.

**Now Run the Audio Set Up wizard.**

Click Meeting – Manage My Settings – Audio Set Up Wizard. Follow the directions on going through. Click test or play to hear, click the pull down to choose your mic, click Record, then stop and play to make sure the mic is working. Then click Test Silence (I would do this everytime you change the location of your recording to test the white noise in the room.)
Set Up Files for your session.

Now you can practice toggling the files. To open your PPT click Documents and pull down to see the name of your PPT and open it. If you wish to open an Excel Document click My Computer Screen and choose Application or window where the Excel Spreadsheet is open.

When you are done sharing your screen (Excel) click Stop Sharing, this usually takes a few seconds.
Now you are ready to begin. There are two Steps Record and Lock and talk your Mic.

**To begin Recording...**

Click Meeting – Record Meeting

Name the Recording. This will be the name associated with the Recording. And will make it easy to identify later.
Press the Mic to add your voice.

Now that you are recording, you need to click the Lock to Talk Button or hold down the Mic for the recording. It is easiest to click the lock image, because this will keep the mic pressed in a downward state, so if you need your hands to navigate or page through materials.

Stop Recording

When you are finished recording you can stop the recording. In one of two ways. Meeting – Record Meeting, just like when you began recording. Or you can click the Red Dot in the Upper Right to stop. Then click Stop Recording. This will end the recording of this chunk of the class.
To place this recording into ANGEL (Share recording)...

Click, in Connect, Meeting - Manage Meeting Information

Then Click Recordings on the next screen.
Click the recent or top recording.

Now Copy and Paste the URL into ANGEL or Document you are creating to navigate your students through the materials for the class.
To go back to Record another Session...

Click Meeting Information in the Green Square on the above screen capture. This will move you back into the Connect Classroom and you can set up and go through the process all over for the next recording.

Extra Mic Support

(Other than running through Audio Set up wizard above)

PC – click Control Panel – Sounds, Speech, Audio Devices – Click Sounds and Audio Devices – Voice – and adjust the volume, make sure not mute, also check and make sure the mic is pointing to the right input device.

I will have to work on the mac, I have never had issues on mac with audio.