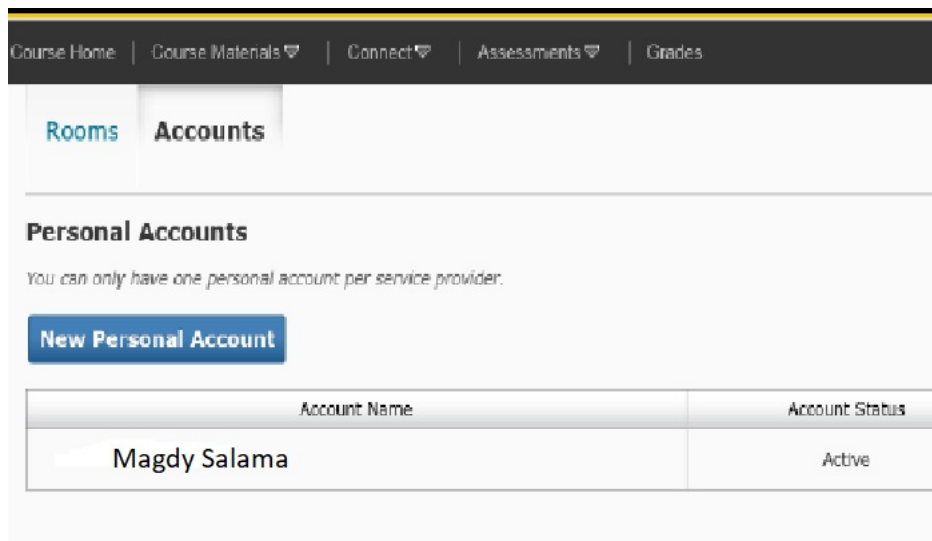


How to create a room from learn

- 1) Log onto LEARN by going to learn.uwaterloo.ca and signing in with your University of Waterloo credentials.
- 2) Choose the course you want to enter
- 3) select Online Rooms
- 4) Go to Accounts (under course material) and Add New Personal Account
- 5) Enter an account name in the first box.
- 6) In the second and third box (login and password) enter your Adobe Connect credentials, which are your University of Waterloo credentials.
- 7) When you are done entering the fields, select Save
- 8) You will see a figure similar to the following



- 9) Next step is to create a room. go to Online Rooms and go to the Rooms tab
- 10) Select new room
- 11) Give your room a name and optionally a description
- 12) Set your meeting as Public, that way the students (registered in the course) can view it (so that they can join it)
- 13) Availability: the whole semester period (to beginning of May)
- 14) Set your meeting's access to "anyone who has the URL for the meeting can enter the room". This way students **registered in the course** will be able to access it directly.

Room Visibility

- Restricted Room - only attendees of the room can view this room and its archives
- Public Room - anyone in ECE 6606PD - Winter 2014 can view this room and its archives. Attendees added from the Attendees list.

Availability

Start Date and Time

1/6/2014  7 00 PM **Now**

Canada - Toronto

End Date and Time

6/1/2014  7 00 PM **Now**

Canada - Toronto

Advanced Properties

Hide Room Restrictions

Passcode

Use Adobe Connect Passcode

Room Access



- Anyone who has the URL for the meeting can enter the room
- Only accepted users can enter the room

15) When you are done filling out the information, select Save

16) To attend a room, go to online rooms, then select Join room (in the table which contains all the rooms)

All meetings
 Upcoming meetings in the
 Past meetings

New Room

<input type="checkbox"/>	 Delete	Name	Join Room	Start Date and Time
<input type="checkbox"/>		Test Room	 Join	Jan 6, 2014 7:00 P

17) Start recording as normal (same way as previous semesters)

18) To make your recording public to the students, go to summit.uwaterloo.ca. Sign on with your University of Waterloo credentials. Go to the Meetings tab and select the desired meeting that was recorded. Select the

Recordings tab, in the navigation bar and check the box beside the desired recording. Finally, click the make public button.

The screenshot shows the Summit interface for a meeting recording. At the top, the browser address bar displays <https://summit.uwaterloo.ca/admin/meeting/sco/recording>. The University of Waterloo logo is visible on the left. A navigation bar includes links for Home, Content, Training, Meetings, Reports, and Administration. Below this, a sub-navigation bar shows Shared Meetings, User Meetings, My Meetings, and Meeting Dashboard. The breadcrumb path is User Meetings > mnozahy > 126395-Test Room. The main navigation bar includes Meeting Information, Edit Information, Edit Participants, Invitations, Uploaded Content, Recordings, and a partially visible 'F' link. A toolbar contains buttons for Delete, Move To Folder, Make Public, and Make Private. Below the toolbar is a table with columns: Name, Edit, View Original, Offline, Access, and Reco. The table is currently empty, displaying the text "No Recordings".

19) To view a recording (students or instructors): Log onto LEARN, enter the course and go to Online Rooms. Select the name of the meeting which was recorded. Click on the arrow on the right hand side and select view archive

The screenshot shows the "New Room" interface. A blue button labeled "New Room" is at the top left. Below it is a table with a "Delete" button and a checkbox. The table has columns for Name, Join Room, and Start Date and Time. A row is visible with "Test Room" in the Name column, a "Join" button in the Join Room column, and "Jan 6, 2014 7:00 P" in the Start Date and Time column. A dropdown menu is open for the "Test Room" entry, showing options: Join Room, Edit Room, Delete Room, and View Archives. The "View Archives" option is highlighted.