

Video Conference (VC) is now offered within eTwinning. VC is powered by Adobe Connect.

Adobe has its own guides which can be found at

Quick Start

http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS_Guide_for_Hosts.pdf

Full and Detailed (260 pages)

http://help.adobe.com/en_US/connect/9.0/using/connect_9_help.pdf

The Highlights

You must pre-book a video conference slot. Start times are every 30mins on the hour and half hour. We recommend planning ahead as slots are limited – although you may be lucky enough to find an “instant” slots starting soon.

Slots are of fixed duration, but we haven’t been kicked out yet for over-running despite a warning pop-up. Be aware that this could happen though!

All times are stated in Central European Time (CET) so remember to adjust for local time zone.

VC can be launched in 3 distinct places. Guides to book a slot can be found below.

- Events – max 100 users
- Groups – max 100 users
- Twinspace –max 25 users

No matter where you launch Adobe Connect only teachers can access VC

Within TwinSpace/Groups only (Teacher) Admins can book the VC session via “create Live event”. Teachers without admin status can only join VC. They cannot see the “create live event” button

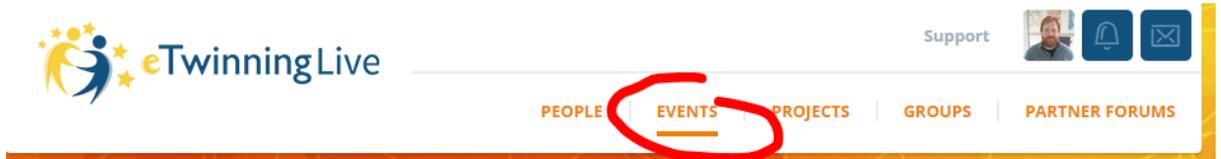
Within the TwinSpace pupils cannot see any controls to launch/join VC. The intention is that VC would be class to class facilitated through the teachers computer, rather than individual pupil to individual pupil. This class-to-class idea is represented in the reduced number of spaces available in a TwinSpace VC.

How to create a video conference - Events

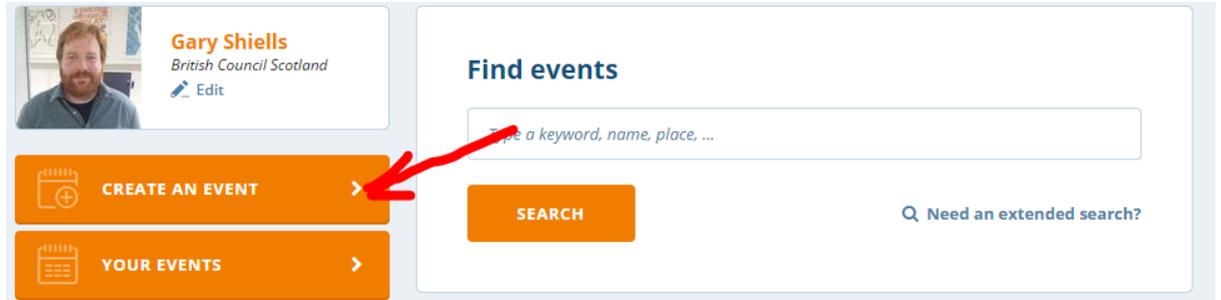
Events are intended as ad-hoc training and discussion spaces, or a space to advertise face-to-face workshops. You can control access, but all events are listed on the events calendar by default. Events cannot be hidden.

VCs arranged within Events can be accessed by the Host (whomever creates the event) 24 hours in advance to allow for preparation of the space. Participants can join shortly before the allotted time

1. Click on **Events** menu form within your eTwinning Live profile



2. Click on Create An Event



3. your events Title and Description. Select **Online Event**. Click **Next Step** to progress to next screen

The screenshot shows the 'Describe your event' form. It has a title 'Describe your event' and instructions: 'Use a snappy title which can attract people's attention.' and 'Write a short description, in the language of the event, of what you are planning, mentioning subjects and topics if relevant.' There are two input fields: 'Title' (250 characters) and 'Short description' (1000 characters). Below the fields is a question 'What kind of event is it?' with a help icon. There are two buttons: 'ON-SITE EVENT' and 'ONLINE EVENT'. At the bottom right is a 'NEXT STEP' button.

4. Personalise your target audience by filling in some information about your event from the drop-downs. Add a photo for your event if you wish. Be sure to select the appropriate number of attendees.

The screenshot shows a form titled "CREATE AN EVENT" with a progress indicator on the right side. The progress indicator has six steps: 1. Basic information, 2. Event details (highlighted in orange), 3. Booking information, 4. Invite contacts, 5. Select tools, and 6. Preview. The main form area is titled "Tell us more about your online event" and contains the following fields:

- PICTURE:** A section for uploading an image. It includes a camera icon, a dashed box labeled "DROP HERE", and an orange "BROWSE" button. Below this is the text: "Upload an image (jpg, gif or png). Maximum size is 2MB."
- LANGUAGE:** A dropdown menu currently set to "English".
- ATTENDANCE:** A section titled "How many people can/will attend?" with a dropdown menu set to "2 - 10".
- TYPE:** A section titled "What kind of event are you planning? Choose among the following options:" with a dropdown menu set to "Select an Option".

At the bottom of the form are two buttons: "PREVIOUS STEP" (grey) and "NEXT STEP" (orange).

5. Set access levels to your event. If you wish privacy restrict this to **Only my contacts**. Click within date box to activate calendar and choose your date. Once date has been selected a Search button will appear. Click Search to see available time slots

The screenshot shows two sections of the form:

- Who can attend:** A section with the text: "You can restrict your event so that it is only available to eTwinners in a specific country and/or language, or to your contacts only." Below this are three radio button options:
 - Anyone in eTwinning
 - Only my contacts
 - Restrict event to eTwinners from specific countries and/or languages
- Select an available slot:** A section with the text: "Select your desired event duration and then your preferred date. We will propose available timeslots (in CET timezone). !!Mention that all times are in CET timezone!!". Below this are:
 - Duration:** A dropdown menu set to "30 minutes".
 - Date:** An empty text input field.
 - SEARCH:** An orange button.

A large red arrow points downwards from the "SEARCH" button.

Date

|

« 20 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Date

01.01.1921

SEARCH

01.01.1921

SEARCH

From 18:00 to 18:30 (CET)
01.12.2015

From 18:30 to 19:00 (CET)
01.12.2015

From 19:00 to 19:30 (CET)
01.12.2015

From 19:30 to 20:00 (CET)
01.12.2015

PREVIOUS STEP **NEXT STEP**

6. If applicable, select which contacts to invite. You may select multiple people

Invite contacts

Select which contacts you would like to invite to this event. They will receive a notification.

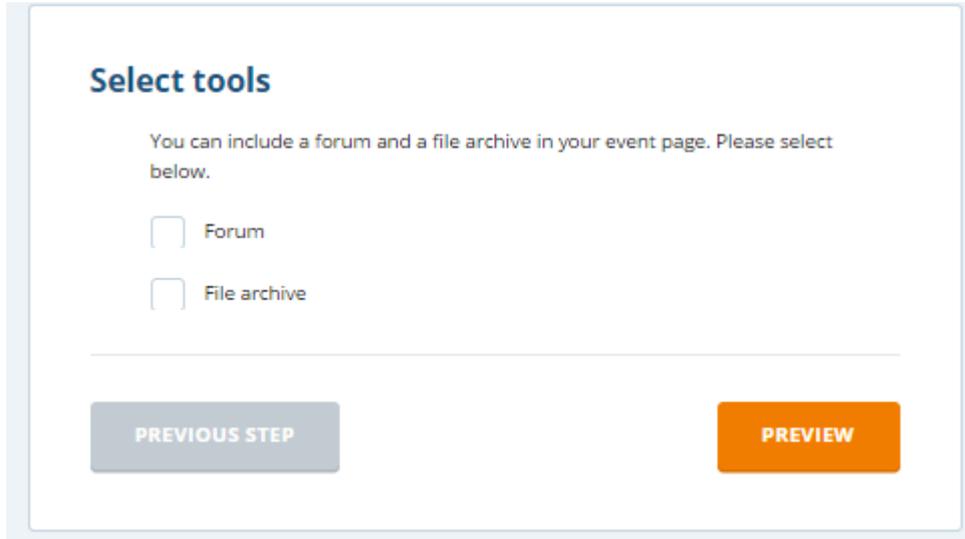
If you selected "contacts only" in the previous screen only your contacts will be able to see and attend this event.

Search in your 50 contacts...



Alan Cowie
British Council, Belfast Cardiff Edinburgh London United Kingdom

7. Add in **Forums** and **File Archive** to your event if you wish. This allows the event to become a mini-collaboration site where you can upload documents before and after event, and hold preparatory / follow-up conversation in Forum



Select tools

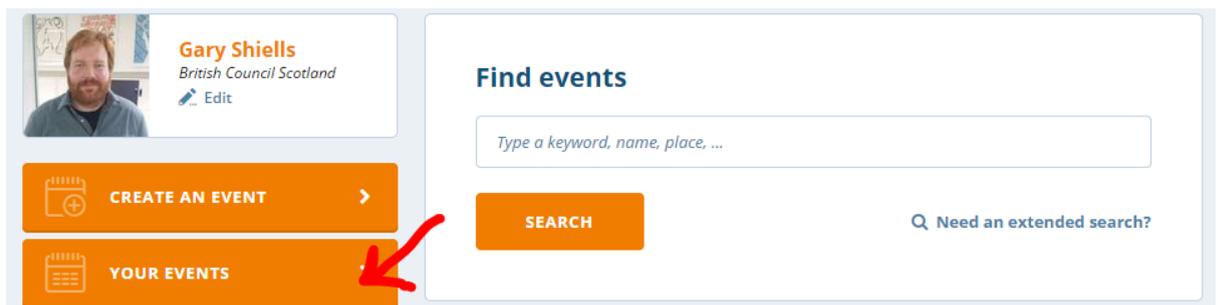
You can include a forum and a file archive in your event page. Please select below.

Forum

File archive

[PREVIOUS STEP](#) [PREVIEW](#)

8. Preview to check and content, and Submit.
9. Once an event has been submitted you cannot edit the description. However Events can be deleted, or further contacts invited via **Events**



Gary Shiells
British Council Scotland
[Edit](#)

[CREATE AN EVENT](#)

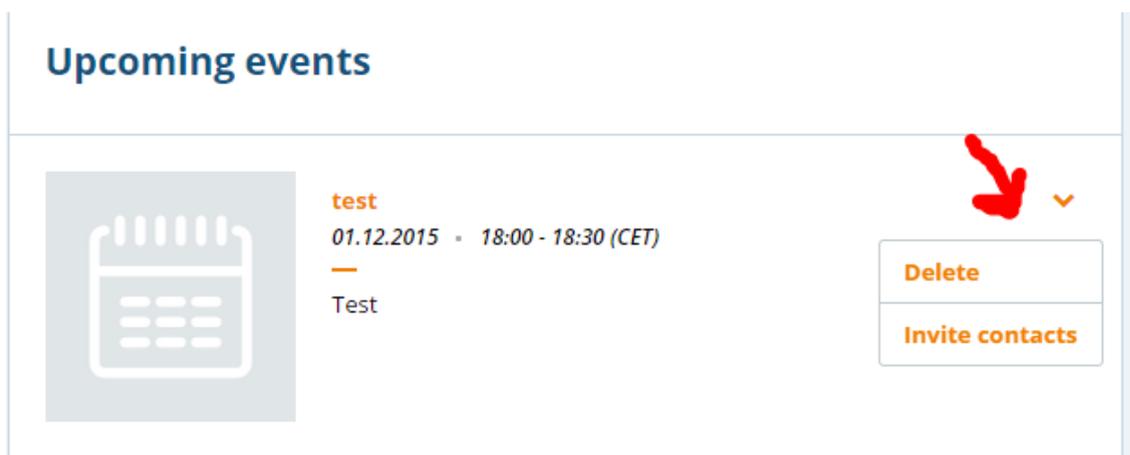
[YOUR EVENTS](#)

Find events

Type a keyword, name, place, ...

[SEARCH](#) [Need an extended search?](#)

10. Click on the small orange down-arrow to right of event title to expand the options to delete or invite contacts



Upcoming events

 **test** 

01.12.2015 - 18:00 - 18:30 (CET)

Test

[Delete](#)

[Invite contacts](#)

How to create a video conference - TwinSpace and Groups

Launching VC with TwinSpace or Groups will allow an element of privacy over and above Events. Only members of the Group or TwinSpace can join the session

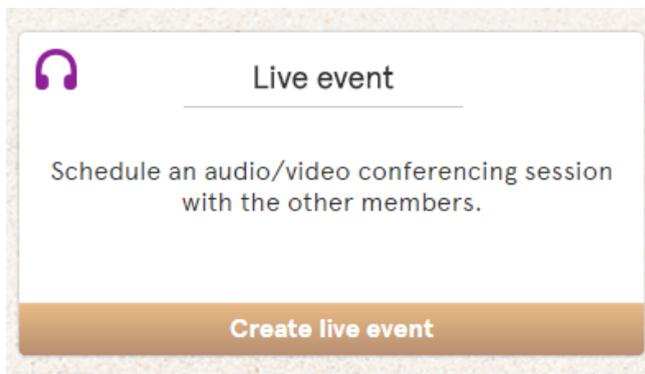
NB TwinSpace and Groups have similar functionality and the steps are similar. Only (Teacher)Admins can arrange a VC session. Screenshots are taken from TwinSpace.

Unlike Events, Adobe Connect cannot be accessed by the host in advance.

1. Click on **Live** menu within your TwinSpace or Group to open up chat or video sub-menu



2. Click **create live event** to book your slot



3. Complete form and select suitable time slot. All time stated in CET so don't forget to adjust backward one hour!

 **Create live event**

Title *

Description (No more than 100 words)

Number of participants *

Duration *

Date * 

Time slot * (Please select the number of participants, duration and date for your event and then click on "Search" to get a list of available timeslots.)

 **Create live event**

Title *

Description (No more than 100 words)

Number of participants *

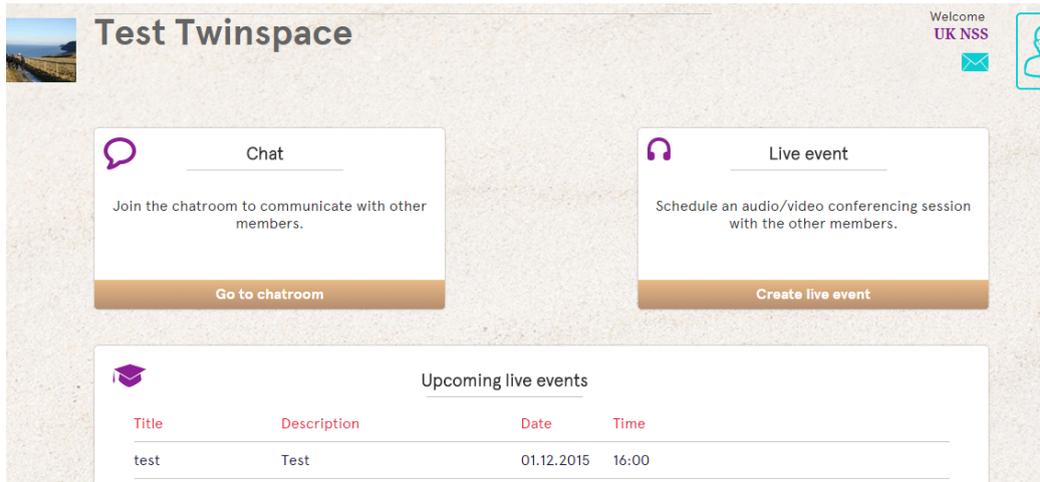
Duration *

Date * 

Time slot * (Please select the number of participants, duration and date for your event and then click on "Search" to get a list of available timeslots.)

- From 16:00 to 16:30 (CET)
- From 16:30 to 17:00 (CET)
- From 17:00 to 17:30 (CET)
- From 17:30 to 18:00 (CET)
- From 18:00 to 18:30 (CET)
- From 18:30 to 19:00 (CET)
- From 19:00 to 19:30 (CET)
- From 19:30 to 20:00 (CET)

4. Booked session will be visible in **Live** tab



5. **Enter Room** button will be become visible at allotted time. You may need to refresh your screen

Title	Description	Date	Time	
test	Test	01.12.2015	16:00	Enter room