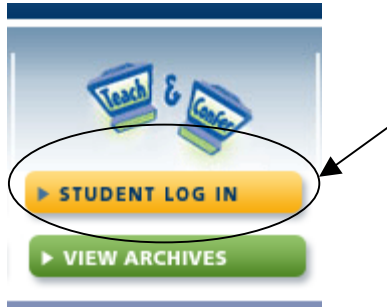


Instructions for Attending Online Lectures

- 1) Go to www.cccconfer.org.
- 2) Click the **Student Log In** button under the **Teach & Confer** logo.



- 3) Locate your meeting. ["Irene Palacios - Online Math 160"] and click **Go**.

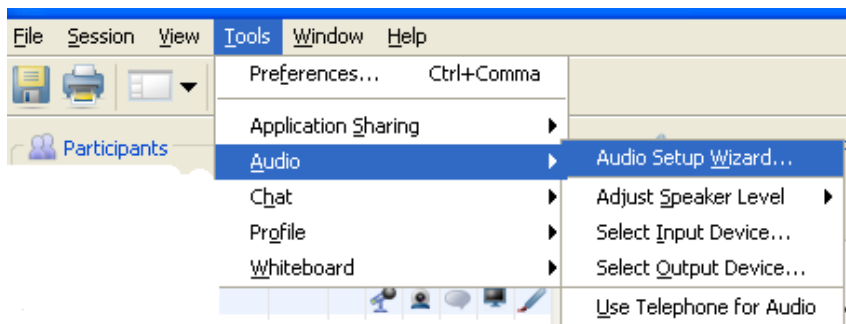
Note For Grossmont Faculty:

[Your name will automatically be in the title. Do not type out your name in the meeting title]

- 4) Fill out the form and enter the **password: xxxxxx**

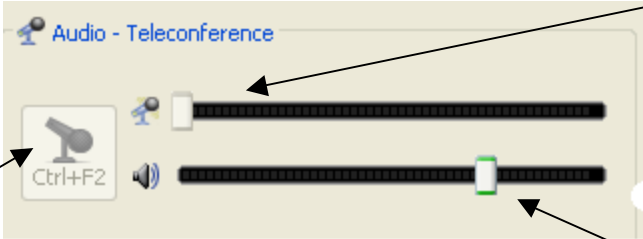
When you are filling out the form, use your first and last name and provide a valid email address. Make sure that the name you use is the name that you are registered with. **As your screen name enter your first and last name so that I know you are in attendance.**

- 5) Next you will be asked to download software. ALLOW the software to download (this may take a few minutes) If you are on a PC and using Internet Explorer you will get a message at the very top of your browser "to help protect your security, IE blocked this site from downloading files to your computer. Click here for more options" When you click on this message, make sure to choose download file.
- 6) A warning security window will pop up asking if you want to run the application. RUN the application to continue.
- 7) Once you get into the "virtual classroom" run the audio wizard by going to TOOLS then selecting AUDIO then select AUDIO SET UP WIZARD.



You need to select an audio output device, then select an audio input device.

8) Controlling the volume of your speakers and intensity of your mic.



Click the MIC icon to activate your microphone. Unclick it let someone else talk.

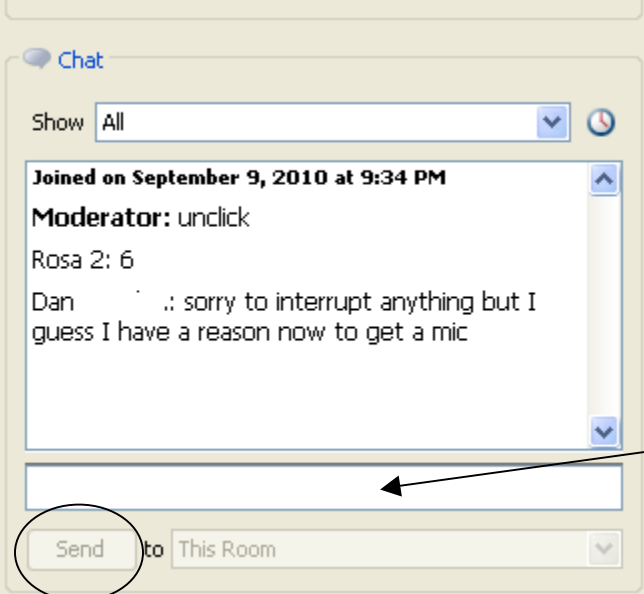
Move marker to the right, so that we can hear you on the mic.

Increase the volume so that you can hear the lecture.

The screenshot shows a window titled 'Audio - Teleconference'. On the left, there is a microphone icon with a 'Ctrl+F2' label below it. To the right of the microphone icon are two horizontal sliders. The top slider has a small microphone icon at its left end and a vertical marker near the center. The bottom slider has a speaker icon at its left end and a vertical marker near the right end. Arrows point from the text labels to these specific elements.

If you have a noise cancelling microphone then you will be able to talk during class, otherwise you will need to use chat feature to communicate with me.

9) Using the Chat Feature



Type your message here and click "SEND"

The screenshot shows a 'Chat' window. At the top, there is a 'Show' dropdown menu set to 'All'. Below this is a scrollable list of chat messages. The messages include a timestamp 'Joined on September 9, 2010 at 9:34 PM', a moderator instruction 'Moderator: unclick', and two user messages: 'Rosa 2: 6' and 'Dan :: sorry to interrupt anything but I guess I have a reason now to get a mic'. At the bottom of the window is a text input field and a 'Send' button. An arrow points from the text label to the input field. The 'Send' button is circled in the image.

CLASSROOM ETIQUETTE:

The chat area may be used to ask questions during lecture. In order for the lecture to run smoothly, I will need your help. You can help by answering questions that you know the answer to. If someone's question remains unanswered then I will stop the lecture to focus on it. Please alert me if your question has not been answered. Raising your hand in a virtual classroom requires that you click on the hand icon. This will alert me to your question and we can take some time to focus on it.

If there is an emergency and you have to step away from your computer, you can watch the recorded lecture to catch up. If you just feel like watching the lecture again, for whatever reason. Know that you can always go and watch the recorded lecture (3 hours) after the live lecture ends.

Spring 2011 Professional Development

A student's language and conduct should be professional at all times during online lectures. Language or conduct that is deemed inappropriate by the instructor will result in being dropped from the lecture and may result in being dropped from the class.

Please be patient while other students are asking questions in an effort to do well.

IF YOU ARE UNSUCCESSFUL IN SETTING UP THE AUDIO WIZARD AND CAN'T HEAR ME OR TALK TO ME THEN Dial your telephone conference line: (888) 886-3951 and enter your **passcode: xxxxxx**

STUDENT TELEPHONE CONFERENCE FEATURES:

- *0 - Contact the operator for assistance with the audio.
- *6 - Mute/unmute your individual line with a private announcement.

Instructions for Viewing Recorded Lectures

- 1) Go to www.cccconfer.org.
- 2) Click the **VIEW ARCHIVES** button under the **Teach & Confer** logo

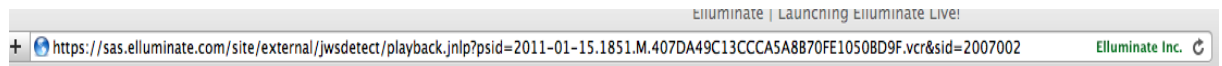


- 3) Locate your meeting [“Irene Palacios - Online Math 160”] and click **Archive**.

Note For Grossmont Faculty:

[As an alternative to steps 1 – 3 you can just email students the direct link to the archive. When you log on to www.cccconfer.org go to ARCHIVES and look for your meeting. Open it up and copy the URL]

SAMPLE: The URL begins with https and ends with vcr&sid=2007002 (with numbers after vcr&sid=)

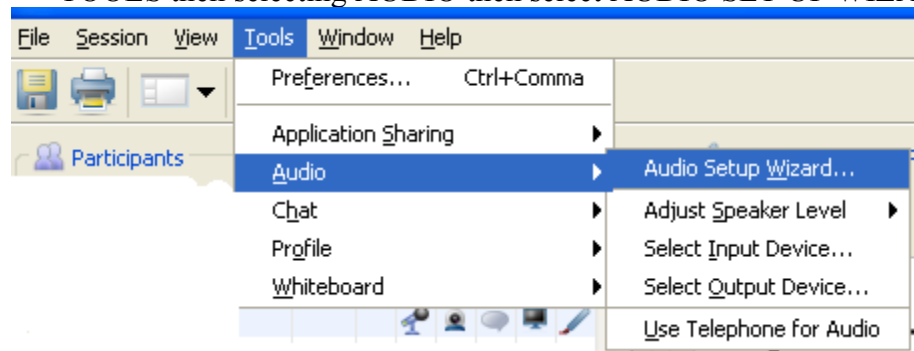


- 4) Fill out the form if you are asked for the **password enter: xxxxxx** then click on “connect”. **CRUCIAL:** When you are filling out the form, use your first and last name and provide a valid email address. Make sure that the name you use is the name that you are registered with. **This is how I will know that you watched the recorded lecture.**

- 5) Recordings are listed by date, choose the date you wish to view and click **Play**.

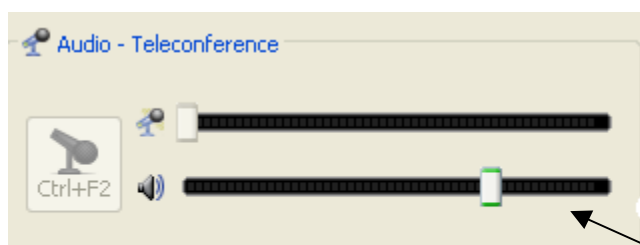
[If recordings are not from recurring meetings then students will not see a list of meetings. Leave out step 5 if recording is not from recurring meetings.]

- 6) Next you will be asked to download software. ALLOW the software to download (this may take a few minutes) If you are on a PC and using Internet Explorer you will get a message at the very top of your browser “to help protect your security, IE blocked this site from downloading files to your computer. Click here for more options” When you click on this message, make sure to choose download file.
- 7) A warning security window will pop up asking if you want to run the application. RUN the application to continue.
- 8) Once you get into the “virtual classroom” run the audio wizard by going to TOOLS then selecting AUDIO then select AUDIO SET UP WIZARD.



You need to select an audio output device. The input device doesn't matter since you will not need it.

- 9) Adjusting the volume.



Increase the volume so that you can hear the lecture.

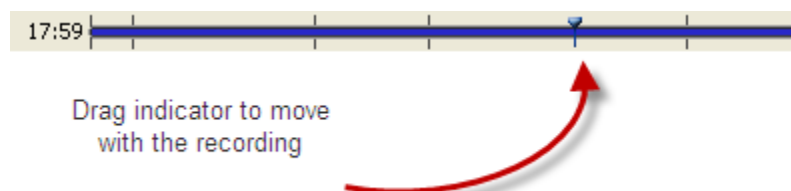
- 10) Use the NAVIGATION PANEL to control what you are viewing.

NAVIGATION PANEL



1. Previous Index Entry
2. Stop
3. Play/Resume
4. Pause
5. Fast Forward
6. Next Index Entry
7. Playback Menu
8. Playback Time Indicator
9. Playback Slider

11) You can use the PLAYBACK SLIDER to move through the recorded lecture.



12) CCC Confer inserts index entries to mark significant events within the session. (Slide changes, Application Sharing, etc.) If you want to move forward or backwards within the recorded lecture you can use the INDEX MARK BUTTONS.

➤ PREVIOUS AND NEXT INDEX MARK BUTTONS

Move directly to the previous index entry or forward to the next index entry.

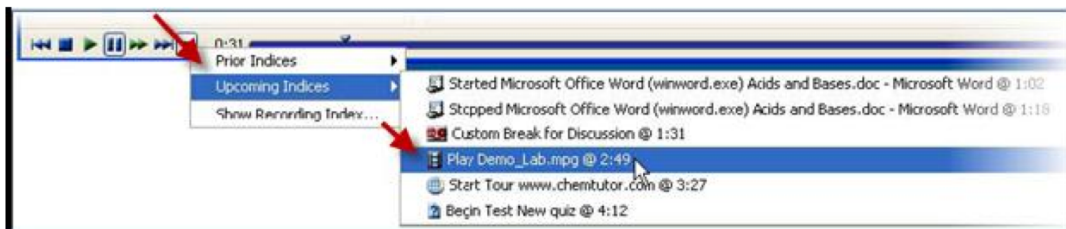


13) If you are looking for more specifics, you can move through the recorded lecture by utilizing the INDICES. This tells you which part of the lecture you are watching.

➤ PRIOR AND UPCOMING INDICES

Move to a specific index entry from one of two sub-menus: **Prior Indices** and **Upcoming Indices**.

1. Click **Show Playback Menu** button.
2. Select **Prior Indices** or **Upcoming Indices**.
3. Select the desired index entry.



STILL HAVE QUESTIONS?

CCC Confer Client Services is available Monday through Friday between 8:00 am - 4:00 pm at 760-744-1150 ext 1537 or 1554 or email clientservices@cccconfer.org.