

LiveLesson® Overview

Course Summary

IMPORTANT INFORMATION: We are still working to update the content for some courses for the 2016-2017 school year. This course is still under construction and will be released on July 15, 2016. Thank you for your patience and please revisit this course on or after the course release date.

Thank you!

Grading

Suggested Grading: Completion

Credits: 1

Units

1. LiveLesson Basics
2. Connections Education's LiveLesson Policies
3. LiveLesson Advanced
4. Applying Your Knowledge

Key

 **Test:** This lesson has a Test.

Unit 1: LiveLesson Basics

LiveLesson® Overview

Unit Summary

Lessons

1. Introduction to LiveLesson Sessions
2. Accessing Your LiveLesson Room
3. Pod Demonstration
4. Uploaded Content
5. Room Management, Microphone Rights, and Layouts
6. Additional Room Maintenance

Materials

Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Lesson 1: Introduction to LiveLesson Sessions

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Describe ways in which you can facilitate student learning in LiveLesson® sessions.; Identify a variety of LiveLesson pods and the different ways they enable interaction in a LiveLesson session.; Compare the areas of your LiveLesson meeting room to the set-up of a bricks-and-mortar classroom.

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Objectives

- ✓ Describe ways in which you can facilitate student learning in LiveLesson® sessions.
- ✓ Identify a variety of LiveLesson pods and the different ways they enable interaction in a LiveLesson session.
- ✓ Compare the areas of your LiveLesson meeting room to the set-up of a bricks-and-mortar classroom.

What are LiveLesson® Sessions?



Connections Education teachers engage the online learner by leading real-time instruction via LiveLesson® sessions - an online teaching tool and meeting area - through secure access in Connexus®. Using a variety of interactive tools, LiveLesson sessions allow teachers to enhance instruction and communicate with students through the personal interactions of a traditional classroom in an online setting. LiveLesson sessions are delivered using a web-based program called Adobe Connect.

LiveLesson sessions allow you to communicate with your students synchronously (live) and asynchronously (recorded session). When hosting a LiveLesson session, you can take attendance, talk with your students, ask them questions, write on a whiteboard, create poll questions, and much more. Throughout this unit you will have the opportunity to watch a series of short demonstrations showing you how to use all the features and tools within your LiveLesson meeting room.

There are a number of videos linked in the subsequent lessons of this unit demonstrating how to use the features and tools within a LiveLesson meeting

room. For optimal viewing, please note the following:

If the edges of the video are not visible to you, or the video is not displaying properly, you can switch to a different internet browser (e.g., Google Chrome), change your default media player to Windows Media Player, or update to the latest version of QuickTime.

For assistance, Connections Education corporate and school-based staff should contact the MIS Service Desk at 1-855-330-4636, press 2. All other users should contact their local tech support services.

Make sure your volume is adjusted as needed to hear the narration accompanying each demonstration.



Watch actual LiveLesson sessions conducted at the kindergarten, sixth grade, and high school levels: [LiveLesson Online Classroom Demos](#).

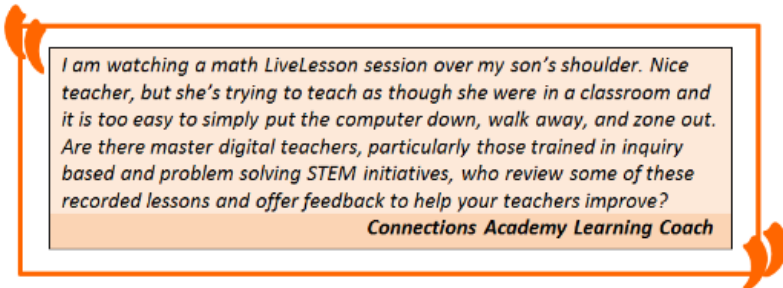
What is the Purpose of a LiveLesson® Session?



The purpose of a LiveLesson® session is to further facilitate and enrich the learning of students beyond the content within our lessons. LiveLesson sessions are not intended to be a venue in which you deliver lectures. The one-way communication of information in our curriculum is already prepared for you and your students through the lessons in their coursework.

Monitor your students' progress and invite those students who are struggling with a particular lesson or concept to a LiveLesson session targeted toward that content. If a subset of students are moving quickly through their lessons and demonstrating mastery of the lesson objectives through their assessments, invite them to a LiveLesson session to engage them beyond the material covered in the lesson. Can they work with you to tackle a problem where they apply the concepts of the lesson? Can they share their writings on a topic and collaborate by developing a small group essay?

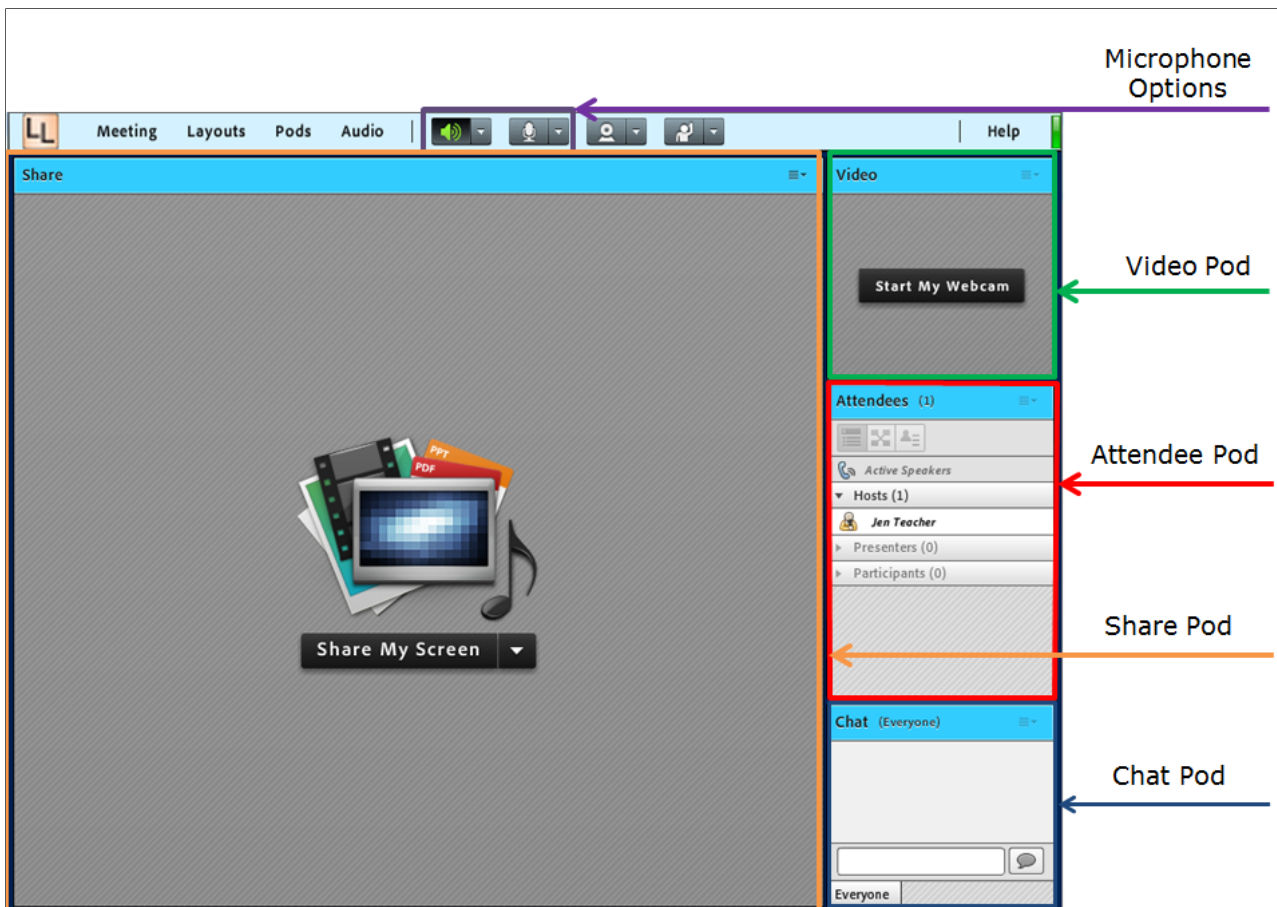
As the quote from a parent shown below indicates, LiveLesson sessions are NOT meant for all students at the same time, nor are they meant for presenting one-way information. They should be used to actively engage and facilitate different learners at different times.



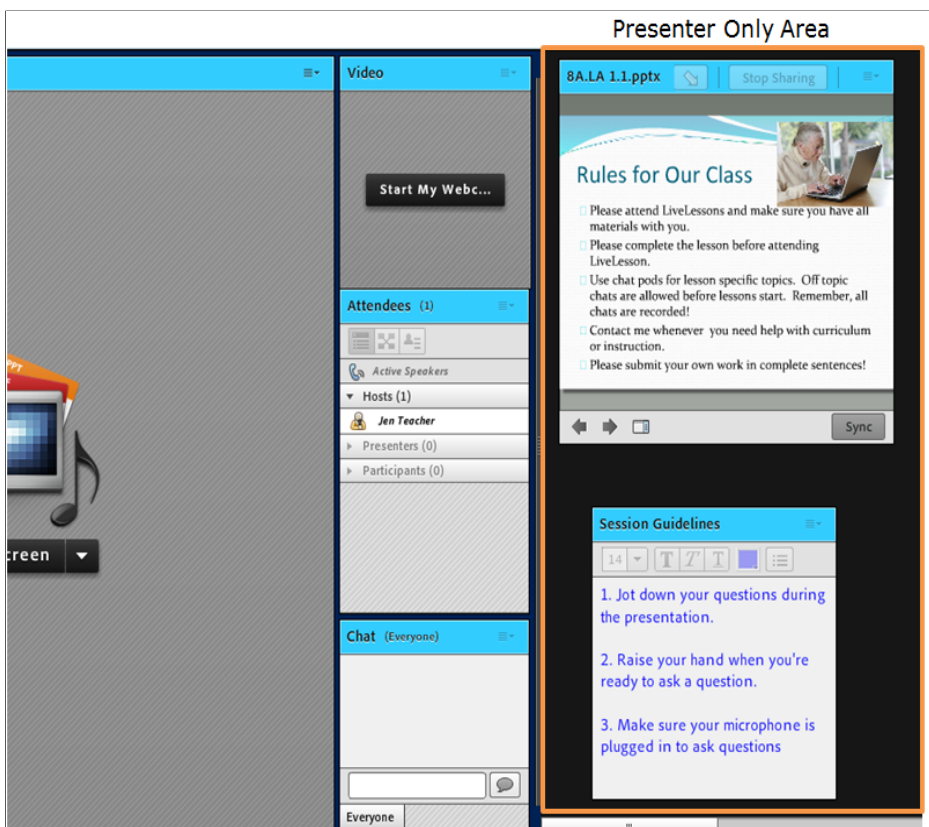
What Does a LiveLesson® Meeting Room Look Like?



The windows in the LiveLesson meeting room are called pods. By default you have a share pod, an attendee pod, a video pod, and a chat pod. Along the top toolbar, you will see your meeting room menus, tools, and microphone options. It is important to be prepared in advance of your live sessions.



You have a feature unique to you, as the host, called the Presenter Only Area. Think of this area as your office in a brick-and-mortar classroom. This space allows you to prepare any pods you will need in advance, but do not want attendees to see right away. They will stay in that area, out of view from your students, until you select and drag them into the lesson area. You can enter your meeting room any time before a session to set up, and when you're done preparing the space you can leave the room and come back later with everything set up as you left it.



Consider the following analogy (courtesy of Kaysa Whittenberger, NCA):

The area that students see is like your "classroom." The Presenter Only Area is your "office" where only you go to prepare your materials. The Pods menu is like your supply closet, where you can pull out the furniture and materials you need to conduct your lessons. Always lock your room behind you by selecting End meeting; don't just walk out the door through the red X.



Personalize your students' learning with ideas from the [Top 50+ Ways to Engage Learning in LiveLesson Sessions](#).

Lesson 2: Accessing Your LiveLesson Room

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Access your LiveLesson® meeting room as a host.; Instruct students to join your LiveLesson meeting room from two single sign-on access points in Connexus®.; Describe the benefits of SSO access to LiveLesson meeting rooms.; Differentiate between the URL format of your meeting room when providing the link to students.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

- ✓ Access your LiveLesson® meeting room as a host.
- ✓ Instruct students to join your LiveLesson meeting room from two single sign-on access points in Connexus®.
- ✓ Describe the benefits of SSO access to LiveLesson meeting rooms.
- ✓ Differentiate between the URL format of your meeting room when providing the link to students.

Student and Teacher Access to LiveLesson®



Access to LiveLesson® Rooms

Each type of user in Connexus® has a different way to access a LiveLesson session based on his or her role. This lesson demonstrates how teachers, staff members, parents, and students access a LiveLesson meeting room.



Adobe Connect requires users to have the newest Add-In, and will prompt users without it to download and install it immediately:

- [Adobe Connect Add-In \(Windows version\)](#)
- [Adobe Connect Add-In \(Mac version\)](#)

For questions and installation assistance, Connections Education corporate and school-based staff should contact the MIS Service Desk (855-330-4636, press 2). All other users should contact their local tech support services.



Watch the [Accessing LiveLesson Meeting Rooms for Teachers and Students](#) training to see how teachers and their students should access LiveLesson meeting rooms securely within Connexus. Please note, the username format discussed in the training only applies to Connections Education corporate and school-based employees. Username formats for Partner Teachers vary by program.

Upload your LiveLesson session schedule to one of the following Data Views, or a Section Message Board, for your students to view:

- **Teacher Communication Data View** (Connections Academy, Nexus Academy, and iNaCA users)
- **Teacher Communication Form for Partner Programs** (Partner Program users)
- **Teacher Communication Form for Regional Programs** (Regional Program users)

Make sure your schedule is always current, and advise students to create a custom event with a recurrence on their Planners as a continued reminder of when your LiveLesson sessions are scheduled.

Wisconsin Connections Academy (WCA)

Students in WCA should be directed to the Teacher Communication Data View to access their teachers' Elluminate/Blackboard Collaborate LiveLesson links. Because these schools do not use Adobe Connect for LiveLesson sessions, the icon will not take them to teachers' Elluminate/Blackboard Collaborate rooms. However, if students in WCA are signed in to Connexus for clubs and activities, they should access their club meeting room through the icon next to the teacher's name of that club

LiveLesson® Single Sign-On and Alternate Meeting Rooms



Sending a Custom Link for a LiveLesson Room

To send users to a LiveLesson session meeting room other than your own (e.g., in the case of team teaching), use the following Single Sign-On (SSO) URL format, changing "replaceme1" with the name of the room students or staff should attend and "replaceme2" with the correct Cluster Domain name*: <http://www.connexus.com/external/LiveLesson/?url-path=replaceme1&domain=replaceme2>.

Cluster Domain Name	Connections Education Location/Program
Cluster 1 Domain (ww1.livelesson.com)	Corporate staff, Nexus Academy Schools, Tutoring Services, Special Event Rooms
Cluster 2 Domain (ww2.livelesson.com)	ColoCAM, ColoCAD, FLVSFT, INSPIRE, KCA, MICA, NCA, NMCA, OCA, ORCA, PCA, SCCA, TECCA, UCA, WACA
Cluster 3 Domain (ww3.livelesson.com)	ACA, ARCA, CalCA, Connections Learning, GACA, GLCA, IACA, INCA, MCA, MTSMCA, NCCA, OKCA, Reach, TCAH, WYCA

*Cluster Domain names are based on the location of the LiveLesson meeting room's host. For example, if you are a teacher at SCCA and need to send students the URL for a LiveLesson room whose host is a teacher at TCAH, you would use the Cluster 3 Domain Name (ww3.LiveLesson.com).

A sample URL for LiveLesson rooms at your location appears on your LiveLesson Access Links page as "Custom Link for a Room." It should have "Connexus" in its format, which forces attendees to access the meeting room through the SSO process.

HOME | SECTIONS & STUDENTS | PLANNER | MORE ▾

LiveLesson Access Links ?

LiveLesson Credentials

[LiveLesson Home Page](#)

Custom Link for a Room -

My Rooms

- Jen Teacher - MyCA -

Most rooms are labeled by the host's first initial and last name (e.g., jteacher), but not all follow this naming convention. Use your Microsoft® Outlook® address book to confirm other staff usernames and verify you're using the correct room name.

How many students should I invite to a LiveLesson session?

LiveLesson sessions are intended to engage students in learning beyond what is provided through our curriculum. It is difficult to engage large numbers of students—in discussion, problem-solving, etc.—at one time. Therefore, invite specific students to your LiveLesson sessions in small groups of five, 10, or 20 students at the most. Identify the smaller group of students to invite by using data from the Section Grade Book and the Assessment Objective Performance

Report. These metrics can help you target students who need targeted interventions or enhancements to their learning. Focus your LiveLesson sessions to the unique needs of these groups of students.

If your goal is to share information, and not to actively problem solve or hold a question-and-answer session, consider providing the information in a document or recording instead.

Learning Coach and Staff Access to LiveLesson®



Learning Coach/Parent Access

Parents do not have access to teachers' LiveLesson® rooms on their home pages, as they are not enrolled in sections of our curriculum. A Learning Coach can, however, view curriculum-based sessions with the student while the student is signed in through Connexus®.

For sessions directed toward parents or Learning Coaches that are not course-related, (e.g., Back-to-School sessions, parent meetings, etc.) teachers should distribute the URL in the following SSO format, with "room" and "roomDomain" being replaced with the name of the room the parent should join:

- <https://www.connexus.com/external/LiveLesson/?url-path=room&domain=roomDomain>

For example, to enter Jen Teacher's Back-to-School LiveLesson® session, Caretakers would use the following URL:

- <https://www.connexus.com/external/LiveLesson/?url-path=jteacher&domain=ww1.livelesson.com>

Staff Access

Staff, like students and their families, can access LiveLesson sessions through the Connexus SSO format described above.

Guest Access

There are two types of guest access for users without a Connexus account:

- **Individual Guest Account:** Special guest accounts with SSO capabilities have been created for one-time guests, but additional accounts can be created for users with recurring access needs (e.g., closed-captioning service providers.) Setting up access to such an account requires an IA to the Connexus Management team with the following information:
 - **System:** Connexus Management and Support
 - **Component:** Other
 - **Type:** Users
- **Public Facing Rooms:** A special guest room for public facing events (e.g., graduation ceremonies) has been created for each school. Speak with your school leader about accessing this room at your location and obtaining host permissions. If you are hosting a session in a public room, provide attendees with both the SSO format and Guest format URLs:
 - **SSO Format:** <https://www.connexus.com/external/LiveLesson/?url-path=SchoolName-specialevents&domain=ww1.livelesson.com>
 - EXAMPLE: <https://www.connexus.com/external/LiveLesson/?url-path=myca-specialevents&domain=ww1.livelesson.com>
 - **Guest Format:** <http://ww1.livelesson.com/SchoolName-specialevents>
 - EXAMPLE: <http://ww1.livelesson.com/myca-specialevents>

Lesson 3: Pod Demonstration

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Move, resize, name, and hide pods to accommodate specific needs of a LiveLesson® session you host.; Use the Presenter Only area to make adjustments or prepare materials before sharing with students.

Materials: Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Objectives

- ✓ Move, resize, name, and hide pods to accommodate specific needs of a LiveLesson® session you host.
- ✓ Use the Presenter Only area to make adjustments or prepare materials before sharing with students.

Pods Demonstration



In a series of short recordings on this page, we will demonstrate how to use the following pods:

- Share
- Whiteboard
- Attendee
- Chat
- Notes



[Using the Share Pod](#) - This training will demonstrate best practices for effectively sharing your screen in the Share pod in your LiveLesson® meeting room.

Best Practices for Sharing Documents in LiveLesson Sessions

When a meeting host or presenter shares content in a LiveLesson session, there are several options to select from the Share pod. To improve the speed and performance in your LiveLesson meeting room, upload files for your sessions in advance to your My Content folder. Although you can navigate to where a file is located on your computer and upload it during the session, sharing items from your My Content folder requires less processing on the spot, and should result in faster sharing. Follow the steps outlined in the [Uploading Files to My Content Folder](#) guide.

Share Document: File Types

While you can display any file type when sharing your screen, you are limited to certain uploaded file types when sharing a document using the Share pod. You can upload the following file types in a LiveLesson session when you select Share Document:

- PowerPoint files (PPT, PPTX)
- PDF files (PDF)
- Image files (JPG, PNG)
- Flash Movie files (SWF)
- Flash Video files (SWF)
- MP4 Video files (MP4)
- MP3 Audio files (MP3)
- Zip files (ZIP)

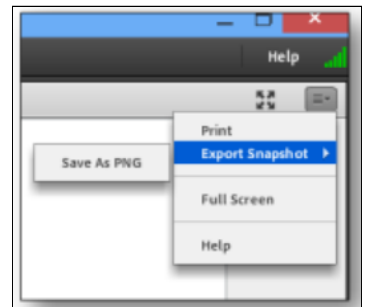
To share a Microsoft® Word® or Excel® file, you can either share your screen or save the file as a PDF to upload it into the Share pod.

Sharing Discovery Education Videos in LiveLesson Sessions

To share a Discovery Education video in a LiveLesson session, you must download it as a Flash Video and share it as a document in your meeting room. Follow the instructions in the [Sharing Discovery Education Videos in LiveLesson Sessions](#) guide for steps on how to properly download and share videos with your students.

[Using the Whiteboard](#) - This training will demonstrate best practices when sharing a document in the Share pod and using the Whiteboard feature in your LiveLesson meeting room.

Users with the Presenter role can also hide and unhide the Whiteboard Toolbar with a single button, and users with the Host role can provide participants with an export of the Whiteboard via the Whiteboard Preferences Menu. Participants can open the Whiteboard Menu, choose "Export Snapshot," and "Save as PNG."



[Attendee pod](#) - This training will demonstrate how to use the Attendee pod to manage roles and control access to your LiveLesson meeting room.

Remember that students can use the SSO process to access your meeting room by either selecting the LiveLesson icon by your name in their My Courses area, or by accessing your Teacher Communication Data View and selecting the link for your LiveLesson meeting room.

Attendee Roles

The Host, Presenter, and Participant roles in a LiveLesson meeting room are designations that indicate what actions each attendee role can perform in the meeting room.

LiveLesson Roles	Permissions
Host	• Upload content to the meeting room • Add/edit layouts • Promote participants to the Host or Presenter role (students and guests should never be promoted to host) • Grant enhanced permissions to a participant • Create and manage breakout rooms
Presenter	• Share content • Share screen • Activate his/her microphone or webcam
Participant	• View content • Chat if a Chat pod is made available by the Host in the meeting room • Specific permissions can be assigned by the Host to allow Participants share content, draw on the whiteboard, add a file, etc.

If you select the Pod Options menu in the top-right corner of the Attendee pod, there will be an option for Remove Selected User. This feature allows you to select a student's name from the Attendee pod and remove him/her from the meeting room. This feature should be used sparingly (e.g., if a student is causing a disturbance to the session.) Removed

attendees will see a message displayed on their screen (i.e., You've been asked to leave the room) notifying them they have been removed from the LiveLesson session.



[Using the Chat and Notes Pod](#) - This training will demonstrate how to use the Chat and Notes pod in your LiveLesson meeting room to enhance instruction and encourage discussion.

Managing Pods



[Managing Pods](#) - Learn how to move, resize, hide, name, and delete pods. These tips illustrate best practices to keep your room organized and functioning efficiently.

Presenter Only Area

Always have the Presenter Only Area open during your LiveLesson® sessions to allow space to make adjustments or changes as the session happens. Any new pods that you open will appear in the Presenter Only Area first where you can set up the pod before bringing it into the main lesson area for students to view.

Depending on the circumstances, you may want to move certain pods, such as the Attendee pod to the Presenter Only Area so that you can monitor your students' participation, while freeing up space for what you're sharing with students.

Additional Pods Demonstration



On this page, we will demonstrate how to use the following pods:

- Web Links
- Files
- Video
- Poll
- Q&A

Select the linked training tutorial below to view short demonstrations of how to use each pod type in your LiveLesson® session and effectively engage students.



[Using the Web Links, Files, Video, and Poll Pods](#) - This training will demonstrate best practices for effectively providing web links, files, video, and poll pod questions in your LiveLesson meeting room.

Webcam Rights for Participants

Rights for participants have been scaled back so they can only control their local feeds. Participants can no longer stop someone else's feed.

Please note that using the webcam takes up bandwidth and can cause your LiveLesson meeting room to run slowly or freeze. Use your webcam and video pod in short increments to minimize disruptions.

Connections Education corporate and school-based staff should contact the MIS Service Desk at 1-855-330-4636, press 2 if they have any trouble setting up the webcam. All other users should contact their local tech support services.



[Q&A Pod](#) - This training will demonstrate best practices for using the Q&A pod to encourage discussion and explore the ability to choose between sending a private or public response during a LiveLesson session.

If you choose to e-mail the Q&A pod history to your e-mail address, please note that you do have the option of entering a different e-mail address or additional e-mail addresses by separating each with a comma. Refer to the [How to Create a Comma-Separated List](#) guide for guidance.

Lesson 4: Uploaded Content

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Explain the recommended method of uploading files for your meeting room.; Properly re-share documents loaded to your room.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

- ✓ Explain the recommended method of uploading files for your meeting room.
- ✓ Properly re-share documents loaded to your room.

Uploaded Content



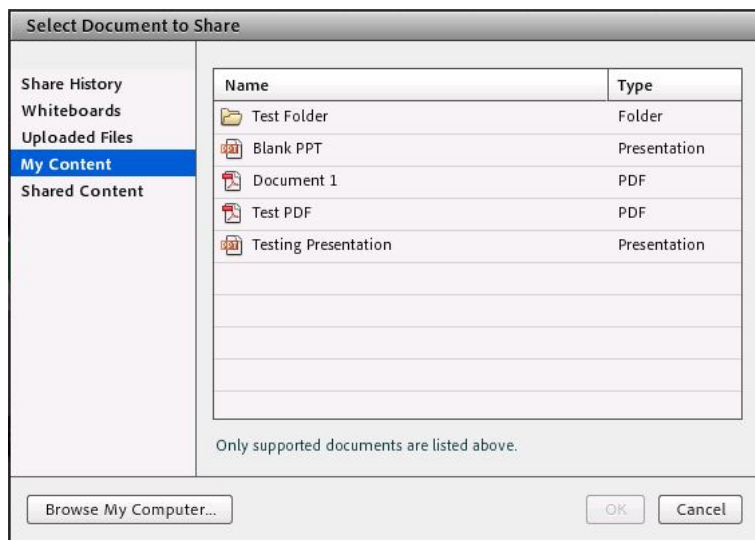
Good content management practices will help your LiveLesson® sessions go smoothly and keep the system free of unnecessary files. This lesson will review the strategies for effectively managing your content.

Best Practices for Sharing Documents in LiveLesson® Sessions

When a meeting host or presenter shares content in a LiveLesson session, there are several options to select from the Share pod. Although you can upload a file to the Share pod during a session, your room will operate more efficiently if you upload and save the file to your My Content folder before the session begins.

When a document is uploaded to LiveLesson it is converted to a flash object that is compatible with your room's display features. Uploading files to your My Content folder before a session begins preemptively completes this conversion process and will allow files to load faster than if they are uploaded directly to the Share pod mid-session.

Files in your My Content folder can be shared to the room by selecting Share Document from the Share pod menu and choosing the My Content area of the pop-up menu. Files shared directly into the room will appear in the Uploaded Files section of the pop-up menu.



An additional benefit to using your My Content folder is you have the ability to create subfolders and organize your files. The Uploaded Content area does not support this feature.

Practice: Follow the steps outlined in the [Uploading Files to My Content Folder](#) guide found in the Virtual Library > Resources for Teachers > LiveLessonResources > LiveLesson: Technical Guides and then share a file from your My Content folder to your room.

Reusing Documents



A copy of every file that is uploaded or shared is kept in the system until manually removed. These files can be shared into your room as many times as needed. If you need to use the same file multiple times, do not upload it to the system each time you need to use it. Not only does it take longer to upload the file due to the flash conversion process, but uploading multiple copies of the same file unnecessarily takes up file storage space.

The files that you have uploaded directly into your room can be re-shared from the Uploaded Files area on the Share Document pop-up menu. If you see a file you have uploaded has been assigned a number after the filename that was not there previously, it is because there is another file with the same name in your Uploaded Files area. If you see files being assigned these numbers you may have duplicates present in your room. To review these files and remove them, please select Manage Meeting Information from your room's Meeting menu and then navigate to your room's Uploaded Content menu.

Select Document to Share

Share History
Whiteboards
Uploaded Files
My Content
Shared Content

Name	Type
Document.pdf	PDF
Document_88127555.pdf	PDF
Document_88127572.pdf	PDF
Document_88192305.pdf	PDF

Only supported documents are listed above.

Browse My Computer...

OKCancel

Meeting Information | Edit Information | Edit Participants | Invitations | **Uploaded Content** | Recordings | Reports

DeleteMove To Folder

✓	Name ▾	Type ▾	Date Modified ▾	Size (KB) ▾	Referenced ▾
☐	Document_88127572.pdf	Acrobat PDF	04/17/2015 11:06 AM	164.4	Yes
☐	Document_88127555.pdf	Acrobat PDF	04/17/2015 11:06 AM	164.4	Yes
☐	Document_88192305.pdf	Acrobat PDF	04/17/2015 11:06 AM	164.4	Yes
☐	Document.pdf	Acrobat PDF	04/17/2015 11:05 AM	164.4	Yes

As you can see in this example, Document.pdf is taking up four times the amount of space it would if it had been uploaded a single time and shared three times from the Uploaded Content area.

To make it easier to find the files you need to share and to make sure unneeded files are no longer using up storage space, please periodically review your My Content folder and Uploaded Content area and delete files you are no longer using.

Lesson 5: Room Management, Microphone Rights, and Layouts

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Block and unblock entry to your meeting room before, during, and after a LiveLesson® session.; Encourage attendee participation by using LiveLesson status options.; Collaborate with your colleagues to manage LiveLesson seat allocations.; Enable, activate, and mute your microphone as needed throughout LiveLesson sessions.; Enable audio rights for attendees in your LiveLesson sessions.; Create, customize, and manage layouts in your LiveLesson meeting room for the various sections you teach.

Materials: Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Objectives

- ✓ Block and unblock entry to your meeting room before, during, and after a LiveLesson® session.
- ✓ Encourage attendee participation by using LiveLesson status options.
- ✓ Collaborate with your colleagues to manage LiveLesson seat allocations.
- ✓ Enable, activate, and mute your microphone as needed throughout LiveLesson sessions.
- ✓ Enable audio rights for attendees in your LiveLesson sessions.
- ✓ Create, customize, and manage layouts in your LiveLesson meeting room for the various sections you teach.

Meeting Room Setup and Management



The following training modules will demonstrate best practices for effectively operating your LiveLesson® meeting room:



- [Using the Presenter Only Area](#)
- [Managing Access and Entry](#) (i.e., how to block and unblock meeting room entry)
- [Using Attendee Status Options](#)
- [Managing Preferences](#)
- [Preventing Users from Changing Their Name in a LiveLesson meeting Room](#)

Microphone Usage



In your LiveLesson® meeting room, you will use a microphone to communicate with students. There are a few steps you need to take to ensure your microphone works smoothly in your LiveLesson session.



Follow the instructions in the [Enabling your Microphone in LiveLesson](#) guide to configure your microphone settings. You should only have to follow these steps when you initially set up your meeting room, or if you ever experience audio issues.

Activating Your Microphone



Each time you want attendees to hear your voice in a LiveLesson session, you will need to activate your microphone and enable audio for attendees to use their microphones. Refer to either the [Using the Microphone](#) tutorial or the steps below for more information.

1. Ensure your headset with microphone is plugged into your computer.
2. Select the drop-down arrow next to the microphone icon from the top toolbar in your LiveLesson meeting room.
3. Select Connect My Audio.
4. When prompted, select Allow.
5. Select the drop-down arrow next to the microphone icon to adjust volume.
6. To mute your microphone, use the Mute controls on your headset instead of muting your microphone in the LiveLesson meeting room as it could freeze your room.
7. From the drop-down menu next to the microphone icon in your LiveLesson room, select Disconnect My Microphone to stop broadcasting your voice.



If students indicate that your voice is too quiet or too loud, select the drop-down arrow next to the microphone icon from the top toolbar to adjust the volume of your voice. If students still have trouble hearing your voice after you've adjusted your microphone volume, ask them to adjust the level of their speakers.

Any time you allow other attendees to speak, or when you play an audio or video clip, we recommend you mute your microphone using your headset for the clearest result. To do this,

use the mute controls on your headset.

Student Microphone Use

Students are not automatically given microphone permissions. Refer to the LiveLesson Microphone Usage demonstration linked above to learn how to enable audio for attendees. We recommend that microphone permissions only be granted to enable students to communicate verbally in smaller groups. Allowing too many students to use their microphones at the same time can be distracting, especially if students do not mute themselves when they're not speaking.

Make sure your expectations about microphone use are clear before the session begins. The Notes pod is the perfect place to display your expectations and classroom rules throughout the LiveLesson session.

If you or your students would like to use a webcam in your room through the Video pod, it will typically be detected as the default recording device, which replaces the microphone as the default recording device. If both devices are activated, the sound may come across poorly or cause the room to freeze. Make sure you have disabled your microphone before activating your webcam.

For assistance, Connections Education corporate and school-based staff should contact the MIS Service Desk at 1-855-330-4636, press 2, and Connections Education students should contact Student Tech Support at 1-800-382-6010, press 5. All other users should contact their local tech support services.

Meeting Room Layouts



We recommend that you create a new Layout or duplicate an existing Layout instead of making changes to default layouts (Sharing, Discussion, or Collaboration) so you can always return to the original default settings if needed.

If you do happen to edit a default layout, the only way to revert back to the original settings is to select the Reset Layouts option from the Layouts drop-down menu from the top toolbar.

Please exercise caution when selecting the Reset Layouts option as doing so will erase any new or duplicated Layouts you have created. You will not lose the content that has been uploaded within your meeting room, but you will lose any customized layouts, as well as any pods you have created that are not in the original default layouts.

[Utilizing Meeting Room Layouts](#) - This training will demonstrate best practices for effectively managing the different layouts in your LiveLesson® meeting room, including:



- the default layouts of a LiveLesson meeting room
- how the default layouts are commonly used
- how to create new layouts
- how to customize layouts for each section that you teach
- when to delete a layout
- how to use the Prepare Mode feature to manage your layouts during a session

Meeting Room Activity



Apply what you have learned and set up Jen Teacher's meeting room in the [LiveLesson® Activity](#).

Lesson 6: Additional Room Maintenance

LiveLesson® Overview Unit 1: LiveLesson Basics

Objectives: Identify the most controllable aspect of a LiveLesson meeting room's performance.; Optimize your LiveLesson meeting room's performance by limiting the total amount of pods within it.; Differentiate between hiding and deleting a pod.; Examine and maintain your room's uploaded content.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

- ✓ Identify the most controllable aspect of a LiveLesson meeting room's performance.
- ✓ Optimize your LiveLesson meeting room's performance by limiting the total amount of pods within it.

- 👉 Differentiate between hiding and deleting a pod.
- 👉 Examine and maintain your room's uploaded content.

Room Maintenance



In this lesson we will review best practices for setting up and maintaining your LiveLesson® room to ensure it is always operating at peak efficiency. If teachers at your school are experiencing performance difficulties, please review this lesson with them as a first troubleshooting step. Many room issues can be resolved through a simple clean-up of the room's contents.

Top Three Actions to Keep Your Room Running Smoothly

- Delete pods instead of hiding them
- Clear your Share history
- Clear your Whiteboard history

The most controllable aspect of LiveLesson room performance is the amount of data used by the room (e.g., the number of pods created and/or content files uploaded.) As the amount of data grows, the room can slow due to the increased amount of information needing to be passed between the system and the room's participants. In severe cases, more significant problems can occur, such as slow room load times, audio interruptions, video freezes, participants being removed from the room, or even the room becoming completely unresponsive.

For more information and advice on maintaining your meeting room, all users can refer to the recorded [LiveLesson Room Maintenance](#) presentation by Connections Learning.

Optimizing Your LiveLesson® Room Setup



All pods, whether they are on your active layout or not, or even if they are hidden and not included on any layouts, contribute to the amount of data processed by the room. Of your pods that are not visible, active Share pods and Whiteboards contribute the most towards room performance as they not only require processing of the base pod, but also of the files contained within them. Always be sure to select Stop Sharing at the top of the pod when you are done using the file or Whiteboard. If sharing has not been stopped, the room will load the contents into the pod every time it launches until it is stopped, leading to long room load times and performance issues as files build up. The larger the file is, the greater the impact on performance it will have.

To view a complete list of all of the pods in a room, select Manage Pods from the room's Pods menu. Regularly reviewing this list and removing unneeded pods will help keep your room running well. The Select Unused button will highlight all of your room's hidden pods and can be used to quickly select and delete pods that are not in use.

Tips for Limiting Pod Counts

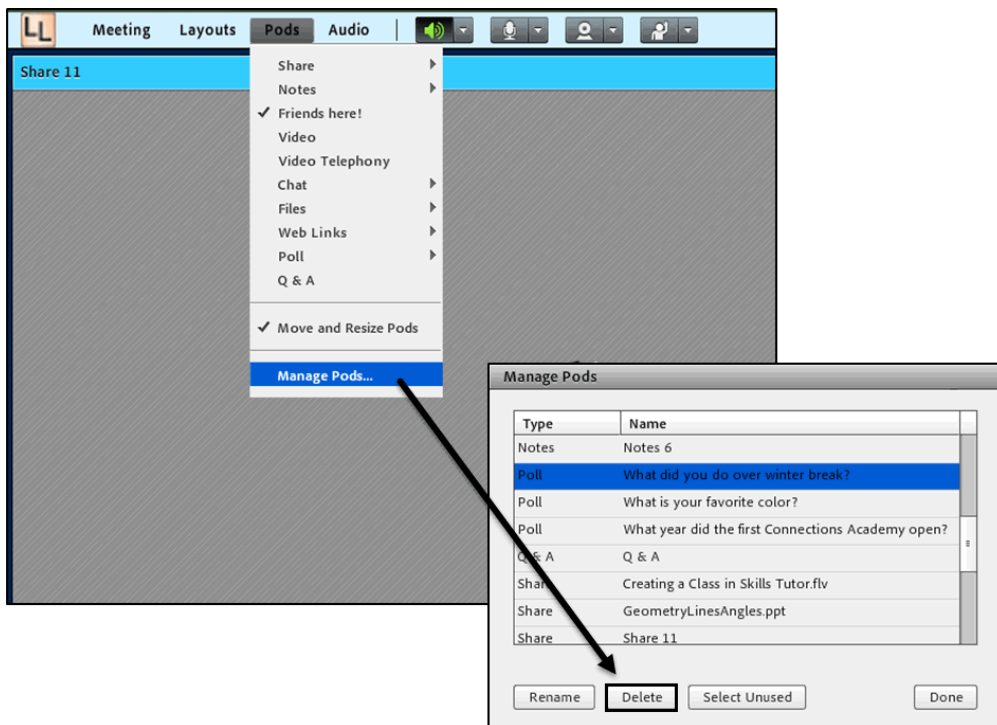
1. Create and arrange layouts according to your pod needs rather than for specific sections. Creating a layout that you can use for multiple sections will help you to maximize the usefulness of each pod.
2. When possible, re-use pods between layouts. Some pods types allow the pod to appear on multiple layouts. If, for example, you need to show the same pdf on two different layouts you can add the same share pod to both. This lets you upload the pdf to a single layout, but display it on two. This also works between multiple breakout rooms.
3. Poll pod results are available in your room's reports. Once you have completed a poll, you can delete the pod without risking losing the responses your students have given.

Deleting Unused Pods



Deleting pods you are no longer using will ensure the optimal performance of your LiveLesson® meeting room. Hiding a pod is not the same as deleting a pod, and hiding pods takes up bandwidth as they are left running in the background. Follow the steps below to manage and delete pods in your LiveLesson meeting room when you no longer need them:

1. Select the Pods drop-down menu from the top toolbar in your LiveLesson meeting room
2. Select Manage Pods
3. Select the pod you wish to delete
4. Select Delete



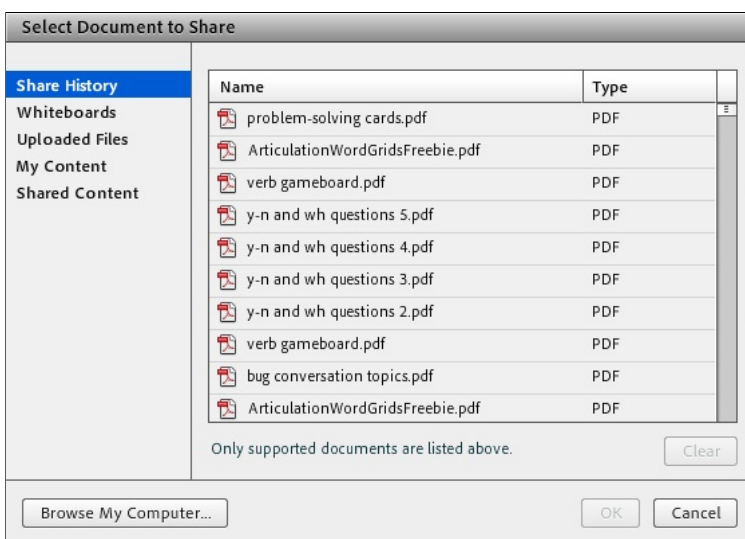
Managing Your Room Contents



Whenever you share a file or Whiteboard in your room a copy of it is stored by the room's history so that it can be quickly shared again if you have additional need of it. If these files are not cleared they accumulate over time and begin to degrade your room's performance.

To view your room's history items, select Share Document from the menu of a Share pod. In the menu that opens there are two sections that contain the history items that affect your room's performance. The first of these is the Share History area that contains all of the files shared within the room.

Here is an example of a Share History that has accumulated a large number of items and may be adversely affecting the room. Note how the scroll bar's slider is very small; indicating the list of files is extensive.



The Clear button will remove files from this list. Once files are cleared they will no longer impact the room. Multiple files can be selected for removal at once by either holding the CTRL key to select files individually or holding the SHIFT key to select all of the files on the list between two files.

The Whiteboards section of the same menu contains a copy of every Whiteboard that has been used in the room. These files have the same negative effects on room performance as the files in your Share History area.

As with the files from the Share History area, use the Clear button to remove files from this list.

Here is an example of a potentially problematic Whiteboards list.

Select Document to Share

Share History

Whiteboards

Uploaded Files

My Content

Shared Content

Name	Type
Whiteboard 4633	Whiteboard
Whiteboard 4611	Whiteboard
Whiteboard 4601	Whiteboard
Whiteboard 4558	Whiteboard
Whiteboard 4506	Whiteboard
Whiteboard 4502	Whiteboard
Whiteboard 4500	Whiteboard
Whiteboard 4493	Whiteboard
Whiteboard 4483	Whiteboard
Whiteboard 4473	Whiteboard

Only supported documents are listed above.

Clear

Browse My Computer...

OK

Cancel

If you wish to save your room's content instead of deleting it, refer to the [Saving LiveLesson Content Offline](#) guide for more information.

Why is it important to select End Meeting? Why can't I just close the application window?

Just as you would lock your classroom in a brick-and-mortar setting or close the conference room door after your meeting, you must close your LiveLesson meeting room properly by selecting End Meeting from the Meetings drop-down menu from the top tool bar. By securely closing your room, you ensure there are enough seat licenses for others at your school to host meetings and you will also prevent other users from entering your room without your permission. Closing your room properly can also help with room functionality as leaving your room open for long periods of time can cause performance issues.

Review Your Room



Take this opportunity to visit your LiveLesson® room and access the following areas to familiarize yourself with how to direct other users to them. If you are unsure as to how to reach the appropriate menu, please refer to the other pages of this lesson.

1. Manage Pods
2. Share History
3. Whiteboards Area

Unit 2: Connections Education's LiveLesson Policies

LiveLesson® Overview

Unit Summary

Lessons

1. Copyright, YouTube, and Fair Use Policies
2. Access Settings, Creating New Rooms, & Session IDs

Materials

Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Lesson 1: Copyright, YouTube, and Fair Use Policies

LiveLesson® Overview Unit 2: Connections Education's LiveLesson Policies

Objectives: Discuss what copyright and fair use means as it relates to LiveLesson®.; Understand the resources you have available to determine if something is copyrighted or public domain.; Understand my responsibilities to uphold Connections Education privacy and copyright policies in LiveLesson.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

- ✓ Discuss what copyright and fair use means as it relates to LiveLesson.
- ✓ Understand the resources you have available to determine if something is copyrighted or public domain.
- ✓ Understand my responsibilities to uphold Connections Education privacy and copyright policies in LiveLesson.

Copyrighted Content and Fair Use Policy



All copyrighted content shared in your LiveLesson® sessions must comply with the requirements outlined in the [Copyright Fair Use](#) guidelines which can be found in the Virtual Library > Curriculum and Instruction> Recommended Websites. Confirm that any file you wish to use meets these guidelines prior to uploading it to the LiveLesson server. If the file does not meet the requirements, it cannot be used.

Copyrighted Protected Work

Copyright is the legal right granted to an author, composer, playwright, publisher or a distributor to exclusive publication, production, sale or distribution of a literary, musical, dramatic or artistic work.

Copyright protects "original works of authorship," that are fixed in a tangible form of expression. This meant the content or work must be directly perceptible.



Review the recorded [Copyright Protection](#) training to learn more about our copyright policy and how it applies to LiveLesson.

Fair Use

All length requirements in the Copyright Fair Use guide apply to the complete file, not just the portion you intend to use in your room. For example, you cannot share a complete movie and then play only a small portion in the room to meet the guideline; the movie file itself must meet the guideline on its own.

Movies, commercial videos, and music shall not be used for entertainment purposes or as a reward in LiveLesson. Fair use guidelines are strictly for educational purposes. The only way to overcome these restrictions is to contact the copyright owner directly and request permission to use his or her work in your room.



Review the [Fair Use](#) document to learn more about how some content can be used in instructional settings without violations to a copyrighted work.

To determine if material is in the public domain, search terms from the Copyright Catalog, found on the [U.S. Copyright Office website](#).

Violations of this policy may result in disciplinary action.

I understand that protecting vendor content is important. Does this mean I'm not allowed to record my LiveLesson sessions?

No. Teachers may record LiveLesson sessions that contain vendor content, as long as the recordings are only shared in a lesson modification or on a Section Message Board with students who are enrolled in a section of that course.

Connections Education YouTube Policy



It is the policy of Connections Education that all users may not link to the YouTube website, show YouTube videos through LiveLesson® sessions, or provide LiveLesson recordings that include YouTube content. This policy includes users who are not directly employed by Connections Education.

Connections Education school-based staff should refer to the resources for [Recommended Websites](#) that are approved for use with your students and families. These resources can be found in the Virtual Library > Curriculum and Instruction> Recommended Websites.

Lesson 2: Access Settings, Creating New Rooms, & Session IDs

LiveLesson® Overview Unit 2: Connections Education's LiveLesson Policies

Objectives: Identify the adjustable access options for a LiveLesson meeting room.; Request the creation of additional LiveLesson rooms.; Explain the need to avoid including session IDs in URLs or images copied from a LiveLesson session.

Materials: Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Objectives

- ✓ Identify the adjustable access options for a LiveLesson meeting room.
- ✓ Request the creation of additional LiveLesson rooms.
- ✓ Explain the need to avoid including session IDs in URLs or images copied from a LiveLesson session.

Room Access Settings



LiveLesson® meeting rooms have three possible access options that can be adjusted through the meeting's management interface:

1. Only registered users may enter the room (guest access is blocked)
2. Only registered users and accepted guests may enter the room
3. Anyone who has the URL for the meeting can enter the room

Option 2 is the default that is selected when rooms are created and is the setting most rooms have at any given time. Option 1 functions similarly to Option 2, but further restricts access so that guests cannot enter the room. Users that choose to restrict their rooms in this manner should be aware that parents will not be able to access their room if needed as they access the system as guests.

Option 3, "Anyone who has the URL for the meeting can enter the room," should not be used. This access setting allows both registered users and guests to access your room at any time, whether you are present or not and regardless of how the room was closed during its previous session.

Requesting Additional Meeting Rooms



Application Management creates one meeting room for all staff requiring access when they join Connections Education. Some staff have manually created LiveLesson meeting rooms, which impacts our reporting and can cause confusion with the SSO process. When these user-created rooms are identified, the user will be notified and immediate action will be taken to remove the room.

If a user needs an additional meeting room created, he or she should make the request via an IssueAware ticket (IA) to Connexus Management with the following fields.

- **System:** Application Management (Business Applications)
- **Component:** Adobe Connect (LiveLesson)
- **Type:** LiveLesson - Room Creation/Removal

The IA should also include the following information:

- The location's school leader as a stakeholder
- The preferred name of the room
- The preferred URL for the room
- List of users requiring the Host role

NOTE: The IA request process only applies to Connections Education corporate and school-based employees. All others users should contact their local tech support services.

Requests for additional rooms will be reviewed, and if approved, the room will be added to the school's general use account, not the user's personal meeting room folder. This is to prevent multiple rooms being found by the SSO process for a user.

Large Session Meeting Room

If a session requires a user's meeting room to hold more than 100 attendees, he or she can request one-time or limited ongoing access to a special, large session meeting room (some exceptions (e.g., recurring staff meetings for schools or programs with more than 100 employees) may warrant regular access depending on the specific needs of the session.) Request IAs for access to such rooms should use the fields identified above, must be approved by the school Principal's, and need to include the following information:

- Preferred room name
- Preferred room URL
- List of users requiring the Host role*
- Date by which the room is needed

*Due to provisioning restrictions, only a limited number of Hosts can be assigned to the room.

Public Facing Rooms

Each school has one public facing room with the host role being assigned to your school leader. The host role can be added to other users upon the school leader's request. Additional public facing rooms can be requested by creating an IA to the Connexus Management team with the fields identified above and the following information:

- Preferred room name
- Preferred room URL
- List of users requiring the Host role
- Date by which the room is needed

NOTE: Such request IAs must be submitted at least two weeks notice prior to the session date.

Session IDs and Copied Images



Session ID Maintenance

To ensure our students are only able to access LiveLesson® under their own SSO, using links that include session IDs, such as the following, should be avoided under all circumstances:

- <http://ww1.livelesson.com/replaceme1?session=breezxxxxxxxxxxxxxx>

If the session ID is still active in LiveLesson, whoever accesses the link will be logged into the session as the user who originally established it. This has resulted in a number of issues with students being able to access a LiveLesson session using their teacher's account. While the student is logged in to the teacher's account, they have all the abilities and access within the system that the teacher has. To avoid this, teachers should only provide links to students in the SSO format (i.e., <http://www.connexus.com/external/LiveLesson/?url-path=room&domain=roomDomain>).

Important Note: If a link containing a session ID is accidentally sent out, please have the sender immediately log out of LiveLesson from his or her LiveLesson Home Page and close all browser windows.

Connections Education corporate and school-based staff should send an IA to Application Management with the following information:

- System: Application Management (Business Applications)
- Component: Adobe Connect (LiveLesson)
- Include the distributed link with the session ID so the session can be verified as inactive.

Copied Images from LiveLesson Sessions

Do not copy images from a LiveLesson session into a WebMail message. The session ID could accidentally become embedded in the message and allow anyone reading it access to the LiveLesson room. If you are logged into LiveLesson, your session ID will be included in the source data for the image, passing your session information to whoever reads the message.

As with room links containing a session ID, if a WebMail message is sent containing an embedded image from LiveLesson, the sender should immediately log out of LiveLesson to deactivate the session and report the issue via IA to Application Management.

Session ID issues only occur for users who use a direct link to access a room or piece of content. If the proper SSO format link is used, Connexus® will generate a fresh session for the link recipient, which overrides any accidentally embedded session IDs.

Unit 3: LiveLesson Advanced
LiveLesson® Overview

Unit Summary

Lessons

1. Breakout Rooms and Quizzes
2. Meeting Room Data
3. Recording and Editing Sessions
4. Recording Presentations with Adobe® Presenter
5. Optional Professional Learning Sessions

Materials

Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Lesson 1: Breakout Rooms and Quizzes
LiveLesson® Overview Unit 3: LiveLesson Advanced

Objectives: Create breakout rooms with layouts using different content for attendees, and with different layouts for attendees to accomplish different tasks.; Facilitate small group work during a LiveLesson session.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*



Objectives

- ✓ Create breakout rooms with layouts using different content for attendees, and with different layouts for attendees to accomplish different tasks.
- ✓ Facilitate small group work during a LiveLesson session.

Breakout Rooms and Roles



What Are Breakout Rooms?

The breakout room feature allows you to create separate rooms within your LiveLesson® session to facilitate small group work and collaboration. Similar to students working in groups at separate tables in a bricks-and-mortar setting, breakout rooms allow you to put students into groups and assign them to work in separate areas within your LiveLesson session.



Watch the [Breakout Rooms](#) tutorial to learn how to effectively use breakout rooms with small groups of students in a LiveLesson session.

Breakout Room Roles

When students are put into a breakout room, they will default to the Presenter role, which allows them to share content, share their screen, and activate their microphone or webcam. If you need to adjust roles, select the Attendee View button at the top of the Attendee pod and adjust the role as needed. The student's role will be updated regardless of which breakout room she/he is using.

Recording LiveLesson Sessions and Breakout Rooms

If you choose to record a LiveLesson session in which you are using breakout rooms, please note that the recording will only capture activity in the Main Meeting room and will not record work taking place in the breakout rooms.

If you still wish to record the LiveLesson session, we recommend that you pause the recording for the duration of your breakout session, and resume recording when it has ended.

Attendee Status in Breakout Rooms

Status changes made inside a breakout room now result in notifications in the main meeting room. Notifications sent by participants to hosts using the **Send message to host** option in the breakout room Attendee pod will also now need to be explicitly dismissed by the host.

Save time by making copies of a breakout room if you want multiple breakout rooms to look alike.

To participate in breakout room conversations without visiting each room, bring all of the chat pods into the main meeting room to monitor and contribute to the chat.

Embedding Quizzes



Embedding Quizzes in a PowerPoint® Presentation Using Adobe® Presenter

Quizzes in Adobe Presenter can be used in a recorded Microsoft® PowerPoint presentation for asynchronous completion, or during a LiveLesson® session to engage students and allow them to demonstrate their mastery of concepts. Quizzes embedded in a presentation may be helpful for you to gauge student understanding of material they may have missed.

Creating a Quiz in Adobe Presenter

Consider the following questions as you create quiz questions:

- Will this quiz be optional or required?
- Do the students have an IEP with required accommodations?
- How many question will the quiz need?
- What types of questions will you use (e.g., Multiple Choice, Fill-in-the-Blank, True/False?)

When you have identified the answers to these questions, you can create a quiz to embed into your PowerPoint presentation.



[Embedding Quizzes in Microsoft PowerPoint Using Adobe Presenter](#) - Learn how to embed quizzes in a PowerPoint Presentation by using Adobe Presenter.

Lesson 2: Meeting Room Data

LiveLesson® Overview Unit 3: LiveLesson Advanced

Objectives: Access attendance reports for a LiveLesson® session that you host in your meeting room.; Retrieve attendee responses to poll questions after you use a poll pod in your meeting room.; Upload content to your LiveLesson account to quickly open it during a LiveLesson session.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

- ✓ Access attendance reports for a LiveLesson® session that you host in your meeting room.
- ✓ Retrieve attendee responses to poll questions after you use a poll pod in your meeting room.
- ✓ Upload content to your LiveLesson account to quickly open it during a LiveLesson session.

Meeting Room Data



Please note that anyone who is a Host in a LiveLesson® meeting room can access reports associated with a room. If you team teach, or oversee staff members and are required to collect meeting room data, contact the School Support Help Desk (855-330-4636, press 3) for instructions on how to access meeting room data.

It is important for a teacher to become familiar with the My Content area of his/her LiveLesson® account where he/she can store frequently referenced files to use in sessions.

If there are any files that you want to share and refer back to in multiple sessions, storing them in your LiveLesson content folder is an efficient way to quickly share files in your meeting room without taking up a large amount of bandwidth or additional time for the files to load.



[Meeting Room Data](#): Learn how to access attendance reports, responses to poll questions, and saved content.

[Host Access to LiveLesson Attendance Reports](#): Learn how all users with the Host role in a LiveLesson room can access the room's attendance data.



Teachers should refer to the [Format LiveLesson Attendance for Logging](#) guide to assistance with re-formatting a LiveLesson report into a Log entry that tracks students' LiveLesson session attendance.

Lesson 3: Recording and Editing Sessions

LiveLesson® Overview Unit 3: LiveLesson Advanced

Objectives: Record a LiveLesson® session and pause/resume recording as needed during the session.; Remove parts of recordings you do not want to publish.; Hide the chat pod, attendee pod, and Q&A pod from a recorded session to protect attendee privacy.; Retrieve both the public and secure links to a recorded LiveLesson session.; Make your recordings "public" so that others can view the contents.

Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Objectives

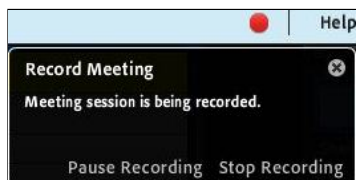
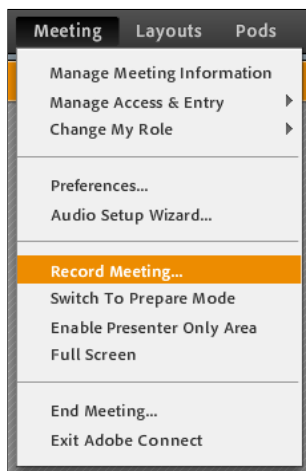
- ✓ Record a LiveLesson® session and pause/resume recording as needed during the session.
- ✓ Remove parts of recordings you do not want to publish.
- ✓ Hide the chat pod, attendee pod, and Q&A pod from a recorded session to protect attendee privacy.
- ✓ Retrieve both the public and secure links to a recorded LiveLesson session.

- Make your recordings "public" so that others can view the contents.

Recording LiveLesson® Sessions



To support the flexibility of our learning program, it is helpful to record a LiveLesson session so that the experience is available for students who were unable to attend the session live. You should also consider recording your LiveLesson sessions as a learning experience for yourself. You may want to replicate or revise a lesson in the future. If you have a recording of the session, you can see what worked well and what could be improved so you know where to focus your time.



Start recording the lesson at the very beginning of a session so that you capture all activity and context. To begin recording your LiveLesson session, use the following steps:

1. Select the Meeting drop-down menu from the top of the screen
2. Select Record Meeting Before the recording begins, a window will appear where you will enter a name for your session.
3. Make sure the name is logical and will be easy to recognize at a later time (e.g., "Math 4A_Unit 2_Lesson 3_Measuring Angles").
4. Select OK

Your session will begin recording as indicated by the red circle pop-up window in the top right hand corner of your meeting room. In the pop-up window you will see an option to pause your recording during the session. When the recording is paused, the option will change to allow you to resume the recording when you are ready. When your session is over, stop the recording by selecting the red circle again and choose Stop Recording.

Editing LiveLesson® Session Recordings

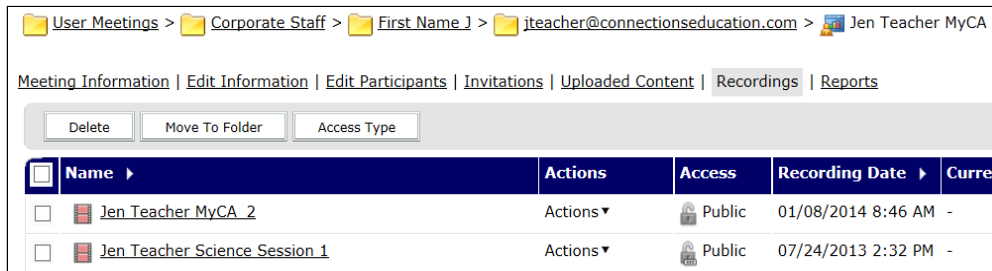
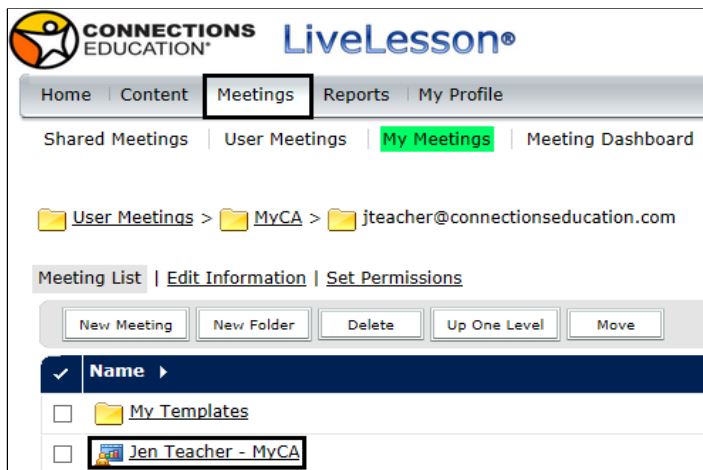


Removing Parts of a Recording

There may be instances in which you want to delete parts of recorded sessions. For example, if you started recording the session while students were still chatting in the chat pod before the lesson started, or if you recorded a session and forget to stop it at the point you wanted to end the recording, you can edit the final product. This page will demonstrate how to edit parts of a recording and hide the Chat pod, Attendee pod, and Q&A pod in your recorded session to protect attendee privacy.

Before you remove parts of your recording, watch it and take note of the time stamps for any parts you want to delete. To edit the recording, use the following steps:

1. Select the My LiveLesson Room button from your Teacher Home Page
2. Choose LiveLesson Home Page and select the Meetings tab from the top grey toolbar
3. Pick the name of your meeting room
4. Select Recordings above the Meeting Information bar
5. Choose on the name of the recording



- Select the Actions drop-down menu and select Edit Recording



- A new window will open to display the recorded session and a toolbar at the bottom of the screen.



- Move the grey triangles on the timeline to surround the content you would like to remove.
- When these triangles are in place, select the scissor icon to cut the recording around the areas where you placed the grey triangles.
- When you have cut the portion of the recording you want to remove, save the recording by choosing the disk icon.
- If you accidentally cut out too much of the recording, you can reverse the process by selecting, "revert to original" from the bottom right hand corner.

Hiding Parts of a Recording

Student privacy is of the utmost importance. Teachers should use the following steps to hide the names of attendees displayed in your recording, or to conceal the Chat pod, Attendee pod, or Q&A pod in a recorded session:

1. Select the My LiveLesson Room button from your Teacher Home Page.
2. Pick LiveLesson Home Page and choose the Meetings tab from the top grey toolbar.
3. Choose the name of your meeting room.
4. Select Recordings above the Meeting Information bar.
5. Pick the name of the recording.
6. Select the Actions drop-down menu from the Recording Information header.
7. Pick Edit Recording.
8. Choose Settings on the recording toolbar at the bottom.
9. Check the option(s) you wish to hide in the recording.



10. Select Done.

Note: The recording link does NOT change after the recording has been edited.

Sharing and Deleting Recorded Sessions



To ensure student data privacy and compliance with Copyright Fair Use requirements, downloaded, offline LiveLesson® session recordings may **not** be provided to students. Students must be provided the SSO link to view the content online.

Sharing Recordings

Use the following steps to access distribute your LiveLesson recording:

1. Select My LiveLesson Room from the Teacher Home Page.
2. Copy the link listed for each recording in the Recordings area of the LiveLesson Access Links page.

LiveLesson Access Links ?

LiveLesson Credentials

[LiveLesson Home Page](#)

Custom Link for a Room -

My Rooms

[Jen Teacher - MyCA](#) -

Recordings

3 total recordings

Name	Description	Date	Link
Jen Teacher - MyCA 0		2015-08-10T15:02:15.033-04:00	http://www.connexus.com/external/livelesson/?url-path=p6sxt169sdj&domain=ww1

If your students are unable to access a link that you distributed, it means you may not have made your recording viewable to others. Refer to the following guide to adjust the settings of your recordings: [Setting LiveLesson Recordings to Public](#).

On the other hand, if there are recordings you wish to keep, but should not be shared with students, refer to the [Setting LiveLesson Recordings to Private](#) guide.

Saving and Accessing Recordings Offline

While recorded LiveLesson sessions should only be shared with students using the steps outlined above, users can still save recorded sessions offline as an MP4 or FLV file* for other uses. Refer to the following resources for information on saving and accessing recordings offline:

- [Saving LiveLesson Recordings Offline](#)
- [Host Access to LiveLesson Recordings](#)

***NOTE:** Files saved in the MP4 format are supported by more devices and media players, particularly on mobile devices, than files saved in the FLV format.

Deleting Recordings

LiveLesson server space is limited, and we ask all Connections Education staff and teachers to delete any outdated or unused LiveLesson recordings. Go through your recordings on a regular basis and delete any recordings that you have no intention of using again or that include outdated information. For more information, refer to the steps in [Deleting LiveLesson Session Recordings](#) guide.

Lesson 4: Recording Presentations with Adobe® Presenter LiveLesson® Overview Unit 3: LiveLesson Advanced

Objectives: Recognize when it is appropriate to create a prerecorded presentation in Adobe® Presenter vs. a recorded LiveLesson® session.; Create a script and set up your microphone to create and publish a prerecorded PowerPoint® presentation in Adobe Presenter.; Identify the difference between where Adobe Presenter presentations are stored after they are published and where LiveLesson recordings are stored.

Materials: Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Objectives

- ✓ Recognize when it is appropriate to create a prerecorded presentation in Adobe® Presenter vs. a recorded LiveLesson® session.
- ✓ Create a script and set up your microphone to create and publish a prerecorded PowerPoint® presentation in Adobe Presenter.

- Identify the difference between where Adobe Presenter presentations are stored after they are published and where LiveLesson recordings are stored.

What is Adobe® Presenter?



Adobe® Presenter is a software add-in that allows you to create and upload engaging, content-rich presentations from Microsoft® PowerPoint®. Recording audio to accompany a PowerPoint presentation is a great way to engage auditory learners and allow students to view a presentation at their own pace.

NOTE: Adobe Presenter availability is only guaranteed to Connections Education corporate and school-based employees. Availability for all other programs and users varies by location.

When Would I Use Adobe Presenter?

Adobe Presenter is a useful tool when a teacher needs to provide instruction to many students at one time. For example:

- additional portfolio directions or alternate examples
- provide content to students as a pre-activity to a scheduled LiveLesson (flipped classroom)
- directions on lesson modifications
- display pre-recorded content to all students in the main room and/or display different content in one or more breakout rooms

What is the Difference Between LiveLesson Recordings and Adobe Presenter?

Recorded LiveLesson	Adobe Presenter
Quick and easy but cannot be easily edited or re-recorded	Easily edited or re-recorded but more time-intensive
Less polished look	More polished look
Not interactive when viewing recording	Can include interactions and capture data
Sequential only, from beginning to end	Allows branching to different slides
Better for one time use	Better for saving and reusing

How to Use Adobe® Presenter



How Do I Use Adobe® Presenter?

Use the following guides for more information on Adobe Presenter, how to use it to record different types of presentations, and how to publish those presentations to your LiveLesson meeting room:

- [Recording a Video Presentation in Adobe Presenter](#)
- [Recording an Audio Presentation in Adobe Presenter](#)
- [Adding Audio or Video Files Into Microsoft® PowerPoint® Using Adobe Presenter](#)
- [How to Publish a Presentation in Adobe Presenter](#)

Where Are My Recordings Stored?

Recordings you create using Adobe Presenter are pre-recorded presentations that differ from a recorded LiveLesson session, although both types of recordings are published to the LiveLesson server.

When your pre-recorded Adobe Presenter presentation is published, it will be stored in your LiveLesson Content folder.

The screenshot shows the Connections Education LiveLesson interface. The top navigation bar includes Home, Content (selected), Meetings, Reports, and My Profile. A search bar is on the right. Below the navigation bar, there are links for Shared Content, User Content, My Content (highlighted in green), Forced Recordings, and Content Dashboard. The breadcrumb trail shows: User Content > MyCA > jteacher@connectionseducation.com. Below this, there are links for Content List, Edit Information, and Set Permissions. A toolbar contains buttons for New Content, New Folder, Delete, Up One Level, and Move. The main content area displays a table of items:

✓	Name	Type	Date Modified	Size (KB)	Referenced
☐	AdobePresenterVideos	Folder	09/17/2015 10:34 AM		
☐	Back to School PPT	Presentation	09/17/2015 10:34 AM	2630.2	
☐	Dividing with 1-Digit Numbers Test	Presentation	09/17/2015 10:34 AM	2134.3	

When you record a LiveLesson session, it will be stored in your LiveLesson Meetings folder and on your LiveLesson Access Links page in Connexus®. Students must be signed into Connexus to view a recorded LiveLesson session.


CONNECTIONS
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[Home](#) | [Content](#) | **[Meetings](#)** | [Reports](#) | [My Profile](#)

[Shared Meetings](#) | [User Meetings](#) | **[My Meetings](#)** | [Meeting Dashboard](#)

[User Meetings](#) > [MyCA](#) > [iteacher@connectionseducation.com](#) >  Jen Teacher - MyCA

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | **[Recordings](#)** | [Reports](#)

☐	Name ▶	Actions	Access	Recording Date ▶	C
☐	 Jen Teacher - MyCA 2	Actions▼	 Public	12/16/2015 2:28 PM	-
☐	 Math- multiplying	Actions▼	 Public	09/30/2015 9:19 AM	-

LiveLesson Access Links



LiveLesson Credentials

[LiveLesson Home Page](#)

Custom Link for a Room -

My Rooms

- [Jen Teacher - MyCA](#) -

Recordings

3 total recordings

Name	Description	Date	Link
Jen Teacher - MyCA 0		2015-08-10T15:02:15.033-04:00	http://www.connexus.com/external/livelesson/?url-path=p6sxt169sdj&domain=w

Lesson 5: Optional Professional Learning Sessions

LiveLesson® Overview Unit 3: LiveLesson Advanced

Objective: Locate and attend optional Professional Learning sessions that support LiveLesson use

Materials: Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Objectives

- ✓ Locate and attend optional Professional Learning sessions that support LiveLesson use

Optional Professional Learning Sessions



Optional Professional Learning sessions are for all Connections Education employees looking to expand their professional knowledge. They do not have Pre- or Post-session activities, and are designed for specific content areas, grade levels, or experience levels. The following are sessions for the 2016-2017 school year and cover a number of LiveLesson-oriented topics. For more information and other, non-LiveLesson focused sessions, refer to the [Optional Professional Learning Session Schedule](#).

LiveLesson Foundations

Target Audience: Beginning K-12 employees across all curriculum areas

Now that you have taken the LiveLesson® course, how do you implement that information to create effective LiveLesson sessions? This session will explore LiveLesson session best practices and strategies to develop powerful, targeted LiveLesson sessions with ease.

- **Fall Series**
 - Tuesday, August 23, 2016 at 3:00 p.m. (ET) with Jackie Herrell
 - Tuesday, August 30, 2016 at 3:00 p.m. (ET) with Jackie Herrell
 - Tuesday, September 27, 2016 at 3:00 p.m. (ET) with Jackie Herrell
- **Winter Series**
 - Friday, January 13, 2017 at 2:00 p.m. (ET) Jackie Herrell
 - Friday, January 27, 2017 at 2:00 p.m. (ET) Jackie Herrell

Filling Your Adobe Connect Toolbox

Target Audience: Returning K–12 employees across all curriculum areas

Are you looking to expand your LiveLesson skills beyond the basic tools in Adobe Connect? This series will explore the tools and features of Adobe Connect for intermediate-level users. Each session will focus on a different aspect: roles and pods, layouts and application sharing, and breakout rooms. Best practices for creating interactive and engaging activities will help participants differentiate instruction and create thoughtful practice.

- **Early Fall Series**
 - Part 1: Wednesday, August 24, 2016 at 3:00 p.m. (ET) with Jackie Herrell
 - Part 2: Wednesday, August 31, 2016 at 3:00 p.m. (ET) with Jackie Herrell
 - Part 3: Wednesday, September 7, 2016 at 3:00 p.m. (ET) with Jackie Herrell
- **Late Fall Series**
 - Part 1: Thursday, September 15, 2016 at 11:00 a.m. (ET) Jackie Herrell
 - Part 2: Thursday, September 22, 2016 at 3:00 p.m. (ET) Jackie Herrell
 - Part 3: Thursday, September 29, 2016 at 11:00 a.m. (ET) Jackie Herrell

Advancing Your Practice: Putting All the Pieces Together

Target Audience: Teachers across all curriculum areas with 6 months to two years experience

What are some of the secrets to being a successful virtual educator? Building successful classroom communities, establishing effective student/teacher relationships, and managing daily tasks are necessary to be successful in an online or blended environment. Synchronous instruction, as well as alternate forms of its use, beyond the LiveLesson® room, will be discussed. By the end of the session, participants will have strategies for enhancing the practice of a Connections Education teacher.

- Thursday, November 3, 2016 at 11:00 a.m. (ET) with Jackie Herrell
- Monday, November 14, 2016 at 3:00 p.m. (ET) with Jackie Herrell
- Wednesday, March 8, 2017 at 3:00 p.m. (ET) with Jackie Herrell

Unit 4: Applying Your Knowledge

LiveLesson® Overview

Unit Summary

Lessons

1. Applying Your Knowledge 

Materials

Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.

Lesson 1: Applying Your Knowledge

LiveLesson® Overview Unit 4: Applying Your Knowledge



Materials: *Course Materials are not available as of this time as this User has not been assigned to any Courses. Please check back once the User has been placed into a Course.*

Damon Pieri may not take this assessment.

1. What is the purpose of a LiveLesson session? (1 point)
 - ☐ Recite the content of our lessons to students
 - ☐ Facilitate and enrich the learning of students beyond the content of our lessons
 - ☐ Emphasize the importance of our curriculum by having students memorize content from our lessons
2. If you need to send a URL of your LiveLesson meeting room to attendees, where can you find it within Connexus? (1 point)
 - ☐ Your home page
 - ☐ Inside your LiveLesson room
 - ☐ The Teacher Communication Data View
 - ☐ The LiveLesson Access Links page
3. True or False: The Presenter Only area of your LiveLesson meeting room is (1 point)

where you can prepare materials in pods before students can see the content within them.

- ☐ True
- ☐ False

4. Which of the following is NOT a pod type for your LiveLesson meeting room? (1 point)

- ☐ Game Pod
- ☐ Share Pod
- ☐ Poll Pod
- ☐ Attendee Pod

5. What are the different attendee roles within a LiveLesson meeting room? (3 points)
(check all that apply)

- ☐ Participant
- ☐ Spectator
- ☐ Host
- ☐ Presenter

6. What are the top actions to keep your LiveLesson room running smoothly? (3 points)
(check all that apply)

- ☐ Clear your Share history
- ☐ Delete pods instead of hiding them
- ☐ Put the room in high performance mode
- ☐ Clear your Whiteboard history
- ☐ Only load low resolution images

7. True or False: To be safe, you should re-upload an individual file to your LiveLesson room every time you need to use it. (1 point)

- ☐ True
- ☐ False

8. True or False: You should always select End Meeting before exiting your LiveLesson room. (1 point)

- ☐ True
- ☐ False

9. When is it appropriate to use a YouTube video in your LiveLesson session? (1 point)

- ☐ If the video is copyright protected
- ☐ When portions of the video are being shared for educational purposes
- ☐ If you have approval from the Copyright Holder to share the video
- ☐ It is never appropriate to share YouTube videos in a LiveLesson session

10. Where can you find resources about approved and recommended websites to share with students and families during a LiveLesson session? (1 point)

- ☐ In the Virtual Library
- ☐ In the student's Log
- ☐ In the student's PLP
- ☐ In the Section Grade Book

11. What should you do if you have an upcoming session that will include more than 100 participants? (1 point)

- ☐ Rotate certain attendees in and out of the room for short periods of time
- ☐ Create a special request IssueAware ticket to your school leader or supervisor
- ☐ Create a second room and operate both simultaneously

12. What is the default role for students when they are put into a breakout room? (1 point)

- ☐ Attendee
- ☐ Host
- ☐ Presenter

13. True or False: Only the host of a LiveLesson room can access reports associated with that room. (1 point)

- ☐ True
- ☐ False

14. True or False: LiveLesson recordings saved offline should never be shared with students. (1 point)

- ☐ True
- ☐ False