Guide to Being a Successful Online Learner

Prepare Your Technology

1. Ensure that you have a hands-free miked headset that is in working order. A miked USB headset, which can be purchased at a reasonable cost, will greatly enhance your online experience.

2. Verify that your computer is properly configured for the session by running the meeting diagnostics test located at: https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

3. Setup and test your dual monitors. Dual monitors are not required for this session; however, participants find it easier to follow along with two monitors.

4. Become familiar with the basics of Adobe Connect. During the session, you will be using a variety of interactive Adobe Connect features, such as chat, raising your hand, and sharing your screen. If you are not familiar with the basics of Adobe Connect, you can find a list of tutorials located at http://lynda.psu.edu/ or http://tv.adobe.com/show/learn-adobe-connect/.

Complete the Pre-session Activities

Please complete any activities as instructed prior to logging in for the session.

Tips for Being a Successful Online Learner

It is recommended that you be in a private room to participate in the session. However, if a private room is not available, there are steps that you can take to ensure that you have the best possible learning experience.

Before the Session

- Let others in your office/work area know you are participating in an online class/session.
- Post a sign on your door or outside your cubicle.
- Remove all distractions from your desk.
- Turn off email and instant messaging tools.
- Turn ringers off on your desk phone and cell phone.
- Use a headset to minimize disruptions to those around you.
- Ignore people who try to get your attention.

During the Session

- Participate and be prepared to be called on by name.
- Raise your hand if you have an immediate question or comments.
- Be patient waiting for a response to your chat message.
- If you must leave the program, use the Stepped Away emoticon.
- Provide your name when participating and respond using a person’s name.
- Do not interrupt another speaker; allow time for transmission in delays.
- Mute your microphone when you are not speaking.