Information for Lecturers at Seminars Sent via Adobe Connect

Situation: Seminars which have participants present in an auditorium (together with the lecturer) + are also sent and/or recorded via Adobe Connect.

The lecturer can use the teacher computer as usual (show PowerPoints, write in Word-documents, browse through web pages, change between different programmes), but need to consider the following:

- Be aware of there being participants online, speak to them from time to time and look into the camera.
- Do not shut browser windows (since this involves a risk that you will end the Adobe Connect meeting room at the same time
- Send your presentation material to the person responsible for the seminar in advance, bring it with you on a memory stick or save it on the web (the lecturer may not log into his or her own home area (H-disc) nor use and plug in his/her own laptop)
- You may move around in the lecturing room but only so much so that the microphone and camera take up sound and video
- If you get questions from the auditorium, repeat the question or answer them including the question (so that those online can get the hang of what it is about, as they cannot here the questions from the auditorium)

If the lecturer has the following wishes he/she is to contact the the person responsible for the seminar at least one week before the seminar:

- If you want to show a video or play a sound track
- If you plan arranging group work
- If you plan using some equipment of your own.

Questions about recording:

- Is it OK to record the lecture?
- How can the recording be distributed: on the open web? only to the participants on a certain course?