

How to take webinars in iLearnOregon

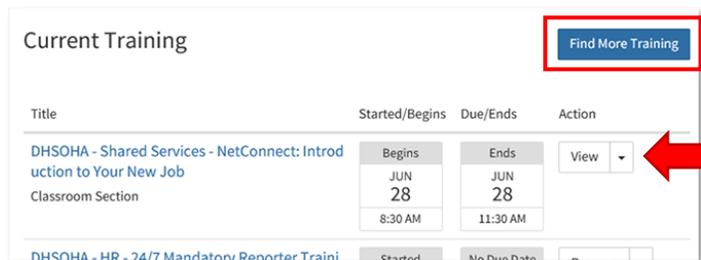
1. Before you take a webinar course:

- Be sure your computer has speakers or a headset that work.
- Be sure you are able to log into iLearn at <https://ilearn.oregon.gov>.
- Test your Adobe Connect connection:
https://hroeddhsaha.adobeconnect.com/common/help/en/support/meeting_tes_t.htm
- Get a quick overview of Adobe Connect:
<http://www.adobe.com/products/adobeconnect.html>

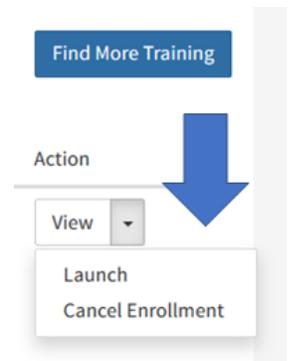
2. On the day of the webinar course, about 15 minutes before the course begins, log into your iLearnOregon account at <https://ilearn.oregon.gov>.

3. The course title will appear on your homepage under **Current Training**.

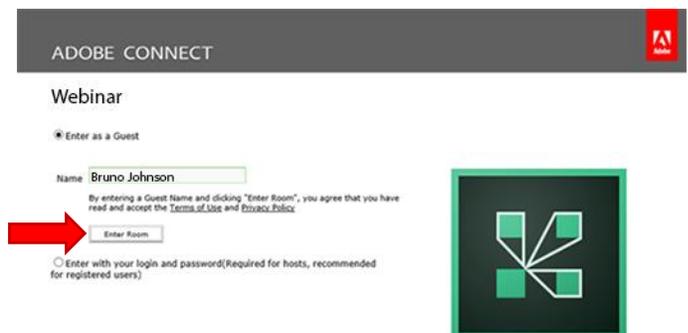
NOTE: If the title doesn't appear, click the **Find More Training** button.



4. In the **Action** column, click the dropdown menu by the course name and select **Launch** to start the course.

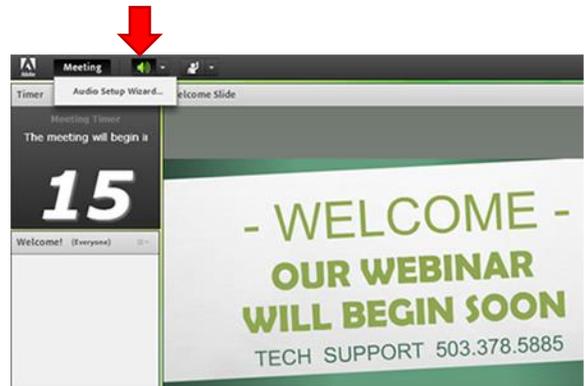


5. The Adobe Connect screen will appear. Under "Enter as a Guest," type your name and click the **Enter Room** button.



6. If needed, allow the Adobe Connect software to be installed on your computer.

7. Once you're in the webinar, click the **speaker** icon at the top of the screen and click **Audio Setup Wizard**.



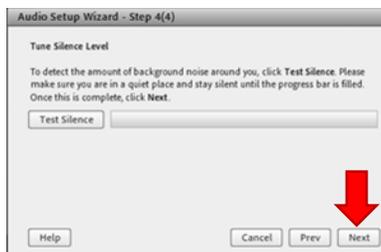
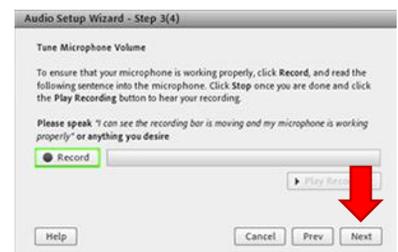
8. Click **Next** on the first screen of the wizard.

9. Follow the instructions on the **Test Sound Output** screen. Click **Next**.



10. Do **not** use the **Select Microphone** screen. (That's because you won't talk during the webinar; see below, "How to communicate with the instructor.") Click **Next** to continue to the next screen.

11. Skip the **Tune Microphone Volume** screen by clicking **Next**.



12. Skip **Tune Silence Level** by clicking **Next**.

13. You should now see a **Success** screen on the Audio Setup Wizard. Click the **Finish** button.



14. Click the dropdown arrow next to the speaker icon to mute your speakers or adjust speaker volume.

How to communicate with the instructor

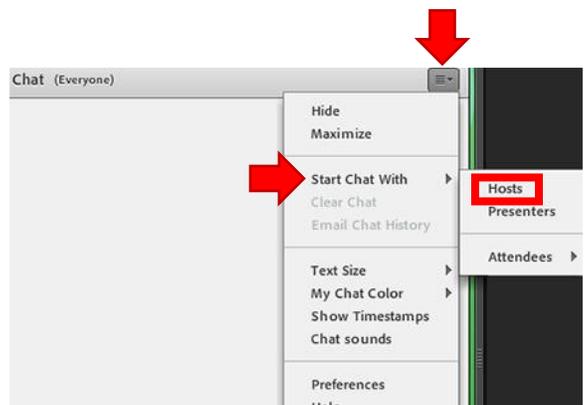
You can communicate with the instructor or host in two ways.

1. Type questions in the **Chat** area.
 - For course content questions, use the public chat area (with the tab labelled **Everyone**.)
 - For technical questions, see below.
2. Use the **Status Indicator** (person with hand raised) to answer questions when directed to do so by the instructor or host.



If you have technical problems

- If the screen freezes or the music continues playing while the presenters are speaking:
 - Close the Adobe Connect browser window. Return to iLearn, click the **Launch** button again, and log into Adobe Connect again.
- For other technical support issues:
 - Send a private chat to the Host. In the Chat area of Adobe Connect, click the dropdown arrow in the upper right corner. By **Start Chat With**, select **Hosts**.
 - Or call the tech support line: 503-378-5885.



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