



DEPARTMENT OF FIRE SERVICES

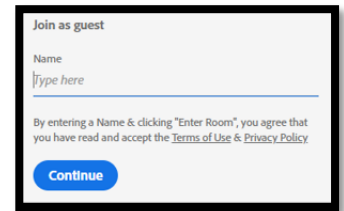
Massachusetts Firefighting Academy

Adobe Connect Virtual Classroom Student Documentation (Rev 7)

Must have suitable device: laptop or desktop with camera and microphone. Must test class link during normal business hours 25hrs in advance.

Step 1:

- Required to download free Adobe Connect application for Windows.
- <https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>

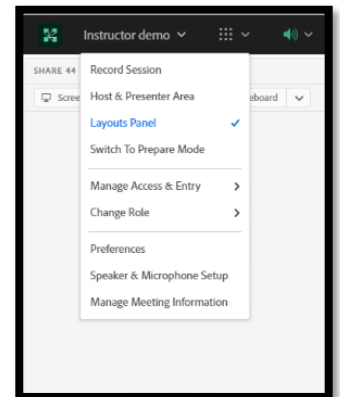


Step 2:

- Click on class link to log into Adobe Connect Virtual Classroom
- Enter as a guest and type your "FIRST and LAST NAME." Click Continue. Log out / in again if both your full first and last name are not listed. Editing information in the classroom results in a "No Show"

Step 3:

- In classroom, if a  is next to your name, logged in through the browser. Log out / in using Adobe Connect app
- Next, select dropdown "v" next to Class Name, and click "Speaker and Microphone Setup." Test mic by clicking on (green) then mute (red)
- Lastly, test webcam. Click webcam button and start sharing. Stop sharing once you see your image



Step 4: To receive training credit in LMS (certificate)

- Professional attire / behavior required
- Device cannot be shared
- Must answer 70% of poll questions per training day, host opens polls / provides limited time to answer
- Adobe Connect software monitors student interaction with program to measure engagement
- Must complete all assignments
- Students can't record Virtual Classrooms, but MFA may record and / all training material and dialogue
- For Adobe Connect technical difficulties email MFA @ Registration.DFS-TM-Academy@mass.gov
- Bullying, harassment, discrimination, abuse or similar behavior is not tolerated and results in immediate dismissal and may lead to prohibition for future trainings

Risk of No Credit

- Not logging in correctly with full First and Last Name
- Smart devices have limited functionality / are incompatible
- Minimum device requirements / recommendations
 - Windows 7 and above (32/64-bit), Mac OS or Chrome OS
 - Intel Core i3 or faster processor
- Browser
 - Latest version - Google Chrome, Firefox, Edge
 - Safari incompatible, no credit / access
- Mobile devices – not recommend
 - Must download "Adobe Connect app" (see image)
 - Hold device landscape to access app tabs

