

Plan an Online Synchronous Adobe Connect Session

- What is your Outcome/Goal/Purpose for this session?
- Who is your audience?
- What activities (interactivity) do you want during your session?
 - Polls -- What questions?
 - Whiteboard activities
 - Application sharing
 - Document sharing
 - Discussions
 - Breakout rooms
 - Websites
 - Videos
 - Audio bites
 - Survey
 - Evaluation
- What content will you need? Gather it. Put it all in one folder.
 - Files
 - Images
 - url's
 - Documents
 - Music
- Is your content in the appropriate formats? If not, convert it.
 - .ppt, .pptx, .flv, .swf, .pdf, .gif, .jpg, .png, .mp3, .html, .mp4, .f4v or .zip
- How long is your session? Can you do everything you planned in this amount of time?
- Is this (Adobe Connect) the right tool for this session? For these activities?