

VIRTUAL CLASSROOM - GUIDE

This document will assist you with setting up your computer so that you can successfully participate in the class.

The online training platform requires:

- A laptop or desktop computer with a speaker
- A stable high speed internet connection
 - Connecting your device to your modem via a network cable rather than wifi works best
- A webcam and microphone (or headset)
- That you run two quick pre-course diagnostic tests described below
- Chrome is the recommended browser

Unfortunately, we will not be able to troubleshoot technical issues once the class begins. Test your connection and the functionality of the device you intend to access the course with ahead of time by running the following diagnostic checks to see which one works best.

PRE-COURSE DIAGNOSTIC CHECKS

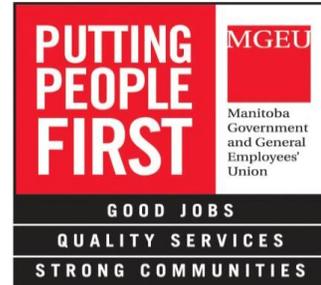
Do a pre-course diagnostic check by clicking here:

https://mgeu.adobeconnect.com/common/help/en/support/meeting_test.htm and then clicking on **Run Diagnostic Test**. This page also lists some troubleshooting tips.

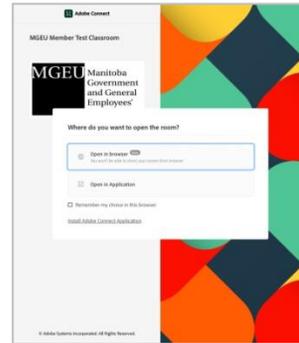
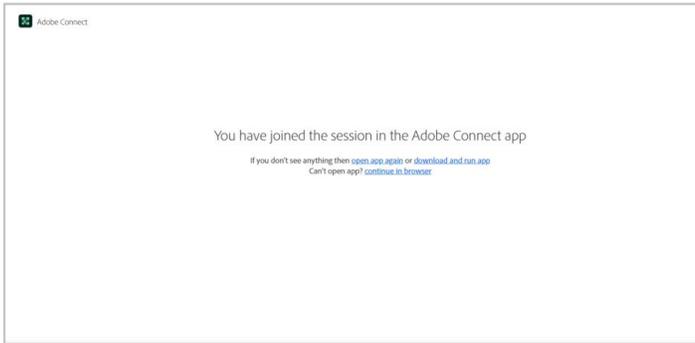
Check your functionality by clicking here: <http://mgeu.adobeconnect.com/mbrtest>. You will be taken here:



Click on **Guest**. Type in your first name and, if you wish, your preferred pronouns. Then click on the blue button that says **Enter Room**. A window will open.



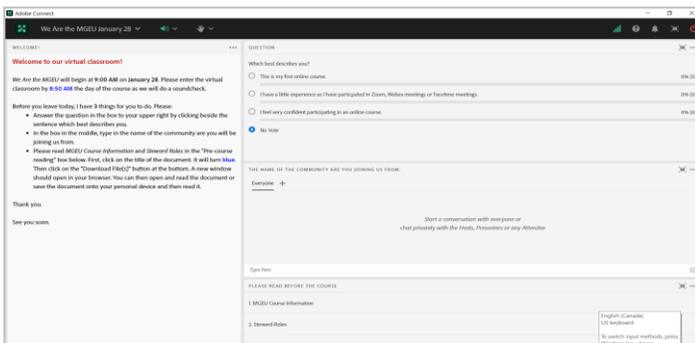
There are two ways to join the test classroom: using a browser or, by downloading and using the Adobe Connect app.



You can choose either to join the session by opening the app again (if you have previously downloaded the app), downloading and running the app (if you want to use the app and have not already downloaded it), or to continue in a browser.

If you want use your browser, click on **continue in browser** or **Open in Browser**. You will be in the virtual classroom. Please follow the directions under the **Welcome** message to test the functionality of your device with the educational platform.

If you want to use the Adobe Connect app, click on **download and run app** or **Open in Application**. If you have not already downloaded the app, you will be given the option to do so. You will be in the virtual classroom. Please follow the directions under the **Welcome** message to test the functionality of your device with the educational platform.



ON THE DAY OF YOUR COURSE

You will be provided with a link to the virtual classroom **one week before the course**. Follow the directions above. Once you are in the classroom, follow the directions under the **Welcome** message.

If you would like to attend but do not have access to stable wifi, please send us an email at educationregistration@mgeu.ca as we may be able to assist.

STILL NEED HELP

Contact the MGEU Resource Centre: 1-866-982-6438, 204-982-6438, or resourcecentre@mgeu.ca.