

Adobe Connect

You are limited to having 100 total people in your Adobe Connect meeting. This includes both participants and facilitators. The person creating the meeting must have a NetID. Steps to create the meeting:

1. Go to <http://adobeconnect.arizona.edu/> and sign in with you NetID.
2. Click Add Meeting
3. Give it a name and choose Default Meeting Template for the Select Template dropdown menu.
4. Choose Public
5. Scroll down and choose, "Anyone who has the URL for the meeting"
6. Click Save

7. Locate the meeting name on the screen and use the menu to Edit
8. Click the icon at the end of the row for Non UA NetID Guest URL
9. Copy the url in the pop up. CTRL + C or Right Click on highlighted url and Copy.

10. Go to your D2L Content area and click into the Module you want this to be in and choose New, Create a Link.

*To enter this meeting as the host you will go to <http://adobeconnect.arizona.edu> and log in with your netid. Find the meeting name and click the Join button. You will always have a different process to enter the meeting than your participants.

Panopto

The person creating the Video stream must have a NetID. Please keep in mind you have no Fair Use exemption as your participants are not matriculated students.

1. Email Dwight Farris (dfarris@email.arizona.edu) and request a "Personal Panopto Folder." (A folder that is not connected to a course in the Schedule of Classes is considered a personal folder.)
2. Go to <http://arizona.hosted.panopto.com>
3. Choose NetID
4. Log in with your NetID
5. Locate the folder Dwight created for you.
6. Click the Share Icon and set the folder to "Anyone With the Link"
7. Use the Create button to upload an MP4 file you already have or use the Create button to download the recorder and create something.
8. Once the file is uploaded, mouse over the title and find the share url.
9. Copy and paste this into D2L Content. (Go to your D2L Content area and click into the Module you want this to be in and choose New, Create a Link.)

Qualtrics Surveys

The person creating the survey must have a NetID.

1. Go to <http://qualtrics.arizona.edu> and log in with your NetID.
2. Once you have created your Project/Survey go to Distribution.
3. Choose Anonymous Link and copy it
4. Copy and paste this link into D2L Content. (Go to your D2L Content area and click into the Module you want this to be in and choose New, Create a Link.)

*To find out the results of the survey you will return to <http://qualtrics.arizona.edu> and log in with your NetID. Use the Data and Analysis area to obtain your data. Qualtrics has a much better data export than D2L Surveys or D2L Quizzes, but there is no automatic way to move the results of the Qualtrics survey to a D2L Gradebook.

Voicethread

1. From D2L Content, Choose the module you want VoiceThread under.
2. Click Add Existing Activity
3. Choose External Learning Tools.
4. Choose Voicethread.
5. You and your participants will now click through the link on the D2L Content page to access Voicethread.

Eximity

Eximity is available if you need online exam proctoring for your workshop. There are additional charges. Typically, the participant pays Eximity directly when they schedule a time to take your online assessment. Please contact Katy Holt if you are in need of this. kmholt@email.arizona.edu.