User guide: Oral Exam via DE and Adobe Connect
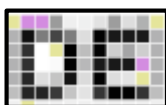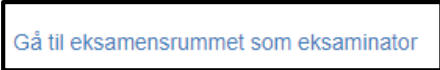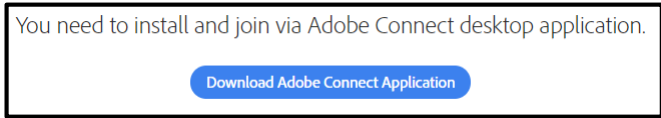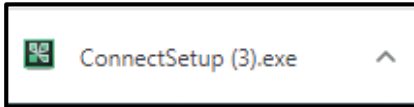
(Windows/Chrome browser)

The user guide below is for assessors having oral exam using Adobe Connect.

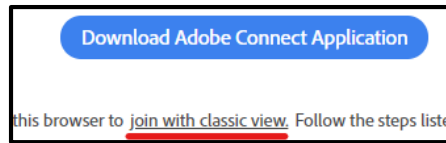Make sure you have the following *before* beginning the setup:

- A headset (or other devices for sound and microphone connected to your computer)
- A camera

1. SETUP ADOBE CONNECT

Step	Instructions	Display on screen
1	Log in to **Digital Eksamen**	
2	Click the relevant **exam** in My exams and then click the **Show exam information**	Mine prøver Prøvenavn ⌄ 🏠 ARCSDUS123 Prøve Du er eksaminator på denne prøve Vis eksamensinformationer
3	Click **Go to Exam room**	Gå til eksamensrummet som eksaminator
	b Adobe Connect already has been installed, you will be taken directly to the exam room (you may get a WAYF alert – click OK) If Adobe Connect is not installed, you will see the following	WAYF You need to install and join via Adobe Connect desktop application. Download Adobe Connect Application
4	Click the **Download Adobe Connect Application**	
5	Double-click the downloaded program (using chrome, the bottom left corner)	ConnectSetup (3).exe
	When installed, the following will be showed. You can now close the installation guide and click Exit	Adobe Connect ✅ Installation is complete

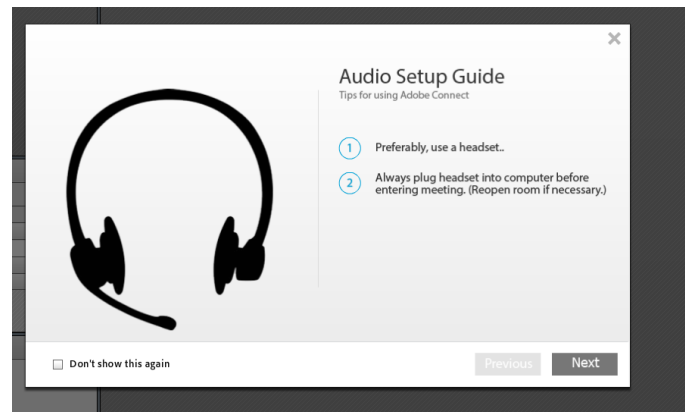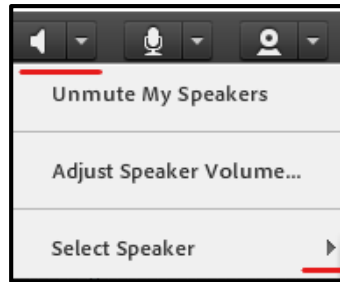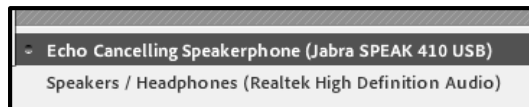|		
6	Click **Join with classic view**	
7	Click **Open Adobe Connect**	
	The following will be displayed	
	When connection has been established the following will be displayed:	
8	Luk vinduet i Audio Setup Guide (denne guide viser hvordan du slår audio og video til)	
	Øverst i vinduet ser du disse ikoner Her indstilles lyd, mikrofon og kamera	
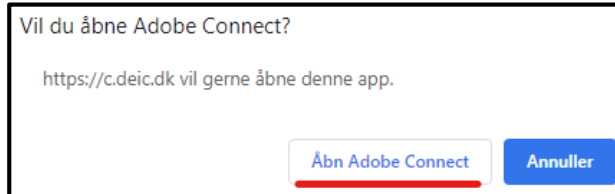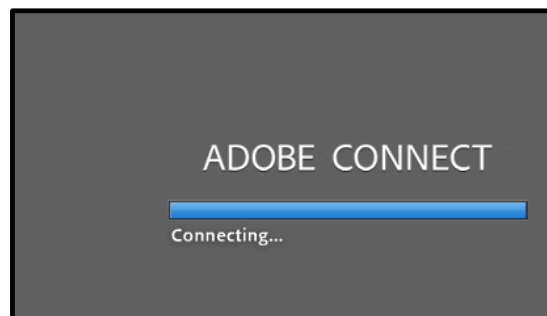
9	Click the **Sound icon**	
10	Click the arrow in the Select Speaker field to select sound device	Unmute My Speakers Adjust Speaker Volume… Select Speaker ▶
11	Select your device	Echo Cancelling Speakerphone (Jabra SPEAK 410 USB) Speakers / Headphones (Realtek High Definition Audio)
12	Click **Microphone** and select microphone	Connect My Audio Select Microphone ▶ Microphone (Webcam Echo Cancelling Speake
13	Click **Webcam and** select camera	Start My Webcam Select Camera ▶ Webcam C110
	Make sure that all 3 buttons are turned on. Click the buttons to activate them (green = on)	
	You have been setup with Adobe Connect and the icon for an active session will look like this in the bottom of your taskbar.	
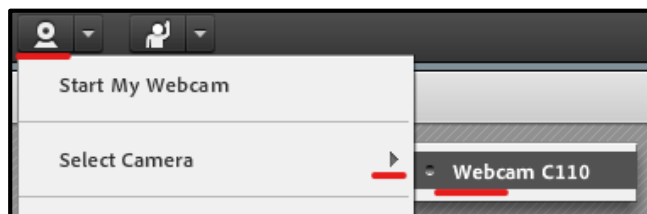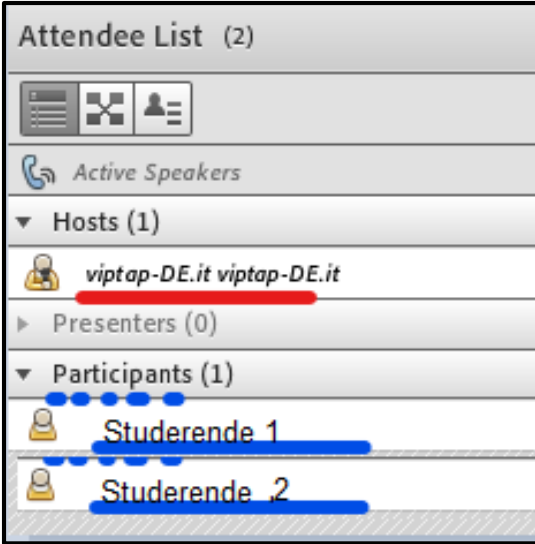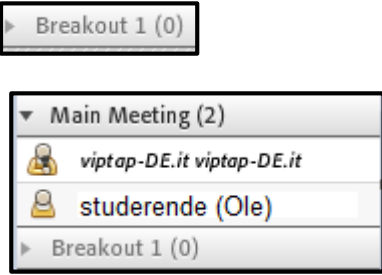
2. USING ADOBE CONNECT DURING EXAM

As assessor it is now easy to let in students separately in a virtual room. When logging in to Adobe Connect via Digital Exam, students will automatically enter the main-meeting, from where assessors can drag the students to a separate exam room.

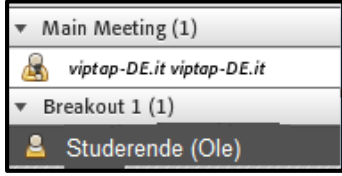| Step	Instructions	Display on Sceen
	After setup you will see the following: 1. **Picture of you** 2. **Options for screen-share** 3. **Attendee list:** **Host** is assessor **Participants** are students and other assessors/co-examiners **Attendee View**	

1	**Breakout Room view** – who is in which rooms Click **Breakout Room view**	
2	Click **+** and **Create a new Breakout Room**	
3	**Breakout 1** has been created	
4	Drag a student from main-meeting to another room (breakout 1) using the mouse Ole is in **breakout 1** Drag yourself to the breakout 1 by exam start Click **Start Breakouts** In the upper right corner, you will get this message	
5	**You are now in a private room with the student**	
6		

	For screen-share Click the **Share my screen** **Click Stop sharing to stop sharing**	Share My Screen Your screen is being shared. Stop Sharing		Share Annuller