# Accessing the webinar on School Discipline Consensus Report

# August 27, 2014 3:00 - 4:30 PM Eastern Time

- 1. The webinar will start promptly at 3:00 PM Eastern Time. Please enter the Adobe room 5 minutes early.
- 2. To sign into Adobe Connect go to <a href="http://tadnet.adobeconnect.com/nasdse/">http://tadnet.adobeconnect.com/nasdse/</a>
  - Click on the link to join the Adobe Connect Meeting
  - Click "Enter as a Guest" and type your full name. Then click "Enter Room"
- 3. For audio choose one from 3 options

## A. Dial-out Option (recommended)

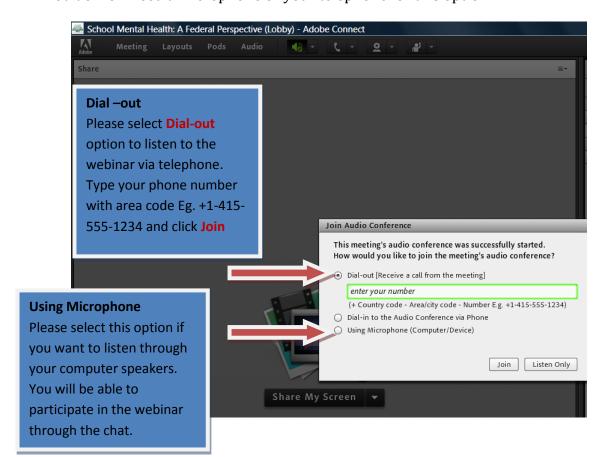
- Select the first option "Join Audio Conference" (Dial-out)
- Enter your phone number with area code (Eg. +1-415-555-1234)
- Click "Join"
- Adobe will call you shortly after. This option will help us have enough "space" for more people to join.
- Make sure your computer speakers are turned off

#### B. Dial-in Option

- Dial in Conference Number: 1-877-512-6886
- Conference ID: 2365393812
- Make sure your computer speakers are turned off

#### C. Using Microphone Option

- Select the third option "Using Microphone"
- Click "Join"
- Listen to the audio through your computer speakers
- You do NOT need a microphone or your telephone for this option.



- D. All lines will be muted during the webinar.
- E. If you have a question during the webinar, please type your question into the chat box on the right side. Your question will be asked by a facilitator at the end of the webinar.
- F. If you have questions or need technical assistance <u>during</u> the webinar, please contact Mironda Shepard <u>mironda.shepard@nasdse.org</u>

#### First Time Adobe Connect Attendees – check your computer before the webinar ...

- Please make sure you have prepared your computer to access the meeting through Adobe Connect
- If you have never attended an Adobe Connect meeting before please test your connection by going to <a href="https://tadnet.adobeconnect.com/common/help/en/support/meeting\_test.htm">https://tadnet.adobeconnect.com/common/help/en/support/meeting\_test.htm</a>
- To get a quick overview of Adobe connect go to: <a href="http://www.adobe.com/go/connectpro\_overview">http://www.adobe.com/go/connectpro\_overview</a>
- If you have any questions before the webinar please contact Mariola Rosser mariola.rosser@nasdse.org

### After the webinar

The webinar recording will be available on the:

• Sharedwork website http://www.sharedwork.org/web/school-behavioral-health/home