

Welcome to *PolarConnect*



All You Need to Know About PolarConnect Events

3 May 2017

What we'll cover today

- What are PolarConnect Events
- How do I set up an event
- How do the events work
- Where do I find more information

What are PolarConnect Events?

TEACHER MANUAL

PolarConnect

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What is PolarConnect?

PolarConnect, developed and administered by ARCUS, is a distance-learning environment that virtually transports students and the public to unique and remote polar locations.

PolarConnect, using the webinar platform, Adobe Connect, enables live audio web-conferencing, online presentations, polling, and public text chat. The overwhelming success of the program is attributed to simple technology, the ability to be adapted to different field and classroom environments, and the opportunity for teachers and researchers in exotic locations. Be it a satellite phone in an isolated location like an icefield in Greenland or a penguin rookery in Antarctica, the opportunity to capture students' and the public's imagination with the real-time experience of a PolarConnect event is announced in advance through various means including the [ARCUS Polar Education List](#). Any organization, individual, or group can participate and follow the PolarTREC expeditions. There is no cost associated with participation and all software materials are **FREE** if you have the basic equipment needed.

Forms

- Orientation Documents
- Program Overview
- Program Requirements
- ARCUS Equipment and Technology
- VBC Instructions
- PolarConnect**
- Journing Resources
- Outreach Resources
- Field Logistics
- Non-Field Travel Requests and Reports

https://www.polarartrec.com/teacher-manual/polarconnect

Description found in main menu.

Description found in Teachers Manual.

POLARCONNECT

PolarConnect

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PolarConnect transports students and the public to remote polar locations to learn about exciting polar science through real-time Internet presentations from the field. PolarConnect utilizes an Internet platform called Adobe Connect that supports online slide presentations, voiceover IP, audio, and text chat functions to allow for interaction with teachers and researchers during their PolarTREC expeditions. PolarConnect participants have the unique opportunity to ask questions to teachers and leading researchers studying the polar regions. Each PolarConnect event is archived for future viewing.

Overview

- Archives
- Register
- Instructions
- FAQ
- Tips for Classrooms
- Press Release
- Inquiries

How do I set up an Event?

ARCUS is actually responsible for ‘setting up’ the event.

Teachers are responsible for:

1. Contacting audiences and ARCUS
2. Becoming familiar with AdobeConnect
3. Preparing your presentation
4. Planning for your event from the field

Joining PolarConnect From Your School or Community

Connecting your classroom, school, or other community group to researchers, teachers, and other professionals conducting exciting polar research is easy to do with PolarConnect. Each PolarConnect event has an audio and visual (slides) component. The instructional files below will help you, or others wanting to connect to your PolarTREC expedition, prepare, set-up, and connect with the PolarConnect real-time events.

Everyone can see what events are currently being advertised on the [PolarConnect Event Registration Page](#).

Documents

Attachment	Size
 PolarConnect Tips for Classrooms (PDF - 61KB)	61.27 KB
 For Presenters: Preparing for your PolarConnect Event (PDF - 85.6KB)	85.6 KB
 PolarConnect Event Instructions (PDF - 467.42KB)	467.42 KB

1. Contact the Audience

Contacting the Audience just means pre-planning --
Think about :

- Who will attend your presentation,
- The time that works for them, and
- What type of content is appropriate.

This usually is done before leaving for the field

Once you have an idea, let ARCUS know about your plans – including contact people at school, the final date and time.

2. Become Familiar with AdobeConnect = Practice!

Before you leave:

1. Join a PC event by yourself and/or with your students to see how they look from the participant view. Make sure computers in your classroom work.
2. Test your ARCUS computer and log into an event to make sure it all works (including the webcam) You can ask us to set up a test event and practice with you.

While in the field:

1. Again, log into an event and/or request a test with ARCUS BEFORE your actual event.
2. Again, have your school test their system with ARCUS and you BEFORE your event.

- Demo on what you'll see as a participant
- Demo on what you'll see as a presenter

3. Preparing Your Presentation

You will be creating a PowerPoint that gets sent to ARCUS (details to follow)

Your PPT should include the following:

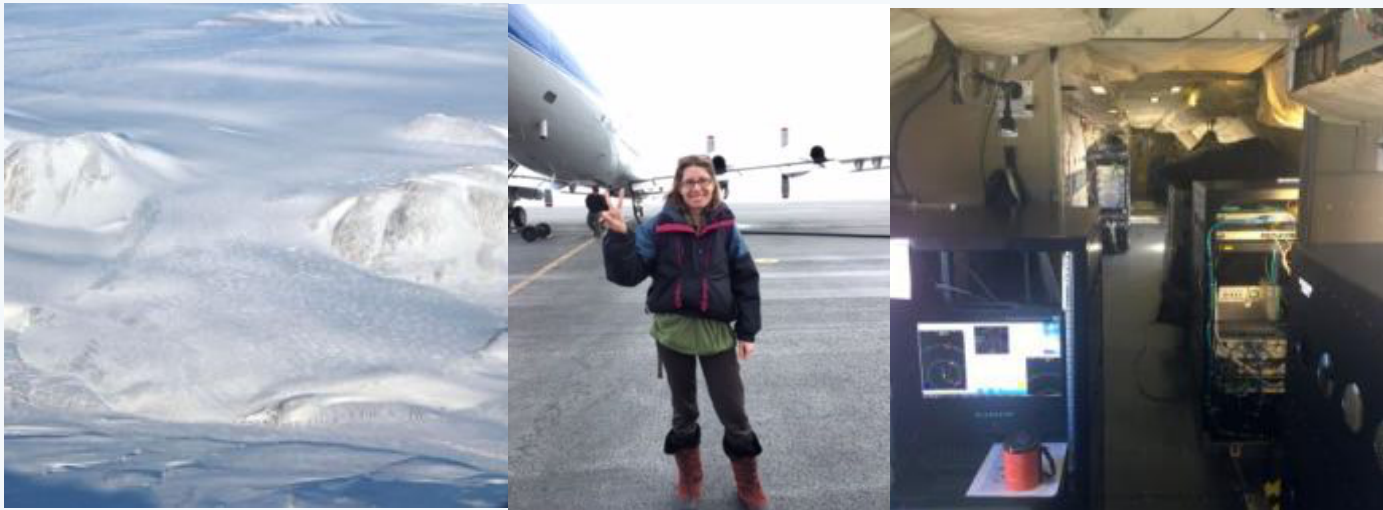
- It should be geared towards your audience;
- About 75% on the science, 25% on everything else – life in the field, interesting tidbits, cool photos, etc.
- About 20-25 slides (think 1 slide/minute); presentation time frames are 1 hour and this includes Intro and Q&A.
- Include: ARCUS Base Slides, Title slide for your project, Team slide (Who's Who in your Research Team, Map slide(s), Thank you slide
- Include a background (available on jump drives)
- All images need to be reduced and in JPEG format (no screen shots unless converted to JPEG)
- No embedded animations or videos. Send videos separately.
- Credits needed for graphics/images that are not yours

ARCUS Base Slides

- Insert the following four slides at the very beginning of your presentation.

Welcome to *PolarConnect*

Add some
of your
own photos
here
including
one of you
in the field.



INSERT EXPEDITION TITLE HERE

With PolarTREC Teacher [Your name here]
& Team Researcher(s) [insert names here]

INSERT DAY MONTH YEAR HERE

Getting to Know Adobe Connect

Slides will be shown here

Exit presentation

Mute your speakers

Raise your hand

List of all participants

Follow the chat

Find out more about the presentation

Chat here

The screenshot displays the Adobe Connect interface for a meeting titled "PolarConnect Events - Adobe Connect". The main content area shows a presentation slide titled "Welcome to PolarConnect!" with the PolarTREC logo and the text "TEACHERS AND RESEARCHERS EXPLORING AND COLLABORATING". Below the title, it says "Real-time events from teachers and scientists in the field directly to you. Join us for the best webinars from the polar regions!". The slide includes three images: a group of people in a meeting, a person in a blue jacket looking at a laptop, and a person in a field. At the bottom of the slide, it provides contact information: "If you need to join by phone: dial 1-800-766-1337 enter 54366779#" and "Events hosted by the Arctic Research Consortium of the United States as part of the PolarTREC Program" with the website "www.polarrec.com".

The interface includes several control panels on the left side:

- Meeting:** Contains icons for Camera, Mute, and Raise Hand.
- Attendees (1):** Shows a list of participants, including "Joyce".
- Active Speakers:** Shows "Hosts (0)", "Presenters (0)", and "Participants (1)".
- Chat (Everyone):** Shows a message from "ARCUS Staff: Hello!".
- Files 3:** A table with columns for "Name" and "Size".

At the bottom of the interface, there is a "Download File(s)" button.

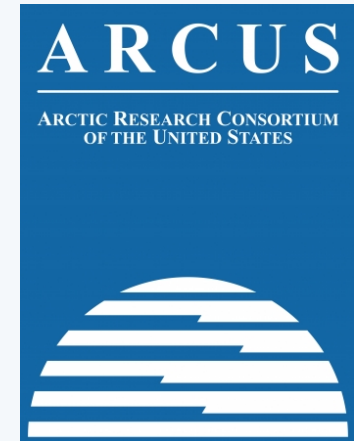
Participant Introductions

**In the Chat box, please introduce yourself
by typing in your:**

- ✓ Name
- ✓ School or Institution
- ✓ The number of students and adults participating with you in the same location

What is PolarTREC?

- Since 2004, the Arctic Research Consortium of the United States (ARCUS), a non-profit organization, has been administering the PolarTREC Program.
- PolarTREC is professional development for K-12 teachers. They are paired with researchers for 2-6 week research experiences in the polar regions.
- Over 150 teachers from around the United States have joined scientists in the Arctic and Antarctica to learn about science, the polar regions, and to share what they have learned with their students and communities.



25 Years of Connecting Arctic Research
www.arcus.org

ARCUS Base Slides, cont.

- Insert the following three slides at the very end of your presentation

Questions

During the Presentation:

- Type your question in the text chat box

At the End of the Presentation, two options:

1. Type your question in the text chat box, or
 2. Raise your hand with the “hand button”.
- PolarTREC staff will call on you and activate your microphone.
 - Speak loud and clear, directly into the computer microphone or the phone to ask your question.

Join PolarTREC!

www.polartrac.com/about/join

Everyone can participate in different ways:

- **Follow Expeditions**
- **Participate in PolarConnect Events**
- **Join the Polar Education Email List**
- **Check out the great resources**
- **Become a PolarTREC Teacher or Researcher**
- **Become a member of ARCUS**

Thank You!

An archive of the event will be available shortly.

<http://www.polar-trec.com/polar-connect/archive>



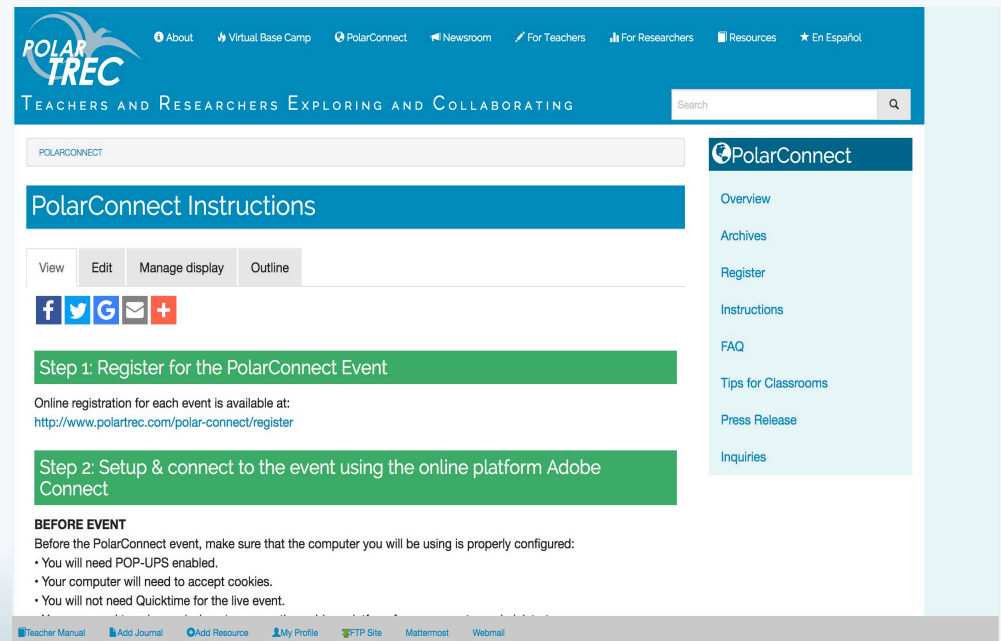
25 Years of Connecting Arctic Research
www.arcus.org

Preparing your presentation, cont.

1. Once your presentation is completed, send to ARCUS via the FTP site.
2. ARCUS reviews, edits, and makes a small PDF.
3. Prior to your event, we send you the list of people who are registered to date, a small PDF of the presentation, and any final instructions.
4. We will also schedule any AdobeConnect testing, as requested.
5. Everyone advertises the event (including social media)!

4. Planning the Event from the Field

- Advertise your event (includes researchers). The link to register is: <https://www.polar-trec.com/polar-connect/register>
- Practice logging into the event, webcams, phones, microphones, additional computers, sat phones
- Review presentation with team
- Invite no more than 3 guests
- Contact school and make sure they are good to go
- Email ARCUS with any questions or needs
- On day of event, log into the event about 15 -20 min early



The screenshot shows the PolarConnect website interface. At the top, there is a navigation bar with the PolarTREC logo and the tagline "TEACHERS AND RESEARCHERS EXPLORING AND COLLABORATING". The main content area is titled "PolarConnect Instructions" and includes a search bar, a "PolarConnect" sidebar with links to Overview, Archives, Register, Instructions, FAQ, Tips for Classrooms, Press Release, and Inquiries, and a "BEFORE EVENT" section with instructions for computer configuration.

Step 1: Register for the PolarConnect Event

Online registration for each event is available at:
<http://www.polar-trec.com/polar-connect/register>

Step 2: Setup & connect to the event using the online platform Adobe Connect

BEFORE EVENT
Before the PolarConnect event, make sure that the computer you will be using is properly configured:

- You will need POP-UPS enabled.
- Your computer will need to accept cookies.
- You will not need Quicktime for the live event.

It's now the day of the event, how does it all work?

- ARCUS staff will send registered participants final email
- ARCUS staff will do any last minute advertising (but team can too!)
- ARCUS staff will open the AdobeConnect room and get the room “ready” for the presentation – includes uploading the PPT, adding a small PDF of the PPT, clearing chat areas, connecting the phone bridge, recording the event (once started).
- ARCUS staff will facilitate and “host” the event - including recording, tracking participants, tracking questions and getting them relayed to the presenters, trouble-shooting, starting and ending the presentation – including introducing the teacher and program, advancing slides (if requested), closing out the presentation, and final archiving of the presentation.
- You can advance your own slides or have ARCUS push them.

- Presenters will log into the event (teacher will use login information provided to them by ARCUS; researchers can login as guests or use same info)
- Presenters will connect via phone or microphone – depending on situation in field
- Presenters will connect their webcams (if able) and use during entire event (if able)
- Presenters will present their portion of the entire presentation (when asked)
- Presenters (& researchers) will respond to questions that hosts relay (please don't read the chat).
- Researchers w/ teachers and on separate computers CAN and SHOULD respond to chat questions with a chat response during the presentation.
- Presenters can either choose to advance own slides or ask ARCUS.
- Presenters can “hang out” after end of event to chat with family and friends (post recording being stopped)
- ARCUS ends event and closes out entire room

Post event:

- ARCUS archives your presentation online and sends the archive link to teacher, researcher and all registered participants.
- Presenters thank people in journal, etc. for participating.

Questions?

