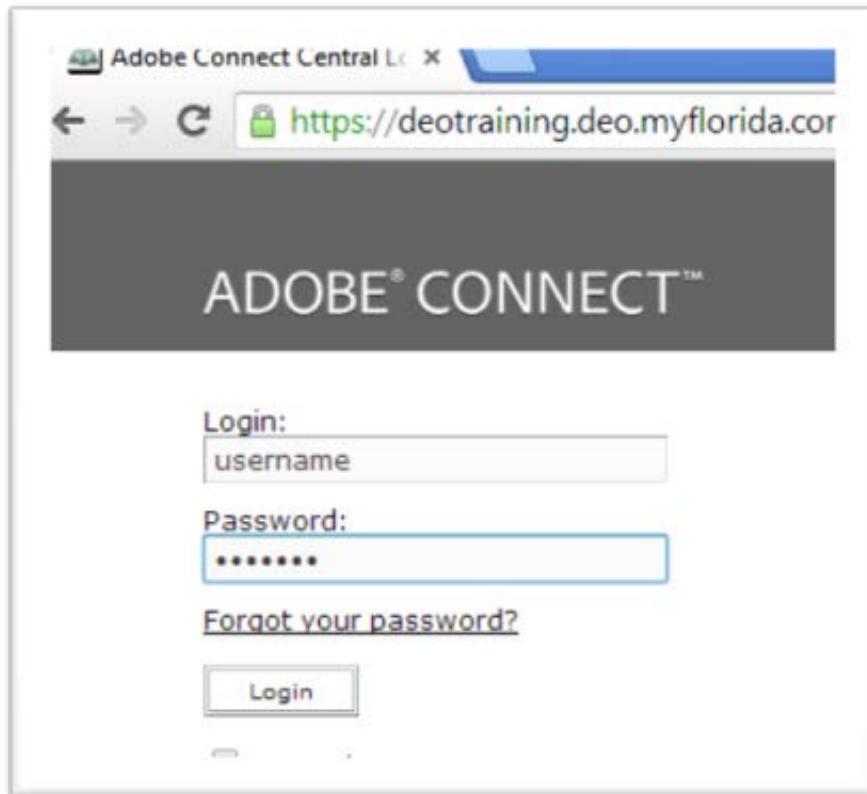


## *Guide to Accessing the Adobe Connect System*

Welcome to the Adobe Connect Learning Management System. You were probably asked to log into this system by your Training Coordinator. This guide is designed to help you learn a little bit about the Adobe Connect Learning Management System and how to use the system effectively. You will be provided your user name and password combination to access this system by your Training Coordinator.

To access the Adobe Connect Learning Management System, simply go to <https://deotraining.deo.myflorida.com> on the Internet. You will be taken to the **Log In** screen.



If you forget where to find this Internet address, it is also available on the Florida Department of Economic Opportunity's (DEO's) website at [www.floridajobs.org](http://www.floridajobs.org). We will show you how to find the site.

First, go to DEO's website at [www.floridajobs.org](http://www.floridajobs.org). To navigate off the first page, select the **Learn More** button under **Workforce Board Resources**.

The screenshot shows the DEO homepage with a banner featuring the Florida state seal and flag. The main title is "Learn about the Florida Labor Market". Below it, a subtext reads: "Labor Market Statistics produces, analyzes and delivers timely and reliable labor statistics to improve economic decision-making and assist with job creation and reemployment." Two buttons are visible: "LATEST STATISTICS" and "DATA CENTER".

**DEO LATEST NEWS**  
View DEO Press releases below.

- 10 MAR** DEO'S COMPETITIVE FLORID... Monday March 10, 2014 [> Read More](#)
- 07 MAR** CONNECT Daily Update Friday March 07, 2014 [> Read More](#)
- 06 MAR** CONNECT Daily Update Thursday March 06, 2014 [> Read More](#)

**DEO LATEST TWEETS**  
See DEO's social media posts below.

- Florida DEO @FLDEO** 8 Mar RT @CareerSourceBD: 10 Tips Every Job Seeker Should Follow [pinterest.com/pin/6206530108...](#) [Show Summary](#)
- Florida DEO @FLDEO** 7 Mar RT @CareerSourceBD: #Tampa #Orlando & [Follow us on Twitter](#)

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**Job Seekers and Community Services**  
The State of Florida provides many valuable employment search resources to help you create a great resume, obtain career advice, and land a job. [Learn More](#)

**Business Growth and Partnerships**  
The State Florida is committed to increasing its global competitiveness as a destination for business, capital, innovation, and entrepreneurship. [Learn More](#)

**Labor Market Information**  
Labor Market Statistics Center's mission is to produce, analyze, and deliver timely and reliable labor statistics to improve economic decision-making. [Learn More](#)

**Community Planning and Development**  
The State of Florida promotes innovative planning and development strategies to support a diverse economy, vibrant communities, and .... [Learn More](#)

**Workforce Board Resources**  
The State of Florida provides many valuable employment search resources to help you create a great resume, obtain career advice, and land a job. [Learn More](#)

An orange arrow points from the "Learn More" button in the "Community Planning and Development" section down to the "Learn More" button in the "Workforce Board Resources" section, which is highlighted with a red oval.

This screen lists resources for workforce boards.

The screenshot shows the official website of the Florida Department of Economic Opportunity (DEO). At the top, there is a navigation bar with links for "Job Seekers & Community Services", "Business Growth & Partnerships", "Labor Market Information", "Community Planning & Development", and "Workforce Board Resources". Below the navigation bar, a main content area features a title "Workforce Board Resources" with a green arrow icon to its left. A breadcrumb navigation bar below the title shows "Home > Workforce Board Resources".

Scroll down the screen to the title ***Professional Development and Training***. Select the green arrow next to ***Professional Development and Training*** to expand the options under this title.

The screenshot shows the expanded "Professional Development and Training" section from the previous step. It contains three items: "Policy and Guidance", "Professional Development and Training", and "Grants Management". An orange arrow points to the "Professional Development and Training" item, indicating it should be selected.

Then, select ***Adobe Connect***.

The screenshot shows the "Program Training Calendar" page. It includes a heading "Program Training Calendar", a sub-heading "Access scheduled training sessions on workforce programs.", and two links: "Adobe Connect" and "SOAR Webinars". The "Adobe Connect" link is circled in orange, and a cursor icon is shown pointing at it, indicating it is the target for selection.

You will be taken to the Adobe Connect Learning Management System's **Login** screen. You may want to bookmark this Internet address.



Enter your user name in the **Login** field and your password in the **Password** field. Select the **Login** button to access the system.



Once you have entered the DEO Adobe Connect Learning Management System, you will be taken to the **My Training** screen associated with your profile. Do not select the tabs at the top of the page, which are highlighted below, or you will be removed from the system. Only administrators can access these tabs.

A screenshot of the "My Training" section of the DEO Adobe Connect system. At the top, there is a navigation bar with links for Home, Content, Training, Reports, and Administration. Below this, there are four tabs: My Calendar, My Training (which is highlighted in yellow), Training Catalog, and Resources. The "My Training" tab shows a table with columns for St..., Name, Op..., Clo..., and Co... (with one row showing "Logging In to Adobe Con..."). To the right, there is a sidebar titled "Logging In to Adobe Connect" with tabs for Overview and Reports. At the bottom right, there is a link labeled "URL for Vie".

The tabs of most use to you are the ***My Training*** and the ***Training Catalog*** tabs. The ***My Training*** tab lists all of the training sessions

- That have been assigned to you; or
- That you registered to complete through the ***Training Catalog***.

Here are some key features that will assist you while navigating the ***My Training*** tab of the Adobe Connect Learning Management System.

St...	Name	Op...	Clo...	Co...
	Logging In to Adobe Con...	Open	06/...	False
	How to Change Your Pas...	Open	06/...	False
	How to Start and Comple...	Open	06/...	False
	Tier One	Open	05/...	06/...

- Lessons are single courses. These have an open book icon next to the name of course. This is shown next to the lesson titled, ***Logging In to Adobe Connect*** above.
- A curriculum is made up of multiple lessons. These are distinguished by the icon that looks like several colorful books next to the name of the curriculum. See the curriculum titled “Tier One” above.
- If the item has a green ***Open*** button next to the title of the lesson or curriculum, the item is accessible (not locked). Simply select the ***Open*** button to get started. The training will start in a separate window.
- Once you have started a course, the ***Open*** button will change to a ***Continue*** button. This means you have started the course or curriculum but have not completed the course/curriculum.
- Once you have completed a course/curriculum, the ***Continue*** button will change to a ***Review*** button. This means that you have completed the materials and can go back and review the coursework at any time. The “review” mode acts differently than the regular mode. You cannot complete the materials again with your answers to the quizzes tracked. If you do not pass the exam and want to study the materials again with your time and quiz answers tracked, your training coordinator will have to send in a request for your transcript to be reset to [WFSTraining@deo.myflorida.com](mailto:WFSTraining@deo.myflorida.com).

Lessons open in a separate window. If you complete a lesson, close the window and select the “Refresh” button on the **My Training** screen to update your status in the system. This button looks like a circle and is highlighted below.

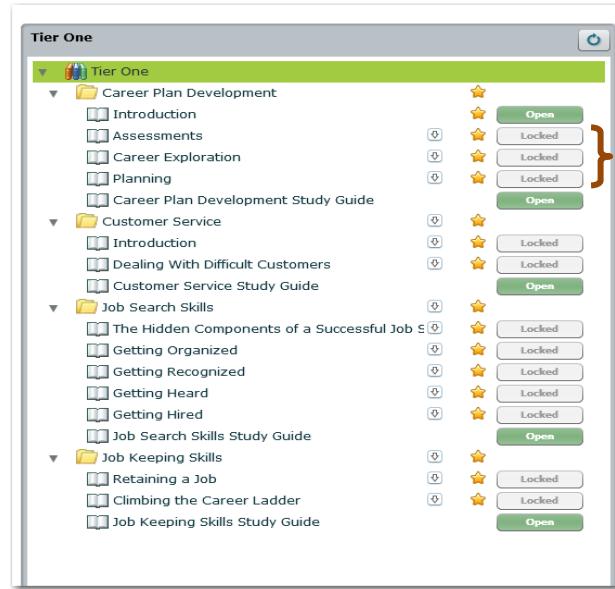
The screenshot shows the Adobe Connect Learning Management System interface. At the top, there are tabs for 'My Calendar', 'My Training' (which is selected), 'Training Catalog', and 'Resources'. Below the tabs is a 'My Training' section with a table. The table has columns for Status, Name, Open Date, Close Date, and Complete. There are four rows: 'Tier One' (Status: Green, Open: Open, Close: 07/..., Complete: False), 'Logging In to Adobe Co...' (Status: Yellow, Open: Review, Close: 06/..., Complete: True), 'How to Change Your Pas...' (Status: Green, Open: Open, Close: 06/..., Complete: False), and 'How to Start and Comple...' (Status: Green, Open: Open, Close: 06/..., Complete: False). To the right of the table is a 'Tier One Overview' panel with fields: Title (Tier One), URL for Viewing (<http://deotraining1.awi.state.fl.us/p2qyzt6jb27/>), Id, Summary, Open Date (07/02/2012 2:00 PM), Close Date, and Language (English). An orange arrow points from the 'My Training' tab to the 'View' dropdown menu, and another orange arrow points from the 'Refresh' button in the 'View' menu to the 'Resources' panel.

You can make the first screen (the screen on the left) bigger or smaller by placing your cursor between the two screens, clicking the bar and moving it to the right. This will allow you to view if when you opened the course or curriculum and completion details, including your quiz/test score.

**Question:** I left my session for a little while. When I came back, I finished my lesson. However, I closed out and hit refresh, the lesson still said **Continue**. The last column titled, **Complete** stated **False**. I do not understand why.

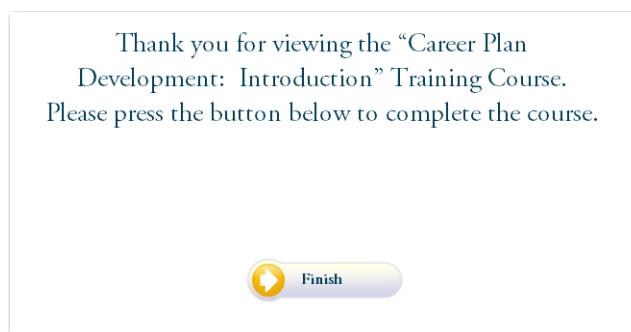
**Answer:** If you are not actually completing training, you should log out of the training system. If you are not actively in the training system for 20 minutes, the system will time out. Even if you complete the session in the separate window, the main Adobe Connect Learning Management System will not log your time or completion of training.

- Lessons in Tier One are separated into folders. For example, all of the lessons related to the “Career Plan Development” module are listed under the folder’s title. As you can see in the screen shot below, the first lesson is **Open** but the others are **Locked**. This is because the first lesson is a pre-requisite for the other lessons. Once “Introduction” under “Career Plan Development” is complete, “Assessments” will unlock and the button next to the “Assessments” lesson will change to **Open**. Additionally, the study guide for each module is provided under the respective folder. The button for the study guide is unlocked. Simply click **Open** to download the study guide.



These lessons are locked until the lesson titled “Introduction” is complete.

- To finish a lesson or course, you must watch the entire session, answer the quiz questions and select the **Finish** button on the last slide. Once **Finish** is selected, simply close the pop-out window to return to the Adobe Connect Learning Management System’s **My Training** screen.



- Your Training Coordinator will receive a report outlining each course that you complete and the time you spent completing those courses.

**Question:** I want help practicing for the test. Where can I get help getting ready for the Tier One Certificate Exam?

**Answer:** There are questions (not fill in the blank) in the study guides and Test Preparatory worksheets attached to the modules in the Adobe Connect Learning Management System. These guides were created to help staff prepare for the test. A study plan was also created and sent to the Training Coordinators to help the staff prepare over 30 to 45 days, breaking down the materials into small bite-sized chunks. We recommend staff prepare for the exam using these materials. All answers are found directly in the lessons.