Public Courses: Distance

Introduction

Process Work Institute may offer distance attendance to select public courses. There are three main distance options that may be available: live web stream, audio download, and teleconference.

Live Web Streaming: Adobe Connect

Our Live Web Stream option offers distance learners the opportunity to participate in courses as they are happening using Adobe Connect web conferencing. Through Adobe Connect attendees can view live streaming video and audio of the course using a computer or mobile device (data rates may apply). Adobe Connect is a browser based system, so there is no need to download special programs when using a computer. Mobile devices can download the AdobeConnect app for free. High-speed internet connection and computer or mobile device are required (system requirements). For more information on Adobe Connect, check out this Quick Start Guide for Participants by Adobe.

Audio Downloads

Courses with the option to register for an Audio Download are recorded during the live course session. Recordings are then saved as MP3 files and uploaded to our website for downloading **after** the course meeting has ended. Course recordings are usually available to download within a few hours after the course has finished, or by the end of Monday following some weekend courses. Once downloaded (typical file sizes are between 100-200Mb), these files can be played directly from your computer, or transferred to any device that plays digital music files (e.g. MP3 players, iPods, or most smartphones). Internet connection is required to download the file.

Teleconference

Some courses also have the option to use a telephone to call in and listen to the course. For courses with this option, participants can call in using a cell phone or landline to the course. For courses listed as "Teleconference only" all participants, including the instructors, will be phoning in to the course. For courses that are offered in-person with teleconference as a distance option, the instructor and in-person participants will be together in the classroom but be able to be heard and spoken to through an audio system within the classroom. Teleconference participants will be able to hear the instructor and participants through microphones, and speak through audio speakers in the room.

When will I get my information to login or download my course?

For live web streaming using AdobeConnect, each registration is given a unique login link using their email address to directly connect to the course meeting. Links are sent out 3-5 business days prior to the first course date.

Audio download registrants will be emailed passwords specific to the course they registered for to download audio recordings. Passwords and the link to our audio downloads page are emailed to registrants 3-5 business days prior to the first course date.

Teleconference registrants will receive an email containing the teleconference phone number and access codes for the course 3-5 business days prior to the first course date.

System Requirements (AdobeConnect)

Course participants may join courses presented using Adobe Connect by using a desktop or laptop computer (Windows 7 or newer, Mac OS X 10.8 or newer), tablet, or mobile device using the Adobe Connect Mobile app (free for iOS and Android). Please make sure you are using a stable internet connection. We recommend minimum 2 GHz dual or quad core processor with 2 GB RAM and internet download speed of 1.5Mbps. You can check system specific minimum requirements for Adobe Connect *here*. Participants are highly encouraged to use a headset with microphone to participate or present in courses rather than their systems built in speakers and microphone.

Windows
- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows 7, Windows 8 or Windows 8.1
- Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512MB of RAM (1GB recommended) for Windows 7 or Windows 8
- Microsoft Internet Explorer 8 or later; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 11.2+

Mac OS
- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.8, 10.9, 10.10
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 11.2+

Linux
- Ubuntu 14.04; Red Hat Enterprise Linux 6; OpenSuSE 13.1
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Google Chrome
- Adobe Flash Player 11.2+

Mobile
- Apple supported devices: iPhone 5S, iPhone 5, iPhone 4S, iPad with Retina display, iPad 3, iPad 2, iPad mini, and iPod touch (4th & 5th generations)
- Apple supported OS versions summary: iOS 6 and higher
- Android supported devices: Motorola DROID RAZR MAXX, Motorola Atrix, Motorola Xoom, Samsung Galaxy Tab 2 10.1, Samsung Galaxy S3 & S4, Nexus 7 tablet
- Android supported OS versions summary: 2.3.4 and higher

Additional requirements

Bandwidth: 512Kbps for participants, meeting attendees, and end users of Adobe Connect applications. Connection: DSL/cable (wired connection recommended) for Adobe Connect presenters, administrators, trainers, and event and meeting hosts.

Adobe Connect software includes support for the following languages: Brazilian Portuguese, Chinese Simplified, Dutch, English, French, German, Italian, Japanese, Korean, Russian, Spanish, and Turkish.

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