

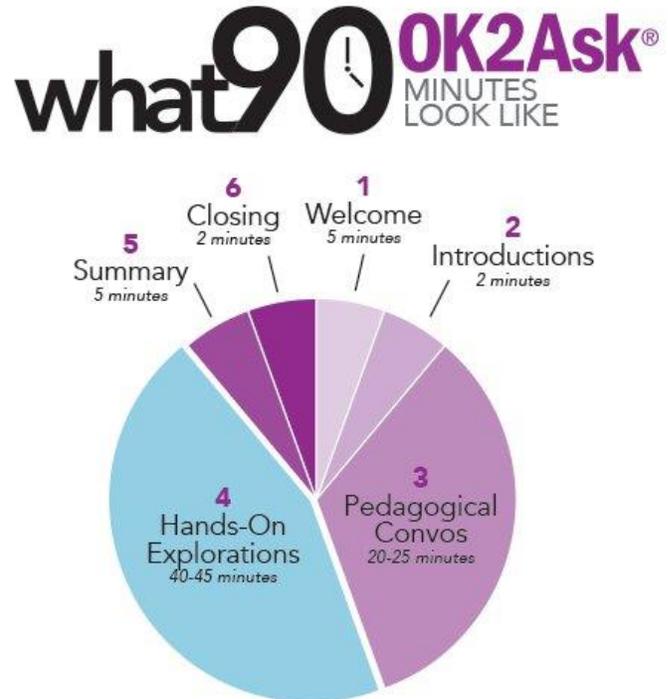
OK2Ask®

Preparing for an OK2Ask® Workshop

Welcome to OK2Ask®!

OK2Ask®, a service of [TeachersFirst](#), is a series of live, hands-on virtual professional development workshops for teachers. Available in both live (for credit) and archived (without credit) formats, workshops are moderated by education experts passionate about sharing tools, techniques, and lesson ideas with other K–12 teachers.

At OK2Ask, we use an “I Do/You Do” instructional model: we will always demonstrate the activity first, then ask you to complete it on your own, so don’t feel pressured to follow along at our pace. The demonstration is your chance to learn by seeing before you learn by doing. If you’re taking the webinar for credit, you will have a week to complete activity-related checkpoints and can access a recording of the webinar through [our archive](#).



Preparing for the Webinar

Whether you’re using a desktop or a mobile device, we highly recommend **bookmarking the resource site** for the session, which will be given at the start of the workshop.

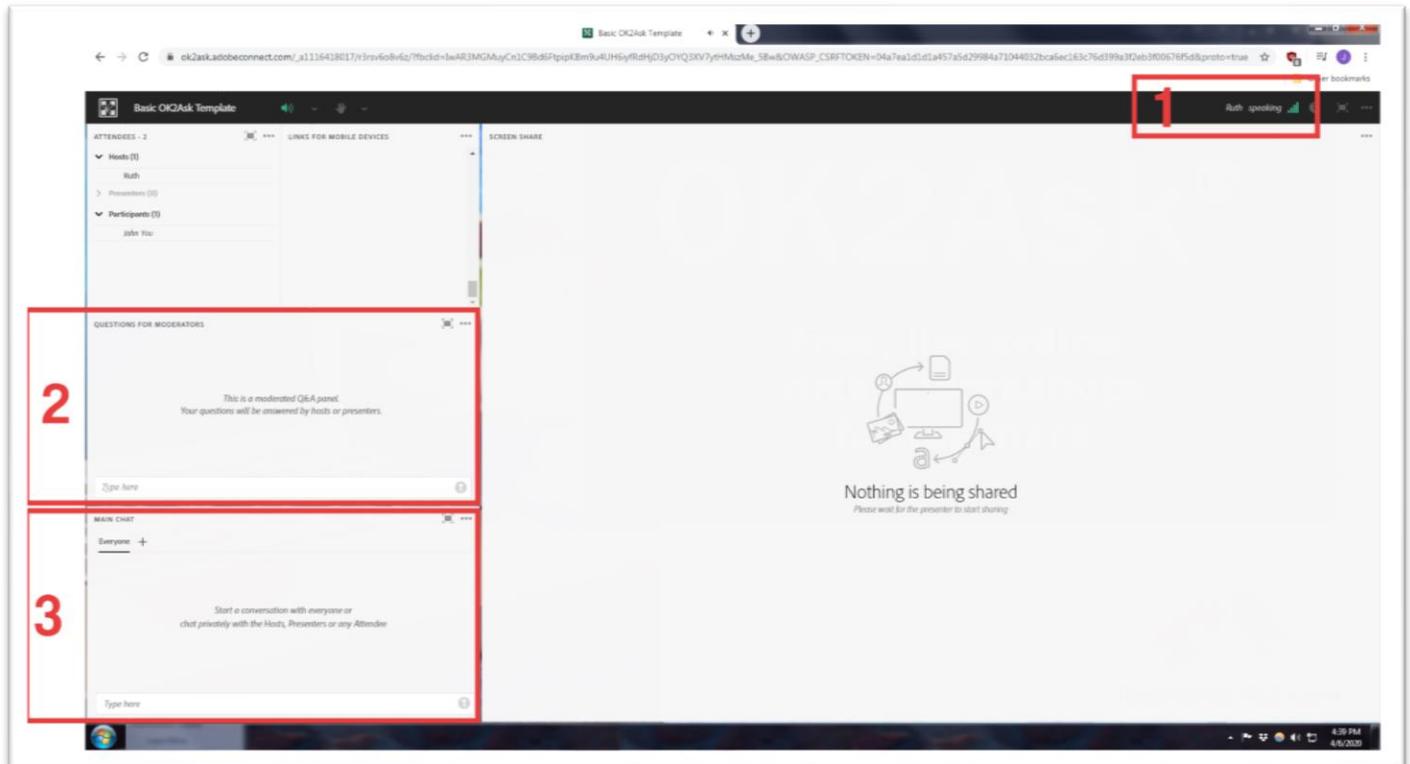
- Chrome/Firefox/Microsoft Edge Users:
 - Visit the resources site and click the star on the URL or tool bar to save it to your bookmarks. To visit the site later, click the three dots on the tool bar, select Bookmarks from the drop-down menu, and the site URL from your list of bookmarked sites.
- Safari Users:
 - Visit the resources site, click the share button in the toolbar, then click Add Bookmark. To access the site later, click the sidebar button in the toolbar, then click the Bookmarks button and select the site from the list.

You can join OK2Ask webinars on desktop or on mobile via [Adobe Connect](#). To get the most out of your session, we recommend familiarizing yourself with the Adobe Connect interface for your device before the webinar begins. You may download the application on your desktop (recommended) or mobile device, or you can participate in the webinar through your browser.



Desktop Users (*RECOMMENDED*):

Download the Adobe Connect desktop application by clicking the link provided in your registration email and following the prompts. Below is a screenshot of the home screen and its main features:



1. Connection Strength

- The green bars in the upper right-hand corner show the strength of your internet connection. If these bars are not green, you may have difficulty streaming the session. Be sure to close any unnecessary applications and browser windows. If you're having trouble getting a strong connection, move closer to your internet router or unplug any high-bandwidth devices, such as digital assistants (Alexa, Google Home), video game consoles, and streaming devices.

2. Questions for Moderators

- Have questions during the session? Write them in the box in the middle of the left side of your screen, and the moderator will provide written answers during the course of the webinar.

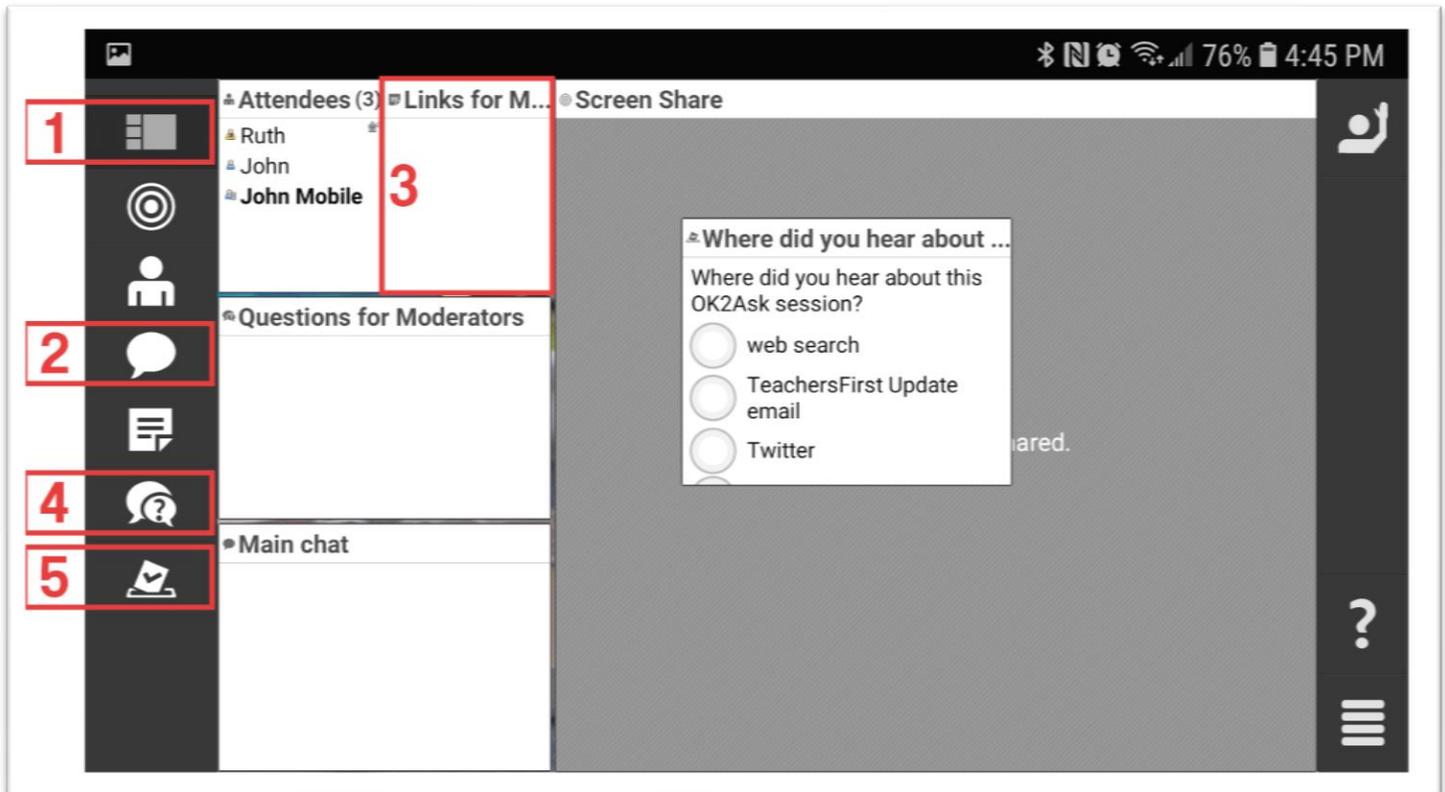
3. Main Chat

- Use the main chat box in the bottom left of your screen to add to the pedagogical discussion and connect with other attendees.



Mobile users:

Download the Adobe Connect mobile app by clicking the link provided in your registration email and following the prompts. Below is a screenshot of the home screen and its main features:



1. Features Menu
 - Use this menu to activate the different sections and functions outlined in the desktop instructions.
2. Open Chat
 - Use this button to open and participate in the main chat, which will appear in the bottom left corner of your screen.
3. Links for Mobile Devices
 - Click this icon to access links to tools or web pages you'll need during the session.
4. Moderator Questions
 - Click this icon to ask the moderators a question and view their responses to other attendees.
5. Vote (Polls)
 - Click this icon to participate in polls during the session. **If you're using OK2Ask to satisfy a continuing education or professional development requirement, you must have the ability to respond to polls during the live session.**

OK2Ask[®]

There are a couple of tools we use frequently in the “You Do” sections of OK2Ask. We recommend you familiarize yourself with these tools and use the following example posts to play with the programs. Both are 100% free for educators and don’t require any downloads.

- Create and share video responses with [Flipgrid](#).
- Create interactive boards, documents, and webpages with [Padlet](#).

Continuing Education & Professional Development Credits

We provide certificates of completion that you can use to meet your continuing education or professional development requirements. **To validate that you completed the webinar in its entirety, you must complete all in-session checkpoints and complete companion activities within a week of the session.** Moderators will list checkpoints at the beginning of the webinar and will remind you to complete them as they arise. Once we have verified your participation (usually 1-2 weeks after the session), we will send you a **certificate of completion via email**.

Remember to complete the **mandatory feedback survey** at the end of your session. This survey provides valuable information to help us serve you better and cater future content to your needs.

Troubleshooting FAQ

- *How do I use Adobe Connect?*
 - Click the link for the webinar provided in your update email. This should open a page prompting you to download and install the version of Adobe Connect that is compatible with your device. If you do not see this page, visit the [Adobe Connect Downloads](#) page and follow the instructions for your operating system. If you did not receive an email with the meeting link, please [contact us](#)—you will not be able to access the webinar without the meeting link.
- *Can I use Adobe Connect without downloading the program?*
 - While we recommend using the application as it provides a more reliable connection, you can participate in the webinar through your browser. Just click the link provided in your email and select the browser option on the next window.
- *How can I check if Adobe Connect is functioning correctly?*
 - Visit [OK2Ask’s meeting support page](#) for Adobe Connect and click Run Diagnostic Test. Once complete, it will tell you if your application is installed properly and whether your machine can successfully run the workshop.
- *My audio or video isn’t working.*
 - If you’re having audio or video issues during the webinar, try closing your browser and clicking the link in your confirmation email to come back in the room. This will not affect your ability to complete the webinar for credit.

Experiencing an issue not covered here? Visit [Adobe Connect Support](#) or the [OK2Ask FAQ page](#).