** ELI Online Focus Session**

**Readiness Checklist: Before You Log In**

As the ELI Online Focus Session nears, please take a few moments to complete the items on this short checklist **by April 14** to ensure you’re prepared for the event.

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| --- | --- | --- |
| Have You… | Done | Further Information |
| Review the [Adobe Connect Technical Requirements](http://www.educause.edu/conferences-events/online-events/technical-requirements). |  | It takes approximately 30 seconds to run the Adobe Connect connection test and it will verify that your computer meets hardware and software requirements. **IMPORTANT: test out all technology, including speakers for audio, in the room and with the equipment you will be using on the day of the event.**  Please also join us for the **Live Technology Check on Wednesday, April 19: 11:00–11:45 a.m. ET;** (see [Resources](https://events.educause.edu/eli/focus-sessions/2017/new-directions-in-instructional-design-keeping-pace-in-a-time-of-rapid-change/resources) for more information). |
| Ensure that you have a phone line with good external speakers available on the day of the event. |  | All participants should have access to a phone line with good speakers in case audio inside the Adobe Connect environment fails or is poor. **If you need access to an international toll-free number, please send an e-mail to** [**jtracy@educause.edu**](mailto:jtracy@educause.edu)**.** |
| Write down your login credentials for the focus session. |  | The focus session is a password-protected event inside Adobe Connect. To participate, **go to** <http://educause.acms.com/elifocus> **and log in** on the day of the event. Take a moment to write down your credentials below for easy reference later. |
| Access the resources and readings. |  | Focus session resources and readings will be available [here](https://events.educause.edu/eli/focus-sessions/2017/new-directions-in-instructional-design-keeping-pace-in-a-time-of-rapid-change/resources). |

Still have questions? Contact EDUCAUSE Membership at: 303-449-4430 or Jody Tracy at [jtracy@educause.edu](mailto:jtracy@educause.edu).

