

Adobe Connect Meeting Worksheet

Presenter: _____ Term _____

Course _____ Section _____ Title _____

Start Date: _____ End Date: _____ Single event Recurring

Start Time: _____ (AM/PM) End Time: _____ (AM/PM)

Day(s): Mon Tue Wed Thu Fri Sat

Briefly describe the type of activities you planned to record in your class? (e.g., Whiteboard, PowerPoint presentation, Web sites, Student/Guest presentations)

What materials did you already have? What did you need to prepare?

How did this activity help your students? (e.g., Review, Critique, Reflect)

How did you plan to assess effectiveness of this activity?
