MEMORANDUM TO: Directors of Education
Deans of Faculties of Education

FROM: Sue Durst
Director
Curriculum and Assessment Policy Branch

DATE: March 28, 2007


The Ministry is pleased to announce that we have acquired a 40 concurrent user licence for this exciting technology that provides a virtual meeting space for synchronous on-line meetings and classes with screen and application sharing, chat, white boarding, polls and quizzes, audio and video. Adobe Connect will allow you to deliver education over the internet, including live collaborative sessions and on-demand courses. Each French and English school board and faculty of education receives the following:

- 1 license of Connect Enterprise Server – the software infrastructure that allows everything else to happen
- 40 concurrent users of Connect Professional – online, live collaborative meetings
- 3 Adobe Presenter licenses – creation of rich PowerPoint content converted into Flash
- Connect Events module – registration workflow automation
- One year of Adobe Platinum Support.

Please see the attached background sheet for details.

As part of this contract, New Toronto Group will be hosting four 3-hour on-line training opportunities using Adobe Connect. No travel is required for this training opportunity, just log on to the site to register and click the URL at the correct time to join the training meeting. The ministry will be providing the audio phone bridge for these meetings.

Please have one person attend each session from your institution if possible. If more want to participate, this can be accommodated by using a computer projector and audio phone where many people can participate in the session. There should be only one computer connection through the Internet, and phone. Target audiences are identified for each session:

Session 1: **IT overview - Installation and Administration** 3 hours (English only) Wednesday, April 11 - 9:00 a.m. to 12:00 (Target Audience - technical staff who support servers and IT infrastructure).
Session 2: **Content preparation** 3 hours (English) Wednesday, April 25 - 9:00 a.m. to 12:00 (Target Audience Curriculum Consultants/Leaders – Grade 11 Mathematics Implementation Training materials will be featured).
Session 3: Being a host and meeting participant 3 hours (English) - Wednesday, May 9 - 9:00 a.m. to 12:00 (Target Audience Curriculum Consultants/Leaders – Grade 11 Mathematics Implementation Training materials will be featured).

Session 4: Issues raised and ideas for successful use 3 hours (English) Wednesday, May 23 - 9:00 a.m. to 12:00 (Target Audience Curriculum Consultants/Leaders).

To register and obtain setup information go to www.newyyz.com/MinEdTraining.

These sessions will be recorded and will be available via URL link for future review by interested staff.

If you have any questions about this initiative, you may contact John Taylor at 416-325-2092 or john.k.taylor@ontario.ca.

Sue Durst

C.C. Kit Rankin, Director, Field Services Branch
Managers, Regional Offices