STEP 1: Log in to UBIS.

STEP 2: Click the “My Online Courses” option.
**STEP 3:** Click the “Start Online Course” button. The option will be active 5 minutes before course starts.

**STEP 4:** You will see the screen below. If “Adobe Connect” is installed in your computer click the “Enable/Allow Adobe Connect” option. Otherwise, click the “Download Adobe Connect” tab. After installing the program, skip to the next step.

**STEP 5:** You will see the screen below. If it is your first time on the platform, you will get some brief notifications. You can reach the current screen by skipping those notifications.
STEP 6: Click the microphone icon at the top of the screen to activate it. Microphone is connected to the system when the icon turns into green.
**STEP 7:** In order to plug the microphone into the system click the triangle next to the microphone and select the “Connect My Audio” button. After this step, your microphone will be ready.

**STEP 8:** In this step, it is essential to activate camera by clicking the icon next to the microphone. Camera is connected to the system when the icon turns into green.

**STEP 9:** Click the “Start My Webcam” button after activating your camera.

**STEP 10:** In order to make students see you, click “Start Sharing” button at the rightside of the screen. After this step, webcam setup will be finished.
STEP 11: If you want to share a presentation, memo etc. Click the triangle next to the “Share My Screen” button and select “Share Document” option. (If you select “Share My Screen” option, you will be sharing your own computer screen.)
**STEP 12:** In order to share a local document just click “Browse My Computer” and upload the file to the screen. It is recommended to upload files as PDF format.

**STEP 13:** You can continue your presentation after it is uploaded into the system.
**STEP 14:** To record a meeting/course click the “Meeting” tab. Then, select “Record Meeting” option. Key the course name on the screen that opens and approve it. With this step, your course is started.

**STEP 15:** A red light will appear at the upper right of the screen when the meeting is recorded.

**STEP 16:** You are supposed to click the “Stop Recording” button at the upper right corner of the screen when your course is finished. If you want to continue the course, then click the “Pause Recording” in the same popup.
STEP 17: In order to finish the current course click the “Meeting” button and then select “End Meeting” option. By doing it your course will be completed and be recorded.

Note: If a course is done as block scheduling, it’s duration will be 90 minutes. Otherwise, all courses will be 2 hours. Seminar takes 45 minutes.