

### What are OPAL Sessions?

Online Peer Assisted Learning Sessions (OPAL) are web conferencing, peer-facilitated study sessions led by a current SARC Tutor or SI Leader. During OPAL sessions interactions occur in a virtual environment instead of face-to-face.

Students who cannot attend the regularly scheduled peer tutoring and SI sessions on UCF's Orlando campus can attend OPAL sessions from anywhere if they have access to a computer and the internet.

To watch a sample of an recorded OPAL session visit the [pre-recorded sessions page](#)

### What do you need

All you need is a computer with a strong internet connection and the following:

Microsoft Users: Microsoft Internet Explorer 8.0 or later, or Firefox 3.X, and Adobe Flash Player 9 or later.

Mac Users: Mozilla Firefox 2.x, 3.x or Safari 2.x, 3.x, 4.x, and Adobe Flash Player 9 or later.

Strongly Recommended: Bandwidth: DSL/Cable (wired connection).  
Recommended but not required: microphone for participation and/or webcam for virtual face-to-face interaction.

It is recommended that you test your computer prior to attending an online session. You can do this by going to Adobe's [Connection Test](#) to make sure all computer system requirements are met. If you pass the first three steps of the test, then you are ready to participate.



### How do you connect

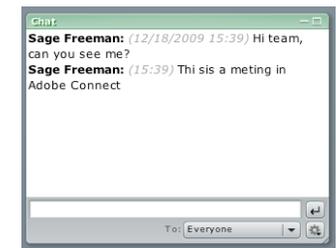
1. Check the online OPAL schedule to see when the appropriate online session is occurring.
2. When the meeting time arrives go to [OPAL Webpage](#)
3. The meeting login screen appears. Select "**Enter as a Guest**".
4. Enter your **full name** (as it appears on myUCF) and the **passcode**. The passcode will be **provided by your OPAL facilitator** or in an **email from SARC**. You may also contact SARC at (407) 823-5130 to obtain the passcode.
5. Click on "**Enter the Room**". You may have to wait a moment until the OPAL facilitator accepts your request to enter to room.



### PLEASE READ THE INFORMATION BELOW BEFORE ENTERING THE OPAL SESSION

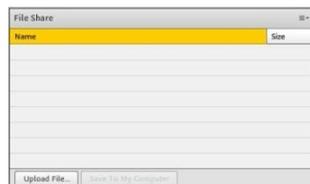
### What to Expect

1. Upon entering the OPAL session, read the instructions in the meeting room.
2. The OPAL facilitator will appear via webcam.
3. Make sure your audio is turned up so you can hear what others are saying.
4. Ask lots of questions! OPAL sessions are very interactive and **participation is expected**.
  - a. To ask questions, just type your questions in the chat window and hit enter or the send button.
  - b. If you are using a microphone, you will need to ask the OPAL facilitator via chat for permission to use the microphone.



## How to Participate

1. Change your status to provide feedback to the facilitator.
  - a. To change your status, click the arrow on the Status Options dropdown list on the Application Bar (top of window) and select your desired status option.
  - b. If you select an option above the line such as Agree or Step Away, you status remains until you choose Clear Status. If you choose an option below the line such as Speed Up or Applause, your status automatically clears itself after a number of seconds. When you set your status, an icon appears next to your name.
2. In general, you will have "Participant" status in the meeting room. As a participant, you can chat, respond to polls, and change your status. Occasionally, the facilitator may grant you "Presenter" status. As a presenter, you can upload and share documents, use the whiteboard, and use your voice in the meeting (if you are connected with a microphone).
3. If you have a specific problem (such as a problem for the textbook) that you would like to cover in the session, save the problem as a .pdf or .jpeg document and ask the facilitator to grant you "**Presenter**" status so you can to upload the document.
  - a. To upload a document, In the File Share pod, click "Upload File".
  - b. Navigate to the file, and click "Open".



4. As a participant, you can download files from the File Share pod to your computer. To download a file:
  - a. In the File Share pod, select the file to download.
  - b. Click "Save to My Computer". A browser window opens with the Save to My Computer dialog box.
  - c. Click the "Click to Download" link.
  - d. Click "Save". Navigate to the desired location, and again click "Save".

## OPAL Rules of Conduct

1. Be respectful. Remember that you are interacting with other people even though you are using a computer.
2. Adhere to the same standards of behavior online that you follow in real life.
3. Be professional. This is **not** a social networking site. Use appropriate speech as if you were in a physical classroom.
4. Respect others' online space and time. Follow the rules and guidelines for OPAL.
5. Be prepared. Please read over all instructions before entering the OPAL Session.
6. Be clear. Using basic shortcuts such as "lol" are fine but be sure what you are saying is clear to everyone.
7. Follow UCF rules and Code of Conduct. The UCF creed calls for Integrity, Scholarship, Community, Creativity, and Excellence. This is expected online in addition to physically here at UCF. Student academic behavior standards are outlined in The Golden Rule of the University of Central Florida's Student Handbook. See <http://www.goldenrule.sdes.ucf.edu/> for further details

**If you have questions, please contact us at (407) 823-5130 or stop by the SARC lab in Howard Phillips Hall Room 115.**