

## **Adobe Connect Advanced Features**

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## Drawing Tools

When you are sharing a whiteboard or PowerPoint you and/or your students can use drawing tools. To access these tools just click on the draw button on the top right hand side of your share screen. You are also able to use a pointing tool by clicking on the arrow.



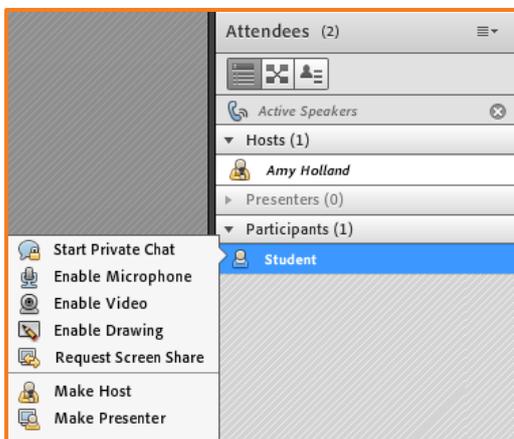
## Enabling/Disabling Tools

You can change your student's privileges by upgrading them from Participants to Presenters. To do this just click on their name in the attendee list and click and drag them from one area to another. Alternatively if you click on their names you get a list of options. Here you can then choose which role they go into.

Also in these choices, you are able to enable/disable a student's audio, video or drawing tools and start private chats.

You can also allow and disallow microphone rights for all participants at once by clicking on the **Audio** menu on the top left of your room. And then selecting **Microphone Rights for Participants**.

Once you are in the room you can also control students coming into the room by clicking on the **Meeting** menu on the top left of your room, then **Manage Access & Entry** then choose from the choices.



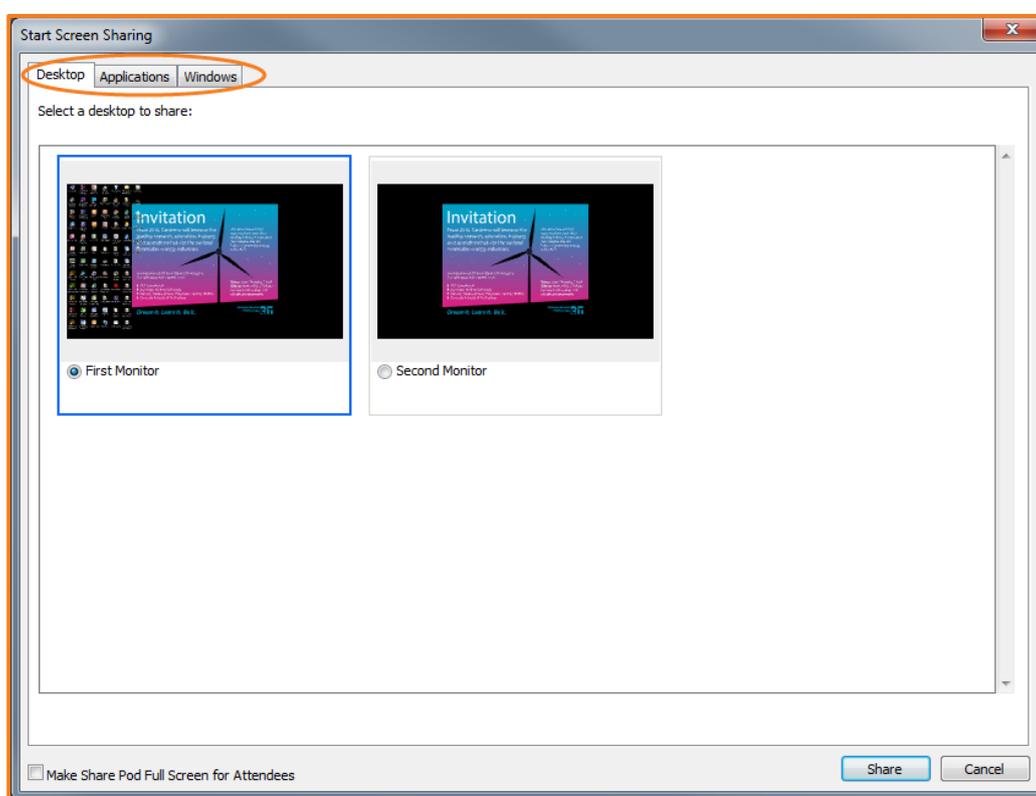
## Advanced Screen Sharing

You are able to share your desktop or any application window that you have open. Click on the Share pod and select *Share My Screen*.

The Start Screen Sharing window will appear.

You will have 3 choices displayed in the tab at the top of this window:

- Desktop - Allows you to share the contents of your desktop.
- Applications - Shares an application and all its related windows that are open and running on your computer. Choose the application or applications that you want to share.
- Windows - Shares one or more windows that are open and running on your computer. Choose the window or windows that you want to share.

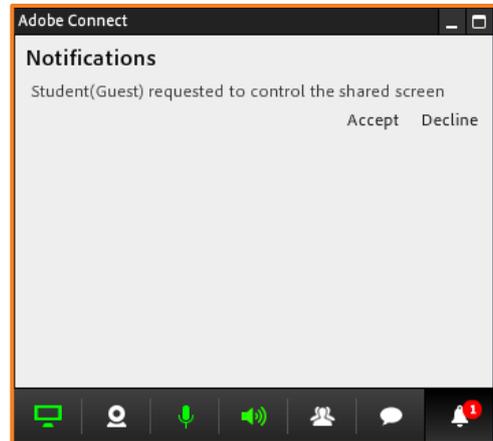


The window you are sharing will appear as a small window on the bottom right of your screen. This window will give you a small preview of what you are sharing, as well as give you access to the features of your room such as participants, webcam, audio, chat and notifications. Use the buttons at the bottom to open any one of these features, without having to open your whole room. To end sharing, click on Stop Sharing.

## Share control of your screen with host or presenter

While screen sharing, you can pass control of the shared desktop, window or application to another host or presenter.

1. Start sharing your screen.
2. A host or presenter clicks **Request Control** on the Share pod title bar.
3. You see a request notification window down the bottom right of your screen. Do one of the following:
  - Click **Accept** to grant control of your screen.
  - Click **Decline** to deny control of your screen.



## Request Screen Share of a Participant

1. Select a participant's name in the **Attendees** pod and click **Request Screen Share**.
2. An alert appears on the participant's screen that says **Begin Sharing Desktop?** and they should click Start.
3. Your participants can then set screen sharing options.
4. They click the Share button at the bottom of the Start Screen Sharing window to begin sharing.

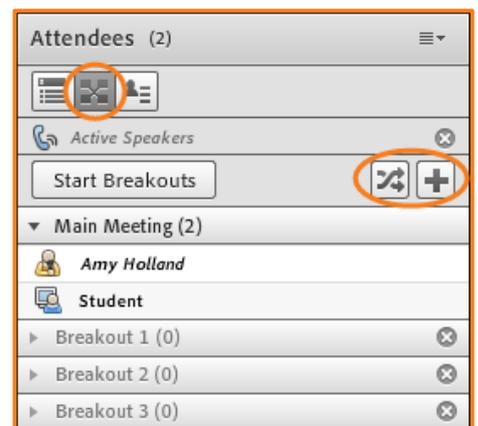
## Release control of a shared screen

Click the **Release Control** button on the Share pod control strip (or in the notification window) to return control of the shared screen to the original Host or Presenter.

## Breakout Rooms

To create separate sub rooms for your students to work in groups, click on the middle button on the top of the attendee list arrow. This will bring up the display to the right.

- You can manually move students into different rooms (it automatically creates 3 rooms) by clicking on their names and moving them to the room.
- Or you can click on the symbol on the far right and this will evenly distribute all names.
- You create more rooms for larger groups by clicking on the plus sign.
- To start the breakout sessions click on the **Start Breakouts** button. To finish just click on the same button, this will now say **End Breakouts**.



## Managing the eLearn Virtual Classroom

Your home page in Adobe Connect is the first page you log into can be accessed by going to <https://connect.ed.act.edu.au>

To access your administration area for a particular room (note: Adobe calls the classrooms meeting rooms) you need first to find that room. To do that:

1. To create a new meeting/class room, click on **Meetings** in the navigation at the top.
2. Under **Meetings**, click on **User Meetings**.
3. Open the **CIT folder**
4. If you already have a folder, click on your folder. This will be your name.
5. Click on your meeting room name.

This will open a tab that lists information about your room but also gives you many options in the top tabs.

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | [Recordings](#) | [Reports](#)

**Meeting Information** – this lists the URL link of your room and further details about the room.

**Edit Information** – you can go into this area any time to edit information however it does not let you edit the URL name.

**Edit Participants** – CIT is not using this section.

**Invitations** – This allows you to send out a template email invitation which lists the name of your room and the URL. However here at CIT the preferred method is to add the URL to your eLearn course.

**Uploaded Content** – This is list of all the content you have added to your room for example a PowerPoint. You can delete or move your files from one room to another.

**Recordings** – This is where you can find a list of all the recordings for the room. Further details can be found in the next section.

**Reports** – This is a very limited reports section which tells you how many sessions you have had and how many participants.

## Recordings

To access the URL link for your recorded session follow the steps below.

Click on the Recordings tab to open up a list of the recordings for your room.

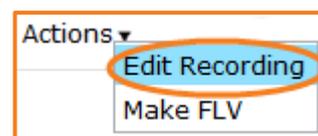
Select the checkbox to the left of the recording you want to use and then click the **Access Type** button, then choose the **Public** option followed by **Save**. You must do this for your students to be able to access the recordings.

To get the URL just click on the name of the recording and this will open up the recording details including the URL. Copy the URL. You can then add this to your eLearn course or email this link to your students or participants.

*Note - You can rename the recording by clicking on the current recording name then click on the Edit Information tab. You can then type the new name in the name box.*

## Edit

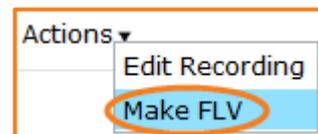
You are able to edit your recording. Just click on the **Actions** option and choose **Edit Recording** and it will open your recording with the editing tools underneath. You are able to cut/undo/save and can always revert back to original if you have made a mistake.



## Make Offline

You can also create an offline version of the recording for anyone who does not have internet access.

*Note: To convert this to an offline file, it will take as long as the recording length to convert. E.g. if you recording is an hour long, it will take an hour to convert the recording to an offline file.*



## Reports

Here you can view information on your sessions, how many students have attended and more.

