Adobe Connect
Using/Managing Your Room

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Getting Ready

At least 24 hours prior to the session commencement time.

Purchase you headset and web cam.

Plug these into your computer/laptop/tablet prior to entering the live Adobe Connect room.

Go into your room and make sure your microphone and headset is working

If you have any problems please refer to the Troubleshooting handout. You may just have to do the Audio Wizard which can be found under the Meeting tab.

Day of the Virtual Classroom session

For teachers: Click on the link to the Adobe Connect eLearn Virtual Classroom from your eLearn course. You will need to log in using your usual Novell log in details. Your students will also access your room for the link in your eLearn course however they will need to log in as guests.

For guest presenters: Click on the URL link you have been sent via email and log in as a guest. You will be promoted to a presenter once you are in the room.

You are now ready to participate in the Adobe Connect eLearn Virtual Classroom

Hints for presenting

- Close all other applications. Running other applications on your computer can slow your connection to the eLearn Virtual Classroom
- Encourage your students to use the emoticons/signals to keep them focused during the session. You may also like to use the poll feature.
- If you find the room is freezing or the webcam has a long lag, Pause your web cam so it only shows a still shot (instructions on this can be found in the Managing your Room guide).

Download the Adobe Connect App’s below:

[Go To Apple App Store] [Go To Android Market]
Adobe Connect Interface

Pods is where you can add more blocks including Q&A, Notes, Web links and more.

Microphone Talk Mode Button

Emoticon Indicators

Click here to use your webcam

The Content Frame is where all content such as PowerPoint presentations will appear.

Options to change the layout of your screen

Participant Area

Text Chat Area

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Managing your Room

A room consists of a group of blocks called Pods. Each pod does something different. You can choose from a range of customised layouts, or create your own. To work with pods, use the Pods drop down menu. The pod menu is only available to presenters. Each pod within Connect can be manually resized, moved or hidden from view.

- To **move** a pod click and drag on the grey bar at the top of the pod
- To **resize** a pod click and drag diagonally on any corner of the pod
- To **remove** a pod click the “Hide Pod” icon (like the minimize icon)
- To **maximise** a pod click the maximise button on the right-hand side of pod title-bar. To return to its original size click restore.

If you have hidden a pod or wish to open a new pod use the Pods menu option and open a new or existing pod.

Pods Overview

**Share:** Share a computer screen, document (including PDF, PowerPoint, images, etc.) or Whiteboard (eBoard).

**Notes:** Share meeting notes with the attendees.

**Attendees:** A list of all the attendees in the meetings, including their status and any signals they have used.

**Video:** Attendees share their webcam images.

**Video Telephony:** Currently not used in CIT’s Adobe Connect Meetings.

**Chat:** An instant messaging space where attendees can type messages to the whole group, or to selected attendees.

**Files:** Files can be uploaded to share with attendees.

**Web Links:** Links to external websites.

**Poll:** An instant poll for participants. Results can be available immediately.

**Q & A:** Attendees can ask questions.
Signals/Emoticons

There are a number of different signals you and your students/participants can use during a meeting. They can be accessed through the hand up menu (see image right). Click on the icon to give your signal. It will appear next to your name in the attendees list.

- Raise Hand
- Speak Softer
- Agree
- Speed Up
- Disagree
- Slow Down
- Step Away
- Laughter
- Speak Louder
- Applause

Chat

To send a message, simply type your message in the chat pod and hit enter or click the send icon.

The participants can also choose different colours or text sizes by clicking on the icon on the top right hand side.

As the owner, you can also enable a private chat, where everyone can send messages to a specific participant within the meeting. To enable this, click on the name of the student in the attendees pod/list and the following choices will appear.

Click on the Start private chat.
Showing your WebCam

You can easily share webcam video with students/participants. To do this, make sure your webcam is plugged in and click the Start My Webcam button on the Video pod.

The webcam will give you a preview of what will be shared. If you are happy with the preview, you can click Start Sharing to broadcast your webcam to all participants. The Video pod will accommodate multiple webcams and scale the images appropriately; you don’t need to open a separate pod for each presenter.

If you’d like to adjust the settings for your webcam to increase or decrease the quality based on available bandwidth, click Preferences from the Video pod options menu, or select Meeting → Preferences → Video. If you find that during the session the room lags, has long delays or freezes, we suggest you pause your image so only a still shot of you remains on the screen.

To do this, scroll over your picture on the webcam and your name will appear under the picture. To the right of your name is a little icon, just click on that to pause. To start the webcam again click on the play icon.
Sharing Your Screen

1. Click the *Share My Screen* button in the *Share* pod.

2. In the *Start Screen Sharing* dialog, choose how you would like to share your screen. You can choose to share your whole Desktop, share an Application or share a Window. This can therefore be a Word document/PDF/Excel and more. Select and tick the window you would like to share. Then click the *Share* button.

3. 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*. 
Adding a PowerPoint to your Virtual Classroom

**NOTE:** The Virtual Classroom will not show any animation, video or audio that you may want to put into your PowerPoint’s. Keep your PowerPoint’s simple with images and text only.

1. Click the right arrow beside Share My Screen and select Share Document.
2. Click Browse My Computer to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.
3. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous arrows on the bottom left to navigate through your presentation. Clicking on the 3rd button, Show Side Bar, will give you a list of your slides which you can also use to navigate, as well as view any slide notes.

To share pictures (JPG or PNG), video files (FLV or MP4), flash files (SWF) and audio files (MP3), use the same process.

Polls

Room owners can use the Poll pod to create questions, or polls, for participants and to view the results. Polls are useful during a session if you want instant feedback on what is being presented. Polls can also be used at the end of a session for evaluation.

Setting up a Poll

1. Click on the Pods menu and select Poll → Add New Poll.
2. Enter a question and the answers into the Poll pod. Each answer must be entered on a new line.
3. To begin polling click Open on the top right hand side.

To close the Poll, click End Poll at the top right of the Poll pod. To display poll results to participants select Broadcast Results at the bottom right of the Poll pod.
Recording your Class/Session

Start recording

From the menu bar, select Meeting → Record Meeting. In the Record Meeting box, enter a name and summary for the meeting recording; this will make it easily identifiable. A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded and a pop-up message is displayed.

Pause recording / Stop recording

To pause the recording, click on the red circle at the top right and choose Pause recording. To stop recording, click on Stop recording. Stopping the recording and restarting it will create a new recording; however, by pausing it, you can keep the same recording, but have a break that will not be recorded.

Playing back a recorded meeting

Every recording is automatically assigned a unique URL and is stored on the Recordings tab for the meeting room in your Adobe Connect home page (see advanced features guides for more information).

Resetting your room

At the end of your class/presentation you will need to clear the room to have it ready for the next session. If you do not do this when you enter the room the next time it will be exactly as you leave it.
Tips and Tricks for Teachers

Quick Tips

- Limit sessions to a maximum of 55 minutes.
- Make sure you have set ground rules for using the Virtual Classroom and be prepared to use your blocking tools. You could set ground rules in a text icebreaker.
- No more than 4 slides without interaction e.g. Tick or cross, hand raise etc.
- Cover each slide in less than 4 minutes.
- Close all other applications. Running other applications on your computer can slow your connection to the eLearn Virtual Classroom.
- If you have a large class/session then partner with a colleague who can monitor the text and any technical problems (when possible).
- Present somewhere you cannot be disturbed (put up a sign on your computer).
- Make sure you are comfortable with the Virtual Classroom and practice.
- At the end of the session reset your room back to how you want it to look for your next session.

Have alternate Plans A, B and C

- Have a second computer/laptop/tablet or smartphone set up in case the one you are using has a problem (if available)
- If a participant’s microphone does not work, don’t panic; just ask them to write any questions or comments in the chat.
- If your computer freezes or lags; ‘pause’ your webcam so only a still picture appears.