

## Adobe Connect Creating a Room

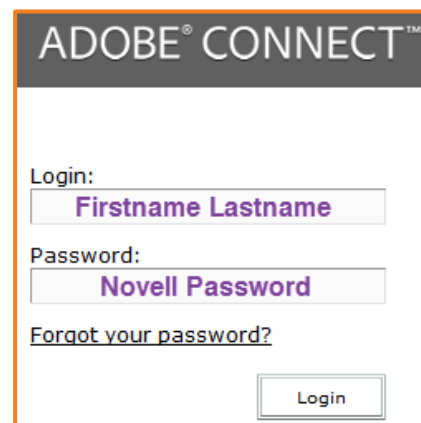
### Requesting an account from ED Tech

*You only need to do this once. Once you are registered you can create multiple rooms.*

Email eLearn Support – [eLearn.Support@cit.edu.au](mailto:eLearn.Support@cit.edu.au) with your details to be added to the register.

### Logging into Adobe Connect homepage

1. Click on the link below to access Adobe Connect:
  - <https://connect.ed.act.edu.au>
2. Sign in using your Novell login details (these are the ones you use to log onto your computer – ie. firstname lastname).
3. Once you have logged in the home page will appear.



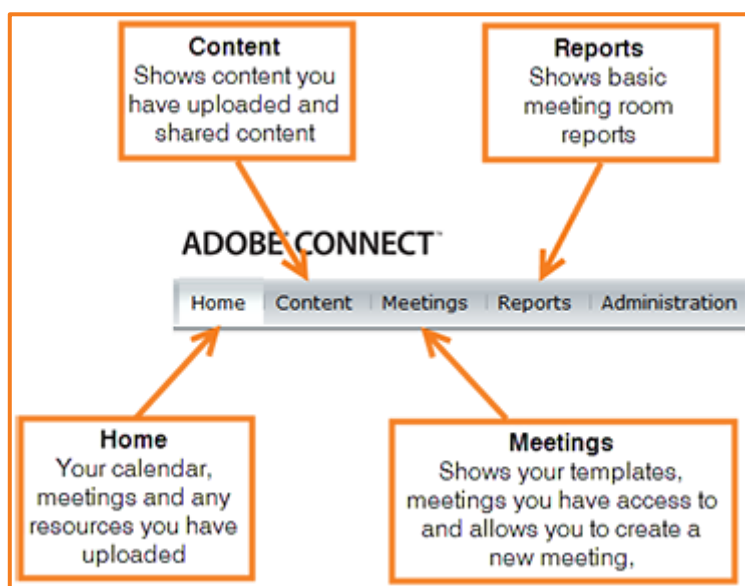
ADOBE® CONNECT™

Login:

Password:

[Forgot your password?](#)

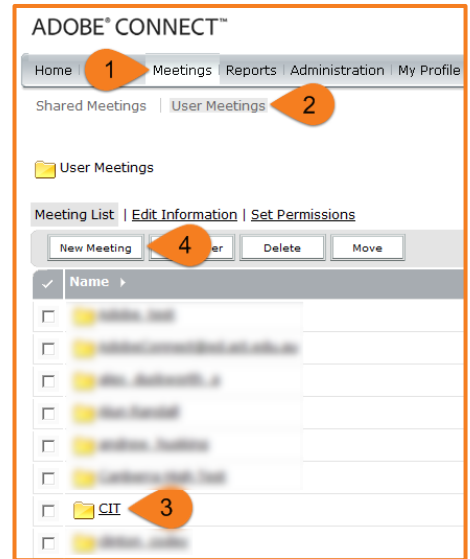
### Adobe Connect Home Page Options



## Creating a Meeting Room/Classroom

*Note: Adobe calls the classrooms meeting rooms*

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. Now click on **New Meeting**.
6. Fill out the meeting details form. Make sure you include the **Name** of the meeting and the **Custom URL** if wanted (if you don't fill in the Custom URL, Adobe will create a URL for you).
7. In the **Summary** field, enter information on what your classroom is for - this is for your benefit only so it can be left blank if wanted.
8. **Start Time** and **Duration** can be ignored. These fields have no effect on your room, nor when and how long you choose to be in there.
9. Keep the **Select Template** field as is.
10. Finally, the **Access** field, change this to anyone who has the URL for the meeting can enter the room. This way, users will not have to login, nor will you have to give them permission to enter the room.
11. Leave all other options under the Audio Conference Settings on the default settings as CIT does not have audio conferencing set up.
12. Click on **Next** button and you will be taken to a page called Select Participants. Ignore this page and just click **Finish** and you will be presented with the summary page of your room.



Meeting Information	
Name:	<b>Amy's Test Room</b>
Summary:	
Start Time:	<b>07/28/2014 11:30 AM</b>
Duration:	<b>01:00</b>
URL:	<b><a href="https://connect.ed.act.edu.au/amystestroom/">https://connect.ed.act.edu.au/amystestroom/</a></b>
Number of users in room:	<b>0</b>
Language:	<b>English</b>
Access:	<b>Only registered users and accepted guests may enter the room</b>
Allow participants to opt out from Engagement Tracking:	<b>No</b>

This is the URL you give to people to access your room.

Enter Meeting Room

Click here when you are ready to access the room

## How many rooms?

You can have multiple rooms. However, whoever owns the room HAS to be in the room when presenting.

## Link to your Adobe Connect Room from eLearn

To add a link to your Adobe Connect room into your eLearn course just add the URL as a weblink using the Link to a website option from the Add an activity or resource menu in eLearn.

