CIT Virtual Classroom (Adobe Connect)
Guide for Teachers

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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).
Adobe Connect Interface

- **Pods**: is where you can add more block including Notes, Weblinks, Polls and more.
- **Microphone**: talk/mute button
- **Emoticons**:
- **Click here to use your Webcam**
- **Options to change the layout of your screen**
- **Participant area**
- **Text chat area**

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

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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).

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.
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.

4. Start sharing your screen.
5. A host or presenter clicks Request Control on the Share pod title bar.
6. 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

7. Select a participant’s name in the Attendees pod and click Request Screen Share.
8. An alert appears on the participant’s screen that says Begin Sharing Desktop? and they should click Start.
9. Your participants can then set screen sharing options.
10. 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.
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.

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.
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.
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**.

Additional Tools (Plug-ins)

CIT Virtual Classroom has 4 plug-ins (additional tools) that you can use in your sessions:

- **Randomiser**: A spinning tool to randomly select a student to ask a question.
- **Roshambo**: Rock Paper Scissors game.
- **Location Map**: Your students can place a pin on location maps indication where they are from.
- **MP3 Pod**: Play music in your room – great to play while your students are logging in and getting set up before your session.

To access the plugins click on the **Pods** dropdown menu on top of the screen. Click on the **Share** link and **Add New Share**. From the **Share My Screen** drop down menu chose **Share Document**. Click on **Shared Content** and open the **CIT folder**. Click on the plug-in you want. E.g. for Rock Paper Scissors, click on **Roshambo** and this will open it up for your students.

Resetting your room and ending a session

At the end of your class/presentation you will need to manually 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. To end a session, go to the **Meetings** tab and select **End meeting**. This will ensure your recordings have been saved and close the room.
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**: 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 your 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.
Troubleshooting

**Audio Setup Wizard**

It is highly recommended that you run through the wizard the first time you enter an Adobe room or if you are having any problems with your microphone or headset. Please ensure you go through each step slowly and do not skip a step.

To access the wizard click on the Meeting tab on top of the screen then select Audio Setup Wizard. A screen will appear like the one pictured below. Just follow the steps. (You may also be prompted to download Adobe Connect Pro to improve your Audio. Just click on the download button and this will be done for you).

![Audio Setup Wizard Image](image)

**Troubleshooting tips/tricks**

- If your headset has a control button on the cord ensure this is turned on and the volume in turned up.
- Ensure the headset is plugged into the right holes in the computer i.e. if you have a two prong ensure the microphone prong is in the microphone hole and vice versa.
- Ensure the mute button is not checked on the sound icon on the very bottom right of your computer screen and ensure the sound level is up.
- Double click on the sound icon to open all the sound features and settings. Ensure nothing is muted and all sound levels are not set too low.
- Make sure you plug your headset in BEFORE opening the Virtual Classroom. This will ensure that the room will recognise the headset before you get in.
- If, when you plug in your 2 prong headset, you get the below window, make sure that **Mic In** is selected. This is the computer asking you what you have plugged into the Mic port.

![Mic In Selection](image)
**Technical Requirements**

For Adobe Connect to run you will need to have a minimum of the following (all CIT computers have the following requirements):

**Windows**

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows XP, Windows Vista, Windows 7, Windows 8
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8; 1GB of RAM (2GB recommended) for Windows Vista
- Microsoft Internet Explorer 7, 8, 9, 10; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 10.3

**Mac OS**

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.7.4, 10.8, 10.9
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 11.2+

**Mobile**

- Apple supported devices: iPhone 5S, iPhone 5, iPhone 4S, iPad with Retina display, iPad 3, iPad 2, iPad mini, and iPod touch (4th & 5th generations)
- Apple supported OS versions summary: iOS 6 and higher
- Android supported devices: Motorola DROID RAZR MAXX, Motorola Atrix, Motorola Xoom, Samsung Galaxy Tab 2 10.1, Samsung Galaxy S3 & S4, Nexus 7 tablet
- Android supported OS versions summary: 2.3.4 and higher

**Download the Adobe Connect App’s below:**

[Go To Apple App Store](#) [Go To Android Market](#)

**Pop-Ups**

Check that pop-ups are enabled on your computer. On a computer with the web browser Internet Explorer check this by going to: Tools/Pop-up Blocker and then follow the setting instructions to ensure you have pop ups enabled. Most browsers will produce a thin yellow-ish bar under the address bar regarding pop-ups and giving you the option to allow for the site. Use this if nothing comes up.

**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 you 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.