

Adobe Connect

How to host a meeting

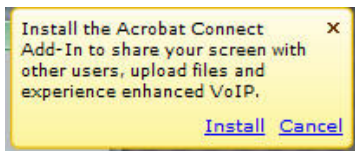
This guide describes how to set up and host a meeting in Adobe Connect.

Launch a meeting

1. Log in to the ECU Adobe Connect page at <http://acp.ecu.edu.au/>
2. Click the **Home tab** at the top of the page, and select the **My Meetings** sub tab.
3. Click the **Open** button next to the meeting name.

Install the Adobe Connect Add-In

1. If you have never hosted a Connect Pro meeting before, you will be prompted to install the Acrobat Connect Add-in. Click Install and follow the instructions.



2. **Tip:** If you missed the installation prompt, the Acrobat Connect Add-in can also be installed from the menu bar, Present > Install the Connect Pro Add-in.

Audio Setup

1. Plug in your USB speakerphone or headset.
2. Navigate to the Adobe Connect audio wizard at Meeting > Manage My Settings > Audio Setup Wizard.
3. Follow the wizard instructions to the end.
4. **Tip:** To avoid confusion, ensure that the meeting room is initially setup for one speaker only. Click on the **Voice Options** button to display the voice and volume menu.

Select *voice on – one speaker*



Video Setup (Optional)

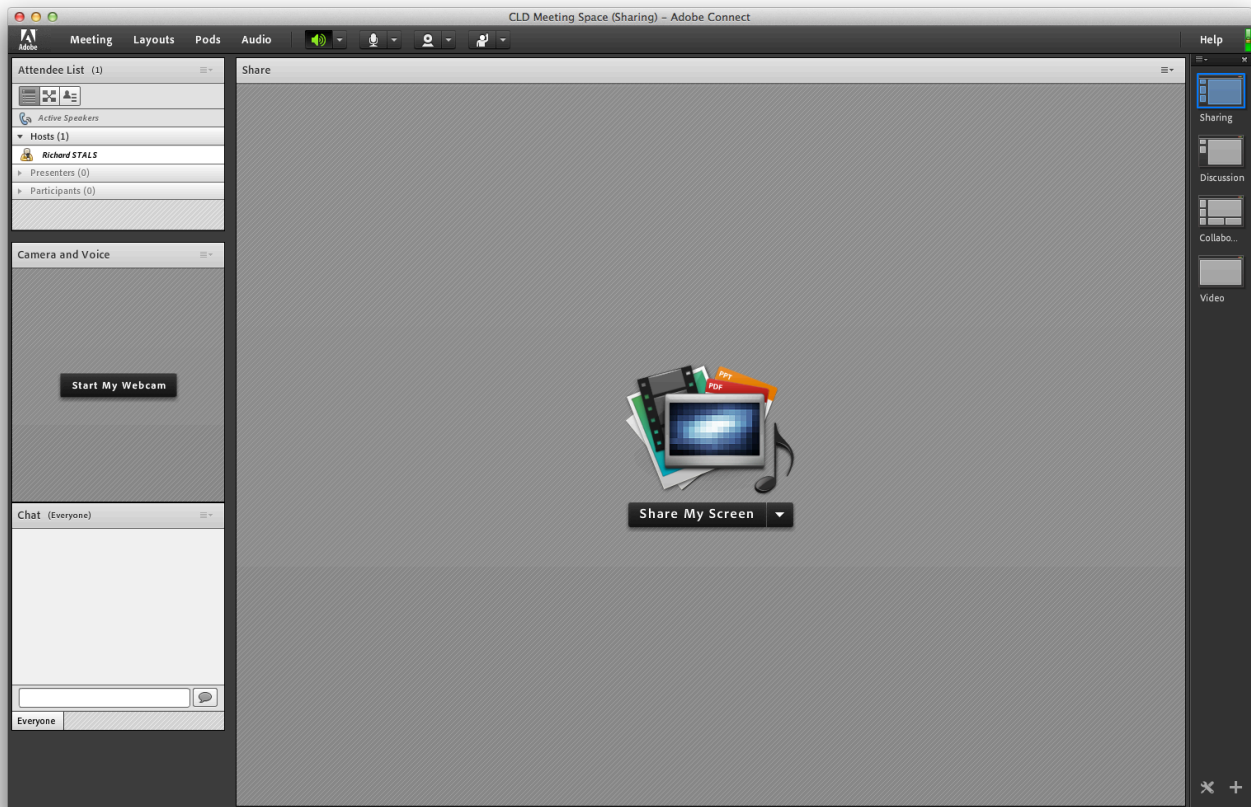
1. Plug in your USB webcam.
2. Activate the Camera and Voice: pod Pods menu > Camera and Voice
3. Position and resize the pod with your mouse.
4. Click on the *Start My Camera and Voice* button in the Camera and Voice pod.



5. Click Allow on the Adobe Flash Player Settings prompt.
6. **Tip:** Turning off the webcam disables the hands-free talk mode. If you were using that feature, ensure that you re-enable it.
7. **Tip:** Avoid rapid movements due to the slight delay in webcam images.

Working with Pods and Layouts

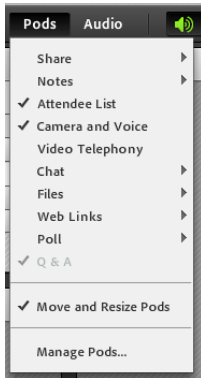
Meeting room interactions occur within panels known as pods. The available pods allow the host to share computer screens or files, chat, poll, broadcast live audio and video, and take part in other interactive online activities.



Several prebuilt meeting room layouts are available that contain a predefined set of pods. The default layouts are **Sharing**, **Discussion** and **Collaboration**. When a host selects a different layout, the new layout is displayed on every attendee's screen.

Add a pod

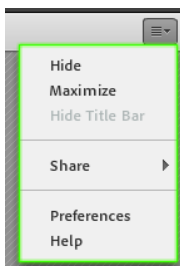
1. In the menu bar, select Pods and select the name of the pod.



2. A check mark next to the name indicates visibility in the meeting.

Hide a pod

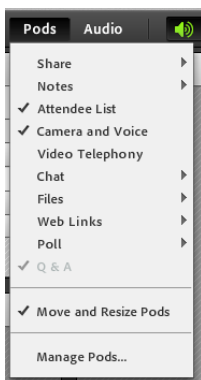
1. Click the **Options** icon at the top right-hand side of the pod.



2. Click the **Hide** option.

Move and resize a pod




1. In the menu bar, select Pods, and ensure Move and Resize has a check mark beside it.




2. Move the pod by dragging the title bar. Resize the pod by dragging the lower right corner.

Manage Attendees


There are three roles for meeting attendees.

- **Hosts**  can set up a meeting, can invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to be host or presenter.
- **Presenters**  can share content pre-loaded in the meeting room library or from their computer.
- **Participants**  can view the meeting's shared content and can hear and see the presenter's broadcast. They can also use text chat and use a microphone to speak.

Change a participant's role

1. Select the participant's name in the Attendee List pod.
2. Click on the **Set User Role** icon  in the Attendee List pod, and select the desired role for the individual.

Record a session

1. In the menu bar, select Meeting > Record Meeting...
2. Provide a name and summary in the Record Meeting screen to simplify location. Click **OK**.
The record icon  on the right side of the menu bar indicates the meeting is being recorded.
3. To end the recording, move the cursor over the record icon and select **Stop Recording**.

Refer to tip sheet "Adobe Connect – How to Access a Recorded Meeting".


Sharing

You can share content with participants, using the Share pod. The Share pod prompts the host to select one of the following three options to share.


My Computer Screen

- **Desktop:** Share all applications on your desktop.
- **Applications:** Share one or more applications along with related windows.
- **Windows:** Choose an open window to share.

Documents

Share content from your computer or preloaded content from the Content Library. File types supported include ppt, pptx, flv, swf, pdf, gif, jpg, png, mp3, html, zip. Use the Whiteboard Overlay tool  to annotate the document.

Whiteboard:

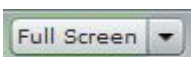
Provides a white space and drawing tools. Select the Whiteboard Overlay tool  to enable the drawing tools.

Tip: To create good presentation flow and enhance the session learning experience, prepare and preload screens and documents in advance. Refer to tip sheet “Adobe Connect – Uploading Material to the Content Library”

Tip: When sharing your desktop screen, be aware that participants will be able to see any email pop-ups, alerts and all displayed windows.


Tip: To share Word and excel files, use the share My Computer Screen option or convert documents to pdf format if non-interactive.

Tip: To display the Share pod at full screen, click on the Full Screen Options button and select ‘Presenter’s changes affect everybody’. Then click on the Full Screen button. To return the previous view, deselect the Full Screen button.




Allow a student to share their screen

For a participant to present from their computer, they will need to share their screen.

1. Move the cursor over the participant's name in the Attendee List pod.
2. From the popup menu select the **Request Screen Share** icon .
3. The participant receives a prompt to begin sharing. When the participant selects Start, their desktop will be shared.
4. Follow the reverse process to revoke screen share.

Give a student microphone access

1. Move the cursor over the participant's name in the Attendee List pod.
2. From the popup menu, click the **Grant Microphone Rights** icon .
3. A microphone displays beside the attendee's name. The participant can now talk by selecting the Hold to Talk button or Hands-free button.



4. To revoke microphone rights, click on the microphone icon again.

End the meeting

1. On conclusion of the meeting, leave the session open until all participants have signed off.
2. In the menu bar, select Meeting > End Meeting...
3. Edit the end meeting message as required, and then click on the OK button.

Tips for Good Practice

- Develop a flexible learning plan for the meeting structure and to determine the virtual classroom layout and pods needed.
- Keep it simple. Gradually introduce new elements (pods) over time as your confidence grows.
- Send participants the meeting instructions and an outline of the activities schedule.
- Provide guidelines for student interaction and behaviour.
- Acknowledge participants as they enter the meeting room and confirm they can see and hear you before you begin the session.
- Upload learning materials prior to delivery.
- Rehearse your presentation by briefly running through the resources and tools used.
- Have programs that you are screen-sharing open in the appropriate window and ready to demonstrate - avoid launching and logging into programs while screen sharing.
- Turn off computer “sleep” mode if active.
- Conserve bandwidth by closing applications not used in the session.
- Record the session for students that are unable to participate at the time of delivery
- Provide a practice session to familiarise participants with the virtual learning environment.
- Set a time before the session that you will be online to resolve technical issues and answer pre-session questions. Inform participants that individual technical issues will not be attended to during the session time.
- Provide an opening slide on entering the meeting room. This could be a title slide for the session or a guide for the audio setup.
- Provide audio clues to what is happening behind the scene. Avoid ‘dead air’ in your presentation.
- Don’t allow participants questions to go unanswered. If you are unable to answer the question at the present moment, acknowledge and reassure the participant that it will be addressed shortly. Plan for a question time.