Using Adobe Connect

You will need to download and install the Adobe Connect meeting application if you have not done so already.

Downloading and installing the Adobe Connect Meeting Application

The Adobe Connect meeting application is required to join, present or host a meeting if you do not have Adobe Flash Player installed or to share your screen in an Adobe Connect meeting.

The application can be installed before your meeting using the installers below.

Installers

For Windows:http://www.adobe.com/go/ConnectsetupFor Mac:http://www.adobe.com/go/Connectsetup

Using the Adobe Connect meeting application

Click on the shortcut on your desktop to access the Adobe Connect meeting application.



Enter the meeting URL. You should have received an email with the URL, or you can go to <u>https://wne.adobeconnect.com</u> to locate the meeting URL.

| ADOBE CONNECT | | | |
|---------------|--|---------|-----------|
| | Welcome to Adobe Connect! Enter the Adobe Connect meeting, seminar or content URL to join. | Recents | Favorites |

Enter the Meeting URL and click continue.

| ADOBE CONNECT | |
|---------------|--|
| | Welcome to Adobe Connect! |
| | Enter the Adobe Connect meeting, seminar or content URL to join. |
| | wne.adobeconnect.com/flagday |
| | Continue |

Click on Registered User. Then enter your Adobe Connect username and password.

| WESTERN NEW ENGLAND | |
|---|--|
| Guest Registered User Username edtech@wne.edu Password Forgot password? | |
| C Remember me on this computer Enter Room Then click Enter Room. | |

When you enter the Connect classroom it should look like this:



By default, the classroom is made up of 4 pods:

- 1. Attendees pod
- 2. Chat pod
- 3. Share pod
- 4. Video pod

Note1: *There are other Pods available – Web links, Q & A, Poll, Notes, and Files.*

Note2: When you are in Connect classroom you will see the Adobe Connect Logo in the task bar in the task bar on your computer.



Run the audio setup wizard to check microphone, speakers, and background noise (silence).

• Click Meeting, then Audio Setup Wizard... and follow through the steps indicated.



• Click on the microphone to activate it. When the microphone is green, it is active. To control microphone usage, click on Audio.

| Pods | Audio 📣 👻 🖢 🝷 | | | | | | |
|--------------------------|--------------------------------------|--|--|--|--|--|--|
| | ✓ Microphone Rights For Participants | | | | | | |
| | 🖌 Enable Single Speaker Mode | | | | | | |
| Release Mic From Speaker | | | | | | | |
| | Audio Conference Settings | | | | | | |

The options are:

- Turn on Microphone Rights for Participants.
- Enable **Single Speaker Mode.** This allows only one person microphone privileges at a time. If you have enabled Single Speaker Mode, you will need to click on the microphone icon to turn off your microphone privileges before someone else can activate theirs. (The icon will be gray if your provileges are turned off, and green if your privileges are turned on)



• If someone forgets to turn off their microphone, you can Release Mic from Speaker.

Record a meeting

To record the meeting: Click **Meeting** \rightarrow **Record Meeting**...

| Adobe | Meeting Layouts | Pods | Audio | (ه | - | Ļ | - | <u>e</u> - | * - |
|-------|---|------------|-------|----|---|---|---|------------|------------|
| Share | Manage Meeting Inform Manage Access & Entry Change My Role Preferences Audio Setup Wizard | mation | | | | | | | |
| | Record Meeting Switch To Prepare Mod Enable Presenter Only | de Area | | | | | | | |

A red dot will be in the upper right of the screen while recording. You can pause and restart the recording. Once the recording has been stopped you can not restart it. You can create multiple recordings per session.



The Attendees Pod

The Attendees Pod provides information regarding the class participants. Looking at the Attendees pod below, we can see that there is one host and one participant in this example.

| Atte | endees (2) ≣▼ |
|------|------------------|
| т н | osts (1) |
| | Steven Narmontas |
| ► P | resenters (0) |
| ▼ P | articipants (1) |
| 8 | Alphonse |
| | |
| | |
| | |

Click the drop down arrow (located in upper right of the pod) for Options available in the Attendee Pod:



By hovering your mouse to the left of an attendees name, additional options will appear.

| | Attendees (2) | ≣* |
|----------------------|--|------------|
| | | |
| | 🚱 Active Speakers | 0 |
| | ▼ Hosts (1) | |
| | 🗟 Ed Tech | |
| | Presenters (0) | |
| | ▼ Participants (1) | |
| Start Private Chat | Alphonse | <u>ب</u> ل |
| Enable Video | The second s | |
| Enable Drawing | | |
| Request Screen Share | | |
| Make Host | | |
| Make Presenter | | |
| | | |
| | | |

The Chat Pod

| Ed Tech: Welcome to class | Hide |
|---------------------------|--------------------|
| | Maximize |
| | Start Chat With ▶ |
| | Clear Chat |
| | Email Chat History |
| | Text Size ► |
| | My Chat Color 🕨 |
| | Show Timestamps |
| | Preferences |
| | Help |
| Everyone | |

To send a chat message simply type message in white area and then click to send.

Chat messages can be to all participants, or a Private Chat with a particular attendee. A private chat can be initiated through the Attendees pod, or through the Chat pod. To start a private chat through the Chat pod, click the drop down arrow in the upper right of the pod.

| Attendees (2) | = |
|--|--|
| Ed Tech Presenters (0) | Hide Maximize |
| ▼ Participants (1) Alphonse Presenters | Start Chat With Clear Chat Email Chat History |
| Alphonse Attendees | Text Size My Chat Color Show Timestamps Chat sounds |
| | Preferences |

The Share Pod

You can share a file or your desktop or the whiteboard in Connect.



Click the drop down arrow and choose either Share My Screen, Share Document, or Share Whiteboard.

The following document types can be shared:



Documents that are loaded are referred to as "Content". Content that is loaded will be there for as long as the meeting exists. You can load content either through the Share Pod or by logging onto Adobe Connect (https://wne.adobeconnect.com) and choosing Content.

When you choose to share document, the following window will appear:

| Presentation PDF SWF Presentation PDF |
|---|
| PDF SWF Presentation PDF |
| SWF Presentation PDF |
| Presentation PDF |
| PDF |
| |
| Image |
| Presentation |
| PDF |
| MP4 |
| |
| Clea |
| |

Previously loaded content will be listed in Share History.

Any files loaded previously can be found by clicking on My Content. These files can also be found via your adobeconnect login by clicking on Content.

(https://wne.adobeconnect.com)

Once you have shared, the shared area can be marked up by clicking on the **Draw** button and then choosing a tool with which to draw.

| future meeting test (S | Sharing) - Adob | e Connect | | | | | | | | |
|------------------------|-----------------|-----------|---|---|---|---|-------------|--------|------------|------|
| Adobe Meeting | Layouts | Pods | Audio | - (1) | <u> </u> | 2 - | * - | | | |
| Chap6-1-2.ppt | | | | | Draw | | Stop Sharin | g Fi | ull Screen | ≣∗ |
| | | | Ass • For number or mu Associa addit (A | ociativ numbers, ers when a ltiplying d tive prope ion and s ± B) ± C = | the ground ding, such | perty uping of ubtractin natter. Matrix on C) | 9 | | | |
| | | | Associa multip a(| tive prope blication bC) = (ab)d | erty of s | calar | | | | |
| • • | | | | | | | | | | Sync |

The tools that appear after **Draw** has been clicked:

| Chap6-1-2.ppt | Draw 🕥 Stop Sharing Full Screen | ≡* |
|-------------------|-------------------------------------|----|
| 🕨 🌌 🎢 🗖 🤜 🍤 🖕 📘 📕 | | |

The highlight tool was chosen in the image below.



By default, multi-paged shared files are synced -i.e. the participants view multi-paged content along with the presenter. If you would like the participants to go through the content at their own pace, then click the **Sync** button which will "unsync" with the presenter. Click **Sync** again to return to sync mode.

| A Meeting Layouts Pods | Audio 🖣 - 👲 - 🗕 - | <u>*</u> - | |
|------------------------|---|--|-------------------------------|
| Chap 6-3.ppt | | Draw | Stop Sharing Full Screen =- |
| | Application Determining The Rustic Pine Com pine furniture. The bookshelf units that boards. The large of and requires 27 fee The small unit is 4' feet of wood and 16 recently placed and 6 small units. How many screws are ne order? | ons of Matrices Resources Needed pany manufactures simple ey currently produce 2 it are made with 1" x 12" unit is 6' tall and 2 $\frac{1}{2}$ ' wide et of wood and 24 screws. tall and 3' wide and uses 20 6 screws. A customer order for 10 large units and many feet of wood and how eeded to complete this | |
| | In summary, the ma type of bookshelf c | | |
| | <u>Large Unit</u> | <u>Small Unit</u> | |
| | Wood 27ft | 20 ft | |
| | <u>Screws</u> 24 | 16 | |
| * * | | | Sync |

Arrows for navigating through shared document

The Video Pod

To use a Webcam, click on Start My Webcam in the Video Pod.



Click drop-down for list of available options

| /ideo | _ | |
|-------|---------------|----------------------------------|
| | | Hide |
| | | Maximize |
| | | Select Camera Start My Webcam |
| | Start My Webo | Preferences Help |
| | | |
| | | |
| | | |