

Educator, Getting Started

Adobe Connect will be used as your live classroom training environment. Adobe Connect gives participants a live classroom feel by allowing live interaction. Use this Educator guide to prepare your Adobe Connect room for your upcoming live course.

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Adobe Connect Guide

Educator, Audio

Meeting Audio

				2 Start Au	dio Conference
1.	Once you have entered y	our room you will need to act	ivate the audio when	Would	you like to start Audio Conference with this meeting?
the conference is about to start.			View/C	hange Settings	
	* <u>If you are doing rooi</u>	m set up Audio should not be	<u>activated.</u>		
2.	Start Audio Conferencing	by clicking Start in the pop-u	o window or clicking the	Dom	t show this dialog again Start Cancel
	Audio button at the top of	of the screen followed by Star	t Meeting Audio		
3.	3. Once the audio is connected you and your participants will see a pop up window you				
0.	can choose to have the syste	em Dial-out to you Use Micron	one (Computer/Device)		Start Meeting Audio
	VolP Listen Only or you can	Dial-in following the instruction	s provided in the window		
	*If you dial in to the	a sustam you will pood to onto	r the taken key provided		Audio Conference Settings
		e system you will need to ente			
	to identify yourself	in the meeting. This token key	' (1.e. *65*3332#) IS a		dia Conference
	<u>one-time use numb</u>	er the system uses to identify	you in the current	This	meeting's audio conference was successfully started.
	meeting room and	will only work for this meeting	<u>ı.</u>	How	would you like to join the meeting's audio conference?
				. 0	ial-out [Receive a call from the meeting]
Att	endee pod: will show you	who is in the room and if the	vare connected via		
1010	anhone			0.6	ALL IN THE WARD CONSISTING AN LIQUE
tere					Join Listen Only
	Dial-out: Automatically si	nows with phone icon			
	Dial-in: If they did not en	ter the token id number they	will be listed 2 times in	Join Au	idio Conference
the list, by name and by phone number.				meeting's audio conference was successfully started.	
	If you know who the phone number belongs to you can merge the two				would you like to join the meeting's audio conference?
together by dragging and dropping the phone number to the name.					
	(Illustrated Below)				
	Listen Only Will appear in the list without a phone icon				
	Listen Only: Will appear in the list without a phone icon. MeetingOne Conference Room Number: 8552493493				
					Drice joined to the audio, identify yourself:
\succ	IMPORTANT: To end the	<u>Session you <mark>MUST</mark> Click Meet</u>	ng, End Meeting failing		Tess to 33328 of pow prote.
	to do so will result in unw	vanted access to the room and	<u>unnecessary audio</u>		
	charges.				Done Listen Only
				aiot c	Audio Conference
*тс	*Tolophopy gudio rough ho purchased congretaly				
Telephony dudio music be purchased separately				Dial-out [Receive a call from the meeting]	
				ŏ	Dial-in to the Audio Conference via Phone
	Wing Microphone (Computer/Device)				
					Join Listen Only
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Meeting Layouts

Manage Access & Entry Change My Role

Preferences... Audio Setup Wizard...

Full Screen

End Meeting... Exit Adobe Connect

Record Meeting... Switch To Prepare Mode

Manage Meeting Information

Pods

Adobe Connect Guide

Educator, Presenter Only Area and Layouts

Presenter Only Area and Layouts

Presenter Only Area: The presenter only area opens a section of Adobe Connect that only Hosts and Presenters can see. This space is designed to let the hosts and presenters interact without disturbing the other participants.

- Click the Meeting drop down menu, Click Enable Presenter Only Area
- To disable Click the Meeting drop down menu, Click Disable Presenter Only Area
 - New pods added to the room when the presenter only area is open will automatically be placed in the presenter only area

Meeting	Layouts Pada Audio 📣 - 👷 - 🐉 -	Help
iner 👫 💌	Lesson 1 Video 👫 Presenter Notes 🚁	
Houting Coner		
Session will begin	This is Presenter Only and	
1.1		
		MCE 2
Number of Street		1000
	Share by Screen (Secore)	

Layouts: Layouts are used to seamlessly switch from one set formation of Pods to another without adding/changing them on the fly.

- Your layouts are set up for you
- To switch between layouts simply click the desired layout
- All participants screens will automatically change to the selected layout
- Create new Layouts by clicking the + button at the bottom of the screen
 - Add pods from the pod drop down menu and position them in the room as you desire







Educator, Recording Meetings and Help

Recording Meetings and Help

Record Meetings: Sessions should be recorded as soon as they begin.

- Click the Meeting drop down
- Click Record Meeting...
- Name the session
- Click OK
- A notice will be heard by all participants letting them know that the session is being recorded, and a pop up message and red record indicator light will appear at the top right of your screen.
- To End the recording Click the **Meeting** drop down
- Click **Stop Recording** (this only stops the recording, it does not end the meeting)

IMPORTANT: To end the Session you **MUST** Click **Meeting**, **End Meeting** failing to do so will result in unwanted access to the room and unnecessary audio charges.

Help: Adobe Connect provides an in room Help button that will direct you to the correct place for your in session needs.

• Click any of the items in the Help drop down for more information and assistance with any of your meeting needs.



Keyboard Shortcuts

Adobe Connect Exchange Check System Status Contact Support About Adobe Connect...

Troubleshooting Downloads



Educator, Custom Pods

Custom pods

The Countdown Timer – Will appear on the 1^{st} layout in the upper left hand corner

- Go to <u>http://www.adobe.com/products/adobeconnect/apps/countdo</u> wn-timer.html
- Click **Download**
- Open a **Share pod**; Click the drop down and then **Share Document**, Browse to your Downloads Folder Choose the countdown-timer, Click **Open**
- Double Click on the Name of the pod and rename it, **Timer.**
 - To set the timer click **Set Time**, Choose the amount of minutes until the meeting begins and click **Start**

EduGame – Has to be purchased separately

- Create your test in EduGame Cloud (Instructions provided on EduGame's website)
- Open a Share pod; Click the drop down and then Share Document, Browse to your Downloads Folder Choose EduGames, Click Open
- Sign into your EduGame Cloud account
- Click **Test** on the top menu
- Click on the Test you wish to open
- Click Open selected Test
- Choose Your Preferences
- Click Open
 - Participants will click begin test and proceed through the test questions
- Once the participants have all completed the Test or the time has expired click **End Test**
- Click Yes on the Confirmation pop up to ensure results are reported, you can also choose to save your Email To Report here as well
- All test data will now report







Educator, Pods

Attendee Pod

Attendee Pod – The attendee pod allows you to see and manage Hosts, Presenters and Participants in your room.

- log Muted Participant
- 🕼 Speaking Participant
- Participant Connected via telephony audio

You can hover your mouse over the participant and choose any of the following for that participant:

- Start Private Chat
- Enable Video
- Enable Drawing
- Request Screen Share
- *Make Host
- *Make Presenter
- Mute Attendee

*Can be completed by dragging and dropping participant to the desired role as well

Participants can also choose a status, these will show up next to the phone icon as well as a pop up message letting you know a participant has changed their status:

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

Statuses above the line need to be cleared manually by the participant. Statuses below the line will automatically clear after 30 seconds.

Attendees (3)	≣▼	
🕼 Jane Doe 🛛 🛛		
▼ Hosts (1)		
🙈 Heather Elder	6)	
 Presenters (0) 		
 Participants (2) 		
🚨 Jane Doe	Co	
🔒 John Doe	6	









Educator, **Pods**

Share Pod

Share My Screen (Secure) – The share pod can be used to Share My Screen (Secure), Share Document, Share Whiteboard

Share My Screen (Secure):

- Secure Desktop Sharing
 - Choose a Monitor to share, this will share the entire monitor and its contents
- **Applications**
 - Choose a specific application and window to share (i.e. entire Internet Browser, Program, Application)
- Windows
 - Choose a specific window and monitor to share (i.e. only the specific page of your bro

Any other applications, popups or windows will appear as grey boxes to the participan

Start Screen Sharing

 You can also choose to make participants by clicking the r

of your browser or a	pplication)	100	Recently Shared
ps or windows not in the selected Applications or Windows the participants			
ose to make the Shar licking the radial butt	e Pod Full Screen on at the bottom	for of the page	
tart Screen Sharing			×
Secure Desktop Sharing Applications Windows Select applications to share: You will be able to screen share only the applications a	pproved by your administrator		
The second secon		North Control	
CareerStep (explorer.exe)	Photos (microsoft.photos.exe)	MCETraining - Mozilia Firefoo (threfox.exe)	•
٥	۵		
Settings (applicationframehost.exe)	Settings (systemsettings.exe)	MCETraining - Google Chrom	e 👝



ct monitor to share applications/windows First P

Make Share Pod Full Screen for Attendees





Educator, Pods continued

Share Pod, continued

Share Document – Document Share can be previously created Whiteboards, Uploaded Files, My Content, Shared Content and PC Files (Browse My Computer).

Files must be one following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.mp4, *.f4v or *.zip.

- Whiteboards
 - Previously created Whiteboards for collaboration
- Uploaded Files
 - o Previously uploaded files
- My Content
 - o Content loaded into Adobe Connect Central
- Shared Content
 - Content loaded into Adobe Connect Central in the Shared Content section this content can be used by everyone with Shared Content privileges
- Browse My Computer
 - Upload any computer content that fits the above file formats
- Recently Shared
 - Shows your most recently shared items for quick access

Select File, Click OK, Content will upload into the Share Pod

Share Whiteboard – Whiteboard is a collaboration tool where participants can draw write and highlight on the whiteboard.

- Whiteboard information can be Printed or Exported Save as PNG or Sent as a Snapshot.
 - For participants to draw you must click Enable Participants to draw











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Question

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No Vote
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 Vote

Answers (One per line)

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Which of the following is the correct spelling?

Which of the following is the correct spelling?

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- (0)

Which of the following is the correct spelling?

Which of the following is the correct spelling?

В

Guide

Educator, Pods continued

Poll Pod

Where are you?

Multiple Answers

Short Answer

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O werid

O weid

No Vote

Multiple Cheise 🚽 👻

Which of the following is the correct spelling?

Which of the following is the correct spelling?

Poll Pod: Poll pods are interactive pods for Q&A, you can have an unlimited number of poll pods in a room. As with any pod you can set up the polling questions ahead of time in the room.

- A. 3 Types of questions are available
 - Multiple Choice
 - Type the question
 - Type the Answers (One per line)
 - Multiple Answers
 - Type the question
 - Type the Answers (One per line)
 - Short Answer
 - Type the question
- B. For all questions when ready for participants to answer the question Click **Open**
- C. To display live results to everyone click the **Broadcast Results** radial button
- D. Quickly switch between polling questions by clicking the drop down: **Select Poll, Poll question**
- E. Choose the way results are displayed by clicking the drop down **Results Format**, **desired format**
- F. <u>To make poll results available after the session, in</u> <u>Adobe Connect Central, make sure to close the poll</u> <u>by clicking **End Poll**</u>













Educator, Pods continued

Video/Webcam Pod

Video Pod: The video or webcam pod is used to share your live webcam while in a course. This helps with interaction and live classroom feel.

- a. Click the drop down next to the Camera icon, Click
 Preferences, Choose your desired Video Settings (Medium Quality is recommended to save bandwidth)
- b. Click **Enable Webcam For Participants** (Sharing webcam is always optional for learners)

Start your webcam:

- c. Connect webcam to computer, Click on the Video Pod and Click the drop down in the upper right hand corner, Select Camera if needed, followed by Start My Webcam,
- d. Click on the webcam icon, Select Camera if needed followed by **Start Webcam**
 - A preview of your webcam will come up
 - Click Start Sharing when you are ready
 - Video can be paused by clicking the **pause** button at the bottom left of the pod
- e. Choose the desired layout for the webcams **Filmstrip** or **Grid** by clicking on the corresponding icon







Educator, Pods continued

Chat Pod and File Share Pod

Chat Pod: The Chat pod is for interaction and discussions during your course.

- Start a Chat With an individual
- Clear Chat (There is no warning and chat is cleared immediately)
- Email Chat History
- You can change the text size of your pod (only affects your view)
- My Chat Color (this will appear to everyone)
- Chat sound (toggle)
- Type in your message and hit the **Send** button.
- Preferences Can turn off private chat for participants by unchecking the radial button and then clicking Done

File Share Pod: This pod is for important downloadable resources for participants to take away from the course.

- Click the drop down
- Click Upload File
- Choose desired content from any content location (files must be less than 100mb in size)
- Click **OK**









Educator, Adobe Connect Central

Adobe Connect Central

Adobe Connect Central: Here you can manage content and access recordings

 Log into Connect Central using the URL provided by Medic-CE

Access/Manage Content:

- Click Content
- Here you can choose to upload content
 Content Can be Shared or user only
- Move Content and Share Content

Access Recordings:

- Click Meetings
- Click My Meetings
- Click the meeting in which the recording happened
- Click Recordings: Here you can share, view, edit recordings and make them available offline
- Check the Radial button and then Access
 Type to set to Public and to add a passcode (if needed)
- Click actions to Edit Recording or Make Offline
- Click the name of the recording to access the recording link, Edit Information, Edit Recording and Make Offline



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Disk usage:	9718.4 KB		Public		
Permissions:	Same as parent folder		Set Passcode (Optional)		
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Summary:			Tare Canal		
Recording Date:	03/01/2017 10-57 AM		Copyright © 2001 - 2017 Adobe Systems Incorporated and its licensors. All rights reserved.		
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