

Guide

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

- Once you have entered your room you will need to activate the audio when the conference is about to start.
**If you are doing room set up Audio should not be activated.*
- Start Audio Conferencing by clicking **Start** in the pop-up window or clicking the **Audio** button at the top of the screen followed by **Start Meeting Audio**
- Once the audio is connected you and your participants will see a pop up window you can choose to have the system **Dial-out** to you, **Use Microphone (Computer/Device)** VoIP, **Listen Only** or you can **Dial-in** following the instructions provided in the window.
**If you dial in to the system you will need to enter the token key provided to identify yourself in the meeting. This token key (i.e. *65*3332#) is a one-time use number the system uses to identify you in the current meeting room and will only work for this meeting.*

Attendee pod: will show you who is in the room and if they are connected via telephone.

Dial-out: Automatically shows with phone icon

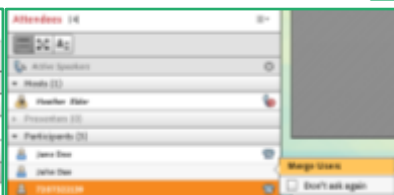
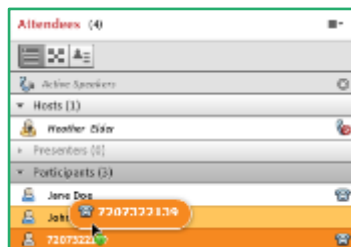
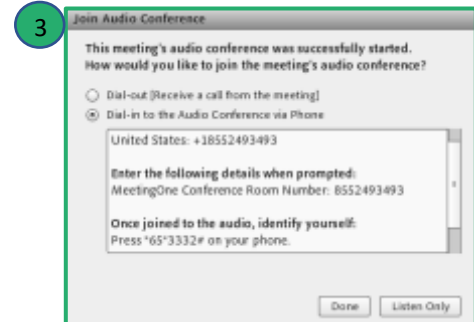
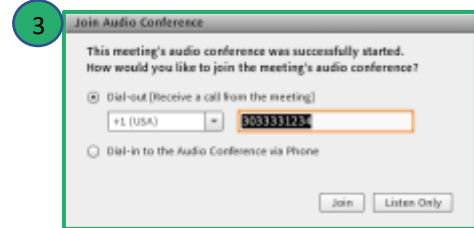
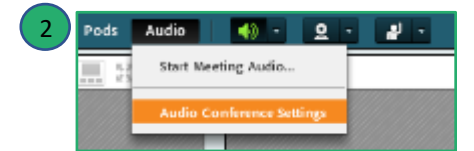
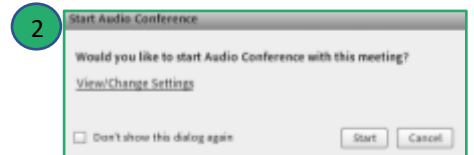
Dial-in: If they did not enter the token id number they will be listed 2 times in the list, by name and by phone number.

If you know who the phone number belongs to you can merge the two together by dragging and dropping the phone number to the name. (Illustrated Below)

Listen Only: Will appear in the list without a phone icon.

➤ **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.

**Telephony audio must be purchased separately*



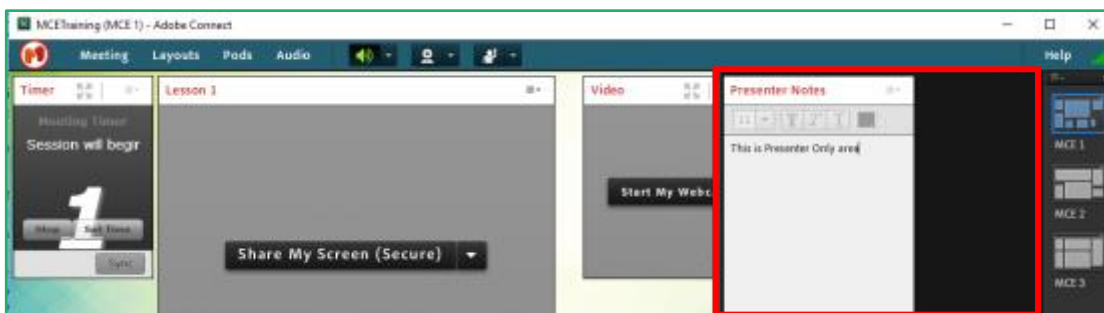
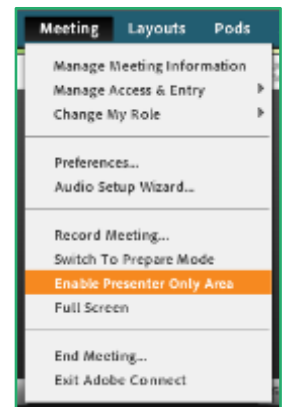
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Educator, Presenter Only Area and Layouts

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



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



Guide

Educator, Recording Meetings and Help

Recording Meetings and Help

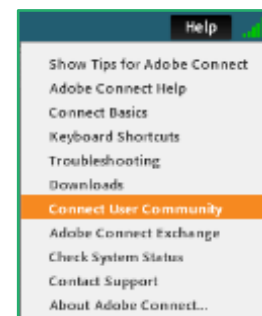
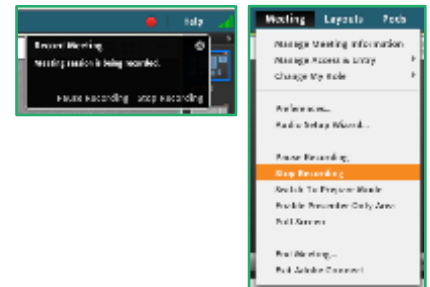
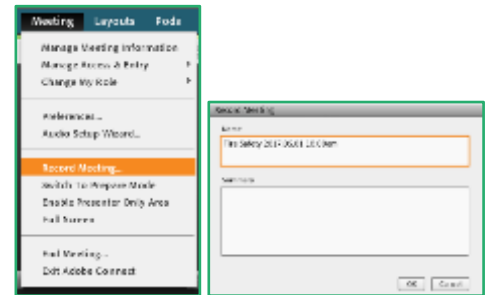
Record Meetings: Sessions should be recorded as soon as they begin.

- 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.



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Educator, Custom Pods

Custom pods

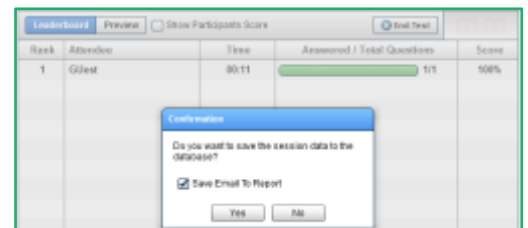
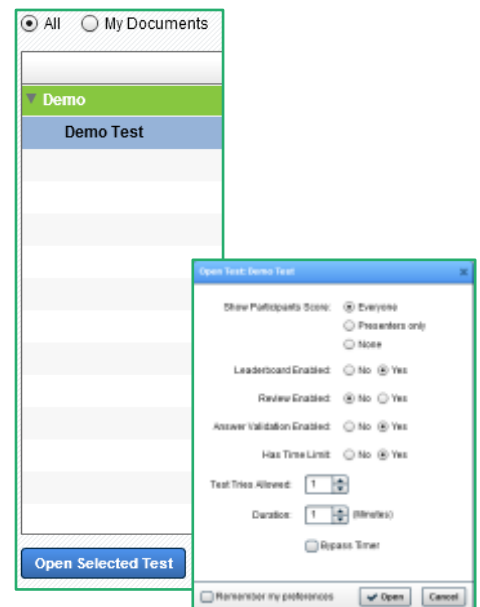
The Countdown Timer – Will appear on the 1st layout in the upper left hand corner

- Go to <http://www.adobe.com/products/adobeconnect/apps/countdown-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
 - 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






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Educator, Pods

Attendee Pod

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

-  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

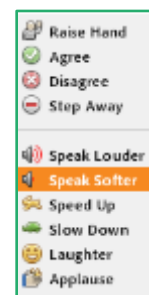
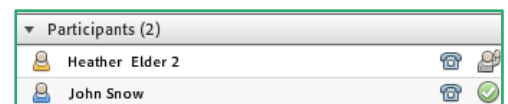
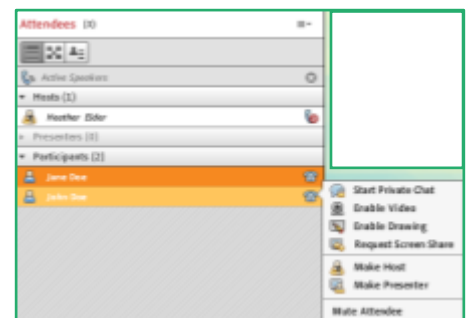
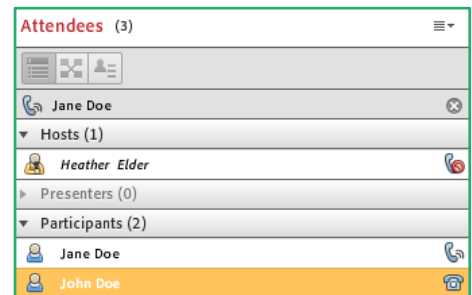
**Can be completed by dragging and dropping participant to the desired role as well*

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.



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Share Pod

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

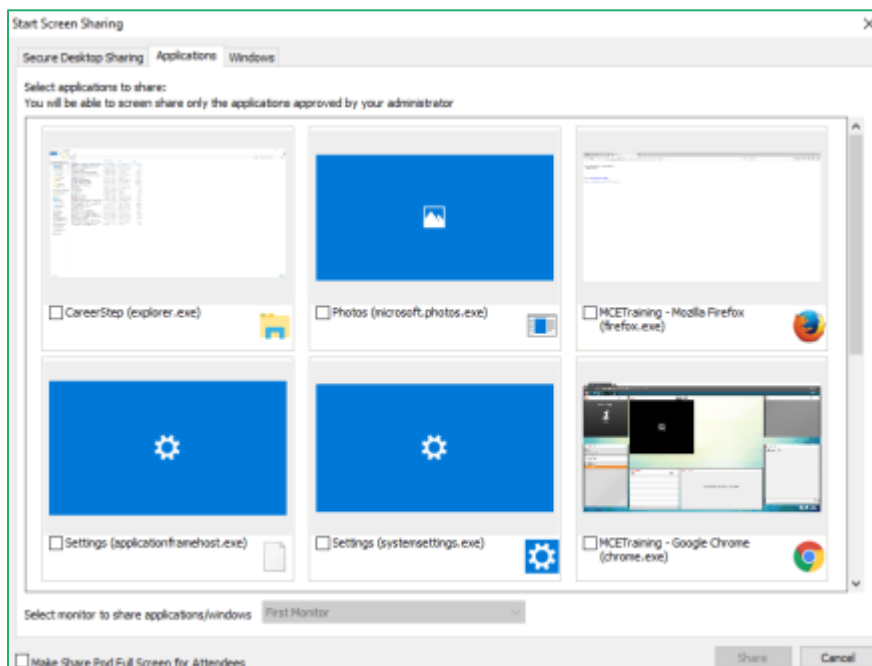
Share My Screen (Secure):

- **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 browser or application)



*Any other applications, popups or windows not in the selected **Applications** or **Windows** will appear as grey boxes to the participants*

- You can also choose to make the Share Pod Full Screen for participants by clicking the radial button at the bottom of the page



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Share Pod, continued

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

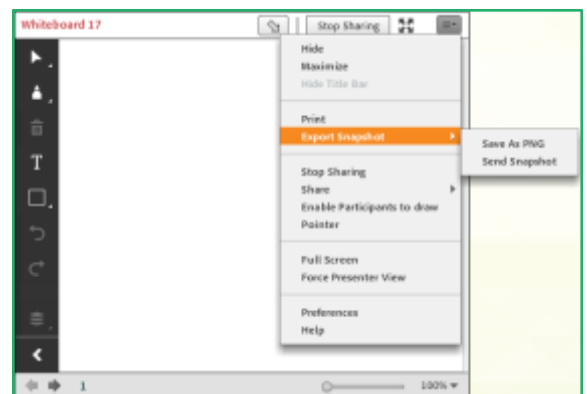
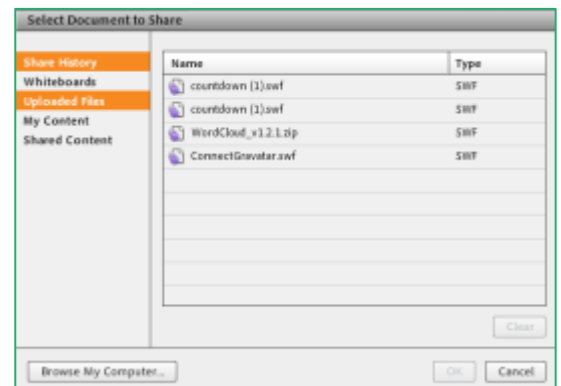
Files must be one following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.mp4, *.f4v or *.zip.

- **Whiteboards**
 - Previously created Whiteboards for collaboration
- **Uploaded Files**
 - Previously uploaded files
- **My Content**
 - 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



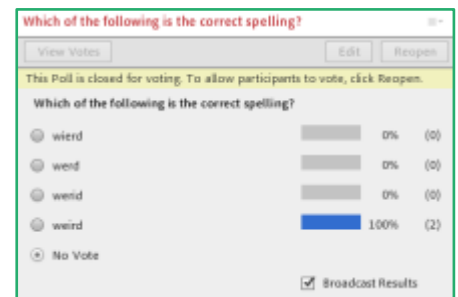
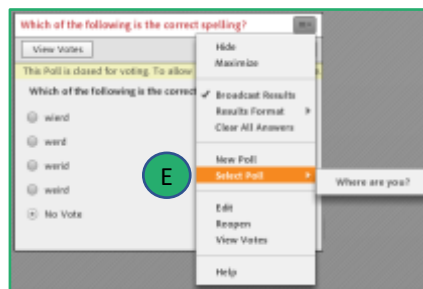
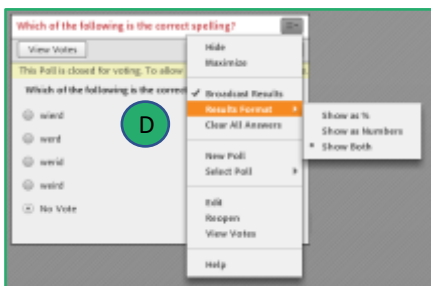
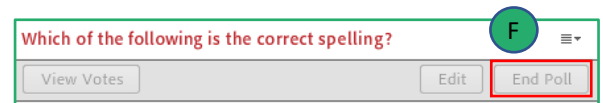
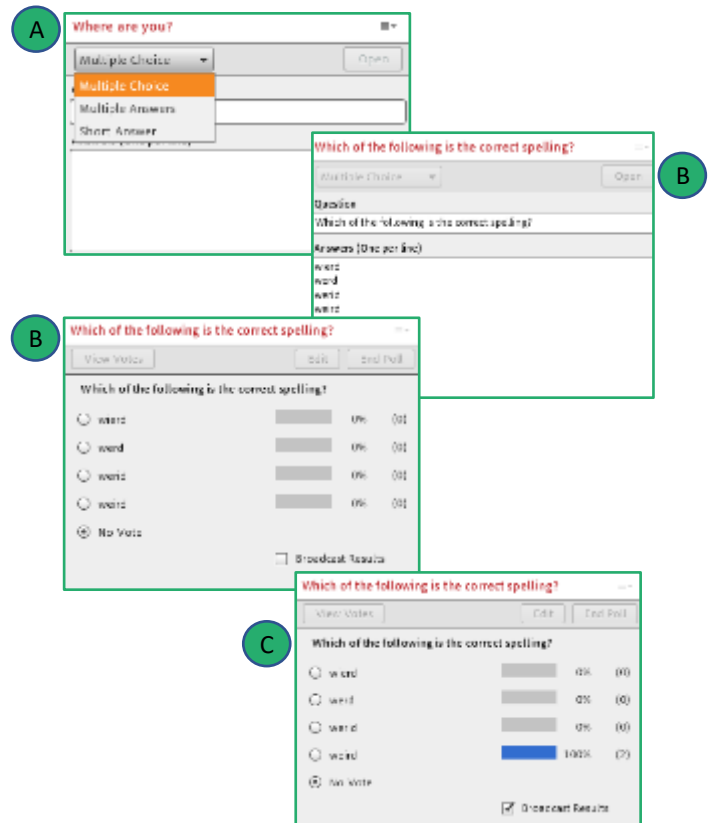
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Educator, Pods continued

Poll Pod

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. To make poll results available after the session, in Adobe Connect Central, make sure to close the poll by clicking **End Poll**



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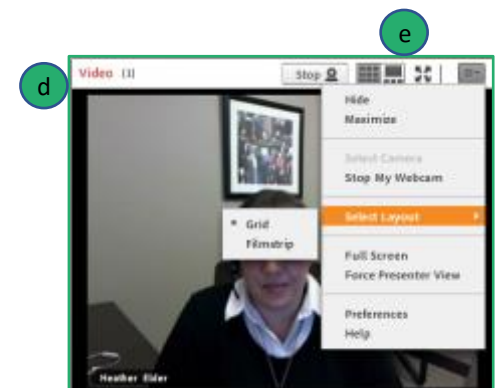
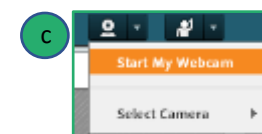
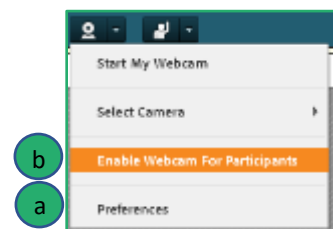
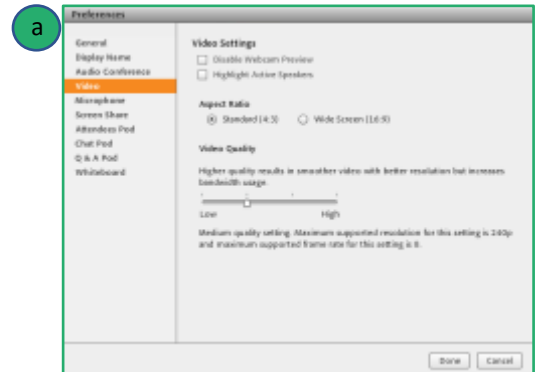
Video/Webcam Pod

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.

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

Start your webcam:

- 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**,
- 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
- Choose the desired layout for the webcams **Filmstrip** or **Grid** by clicking on the corresponding icon



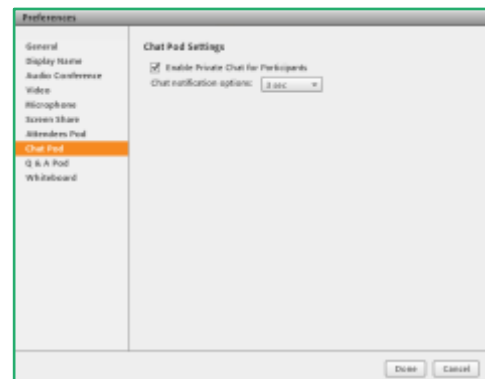
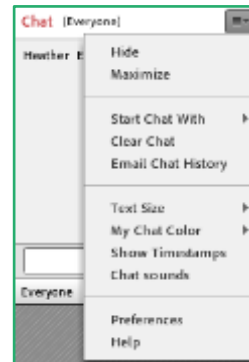
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Chat Pod and File Share Pod

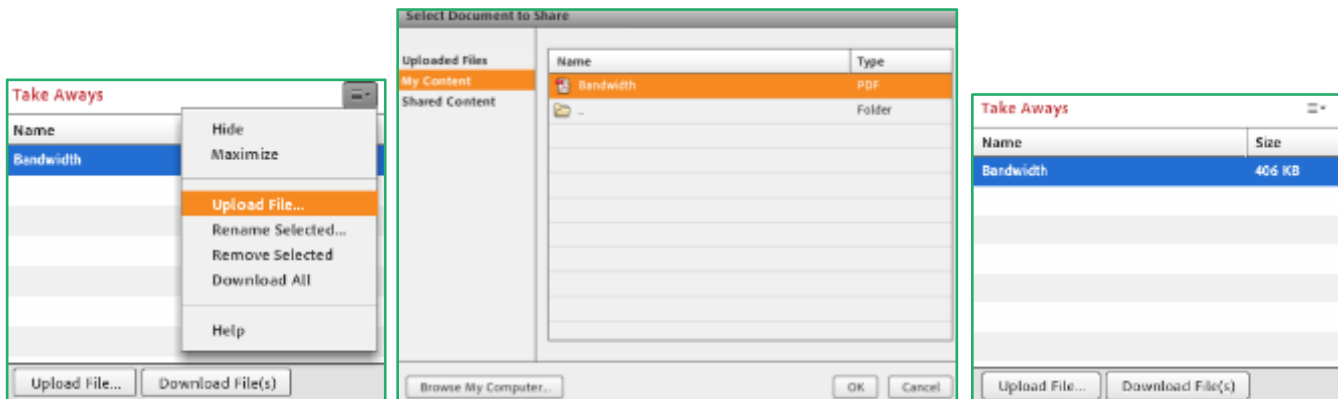
Chat Pod: The Chat pod is for interaction and discussions during your course.

- **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**



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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

