Adobe Connect: The Basics
Delivered by ITS Training Services for Penn State
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Lesson #1: Introduction

OBJECTIVES
Participants will be able to
- List uses for Adobe Connect
- Recognize a meeting room’s basic components
- Identify various roles and privileges

INTRODUCTION
Adobe Connect is a web conferencing tool that can be used to hold meetings, give presentations, and conduct training sessions. Using Adobe Connect, you can hold a real time synchronous session or a recorded session to be viewed asynchronously. Adobe Connect meeting rooms are organized using pods. There are a variety of pods available including pods for chatting with participants, uploading files, taking polls, and sharing your screen, documents and applications.

Your instructor will provide you with files on a flash drive at the beginning of the session. The files listed below are in the Class Files folder on the flash drive. Please copy the Class Files folder to your desktop.
- Intro Music.mp3
- Opening.pptx
- Presenter Image.jpg
- Whats+new+in+Adobe+Connect+9.pdf

NOTE: Meeting@PennState is Penn State’s service name for Adobe Connect.

Logging into a Meeting

EXAMPLE
In this example we will log in to a meeting room. We will examine the room’s layouts and pods and compare the Host and Participant views.

1. Open Firefox.
2. Enter https://meeting.psu.edu/AC in the browser address bar.
The Meeting@PennState page is displayed.

Figure 1: Meeting@PennState web page

3. Click the **Login** button.

You will be directed to the Penn State WebAccess screen.

Figure 2: WebAccess screen

4. Type your **Access Account User ID** and **Password**.

5. Click the **Log In** button.

**NOTE:** If a dialog box appears indicating you need the Adobe Connect Add-in, click install.
The Host view of the Getting Started with Adobe Connect Meeting Room is displayed.

![Figure 3: Adobe Connect Meeting Room in Host view](image)

**ROLES AND PRIVILEGES**

**Host**

Hosts manage Adobe Connect sessions. They can set up meeting rooms, invite guests, add content, and switch, add, or edit layouts in a meeting room. They can promote other Participants to be Hosts or Presenters. They have access to all of the tools and resources in the meeting room.

**Presenter**

Presenters work with the content and pods already loaded into the meeting room. If a share pod is present in the layout, a Presenter can share their computer screen, as well as applications and documents on their computer, with other Hosts, Presenters, and Participants.

Unlike Hosts, Presenters cannot make custom layouts, change the currently selected layout, switch to other layouts within the meeting, or manage the attendee pod.

**Participant**

Participants have only the control that the Presenter or Host assigns them. Basic privileges include viewing the content that the Presenter or Host is showing or sharing, using the text chat tool, participating in polls, and using the Set Status icon on the Application bar. The Host or Presenter can also assign the Participants enhanced rights. Enhanced rights allow Participants to have certain rights to any pod the Host chooses.
Moderator

Although there is not a specific Moderator role in Adobe Connect, it is a good idea to use a Moderator in Adobe Connect sessions. A Moderator usually has Host privileges, so they can assist the Host or Presenter by managing the pods and content. The Moderator is an important person in the management of the meeting, especially if there are multiple Presenters. Moderators can assist with monitoring the Q & A pod, forwarding questions to the Presenters, answering Participants’ questions, controlling room layouts, and assisting the Presenter as needed.

MEETING ROOM VIEWS

When logging in to an Adobe Connect meeting, what you see displayed on the screen depends on which role you have been assigned. In this section we will explore the meeting room options available for each role. As we proceed through future lessons, we will examine each area in more detail.

Host View

When logging in to an Adobe Connect meeting as a Host, you will be able to make changes to the room by using the menus and icons located on the Application bar at the top of the screen. The Host can also view and manage the pods located on the Stage and Presenter Only areas. Finally, they can also control which layout is displayed using the Layout bar.

Presenter View

When logging in to an Adobe Connect meeting as a Presenter, you will be able to view the Application bar, Stage area, and Presenter Only area. The Layout bar is not visible to the Presenter. Although Presenters can view these areas, they have limited control over the pods. For example, even though Presenters can see the Presenter Only area, they do not have the ability to manage the content by moving it to the Stage area.

Participant View

When logging in to an Adobe Connect meeting as a Participant, you will have access to the Meeting menu and the Speaker and Status icons on the Application bar. You will also be able to view the content displayed in the Stage area.

MEETING ROOM PODS

Pods are panels that make up the meeting room. Pods contain your meeting’s content. They can be located in the Stage and Presenter Only areas.
MEETING ROOM LAYOUTS

A Meeting Room Layout is a collection of pods. When you create a meeting from a default template, default layouts will be created. You can then modify the default layouts to meet your needs or you can create a custom layout.

ADDITIONAL RESOURCES

- Lynda.com (http://lynda.psu.edu)
- Meeting@PennState (http://meeting.psu.edu)
- IT Knowledge Base (https://kb.its.psu.edu/Meeting)
- Adobe TV (http://tv.adobe.com/show/learn-adobe-connect)
Lesson #2: Creating an Adobe Connect Meeting

OBJECTIVES
Participants will be able to
- Create a meeting room in Adobe Connect
- Add Participants to a meeting
- Email meeting invitations

CREATING AN ADOBE CONNECT MEETING

Penn State’s license model for creating Meetings in Adobe Connect is based on the individual’s primary affiliation in LDAP. Individuals affiliated as Faculty and Staff will have a meeting creator license.

Logging In
1. Close the Adobe Connect meeting room.
2. If necessary, open Firefox.
3. Enter http://meeting.psu.edu in the browser address bar.
4. Click the Sign in link.

You will be directed to the Penn State WebAccess screen.

5. Type your Access Account User ID and Password.
6. Click the Log In button.

Once you have logged in, you will see the home screen. This screen will display the meetings for which you are scheduled as a Host, Presenter, or Participant. While those with Friends of Penn State (FPS) accounts can participate in a meeting, they cannot create a meeting.

Figure 4: Adobe Connect My Meetings Home screen
CREATING A MEETING USING THE MEETING WIZARD

EXAMPLE

In this example we will create a new meeting, add Participants to the meeting, and send out invitations to those Participants. When you create a new meeting, you have the role of Host. Once the new meeting has been generated, the Enter Meeting Information screen will be displayed.

![Meeting@PennState](https://meeting.psu.edu/)

Enter Meeting Information

The top section of this screen allows you to create a meeting name, description, and a custom URL for access to the meeting. In addition, detailed meeting information can be selected including the meeting’s start time and duration. Finally, there is a drop-down list for selecting a meeting template and options for meeting access. The Name and Language fields are the only fields that are required.

You have the option of creating a custom URL. If you do not create a custom URL Adobe Connect will create one for you. We will let Adobe Connect create the URL for us. Each Meeting URL must be unique. If you select a custom URL that already in use, you will receive a message asking you to select an alternative URL path. You cannot edit the Custom URL after you create it.
We will leave the Start Time and Duration fields set to the defaults. This information has no impact on the operation of the meeting. Adobe Connect meetings can be started and finished at any time. The Start Time and Duration fields are used only as part of the invitation email to alert Participants, Presenters, and Hosts of the meeting’s date, start time, and duration.

The bottom section of the meeting information page contains the Audio Conference Settings: We will not be utilizing these setting in the class. For more information, visit the IT Knowledge Base at http://kb.its.psu.edu/article/1644.

1. Click the MEETING button from the Create New area.
2. Type My Sample Meeting in the Name text box.
3. Type This is my meeting room for the Adobe Connect session in the summary text box.
4. Verify that Shared Templates\Default Meeting Template is selected in the Select Template drop-down box.
5. Verify that English is selected in the Language drop-down box.
6. In the Access field, select the Anyone who has the URL for the meeting can enter the room radio button.
7. Click the Next button

**Select Participants**

The Select Participant screen contains a listing of all Available Users and Groups. Only Participants who have entered a Connect meeting at least once will appear in the list. You can select users from the list and add them to your meeting. A search box is available to help you located a user.

**EXAMPLE**

In this example we will use the search feature to locate the instructor of this workshop and then proceed to add him/her to the Sample Meeting. When searching, you must search by typing the person’s name, not his/her Penn State Access ID. Available users who have Friends of Penn State accounts will be designated with an asterisk (*).

1. Click the Search button.
2. Type the instructor’s name in the Search text box.
3. Select the appropriate name in the Available Users and Groups box.
4. Click the Add button.
5. Click the Next button.

By default, all users added to the meeting will be added as Participants. If you wish to assign a user the role of Presenter or Host, select the current Participants whose role you wish to change from My Sample Meeting and select their new roles by clicking the Permissions button. When they enter the meeting, they will automatically be assigned those roles. You can perform a bulk
upload of names into an Adobe Connect meeting. However, this can only be done once you have finished creating the meeting.

**Send Invitations**

On the Send Invitations screen of the wizard, an email message is displayed including the details of your meeting. The Message Body includes the meeting’s name, summary, date, start time, and duration. In addition, the message includes the URL for entering the meeting and some general information about Adobe Connect Meetings. There are two separate processes for sending invitations that depend on whether the meeting is only open to registered users or if it is open to anyone with the URL.

**Registered Users**

For meetings that are only open to registered users, you can select whether or not you want to send the email invitation. To send the invitation, select Send Invitation, select who you want to receive an invitation, and click the Finish button. Clicking the Cancel button will take you out of the wizard.

**Open to Anyone**

To send an invitation when a meeting is open to anyone with the URL, you will need to copy and paste the message into your email client and send it to the Participants. Clicking the Cancel button will take you out of the wizard and clicking the Finish button will take you to the next screen of the wizard without sending any emails.

After clicking Finish, the Meeting Summary screen is displayed.

![Meeting Summary screen](image)

Figure 6: Meeting Summary screen
From this screen, you can edit the meeting information or the Participant list and view the invitation message. If you do not have any changes to make, enter the meeting room to begin arranging the meeting.

**Bulk Upload**

As mentioned earlier, once the meeting is created you can execute a bulk upload of names into the Connect meeting. To perform a bulk upload from the meeting summary screen, click on the Edit Participants link and select the Bulk Upload link.

**Entering a Meeting Room**

You can enter the meeting room by typing the URL into a web browser or you can enter directly from the Adobe Connect meeting information screen by clicking the **Enter Meeting Room** button.
Lesson #3: Preparing an Adobe Connect Meeting Room

OBJECTIVES
Participants will be able to
- Add and remove pods from a layout
- Create custom layouts
- Upload files to be used during the meeting
- Organize pods within the Stage and Presenter areas

ADOBE CONNECT ADD-IN
If the Adobe Connect Add-in is not installed, complete the following steps:
1. Click the Help button in the upper-right corner of the screen.
2. Select Adobe Connect Add-in from the drop-down menu.
3. Click the Yes button to install the add-in.

MEETING ROOM INTERFACE
The meeting room interface consists of an Application bar, Layout bar, Stage area and, when activated, a Presenter Only Area.

Figure 7: Adobe Connect default meeting room
Application Bar

Items on the Application bar include the following menus and icons:

- **Meeting menu**: From the meeting menu, you can manage numerous aspects of your meeting, from Participants and access options to audio setup and recording.
- **Layout menu**: The layout menu allows you to move between layouts, as well as create and manage the layout.
- **Pods menu**: The pods menu allows you to add and remove various pods. This menu also gives you the ability to lock or unlock the permission to move and resize the pods.
- **Audio menu**: If using built in Voice over Internet Protocol (VoIP), the audio menu allows you to select the speaker mode and decide if you want to grant Participants the ability to use their audio.
- **Speaker icon**: From the speaker icon, you can turn the speakers on and off, as well as control the volume.
- **Audio/Microphone icon**: Using the audio icon you can connect or disconnect your local audio source, mute your microphone, or adjust the microphone volume.
- **Webcam icon**: The webcam icon allows Hosts, Presenters, and Participants with enhanced rights to broadcast video.
- **Status icon**: The status icon provides a method for the Participants to send the Host and Presenter visual cues to describe their status.

Layout Bar

The Layout bar allows a Host to easily manage and switch between meeting layouts. The default position of the layout bar is the right side of the screen. At the bottom of the layout bar there are two icons. The first one places the meeting in Prepare mode, which allows the layout to be edited without interfering with the presentation. The second icon is used to create new layouts.

Stage Area

The Stage area is the area of the screen that Participants see during a meeting.

Presenter Only Area

Before we customize the current layout, we will first enable the Presenter Only Area. The Presenter Only Area contains pods that the Host and Presenter can see but the Participants cannot. Pods that are located in this area can be moved into the Stage area whenever the Host wants to display them to the meeting Participants.

1. Click the **Meeting** drop-down menu.
2. Select **Enable Presenter Only Area**.
The screen now displays the pods that the Participants will see along with the pods visible only to the Host and Presenter.

Figure 8: Adobe Connect meeting room with Presenter Only Area displayed
MODIFYING THE LAYOUT

When we created our meeting, we used the Shared Templates\Default Meeting Template. This template has three basic layouts: Sharing, Discussion, and Collaboration. We will start by modify the Sharing layout to meet the requirements of our meeting.

When we finish modifying the default layouts, our screen will look similar to the image below.

![Figure 9: Modified Adobe Connect meeting room](image)

WORKING WITH PODS

As mentioned earlier, pods contain the meeting’s content. There are many different types of pods, and each has its own purpose in the meeting room.

The following pods are available in Adobe Connect:

- **Share**: The Share pod allows the Host or Presenter to upload content to share with other attendees during the meeting. The Share pod can be used for content display, screen sharing, application sharing, and using the whiteboard.
- **Notes**: The Notes pod can be used to take meeting notes that all attendees can see.
- **Attendee List**: The Attendee List pod displays everyone logged in to the meeting.
- **Video**: The Video pod can display live video from webcams.
- **Chat**: The Chat pod is used to communicate with the attendees while a meeting is in progress.
- **Files**: Files can be uploaded into the Files pod to be shared with the meeting attendees.
- **Web Links**: The Web Links pod is use to share websites with the meeting attendees.
- **Poll**: Host and Presenters can use the Poll pod to create polls for the Participants to complete. Results of the polls can then be displayed to the Participants.
• **Q & A**: The Q & A pod allows Participants to ask the Presenter(s) questions that can be answered either in the chat pod or throughout the course of the meeting. Questions are viewable to the Presenter(s) and the Host(s) but not to other Participants.

**Removing Pods**

**EXAMPLE**

In this example we will remove or hide the Note, Presenter Note, Web Links, and Q & A pods. Pods can be removed by using the contextual drop-down menu located in the upper-right corner of each pod or by using the Pods drop-down menu on the Applications bar.

1. Click the **Pod Options drop-down menu** in the upper-right corner of the Note pod.
2. Select **Hide** from the drop-down menu.
3. Click the **Pod Options drop-down menu** in the upper-right corner of the Presenter Note pod.
4. Select **Hide** from the drop-down menu.
5. Hide the **Q & A** and **Web Links** pod by using the same process.

**Rearranging Pods**

You can move a pod to a different area on the screen by clicking and dragging the title bar of the pod. Resize a pod by clicking the edge of the pod and dragging it to the desired size.

6. Click the **title bar** of the Attendee List pod.
7. Drag the **Attendee List pod** to the Presenter Only Area.
8. Click the **lower right corner** of the Attendee List pod.
9. Drag the **Attended List pod** to create the desired size.

**Adding Share Pods**

The Share pods allow you to share your screen, an application, a document, or a whiteboard. As a Host or Presenter you will be able to upload content from your computer to share with others in the meeting. The following content can be uploaded in a Share pod: PowerPoint (.ppt, .pptx), PDF, Flash video (.flv), Flash movie (.swf), JPEG image (.jpg), MP3 Audio (.mp3) and ZIP. All other file types must be converted to Flash prior to uploading.

**EXAMPLE**

In this example we will add two Share pods, one that will be used to display an image and one that will be used for an audio file. In addition, the Share pod that is already displayed on the screen will be used to show a PowerPoint slide.

1. Click **Pods** on the Application bar.
2. Select **Share** from the drop-down menu.

The drop-down list is displayed.

![Share drop-down menu](image)

Figure 10: Share drop-down menu

Notice that there is a checkmark to the left of Share. This indicates that a Share pod named Share is already displayed on the layout.

3. Select **Add New Share** from the drop-down list.
4. Click the **drop-down arrow** to the right of the Share My Screen button.
5. Select **Share Document** from the drop-down list.

![Select Document to Share dialog box](image)

Figure 11: Select Document to Share dialog box

We will upload the Presenter Image file and the Intro Music file from the Class Files folder. You will only be able to select file types that are supported by Adobe Connect.

6. Click the **Browse My Computer** button.
7. Navigate to the computer’s desktop.
8. Select the **Adobe Connect Class Files** folder.
9. Click the **Open** button.
10. Click the **Presenter Image** file.
11. Click the **Open** button.
12. Repeat steps 1-6 to upload the **Intro Music** file.
13. Click the **drop-down arrow** to the right of the Share My Screen button.
14. Select **Share Document** from the drop-down list.
15. Click the **Browse My Computer** button.
16. Navigate to the computer’s desktop.
17. Select the **Adobe Connect Class Files** folder.
18. Click the **Open** button.
19. Click The **Opening** file.
20. Click the **Open** button.

**NOTE:** If a dialog box displays with a PowerPoint conversion warning, click the Proceed button.

**Adding a File Share Pod**

The File Share pod allows you to upload content from your own computer that the Participants will be able to access and download.

**EXAMPLE**

In this example we will add a File Share pod and upload the `Whats+new+in+Adobe+Connect+9.pdf` file.

1. Click **Pods** on the Application bar.
2. Select **Files** from the drop-down menu.
3. Select **File Share** from the drop-down list.
4. Click the **Pod Options drop-down menu** in the upper-right corner of the File Share pod.
5. Select **Upload File...** from the drop-down menu.
6. Click the **Browse My Computer** button
7. Navigate to the computer’s desktop.
8. Select the **Adobe Connect Class Files** folder.
9. Click the **Open** button.
11. Click the **Open** button.
Adding a Poll Pod

The Poll pod allows you to ask the Participants questions. The questions can be created as multiple choice, multiple answer, or short answer. Polls are an effective way to keep Participants involved during a session.

EXAMPLE

In this example, we will create a multiple answer poll to discover how the session Participants will be using Adobe Connect.

1. Click Pods on the Application bar.
2. Select Poll from the drop-down menu.
3. Select Add New Poll from the drop-down list.

The Poll 2 pod is added to the Presenter Only Area.

4. Click and drag the lower right corner of the Poll 2 pod to increase the pod size.
5. Click the Multiple Choice button.
6. Select Multiple Answers from the drop-down list.
7. Type How will you be using Adobe Connect? in the Question text box.
8. Type the following in the Answers text box.
   - I will be holding meetings.
   - I will be giving presentations.
   - I will be facilitating interactive training sessions.
   - I will be a Participant.
9. Rearrange the pods on the screen by placing the Presenter, Intro-Music, Chat, and File Share pods on the left side. Arrange the Attendee List, Presenter Chat, and Poll pods in the Presenter Only Area on the right side. Refer to the image on page 18.
Managing Pods
Using the Manage Pods dialog box, you can rename or delete the pods.

EXAMPLE
In this example, we will rename the Poll 2 pod and delete any unused pods.

1. Select the Pods menu from the Application bar.
2. Select Manage Pods from the drop-down menu.
3. Click the Poll 2 pod.
4. Click the Rename button.
5. Type Adobe Connect Usage in the Name text box.
6. Click the Select Unused button.
7. Click the Delete button.
8. Click the Done button.

Managing Layouts
We can customize the default layout further by renaming or deleting the existing layouts and by creating new layouts.

EXAMPLE
In this example, we will delete the two layouts we will not be using, Discussion and Collaboration, and duplicate the Opening layout to meet the needs of our meeting.

1. Select the Layouts menu from the Application bar.
2. Select Manage Layouts... from the drop-down menu.
3. Select Sharing from the dialog box.
4. Click the Rename button.
5. Type Opening in the text box.
6. Select Discussion from the dialog box.
7. Click the Delete button.
8. Select Collaboration from the dialog box.
9. Click the Delete button.
10. Click the Done button.
11. Click the Plus button located at the bottom of the Layout bar.
12. Select the radio button to the left of Duplicate an existing layout.
13. Type Content in the Name text box.
14. Click the OK button.

Finally, to complete the layout of the meeting room, we will modify the Content layout by hiding the Presenter Image, the Intro Music, and the Opening Share pods. In addition we will add a Share pod and a Video pod.

1. Click the Content layout in the Layout bar.
2. Hide the Presenter Image, Intro Music, and Opening Share pods by using the Pod Options drop-down menu in the upper-right corner
3. Add a new Share pod.
4. Add a Video pod.
5. Rearrange the Meeting room by increasing the size of the Chat pod and moving the new the Video and Share pod to the Stage area.

Figure 13: Content layout displayed in the meeting room

**MEETING ROOM PREFERENCES**

**Setting the Room and Participant Bandwidth**

The Host can select the bandwidth for the room. The selections are modem, DLS/Cable, and LAN.

1. From the Application bar, select the Meeting menu.
2. Select Preferences... from the drop-down menu.
3. Select Room Bandwidth from the left side of the Preferences dialog box.

4. Verify that LAN is selected.

5. Click the Done button.

6. Select the Meeting menu.

7. Select Exit the Adobe Connect from the drop-down menu.

NOTE: Even though the Host can select the optimal bandwidth, the Participant can also select their own connection speed. This allows Participants who are connecting at a slower speed to use that speed and enable them to use better compression and a slower screen refresh rate for improved data transfer.
Lesson #4: Running an Adobe Connect Meeting

OBJECTIVES
Participants will be able to
- Record a meeting
- Place a meeting on hold
- Grant enhanced rights to Participants
- Share screens, applications, and whiteboards

In this lesson, the class will log in to the Instructor’s Adobe Connect meeting as Participants. The Instructor will demonstrate the Adobe Connect features as a Host and, when possible, the workshop participants will participate in step-by-step examples. At this point, it is important that you log-in to the Instructor’s Adobe Connect meeting.

USING VIDEO
Using the Video pod, Hosts and Presenters can broadcast video in a meeting. By default, Participants do not have access to broadcast video. However, a Host can enable video for all participants or for a specific participant.

EXAMPLE
In this example the Instructor will enable the ability to broadcast video for all participants. The participants will then share video from their webcams and adjust the video settings.

Enabling Participants to Share Video
Instructor Demonstration
1. Click the down-arrow to the right of the Start My Webcam button located on the Application bar.
2. Select Enable Video For Participants from the drop-down menu.

Sharing Video from Webcams
1. Click on the Start My Webcam button.

![Figure 15: Adobe Flash Player Settings dialog box](image-url)
2. Click the Allow button.
3. Click on the Start My Webcam button.
4. Click the Allow button.
5. Click the Start Sharing button.

NOTE: The image is not broadcast until you click the Start Sharing button.

**Video Settings**

Video settings allow you to control and disable the webcam preview, highlight the active speakers, and choose the video quality.

1. Click the Pod Options button in the upper-right corner of the Video pod.
2. Select Preferences from the drop-down menu.

NOTE: Preview can be disabled as well as highlighting the active speaker. Also, Grid or Film Strip views can now be selected.

**USING AUDIO**

It is recommended that you run the Audio Setup Wizard each time you use your meeting, even if the audio settings have not changed. The Audio Setup Wizard will walk you through the steps necessary to set up your audio.

1. Click the Meeting menu on the Application bar.
2. Select Audio Setup Wizard… from the drop-down menu.

Figure 16: Audio Setup Wizard dialog box

3. Click the Next button.
4. Click the **Play Sound** button.

5. When you are finished listening to the audio, click the **Stop Sound** button.

6. Click the **Next** button.

7. Select the **appropriate device** from the device drop-down list.

8. Click the **Next** button.

9. Click the **Record** button.

10. Click the **Allow** button, to give meeting.psu.edu access to your microphone.

11. Speak into your microphone to test your microphone.
12. Click the **Stop** button to end the recording.
13. Click the **Play Recording** button to listen to the recording.
14. Click the **Stop Playing** to end the playback.
15. Click the **Next** button.

![Audio Setup Wizard](image)

Figure 20: Step four of the Audio Setup Wizard

16. Click the **Test Silence** button.
17. Once the test is completed, click the **Next** button.
18. Click the **Finish** button.

**NOTE**: If you have any issues during the setup, click on the Help button for troubleshooting tips.

**RECORDING THE MEETING**

**Instructor Demonstration:**
Adobe Connect allows you to record an entire meeting or a portion of a meeting. Each recording of a meeting will be associated with the meeting, and will have a unique URL. Recordings are saved as .flv files.

1. Click the **Meeting** menu on the Application bar.
2. Select **Record Meeting**…
3. Type a **meeting name** into the Name text box.
4. Type a **brief description** into the summary text box.
5. Click the **OK** button.
6. Click the **Record** icon

A call out box appears giving you the option to pause or stop the recording. Keep in mind that you can also stop or pause the recording from the Meeting menu on the Application bar. To view a recorded meeting, you can go directly to the meeting URL. Access to recordings is controlled by the access of the meeting.
COMMUNICATING USING THE CHAT POD

The Chat pod can be used in several ways. It can be used to allow Participants to chat freely among themselves; it can be used for communicating between the Participants and the Presenter(s); or it can be used for a question and answer area. In all of these cases, we recommend the use of a Moderator to make the process move more smoothly.

NOTE: The contents of the Chat pod can be emailed.

Private Chat

Everyone in the meeting can chat in a common pod, or a message can be directed to a particular Participant without the entire meeting room seeing the conversation. When using private chat, a new tab will appear at the bottom of the Chat pod. Messages that are sent privately will not appear in the Host’s Chat pod, and cannot be viewed by anyone other than the sender and recipient. Private chat messages are not recorded.

EXAMPLE

In this example we will send a private chat message.

1. Click on the Contextual drop-down menu in the upper-right corner of the Chat pod.
2. Select Start Chat With from the drop-down menu.
3. Select the person you want to chat privately with from the drop-down list.

A new tab will appear on the bottom of the chat pod displaying the name. A Host can turn off private chat from the Chat pod’s Pod Options drop-down menu.

POLLING ATTENDEES

Instructor Demonstration:

As mentioned earlier, the Poll pod is one method for involving Participants in the meeting. The poll must be opened in order for the Participants to make their selections.

1. Click the Open button located in the right corner of the Poll (Adobe Connect Usage) pod.
2. Drag the Poll pod to the Stage area.
3. Click the Broadcast Results checkbox to enable the Participants to see the results.
4. Click the Close button.

NOTE: In order for participate to view the poll, it must be displayed in the Stage area. Also, it is a best practice to prepare your polls in advance. They can be part of the meeting layout; however, the question will not appear to the Participants until the poll is opened. The pod will be visible, but will be gray and unavailable to the Participants.
USING THE PREPARE MODE

Instructor Demonstration:
The Prepare mode allows Hosts to work on a layout while the meeting is in progress. This can be useful if the Host needs to make changes to another layout to be used later in the meeting without disrupting the flow of the meeting.

1. To enter Prepare mode, click the Meeting menu on the Application bar.
2. Select Switch to Prepare Mode from the drop-down menu.
3. To exit Prepare mode, select End Prepare Mode from the Meeting menu.

NOTE: After activating Prepare mode, you can choose any layout to work on while the meeting is continuing in the active layout. A Presenter or Host can prepare materials in the Presenter Only Area so that the Host can move them into the Active Layout or into another Layout using the Prepare mode.

PLACING A MEETING ON HOLD

Instructor Demonstration:
If you want to take a short break or allow smaller groups to work on their own during the meeting, a Host can place the meeting on hold. Placing a meeting on hold locks the Participants out of the room until the Host reopens the meeting.

1. To place a meeting on hold, click the Meeting menu.
2. Select Manage Access and Entry from the drop-down menu.
3. Select Place Participants on Hold… from the drop-down list.

![Place Participants On Hold dialog box](image)

Figure 21: Place Participants On Hold dialog box

You can create and display a custom message for the Participants while the meeting is on hold. While the meeting is on hold, Participants will see a plain screen with the message you have in the box. During this time, Hosts and Presenters will not be locked out of the meeting. They can continue to chat, use the camera and audio, and prepare materials and layouts.

4. Click the OK button.
A show notification icon ![i] will appear on the Application bar.

5. Click the show notification icon.
6. Click the Resume button.

NOTE: Placing a meeting on hold locks out the Participants, but allows Hosts and Presenters to “reset” the meeting room for when the meeting resumes. This can be a good way to transition between Presenters in the course of a meeting.

MODIFYING PARTICIPANT ROLES

Auto-Promoting Participants

Instructor Demonstration:
If you want to give Presenter status to Participants when they enter the meeting, you can use the Auto-Promote ability in Adobe Connect.

1. Click the Meeting menu.
2. Select Manage Access & Entry from the drop-down menu.
3. Select Auto-Promote Participants to Presenters from the drop-down list.
4. To turn off the Auto-Promote Participants capability, click the Meeting menu.
5. Select Manage Access & Entry from the drop-down menu.
6. Select Auto-Promote Participants to Presenters to remove the checkmark.

NOTE: If you enable this option, anyone who enters the meeting as a Participant will automatically be promoted to Presenter, regardless of who they are. You can demote them back to Participant within the meeting itself, but should they exit and re-enter the meeting, they will again be a Presenter.

Changing Attendee Roles

Instructor Demonstration:
During a meeting, you can change the role of an attendees by selecting the person’s name in the Attendees List pod.

1. Select a Participant from the Attendees List pod.
2. Click and drag the attended to a different role.

NOTE: When you select a name from the Attendees List pod, a call out box displays where you can select the role you give to the attendee.

NOTE: The meeting Host has sole control over promoting Participants to either Presenter or Host roles. If a Host promotes someone else to the Host role, it is possible for the new Host to demote the original Host to a Presenter or Participant role. However, if the original Host exits the meeting, when he/she signs back in to the meeting room he/she will, once again, have the Host role.
Enhanced Rights

Instructor Demonstration:
Enhanced rights allow Participants to have certain rights to any pod that the Host chooses. For example, a Host may want to allow Participants (or a group of Participants) to have access to a whiteboard. By granting all or some of the Participants enhanced rights, they can edit the whiteboard the same way a Host or Presenter can.

Enhanced rights apply to all the pods of the selected type. If you grant enhanced rights to a Participant to edit a Note pod, then that Participant can edit any Note pod. This only applies to pods that are visible in the layout, Note pods located in the Presenter area are not affected.

EXAMPLE
In this example the instructor will give all Participants enhanced rights to the whiteboard.

1. From the attendee list, select the Participant you wish to grant enhanced rights.
2. Click on the Pod options menu in the upper right corner of the Attendee List pod.
3. Select Attendee options from the drop-down menu.
4. Select Enhanced Participant Rights from the drop-down list.
5. Select Whiteboard.
6. Click the OK button.

To revoke these enhanced rights, follow the process for enhancing rights, but when the Enhanced Participant Rights dialog box opens, uncheck the pods for which you want to remove rights.

NOTE: Only a Host has control over giving Participants enhanced rights.

SHARE POD
As mentioned in Lesson 3, the Share pod can be used for content display, screen sharing, application sharing, and sharing a whiteboard.

Share My Screen
Screen sharing can display the Host’s or Presenter’s desktop, or an application or window that is open on the Host’s or Presenter’s desktop to all meeting attendees. Screen sharing and application sharing provide opportunities for presenting and collaborating from a meeting room.

For meeting attendees to see the desktop, window, or application, it must be in full view (i.e. open) on the Host’s or Presenter’s desktop.

NOTE: If you do not have a supported version of the Adobe Connect add-in, a dialog box asks whether you want to install the add-in. Click Allow to download the add-in.
NOTE: When a Host or Presenter shares his or her screen, the Participants have the option of expanding the screen to Full Screen or zooming into the screen. These options are located on the Share tool bar.

**Desktop**

Sharing your desktop will display all items on your desktop including popup windows. If you have more than one monitor connected to your computer you can choose which one you want to share.

**Applications**

Instructor Demonstration:
Sharing Applications allows you to share an application and all its related windows that are open on your computer.

1. To share an application, click the **Share My Screen** button.
2. Select **Applications**. (See note below)
3. Select the Application you want to share.
4. Select the **Share** button. (See note below)

NOTE: On the Windows platform, the new Applications dialog will display only for users who are using “Aero” theme, which provides the translucent experience. If Aero mode is off, users will be defaulted back to the earlier text list of applications. You can enable it by selecting an appropriate theme from personalize option when you right click on desktop.

NOTE: When the share is started, if you are using the Aero mode as described above, the MiniControl will be displayed. Using the MiniControl you can preview the screen share (select from multiple monitors), start and stop screen sharing, and pause and annotate the screen being shared. You also have access to the chat pod and notifications. You can switch to the traditional meeting room by clicking **Switch to Meeting Room** in the upper right corner of the MiniControl.

**Windows**

Sharing Windows allows you to share one or more windows that are open on your computer.

**Sharing an Application with Another Presenter or Host**

While screen sharing, you can pass control of the shared desktop, window, or application to a Presenter, Host, or Participant. The controlling Presenter or Host can now use the shared desktop, window, or application as if it was shared from his or her own desktop.

To take control of your shared screen, an enhanced Participant, Presenter, or Host must first request control from you by selecting the Request Control button on the Share pod title bar. When they request control, you will see a message in the lower-right corner of your main screen giving you the option to accept or decline the request. If you accept the message, the requester will receive a message letting them know they have been granted control of the screen. When they are finished, they can click the Release Control button located on the Share pod title bar.
NOTE: A Host can always terminate the sharing.

**Whiteboard**

In a Share pod, there are two methods for using a whiteboard. You can add a whiteboard (opaque background) to create new content, or you can use an overlay to add annotations and drawings to your existing content. A whiteboard allows you to create text, lines, circles, squares, and other free-hand drawings in real time during a meeting. Depending on the tool, you can set size, color, alpha (transparency), and type.

**Stand-alone Whiteboard**

A stand-alone whiteboard in a Share pod retains the content on the whiteboard between meeting sessions. Multiple whiteboards can be used per meeting.

1. Click the **down arrow** to the right of the Share My Screen button.
2. Select **Share Whiteboard** from the drop-down list.
3. Select a **text** or **drawing tool**.
   
   ![Figure 22: Text and drawing tools](image)

4. Click in the **whiteboard** area to start writing or drawing.

**To Add a Whiteboard over Content in a Share Pod**

You can lay a whiteboard over Connect Presentations, JPEG, SWF, FlashPaper, and FLV content. First, share the file by selecting Documents in the middle of a Share pod. Then, select a file that has already been uploaded or upload a file from your computer.

**EXAMPLE**

In this example a whiteboard will be placed over the Opening PowerPoint slide located on the Opening layout.

1. Click the **Opening** layout.
2. Click the **Draw** button, located on the tool bar of the Opening.ppt Share pod.
3. Select a **text** or **drawing tool**.
4. Click in the **whiteboard** area to start writing or drawing.
5. Click the **Record** icon to stop the meeting.
6. Select **Stop Recording**.
MANAGING MEETING RECORDINGS

Instructor Demonstration:
An Adobe Connect recording can be edited to improve the viewing experience. You can remove unwanted sections of a recording, create custom indexes using chapters and bookmarks, remove pods, and hide participants’ names.

A bookmark is a specific spot in the recording, and a chapter marker is a logical grouping of several bookmarks.

EXAMPLE
In this example the instructor will remove a section from the meeting, create a bookmark, and remove the Chat pod.

1. Click the Meetings menu.
2. Select Manage Meeting Information.

Removing Part of a Recording
1. Click the Actions Arrow.
2. Select Edit from the drop-down menu.

NOTE: To edit a recording you must be the meeting’s creator or have the role of Host.
3. Move the starting and ending markers to the section you want to remove.
4. Click the cut button.
5. Click the Save button.

Creating a Bookmark
1. Move the play marker to the area you want to bookmark.
2. Click the Add Bookmark button located at the bottom of the Event Index section.
3. Highlight Bookmark1.
4. Type Introduction as the new bookmark name.
5. Click the Done button.
6. Click the Save button.

Hiding Pods
7. Click the Settings button.

The Settings dialog box is displayed.

<table>
<thead>
<tr>
<th>Settings dialog box</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>☐ Hide names of attendees during playback</td>
</tr>
<tr>
<td>Hide Pods</td>
</tr>
<tr>
<td>☐ Chat Pods</td>
</tr>
<tr>
<td>☐ Attendee Pod</td>
</tr>
<tr>
<td>☐ Q&amp;A Pod</td>
</tr>
</tbody>
</table>

Figure 24: Settings dialog box

8. Click the Chat Pods checkbox.
9. Click the Done button.
10. Click the Save button.

Accessing a Recorded Meeting
By default, meeting recordings are set to Private. This setting means that only users who are invited to the meeting and who are in the current participants list for the meeting can view the recording. If you want anyone who has access to the URL to be able to view the recording, the
Access setting can be set to Public. You can also add a passcode to a public recording if desired.

1. Click the checkbox to the left of My Sample Meeting.
2. Click the Access Type button.
3. Select Public. **Note:** If you do not want a passcode, select Save.
4. If a passcode is desired, select the Set Passcode (Optional) checkbox.
5. A passcode textbox is displayed. Type *abc1234* into the textbox.
6. Select Save.
Technology Training Resources

Through ITS Training Services

Find face-to-face and online training workshops through Penn State ITS Training Services at [http://ittraining.psu.edu/workshops/](http://ittraining.psu.edu/workshops/).

Request Training On Demand (sessions upon request for groups of five or more) at [http://ittraining.psu.edu/workshops/](http://ittraining.psu.edu/workshops/).

Explore thousands of free video tutorials that are available for self-paced learning at [http://lynda.psu.edu/](http://lynda.psu.edu/).

Take free Microsoft eLearning courses or find out more about free certification vouchers at [http://msitacademy.psu.edu/](http://msitacademy.psu.edu/).

Discover training news, fun tips, and session reminders via social media on @psuITStraining (Twitter) [http://www.facebook.com/psuitstraining/](http://www.facebook.com/psuitstraining/) (Facebook).

Join one of our news lists to receive monthly email notification of all upcoming technology training opportunities, by sending a blank email to L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Training News List) L-FACULTY-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Faculty Training List) L-CAMPUS-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Campus Training List).

Additional Technology Resources

Contact the IT Service Desk with general technology-related questions by emailing ITServiceDesk@psu.edu or call 814-865-4357 (HELP).

Search for technology-related information in the IT Knowledge Base at [http://kb.its.psu.edu/](http://kb.its.psu.edu/).

Purchase discounted software or software licenses through Penn State at [http://software.psu.edu/](http://software.psu.edu/).

Access free online books about popular technology topics through the Penn State Libraries at [http://proquest.safaribooksonline.com/](http://proquest.safaribooksonline.com/).

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