Getting Started with Adobe Connect
Instructor Guide

Adobe Connect is UD's synchronous online learning tool which can be used to host a virtual lecture or meeting. With Adobe Connect, you can . . .

- Share your screen or specific applications
- Draw on a virtual whiteboard
- Talk to other participants via text or voice
- Ask polling questions
- Record meetings
- Host office hours
- Monitor student engagement levels
- Join meetings on mobile devices

The instructions below will help you create an Adobe Connect Meeting in Isidore and utilize the available features in the tool. Click on the links below to navigate to the sections within this guide.

Creating a Meeting
Joining a Meeting
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Creating a Meeting

Adobe Connect allows you to create one Connect meeting in your Isidore course site that can be used anytime. Follow the instructions below to get started.

1. Navigate to the Adobe Connect tool in your course site (if you do not see it, you may need to add it through **Add/Remove Tools** in the **Site Info** tool). When you first open the Adobe Connect tool, you will see a page listing various session types, including Course Meetings, Office Hours, and Study Groups.

2. Click on the "**Add Meeting**" button in the **Course Meetings** section.

3. On the Information Tab, enter a name for your course meeting room. Because we recommend creating only **one** meeting room for the duration of your course, give your meeting room a meaningful name that reflects the title of your course, i.e., "Spring 2017 – BIO 101" (this name can be changed at a later point).

   By creating only one room for your course site, it will always be clear to your students which meeting room to join.
   a. **NOTE:** It is unnecessary to enter any date or time information when creating your course meeting. Once created, the meeting room will always be available and open.

4. There are three template options in the "Select Template" dropdown: Meeting – Recorded, Meeting – Unrecorded, and Office Hours. The Recorded option will prompt you to press the record button during each meeting. The Unrecorded option can still be recorded, but you will not be reminded to do so.

5. Scroll to the bottom of the page and press "Save". Any students who have been added to the Isidore course site will be automatically synced with the Adobe Connect room in the participant role.
   a. **NOTE:** Students who are added to the course site after the Adobe Connect room has been created will need to be manually synced. Click on the cog icon next to your meeting room, then click on the **Participants** tab. Make sure you see the new student in the "Sakai Available Users" list, then press the **Sync Users** button at the bottom of the page. The new student will appear in the "Adobe Connect Participants" list.

6. You will now see your course meeting in the list in the Course Meetings section. This means that your meeting has been successfully created.

Joining a Meeting

1. Click on the "Join" button next to your meeting's name to enter the Adobe Connect room.
   a. **NOTE:** The very first time you open Adobe Connect in a browser, you will need to install the Adobe Connect Add-in. You should not need to do this again if you continue to use the same browser.
      i. Click the "Download Now" button to download the add-in.

      ii. The add-in will download to your computer's hard drive. Once it has finished downloading, open the folder and run the installer file.
      iii. When the installer has finished, return to your browser window and click the "Launch Adobe Connect" button to launch the room. Alternatively, return to Isidore and press "Join" again.

2. When you first enter the Connect room, a tutorial will appear on the page with helpful tips and hints. Read through the tutorial or click the 'X' in the top right to close it.

3. You have now joined the meeting.

4. Ensure your audio, microphone, and webcam are working properly if you choose to use those devices.

   a. To enable any of the devices, simply click on the corresponding speaker, microphone, or webcam icon in the menu across the top of the tool. A grey icon means the device is not turned on or enabled. A green icon means the device is enabled.

   b. **NOTE:** Just clicking the webcam icon will show you a preview of your webcam's view in the Video pod. The preview is **not** shared with the participants in the room. To share, click on the "Start Sharing" button in the preview window.

c. **NOTE:** It is highly recommended that you test your speakers and microphone with the **Audio Setup Wizard**. To do so, click on the **Meeting** button in the top left hand corner of the room, then click on the **Audio Setup Wizard** and follow the instructions.

Using Pods

1. Pods are windows or containers for different types of activity in your room. You can add, hide, resize, and position them anywhere in your room. When you first join the room, you will see the following pods:

   a. **Share Pod**: This is the central pod when you first enter the room. This pod allows the host or presenter to share different types of content, including your desktop screen, applications and files, and a collaborative whiteboard.

   b. **Video Pod**: Share your webcam's video feed.

   c. **Attendees Pod**: Manage everyone in the room. You can see the list of participants, what they're doing, and easily grant them extra rights, such as enabling their microphone or webcam.

   d. **Chat Pod**: A space for your participants to engage with each other by asking and answering questions and discussing the presented material. Private chats may be started with anyone in the room in this pod.

2. Click on the Pods button at the top of the Adobe Connect tool to see and add other available pods, including Notes, Files, Web Links, Poll, and Q&A.

Interacting with Students

1. By default, those in the Participant role cannot use their microphones to speak in the Adobe Connect room. This prevents everyone speaking on top of each other during your class meeting.

2. Encourage your students to use the "Raise your hand" feature to capture your attention if they have a question. They may also use the chat window at any time to ask a question or discuss with other participants.

3. When a student has raised their hand, you will see a pop up notification box with the student's information.

4. Click on the checkmark to acknowledge the notification and follow-up with the student to answer their question.
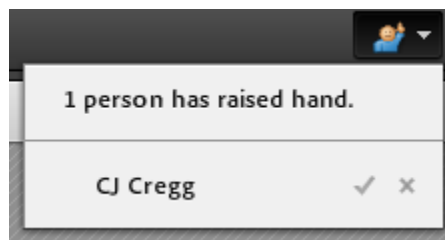

5. Students have a number of statuses they can use to communicate with the instructor and their peers. The agree and disagree statuses may be used when the instructor asks a yes or no question. Students change their status, and the instructor and students can their status change in the attendee list.

6. Add a Poll pod to ask questions of your students and display the votes to the room to monitor student's understanding of the material or engage the students in a discussion.

Recording a Meeting

1. Any meeting may be recorded. If you selected the "Meeting – Recorded" template, you will a reminder pop up in the top right hand corner every few seconds that reminds you to record:
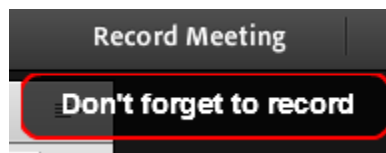
2. Press the **Record Meeting** button in the top right hand corner to start the recording.

3. If you selected the "Meeting – Unrecorded" template, click on the **Meeting** button in the top left hand corner, then choose the **Record Meeting** option from the drop down list.

4. Give the recording a meaningful name and summary description, then press OK.

5. A notification will appear in the top right hand corner to let you know your session is being recorded. The red circle is a visual indication that the session is recorded.

6. Click the red circle to pause or stop the recording at any time.

7. The recording will also be stopped when you exit the room.

8. To view your recordings, click on the **Recordings** link in Isidore underneath the title of your meeting room. Click on the link of the recording you wish to view to open it in Adobe Connect.