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Introduction to Adobe Connect

Adobe Connect is a real-time virtual classroom environment designed for distance education and collaboration. Faculty can create fully-featured live virtual classrooms to hold office hours, guest lectures, online lectures and meetings. As long as individuals have stable broadband Windows-based or Mac operating system computers, they can participate in live (or view recorded) web conferences and meetings.

The features of Adobe Connect include two-way audio and video, content sharing, application sharing, archiving, whiteboard, online polling, and break-out rooms.

Technical Specifications

All meeting hosts and presenters would need:

1. A computer with high speed internet connection
2. External headset or microphone (built in microphone is not recommended.)
3. Adobe® Flash Player 10.3+ (11.2+ recommended)

- If this is your first Adobe Connect meeting, you would need to run the Adobe Connect Connection Test via the link below:
  https://webmeeting.umd.edu/common/help/en/support/meeting_test.htm

This diagnostic test ensures your computer and network connections are properly configured to run an Adobe Connect meeting. The diagnostic test checks for the following:

1. Your version of Flash Player
2. Bandwidth availability
3. Latest Adobe Connect Add-in (you will be prompted to install the Add-in if it’s not installed on your computer. You are not able to use the “Share Screen” feature and upload files to meetings without the Add-in installed.)

- Detailed technical requirements are located at

Creating Meetings

Faculty can create Adobe Connect meetings by going to http://webmeeting.umd.edu and log in using Directory ID and Password.

1. After you log into http://webmeeting.umd.edu, click the MEETING button to create a new meeting.
2. Give the meeting a name.

3. Under Access, select the option Anyone who has the URL for the meeting can enter the room. This option would allow anybody participant level access to your meeting (without usernames/passwords). You can copy the meeting access link and send to participants by email.

(Please note: to enable guest presenter level access, you can promote guests to presenter-level status during a live meeting on the fly.)

4. Click the “Finish” button. You will then be able to see the meeting URL.

**Meeting User Roles**

There are 3 user roles in an Adobe Connect meeting: host, presenter, and participants. The role determines the capabilities for sharing, and other activities in an Adobe Connect Meeting.

**Host**
A host is the creator of a meeting. By default, all faculty and TAs have the role of host in a meeting. A host can:

- Set up/manage a meeting
- Share content and screen
- Manage content/layouts
- Manage users
- Manage breakout rooms
- Record the meeting
- Manage meeting recordings

**Presenter**
Guest speakers or students can be promoted by a host in a meeting room to have the presenter role. A presenter can:

- Share content from local computer
- Share screen
- Present with audio and video
Participant
By default, all students have the participant role. A participant could:

- View content the presenter or host is sharing
- Perform tasks allowed by the host

Managing Audio in a Meeting

Running the Audio Setup Wizard
The first thing you might want to do before starting a meeting is to run the Audio Setup Wizard which helps to tune and select your audio device for use with Adobe Connect.

- Select Meeting and then Audio Setup wizard.
- Follow the onscreen instructions to optimize audio quality.

Broadcasting your Voice Using VoIP

- To broadcast your voice using VoIP, click the microphone button on the top menu. 🎤. The microphone color turns to green and sound waves appear in the button icon as you speak.
- If you click on the downside arrow to the right of the microphone icon, from the dropdown menu, you can choose Adjust Microphone Volume or Mute My Microphone to temporarily stop broadcasting (for a cough or other interruption).
- You can also select your desired microphone device by clicking the arrow on the right side of Select Microphone option.
Enabling Microphone for Participants

By default, only hosts and presenters can broadcast audio using their microphones. However, hosts can enable this function for participants.

- **To enable audio for all participants**, choose **Audio > Microphone Rights For Participants**.

- **You can also enable audio only for specific participants.**
  To do that, first select the participant in the Attendees pod. Then choose **Enable Microphone** from the pop-up menu. The 🎤 icon then displays next to the participant in the Attendees pod.
  Please note: participants still need to click the Microphone icon to Connect Audio before broadcasting the audio.

Single Speaker Mode

Sometimes, hosts would allow only one speaker to use the microphone at a time to avoid overlapping conversations or audio disturbance by choosing **Audio > Enable Single Speaker Mode**. Once the “Single Speaker Mode” is enabled, an asterisk appears next to the microphone button, and only one speaker is able to broadcast the audio until the current speaker clicks the button again.
Share Video in Adobe Meetings

By default, only hosts and presenters can broadcast video. However, hosts can enable participants to broadcast their video.

1. To enable video for all participants, click the video icon. From the drop down list, choose **Enable Webcam for Participants**.

2. After the video is enabled, participants will need to click the video icon on the menu, and choose **Start My Webcam**. Participants can also **Select Camera** device from the drop down menu.

To enable video for a specific participant, select the user in the Attendees pod. Then from the pop-up menu, choose **Enable Video**.

Using Pods in Adobe Meetings

The Adobe connect meeting interface is built around the concept of PODs. Using different pods, a meeting host can share, display and create different types of content and functions. A pod is a display panel/window carrying a specific function. For example, the Attendee list is
displayed in the Attendee pod; Chat function in Chat pod; the content shared in Share pod and the Polling function conducted in Poll pod, etc....

The following pods are available in Adobe Connect:

- **Share**: The Share pod allows the host or presenter to upload and display content to attendees during the meeting. Three types of content are shared in the Share pod: documents such as .ppt, .pptx, .flv, .swf, .pdf, .gif, .jpg, .png, .mp3, .html, .mp4, and .f4v; desktop screen sharing, and the whiteboard.
- **Notes**: The Notes pod can be used to display 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 for all users to communicate with each other in text format.
- **Files**: Files pod is used to enable attendees to download files.
- **Web Links**: The Web Links pod is used to share websites with the meeting attendees.
- **Poll**: The Poll pod is used to create polls. Results of the polls can then be displayed to the Participants.
- **Q &A**: The Q & A pod allows participants to ask question during the whole meeting session. Questions are viewable to the presenters and the hosts but not to other Participants.

The Pods give great flexibility for a meeting host to arrange meeting interface and share content. As a meeting host, you are able to show or hide, add, delete, rearrange, resize and organize pods. You could also display more than one pod in a meeting at the same time.

**To Show or Hide a Pod**

- To show a pod, select it from the Pods menu. A check mark appears next to the name of pods that are currently visible in the meeting.
- Click Add New to display the pod. After that, you can add the corresponding type of content in the pod.
• To display a pod at the maximum size, click the arrow at the upper-right corner of a pod and then select **Maximize**.

![Maximize.png](attachment:Maximize.png)

• To hide a pod, deselect it in the Pods menu.

**To Move and Resize pods**

1. First, go to the Pods menu to click **Move and Resize Pods** to enable it. A check mark appears next to the option when it is selected.
2. To move a pod, drag it by its title bar. To resize a pod, drag the lower-right corner. By using the move and resize feature, you can rearrange the meeting layout as you wish.

**Sharing Content in a meeting**

In Adobe Connect, Hosts and Presenter use the Share pod to display content to attendees. By default, the Share pod is displayed in a meeting.

The following type of content could be shared in the Share pod.

• Selected items on your computer screen, including windows, open applications, or the entire desktop.
• A document, such as .ppt, .pptx, .flv, .swf, .pdf, .gif, .jpg, .png, .mp3, .html, .mp4, .f4v.
• A whiteboard

**Sharing a PowerPoint Presentation**

1. From the Share pod on the screen, click the downsize arrow to the right of the **Share my Screen** and then select **Share Document** from the drop down list.
2. The Select Document to Share dialog box is displayed.
3. Click the **Browse My Computer** button and then navigate to your local drive.
4. Select the .ppt or .pptx file to open it in Adobe Connect Share pod.
5. To stop sharing, click the **Stop Sharing** button on the top.

There are several features for presentation control available for a host or a presenter.

- **Presentation sidebar:** If you cannot see the sidebar, click **Show Sidebar** to the lower left of the presentation.

The presentation side bar will show the presentation Outline, Notes and Search tabs for a host or a presenter.

Meeting hosts or presenters could add notes or scripts for each slide inside PowerPoint **Notes** area before uploaded to Adobe Connect. After the .PPT file is uploaded to Adobe Connect, all slide notes will appear in the “Notes” area in the presentation sidebar. The host or presenter could then refer to the Notes for each slide during the presentation.

Please note: the Outline, Notes and Search tabs will not be available for meeting participants by showing the presentation sidebar unless the presentation synchronization is disabled as shown below.

- **Presentation synchronization:** By default, Adobe Connect synchronizes display of documents so that attendees see the frame that the presenter sees. To enable attendees go through presentations documents at their own pace, a host or presenter could turn off synchronization by simply clicking the Sync button in the lower-right corner to disable synchronization. After that, students are able to see the slide sidebar, slide notes and outline and can navigate to any slide they want.
Below is the participant view on a presentation with the synchronized navigation disabled:

Contact us at: 
elms@umd.edu
Below is the participant view when a .PDF file is shared with the synchronized navigation disabled.

Participants could download PDF files by clicking the arrow at the right top corner of the screen. They could also control the navigation by using the tool at the bottom of the screen.

Sharing your Screen in an Adobe Meeting

Using the Share pod, a host or presenter can share anything on your computer screen. When you share your screen, actions you take in the shared region are visible to all participants in the meeting. Participants follow the progress of your cursor as you move it across your screen. The Share pod can be opened in full screen mode for all attendees for a better viewing experience.

1. From Share pod, choose Share My Screen (If the Share pod is not open, choose Pods menu then Share > Share New Share.)
2. Select a Screen sharing option. There are 3 options: Desktop; Applications or Windows.

   - **Desktop**: Shares the contents of your desktop. This is the easiest way to share your screen, yet, it requires lots of bandwidth.
   - **Windows**: You can choose to share one or more windows that are open and running on your computer.
• **Applications**: You can choose to share an application and all its related windows that are open and running on your computer.

3. To make the attendees watch the shared content in full screen mode, select **Make Share Pod Full Screen for Attendees**, at the bottom of the Start Sharing Screen window.
4. Click the **Share** button at the bottom of the Start Screen Sharing window to begin sharing.

**Best Practices with Screen Sharing**

- Before start sharing, please close all windows or applications you are currently running and do not wish to share.
- Please avoid extended Screen Sharing. Limit the length to 30 minutes at a maximum. If you need to share your screen for more than half an hour, stop and restart the Screen Sharing.
- Because Screen Sharing takes lots of bandwidth, use the Screen Sharing feature when the content could not be shared in any other ways. Please avoid sharing PowerPoint Presentation using the Screen Share feature. PowerPoint presentation should be uploaded to Share pod and share in that way.
- Go slowly and pause frequently to allow the image to transfer completely to participants' computers.
- Ask participants to switch to Full Screen mode for better viewing.

**Creating Polls**

Hosts and presenters can use the Poll pod to create questions to engage learners anytime during a meeting or for participants' feedback. Results can be instantly published for participants to view.

**Creating a Poll**

You use the Poll pod to create polls. If the Poll pod is not displayed, click the Pods menu and select **Poll > Add New Poll**.
1. In the Add New Poll window, choose the poll question type. There are 3 types of questions you can add: Multiple Choice, Multiple Answers, or Short Answer.

2. Enter a question into the Poll pod. Then enter answers for Multiple Choice or Multiple Answers. For Short Answer, you need not enter any answer.

3. Click **Open** to show the poll to participants.

**Show Poll Results to Participants**

By default, only hosts and presenters can see poll results, but you can show them to all participants.

1. In the upper-right corner of the Poll pod, click the menu icon.
2. Select Broadcast Results. You can modify the results format from the same drop down menu.
3. After you are done with the poll, choose **Hide** to hide the poll pod. This question will be saved for you to reuse next time. Make sure you **Clear All Answers** via the drop down menu before you open the poll if you want to reuse it next time.
Managing Users in an Adobe Meeting

All users will appear in the Attendees pod. Hosts and presenters can monitor attendee names, roles, and statuses (such as Raised Hand or Agree). Meeting hosts can also promote or demote users and can grant any tools to participants.

Changing an Attendee’s Role

In the Attendees pod, select one or more attendees. (Shift-click to select multiple.)

Do either of the following:

- Drag the attendees to different roles.
- Click on the user’s name, and then from the pop-up menu, select Make Host, Presenter, or Participant.

Please note: as a host, you can demote yourself to a presenter or participant, revealing how attendees with other roles see the meeting room.

Assigning Enhanced Participant Rights

Hosts can grant participants control over selected pods, which enhances a participant’s rights without promoting the participant to the presenter or host role.

1. In the Attendees pod, select the name of one or more participants.
2. In the upper-right corner of the pod, click the downside arrow.
4. In the dialog box, select the pods that you want the participant to control.

![Enhanced Participant Rights](image)

**Attendees Status View**

Participants can change their own status. When a participant selects a status, an icon appears to the right of the participant’s name. Participants can clear their status at any time during a meeting.

To clear everybody’s status:

1. In the upper-right corner of the pod, click the downside arrow ▼.
Managing Recordings

Recording a Meeting

Recording a meeting in Adobe Connect enables you to play back the meeting at a later time. Any content you share will be recorded except for the breakout rooms, private chats and Presenter Only area. The recordings can be made available to attendees. Please note: only a meeting host can record a meeting.

1. Go to Meeting menu and then choose Record Meeting.
2. In the dialog box, enter a name and summary for the meeting recording. A recording icon (red circle) appears on the menu bar to indicate that the meeting is being recorded.

To stop the recording, go to Meeting menu and then choose Stop Recording. The meeting recording is saved and is available for playback at any time.

Playing a Recording

1. Log into Adobe Connect Central at webmeeting.umd.edu
2. Click **Meetings** tab, and then click the **meeting room** title.
3. Click the **Recordings** option.

4. If you want to send the recording URL to all users including the guests, make sure you make the recording “Public”. Check the checkbox at the left of the recording title, and then click **Access Type** on the top menu to make the recording public.

   Private recordings are accessible only to participants in the **Edit Participants** list.

5. Then, click the name of the recording.
6. To view the last edited version of the recording, click the URL for Viewing. Hosts and presenters can send attendees an email message containing a URL link to the recording.
Tracking Recordings

To track the usage of a meeting recording, you will need to move the recording to the **My Content** folder and then track the usage from there.

1. Locate the recording via the **Meeting** menu.
2. Click the meeting title where the recording is associated and click the **Recording** menu.
3. Check the checkbox at the left the recording title and then click the **Move To Folder** button.

4. By default, the **My Content** folder is selected. Click **Move**. The selected content is moved.
5. Go to the **Content** menu to access the recording.
6. Click the name of the recording and then click **Set Permissions**. To track the viewers for the recording, you should not allow public viewing since that would allow anonymous users to access the recording. You need to specify the users who can view the recording. So click **No** under Allow public viewing.

7. To give user access to your recording, type the user’s name in the bottom **Search** box.
8. In the left column, select the name to the people you want to access to your recording.
9. Click Add button.
10. Then go to Content Information menu to get the URL of the recording and send it to the users. They then access the recording using their directory ID and password.
11. After that, you could be able to track the users for this recording via the Reports menu.

Creating an Offline Recording

You can create an offline version of the recording so that viewers could access your recording without an internet connection. The offline recording is in .FLV file, so the viewers need some sort of FLV viewer on their computer to view the recording. Another thing to note is that in order to create an offline recording, Connect must play through the entire meeting. Therefore, creating an offline recording of long session may take long time.

1. Log into Adobe Connect Central at webmeeting.umd.edu
2. Click Meetings tab, and then click the meeting room title.
3. Click the Recordings option.
4. Click Actions and then Make FLV option.

A small window opens reminding you of some of the best practices with creating offline recording such as:
- using a screen resolution of 1024 x 768 or greater;
- disabling your screen saver;
- avoiding network-intensive activities, such as downloading or installing.
5. Click **Proceed with Offline Recording** button to start the process.
6. After you save your recording to your local machine, Adobe Connect will play back the entire recording, and make an FLV (flash video) copy of the recording on the local computer.

**Editing your Recordings**

You can shorten or cut sections of an existing Connect recording.

1. Go to **Meetings** tab to see a list of all meetings you have created.
2. Click on the name of the meeting, then, click on **Recordings**.
3. Click on **Edit Recording** option via the **Action** drop down menu to open the recording in the editing mode.

4. You can use the selection marker to select the portion you want to cut.
5. When finished, select scissors icon to cut.

6. Make sure you **Save** the updated recording.