Adobe Connect Pro 8 Meeting for Teachers

Adobe Connect Meeting is available to you as a "live" meeting space for presentations and interaction with your participants. The "*Adobe Connect Pro Meeting for Participants*" handout tells you how to log in to and participate in a meeting. This tutorial provides *additional* information just for teachers.

Before you look at either handout, watch a very helpful 10 min. overview by the Adobe Connect Pro User Community. It shows you how Connect Pro 8 Meeting works. https://admin.adobe.acrobat.com/_a295153/overviews. Then review and try out both handouts so you will know how Connect Pro Meeting works for Participants, Presenters and Hosts.

Scheduling a Virtual Meeting:

You can schedule a meeting from inside Blackboard (*Blackboard for Teachers* handout page 17), or by going directly to the Kamehameha Adobe elearn.ksbe.edu site. This site gives you a few more options and lets you manage all of your meetings. Here's how it works.

1. Go **to http://elearn.ksbe.edu.**
    Login with your Adobe or Blackboard user name and password. If you have problems, contact Cassie Nii catshim@ksbe.edu or Joan Matsukawa at jomatsuk@ksbe.edu .

2. The Home page opens. There are three toolbars on this page. Click the Resource tab for help.

    a. **Menu toolbar**: your primary toolbar, used for managing existing meetings and training and creating new ones.

    b. **Create New toolbar**: wizards that step you through creating new meetings and training. Use this until you're familiar with setting up meetings.

    c. **Item toolbar**: these are lists of items you can link to but not really edit.

    d. **Resource tab**: click the rightmost tab for links to the Getting Started page for all the basic functions, online resource sites and downloadable PDF tutorials.

Create a new meeting.

1. In the **Create New: toolbar** click **Meeting.**

   Create New: 🖼 MEETING

2. **Customize your meeting.**
   Each meeting has a unique URL.

   http://elearn.ksbe.edu/r13933681

   a. Type a meaningful, easy to remember custom name at the end of the Custom URL. Otherwise Connect will assign it a number.

Start Time:	19 ▾ July ▾ 2011 ▾ 11:45 PM ▾
Duration:	01:00 ▾ hours:minutes
Select Template:	Shared Templates\Default Meeting Template ▾
Language: *	English ▾
Access:	○ Only registered users may enter the room (guest access is b
	● Only registered users and accepted guests may enter the ro
	○ Anyone who has the URL for the meeting can enter the room

   b. Add the date and time of the next scheduled meeting. This meeting is "persistent" which means you can use it over and over.

Name: *	Launa Gathering
Custom URL:	http://elearn.ksbe.edu/ launa

   c. Choose who will have Access to the meeting – registered Connect users, guests you accept into the meeting, to anyone with the meeting URL.

   d. Choose **Do not include any audio conference** if you will be using only VOIP (internet conferencing).
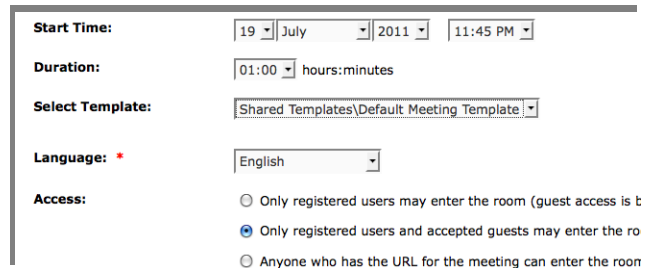
   Audio Conference Settings

   ● Do not include any audio conference with this meeting.

   ○ Include audio conference details with this meeting.

3. **Invite participants**:
   Once your set the meeting date and time you can select participants.

   Select Participants
   Enter Meeting Information > **Select Participants** > Send Invitations

   a. In the left, **Available Users and Groups** panel **double-click** the desired users, or **Shift-click** the first and the last users several in a row to select everyone in between, or **Cmd-click** several scattered participants) then the **Add button**. They will be moved to the right side of the pane, the Current Participants.

   Available Users and Groups

		Current Participants For Staff	
👤 Celeste Voliver-Fry	cevoliva@ksbe.edu	👤 Joan Matsukawa	Host
👤 Charity Ah Loo	chahloo@ksbe.edu	👤 Katie Gentry	Participa
👤 Chris Blake	chblake@ksbe.edu	👤 Kelly Dukelow	Participa
👤 Christine Farias	chfarias	👤 Kelly Shishido	Participa
👤 Christy Sato	chsato@ksbe.edu		
👤 Clinton Iwami	cliwami		
👤 Colleen Robinson	corobins		
👤 Cristi Nimi	cristimiche@hotmail.com		
👤 d'Arcy Harder	daharder@ksbe.edu		
👤 Davie Briones	dabrione		
👤 Deidre Harris	deharris		
👤 Donald Mahoe	domahoe@ksbe.edu		
👤 Donna Matsumoto	donnamat@hawaii.edu		

   🔍 Search   Add   🔍 Search

   b. When you click the **Next** button an email invitation is generated.

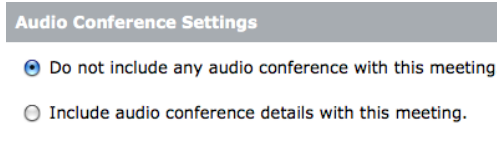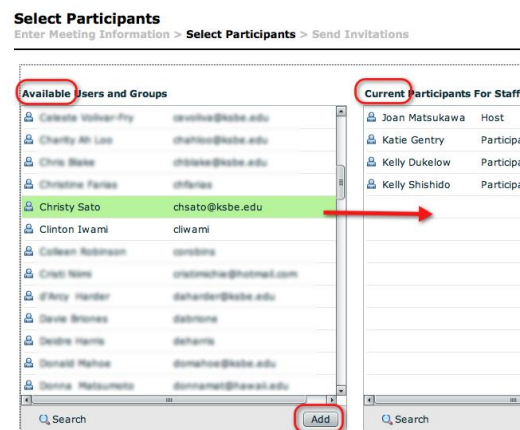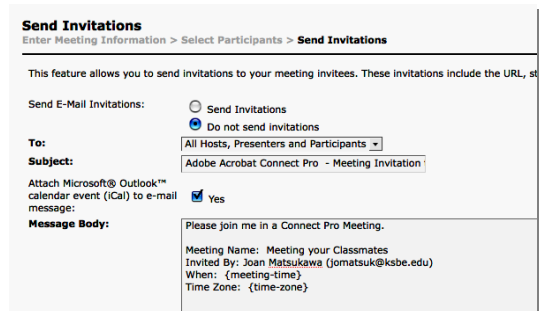   Edit the **Invitation** message and click the **Finish** button to send the message.

   Send Invitations
   Enter Meeting Information > Select Participants > **Send Invitations**

   This feature allows you to send invitations to your meeting invitees. These invitations include the URL, st

Send E-Mail Invitations:	○ Send Invitations
	● Do not send invitations
To:	All Hosts, Presenters and Participants ▾
Subject:	Adobe Acrobat Connect Pro - Meeting Invitation
Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message:	☑ Yes
Message Body:	Please join me in a Connect Pro Meeting.
	Meeting Name: Meeting your Classmates
	Invited By: Joan Matsukawa (jomatsuk@ksbe.edu)
	When: {meeting-time}
	Time Zone: {time-zone}

4. **"Persistent" meetings**.
Connect Pro meetings are **persistent**, meaning they exist even after the scheduled meeting time has passed.

So the same URL will work at anytime and can be used over and over.

Some meetings are in a **Shared Meetings** folder for the department or unit.

Some are YOUR meetings and found in the **My Meetings** folder.

Administrators have access to the **User Meetings** folder that has folders for each user.

Check and edit the meeting **Information** and **List of Participants** each time by clicking the appropriate link.

Click the **Delete** button to actually delete a meeting.

Uploading Content

Images, documents, PowerPoint slide shows, videos can be uploaded for use in your meeting. Once there, they will remain even when the meeting is over. To upload content:
1. In the main toolbar click **Content**.
2. Click **Shared Meetings** for department or group wide meetings or **My Meetings** for your meeting list. In the list of meetings **click the meeting** you want to add content to.
3. Click the **New Content** button.
4. **File**: click the **Browse** button to locate the file or type in its URL. Give it a **Title**, add a **Summary** if you wish. Click the Save button.

IMPORTANT:
- Add the content to **My Content** for your meetings. Add the content to **Shared Content** if others will also access it from their meetings.
- DO NOT click a current Content item, then the Upload Content button in the next window unless you want it to **Replace its contents**.
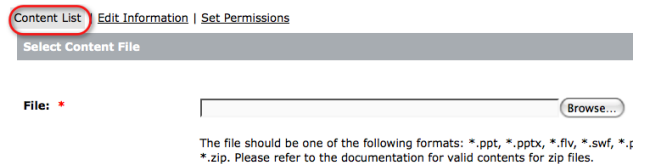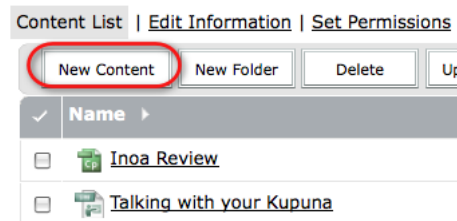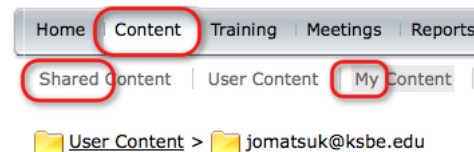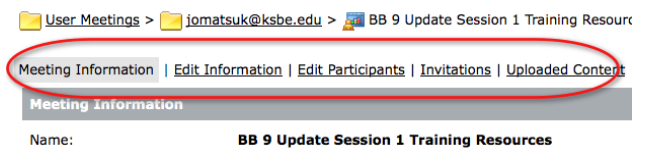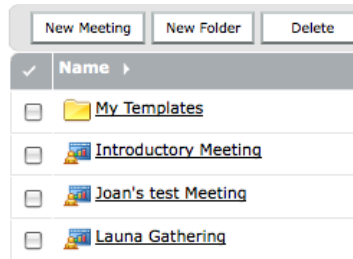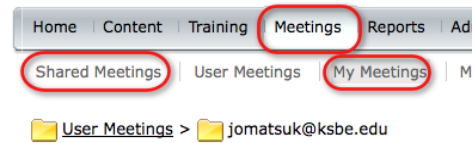
Adobe Connect Meeting Menus

The menus at the top of the meetingwindow offer options for setting up the meeting space.
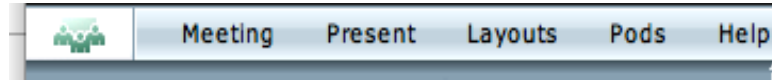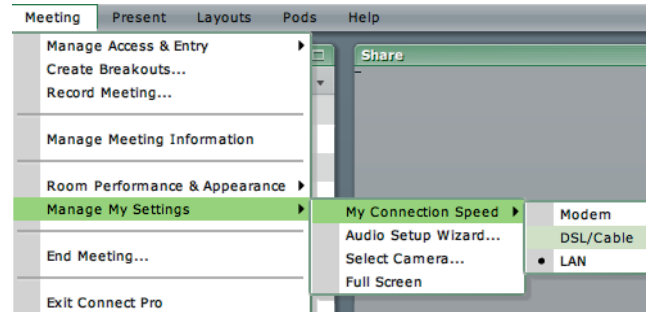

Meeting Menu

This menu lets you set, record and control the meeting settings and exit the meeting.

Click the **Room Performance & Appearance** and **Manage My Settings** choices to set the type of connection you have (DSL/Cable vs modem) and optimize the connection.
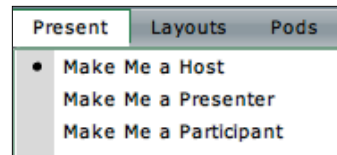
Prior to the meeting run the Audio Setup Wizard to be sure your audio will work.

Present Menu

This sets the meeting Role for each person. Promote yourself to **Host** to control the meeting and its layouts.

Occasionally you may need to change a participant's role. That's done in the Attendee pod and is explained further on.

Layout Menu

Activate one of the default layouts by clicking on it. You can also create new layouts by opening or closing pods and rearranging them. The new layout will appear in the list of layouts.
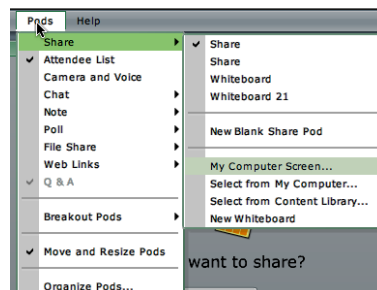
The available layouts appear in the toolbar at the bottom of the meeting window. Click to switch between layouts.
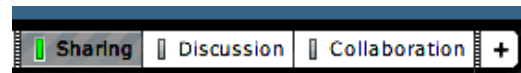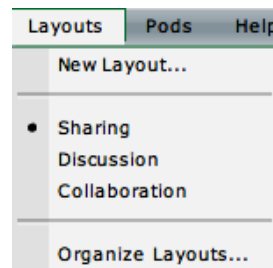
Pods Menu

Hosts can create new pods or hide open pods.

Open new pods in the **Pods menu**. Rename the pods by double clicking the name of the top and typing a new name.

Pods

Share Pods

Screen Sharing: Click **My Computer Screen.** Your screen will look as it usually does. Participants will see what you see, so be ready with the file or application you want to share and tidy up your Desktop screen. When done click **Stop Sharing**.

Documents: This shares (displays) a file or media clip in the Share pod. Connect Meeting will accept PowerPoint shows, PDFs, jpgs, html documents and Flash .flvs and .swfs for display.

Everything is converted to Flash for easy viewing. It will NOT accept Word files. If you need to show a Word, Excel or other program file, convert it to a .PDF first or use **Screen Sharing** instead. (share My Computer Screen).


What do you want to share?

My Computer Screen...
Documents
Whiteboards

Share | Stop Sharing | Full Screen
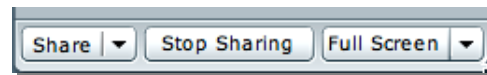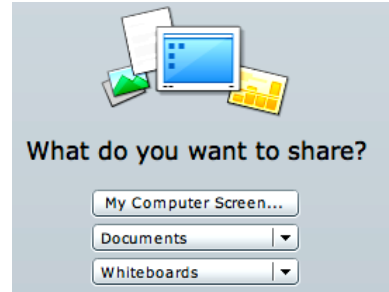
Attendee List Pod

Role: Only Presenters or Hosts can change the "**role**" of a participant (lower left corner or Attendees List pod). If you demote yourself you need to use the **Present menu** to promote yourself again.

Status: Only Participants can show their "**status**" such as Agree, Disagree or Applause. Presenters and Hosts don't have this privilege.

To request that a participant speak:

- Hover over an attendee's name. Click the microphone icon in the flyout menu.
- Click it to allow them to activate their mic. Click again to mute them. Tell them to:
    - Click Accept when asked if they want to share their mic.
    - Press the Talk button to talk release to listen. Press the lock if they want to keep the mic open all the time.

Change role

Show status
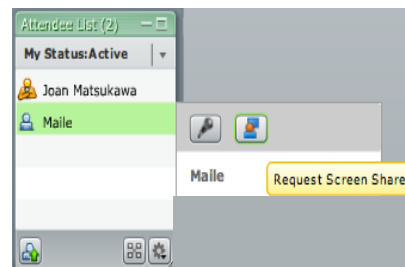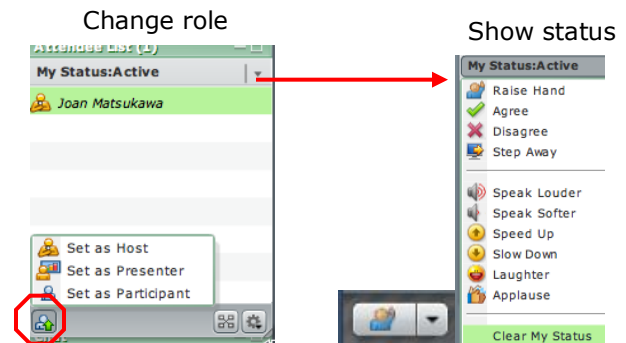
## Chat pod

Anyone can type a message in the Chat pod.

But you can "**moderate**" those posts before they can be seen by everyone.

Click the **Show Presenter area** button in the lower right of the meeting room window. Only you see the Presenter layout. If a participant is temporarily a Presenter they can see it too.

In **the Q and A pod** in the Presenter area choose the chat pod and click **Link**.

You can then **read** and if desired, **edit** the question, answer it, then **post a response** to just the person or everyone.
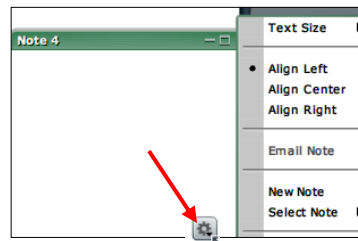
Note: **To clear a chat pod** click the **Options** button in the lower right corner of the chat pod and choose **Clear Chat**.
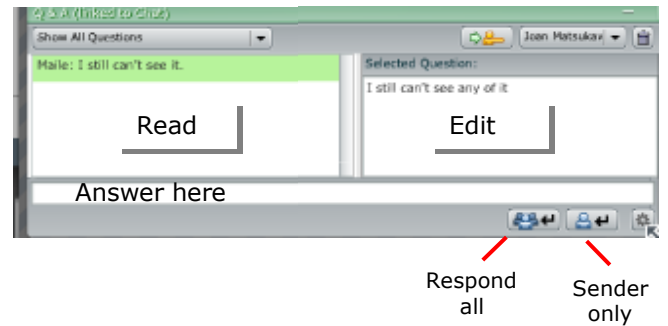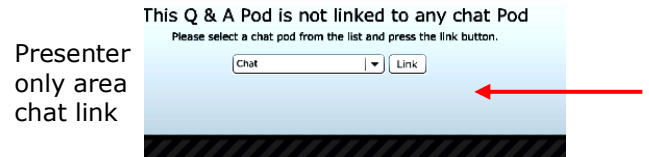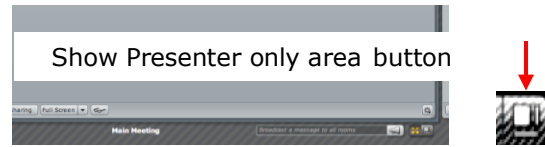
Note Pod

You can have several note pods open, one per subject or message. You can format the text size with the Options button (lower right corner of pod).

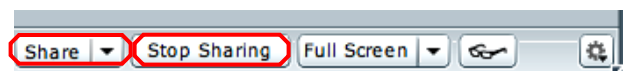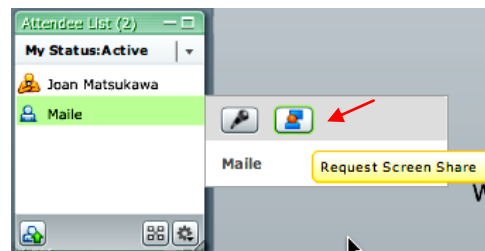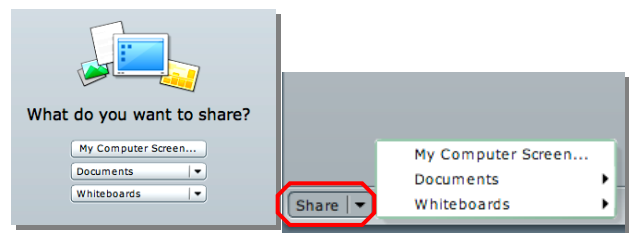Remind participants that when they are in a Breakoutroom, they can write in Note pods.

Screen Sharing

One Presenter at a time can share their screen. **Presenters turn Screen sharing on** by clicking on the "What do you want to share" buttons in the middle of the Share pod, or in the toolbar at the bottom of the Share pod. Click **My Computer Screen.**

Remember, you can request that a participant share their screen by selecting them in the Attendees List pod, then clicking the **Request share button**.   They are automatically are **promoted to Presenter** when they Accept.

Click **Stop Sharing** to stop.

Show Presenter only area button

Presenter only area chat link

Read

Edit

Answer here

Respond all

Sender only

Whiteboards

When you "Share" a whiteboard, participants can see it. However, **they must be promoted to Presenter** to *write* on it.

To create more whiteboards or switch between whiteboards click on the arrows. **Click the Tools** icon to display the drawing tools.

Remember to demote participants after whiteboard use. Clear or delete the boards before the next meeting.

Make new whiteboard, switch between whiteboards
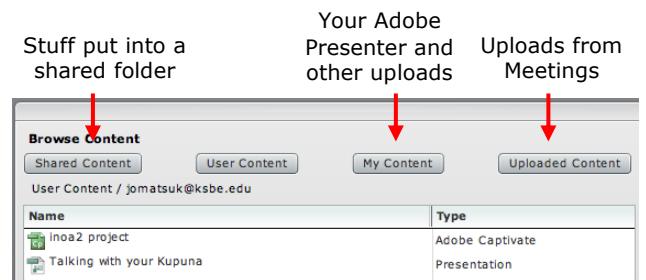

Whiteboard Tools icon
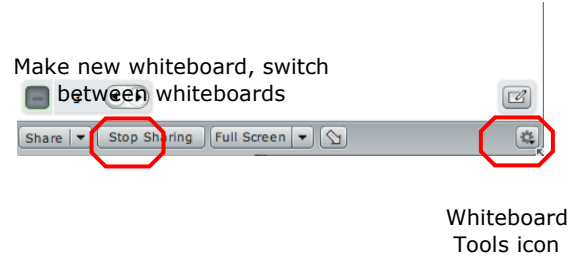
File Sharing Pod

File sharing allows participants to download actual files. They can be pdfs, Word, Excel or even a Powerpoint show. However, unlike a file viewed in the Share pod, participant's must have the document's software on their computer to view it.

To save meeting time, upload any files you want to share to the meeting room ahead of time.

All files should be virus checked before uploading.

Since meetings are persistent, if you use the same meeting room later, the files can be left "in the room".

Stuff put into a shared folder

Your Adobe Presenter and other uploads

Uploads from Meetings

Breakout Rooms

To open Breakout rooms

Click the **Breakout icon** on the Attendee List pod or the lower right of the screen or **Meeting** menu > **Create Breakouts**.

To Assign participants:

a. **Click a participant** Cmd-click Ω several participants.

b. Click the **Assign** button and

c. **Choose one a breakout room** (up to 5 rooms that you can rename).

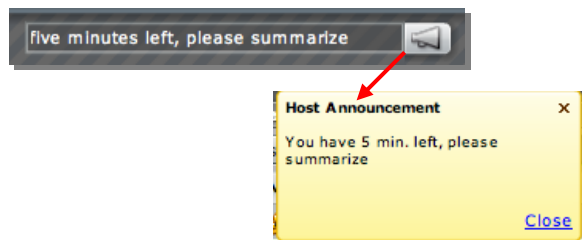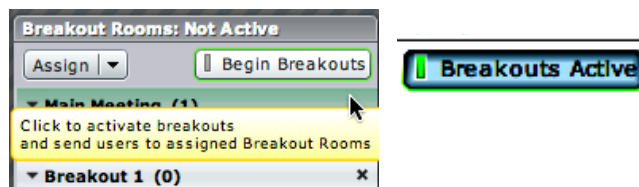© 2011 Kamehameha Schools Distance Learning
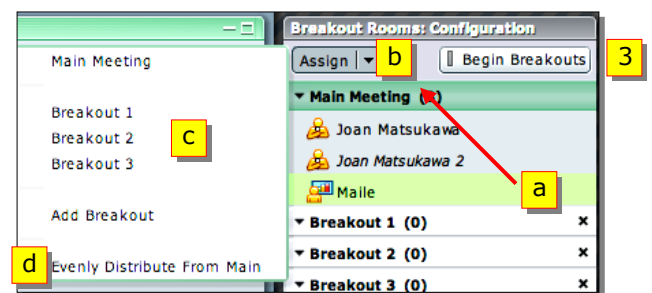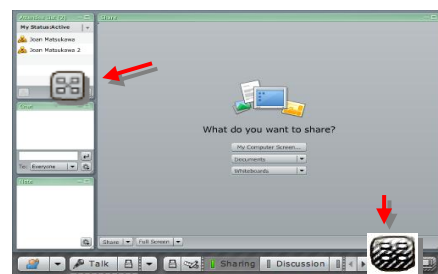
d. or choose Evenly Distribute…
Click the **Begin Breakouts** button to open the Breakouts.

Click again to stop Breakouts.

Click on any Breakout to join them.

You also can send messages to all of the Breakout rooms. They can also send you a message from their Breakout room.

Recording a Meeting

You can record, edit, then distribute meeting proceedings.

Select **Meeting > Record Meeting**. The Recording starts.

Stop Recording: Hover over the red Recording light in the upper right of the meeting window and click Stop Recording.

Edit Recording: Go to **elearn.ksbe.edu** and login. Click **My Meetings** > select the meeting > **Recordings**.

View and edit (crop out unnecessary footage). Click Save.
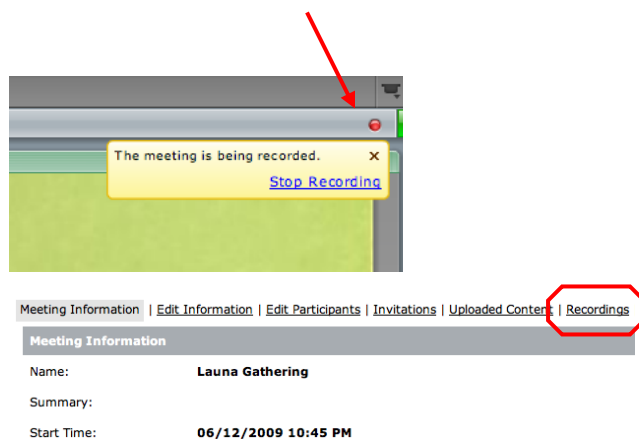
Helpful Tutorial
http://www.connectusers.com/tutorials/2008/08/video_overviews/index.php
https://admin.adobe.acrobat.com/_a295153/overviews