

Working with Shared Content in Adobe Connect

This document discusses the use of Shared Content in Adobe Connect (AC) which allows hosts to access pre-loaded materials for use in different Virtual Classroom Offering (VCO) sessions. This can be content for presentation and sharing as the host/instructor and can also be used in the Adobe Connect meeting Files pod to provide downloadable materials for attendees. Note: This feature is only available to LatitudeLearning customers that have purchased an Adobe Connect Virtual Classroom license add-on to the LMS.

Background on Adobe Connect Roles Affecting Shared Content

- There are pre-configured roles in AC that are assigned via “group” membership.
- The Administrator group does not have the ability to publish content, per Adobe support documentation. Administrators may create and manage the Content library’s shared folder structure.
- Authors can publish content but this is not a group available for assignment under the Latitude VCO license.
- Meeting Hosts can publish content. The restriction here is that there can only be one meeting host per Latitude VCO license. This is why there can’t be any concurrent sessions taking place when you’ve purchased a single VCO Adobe Connect license. The user who is logged into the LMS and clicks “Launch as Instructor” from a VCO session is dynamically assigned to the Host group in the AC meeting room. While you can manually go through Adobe Connect Central to assign someone else to the Meeting Hosts group, the next person who launches an offering will trigger the removal of that group membership for the other person and will take on the Meeting Host membership themselves. This facilitates the easy transition between multiple instructors when only one host group member is allowed.

Overview of the Solution for Role-based Limitations

To ensure there is no conflict with Meeting Hosts who need to conduct a session, it is best to manage Shared Content when no VCO training is taking place. Basically, log into Adobe Connect Central as the Administrator, find your username in the User list and add yourself to the Meeting Hosts group.

Create and populate shared folders with content, then make sure the content permissions are shared with the Meeting Hosts group. Then, whoever logs in to teach the class through the LMS using the **Launch as Instructor** button will get the Host role and automatic access to the shared content. This content will be available to them from in both the Share and Files pods.

Make the Administrator a Meeting Host to Allow Shared Content Management

Use this procedure when there are no VCO sessions scheduled to enable the AC Administrator to become a Meeting Host, giving that person access to create/manage Shared Folders, in addition to, uploading and managing content in those folders.

1. Login to Adobe Connect Central as Administrator.
2. Open the **Administration** tab.
3. Select **Users and Groups**.
4. Select the **Meeting Hosts Group** and click the **Information** button.

5. Click **View Group Members**.
6. Select the person in the **Current Group Members** (unless it is already you) and click **Remove**.
7. Find and select your name (one with Admin rights) from the **Possible Groups** list and click **Add to move to Current Group Membership**.

The administrator account should now have Meeting Host rights. If you attempt to do the steps below and experience permission errors, you may not have completed the update above properly or an instructor has launched an offering and has taken the Host role from you.

Create Shared Content Folders

1. Logged in as the Administrator with Host rights, click the **Content** tab, then **Shared Content > Content List**.
2. Click **New Folder** to create folder structures that make sense for you and your instructors to use with your courses. Optional, but probably recommended to organize content by course, or topic.
3. Click **New Content** to upload the files you want to share. It will be created under the folder you have open.

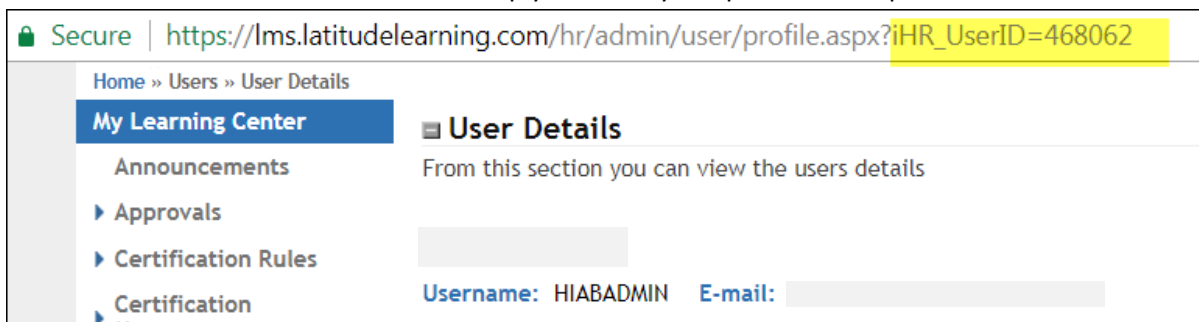
Set Permissions on Shared Content

Whenever you establish new shared content, always make sure the people who need to use it have the permissions to do so. Since everyone going through the LMS as the instructor will be assigned the Meeting Host role dynamically, it is important to be sure the Shared Content is shared with the Meeting Host Group so that no matter who is teaching, they can pull in that information.

1. In the **Shared Content > Content List**, select all the folders and documents (not in folders) that you want to provide to Hosts.
2. Click **Set Permissions**.
3. From the **Available Users and Groups**, select **Meeting Hosts** (and any other person or group you want to) then click **Add** to move them to the **Current Permissions for Shared Content**.

Create Shared Content from Content Uploaded Manually by a Particular User

1. In the **Content** library, select **User Content** (admin should have access to all of them)
2. Select the person's user ID. If only a number shows, it comes from the LMS and was created during a previous enrollment or launch as the instructor. If you are in the LMS and Edit User, look at the URL shown while editing and find the **iHR_UserID=xxxxxx** (where the x is a number). This is the number shown in the User Content list and will help you identify the person who uploaded it.



The screenshot shows a web browser window with the URL https://lms.latitudelearning.com/hr/admin/user/profile.aspx?iHR_UserID=468062. The user ID '468062' is highlighted in yellow. The page content includes a breadcrumb trail 'Home » Users » User Details', a navigation menu with 'My Learning Center' selected, and a 'User Details' section with the text 'From this section you can view the users details'. Below this, the 'Username' is listed as 'HIABADMIN' and the 'E-mail' field is partially visible.

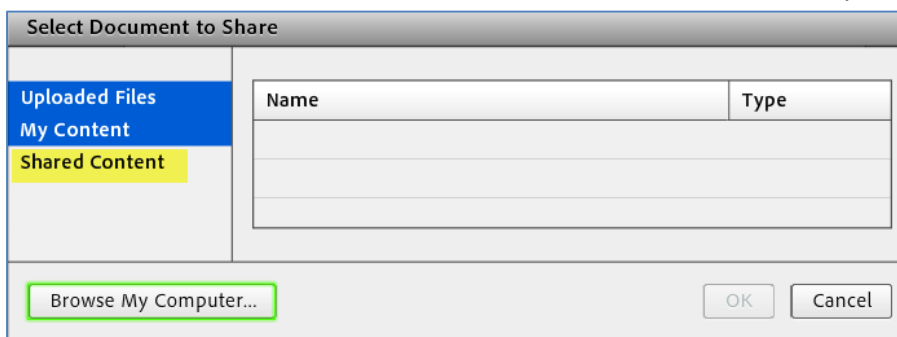
3. If the user has uploaded content to a meeting, you will see it under their **Content List**.
4. If it's not already in the Shared Content Library, you can select (check) the desired item and then click **Move**.
5. When prompted to choose the destination, select **Shared Content** and if desired, the folder under Shared Content to which it belongs, and then click **Move**.

NOTE: You can perform a similar task from the Meeting library. Under Meetings, find the desired meeting under Shared or User Meetings. Click the meeting Name link and when the details come up, you can look under Uploaded Content for any files that were loaded "impromptu" in the meeting File Pod. The same "Move" procedure can be used to get the content moved from the meeting record to the Shared Content Folders.

Pulling Shared Content into a Meeting Room Before or During the Offering Session

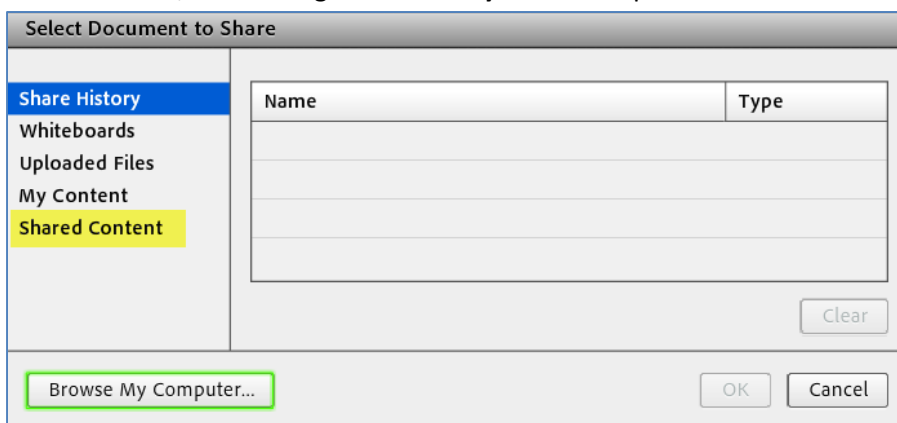
After you've **Launched as Instructor** and the AC Meeting Room appears, you can access shared content for use in these places:

- a. The **Files Pod**, where attendees can then download the files as auxiliary course materials



Select Document to Share									
Uploaded Files	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Type						
Name		Type							
My Content									
Shared Content									
<input type="button" value="Browse My Computer..."/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>									

- b. The **Share Pod**, when using the **Share My Screen** dropdown list.



Select Document to Share											
Share History	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Type								
Name		Type									
Whiteboards											
Uploaded Files											
My Content											
Shared Content											
<input type="button" value="Clear"/>											
<input type="button" value="Browse My Computer..."/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>											

Note: Content uploaded from **Browse My Computer** is content that is then associated with the meeting and can be moved, as specified above, to the Shared folders *after* the meeting. This would be another means of getting content into AC Central. If your instructors upload it, the administrator would not need

the Meeting Host rights in order to move it to Shared folders after the session. The administrator just is not allowed to publish it themselves without the Host rights.