

Host an Adobe Connect Virtual Classroom Offering

If your organization uses the Adobe Connect application to host virtual classroom course offerings, this quick reference guide provides you with the basics for acting as the host or instructor in a virtual classroom offering (VCO), webinar, or meeting. Common user concerns such as Audio and Video can be found on the *Quick Start Guide for Participants*.

Invite Attendees

Enrollment of students in a Virtual Classroom Offering is the primary means of establishing the roster of attendees. Students should launch the course from the LMS Offering Details tab up to 15 minutes prior to the scheduled launch. If an enrollee, for any reason, cannot access the LMS, the host can email the student a link to the Adobe Connect meeting room:

1. In the Adobe Connect Host window, select **Meeting > Manage Access & Entry > Invite Participants**.
2. In the **Invite Participants** dialog, click **Compose e-mail**. An e-mail with the meeting URL and other information will appear.
3. Enter the attendee's e-mail address and send the invitation.

Tip: If your VCO courses are tuition-based, you should not manually send a student the URL until you have confirmed their payment status. Any user with the URL will be able to launch the VCO session without being stopped for payment.

Launch the Virtual Classroom Offering as an Instructor

Assumes you have already set up a VCO and are ready to conduct the session.

1. Log into the LMS to search for and open the virtual classroom offering you want to host.
2. Open the **Actions** tab and click **Launch as Instructor**. This button activates 15 minutes prior to the meeting start time.

NOTES: Instructors associated with the course may also find it listed on their LMS Home Page under Teaching Schedule. If your students need a direct URL to launch the session, you can click **Request Guest URL** to copy the meeting URL and send it to them.

Install the Adobe Connect Add-In

If you have never before hosted an Adobe Connect meeting on your workstation, you will be prompted to install the Adobe Connect Add-In. Click **Install** and follow the instructions.

Tip: The LMS uses Adobe Connect version 9. You can find the Add-In anytime at <http://www.adobe.com/support/connect/downloads-updates.html>. Classroom participants who are not presenters are only required to have Adobe Flash Player 10.1 or later. The Adobe Connect Add-In is not required for them.

Configure Your Meeting Options

The session host manages the settings that control the attendees' view and the actions or options available to attendees. Here are some common options and where to set them.

Selecting Layouts

Layouts determine how "Pods" are displayed to your audience. Use the **Pods** menu to enable/disable pods (e.g. Video, Files, Chat) and arrange visible pods using the **Layout** menu. Open the Layout Bar to easily toggle between layouts during the meeting. Choose from:

- **Standard Layouts:** Sharing, Discussion, Collaboration
- **Custom Layouts:** Create new layouts you and save for repeated use



Enable/Disable Options

Option	Location
Record Meeting	Select Meeting > Record Meeting , to set up recording. <u>Recording must be activated in both the Offering and the Adobe Connect meeting room to allow playback.</u> See Adobe's Support for recording/playback: http://adobe.ly/1TyEv4K for more info.
Allow Participant Webcam Use	On the dropdown list next to Start My Webcam on the Application Bar to activate the Webcam for Participants .
Allow Participant Microphone Use	Under Meeting > Preferences > Audio Conference , select/deselect Allow participants to use Microphones .
Manage Attendees Pod	Under Meeting > Preferences > Attendees Pod , enable/disable Raise Hand options and adjust Attendees Display Settings.
Manage Chat Pod	Under Meeting > Preferences > Chat Pod , enable/disable Private Chat for participants.
Manage Q&A Pod	Under Meeting > Preferences > Q&A Pod , show or hide Submitter and Presenter Names with Answered Questions.
Enable/Disable Participant Whiteboard	Under Meeting > Preferences > Whiteboard , enable/disable Participant ability to draw and export drawings.

Share Your Screen

1. Click **Share My Screen** in center of the **Share** pod.
2. In the **Start Screen Sharing** dialog, choose how you would like to share your screen.
 - **Desktop:** Share all applications on your desktop and choose a monitor if more than one is active. With two monitors, you can drag/drop windows in and out of meeting view.
 - **Applications:** Select one or more applications along with related windows.
 - **Windows:** Choose specific open windows to share.
3. Select the desired option and click **Share**. An Adobe Connect icon appears in the system tray (Windows) or the toolbar (Mac/Linux).
4. Click the Adobe Connect icon to view a menu from which you can stop sharing and access other meeting options.



Tip: If you choose to share your entire desktop, Adobe recommends setting your screen resolution to 1024x768 and reducing the number of applications running that could use bandwidth to provide a better meeting experience.

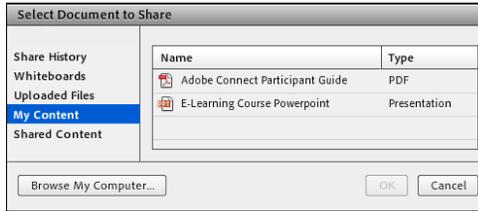
Sharing Webcam Video

Enable and use the Video Pod (from the Pods menu) to provide a window for attendees to view your webcam image.

1. Make sure your webcam is plugged in or active. Click either the webcam button or **Start My Webcam** in the Video pod.
2. Check the preview of what will be shared. If you are happy with the preview, click **Start Sharing** to broadcast your webcam to all participants. The Video pod can display multiple webcams and scale the images appropriately; you don't need to open a separate pod for each presenter.
3. To adjust your webcam settings or to increase or decrease the quality based on available bandwidth, click **Preferences** from the Video pod options dialog, or select **Meeting > Preferences > Video**.

Share Your Content

- Open the dropdown list next to **Share My Screen** and select **Share Document**.
- In the **Select Document to Share** window, choose from several options to find your content, including:
 - Share History** – files you have shared before
 - Uploaded files** – files already uploaded into the File Pod of the meeting window
 - My Content** – files that you loaded into the *Adobe Connect Content Library* for your own use
 - Shared Content** -- files loaded into the *Adobe Connect Content Library* shared among multiple hosts/instructors
 - Browse My Computer** to select a file from your workstation or network file system.
- The file selected will be uploaded and converted, then will appear in the Share pod. Use the **Previous**, **Next** or **Show/Hide Side Bar** buttons under the Share Pod window to navigate through your content.
- Use the buttons in the Share Pod title bar to draw or use a pointer onscreen, to Stop Sharing, to enable full screen, or to access additional options from the dropdown menu.



Tip: When sharing content, to alternate between documents you must stop sharing one, then start sharing another and wait for it to load. It differs from Screen Sharing, where you can move windows in and out of the shared view.

Using the Adobe Connect Content Library

Hosts and Instructors can upload materials such as PowerPoint presentations, documents (.DOCX/.PDF), images (.JPG/.PNG), videos (.FLV), Flash files (.SWF), and other content to the Adobe Connect Content Library, creating a repository of materials available for sharing and/or download by hosts and students. *An example of this in use would be to load PowerPoint slide decks for a course that is taught by multiple instructors. The current version of the content would always be available in the library.* Library content may be used in the following ways:

- File Pod** – upload files (presentations/handouts) that attendees can then download
- Shared Content** – for display during meeting, as described above in *Share Your Content*.

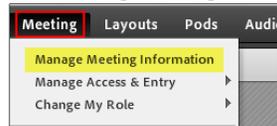
Tip: PowerPoint files shared from the Content Library may not render your fonts, shapes, and other graphics exactly as you designed in your materials. This is a known issue with Adobe Connect. For more information and tips about this from Adobe see <http://adobe.ly/1W6tms4>

Access and Deploy Content in the Content Library

- Access from the LMS
On the Offering's **Actions** tab, click **Content**.



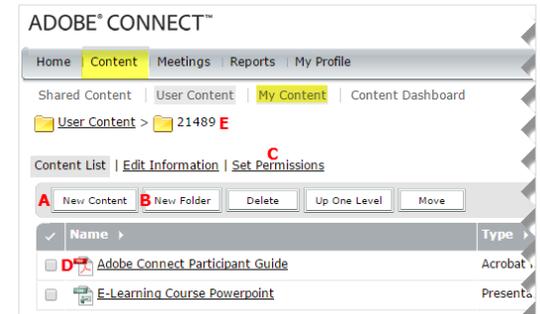
- Access from Adobe Connect
Go to **Meeting > Manage Meeting Information**



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- Navigate to the **Content** tab or to **My Content**. These are just some of the options available:

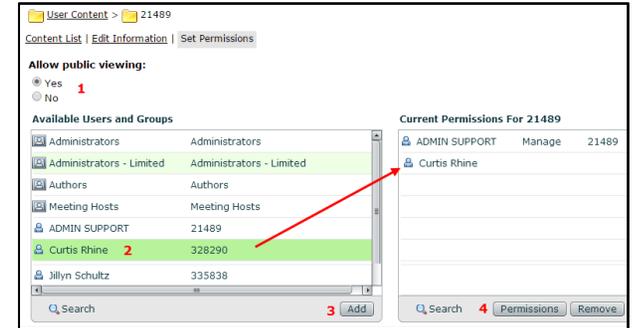
- A – New Content** – start the process of uploading a new file.
- B – New Folder** – add a new folder under your current folder.
- C – Set Permissions** – here, sets permissions for everything in the current folder.
- D – Individual Files** – click file name to access file-specific information & set permissions.
- E – Breadcrumbs** – shows the current folder/file level you are working in; click to navigate between folder levels



Setting Permissions

You can set permissions at the folder or file level.

- Determine whether to allow **Public Viewing**.
- From the left side, select the **User or Group** you want to add to the Current list on the right.
- Click **Add**. The selected items will move to the right side.
- Select the user/group on the right and click **Permissions** to modify their rights to the resource.



Tip: Use folders and permissions in the Content Library to organize and share meeting/course resources with other hosts and instructors so that everyone has access to a common, standard content file.

Managing Attendee Roles

Meeting attendees fall into three roles, which you can change anytime:

- Host:** Organizes and facilitates the meeting.
- Presenter:** May assist in meeting facilitation, presenting content, or sharing their screen.
- Participant:** Largely a spectator in the meeting who can chat, respond to polls, and change their status.

To change an attendee's role, move the mouse pointer over a person's name in the Attendees pod and select a role.



Exit the VCO Session

To end the session, in Adobe Connect, click **Meeting > End Meeting**.