

Introduction to Adobe Connect

Faculty Support Services

Academic Technology Services & User Support

Cornell Information Technologies



USING ADOBE CONNECT

CONTENTS

- Introduction.....3
- Create a meeting room.....3
 - Meeting Information.....3
 - Audio Conference Settings.....4
- Host a meeting5
 - Connect Layouts.....6
 - The Sharing Layout6
 - The Discussion Layout.....6
 - The Collaboration Layout.....7
 - Custom Layouts.....8
- Connect Pods.....8
 - Share Pod8
 - Attendee List Pod.....10
 - Camera and Voice Pod.....11
 - Chat Pod.....11
 - Note Pod11
 - File Share Pod11
 - Web Links Pod.....11
 - Poll Pod12
- Record the meeting13
 - Ending a meeting.....14

INTRODUCTION

Adobe Acrobat Connect Pro is web conferencing software that can be used for classes, meetings, and collaborative work. It allows you to securely share presentations, documents, applications running on your computer, and an online whiteboard with up to 100 participants.

This document contains an overview of the product; full vendor documentation is available by signing into Connect (see "Create a meeting room") and clicking Help.

CREATE A MEETING ROOM

For meeting room administration, point your browser to <http://cornell2.acrobat.com> and log in with the provided login ID and password.

You will see a list of the meetings that are already set up for this account. To create a new meeting, click on the Meeting button:



You will be asked to fill in some general information about the meeting.

MEETING INFORMATION

Meeting Information

Name: *

Custom URL: <http://cornell2.acrobat.com/>
(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in <http://cornell2.acrobat.com/productdemo/>)

Summary:
(max length=1000 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

Access:

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

Figure 1: Meeting Information Screen

Name: the name is used internally and the meeting participants won't see it.

Custom URL: enter a URL that your participants will use to enter the meeting

Summary, Start Time, Duration: these fields are used for participant information when the optional invitations are sent.

Layout: Connect has 3 default Layouts that you can use, or you can build your own. A description of Layouts appears later in this document.

Access: in most cases, you will be the only registered user in the meeting; your students will enter as guests. If you select “Only registered users and accepted guests may enter the room”, you will be prompted to accept each person as they request entry; choosing “Anyone who has the URL for the meeting can enter the room” means that you will not need to verify each participant. (There is a way to remove individual users during the meeting.)

AUDIO CONFERENCE SETTINGS

We recommend that if multiple people will be sending audio, that you use an external telephone conference. If you choose to do this, you will need to set up a conference bridge; i.e. one is not provided with Connect. The Audio Conference settings are used in the optional meeting invitations.

Audio Conference Settings

- Do not include any audio conference with this meeting.
- Include audio conference details with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

- Update information for any items linked to this item.

Figure 2: Audio Conference Information

Click the Finish button after you have entered the Meeting Information.

Additional screens are provided for you to select registered users and send invitations. In most cases, your participants will not be registered users.

You will receive a confirmation screen with your meeting information. Although a start time and meeting duration are included, it's OK to use the meeting room outside of the designated times.

Meeting Information

Name: **Knitting**

Summary: **Office hours for Knitting 1100**

Start Time: **08/10/2009 11:00 AM**

Duration: **01:00**

URL: **<http://cornell2.acrobat.com/knit/>**

Number of users in room: **0**

Language: **English**

Access: **Only registered users and accepted guests may enter the room**

Telephony Information: **Audio Bridge:**

Enter Meeting Room

Figure 3: Meeting Room Confirmation

HOST A MEETING

After you have created a meeting room, you can enter it either by clicking the Enter Meeting Room

Enter Meeting Room

button on the confirmation screen, or by going to the URL that was created. If you use the URL and are not already logged in to Connect, you will be prompted for the login ID and password that was used to create the meeting.

Other meeting participants can use the provided URL and log in as guests by selecting Enter as a Guest, typing their name, and clicking Enter Room.

Adobe® Acrobat® Connect™ Pro Meeting

Knitting

Enter as a Guest

Type your name:

Ken

Enter Room

Enter with your login and password

The first time that you sign in to Connect as a host, you will be prompted to download a plugin. This only takes a moment and your room will be re-opened immediately. *This will also happen for anyone else in the room whom you promote to “presenter”.*

CONNECT LAYOUTS

The Connect screen consists of several sections, or “Pods”, each of which has a different purpose. The pods can be rearranged and resized; you can also delete pods or add other pods to your screen. The selection and layout of the pods is saved in a Layout.

There are three default Layouts, and you can add your own:

THE SHARING LAYOUT

The Sharing Layout contains the following pods: Attendee List, Chat, Note, and Share. The Share pod takes up the bulk of the screen, so this Layout is most often used for presentations or when the whiteboard is heavily used.

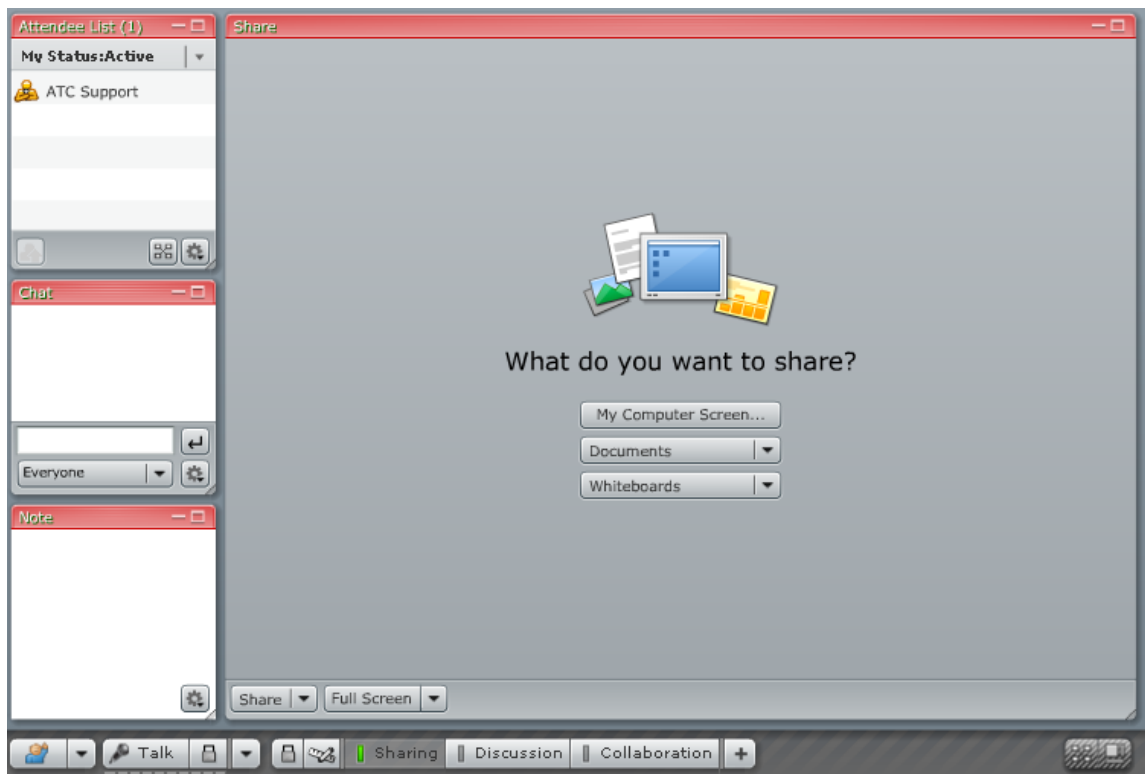


Figure 4: The Sharing Layout

THE DISCUSSION LAYOUT

The Discussion Layout includes the Attendee List, Camera and Voice, Note, Poll, Discussion Notes, and Chat pods, with the emphasis on Camera and Voice, Chat, and Discussion Notes.

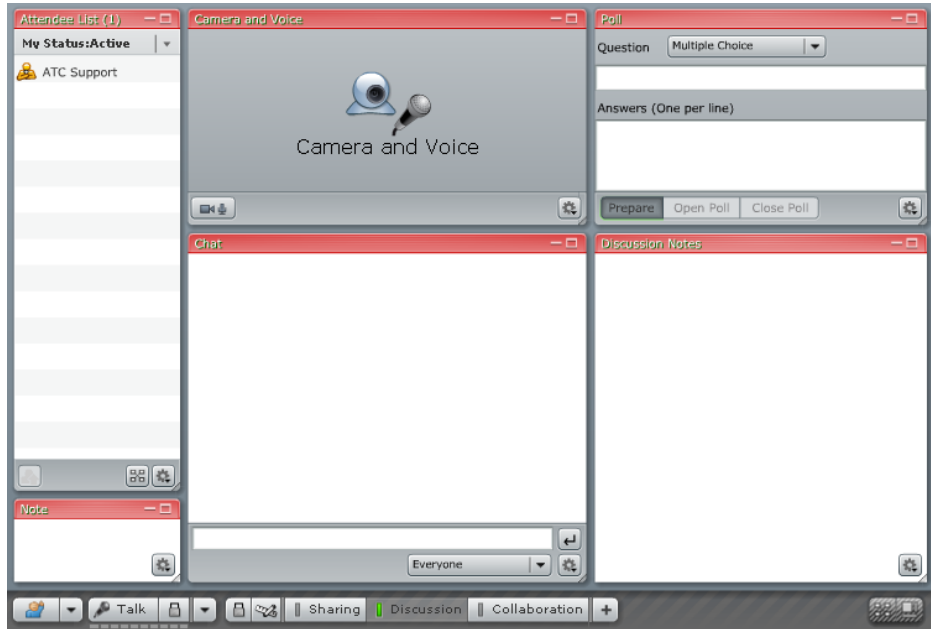


Figure 5: The Discussion Layout

THE COLLABORATION LAYOUT

The Collaboration Layout includes the Camera and Voice, Attendee List, Note, Chat, File Share, and the Whiteboard pods, with the emphasis on the Whiteboard.

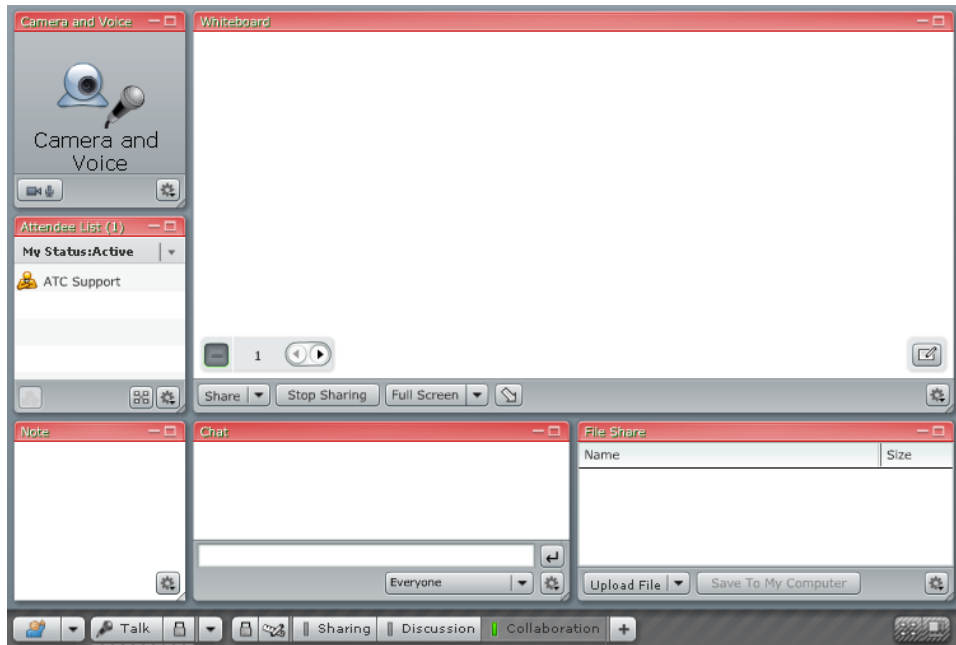




Figure 6: the Collaboration Layout

CUSTOM LAYOUTS

You can create and save your own custom layout by clicking on the plus sign next to the layout names  and either duplicating the current layout or creating a new empty one. With any of the layouts, existing or custom, you can resize, move, remove and add pods to meet your needs.

CONNECT PODS

You can select which pods to use based on the activity that will take place in your meeting. Each of the pods is listed below.

Each pod has a Pod Options button  located in the bottom right corner of the pod. The options button allows you to select options that are specific to the pod.

SHARE POD

The Share pod is used to share your screen (and is the prominent pod in the Sharing layout). You can share:

- Your computer screen: either all of the screen, specific window(s) that you select, or specific application(s) that you select.
- Documents: the documents that can be shown in a sharing window include those with type of ppt, jpg, swf, flv, or mp3. You can pull the documents up from your computer, or save them in a Connect library (through the administration screens) and bring them up from there.
- Whiteboards: a whiteboard is a place where you and any other participants who are listed as presenters can draw on a white screen using a set of drawing tools.



Figure 7: the Share Pod

SHARING YOUR COMPUTER SCREEN

When you share your computer screen, all participants can see the part of the screen that you selected. Your cursor will also be displayed to them, with a little presenter icon.



Be careful not to place the Connect Meeting screen or any other non-shared window on top of the screen that you are sharing, because then that part of the screen will appear as cross-hatches to the participants. To see what your participants see, click on the Preview Screen button at the bottom of the pod.

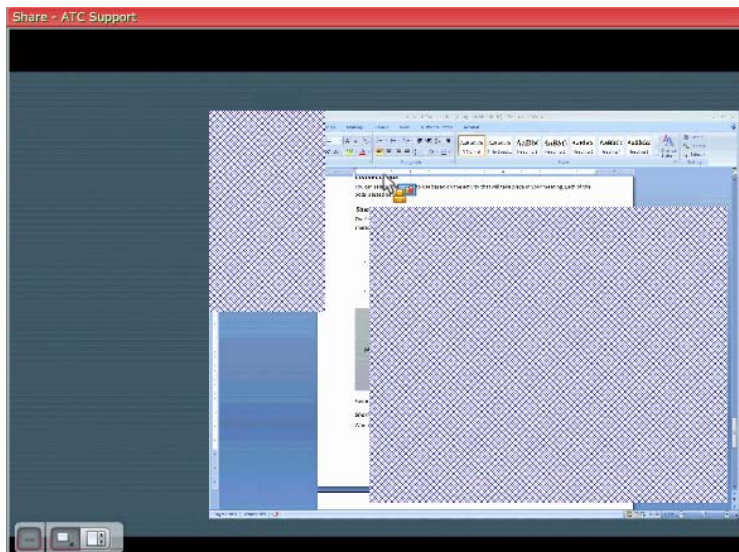



Figure 8: User view of overlaid share pod

SHARING DOCUMENTS


The documents that can be shown in a sharing window include those with type of ppt, jpg, swf, flv, or mp3; they can be uploaded from My Computer or stored in a content library (using the meeting administration screens). Once you have loaded a file to share, it is always available in the room where you've loaded it. This allows you to have the documents ready ahead of time and to re-use in future meeting sessions.

When you are sharing PowerPoint, the arrows in the bottom left of the Share pod allow you to navigate to the previous and next slides.



Clicking on the Whiteboard Overlay button  when sharing a document allows you to use the whiteboard tools to draw over the document display. When the overlay is active, clicking on the 2nd whiteboard button at the bottom right of your document will cause the whiteboard tools menu to be displayed. Whiteboard tools include pens, highlighters, markers, text, stamps, and a printer.

SHARING A WHITEBOARD

In addition to using a whiteboard overlay over a document, you can share one or more whiteboards with your meeting participants. The whiteboard can be written on by people who have been identified as presenters. To access the whiteboard tools, share a whiteboard, then click on the Whiteboard Overlay button  in the bottom right of the screen.

FULL SCREEN

The Full Screen button causes the share pod to be displayed as a full screen on participants' monitors. Clicking on the down arrow next to the Full Screen button gives you the option to allow participants to toggle the full screen option.

STOP SHARING

When you are done sharing your screen, click the Stop Sharing button.

ATTENDEE LIST POD

The Attendee List pod lists all of the meeting participants.



Figure 9: Attendee List Pod

In this pod, you can promote a participant to Presenter or Host by clicking on their name, then clicking on the Set User Role button at the bottom left.

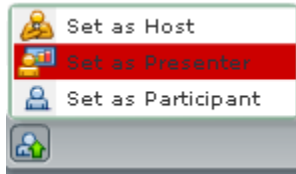


Figure 10: Set User Role

By clicking on their name, you can also grant them microphone rights, or send them a request to share their screen. Being promoted or sharing their screen will prompt them to download a plugin.

CAMERA AND VOICE POD

The Camera and Voice pod allows presenters and hosts to use their camera and microphone. If multiple users are sending the camera image, the pod will be split into multiple sections.

To use the microphone, click on the Talk button at the bottom of the screen while you are speaking. You can use the Hands Free button.

Only one participant should use their microphone at any given time; if multiple participants have their microphone on and have the Talk or Hands Free button pressed, some unacceptable feedback can occur. To avoid feedback, follow Adobe's Advanced Settings instructions at <https://admin.adobe.com/common/help/en/connect/help.html?content=WS0018977C-29C0-40a3-A2ED-F3D5DD3A4B4E.html> (or go to <http://www.adobe.com/support/connect/> and search for "half duplex"; select Set up audio broadcasting.)

CHAT POD

The Chat pod allows participants to chat. When sending a chat message, options are available for sending the message to specific people or to everyone in the room.

NOTE POD

The Note and Discussion Notes pods allow presenters to create 1 or more notes that appear on all participants' screens.

FILE SHARE POD

The File Share pod allows the presenter to upload files that participants can subsequently download.

WEB LINKS POD

The Web Links pod is used to store web links that can be pushed to participants' screens on demand.

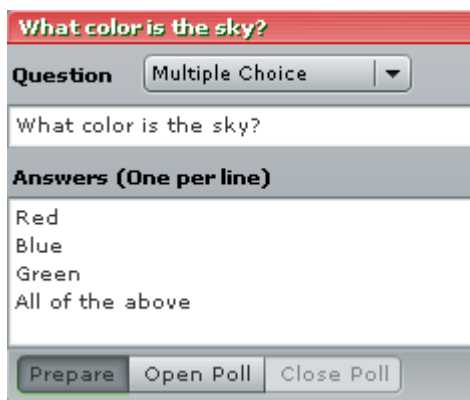
To pre-enter links into the Web Links pod for later viewing, click on the Options button and select Add Link...; you will be prompted for a link name (e.g. Cornell University) and URL (e.g. http://www.cornell.edu). When you are ready to push the URL to the participants' browsers, click on the link name and push the Browse To button.

The links that are pushed via the Web Links pod will open in the participants' browsers. Note that after a link is pushed, participants are able to control the Web navigation within their browser.

The Web Links pod is most useful for web sites with active content (i.e. those with video), since the video will be displayed locally on their machine and thus will be faster.

POLL POD

The Poll pod allows you to poll your participants. Polls can be set up in advance or entered on the fly. To use a poll, enter the poll question and answers in the pod, then click Open Poll; when the poll is opened, all participants will have a chance to vote.



What color is the sky?

Question

What color is the sky?

Answers (One per line)

Red
Blue
Green
All of the above

Figure 11: Prepare Poll

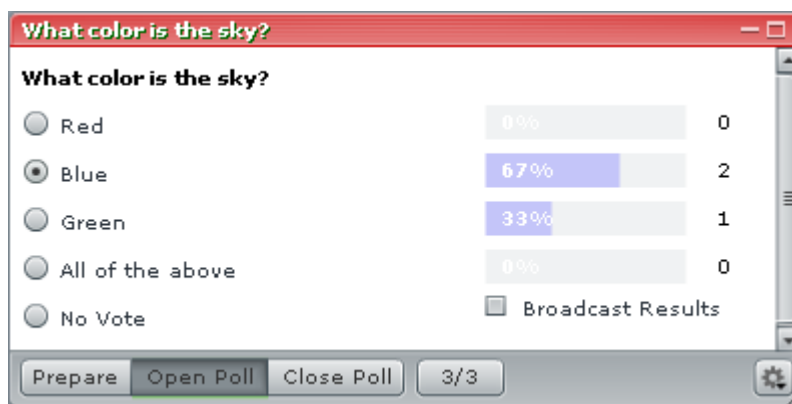


Figure 12: An Open Poll. Clicking Broadcast Results will allow all participants to see the graph.

Presenters are able to see individual poll results by clicking on the count button (in this case, 3/3).

What color is the sky?	
Participant	Answer
Karen	Blue
Ken	Green
ATC Support	Blue

Figure 13: Individual Poll Results

RECORD THE MEETING

Meetings can be recorded by selecting Record Meeting from the Meeting menu. You will be prompted for the meeting name. When you are ready to stop the recording, click on Record Meeting again.

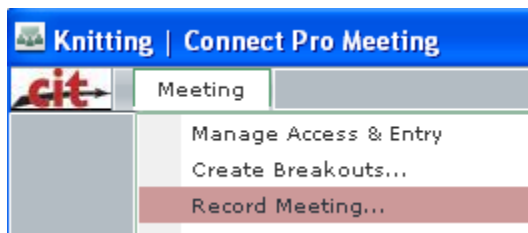


Figure 14: Record Meeting

TO ACCESS A RECORDING:

1. In the administration screen, click on the Meetings menu
2. Click on the name of your meeting
3. Click on the Recordings link

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: **Knitting**
 Summary: **Office hours for Knitting 1100**
 Start Time: **08/10/2009 11:00 AM**
 Duration: **01:00**
 URL: <http://cornell2.acrobat.com/knit/>

4. Select the recording.

After you have selected the recording, you will be able to play it back, perform basic editing, or save it to your local computer in FLV format (using the "Make Offline") button.

ENDING A MEETING

To end a meeting: in the meeting room, select Meeting > End Meeting. You will be given the option to modify the default message that is shared with participants. Click OK, and participants will be notified that the meeting has been ended by the host.

MORE INFORMATION AND SUPPORT

If you have any questions, or would like to see a Connect demo, please send an e-mail to **atc_support@cornell.edu**.

Additional documentation and overview videos can be found on the Adobe Acrobat Connect website at <http://www.adobe.com/resources/acrobatconnect/>.