Adobe Connect – Short Tutorial for Room Managers

Adobe Connect is Adobe Flash based webconferencing tool. Thanks to its low technical and software requirements it can be easily deployed for online meetings, virtual e-learning tutorials or webinars.
In this text we briefly introduce its functions and control elements available for the users with **Host** authorization on top of the functions available to all participants. This includes namely participants management, pod layout management in the room, meeting recording etc.

Meeting Menu

Manage Meeting Information – room parameters and information setup. The link goes to Adobe Connect server webové administrative interface, where individual room parameters can be configured (meeting times, meeting recording, room description etc.)

Manage Access & Entry – submenu for users management allowing to:

- **Invite Participants...** – displays dialogue window with room link. Furthermore, using the **Compose e-mail** button it is possible to send the link using e-mail to invite other participants.

- **Block Guest Access** – prohibits guest access (guests do not have an user account and use only a display name to access the room).

- **Block Incoming Attendees...** – prohibits room access to all users (even to those having an user account). Users who already entered the room are not affected.

- **Place Participants On Hold...** – for short breaks it is possible to "pause" the room without closing down the room and creating it again. Thanks to this function all participants remain connected in the room. After resuming the room Adobe Connect automtically reconnects all the active participants.

- **Auto-Promote Participants to Presenters** – if active all new participants are granted the **Presenter** role**.**

Change My Role – user role change (**Host**, **Presenter, Participant**).

Perferences... – room preferences, audio, video etc.

Audio Setup Wizzard... – microphones and speakers setup wizzard.

Record Meeting... – meeting recording. In a new dialogue window it is possible to set up the recording name and add the recording description.

Switch To Prepare Mode – activates pods layout modification mode, allows to add pods (see menu **Pods**). To leave the modification mode use **End Prepare Mode** which becomes available in the **Meeting** menu.

Alternatively it is possible to enter the **Prepare Mode** using the ✖ button in the bottom left corner of the **Layout Bar** panel (see below).

Enable Presenter Only Area – changes the room layout, becomes available as **Presenters Notes** to enter the presentation notes for the presenter. This layout is available only to the users with **Presenter** and **Host** roles. It is possible to leave this layour using **Disable Presenter Only Area**.

**End Meeting...** – ends the meeting and automatically disconnects all the participant in the room.
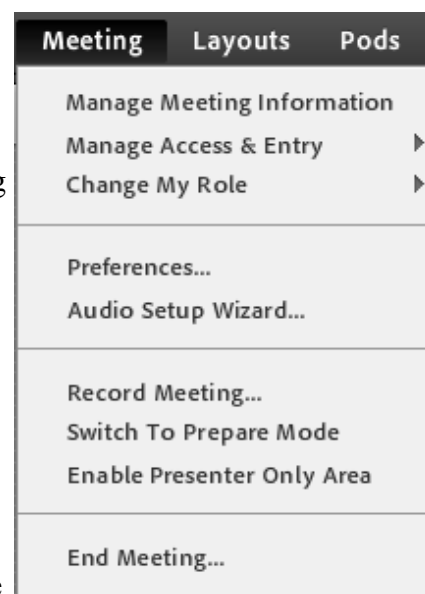
Pods Layout Configuration (Layouts)

Adobe Connect allows to create and configure the pods layout and change them dynamically even during an ongoing meeting.

Layouts Menu

Layouts menu is divided into four sections:

- **Create New Layout...** allows to create a new layout. It is possible to clone an existing layout or create a new one. New pods are added through the **Pods** menu (see below).

- The second section allows to switch between existing layouts (**Sharing**, **Discussion** and **Collaboration** in this case**)**

- **Manage Layouts...** allows to arrange the layouts order and to rename them. **Reset Layouts** resets the default layouts settings.

- **Open Layout Bar / Close Layout Bar** allows to display/close the **Layout Bar**
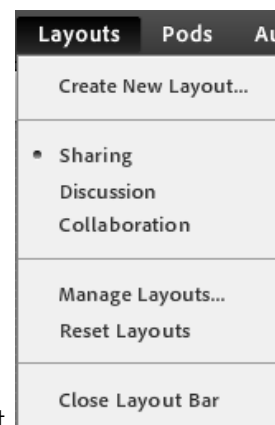
Layout Bar

The panel is displayed either at the left or right edge of the window. It provides shortcuts to individual layouts. The pods layout is shown schematically. The active layout is highlited.

Two buttons are available at the bottom of the panel:

- **Prepare Layouts** – allows to activate/deactivate the **Prepare Mode**. It is an alternative to using **Meeting → Switch To Prepare Mode**.

- **Add Layouts** – creates new layout. It is an alternative to using **Layouts → Create New Layout** (see above).
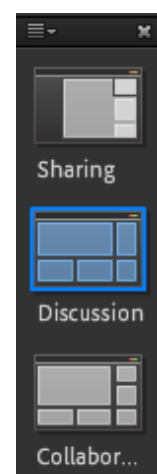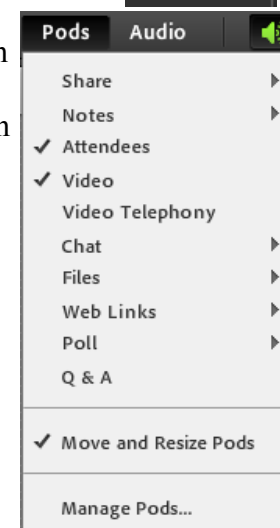
Pods Menu

The **Pods** menu displays the pods which can be added to the room layour. The pods which are already included in the layout are checked off. Depending on the pod type we can add it only by clicking on its name (e.g,. **Attendees** and **Video**), or using the **Add New** option from respective pod sumbenu.

Pods list:

- **Share** – documents, computer desktop and whiteboard sharing

- **Chat**, **Notes** a **Attendees** – chat, notes and attendees list

- **Video** and **Video Telephony** – webcam or videoconferencing unit video stream

- **Files** – list of files which were uploaded to the Adobe Connect server and can be shared

- **Web Links** – list of URL links

- **Poll** – polls allowing to create questions answered by the participants. Allowed types of questions are (**Multiple Choice**) with a single correct answer and (**Multiple Answers**) with multiple correct answers.

- **Q & A** – questions and answers. Participants can ask questions, the answers are either public or private, the host manages who is answering individual questions.

Move and Resize Pods – allows to freely manipulate with individual pods.

Manage Pods – the list of pods available in one of the layouts. Allows to rename and delete the pods.

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## Audio Menu

Audio menu displays two entries:
  – **Microphone Rights For Participants** allows the users with the
    Participant role to use their microphone for audio
    communication. If the meeting host disables this function, the
    users with the **Participant** role are allowed only to listen to
    others audio communication and use the **Chat** pod.
  – **Enable Single Speakre Mode** ensures that there is only a
    single speaker with an active microphone at a time. Also shows a star next to the microphone input icon.
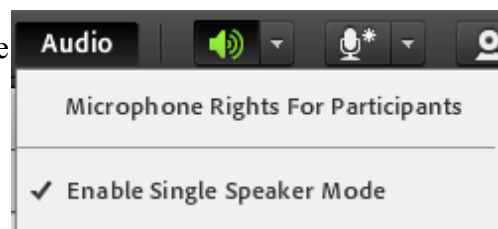
User Management

Pointing with a mouse cursor at a participants name shows a pop-up
menu which allows the meeting host to:
  – **change participants role** (using **Make
    Host/Participant/Presenter**)
  – ask the participant to share his computer desktop (**Request
    Screen Share**)
  – start a private chat with selected participant (**Start Private
    Chat**)
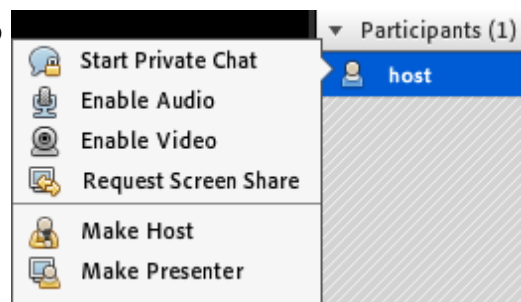
Moreover, if selected user has the **Participant** role, the meeting host can explicitly allow/disallow the user to
use his microphone and/or webcam (**Enable/Disable Audio, Enable/Disable Video**) in order to actively
participate in the discussion within the room.

Further Reading

  – Getting started with Adobe Connect Meetings, http://seminars.adobe.acrobat.com/vqs-hosts/

  – Using Adobe Connect 9, http://help.adobe.com/en_US/connect/9.0/using/index.html