Adobe Connect User Guide

Course Objective:

By the end of this module you will be able enable, configure and deliver online classes via the Adobe Connect virtual classroom tool. You will also be able to configure a virtual office environment which allows remote students to meet with you in your virtual office space.

Contents:

- Enabling and configuring Adobe Connect
- Activity PODs
- Recording and reporting
- Computer setup

This guide has been prepared by Centre for Learning Innovation and Professional Practice to train Federation University Australia staff in the use of the Moodle online learning system.
This material was prepared using version 3.4.4 of Moodle and may be subject to minor changes with upgrades.
## Contents

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Adobe Connect

Moodle is now integrated with Adobe Connect Virtual Classroom software. By establishing a link to Adobe connect, staff can create a virtual classroom for holding online lessons and tutorials as well as an Office Hours room used for consultation with students. Moodle handles all the access permissions to Adobe Connect and provides a simplified interface where both classrooms and recordings can be accessed directly from your Moodle course.
Creating an Adobe Connect Activity within your course

To Create an Adobe Connect Activity in course:

1. **Turn editing on**

2. **Click Add an activity or resource**

3. **Select Adobe Connect**

4. **Give your activity a Name eg Virtual Learning Space.**

5. **Once done click Save and return to course.**

**Tip:** We recommend you place the Virtual Learning Space link in Topic 0
Create an Adobe Connect Virtual Office within Moodle

Virtual Office Hours is a function designed to assist with consultations and support for students who require assistance, but may be unable to attend campus to receive this through face-to-face meetings. Virtual Office Hours makes it easier for students to gain access to support online which is convenient for lecturers and students. The Virtual Office hours instance is associated with the teacher who created it and can be re-used and linked from every Moodle course they teach in.

1. Click on the new Virtual Learning Space link you have just created to enter the meetings menu.

2. The Adobe Connect management screen will appear. To the right of Office Hours click Add Meeting

3. Enter a name for your virtual office.

   **Tip:** it is a good idea to include your office hours in the name area.
   Eg. John Citizen Office Hours Wed 3pm-5pm Fri 10am-12pm

4. Select the Default meeting template.

5. Click Save.

**Tip:** We suggest that the course co-ordinator create the virtual office space. Other teaching staff will not be able to utilise this virtual classroom unless promoted to Host by the course co-ordinator.
Create Course Meeting rooms within Moodle

1. Click on the Virtual Learning Spaces link you created previously to enter the meetings menu.

2. Under Course Meetings click Add Meeting

3. From this point you can either create a new meeting or use an existing meeting you have already created. If this is your first class, click Create New Meeting

4. Enter a name for the virtual classroom and select Default Meeting Template from select template drop down menu.

**Tip:** Include day and time of scheduled class in the name. Eg Weekly Lecture Tuesday 9-10am
5. Click **Next**

**Note:** Under optional you can set a custom URL for your Course Meetings. Insert a summary of what the room is used for. A start time and date for when the room started and access which determines who can enter the room. There are three levels of access only registered users, registered users and accepted guests and anyone who has the URL for the meeting. It’s best to stick to registered users and accepted guests so you can control who enters the room.

**Tip:** Create a custom URL if you expect a non-FedUni user to enter the room. Eg. A guest industry lecturer.

**Note:** Course meetings are associated with the Moodle course it was created in. You may only have one virtual classroom per course.

### Participants

6. On the next screen you are presented with **Available Moodle Users** and **Adobe Connect Participants**. User synchronisation is automatic, however you should ensure that all teaching staff have the status of **Host**. Click the **Sync Users** button if there are any discrepancies.

**Tip:** Create a custom URL if you expect a non-FedUni user to enter the room. Eg. A guest industry lecturer.

**Note:** Course meetings are associated with the Moodle course it was created in. You may only have one virtual classroom per course.

**Tip:** You may override any user by clicking on their name in the Adobe Connect Participants list and clicking the **Set User Role** menu.
Accessing Adobe Connect Classrooms

After creation and configuration, Adobe Connect Classrooms are accessible through the Virtual Learning Spaces link in your Moodle course. Both the Virtual Office hours and your regular Virtual classroom feature the same tool set. However, content added to one is not shared with the other room.

The minimum requirement needed to communicate in Adobe Connect is a microphone and speakers. A headset device is recommended to reduce the chance of feedback. You should also ensure that the computers or devices your students are using are capable of outputting sound.

This guide assumes the use of Adobe Connect using a webcam and headset to present to a group of participants where they can interact with the on-screen pods.

Audio Requirements

- **Microphone** for recording and,
- **Speakers** for audio output, or
- **Headset** containing both microphone and earphones

Video Requirements (optional)

Webcam

**Note:** Before starting Adobe Connect plug in all devices you intend to use such as microphones and webcams and make sure that they are connected and all drivers have been fully installed. Any questions about acquiring equipment should be directed through the ITS Service Desk.

See Appendix 1 – Setting up your computer

1. To Access a virtual learning space, click a Join button.

Once the Adobe Connect window has loaded, you will need to configure your audio and video devices.

**Tip:** It’s not necessary to do this every time you use Adobe Connect, but it is good practice and eliminates the chance of issues when teaching.
Setting up Audio

1. Choose your microphone from the dropdown menu under the **microphone icon**

2. Click **Connect My Audio** from the dropdown menu under the **microphone icon**

3. Follow the **Audio Setup Wizard** located under the **Meetings** menu in Adobe Connect.

   ![](image1.png)

   Note: Adobe Connect requires Adobe Flash to operate. Due to security settings, you may be asked to allow access to your audio and video devices. You must select yes for these devices to work correctly in Adobe Connect.

4. Your audio should now be working the next step is to get remote participants audio working to do this you must enable microphone by clicking on the participants’ name.

   ![](image2.png)

   **Tip:** Adobe connect allows all participants the ability to use voice to communicate. If you wish your students to engage via audio, you should first ensure they have the appropriate equipment. Provide them with a copy of Appendix 1. By default audio is disabled, to allow a student to speak, click on their name and select, **Enable Microphone**.
Setting up Video

1. Select the camera you want to use from the **Webcam icon** dropdown box.

2. Click **Start My Webcam**

3. Click **Start Sharing** in the video pod.

**Note:** Video should be used sparingly and only when needed, such as for introductions, to help improve performance and audio quality. You have the option of pausing video during your presentation and resuming it at any time, this also avoid distracting students from the primary content and on-screen activities.
Presenting

Each presenter has his or her own particular way of delivering content. Adobe Connect has a collection of tools and ‘Pods’ which are used to assist your with the delivery of your online course. Provided below is a sample of those tools.

Creating a recording

Before presenting, you need to consider whether you intend to record the session for later review, or for those students who may not be able to attend at the time of delivery. Recordings will be stored for several months before being automatically deleted. Refer to the section on recordings for further information.

1. To enable recording click **Meeting -> Record a Meeting.**

2. A dialogue box will appear asking for you to name the recording. Complete the **name** and optional Summary and click **OK.**

3. A recording dialogue will appear in the top left of the screen. This will disappear after a short period of time. You can access it again by clicking the red dot in the top right. You may **pause** and **resume** recording at any time.

4. Click **Stop Recording** when your presentation is complete.
Pods
Adobe Connect is made up of nine different pods with nine different functions. All Pods have a pod options menu in the top right of the pod.

Pods can be resized by dragging from the edge of the pod

Pods can also be renamed by double-clicking on the title bar

Share
As its name suggests, the Share pod has the ability to share content from your computer to your students. You may choose to share your screen, or a document or present the course with an interactive whiteboard.

When sharing an application on your screen it’s best practice to ensure the application is displayed full screen. After selecting Share my Screen, an application window will be displayed. On this screen, click on the application/screen which you’re going to share, then check the Make Share Pod Full Screen for Attendees which transmits your screen full size for attendees instead of as a single pod.
When the screen has started sharing you will have a small box appear with Adobe Connect controls for webcam, microphone, speaker, attendees, messages and notifications.

Document
To share a Microsoft Word Document, PDF, PowerPoint etc.

Whiteboard
Whiteboard Tools

Selection Tools

Marker Tools – Draw on the screen with either a Marker Highlighter Pen or Pencil. You are also able to change the size of the Marker tool and the color as you desire.
Delete Selected – Delete the selected item.

Text – Insert a text box onto the whiteboard screen where you can change size, colour and font of the text.

Shapes – Insert a shape on to the whiteboard with given border, thickness and fill.

Undo – undo the last action you made within the whiteboard.

Redo – Redo the last action or undo you made within the whiteboard.

Whiteboard Pod Options

Hide – Make the pod hidden on the screen from view.

Maximize – Make the pod screen maximum size (In this case the whiteboard).

Print – Print a screenshot of the whiteboard.

Export snapshot – Export a picture of the whiteboard as a PNG or as a snapshot, which you can have emailed to yourself.

Stop Sharing – Will return the share pod to its menu screen and close the active view.

Share – Opens up a new share pod with either a share screen, document screen or whiteboard screen.

Enable Participants to draw – Gives all participants the ability to draw on the screen.

Pointer – Display a pointer on the screen to point at a particular object.

Full Screen – Makes the whiteboard pod full screen size.

Force Presenter View – Force the participants to view the pod that you are viewing.

Preferences – Enter the preference settings for Adobe Connect.

Tip: A Microsoft Surface or graphics table (eg. Wacom) makes whiteboard presentations simpler.
Notes
The Notes Pod allows participants to take notes. This space is accessible to anyone within the room to add, delete or edit text. The notes pod has various formatting tools such as; text size, bold, italic, underline, text colour and dot points.
The pod options menu allows you to export notes by either emailing them to a selected email address or exporting them as Rich Text.

Attendees
The Attendees pod is responsible for controlling all people in the room and what they are able to do. There are three levels of control.
1. Host - full access to edit the room layout and pods being used.
2. Presenter - can’t edit the layout of the room, but is able to share content within the room,
3. Participant who is just a viewer in the room with little control.

The Host of the room is able to move participants between the different roles by dragging their name up or down into the required level.

Tip: The active speaker icon shows who is speaking at any given time.
Video

With the Video Pod you are able to share live video, as well as audio, with multiple participants whilst sharing one or more screens at the same time. To do this you will need to have your microphone icon enabled (check the microphone icon is green). Once your webcam is working click start sharing in the Video pod to share your screen. Click Stop to deactivate the camera, or simply pause the video by clicking the image, and selecting the pause button.

From the video pod title bar you can stop sharing your video, change the screen view of the video when you have multiple screens as well as make the pod full screen.

You can take a screenshot of your video by pausing the video feed with the pause button in the corner of the pod.

Chat

The Chat Pod is used for general communication between everyone in the room it can either send messages publically between everyone or privately between hosts, presenters and participants using the tabs at the bottom of the pod screen.

You should always have a chat pod because you need a way for participants to communicate if they don’t have a microphone or webcam and let people know if they are having any trouble.

Chat Pod Options

Start Chat With – Starts a chat with a certain person or hosts presenters or participants.

Clear Chat – Clears all previous messages and gives a blank chat screen.

Email Chat History – Emails a copy of all the chat history to the designated email address.

Text Size – Changes the chat text size.

My Chat Colour – Change the colour of your chat text.

Show Timestamps – Shows the time and date that the message was sent.

Reverse order of messages – Reverses the order in that messages are read.

Chat Sounds – Turn on/off the sounds for the chat pod.
Files

The Files Pod is an easy way to share documents and files. The host or presenter is able to upload one or more files and everyone else can download them. The pod options menu allows you to rename, remove and download all uploaded files.

Tip: You can upload files prior to your course so that they are ready when you need them.

Web Links

The Web Links Pod allows you to save links to resources that you want participants to visit. Eg. A Moodle activity or a short Kaltura Video. When you click Browse To it will force that link to open up on the participants screen. The web links pod options menu options are; Add links, Rename Selected Links and Remove Selected Links.

Poll

The Poll Pod is used for polling and questioning. There are three different question types you can choose from; multiple choice, multiple answer or short answer based. View votes shows you the total votes and who voted for what. You can chose to End Poll preventing further poll changes. Whilst Broadcast results allows you to make the results available to all participants. A poll is a good way to check understanding of concepts quickly on the fly.
From the pod options box you can choose to have the results from polls shown as either a % or a number or as both.

Pod Examples

Short Answer Poll

Question and Answer Pod

The Question and Answer pod can be used so that participants and presenters can ask questions on the fly. This pod has two different views one for presenters and one for participants. Hosts and Presenters can switch between these views at the top of the screen.

Hosts and Presenters can then choose to answer a participant’s response either publically or privately by clicking on a single person’s icon, for private, or the icons of multiple people for public. Questions can also be assigned to certain people by clicking the Assign to dropdown and selecting an individual’s name.
Layouts

In Adobe Connect you can create a customised Layout of Pods. You can customise a Layout with any pod in any configuration you like. To change between Layouts just click on the layout. To add additional layouts click on the plus symbol.

At the top of the screen you also have a Layouts menu bar for adding and deleting layouts.

Tip: Use layouts to arrange your virtual classroom to suit your specific lesson plan. You could even create a custom layout for each week of your course if needed. These layouts can be prepared in advance with a learning designer and then re-used when required.
Breakout Rooms

Adobe Connects Breakout Rooms are an excellent way of facilitating group work. You have complete control over how many rooms and how many participants in each room.

Each group has the ability to use their microphones and webcams within that room, completely isolated from the other groups. Each Breakout room has its own Pods that are unique to that room. Eg. If there are four rooms each with a whiteboard pod, then there will in actuality be four different whiteboards. It is recommended that you create a specific breakout room layout.

Tip: Breakout rooms are also a great way of managing students who visit your virtual office, for example group students from different courses together to work on problems and questions.

1. To enter the breakout room go to the attendees pod and click Breakout room View and Start Breakouts
1. Once active you can add additional Breakout rooms with the **plus button** and randomise room allocation with the **crossed arrows button**.

You can also manually move people between rooms by dragging their names.

2. Click **End Breakouts** when you are finished.

**Presenter Only Area**

The Presenter Only Area (POA) is used as a way of keeping Pods and other information within a concealed area. If desired you can move pods between the POA and the student area. You can turn the Presenter Only Area on and off through the **Meetings** menu.

**Tip:** Use the POA to stage activities and then introduce them when you are ready.

**Tip:** From the Pods menu, you may select and share back to the group any Breakout room.

**Note:** Breakout room activity is not captured by recordings.
Accessing Recordings

Recordings can be accessed from Moodle via the Virtual Learning Spaces link. You can find recordings listed under either the Course Meetings or Office Hours headings. You are able to view, edit and delete your recordings.

1. To access recordings click the Recordings link.

Under Recordings for that meeting you will see:

- The name given to the recording you have made
- Recording date
- Duration in minutes
- Actions menu containing Edit Recording, Share, and Make MP4 (not recommended, as the original recording is fully interactive, where an MP4 is not.)
- Delete (note deleted items are NOT recoverable)
Playback

1. Click on the name of your recording.

<table>
<thead>
<tr>
<th>Name</th>
<th>Access</th>
<th>Recording Date</th>
<th>Duration</th>
<th>Actions</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
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<td>00:00:08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Actions

**Edit Recording** - launches an editor where you are able to edit your recordings. You may need to do this if you need to:

- Remove any sensitive material.
- Shorten recordings by cropping sections, such as pauses.
- Add **Bookmarks** into important parts of the recording to highlight important content.
- Hide the names of classroom participants to ensure privacy and anonymity. Names will appear as user 1, user 2 etc.
- Remove pods which were not used in the classroom.

In the editor you can use the left and right markers to highlight sections you don’t want. Drag the sliders, then click to cut.

**Bookmark** and **Settings** buttons are located in the bottom left of the editor whilst **Save** and **Revert to Original** are located in the bottom right hand corner.
Reports

Reports can be accessed from the Virtual Learning spaces area by clicking Reports under either the Course Meetings or Office Hours headings.

Reports can be sorted By Attendees or By Session. Attendee reports display the duration of attendance for each session, Session reports provide start and end times and the maximum number of attendees.

Reports can be downloaded in either PDF or Excel format or simply view them live via Moodle.
Appendix 1

Setting up Your Computer

To prepare your computer to use Adobe Connect, first ensure you have connected all peripherals to your computer. Wait until Windows has completed the setup of your hardware before continuing. It is important that you follow any instructions provided by your device manufacturer.

Audio Settings for Windows

1. Adjust your device's audio level by clicking on the speaker icon in the taskbar at the bottom right of your screen.

2. If you can't see the device you are using right click on the speaker icon to bring up this menu. Click Playback devices.

3. Under the Playback tab you will be able to select your sound output device. In this example you may choose either the computer speakers or the headset device. The current output device is indicated by a green tick. You may change the default by right clicking the device and selecting Set as Default Device.
4. Select the **Recording** tab to select the audio input device. In most cases this will be the Headset Microphone. You can change the default device by right clicking and choose set as default. It is possible to select more than one input device, but this is not recommended.

**Audio Settings for Mac**

1. Go to volume control top right hand side to check your sound level.

2. Click the Apple logo and select System Preferences

3. Select **Sound** by clicking the speaker icon
4. **Click Input** and click on the device you wish to use.

![Image of Input settings]

5. **Click Output** and click on the device you wish to use.

![Image of Output settings]