Brief Guide to Adobe Acrobat Connect Pro: Desktop Videoconferencing
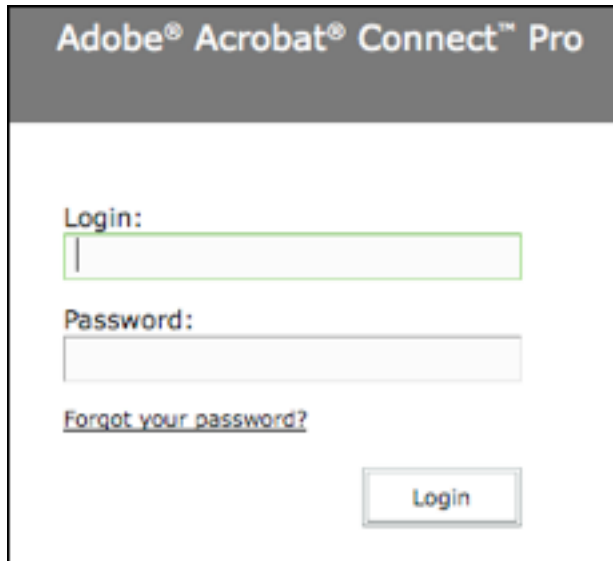
Prepared by Technology in Learning Center, Radford University

This booklet provides an overview of the steps required to create an Acrobat Connect meeting room at Radford University, invite participants, and configure initial room settings. Conduct of meetings and/or class in the room is not covered here and it is recommended that you practice with colleagues or a small group of students to become proficient conducting meetings or class in your meeting room.

Creating a New Meeting Room in the Adobe Connect Manager

1. Login to the Adobe Connect Server

- Login to the Adobe Connect server at http://breeze.radford.edu
- Notice the "Forgot your password?" link. If you ever need a password reminder just click this link and your login information will be emailed to you immediately
- Enter the login and password provided to you by Radford University (same as your email login).
- Click *login*
- The screen you now see is called the "Breeze Manager".

2. Start the 'New Meeting' wizard

After logging in the "Connect Manager" screen appears, select 'New Meeting' from the actions menu (left most column).
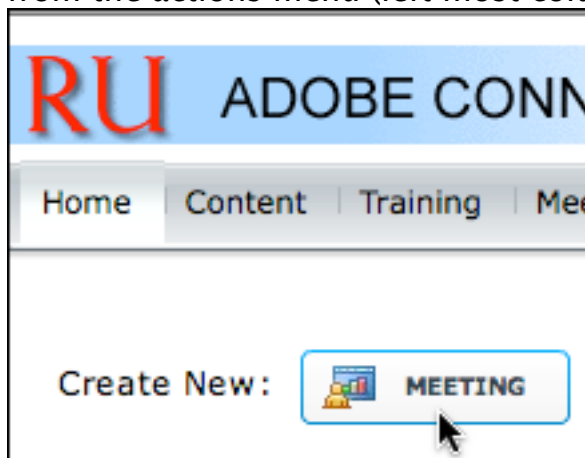
A new meeting 'wizard' begins to guide you through the 3 step process of setting up a room and inviting attendees.

The process is:
- Enter Basic Meeting Information and set registration information
- Select Participants
- Send Invitations

3. Enter Meeting Information

As you fill-in the descriptive information, be aware of the implications of your choices:

- **Name** – the name given to your virtual meeting room
  Custom URL – you can write your own URL for the room rather than letting the system generate a random string of characters and numbers
- **Summary** – Just a description of the intended use of the room.
- **Start Time** – The time and date that the room first becomes available for use. This time and dates also appears in student's 'upcoming meetings' list. –You can edit the start time later if you wish to use the same meeting room for a different time/date.
- **Duration** – The typical duration of room usage (this does not put a hard limit on the duration of meetings in the room).
- **Templates** – there are a few room design templates to choose from. Just stick with default until you are ready to experiment.
    - o The 'student orientation' template can be used to develop a room you can use exclusively for orienting your students to the Acrobat Connect environment.
- **Access**- This is important. You must select the, "Only registered participants and accepted guests may enter…" to insure the privacy of

your participants. Do not create an "Anyone can enter" room unless you have absolute certainty that this is okay and has been cleared by College Administration. Most institutions are very selective about the creation of public spaces (physical or virtual).

The bottom half of the screen only needs to be filled in if you want to use a telephone for voice communications.   Breeze has very good Voice over IP capabilities, but phone is often used for a backup in situations where connectivity bandwidth is severely restricted or cannot be guaranteed.

Click the 'Next' button when you have completed details on the first screen of the wizard.

4. Select Participants

The select participants dialog is where you pick participants from the user database, add them to your meeting room and determine what role they will play in the room
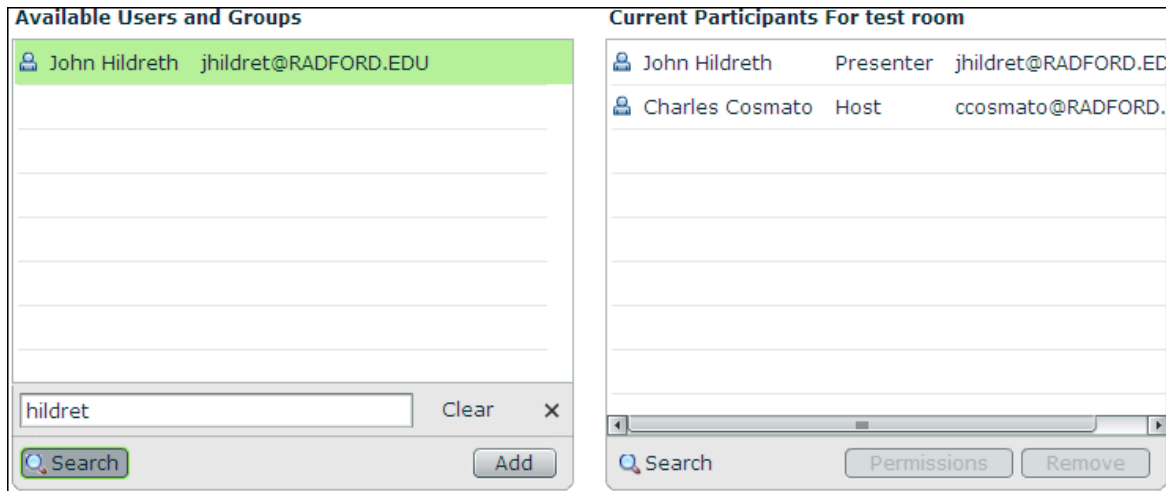
To add a user, select their name from the list of available users in the left-hand pane and click the 'Add' button. Note: Some users will appear in duplicate, in the event of duplicate entries select the entry designated by username **(do not select the entry designated by username@radford.edu)**.   They will now appear in the right-hand pane as a member of the meeting room.

You can use the search function to find a particular student or to add an entire course section. The general form for course section names is:

  ru-prefixnumber-sec-semester

For example ru-eshe358-01-spring, ru-edet640-sum1, ru-mgnt322-01-fall, etc.

 The default role for new users in the meeting room is 'participant'. You can change their role in the meeting room by high-lighting the name of a meeting participant and clicking the 'Permissions' button. The available permissions are:
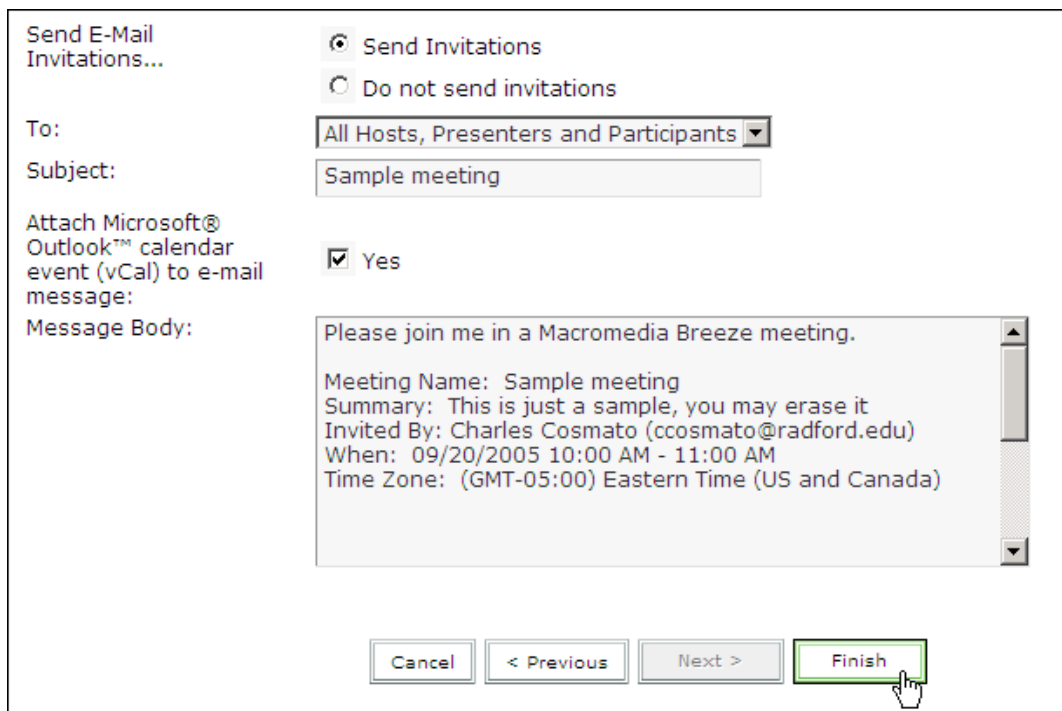
- **Host** A host sets up meetings, invites guests, adds content from the Content library to the meeting room, customizes the meeting room layout, and assigns presenter and participant roles to the appropriate attendees. The host can also perform all the tasks that presenters can.
- **Presenter** A presenter can share the desktop, windows, and applications from his/her computer, and can text chat, broadcast live audio and video, and show content to the participants. However, the presenter does not have access to the Content library.
- **Participant** A participant can view the content that the presenter is showing or sharing, hear and see the presenter's audio and video

broadcast, use text chat, and broadcast audio and video, if given permission.

For a detailed list of permissions by role see the appendix of this document. When you have finished adding participants and setting their initial permissions (you can always promote or demote permission levels at a later time) click the 'Next' button at the bottom of the screen.

5. Send Invitations

The next screen in the Wizard is the 'Send Invitations' dialog. If you wish, you can have the Adobe Connect server mail out Invitations to all registered participants in the meeting. The invitation will include the basic meeting information that you entered earlier and the URL for attending the meeting . You can edit the body of the message by simply clicking into the text area of the message and editing with your keyboard. If you do not want to send invitations (or wish to do this at a later time) you can select the 'Do Not send invitations' option. When you are ready to move on, click the 'Finish' button. Congratulations, your meeting room has been created. Take note of the URL for the meeting room. Also, note the 'edit information' and 'edit participants'

options. You can return to this screen to change any of your meeting information or change participants in the meeting.

Any time you login to the Adobe Connect server you will be able to find a listing of all the rooms you have created by clicking the 'My Meetings' tab.
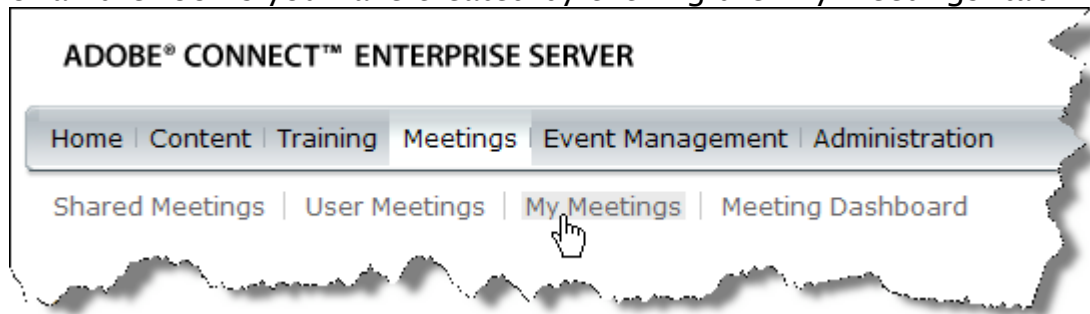

Initial Meeting Room Settings

1. Enter a meeting

There are two ways to enter your meeting room

1. Login to breeze.radford.edu. Click 'My Meetings' and then click the title of the meeting room that you want to enter. Now click the 'Enter Meeting Room' button.
2. From a web browser: Just type the URL of your meeting room in a web browser and login. If you don't know the URL for your meeting, do the following: Direct a Web Browser to http://breeze.radford.edu and login. Click 'Meetings' and then click the title of the meeting room that you want to enter. Note the URL that is listed for the meeting room

2. Set meeting room connection properties

• Enter the meeting room as host. From the 'Meeting' menu on the toolbar, select 'Manage My Settings'…'My Connection Speed'. Set your individual connection setting. This setting optimizes the connection for you current connectivity status. If you are on-campus and have a computer plugged in the wall then your connection speed is "LAN" . If you are at home and use a cable-modem or DSL then your connection speed is "DSL". If your computer uses a modem to dial a phone number for computer connection then your connection speed is "modem".   If, at a later date, you decide to run the meeting from a location with a different connection then you should change this setting accordingly.
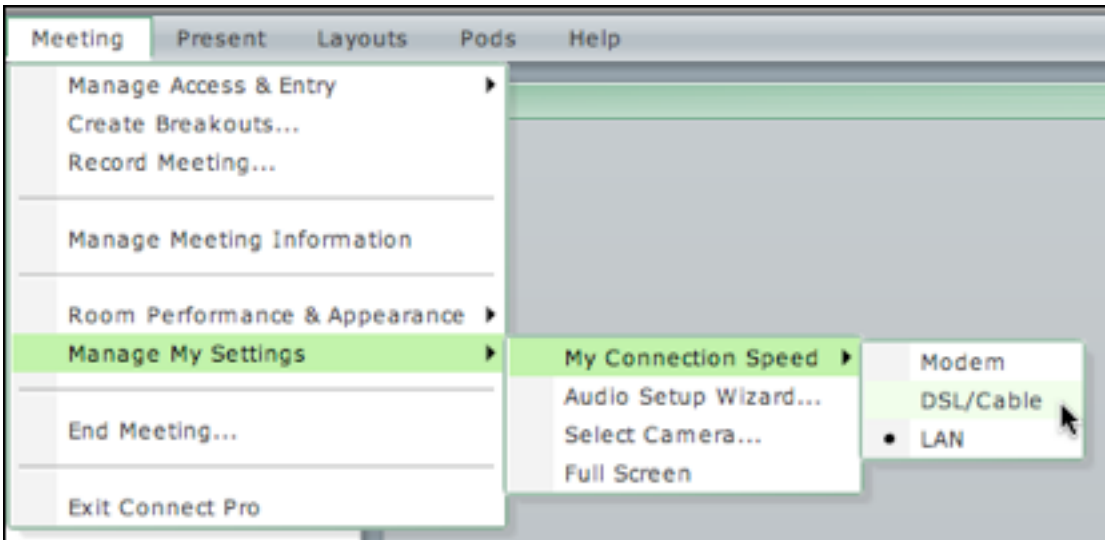
- Return to the 'Meeting' menu and select, ' Room Performance & Appearance'… 'Optimize Room Bandwidth'. Set room speed to the most likely connection speed of your audience. Don't worry… each participant can set the connection speed for her connection individually.
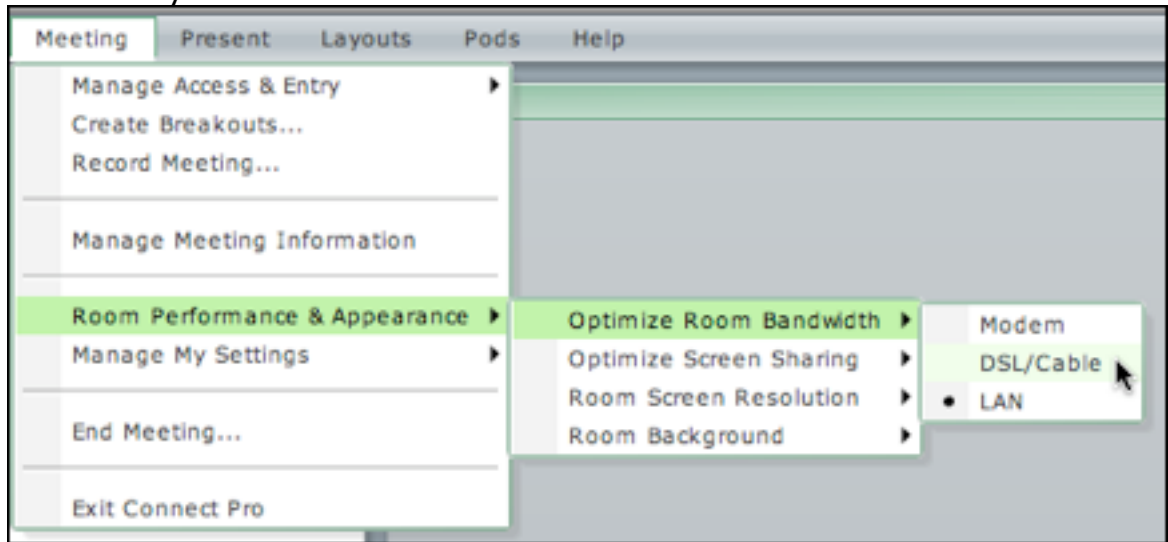

Note: During a meeting session the "light" in upper right- hand corner of your screen will alert you to any network/connectivity issues. The 'light' is depicted as 'green' in the picture below.
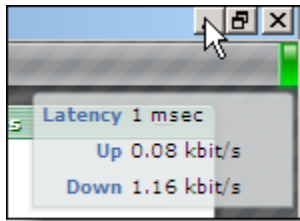
Red = disconnected
Yellow = network traffic/low bandwidth
Green = network clear/ adequate bandwidth

3. *Put a meeting room on hold*

From within a meeting room, you can put a meeting on hold and reopen it at any time. When a meeting is on hold, participants cannot view the meeting room in their browsers. Reopening a meeting means that participants can view the meeting room. If you put a meeting on hold before its scheduled time, you can keep participants from entering the meeting room until you are ready to begin the meeting. If you put a meeting on hold at its scheduled ending time and do not open it until the next scheduled meeting, you can keep participants from entering a meeting room between meeting sessions. Participants attempting to enter the room will receive a message indicating that the room is 'on hold' and that they will automatically enter when the room hold is cancelled by the presenter. Access and entry options are available in the 'Meeting' menu.
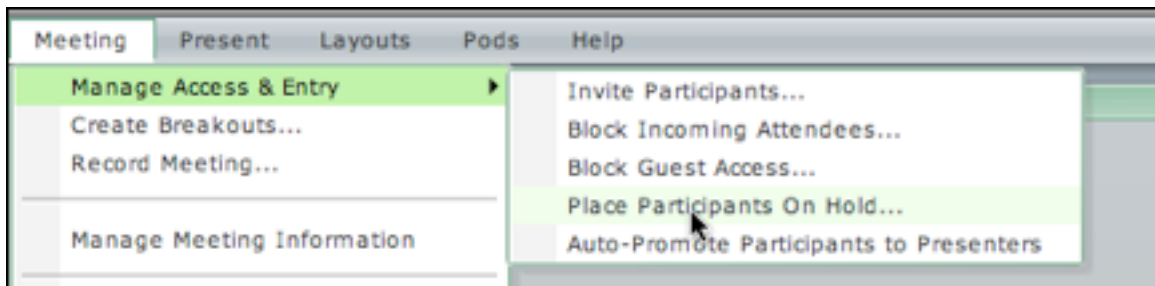
Pre-Meeting Preparation

Pod Creation and Selection

All content / classroom activities in the Acrobat Connect meeting space are displayed in windows called pods. Pods are created (and later filed) under the 'Pods' menu in the Acrobat Connect meeting room. To create a new pod just open the Pods menu and Select the 'New' function for the type of pod you wish to add to the room. To use a previously created pod just select the pod title from 'Pods' menu.
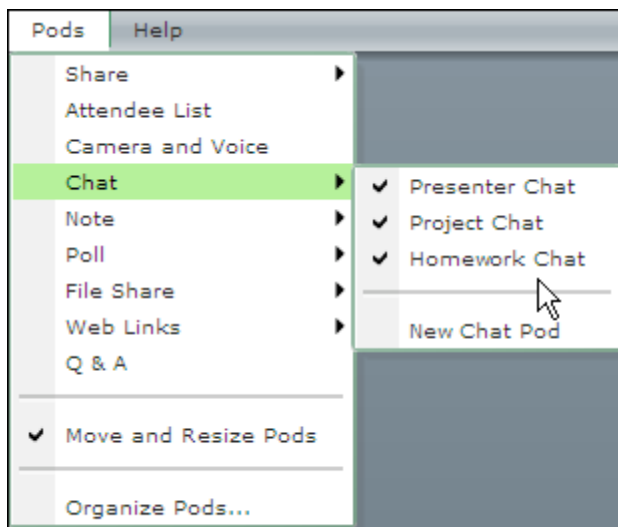
In the example to the left the host could display up to three previously created chat pods titled, 'Presenter Chat', 'Project Chat', and 'Homework Chat', respectively –OR- the host could create a new chat pod by clicking 'New Chat Pod'. Here are a few example pods and descriptions of use:
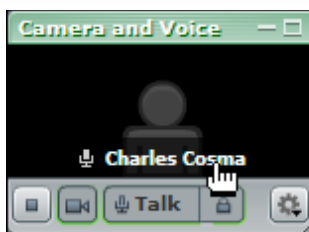
Camera and Voice Pod

Figure 1: Camera and voice Pod

The camera and voice pod is used to display video/voice from the host, presenters, and/or participants in the meeting room. The window can be re-sized to accommodate multiple video connections.
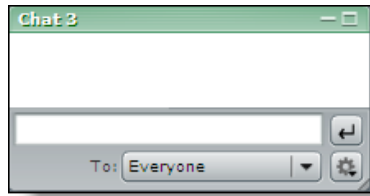
Chat Pod

Figure 2: A Chat Pod

A chat pod is used to conduct text-chats among all participants in the meeting room.   A meeting room host can create as many chat pods as needed to support group 'break outs' and other chat-based activities
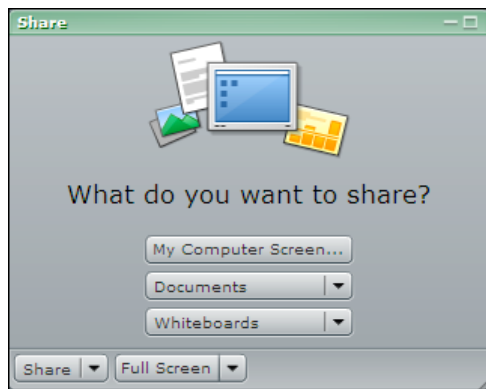
Share Pod

Figure 3: A Share Pod

A share pod is used to share a variety of document types with meeting room participants and can also display portions of the presenter's computer display (sharing an application for instance). A share pod can also display a group whiteboard or can display a whiteboard overlay over most supported document types.

The instructor can create as many share pods as he/or she wishes to hold all the documents that are used in a particular meeting room.

For example, at the beginning of the semester you could load each of a series of 10 PowerPoint presentations into their own share pod. You can selectively display the 'pre-loaded' share pods anytime you wish by selecting them from the "Pods" menu
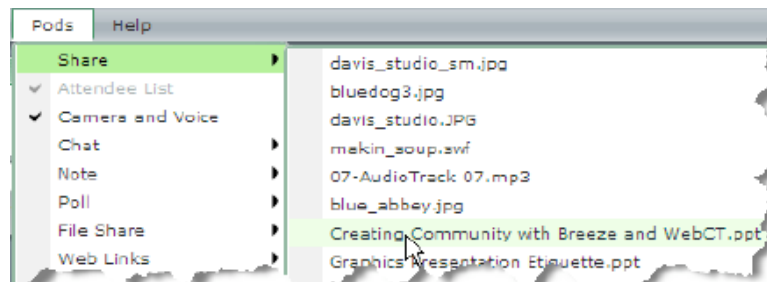

Figure 4: Selecting a previously created share pod

Attendee List

From the Attendee List pod, you can quickly see who is logged in to a meeting and monitor everyone's name, role, and status. You can also communicate with the presenter by displaying your participant status next to your name.

If conference calling is enabled, you can view your conference call status, dial out to yourself to enter the phone conference, and mute your phone connection. A host can manage meeting attendance and participants' rights.

Poll Pod
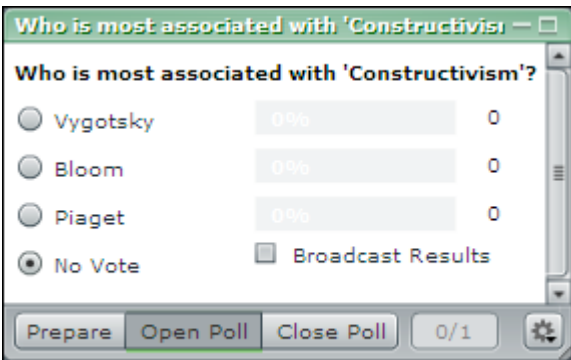
A polling pod is used to create a 'poll' question for the audience. An instructor can create as many polls as he/she wishes for a meeting room. The poll is displayed (or hidden) on-demand by the instructor and the results are stored to the Breeze server for later retrieval.

File Share

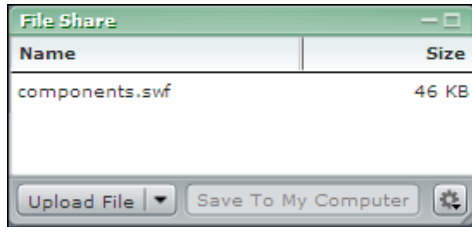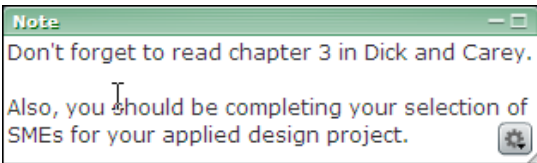A 'File Share' pod allows the host or presenter to upload a file into the breeze meeting room that can subsequently be downloaded by participants. The host or presenter displays the 'File Share' pod whenever he/she wants participants to download a file.

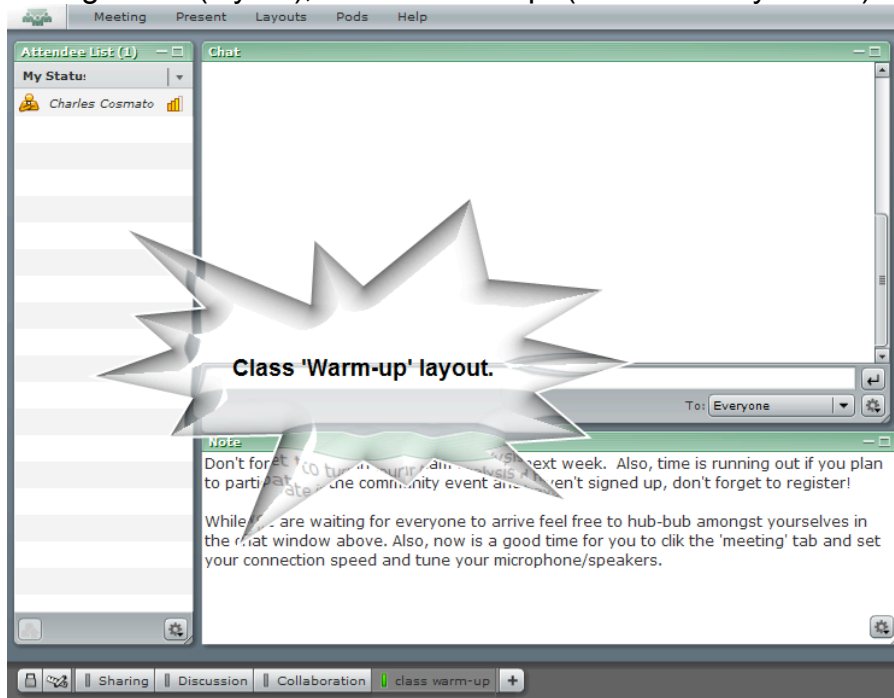## Note Pod

You can create as many note pods as you wish, and call them to the stage on an as needed basis.

A note pod is a place to post static text that you wish to display to participants during all or part of a meeting. For example, you may wish to post a note pod containing announcements at the beginning of the meeting and a pod containing assignment reminders near the end of a meeting.

Creating Layouts

A layout is a custom arrangement of Pods. Think of layouts as instant room arrangements. For instance you may start a session by having one large chat window displayed and a note pane with some initial instructions to the class. You could call this arrangement (layout), "Class warm-up" (or whatever you like).

Once created, a layout can be invoked to instantly rearrange the pods in accordance with the layout design that you specify. Anytime you want to display the chat pod and the note pod you merely select the "Class warm-up" button at the bottom of the screen and the pods automatically arrange themselves.

Imagine that the second activity in your class is an instructor led PowerPoint. In this case you could create a layout called, "Lecturette 1". For this layout you might display a share pod with a particular PowerPoint file loaded in it and a much smaller chat window located below.
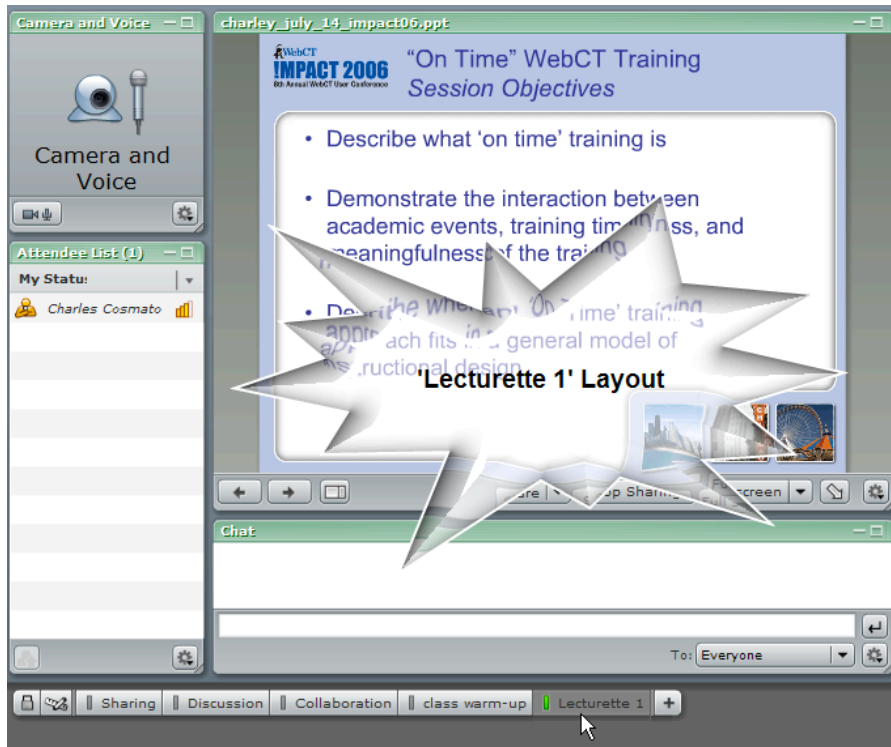
Transitioning from "Class Warm-up" to "Lecturette 1" is a simple as clicking a button. – No more fumbling with papers, disks, cd, or asking students to attempt putting desks in a circle!

An important note to remember when creating layouts is that they do exactly what you ask them to do. Suppose in creating the first layout you use a chat pod named, "general chat" and then use the same "general chat" pod in the second layout. Switching layouts in the live session will not erase the chat activity in "general chat" –it will just resize and relocate the chat window in accordance with the new layout design. By the same token, if you created a separate chat pod for use in the "Lecturette 1" layout, switching layouts will result in dismissal of the chat used in the previous layout, etc.

Appendix: Participant Abilities by Roll in a meeting Room

Pods and layouts

Feature	Host	Presenter	Participant
View layout navigation bar	✔		
View pods in Presenter Only area	✔	✔	
Change the layout that appears to attendees	✔		
Create new layouts	✔		
Name and delete layouts	✔		
Make pods full screen and restore them to their original size	✔	✔	✔
Move and resize pods on the Stage	✔		
Create new pods on the Stage	✔		
Change Stage dimensions			

Access to meetings

Feature	Host	Presenter	Participant
Invite participants	✔		
Enter a locked room	✔		
Put meeting on hold	✔		
End a meeting	✔		

Attendance and status from the Attendee List pod

Feature	Host	Presenter	Participant
View participants' names, roles, and status	✔	✔	✔
View Internet connection status	✔	✔	✔
Change participant status	✔	✔	✔
Change participant role (participant, presenter, host)	✔		
Remove participants			

Share pod

Feature	Host	Presenter	Participant
Add content from the Content library	✔		
Add content from your computer	✔	✔	
View presentations	✔	✔	✔
Navigate among presentation slides by using the outline window or the navigation arrows	✔	✔	✔
Broadcast using screen sharing	✔	✔	
Draw on a whiteboard or			

Chat and video and audio

Feature	Host	Presenter	Participant
View and send chat messages	✔	✔	✔
Clear a Chat pod	✔	✔	
Broadcast video and audio without approval	✔	✔	