

# Adobe Connect Cheat Sheet: Instructor Version

Logging in: The Web site address is <http://thelearninghouse.adobeconnect.com>. (This is not the link you will provide to students for the meeting room.) Username and password will be created and sent from Learning House.

## MEETINGS

### CREATING A MEETING

1. Log into Adobe Connect at <http://thelearninghouse.adobeconnect.com>.
2. Click the **Create New Meeting** button, or click the **Meeting** tab and then the **New Meeting** button.
3. Enter the meeting information:
  - Create a name for your meeting in the **Name** box.
  - Choose a **Language** for your meeting.
  - Choose the **Access** policy for your meeting. → Select the third option: **Anyone who has the URL for this meeting can enter the room**.
4. Click **Finish**. The audio conference settings are not used.
5. You will be directed to the **Meeting Information** page for your meeting. To edit the meeting information, obtain the link (URL) for the meeting, view reports or view recordings of the meeting, you will return to this page.

### ADDING A MEETING TO A COURSE

1. Log into Adobe Connect at <http://thelearninghouse.adobeconnect.com>.
  2. Navigate to the **Meeting Information** page, and copy the **URL** for your meeting.
  3. Log into your school's Moodle portal, access your course and click the **Turn editing on** button.
  4. In the first lesson or section, choose the **Compose a web page** resource from the **Add a resource** drop-down menu.
  5. Provide a name for your resource that your students will recognize (e.g., "Adobe Connect Live Classroom Meeting").
  6. In the **Compose a web page** section, paste the link (URL) for the Adobe Connect meeting room and provide some basic instructions for your students to use to navigate into the meeting room (e.g., "Click the link and select the option 'Enter as a Guest.' Type your full first and last name in the Name box.")
  7. We advise you to ignore the options in the **Window** and **Common Module** sections. You do not need to change these.
  8. Select the **Save and return to course** button.
- You and your students will now click on that resource for the link to gain access to your Adobe Connect meeting room.

## UPLOADING CONTENT

1. Log into Adobe Connect at <http://thelearninghouse.adobeconnect.com>.
2. Click the **Create New Content** button, or click the **Content** tab and then the **New Content** button to upload content.
3. In the **Select Content File** section, click the **Browse** button to select the file you wish to upload to your meeting room. Note the permitted file formats. If you need to display for students a file format that is not permitted, such as .xls or .xml, you can display that in an application on your computer using screen share.

4. In the **Enter Content Information** section, give your content a **Title** you will recognize later in the meeting.
5. Click the **Save** button at the bottom of the page, ignoring the other settings as they do not pertain to our purposes.
6. To share this content in your meeting room, open a Share pod, click the drop-down arrow and select **Share Document**. From the sharing options on the left of the **Select Document to Share** box, choose **My Content**. Select the file to share and click the **OK** button at the bottom of the box.

## RECORDING

1. Within your Adobe Connect meeting room, select the **Meeting** tab.
2. Choose the **Record Meeting** option.
3. Within the **Record Meeting** box, change the name of the meeting in the **Name** box if you wish. You may enter a descriptive summary in the **Summary** box as well, but your students will not have access to view it.
4. Click the **OK** button at the bottom of the box.
5. A red recording button will appear in the top right corner of your meeting room to indicate that your meeting is being recorded.
6. To stop the recording, either end the meeting or click the red recording button. In the black box that appears, click the words **Stop Recording**.

Your recording will be saved in your Adobe Connect account.

## ACCESSING RECORDINGS

1. Log into Adobe Connect at <http://thelearninghouse.adobeconnect.com>.
2. Click the **Meetings** tab, and then click on the name of the meeting for which you have created a recording.
3. Above the gray **Meeting Information** bar, select the **Recordings** link.
4. The recording is private by default, as noted in the **Access** column. To open it so that your students can access it, click the box next to the name of your recording and then click the **Make Public** button.
5. Now, click the name of your recording to go to the **Recording Information** page. Here you can access the **URL for Viewing** (link) to provide your students so they can view the recording.
6. Copy the **URL for Viewing** (link), and return to your course on your school's Moodle portal.
7. In the header section of your course (likely named either **Getting Started** or **Are You Ready?**) click the **News Forum** link.
8. In the **News Forum**, click the **Add a new topic** button.
9. In the **Subject** box, create a subject for the topic that will inform students that this is a link to the recorded meeting.
10. In the **Message** section, paste the **URL for Viewing** (link) and then click the **Post to forum** button at the bottom of the page to notify students that the recording of the meeting is available.

## PODS

### DESCRIPTIONS OF SOME PODS

- You can have as many pods open at a time as you would like, and you can arrange them on the screen as you wish. A triangle arrow to the right of a pod on the list means that you can open multiple instances of that pod. A check mark next to a pod signifies that only one instance of that pod is permitted and the pod is already in use. One cannot close a pod completely while a meeting is in session; one can only hide it. This is to prevent a host from deleting a pod inadvertently.

**Share Pod:** You use this pod to share any content you may have uploaded in advance or would like to upload “on the fly.” You can also use this pod to share your screen—either your entire desktop screen or a particular window or application—as well as use Adobe Connect’s built-in Whiteboard tool.

To retrieve a Share pod you used earlier in the same session, go to the **Pods** tab and hover over the **Share** option to reveal a list of all available Share pods and their contents. Choose **Assignment Type** from the **Add an activity...** drop-down menu.

**Notes Pod:** This pod allows you to take notes on the screen. Unless you are taking notes in the presenter-only area, participants can see these notes.

**Attendees Pod:** This pod lists attendees by role—host, presenter, or participant—and allows you to drag users from one role to another, see who has speaking rights (indicated by a microphone to the right of the user’s name) and see when someone is speaking. By hovering over a user’s name, you may enable microphone rights and open a private chat with that user.

You can also use this pod to move users into breakout rooms. Once they arrive in a breakout room, all users have microphone rights and the ability to share documents within that room. Adobe Connect allows you to create as many breakout rooms as you need and will evenly distribute participants to breakout rooms if you wish.

**Video Pod:** If you choose to use a webcam in your classroom, either solely for yourself or for the entire class, you will need the Video pod. Once you have opened the pod, click the **Start My Webcam** button to begin transmitting video. If you elect to have the entire class use webcams, you will want to increase the size of this pod (click and drag the corners) so that it fills the entire screen, as the windows for each webcam will be tiled in the Video pod. The more webcams in use, the smaller the window for each will be.

**Chat Pod:** The chat feature allows multiple windows in a single pod, tiled across the bottom of the pod. Initially you will only see a chat labeled “Everyone;” as you add additional chats with appear to the right of your “Everyone” chat. You may have a separate chat window open for each user or have one chat addressing a role, i.e. Hosts or Presenters. When you receive a new message in a chat window, the window blinks yellow but

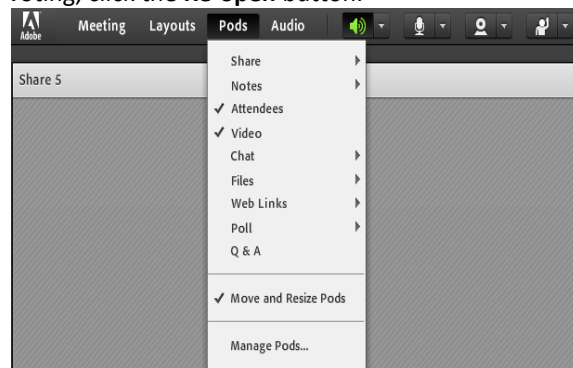
does not give an audio alert. Using the **Pod Options** button in the top right corner of the Chat pod, you can elect to show timestamps in the chat, change your chat color or increase the text size in the chat. For easy reading, choose a size 12 or 13 font for chatting. If your chat is the majority of the activity in a meeting at any time, consider increasing the size of the Chat pod to make it easier for all participants to follow the chat.

**Files Pod:** This pod allows you to force participants to download a file of your choosing. You may use this option if you wish to make students open a .doc or .xml file that you cannot upload into the room. You might consider, however, sharing these files in your Moodle course instead so that students have access to them after the meeting session has ended.

**Web Links Pod:** This pod forces a participant’s browser to navigate in a new window to a Web link of your choosing. From the **Pods** list click **Web Links** and then select **Add New Web Link**. In the new pod window that opens type the link in the bottom box. Once you have finished typing the link, click the **Browse To** button to complete the action and send the link to participants.

Be judicious in your use of Web links, however, as once you direct participants to a Web link, you direct them away from the meeting. The meeting remains open and participants may return to it easily, but the participants’ focus may shift away from the meeting for the remainder of the session.

**Poll Pod:** You create polls by selecting the Poll pod and choosing **Add New Poll**. Your polls can allow one or multiple answers. Type your question into the **Question** box, and begin typing answers into the **Answer** box. Allow a single answer per line, and use your return key to move to the next line within the answer box. When you have filled out your question and answers, click the **Open** button to open the poll to participants. If you need to edit your question or answers once the poll is open, click the **Prepare** button to return to the previous page. The Poll pod will tabulate responses and prepare them in bar graph format. To publicize these bar graph results to students, click the **Broadcast Results** box. To see how specific participants answered, click the **View Votes** button. To suspend voting on a specific question, click the **Close** button. To re-open voting, click the **Re-open** button.



**NEED HELP? CONTACT US!**  
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