Adobe Connect Pro
Quick Start Guide for
HIT & SLIS Students

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Advantages

- Remote locations – no need to come to campus
- Convenient times – flexible schedule
- Learn in emerging technology that transfers to work environment
- Learn at your own pace*
- Materials accessible in a central location

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August 2011
**Learning goal:**

This guide will focus on giving students the skills they need to use the main features of Adobe Connect Pro Meeting.

**Learning Objectives:**

Students will be able to:

1. Describe what they need to participate in a class meeting using Adobe Connect Pro
2. Log into a session and open the lobby and classroom.
3. Test their headset and microphone
4. Use the chat pod to send messages to just selected persons or everyone.
5. Use the mic and talk with the instructor
6. View a PowerPoint, web pages and computer applications.
7. Share the screen, desktop, documents etc.
8. Participate in a breakout sessions.
Unit 1 Getting Started in Adobe Connect Pro Meeting for e-SLIS

Topic 1 – Overview

The School of Library and Information Science has undertaken a project called e-SLIS to move into the synchronous e-learning environment. Adobe Connect Pro Meeting is the tool that has been selected as best meeting the needs of faculty and students for a rich interactive environment. This quick start guide is for students who are participants in the e-SLIS blended learning project or are interested in considering it for their course.

Topic 2 – What do You Need to Participate?

1. You will need a computer with a high-speed internet connection using the latest browser compatible with your operating system. Here is a chart with the major software requirements.
2. You should purchase a headset with earphones and mic and a USB connection. Logitech provides a good product available at Best Buy, Radio Shack and other electronics stores. Other brands work as well.

Topic 3 Getting into Your Class Session

A few days before your class you should receive an email with your meeting information from your instructor. If this is the first time you have participated in a session you should click the link to test your system.

Please join me in an Adobe Connect Meeting.

Meeting Name: eslis Practice Session
Summary: Invited By: Joan Weeks (weeks@cua.edu)
When: Tuesday 2 August, 06:15 PM - 07:15 PM
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

To join the meeting: http://catholicu.adobeconnect.com/test080211/

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If you have never attended an Adobe Connect meeting before:


Get a quick overview: http://www.adobe.com/go/connectpro_overview
Students will be assigned e-SLIS accounts with the participant role. Your account name will be your CUA email address. You will be assigned a default password which you will need to change the first time you log in.

You should plan to click the link to join the session about 15 minutes ahead of time to test your headset and connection so you can resolve any problems before your class session starts. There will be technical assistants available in each class session to help you with any technical problems. Please call 202-319-6129 if you are experiencing technical problems. Please try to have a phone available to call the tech assistants off line if you have technical problems you can’t resolve with a few troubleshooting tips in this guide.

**Topic 4 The Opening Lobby View**

Once the classroom opens you should see yourself as a participant and other participants listed in the left panel and a presentation area in the middle section with a chat box in the bottom panel. Other arrangements can be selected by the instructor.

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Topic 5 Testing your headset

Once you are into the Adobe Connect Pro Meeting, click on Meeting>> Audio Setup Wizard.

Click Next.
Click **Play Sound** on the **Test Sound Output** screen to check your speakers. You should start to see a blue bar and hear the sound. Click stop if you hear it and **Next**.

You should click **Next** and let Adobe choose for you.
Click on the record button and speak the sentence. You should see a green bar.

**Audio Setup Wizard - Step 3(4)**

*Tune Microphone Volume*

To ensure that your microphone is working properly, click **Record**, and read the following sentence into the microphone. Click **Stop** once you are done and click the **Play Recording** button to hear your recording.

*Please speak* "I can see the recording bar is moving and my microphone is working properly" *or anything you desire*

![Record and Play Recording buttons](image)

Click on **Allow** to install the Flash Player.

![Adobe Flash Player Settings dialog box](image)

![Audio Setup Wizard - Step 3(4)](image)
Click next on the Silence Level screen

If you still don’t have the blue bar, click the Help button otherwise click Finish.
Unit 2 Participating in a Class

The Adobe Connect Pro interface provides a rich environment in which you can present and actively participate in your class.

Topic 1 – Chat

Just as you have used Instant Messaging features on your cell phone or through your Internet Provider, you can participate in class discussions or answer questions using the chat feature. All you need to do is type your message in the chat box and use the tabs for participants or presenters and select exactly the persons you want to see your message.

Once you have chosen the recipient/s, select the send icon and your message will be sent.

Depending on the view that you, the instructor, have set, you may see either the Sharing, Collaboration or Discussion view of chat.
Discussion View

Chat (Everyone)

The chat history has been cleared
Joan Weeks: Hello Everyone!
Joan Weeks: Welcome to e-SLIS.

Is everyone ready to start?
Everyone

Topic 2 Live Speech

One of the most interactive features of e-SLIS is the ability to communicate synchronously with your instructor using your microphone and speakers. If you want to talk, you can raise your hand by clicking on the icon or using the dropdown and then select the icon with the hand raised. The host/instructor will acknowledge you and give you permission to talk.

Notice the other status icons that you can set and unset.

The instructor may conduct a poll and you could agree or disagree. If you need to leave the area for a moment just use the Step Away icon. The instructor might have everyone set icon when going on break and then toggle it when they return. This way the instructor can tell when everyone is back.
Steps:

1. You will see a mic appear next to your name and in the top menu bar. Just click the mic at the top and start talking. You will see sound waves emanating from the icon when you are talking.

2. If you want mute your mic you can either use the dropdown arrow next to the mic or click the mic.
Topic 3 Pod Views

The instructor can change the pods to work better with different course content. The default view is the Sharing View. We will look at how each view can be used to promote e-learning. The Sharing View is used to display a PowerPoint or website.

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You can click on Full Screen to open up the presentation for a larger view.
Discussion View
Here the instructor can set up a poll and have a discussion forum. The instructor can post discussion notes.
Collaboration View

Here the instructor can use a Webcam, share documents and upload files.

Topic 4 Viewing a PowerPoint

In either the Sharing view or the Collaboration view, the host/instructor may put a PowerPoint presentation up for everyone in class to see. In the Sharing view, the instructor may give students permission to move through the slides at their own pace or may move through them with the class as a whole.
Topic 5 Sharing your PowerPoint

The instructor can make you a presenter so that you may share your PowerPoint, for example as a report. You will see your status change in the Attendee List from Participant to Presenter.
You will also see that you have a drop down arrow next to Share My Screen.

**Steps:**

1. You may open your PowerPoint ahead of time and have it minimized on your system tray.

2. Click on **Share My Screen**.

3. You will have three options. You may share your desktop, applications or windows you have opened.
4. If you select Windows you will see your PowerPoint in the selection box.

3. Select it and click **Share**.

You may enable Full Screen viewing by clicking on the Full Screen button. The same Full Screen toggle is available for participants. You can return to the pod view by clicking the button again.
You can draw on the slides by clicking the **Draw** button.

You will open the icons **selecting** your text, drawing, the eraser, the text tool the rectangle and the undo and redo button. Under the pencil and rectangle are small arrows that can provide more choices when you drag your mouse over them.

If you need to select or move your text box, you may click on the first selector icon and the box will have the markers to expand or contract the box.

You may also have a pointer to indicate a particular part of the slide. You can click **Stop Sharing** when you are finished with the PowerPoint.
If you want to go back or forward to a particular slide you can click on the button at the bottom of your presentation and open the slide view. Clicking on a particular slide will open it in the window.

**Objectives**

At the end of this session we hope you will:

- Describe the scope, advantages and requirements of SLIS blended classes
- Describe the expectations and challenges to students
- Identify resources for additional help

Do you have any questions?

Click **Stop Sharing** when you are finished with the PowerPoint.
Topic 6 Displaying a Web Page

You, as the Presenter, can display web pages to the class in several ways but the page should display automatically on everyone’s screen.

Steps:

1. An easy way is to open the webpage on your desktop and then minimize it to your system tray.
2. In the Sharing or Collaboration view, click on the Share My Screen dropdown arrow. Select Share My Screen.

3. Select Windows and check next to the web page you want to display then click the Share button.
4. You can annotate and make notes just as you did with the PowerPoint presentation.
5. Next to Stop Sharing, click the dropdown arrow and select Pause and Annotate.
6. The buttons will appear for annotation.
7. Click Stop Screen Sharing or Stop Sharing this Window when you are done.
In this view the presenter has shared his/her window with the web page. You may toggle between a scrolling view of the web page and the full view by clicking the Full Screen button at the top. You may advise the participants to do the same thing to view the Full Screen.

You will still have tools to annotate the screen. When you are finished just click the button to stop sharing.

**Topic 6 Viewing the Presenter’s Desktop**

In class, the Presenter may want to show his/her desktop.

**Steps:**

1. The presenter will be able to share his/her desktop by selecting the Share My Screen option.
2. Choose the radio button next to Desktop.
3. Click Share. You will then see a message that you are sharing your desktop. You can then demo something on your desktop.

**Topic 7 Sharing Computer Applications on the Desktop**

One very exciting feature of Adobe Connect Pro is the ability of the presenter to demonstrate computer applications that students may not have on their own desktop. The image below is the opening screen for Excel 2010.
Steps:

1. Open Excel on your computer and minimize it to your system tray.
2. Select Start Screen Sharing.
3. Click the radio button next to Applications.
4. Select the open application.
5. Click the Share button.
6. You may now use the application as you normally would.
7. When you are finished, select stop sharing.

**Topic 8 Participating in a Breakout Session**

Just as you may participate a breakout session in your face-to-face class, you may also be in a breakout session in Adobe Connect Pro.

Students can participate in the breakout session just as they have in the main meeting. If they have been granted screen sharing, they may then share their screen with others in the breakout room. The presenter/host will return everyone to the main meeting after a certain amount of time.

Steps:

1. If you are sharing your desktop or a document, you will see a button at the top Stop Sharing. If you use the drop down arrow, you can Pause and Annotate the document, PowerPoint, webpage etc. When you are finished, click Stop Sharing.
Topic 9 Participating in the Collaboration View

In this view, the presenter/host may display a document for all to contribute content or discuss. The pods are arranged in a manner conducive to discussion with a camera option as well as the voice delivered via the mic and chat. The presenter/host can grant control of the document and the participants may then edit the document.

There are many opportunities for a very interactive and engaging class using the tools in Adobe Connect Pro Meeting. There will be tech assistants available in your class session to help you if you are experiencing problems. Please call 202-319-6129 if you are not able to connect. If you are in the system but experiencing problems, you may use the chat feature and send the message directly to the tech assistant.

Enjoy your class!