# Adobe Acrobat Connect Pro with a License

What is Adobe Connect Pro?

Adobe Acrobat Connect Pro is a Flash based application that allows you to have real-time, multi-point meetings and class sessions that participants can access through a web browser.

Setting up a Meeting

1. If you already have an account from Adelphi University, go to **adelphi.na4.acrobat.com** and sign in with your username and password. To request an account, please contact the FCPE for more information. ❶

2. You will be directed to your Adobe Connect Pro Home, where there will be information on past virtual meetings, upcoming ones etc. ❷

3. To create a new classroom meeting, select and click on **Meeting** from the **Create New** option. ❸
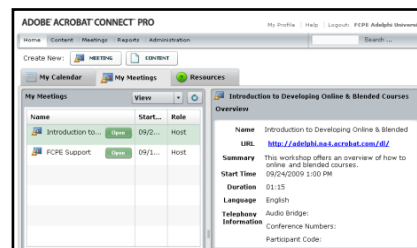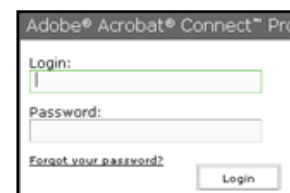
Name: Supply a name for the meeting

Custom URL: You may supply an optional custom URL in the text box specific to the topic or meeting, e.g. 'Midterm Review'. Leave it blank for a system generated one.

Summary: Enter an optional summary about the meeting.

**Start Time:** Set the start date and time for the meeting.

Duration: Set the duration of the meeting in hours and minutes.

**Select Template:** Choose a template to select preset room settings.

Language: Select the language in which the meeting is to be conducted.

Access: Allows you to select who can participate in the meeting. The third option allows anyone with the URL for the meeting to enter the room, which is the recommended setting.

You may also set the **Access** to *Only registered users and accepted guests may enter the room,* to create a **private session** that allows you to control who has access to the meeting. ❹
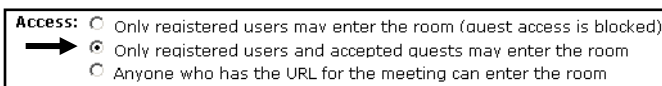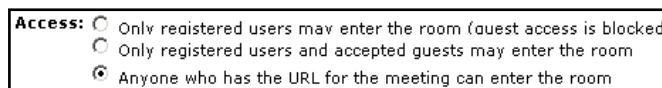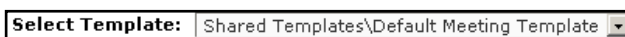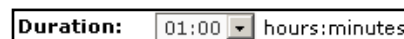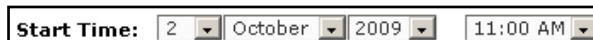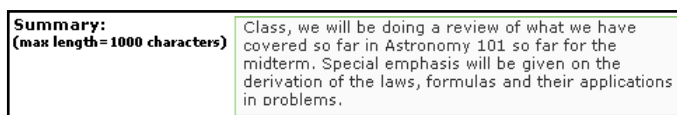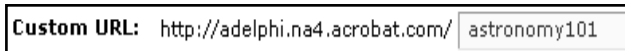
- The participants can now either enter as a **Guest** or as a registered user with a username and password after they click on the link.

- Once the **Guest** requests access, the **Host** will get a prompt requesting approval in the lower right hand corner of the screen. The **Host** must click on **Accept** in order for them to join the room.

4. You may leave the **Audio Conference Settings** to **Do not include any audio conference with this meeting**.

5. Click on **Next** at the bottom of the page.

6. Do not make any changes on the **Select Participants** page, and click on **Next** again.

7. On the **Send Invitations** page, you can either invite people to your meeting by copying the **URL** and then include it in an e-mail to your invitees, or you can select the **Send E-Mail Invitations** button below, which will launch your default e-mail client. ❺

8. Click on **Finish** at the bottom of the page to finalize the meeting. ❺
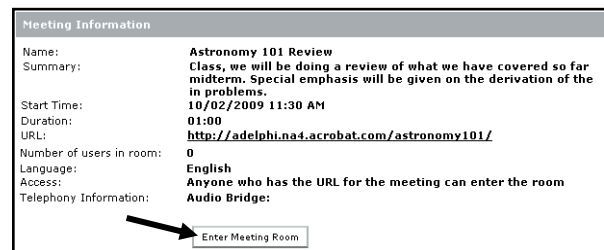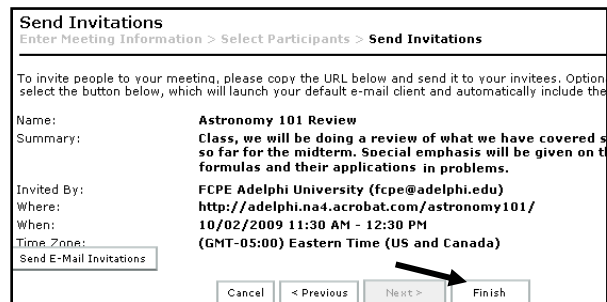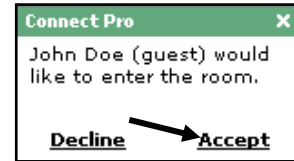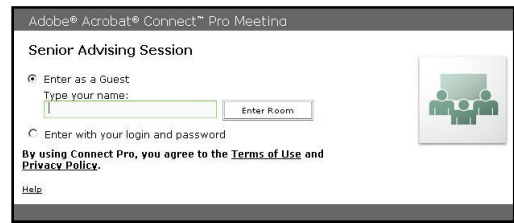
You will then get a **Meeting Information** page that summarizes the upcoming meeting with the duration, URL, and other details. ❻

Click on **Enter Meeting Room** to enter the virtual meeting room. ❻

A loading screen will show up with a green progress bar. ❼
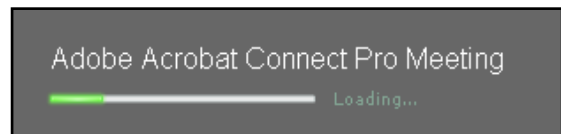
You will be prompted to install an Adobe Connect Add-In. Click on **Install** ❽. And click on **Yes** to install the Add-In ❾.

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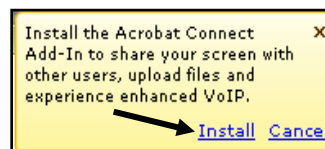
The Meeting Room Screen

Attendee List: Shows the list of online participants.

Chat: Send and receive instant messages from participants.

Notes: Make notes about the session

Share screen: Lets you choose what you want to share with your class.

If you are conducting a private session, the **Host** must click on **Accept** in order for the **Guests** to join the room.

The virtual classroom opens up to the **Sharing** setting by default, click on either **Discussion** or **Collaboration** to change the configuration of your pods.
Note: The screen demonstrated above is the Sharing Configuration.

Also, choose what you want to share with your class: ❶

My Computer Screen: Shares your computer screen in real time with the participants.
Documents: Share files from your documents folder.
Whiteboards: Select a blank screen that can be manipulated according to your needs, like a blank canvas.

The Raise Hand Tool distinguishes any participants who want to participate or contribute something to class.

The **Talk** Button allows the teacher to speak to the class.

Switch between different **Meeting** settings.

Tools Explained

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
	Selection		Line Tool		Text Tool		Redo
	Pencil Tool		Rectangle Tool		Stamper Tool		Clear/ Erase
	Marker Tool		Ellipse Tool		Undo		Print

Status Icons Explained

Click the ⬛ icon in order to talk without having to hold down the **Talk** button. If you choose to press [🔑 Talk] you must continue to hold down on the key in order for others to hear what you are saying. You may press [▾] for more options:

✅ Agree   Click on this in order to agree with a comment mentioned.

❌ Disagree   Click this in order to disagree with a comment mentioned.

🖥️ Step Away   Click on this to indicate that you are away from the computer.

🔊 Speak Louder Click on this to indicate to the speaker to speak louder.

🔇 Speak Softer   Click on this to indicate to the speaker to speak lower.

🔼 Speed Up   Click on this to indicate to the host or presenter to speed up their actions.

🔽 Slow Down   Click on this to indicate to the host or presenter to slow down their actions.

😃 Laughter   Click on this to indicate to others that you were amused by a comment.

👍 Applause   Click on this to give praise to the speaker, presenter, or professor.

Clear My Status Click on this to clear any previous status that you may have enabled.

The Pods Explained

The Pods are the different windows that are on the screen: Whiteboard, Attendee List, Chat, Notes etc.
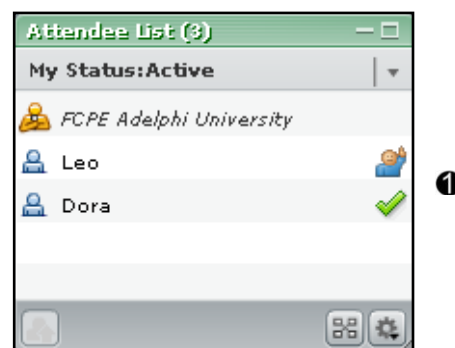
Attendee List (x)

This pod tells you how many participants are online at that moment, and their status, which can be selected by both the participants and by the host of a meeting and are represented by various icons.

For instance, here Leo is raising his hand to ask a question, and Dora agrees to something discussed in the meeting, which appears as a green check mark. ❶

You can also change the roles of participants from the **Attendee List Pod**. They are set to **Participant** 👤 by default but you can change their roles according to the needs.

For instance, if a student is presenting something to the class, change the role to that of a **Presenter** 📱 so that they can share their PowerPoint

documents, photos etc. If set to a **Host** 👤, then they will have the same privileges as the teacher.

Click on the student who is presenting, and then click on the **Set User Role** 👤 button at the both of the **Attendee List** pod. ❷

You may also give the participants rights to show their video and have control of other pods:

1. Click on the name of the participant, then on the 🔧 button to show advanced options. ❶

2. Select **Change Enhanced Participant Rights…** from the dropdown menu. ❶

3. The **Enhanced Participant Rights** window will allow you to select what rights or features you want the presenter to have. ❷

4. If you want the participant to have **Camera and Voice** features enabled, check it off and click on **Ok**. Now the presenter will have an active **Camera and Voice** pod.
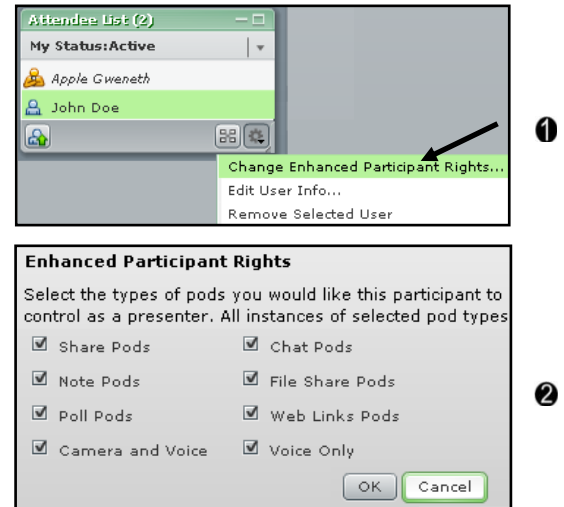
Sharing Files on Adobe Connect Pro

You can share files with other participants during the course of a meeting, like pictures, Power Point Presentations etc.

1. Click on **Documents** from **What do you want to share?** page. ❶

2. Now choose **Select from My Computer…** from the drop down menu. ❶

3. It will open up a browse page to locate the file in your computer. Navigate to the particular folder where the file is located and click on **Open** to upload the file to the virtual classroom. ❷

4. It would then upload the file and convert it to be compatible with Adobe Connect Pro. You may also click on **Cancel** if you accidentally chose the wrong file. ❸

5. Please wait during the upload process and you will see a page that says **Adobe Presenter** and your slideshow will open in the sharing screen with the first slide. ❹
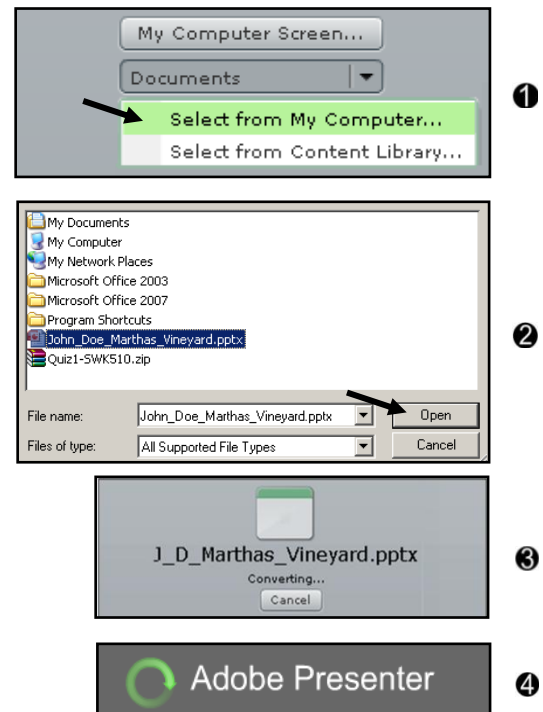
6. You can now navigate between the slides by using the arrow buttons located at the bottom of the page. ❺

7. The **left arrow** allows you to go to the previous slide and the **right arrow** allows you to move to the next slide. ❻

8. If you want to jump between slides, then click on the **Show/ Hide Sidebar** button. ❼

9. It would then open up a console next to the slideshow with a complete list of all the slides. You can click on any slide number to navigate between them easily and access required slides randomly. ❽
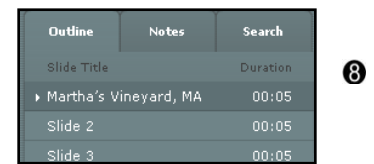
Chat

Interact with the participants via text based chat. You can communicate with other attendees while a meeting is in progress, using a Chat pod. If you have a question and do not want to disturb the meeting or if you do not have a microphone, you can send a chat message by typing in the chat box. ❶

To send private messages to individual attendees in the room, click on the drop down menu next to "**To:**" and select the participant's name from the list. It is set to **Everyone** by default. ❷
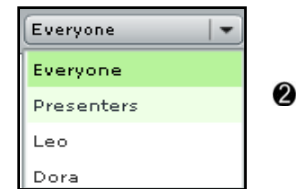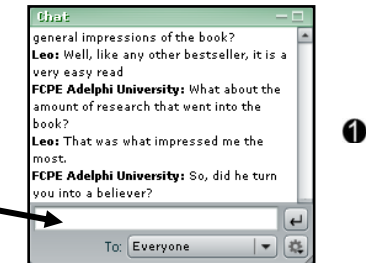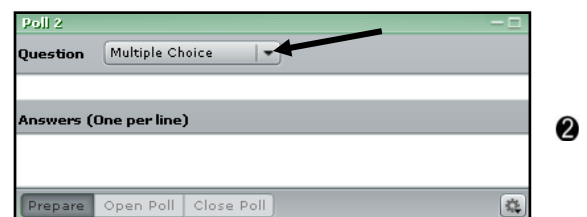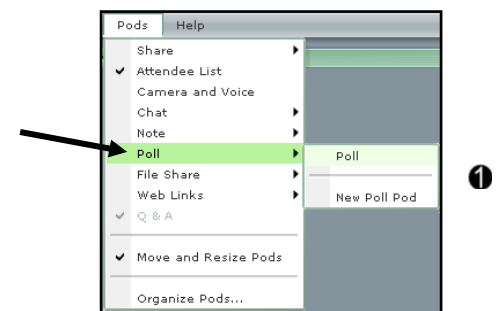
Poll

Hosts can use the Poll pod to create questions, or *polls*, for participants and to view the results. Only hosts can control poll management and how polls appear to meeting participants. Hosts can also cast votes.

To create a Poll, follow the steps below:

1. In the menu bar, select **Pods** and click on **Poll > New Poll Pod**. ❶

2. A new window will open up with two choices for the poll format: Multiple Choice or Multiple Answers. ❷

3. Enter the **Question** and fill in the answers in the **Answers** box with each line representing the choices. ❸

4. Once, the poll has been prepared, click on **Open Poll** to publish the poll to the attendees. ❹

5. You will then see the results of how the attendees voted with percentages and the hits for each option. You may choose to show the results to the attendees by checking off **Broadcast Results**. ❹

To close the poll, you may either minimize the pod or by clicking on **Close Poll**.
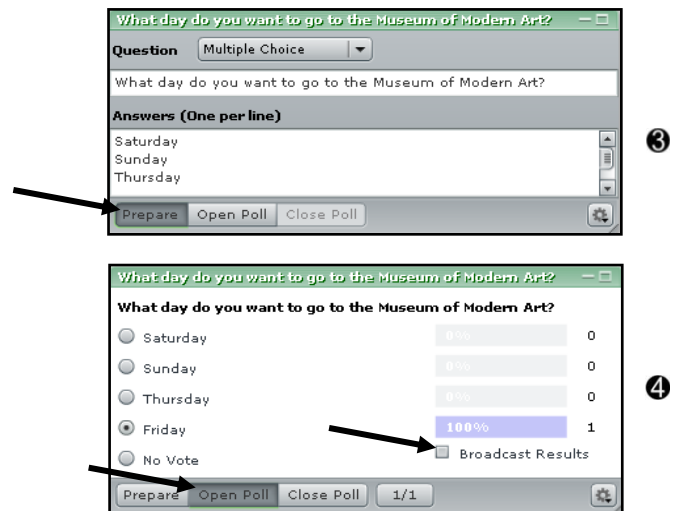
File Share

You can make files available to be downloaded, or allow students to upload files for you to download and view.

1. In the menu bar, select **Pods** and click on **File Share > New file Share Pod**. ❶

2. In the **File Share** pod, click on **Upload File**. ❷

3. Click on **Select from My Computer…** ❸

4. Locate the file from the computer and click on **Open** to upload it to the classroom. ❹

5. Now you the file is available for download for the participants in the room.

   Note: Make sure that the **File Share Pods** is checked off in the enhanced participant rights settings.
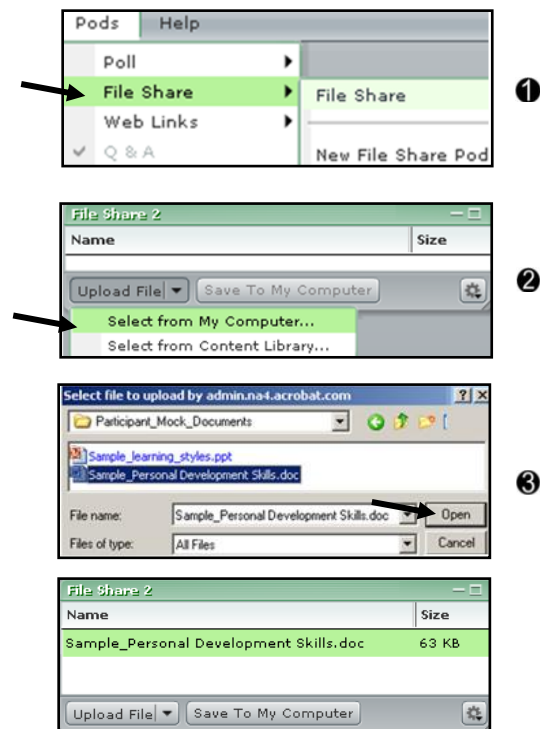
Audio and Video Setup

To set up your microphone, follow the steps below:

1. Click on **Meeting** in the Menu Bar. ❶

2. Then go to **Manage My Settings > Audio Setup Wizard…** to go through the initializing steps. Then Click on **Next** to proceed. ❷

3. On the **Test Sound Output** section, click on **Play** to check that the audio is working
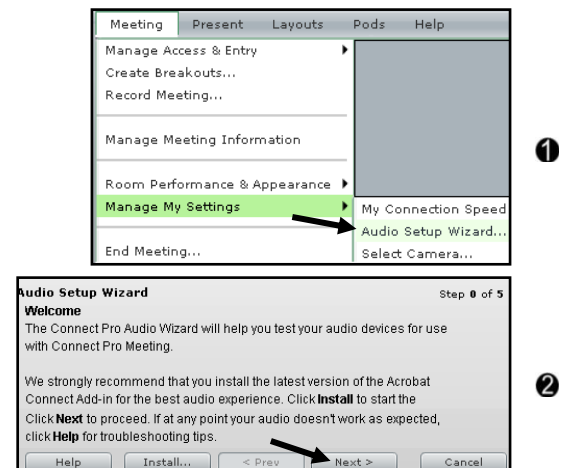
properly. Once you have confirmed that the audio is fine, click on **Next** to continue. ❸

4. On **Select Microphone** section, click on the drop down menu and select the default microphone then click on **Next**. ❹

5. In order to test that your microphone is functioning properly, click on the **Record** button to record a short line (possibly the one suggested to you in the setup wizard). While you are recording, the recording bar will no longer be blank; instead it will appear like a green progress bar ▭▭▭. Once you are done recording, click the stop ■ button to stop recording. Then click the play ▶ button to hear the playback of the recording and subsequently confirm that the audio is working properly. Then click on **Next** to continue. ❺

6. Click on the **Test Silence** button to test for background noise. Make sure that you stay silent until the progress bar is filled up (the green bar will go all the way to the end). Click **Next** to complete the wizard. ❻

7. Complete the Audio Setup Wizard by clicking on **Finish**. Now, you then you may 🖼 and speak if you would like. ❼

8. To set up your camera, click on **Meeting** on the Menu Bar. ❽

9. Then go to **Manage My Settings > Select Camera…** ❽

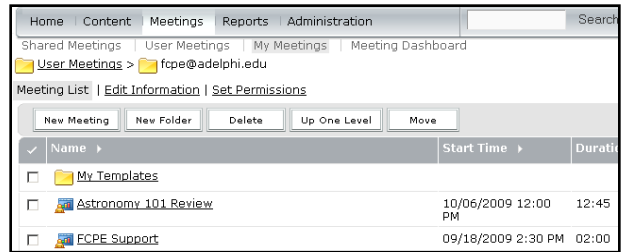10. Make sure the correct webcam is selected under camera. Then close out of it. ❾

11. In order to begin broadcasting video, click on 🎥 which is located on the bottom of the "Camera and Voice" pod. ❿
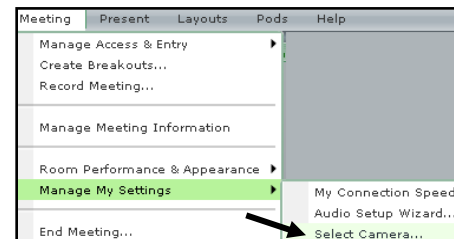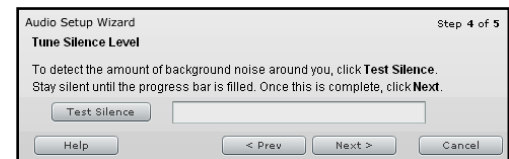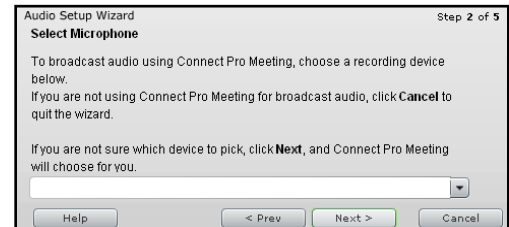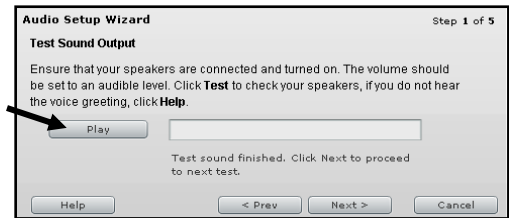
Editing and Deleting Meetings

In order to change settings in a meeting or to delete past meetings, follow the steps below:

1. Click on the **Meetings** tab. ❶

2. To delete a meeting, check off the box next to the meeting you want to delete. Then click on **Delete**. ❷

3. In the Meetings page, you can update a meeting by clicking on the meeting you want to edit.

4. Once you click on one particular meeting, you will see the summary of the meeting that you had entered while it was created. Click on **Edit Information**. ❸

5. Now you can now change the date, time, duration and all the other information that was required and entered during the creating of a particular meeting, by visiting each of the fields: **Edit information**, **Edit Participants**, **Invitations**, etc. ❹

6. Click on **Save** at the bottom of the page to save the changes. ❺