Introduction to Adobe Connect – Video Conferencing System

Adobe Connect is the Australian National University's new web conferencing solution for staff and students. It has been integrated with the University's Learning Management System, Wattle (https://wattle.anu.edu.au/), to enable real-time communication and collaboration. This introductory guide will cover the basics of getting started with Adobe Connect (Figure 1).

Minimum System requirements

To participate in an Adobe Connect meeting the following minimum system requirements apply:

**Software:**
- Mozilla Firefox 3.x (http://mozilla.com.au)
- Adobe Flash Player 9 or later (http://get.adobe.com/flashplayer/)

**Hardware:**
- PC: 1GHz Intel Pentium II or faster processor or equivalent (1GB of RAM, 2GB recommended)
- MAC: 1.83 GHz Intel Core Duo or faster processor (512MB of RAM, 1GB recommended)

**Internet Connection:**
- Bandwidth - DSL/Cable (wired connection recommended)

**Recommended:**
- A USB/twin-jack microphone headset
- A webcam (USB external or embedded)
Preparing your computer for an Adobe Connect meeting

To prepare your computer for an Adobe Connect meeting:

1. Plug in your USB/twin-jack headset
2. Set your headset (e.g. Logitech USB Headset) as your computer's default audio input and output via the computer’s Control Panel within the Sounds and Audio Devices option (PC) or System Preferences within the Sound option (MAC)
3. If you are using an external webcam, plug it into your computer and ensure that it is working properly.
   **Note:** You may need to install drivers. Please contact your IT Support to assist you with this.

Adding an Adobe Connect meeting to your Wattle site

To add an Adobe Connect meeting to your Wattle site:

1. Click **Turn editing on** located at the top right-hand corner of your screen. Your Wattle site reloads to show the editing tools and functions available.
2. Within your preferred week/topic, click **Add an activity**. The activities menu appears.
3. Select **Adobe Connect** from the menu. The **Adding a new Adobe Connect** page appears.
4. Enter a name for your meeting within the **Meeting title** field, and a meeting introduction in the **Intro** field. This meeting introduction will appear to students before they enter the meeting room.
5. Within the **Adobe Connect Settings**, select your preferred meeting type:
   - **Public** – allows any user with access to the meeting room link to enter the room as a participant.
     If you have guest users, who are not current ANU staff members or students, you can give them access to Public Adobe Connect rooms by sending them the Meeting URL.
   - **Private** - only allows users who have been assigned an Adobe Connect role to enter the room. Access to Private rooms is limited to ANU staff and students. Please see instructions for assigning roles below.
6. Enter a start and end date for your activity. These dates determine the period in which students are given access to the meeting room. It is recommended that you change the dates and times to suit your plans for the video conferencing activity. For example, if the Adobe Connect activity you’ve added will be used for weekly online consultations with your students, change the start date to coincide with the beginning of the teaching session and end date to the end of the teaching session. This will ensure that the activity is ready every week and you will not need to change the activity dates every week.
7. You can amend the remainder of the available options as required. If you are uncertain about how a function operates, click the corresponding help icon for more information.

Once you have finished configuring your new Adobe Connect meeting, scroll to the bottom of the page and click **Save and display**. You will be taken to the **Meeting Info** page (Figure 2), where you will be provided with an overview of your current meeting room settings.

![Figure 2 - Meeting Info page](image)
The Meeting Info page lists:

- **Meeting Name** – visible to all Wattle participants
- **Meeting URL** - only visible to anyone assigned to the Adobe Connect ‘Host’ or ‘Presenter’ roles. Use this link to give users who are not current ANU staff members or students access to Public Adobe Connect meeting rooms.

**Note:** For security reasons, a Public meeting room URL should only be distributed to guest participants who are not enrolled in the Wattle site hosting the Adobe Connect meeting room. Enrolled students must only access meetings through the Wattle activity link with the Wattle site. This will ensure that their participation in the Adobe Connect meeting is properly logged by Wattle.

- **Meeting start /end time** – visible to all Wattle participants
- **Meeting Summary** - lists the Meeting information (if entered in step 4 above)

### Roles

Adobe Connect uses ‘Roles’ to help manage the kinds of functions different participants can use when participating in an Adobe Connect meeting. These roles are:

- **Host** – This role is automatically assigned to all people who have the Wattle ‘Lecturer’ role in the Wattle site. The Host can also assign temporary Presenter roles to Participants within the meeting itself. Hosts also manage different functions such as recordings and content delivery.
- **Presenter** – The Presenter of a meeting and can present content, share a screen, send text messages, moderate questions, create text notes, broadcast audio and video, and push content from web links. Presenters can also assign temporary Presenter roles to Participants within the meeting itself.
- **Participant** – Participants can interact and can view content presented in the meeting, but cannot modify any of the meeting settings. All people assigned to the ‘Student’ role in the Wattle site are automatically assigned the Participant role in an Adobe Connect meeting.

If you would like to give students ongoing ‘Presenter’ access to an Adobe Connect meeting so that they can use the meeting room at their own discretion for group meetings or other collaborative tasks, you should assign them the Presenter role.

### To assign an ongoing Adobe Connect Presenter role to students:

1. At the top right-hand side of the Meeting Info page, click **Update this Adobe Connect**. The **Updating Adobe Connect** page appears.
2. At the top of this page, click the **Locally assigned roles** tab. The **Assign roles in activity:** (your meeting name) page appears (Figure 3).
3. Scroll the bottom of the **Assign roles** ... page until you see the **Adobe Connect Presenter** link in the left hand column.
4. Click the **Adobe Connect Presenter** link, and a page with two columns appears.
5. From the list located on the right-hand side of the screen, select a potential user. You can only add people who have access to your site. You can search for users by entering their name into the Search field. Select multiple names at the same time by holding down the **CTRL** key (PC) or the **Command** '⌘' key (MAC).

### Assign roles in Activity module: Online classroom - private

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Lecture runs for anything within a course, including changing the syllabus and grading students.</td>
<td>0</td>
</tr>
<tr>
<td>Tutor</td>
<td>Tutors can be assigned and guide students, but may not assign roles.</td>
<td>0</td>
</tr>
<tr>
<td>Student</td>
<td>Students generally have been privileged within a course.</td>
<td>0</td>
</tr>
<tr>
<td>Guest</td>
<td>Those with minimal privileges and usually can not edit local anywhere.</td>
<td>0</td>
</tr>
<tr>
<td>Local Administrator</td>
<td>Access to the portal and administrative accounts.</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawn Student</td>
<td>The withdrawn student role does not give the student any privileges.</td>
<td>0</td>
</tr>
<tr>
<td>Adobe Connect Host</td>
<td>The host of a meeting and can present content, share a screen, send text messages, moderate questions, record audio and video, and push content from web links.</td>
<td>0</td>
</tr>
<tr>
<td>Adobe Connect Presenter</td>
<td>The presenter of a meeting and can present content, share a screen, send text messages, moderate questions, record audio and video, and push content from web links.</td>
<td>1</td>
</tr>
<tr>
<td>Adobe Connect Participant</td>
<td>Can join, but cannot modify any of the meeting settings.</td>
<td>2</td>
</tr>
</tbody>
</table>

![Figure 3](image.png) – Locally assigned roles page
6. Once all the required names have been selected, click the Add button (between the two columns).
7. If you would like to remove anyone you’ve added, select all desired names from the left column then click the Remove button.
8. To return to the Meeting Info page, click the (your meeting name) link located at the top of the page (it should be preceded by Adobe Connect).

Getting Started

To enter your meeting room:

1. Click Join Meeting at the bottom of the Meeting Info page. The Adobe Connect meeting window appears.
2. When you first enter an Adobe Connect meeting, you will be prompted to install the Adobe Connect Add-in. This allows you to share your screen and upload files (Figure 4). Click Yes. The Add-in installation begins.

3. Once the Add-in has installed on your computer, you will not need to re-install it for all subsequent uses.

Upon the completion of the installation, your meeting room appears in the default Sharing configuration. This default view consists of ‘Pods’. These pods are:

- **Share** – The largest panel appearing on the left side of the screen. This pod allows you to show other participants files, documents, etc.
- **Video** – Located at the top right-corner of the screen. This pod allows you to initiate your webcam so that other participants can see you.
- **Attendees** – Located below the Video pod. This pod lists all participants present in the meeting room.
- **Chat** – Located at the bottom right-corner of the screen. This pod allows all participants to engage in text chat.
- **Layout** – Located to the right of the screen. This pod allows you to change the default view of your meeting room.

Pods can be resized by using the size handle on their lower right-corner. Other tools and functions are available through each pod’s menu located on the top right-corner of the pod or within the pod, depending on which pod you use.

Audio

To ensure that other meeting participants are able to see and hear you, and you them, complete the following steps to configure your audio and video settings:

1. At the top of your Adobe Connect meeting window, click Meeting. A menu appears.
2. Select Audio Setup Wizard…. The Audio Setup Wizard window appears.
3. Complete the Audio Setup Wizard as prompted.
4. When prompted to allow connectpro.anu.edu.au access to your microphone and webcam, click Allow (Figure 5).
Once your audio is configured correctly, you will see an audio symbol appear on the right side of your name in the Attendees pod. When you speak, you will not hear yourself speak through your speakers or other audio output device.

To assign ‘Microphone rights’ to all students
1. At the top of your meeting window, click Audio. A menu appears.
2. Click Microphone Rights For Participants.
All students with a microphone will now able to communicate with each via voice sharing.

To assign ‘Microphone rights’ to selected students:
1. At the top of your meeting window, click Audio. A menu appears.
2. In the Audio menu ensure that Microphone Rights For Participants is not ticked, and then click Enable Single Speaker Mode.
3. In the Attendees pod, click on a student that you would like to assign microphone rights to, and then in the pop-up menu click Enable Audio.

Video
Adobe Connect allows you to see any participant with a webcam. You can choose to enable just the Host’s webcam or all other participants.

1. To start sharing your webcam feed with other participants, click Start My Webcam in the Video pod (Figure 6).

   ![Figure 6 - Start My Webcam](image)

2. If you haven't already agreed to allow connectpro.anu.edu.au access to your microphone and webcam, click Yes when prompted to do so (Figure 5). A preview of your webcam feed will appear in the Video pod (Figure 7).
3. If you are happy with the feed and can see yourself clearly in the centre of the frame, click Start Sharing. The video feed will begin and open for all Participants to see you.
   **Note:** To pause your video feed temporarily, hover your mouse over the bottom half of the video pod and a small triangular Play button will appear. Click this button once to pause your webcam feed, and again to the resume sharing.

To enable students to share their webcam feed:
1. In the Attendees pod, click on the name of a student for whom you would like to enable a video for. A pop-up menu appears.
2. Within the pop-up menu, click Enable Video. That student’s video pod will also appear on everyone’s screen.

Sharing content in Adobe Connect
In Adobe Connect, Presenters have the ability share a wide range of media with other participants, such as PDF documents, Microsoft PowerPoint slides (PPT, PPTX), Flash Video files (FLV), Flash movies (SWF), graphics (JPG, PNG), and sound files (MP3). Presenters can also share a real-time view of their computer desktop, or host a virtual whiteboard for drawings and annotations.
To upload and share content within a meeting room:

1. Click the down arrow located directly to the right of the Share My Screen button. A menu listing the sharing functions appears.
2. Select Share a Document from the down list (Figure 7). A Select Document to Share box appears (Figure 8).

3. To upload a document from your computer/local area network, click Browse My Computer located at the bottom left-corner of the window. The Select file to upload by connectpro.anu.edu.au window appears.
4. Navigate to the folder that contains your content, select it, and then click Open. Your content will be uploaded to the Adobe Connect share folder and added to the Share pod (Figure 9). This content will remain in this meeting until you delete it.

5. The Share pod’s title bar will display the name of the selected content e.g. CSIRO_ClimateChange.pdf. Other functions will appear within the Share pod, depending of what file type you are sharing.
6. To stop sharing your selected content with other meeting participants, click Stop Sharing located at the top right of the Share pod’s frame. Doing this will return your meeting to its original layout.

**Tip:** To add an additional share pod to your meeting, click the Pods menu item at the top of your meeting window, point to Share, and select Add new share. A new Share pod appears.
Assigning temporary presenter roles in Adobe Connect

To assign a temporary Presenter role to anyone in the meeting who is a Participant:

1. Click on the name of the participant within the Attendees pod. The name is highlighted in blue. Then, you can either:
   a. Drag their name over the Presenters list heading until a numbered blue dot appears or
   b. Left-click the highlighted name. From the menu which appears, click Make Presenter.
   That participant’s role updates to Presenter.

2. Repeat step 1 to assign additional Presenters. Temporary Presenters will retain Presenter permissions up until the point where you manually reassign their roles back to Participant or when the meeting window is closed.

3. To remove Presenter permissions manually, select and drag all desired names from the Presenters list back into the Participants list or click a highlighted name, and then click Make Participant.

Recording an Adobe Connect Meeting

You can record all Adobe Connect meetings easily using the Record Meeting… function. This will allow you to archive the entire meeting for your future reference or for students to access later.

To record a meeting:

1. At the top of your Adobe Connect meeting window, click Meeting. A menu appears.
2. Select Record Meeting…. The Record Meeting window appears.
3. Enter a suitable name in the Name field. You may like to add the date and time of the meeting in the name for easy future reference.
4. Enter a summary for the meeting in the Summary text box (optional).
5. Click OK. You are returned to the meeting and the Record Meeting box appears at the top right-corner of the screen to alert you and all meeting attendees that the session is being recorded (Figure 10). This alert disappears after a few seconds.

![Figure 10 – Session recording alert](image)

1. To stop the recording, click the red circular Record button. The Record Meeting box reappears.
2. Click Stop Recording. The recording ends and you are returned to the meeting room.

To exit the meeting room, simply close the window. You are returned to your Wattle site’s Meeting Info page.

If you would like more information, please feel free to contact the CASS Education Development Studio:

Email: wattle.cass@anu.edu.au
Phone: 6125 7444 (ext: 57444)
Alternatively, drop-in to the Studio: Beryl Rawson Building, #13, level 3, room 15.