

Beginning Adobe Connect Pro

Configuring your computer

A. Setting up your hardware

Microphone and/or speakers:

1. To take full advantage of Acrobat Connect, you should use a good **microphone**. A headset microphone is preferable over a stand microphone because it allows you to hear better through the earpiece and pick up your voice better through the boom microphone. It is also a good idea to get a headset mic that has an integrated mute button. *The headset should be plugged securely into the speaker jack and the headphone jack of your computer.*

2. If you choose to use a stand microphone, then you will need some **speakers** to hear the conversations in the meeting room. *Both the microphone and speakers should be plugged securely into the speaker jack and headphone jack of your computer.*

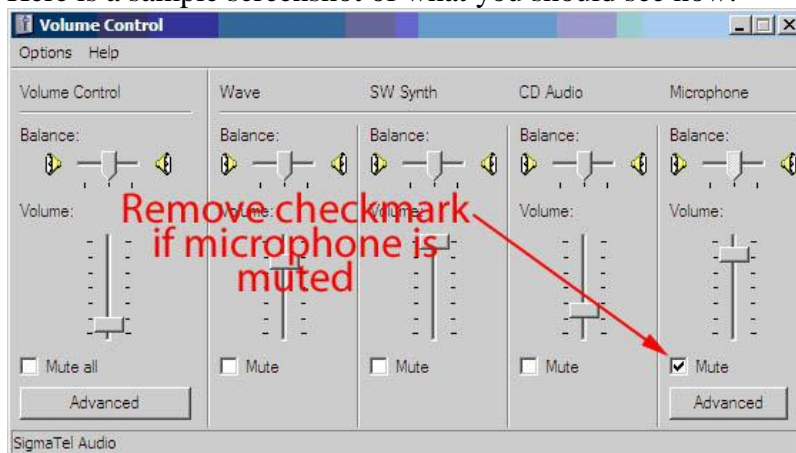
Webcam:

1. If you want to broadcast a video feed of yourself to the meeting participants, you need a good **webcam**. You can purchase a webcam for anywhere between \$25-100, depending on the quality of image that you want to broadcast. The webcam will come with software and installation instructions. *Once the webcam is installed, then Acrobat Connect should recognize its presence when you enter the meeting room.*

Sound properties:

1. On a Windows computer, go to the Control Panel and double-click the **Sounds/Sounds and Audio Devices** icon, then click the 'Advanced' button. *NOTE: You can also double-click on the icon in the system tray that looks like a small round gray speaker.*

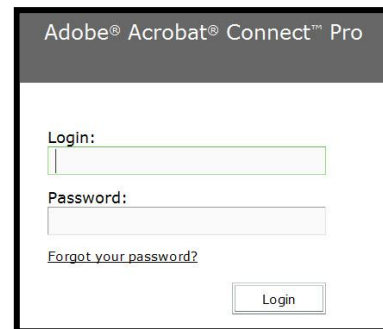
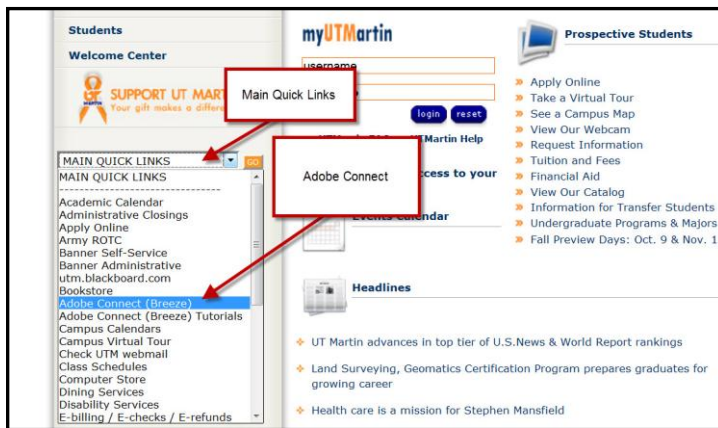
Here is a sample screenshot of what you should see now:



1. Click on Options/Properties
2. Make sure there is a checkmark next to “Microphone”
3. Click the radio button next to “Recording”
4. Make sure that there is a checkmark next to “Microphone”
5. Click OK
6. Make sure there is a checkmark next to “Select” for the microphone
7. Close the window using the X in the upper right corner

Logging into the Adobe Connect Pro Server

The Adobe Connect Pro server is where you create and manage your meetings. The server is on the web at <https://connectpro.utm.edu>. You may access this page also, via the UTM homepage, Main Quick Links drop-down list.



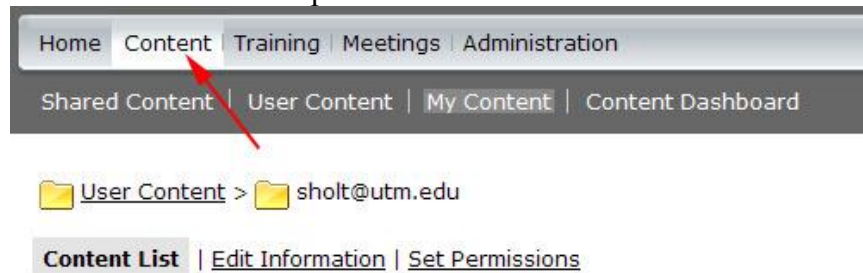
Your username is your **UT Martin email address**, and your password is initially set to your first and last initials, and the numbers 12. For example, John Smith’s password would be js12. You will receive an e-mail with your log-in information when your account is created. Please contact the ITC (731) 881-7877 to obtain an account.

When you first log into the Acrobat Connect Pro server, click on ‘My Profile’ in the upper right corner, then click on ‘change my password’ to change your password to something you can remember.

Preparing/uploading your content for the meeting

Like any meeting, you must prepare before the meeting begins. First of all, you will need to prepare your **class materials**. These are materials that you will be using during your meeting to show your class participants. These materials can be managed by using the **Content Library**.

Click the 'Content' tab at the top of the Acrobat Connect main window.



Your materials can be organized into folders. You can create as many folders as you want, and you can even have subfolders inside of your folders.

Content Listing - sholt@utm.edu

New Content				New Folder				Delete				Up One Level				Move				Set Permissions			
✓	Name	Type	Date Modified	✓	Name	Type	Date Modified	✓	Name	Type	Date Modified	✓	Name	Type	Date Modified	✓	Name	Type	Date Modified	✓	Name	Type	Date Modified
<input type="checkbox"/>	Cool Things On The Web	Folder	06/18/2004 11:11 AM	<input type="checkbox"/>	JPG images	Folder	07/31/2004 8:55 PM	<input type="checkbox"/>	Regular Powerpoints	Folder	07/31/2004 9:02 PM	<input type="checkbox"/>	SWFs	Folder	07/31/2004 9:06 PM								

The types of content that you can upload directly into your Content Library are **PowerPoint Presentations, Flash files, JPG images, GIF images, PNG images, ZIP files, and Flash Video files**. If you have other types of files that you want to distribute in class (Word or Excel files, PDFs, etc.), you can use the File Sharing feature which we'll discuss later, or you can convert those files to one of the types listed above.

Using your Acrobat Connect Pro meeting room

When you have prepared your materials for your meeting, then you are ready to start using your meeting room. Click the 'Meetings' button at the top of the screen to see your list of meeting rooms. Here is a screenshot of that area:

Your meetings listed here.

New Meeting				New Folder				Delete				Up One Level				Move							
✓	Name	Start Time	Duration	✓	Name	Start Time	Duration	✓	Name	Start Time	Duration	✓	Name	Start Time	Duration	✓	Name	Start Time	Duration	✓	Name	Start Time	Duration
<input type="checkbox"/>	My Templates			<input type="checkbox"/>	Steve's test meeting	04/20/2005 8:00 PM	03:00:00																

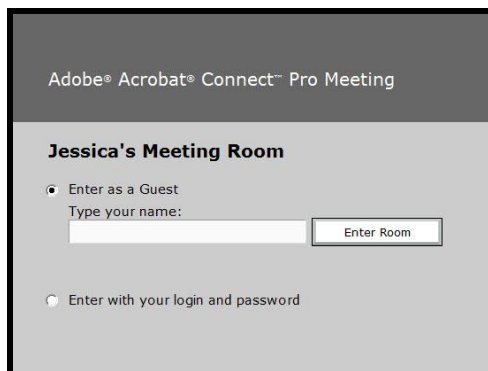
To enter your room, click the name of the Meeting you want to enter. You will now see the meeting details. To change of the meeting settings, simply click any of the links located next to "Meeting Information".

When you are ready to notify your participants of the meeting, you simply obtain the **unique meeting URL link**, and either e-mail the URL to your participants, make a link inside Blackboard and tell them to click on the link to load the meeting room, or place a link on a webpage. To obtain the unique meeting URL link, look for the URL item:

Meeting Information	
Meeting Name:	Steve's test meeting
Summary:	This meeting is used for testing purposes only. No animals wer these tests.
Start Time:	08/02/2004 3:00 PM
Duration:	12:45:00
URL for Meeting:	http://breeze.utm.edu/r13084601/
Status:	2 participants in room

Unique URL

When the participants click this link, their computer will open a browser window that will contain the meeting room. They will see the login screen first:

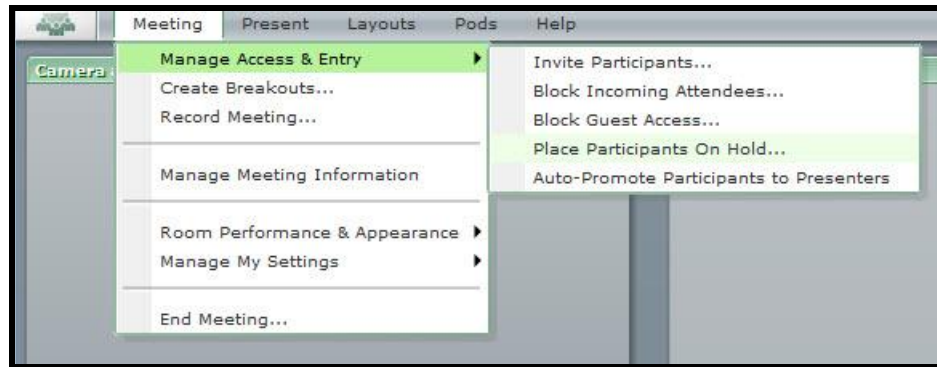


Then they simply type their name into the guest field, and click “Enter”. As each guest enters the meeting room, you will have the opportunity to approve or decline their entry.

Preparing the meeting room

Click on the meeting URL to enter the meeting room. Before the meeting begins, you need to prepare the room for the meeting. Here are some things that you need to consider when preparing the room:

- Locking out participants.
It is a good idea to “lock out” the room while you are preparing it, in the event that someone clicks on the link and tries to enter beforehand. To do this, go to the “Meeting” menu and choose “Place Participants on Hold”

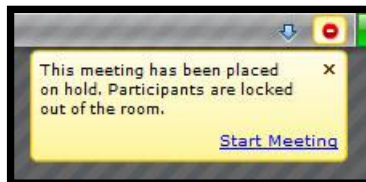


- Then type a message to your participants, and click the OK button. When someone tries to enter the meeting, they will see your message, and they will automatically enter the room when you open the meeting.



- Setting your Connection Speed
Go to the “Meeting” menu, click “My Connection Speed” and choose the speed you are currently using.
- Select Camera
Go to the “Meeting” menu, click “Select Camera”. Make sure your webcam is selected from the drop-down list.
- Select Microphone
Click the microphone icon next to the camera icon. Make sure your microphone is selected from the drop-down menu, put a checkmark next to “Reduce Echo” and move the slider for “Record volume” to the left (a little below halfway). Click “close”.
- Optimize Room Bandwidth
Go to the “Meeting” menu, click “Optimize Room Bandwidth”, then select the option that **most** participants are using. This will require that you ask them before the meeting starts.

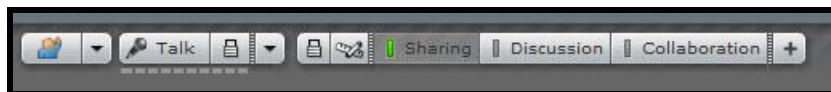
- Setting the room screen resolution
Go to the “Meeting” menu and click “Room Screen Resolution”. Then select the resolution that you prefer. *Keep in mind that the larger the resolution, the more information you can fit inside the Acrobat Connect window, but the harder it will be for everyone to read that information.*
- Room Background
If you want, you can load an image as a background for the meeting room. To do this, go to the “Meeting” menu and choose “Select Room Background”.
- Opening the meeting room
When you are ready to open the meeting for participants to come in, simply click the red dot icon at the upper right corner of the window, and click “Start Meeting”. Anyone waiting to come in will automatically enter the room.



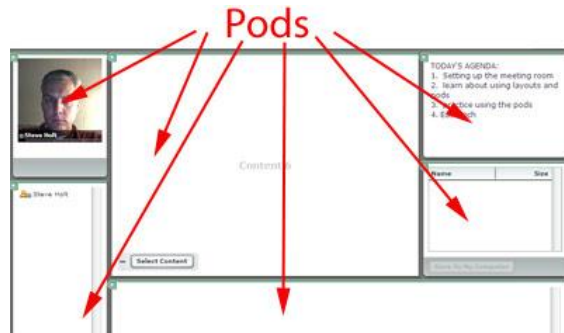
- Recording the session
If you want to record the meeting so that anyone can watch the meeting later, go to the “Meeting” menu, click “Record Meeting”, type a name and summary for the recording, then click the OK button. **The recording will begin immediately** and will not stop until you click the round red dot in the top right corner of the meeting window, *so make sure you are ready before starting recording.*

Learning about layouts

Across the bottom of the Acrobat Connect Live window are the available **layouts** that you can choose from. Click the layout button to see that layout.



Layouts are constructed using what is called **Pods**.



Each Pod performs a certain function, and if you don't like the location of the pods in the layout, you can change them by going to the "Pods" menu and clicking "Move and Resize Pods". You will then see a **Padlock icon** in the lower left corner that notifies you that you can now move the pods around and resize them.



If you want to create your own custom layout:

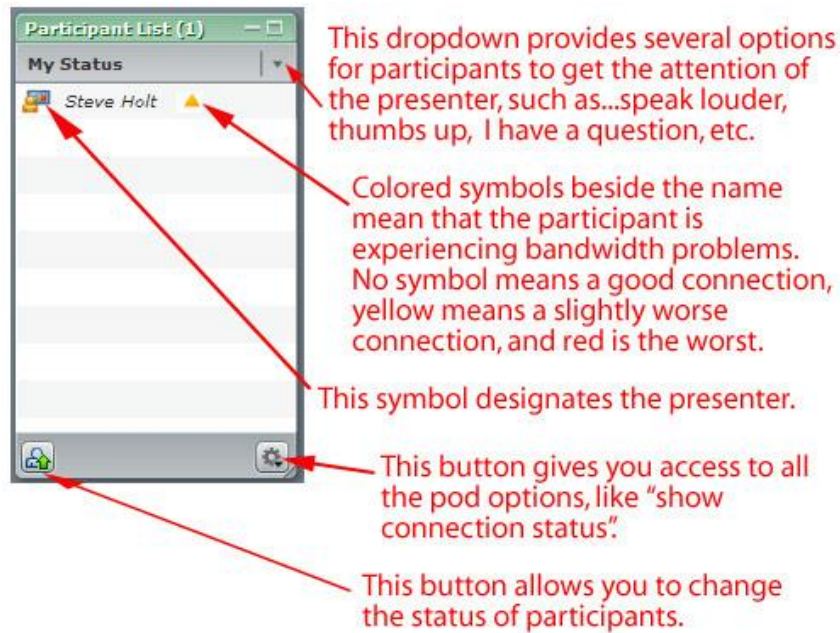
- Click the "+" button on the layout bar (shown above, right side of image). Or go to the "Layouts" menu and choose "New Layout"
- Then click "Create a new blank layout" and click OK. You will now see a blank screen with no pods.
- Now go to the "Pods" menu and add any pods that you want to include.

Learning about the pods

Each pod performs a different task, and as stated in the previous section about layouts, you can choose which pods you want to use. The following pages will detail the features of each pod.

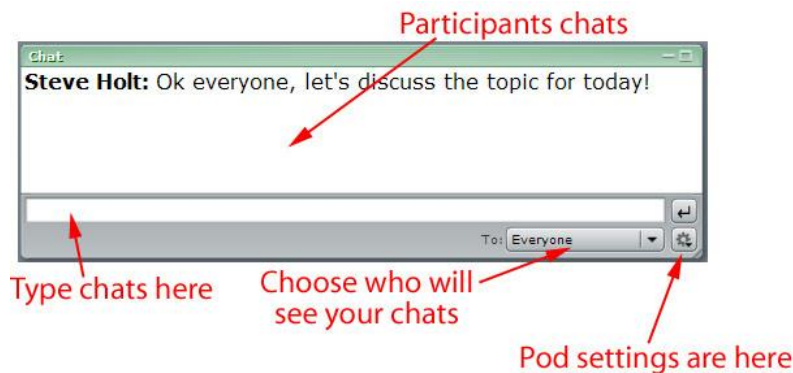
Participant List pod

This pod shows all participants in the meeting.



Chat pod

The Chat pod is used to text chat with participants. On the pod settings button you can enable/disable the "private chat for participants".

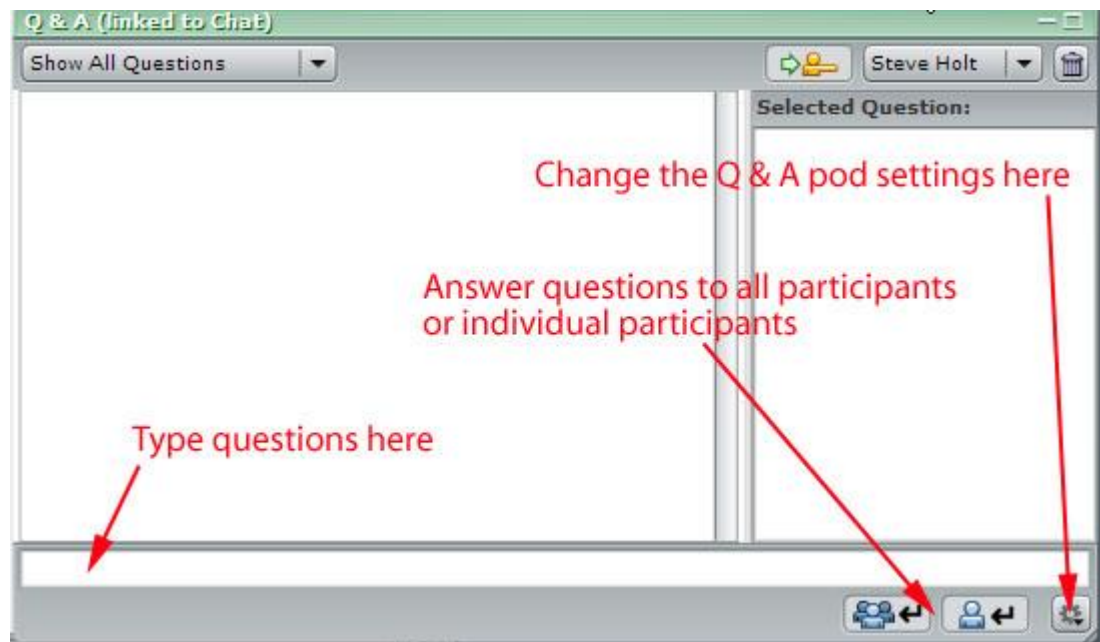


Q & A pod

The Q & A pod can be used to enhance the chat pod. Before you can use the Q & A pod you must 'link' it to a chat pod



After the pods are linked together, participants can type questions that only the presenter sees. The presenter can then answer individual questions or let the whole class see the answer.



Note pod

These pods can be used to type notes about anything. They can only be used by the presenter. A typical use of these pods is to type instructions for the participants, such as a meeting agenda.

File Sharing pod

The File Sharing pod can be used to distribute documents to the participants. You can upload any type of file that you want into the File Sharing pod. Once the file is uploaded, the participants click the “Save To My Computer” button to download the file to their own computer.



*NOTE: Remember, you can't actually open up inside Acrobat Connect any file that you want. Showing content to the class is accomplished using the **Share pods** (discussed later). The File Sharing pod is designed to simply distribute files to the meeting participants.*

Web Links pod

The Web Links pod can be used to show websites to the participants.



NOTE: when you use the Web Links pod to force the participants browser to open up the website, the browser window will then be on top of the Acrobat Connect Live window, so the participants won't be able to see the Acrobat Connect Live window unless they click back onto the Acrobat Connect Live window.

Camera and Voice pod

This pod shows the video and/or audio broadcasts of the presenter and all participants.



To begin broadcasting, you click the button. When participants do this, you will be notified and you will have to approve it first. Also note that a webcam and/or microphone must be attached and working before broadcast will work.

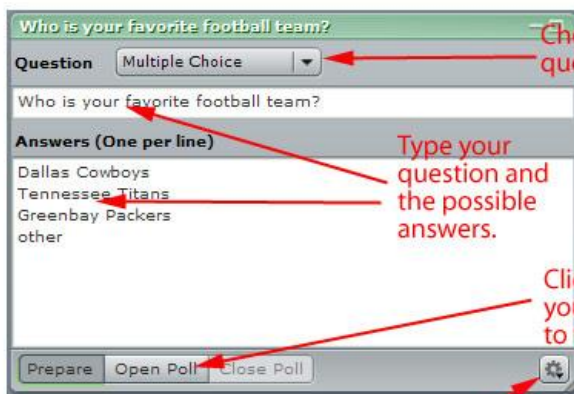


This is a participant who has both a webcam and microphone. When you put your mouse over the bottom of the video window, you see small buttons that allow you to turn off the audio and video, and the 'x' will shut off the broadcast for that person.

Click these buttons to stop the broadcast, pause your camera, and talk to the class.

Poll pod

The Poll pod can be used to ask the participants a question, and then see the results of the poll. You can also see a graph of the responses and you can view how each individual voted.



Choose your question type.

Type your question and the possible answers.

Click here when you want them to vote.

Click here for the pod settings, such as 'broadcasting the results' to the participants, etc.

Share pod

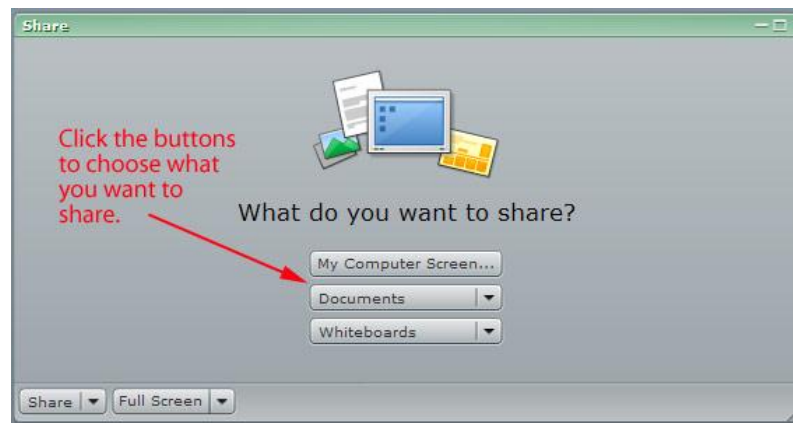
The Share pods are used to display content to the participants inside the Acrobat Connect window, as well as ‘share’ certain items such as a whiteboard and the presenter’s screen.

Examples of content that can be displayed are Flash animations, images (JPG, GIF, PNG), Flash videos, and Powerpoint presentations.

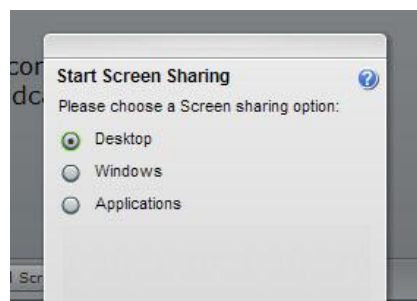
NOTE: sometimes you have some content that you would like to show in a meeting, but the content is not in one of the allowable formats. So that means that you have to convert the content into one of the allowable formats.

For example, if you have a video file in Windows Media format that you would like to show the class, you can use a video editor to convert that Windows Media video into a Flash video file, which can then be shown inside a Share pod.

Another example is, if you have a PDF file that you want to show the participants, you can use several different tools to turn that PDF into a JPG picture, which can then be shown inside a Share pod.

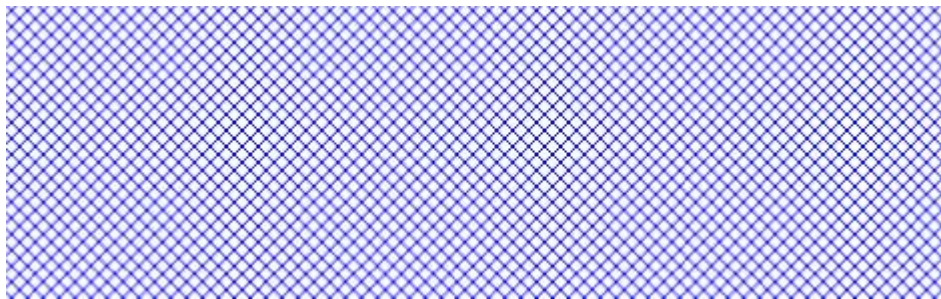


When you want to share your computer screen with the participants, click the ‘My Computer Screen’ button and choose if you want to share your desktop, an individual open window, or an individual open application.



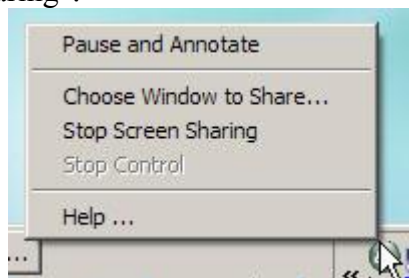
When you share ‘My Computer Screen’, you show the participants something that is happening on your screen. For example, if you wanted to give a tour of a website, or you wanted to walk through an Excel calculation, or you wanted to demonstrate a piece of software on your harddrive.

The Acrobat Connect window will minimize and the choice that you made (desktop, open window, or open application) will come to the forefront of your screen. You then demonstrate to the participants what you want them to see. Your participants immediately begin to see (inside their Acrobat Connect window) the item that you chose from the list. **On your computer, your Acrobat Connect meeting window is now behind your shared application window, so you can’t see the Acrobat Connect window anymore unless you click back on the Acrobat Connect meeting window.** When you click back on the Acrobat Connect meeting window, your participants will no longer see the application window that you chose from the dropdown list. They will see this:



The ‘blue cross-hatch’ means that your participants can’t see the shared application anymore. You will have to click back on that application window so they can watch you again.

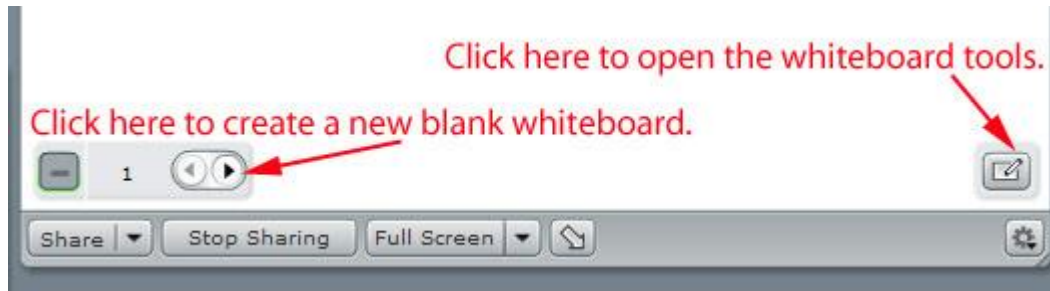
When you are done sharing your screen, click the Acrobat Connect icon in the system tray and choose “stop sharing”.



***IMPORTANT NOTE:** When you Screen Share, there is no way to avoid having to click back and forth between the Acrobat Connect window and the shared application window. So to make it easier to manage this process, resize your shared application windows to fit exactly on top of the Shared Screen pod. That way, you can still see part of the Acrobat Connect meeting window behind.*

Sharing a whiteboard:

To share a whiteboard with the participants, click the 'Whiteboards' button in the Share pod. After the whiteboard loads, you can open the tools by clicking the tools button.



Sharing content (pictures, ppt files, etc.):

To share a Powerpoint file, pictures, etc., click the 'Documents' button, then choose a file from either your content library or your computer. The file will load in the pod.





I. Tips for Presenters

- Provide clear instructions to your students about the format of your meetings. Include instructions about things such as... how to properly ask questions, how to tune their audio, how to set their connection speed, etc.
- Instruct your students to have their microphones connected and working **before** they come into the meeting. Then, don't allow anyone to broadcast unless you want them to ask a question so the class can hear it.
- Record your meetings so that you can provide the recordings to your students later.
- Prepare your content beforehand, so you can spend the meeting time actually discussing content instead of having them wait for you to manipulate it.
- Make an agenda and post the agenda in the Discussion Notes or Notes pod, so that all participants will know what is happening in the meeting and you won't have to waste time chatting it to everyone.
- Before the meeting, open up all the applications that you are going to screen share, so that those applications are ready to go when you need them.