

Creating a meeting

A Connect meeting is a Learn Activity, and is added to your module by turning Editing on and selecting Adobe Connect from the Add an Activity list.

The actual room in which the meeting is held is persistent so your second meeting, using the same URL, will find the room in exactly the state you last left it.

Screen Layouts

It is possible to define different layouts for different purposes, and switch between them on the fly. Hence one layout could be the default "Welcome" screen and the meeting would be started by switching to a different layout containing presentation materials etc.

Hosts and Presenters can have a private on-screen area where they can set up materials for subsequent transfer to the main display which everybody sees. If you want to use the presenter's area during a meeting, you'll need a widescreen monitor.

Smallscreen v Widescreen

There are free iOS and Android apps for Connect and both allow one pod to get the main focus. This gives a limited but totally functional view of the meeting, though hosts need to be aware that responses from participants using smartphones or tablets may be a little slower than for desktop or laptop users.

Controlling access to a meeting

A meeting is created as a Learn activity, so once it is in your module everybody with access to the module can join the meeting. If you wish to restrict access to either the live meeting or its recordings, you can create a Learn Group containing the participants and then make the meeting available only to that group.

If you want somebody outside the University (like a guest speaker) to join your meeting, you can select Meeting-> Manage Access->Invite Participants to get the unique meeting URL which can be emailed to the external participant. They then by-pass Learn and go directly to the meeting.

By right-clicking on a name in the participants list you access a menu containing the option to modify the status to any participant.

Further support and advice

The institutional administrator of the Adobe Connect Pro system is Bryan Dawson, in the e-Learning Team. (b.r.dawson@lboro.ac.uk). Comprehensive online help is available from the Connect website.

If you need further support or advice in using Connect, you can:

- ◆ Ask your e-Learning Officer
- ◆ Look at the online support materials on Learn itself (there are pointers to this from the Staff Room on Learn).

Web Conferences On Learn

Most students value the face-to-face contact with their tutors during lectures, seminars and tutorials. However sometimes their physical presence isn't possible and to support remote participation in our modules we have added the Adobe Connect web conferencing system into Learn.

The software allows a tutor to convene a virtual meeting which any member of a module may attend (up to a maximum of 100 participants). Meetings may be recorded and played back later.

Besides live text chatting, the system allows:

- Audio between participants with USB headsets
- Video contact if webcams are available
- Presentation and annotation of PowerPoint slides
- Sharing an application running on the host's computer. including guided tours of websites

The Connect activity is available to any module on Learn (not just Distance Learning modules). However, there is an absolute limit of 100 simultaneous users, so if you expect to have more than 50 people in your meeting please check with the Teaching Centre (x223739) to see if there are potential conflicts.

Sandbox (Introduction) - Adobe Connect

Meeting Layouts Pods Audio Help

Audio and video controls

Notes 5

14 T T T Stop My Webcam

Here I came into the meeting directly, and as the known host. - Bryan

Okay, heresa Marco coma see whatz up eh?

Video

Bryan Dawson Marco

Attendees (3)

Hosts (1) Bryan Dawson

Presenters (1) Zaphod

Participants (1) Marco

Start Private Chat

Enable Microphone

Request Screen Share

Make Host

Make Presenter

What was the previous web conferencing software called?

Prepare View Votes Close

What was the previous web conferencing software called?

DimDim 0% (0)

DumSum 0% (0)

GoTo Meeting 0% (0)

Elluminate 66.6... (2)

Obfuscate 0% (0)

Collaborate 33.3... (1)

Broadcast Results

Hosts must promote other users to presenter or host status

Add new pods (windows) to make a layout to suit your style. Available pods include whiteboards polls, notes pages, web URLs and downloadable files

Chat (Everyone)

Zaphod: OK so how do I turn my camera on?

Bryan Dawson: The meeting host has to enable the cameras for all participants.

Everyone

The screenshot shows a Adobe Connect meeting interface. At the top, there are 'Meeting', 'Layouts', 'Pods', and 'Audio' tabs. The 'Audio' tab is selected, indicated by a yellow box and an orange arrow. Below the tabs, there are audio and video controls. The main area features a large 'Loughborough University' sign. A poll titled 'What was the previous web conferencing software called?' is displayed, with 'Elluminate' as the selected answer. A 'Notes 5' pod shows a message from the host. A 'Video' pod shows a video feed of a man. The 'Attendees' panel shows three users: 'Bryan Dawson' (host), 'Zaphod' (presenter), and 'Marco' (participant). A context menu for 'Marco' is open, showing options like 'Start Private Chat', 'Enable Microphone', and 'Request Screen Share'. A yellow box with an orange arrow points to the 'Attendees' panel with the text 'Hosts must promote other users to presenter or host status'. Another yellow box with an orange arrow points to the bottom right of the interface with the text 'Add new pods (windows) to make a layout to suit your style. Available pods include whiteboards polls, notes pages, web URLs and downloadable files'. The bottom right corner shows a 'Chat (Everyone)' pod with a message from 'Bryan Dawson'.