

How2 Adobe Connect

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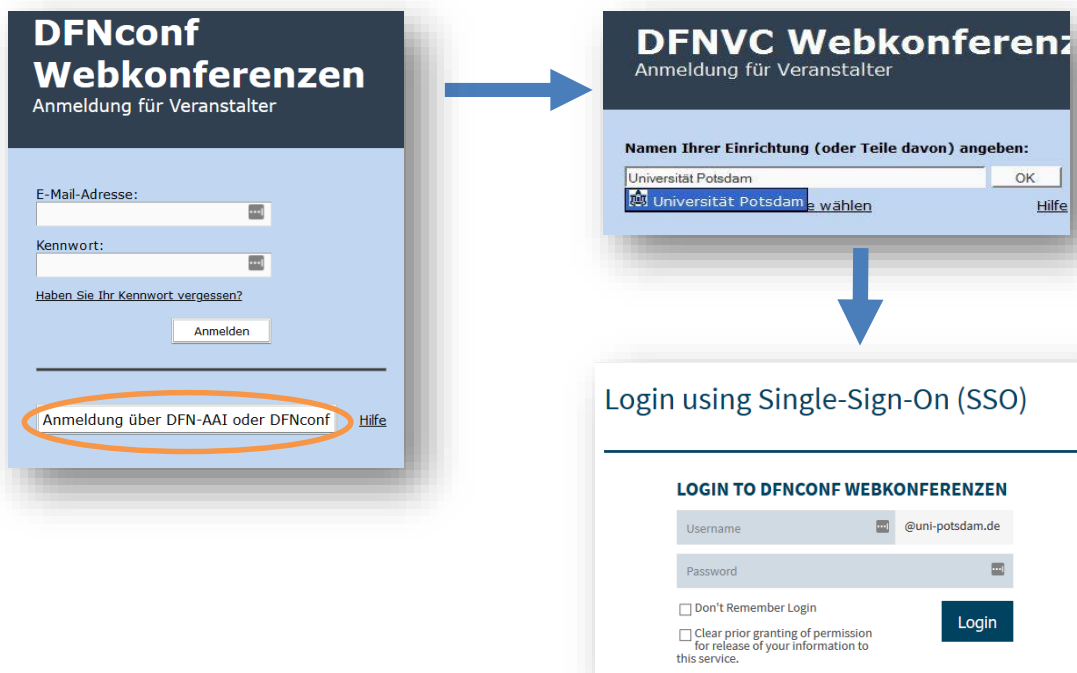
What is Adobe Connect?

Adobe Connect is web-based software that enables video conferencing and virtual classrooms. It allows synchronous online communication and collaboration between participants and is also suitable for larger groups. This opens up a multitude of possibilities for online-supported teaching and learning formats. In the following, the first steps with Adobe Connect are explained and tips on possible didactic scenarios are given.

Tip: Lecturers at the University of Potsdam may use the Adobe Connect web conferencing service of the German Research Network (DFN) free of charge.

1. Login and Profile

You can use Adobe Connect via the following link: <https://webconf.vc.dfn.de/>. Below the login area you will find the button " „Anmeldung über DFN-AAI oder DFNconf (login via DFN-AAI or DFNconf)\"". It will take you to the next page, where you can select your corresponding institution via the drop-down menu (or just start typing in the name). The login window will open. Now log in with your personal UP account data. The first time you do this you may be asked for permission to share your data with the service.



After logging in successfully a **personal homepage** opens where virtual meetings, trainings and events can be created. Here you may also access and change your profile data, i.e. your language preferences. Go to „Mein Profil / My Profile“ and then to „Meine Voreinstellungen/ Edit My Preferences“ to choose a different language or time zone.

2. Creating Virtual Meeting Rooms

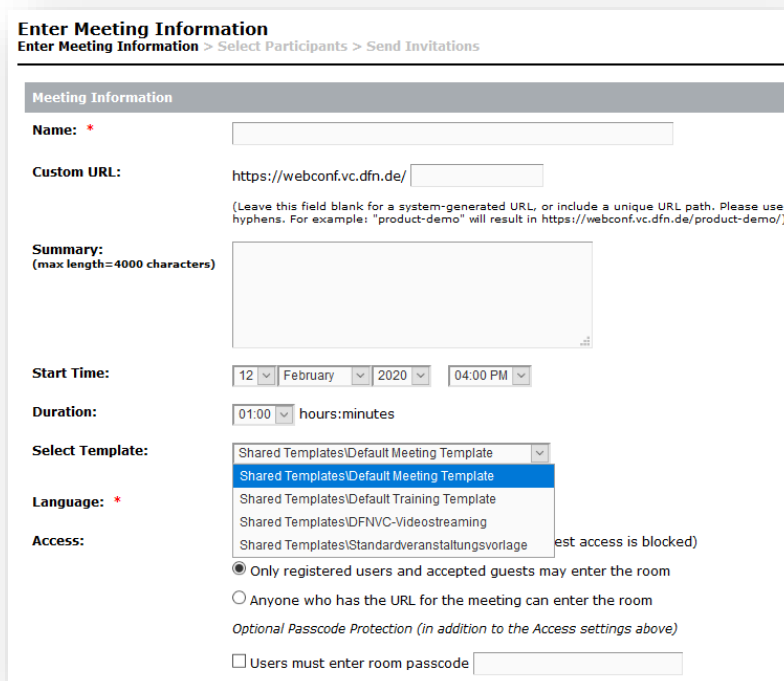
Virtual meetings take place in Adobe Connect in workspaces that you must first create and configure. By clicking the blue button "**Create**" → "**Meeting**" a window will be displayed where you can define the details of any new room.

The option "**Select Template**" allows you to choose from various standard templates (event, meeting, training). The advantages and special features of the individual templates are listed again in detail under point 5 "**The Room**".

Under "**Access**", you can define requirements for access to the meeting and also enter a passcode (optional), which is requested before entering the workroom.

- Only registered users may enter the room (guest access is blocked).
- Only registered users and accepted guests may enter the room (approval by the organizers during the meeting).
- Anyone who has the URL for the meeting can enter the room.

Tip: The combination of access via a URL (third option) and a passcode is the most practical and straightforward for many scenarios.



Enter Meeting Information
Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL: https://webconf.vc.dfn.de/

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only hyphens. For example: "product-demo" will result in https://webconf.vc.dfn.de/product-demo/)

Summary:
(max length=4000 characters)

Start Time: 12 February 2020 04:00 PM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

Language: *

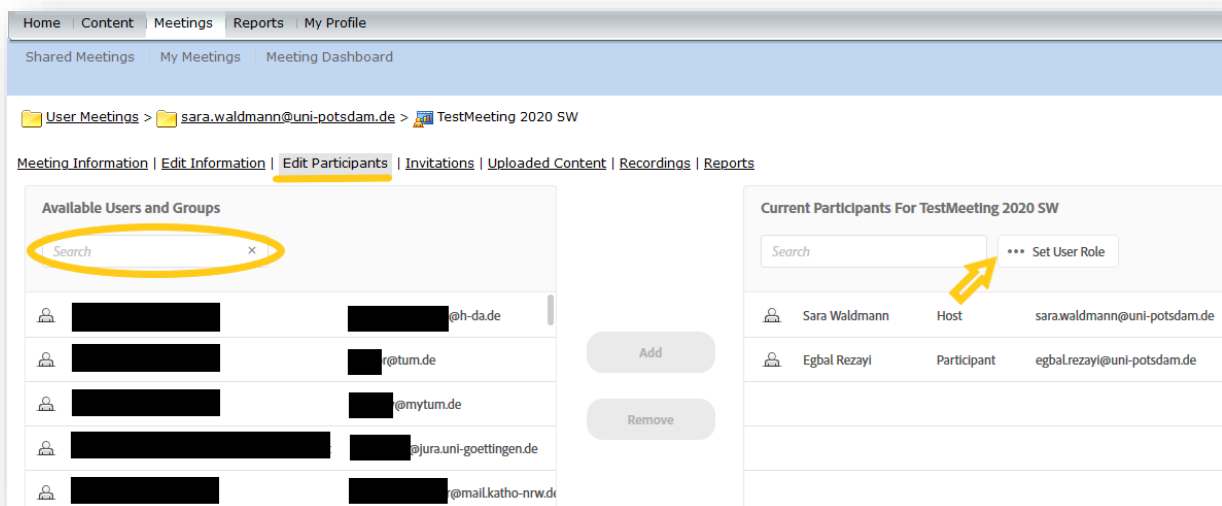
Access:

☒ Only registered users and accepted guests may enter the room
☐ Anyone who has the URL for the meeting can enter the room
☐ Optional Passcode Protection (in addition to the Access settings above)
☐ Users must enter room passcode

A click on "**Next**" leads you to a menu where you can add already registered users as participants to the meeting. They will receive an invitation by e-mail once you have finished creating the meeting. If you do not want to add any participants, you can also click on the "**Finish**" button.

3. Give Users Access to Meetings

It is possible for you as the organizer to add participants to a meeting manually, but potential participants must have registered/logged in to the DFN web conferencing service once before. Otherwise they will not appear in the search function. Go to "**Edit Participants**" in the corresponding meeting, enter the respective **name** in the search field and click on "**Add**".



The screenshot shows the DFN web conferencing interface. The top navigation bar includes 'Home', 'Content', 'Meetings', 'Reports', and 'My Profile'. Below this, there are tabs for 'Shared Meetings', 'My Meetings', and 'Meeting Dashboard'. The main content area shows the path 'User Meetings > sara.waldmann@uni-potsdam.de > TestMeeting 2020 SW'. The 'Edit Participants' tab is selected and highlighted in yellow. On the left, the 'Available Users and Groups' section has a search field circled in yellow. On the right, the 'Current Participants For TestMeeting 2020 SW' section shows a list of participants with a yellow arrow pointing to the 'Set User Role' button.

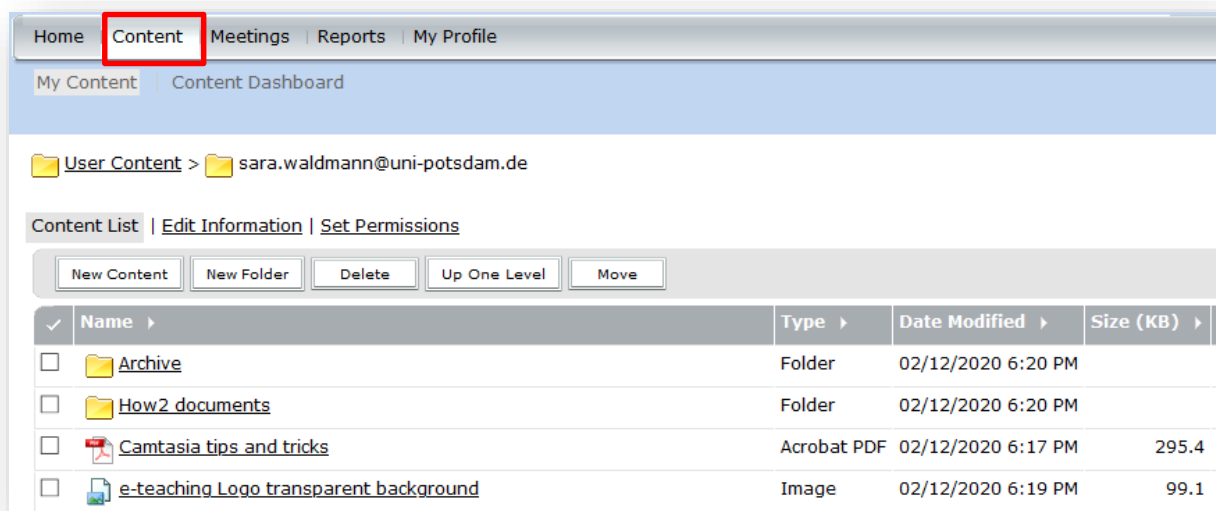
This procedure is particularly useful if you want to add another organizer* or moderator*, as you can assign the appropriate user role (see arrow).

Tip: The easiest way to give ordinary participants access to the virtual classroom is to send the link to the room by email. This requires that you have set the option "**Anyone who has the URL for the meeting can enter the room**" when creating the course.

URL: <https://webconf.vc.dfn.de/testxy/>

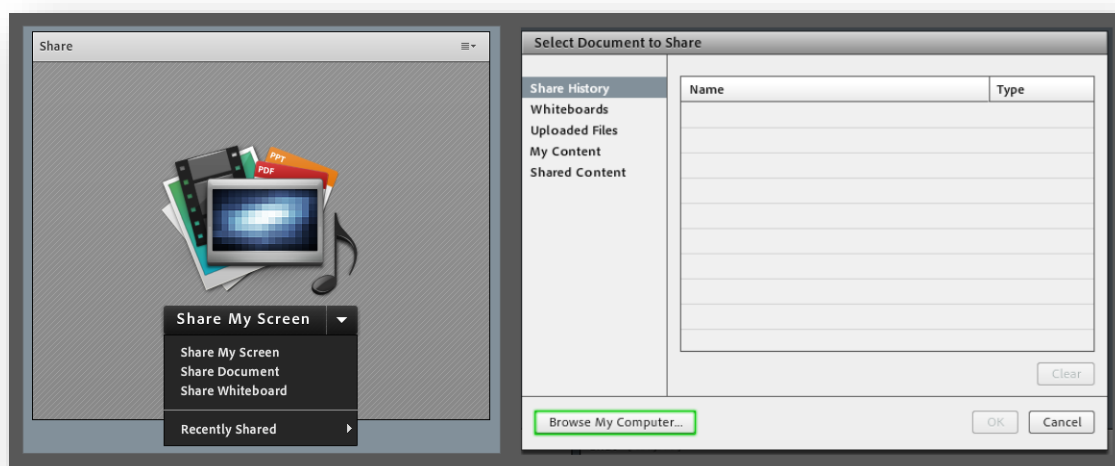
4. Contents for Your Virtual Sessions

The "**Content**" tab in the bar menu takes you to the area where you can upload and manage your files for each meetings. Here you can create directories and subdirectories and fill them with content - just like the file management on your computer.



During a meeting you can access these directories, share uploaded items and make them accessible to the participants of a session.

Alternatively, you may use the **Sharing Pod** (see below) during a meeting to upload a file to the meeting room via the "**Share document**" option.



5. The Room

After all the settings have been made, the room can be entered. Go to "**Meetings**" in the bar menu and select your desired event. You may have to activate the Flash plug-in or install it in your browser.

Meeting rooms can be organized in different ways. The **template** selected in the settings defines the structure of the workspace. The templates try to correspond to common usage scenarios (e.g. for meetings). They each consist of three different **layouts** that support the scenario. These differ in the number, activation and arrangement of so-called **Pods**. Pods are small windows which provide a range of functions. Organizers can switch between layouts during a session.

Overview – Standard Templates and Layouts

STANDARD TEMPLATES

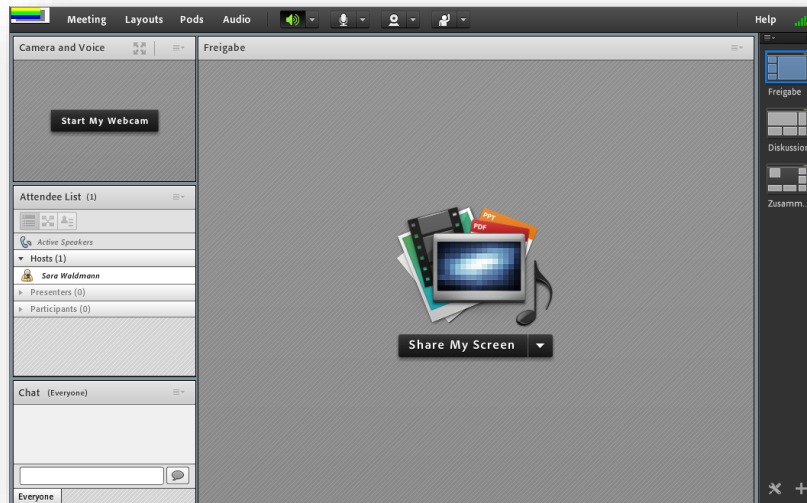
LAYOUTS

MEETING	Freigabe/ Share	Diskussion/ Discussion	Zusammenarbeit/ Collaboration
TRAINING	Lobby	Classroom	Analysis
VERANSTALTUNG/ EVENT	Lobby	Presentation	Questions and Answers

The standard templates with the pre-set layouts are briefly introduced below. If you are looking for information on individual functions, you will find them in the next chapter "Program functions / Pods".

Tip: All layouts can be edited; functions can be switched on or off. So if something is missing in one of the standard templates, you do not necessarily have to select a different workspace. Simply go the **Pods menu** and choose the respective function.

Standard Template: Meeting

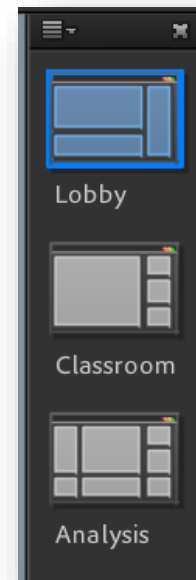
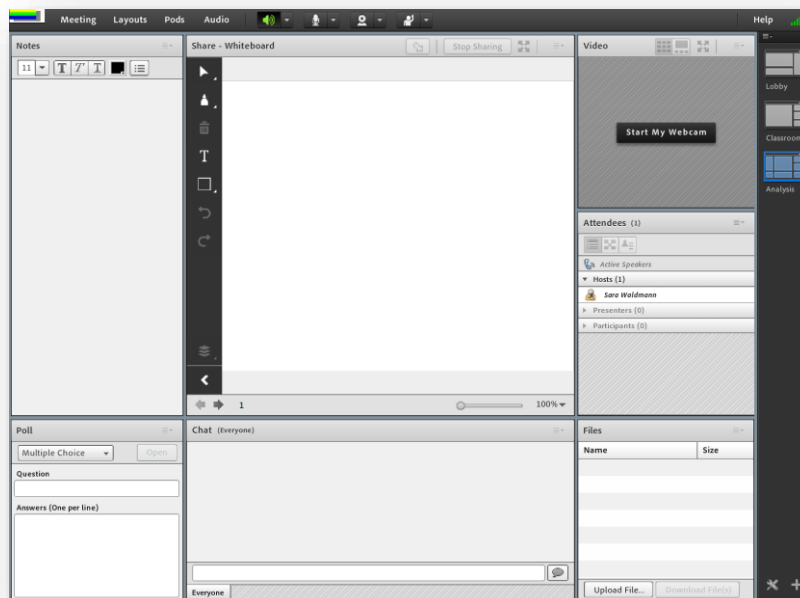


The standard template Meeting can be used for **presentations** and **online lectures**, but also for more interactive scenarios such as **online seminars or exercises**. The following layouts are available in this template:

Layouts:

1. **Freigabe/ Share:** Within this layout, the *Share Pod* takes up the most space. It can be used to show presentation slides or the screen. The *Camera and Voice*, *Attendees List* and *Chat pods* complement this layout and make it easier for organizers to keep an overview and to communicate through multiple channels (e.g. note down questions) during a **presentation**.
2. **Diskussion/ Discussion:** This layout provides a good basis for **online seminars**. The pod *Camera and Voice* takes up most of the work surface, since mutual exchange is the main focus. Other pods are the *Attendees List*, *Chat*, *Discussion Notes* and *Poll*, which allows short queries among the participants to be incorporated into the scenario.
3. **Zusammenarbeit/ Collaboration:** Here the centrally placed pod *Share* is essential, supplemented by the *Camera and Voice*, *Attendees List*, *Chat*, *File Share* and *Note* pods. This layout is well suited for **online exercises**, as it allows for communicative, presenting as well as cooperative actions in virtual space. The focus is on interaction and cooperation between the participants, e.g. when working on group assignments.

Standard Template: Training

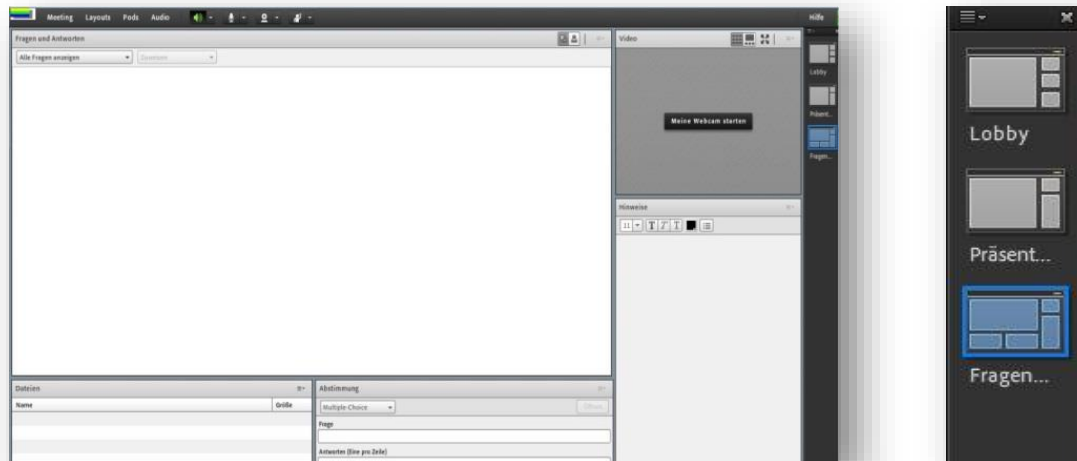


The standard template *Training* particularly supports mediation and presentation-oriented activities and is suitable for **online work instructions and training**.

Layouts:

1. **Lobby:** The lobby serves as a kind of welcome area and can be used to greet participants before the start of the training. The *Share Pod* is the central element. Users may start informing themselves about the structure of a session (e.g. sharing an agenda) or content in the form of automatically run presentations. In addition, the *Attendees List* and the *Chat Pod* are available.
2. **Classroom:** Here, too, the focus is on content *Sharing*, e.g. sharing presentation slides or your own screen (e.g. for software training). In addition to the *Chat* and *Attendees List*, the *Video Pod* is available for this mediation and presentation-oriented scenario.
3. **Analysis:** The layout offers a space that is geared towards collaboration, in order to discuss contents in depth or to clarify possible questions that arose during the training. In addition to the *Video Pod*, the *Attendees List* and the *Chat*, the *Notes*, the *Poll* as well as the *File Pod* are available here, where files can be downloaded. The *Sharing Pod* with the whiteboard is centrally located, so that participants can work together.

Standard Template: Veranstaltung/ Event



The standard template *Veranstaltung/ Event* offers the possibility of holding **seminars and meetings**, even for a **large number of participants**.

Layouts:

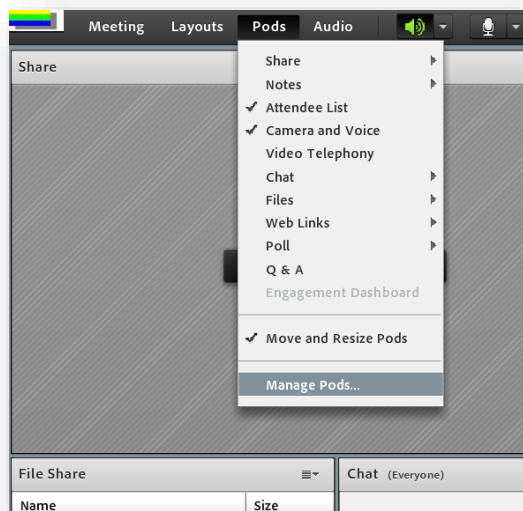
1. **Lobby:** As in the already presented training template, presentations can be displayed via the lobby and materials can be provided for preparatory browsing (*Share Pod*). This lobby also includes the *Video Pod*, a *Chat* and the *Notes Pod*.
2. **Presentation:** Similar to the "classroom" layout, the presentation layout allows you to present slides, share the screen or a whiteboard (*Sharing Pod*). The image of the presenter is transmitted in the *Video Pod*. In the *Question & Answer Pod*, there is the possibility to accompany presentations and lectures in writing and to clear up ambiguities early.
3. **Questions and Answers:** This layout aims to support interactions between presenters and session participants. The *Questions & Answers Pod* is the central element, supplemented by the *File Pod*, the *Poll Pod* and the *Notes Pod*. Presenters can transmit their webcam image in the *Video Pod*.

6. Program functions (Pods)

Adobe Connect provides a variety of **functions** that are integrated into the workspace in smaller windows, called **Pods**. The pre-set layouts differ in the selection and arrangement of these functions.

The number, size and position of the respective Pods can be **adjusted individually**. The resulting new layouts can be saved as templates.

Using the toolbar (Pods tab) of the virtual room, different pods can be added or deactivated.



To move Pods to the desired position in the room, drag and drop the Pod with the mouse to the appropriate position. A selection of common Pods is presented below.



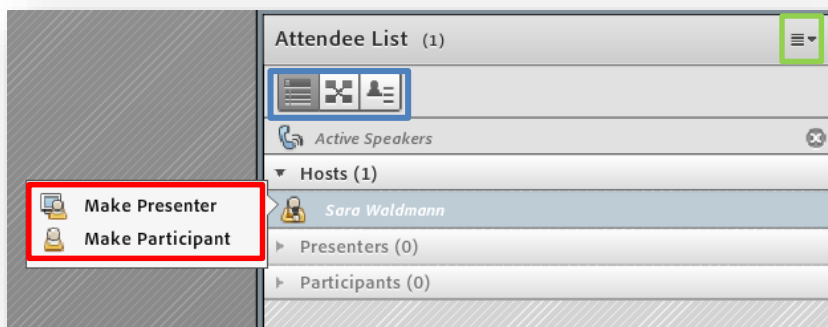
Tip: Each Pod has its own menu with extra options that can be opened by clicking on the icon in the upper right corner of the Pod window.

Pod: Attendees List

Overview and Roles

This pod provides an **overview of all participants** and allows you to react to virtually raised hands. There are three different views: *Attendee View*, *Breakout Room View*, *Attendee Status View* (blue frame). By default, the attendee view is first displayed. As you hover over each name of the participants, you will see additional options, such as the ability to send a screen transmission request to that person. You can also assign the following roles to them (red frame):

1. **Host**
2. **Participant**
3. **Presenter**



You can rename participants, assign them additional rights or remove them from the meeting. To do this, select the person and choose the appropriate option from the pod menu (green frame).

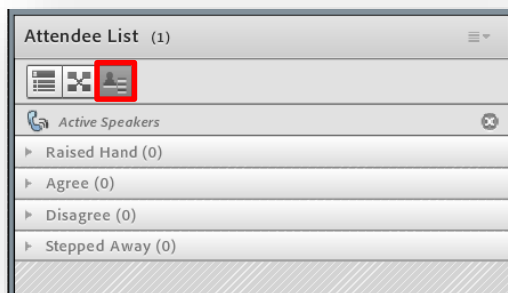
Status of Attendees



Within a session, participants can change their status. The drop-down menu of the report button in the menu bar provides various **options supporting interaction**, which can be used, for example, to provide visual feedback to presenters in discussions.

Respective Icons appear in the Attendees Pod behind the name of the person in question, so that the host and/or moderator may react accordingly.

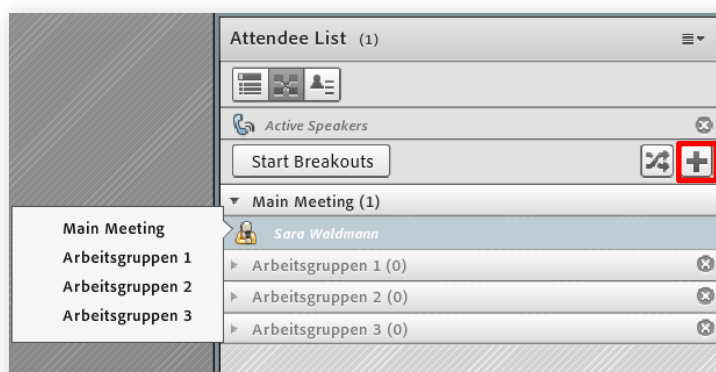
Pressing the right button at the top of the Attendees List Pod activates the Attendee Status View. This provides a list of the number of **requests to speak** during a discussion or the result of a "**show of hands**" voting. The overall mood can quickly be evaluated and an overview of attendee's needs is retained even with large groups. For questions with multiple answer options, the Poll Pod is more suitable. (see below)



If you do not want status messages, this option can be deactivated under the menu item "Meetings" and there under "Preferences" in the corresponding "Attendee List Pod".

Group Breakout Spaces

Workspaces for groups can also be created in the *Attendees List Pod*. This enables **shared cooperative work**. Switch to the Breakout Room View. Click on the plus button to create new breakout rooms and click on the name to add participants to such a room.



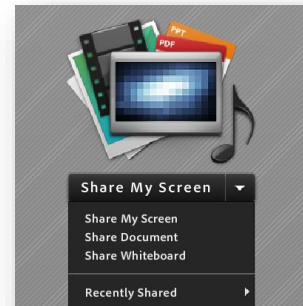
Tip: For larger groups, it is advisable to divide the management duties in two (or more) and to share the work of presentation as well as reacting to the signals of the participants or the chat. The number of participants that can be handled by one person alone depends on your experience and expertise with group management and Adobe Connect.

Pod: Share

Via the *Sharing Pod*, content can be created with the participants as well as shared with them. To do this, select the desired sharing option from the drop-down menu:

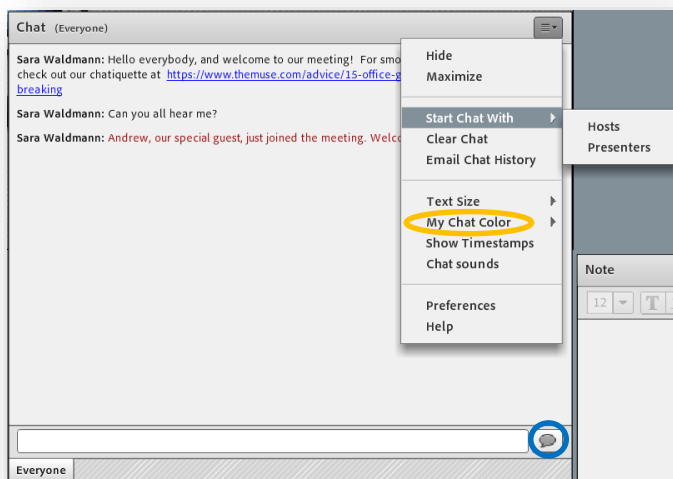
1. **Share My Screen**
2. **Share Document**
3. **Share Whiteboard**

The upload of a document may take a little longer. Adobe Connect converts all documents to Flash format when possible. It is therefore advisable to upload before the session starts. If you do not have the time, you can also share your screen instead. If you have uploaded a presentation, you can use the "Sync" button to control whether or not the participants can scroll through the slides for themselves.



Pod: Chat

The Chat Pod gives attendees the opportunity to communicate **in real time**. The contributions of the participants are displayed with their respective login names. Using the drop-down menu in the upper right corner of the pod, it is also possible to conduct private chats with individual persons.

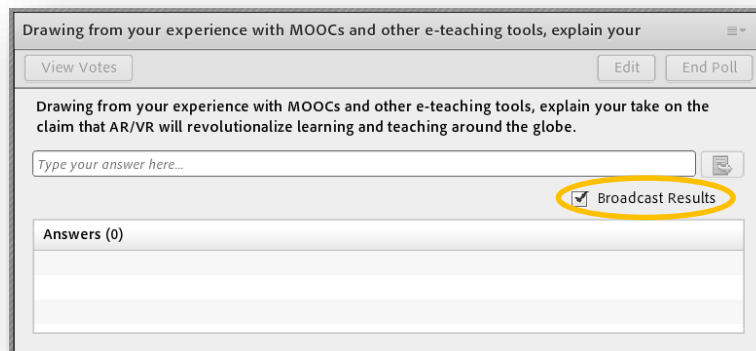


To write a message to all participants in the session, type your message in the text field and click on Send (blue circle). Links and email addresses are clickable in the chat.

Tips: To highlight your own messages, you can change the color of your writing in the chat (see yellow circle).

Pod: Poll

With the help of the Polling Pod you can conduct **short surveys** among the session participants. The creation of questions in the run-up to the session is possible with just a few clicks. You can choose between *multiple choice* questions, *multiple answers* and *short answers*. Mediation-oriented scenarios in particular can thus be made more varied. Participants only see the results when you go to "Publish results".



Drawing from your experience with MOOCs and other e-teaching tools, explain your

View Votes Edit End Poll

Drawing from your experience with MOOCs and other e-teaching tools, explain your take on the claim that AR/VR will revolutionize learning and teaching around the globe.

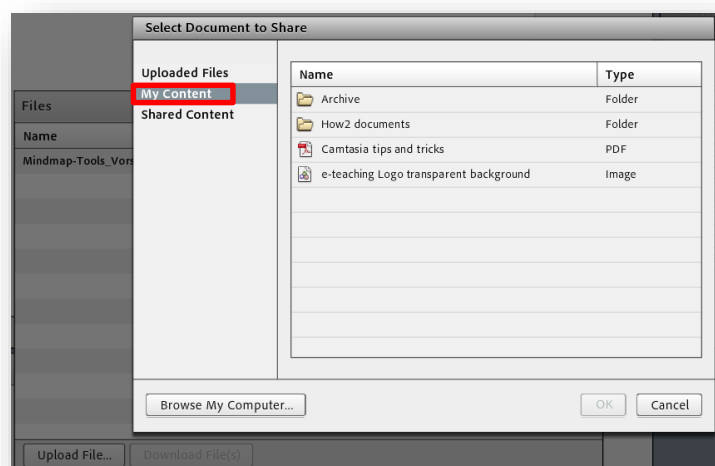
Type your answer here...

☒ Broadcast Results

Answers (0)

Pod: Files

Content can be made available to the participants for download here for short-term preparation before a meeting (e.g. in the lobby), joint work of all attendees or for groups in breakout workspaces. Slides and other materials of a lecture can be distributed immediately, which saves you the subsequent sending of documents by e-mail or uploading them to a learning platform. If you have several files, it may be worthwhile to compress them into a zip folder.

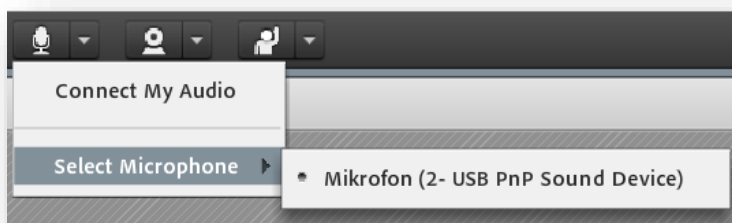


Files shared here will not be available for other events after the meeting is over. For such a scenario, please use the options under the menu item "Materials" outside individual meetings (see point 4). Documents stored there can then be found under "My materials" in both the File and Sharing Pod (see red frame).

7. Sound, Microphone, Video

Sound and video are the **essential functions for communication** within a virtual workspace. Using the icons in the menu bar, you can activate the respective devices and adjust additional settings via the speaker, microphone and webcam icons. Activated icons are displayed in green. To activate – for example – your **microphone**:

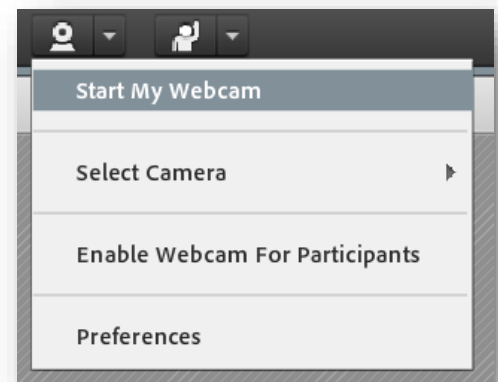
1. click on the microphone icon,
2. select one of the available microphones (internal, headset, etc.)
3. click on "Connect my audio"



Similarly, you can start the **video transmission** via the icon. The video recorded by your webcam appears in the **Camera and Voice Pod**. Please be advised: This is only a preview that allows you to check the quality of the image. You still have to release the transfer to the virtual room, either via the camera menu or the button "Start Sharing" in the pod.

Other settings that you can make using the video drop-down menu:

1. **select camera**: Here, all available cameras are displayed so that you can also select an externally connected device.
2. **enable webcam for participants**: Here you can activate the webcam for all present participants. You can control the sharing of the video of individual persons via the *Attendees Pod*.
3. **preferences**: To ensure an optimal picture for the participants, you may opt to pre-set the camera image. You can also change the aspect ratio and adjust other video settings.

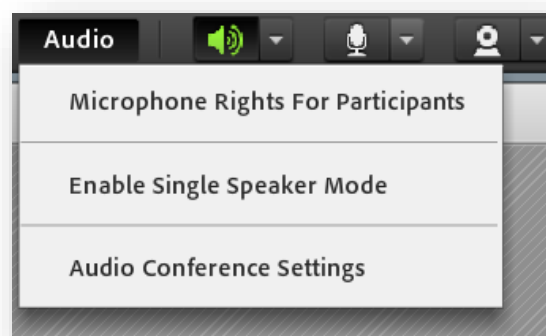


Tip: You may choose to pause the video transmission prior to the start of the session, thus presenting a still picture of yourself.

8. Additional Audio Settings

If a telephone conference is integrated into the meeting, participants are offered the opportunity to speak and listen with more flexibility in the meeting. In the audio menu "**Audio Conference Settings**" → "**Create Audio Profiles**" a profile for the desired audio provider can be defined. Only after the profile has been created can it be selected in the "**Audio Profile Settings**" option in the room.

You can also specify whether participants are to be connected by telephone or microphone. In addition to the default settings, participants can be added to the audio transmission or "**Single Speaker Mode**" could be activated. These settings will be saved for future events.



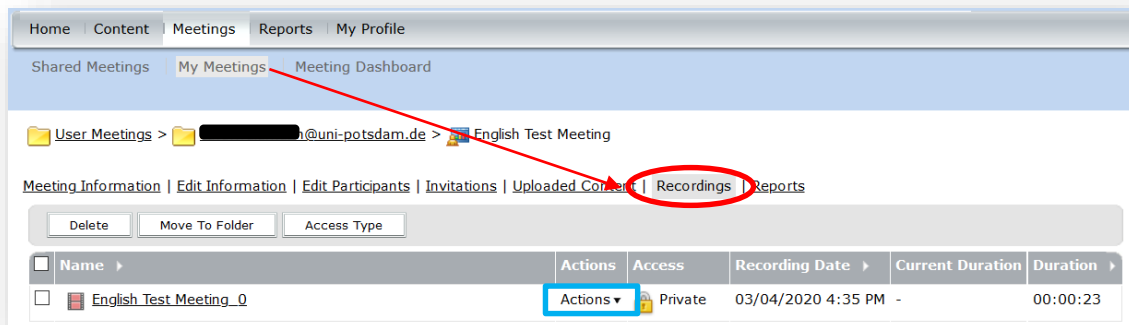
9. Additional Options in Adobe Connect

Recording a Meeting

Adobe Connect offers you the possibility to record your session and share it with others. The result is an **interactive video** in which the recipients can switch from slide to slide themselves, e.g. in a shared presentation. A simple export as an **offline video** is also possible. In this case, please observe data protection, copyright law and make sure that you have obtained the consent of all participants.

1. Go to the menu item "**Meeting**" in the workspace
2. then click on "**Record meeting...**"
3. name the video file and click "**OK**".

Recording starts immediately. A red dot in the upper right corner shows you the active recording process, which you may pause or end at any time by clicking on it. The recording can then be found in the settings information of the event under "Recordings" or via the home screen under "My Recordings".



You may want to **edit the video** and, for example, cut out unexpected pauses. To do this, go to "Actions" (blue rectangle) and select "Edit recording". If you select the action "Make Offline", please note that the entire video must be played back once on your device for this. Therefore, make sure that you do not need your computer for the corresponding duration.

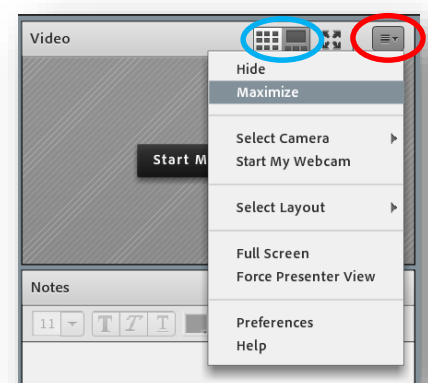
To **share the video**, click on the name of the file and in the new window copy the "URL for View" to send it to your intended recipients. Please note the access permissions. Under "Access type", save the link with a passcode if necessary.

Videoconferencing

To conduct a videoconference, activate the webcams of all participants (see point 7).

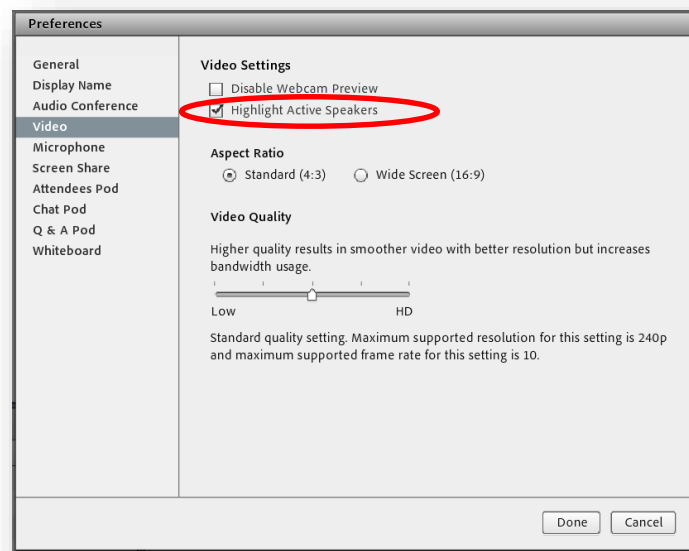
There are two views in the Video Pod: **Grid and film strip** (blue circle). You can switch between these at any time. While the grid displays all transmitted videos in the same size, the film strip view allows you to focus on the respective main speakers, for example.

In a videoconference with many webcam transmissions, it may be useful to maximize the pod via the pod menu (red circle), so that individuals can be better identified. Full-screen mode, on the other hand, only changes the view on that device, not for everyone.



Tip: Each participant could set any chosen video as the main video. Let them know in advance that this action changes the view for all attendees to avoid confusion and distraction.

When working with larger groups it may be useful to highlight the active speakers. To do this go to the "Meeting" menu item and then to "Preferences". In the "Video" area you can then set the corresponding check mark.



Directly above it you can also deactivate the preview mode for webcam transmissions if required.

10. Solving common problems

Problem	Suggested actions
I cannot join the session.	<ol style="list-style-type: none"> 1. Log in to the session as a guest. To do so, enter your first and last name. 2. Use the help button. This connects you to the test page for online meetings and checks all system settings of your computer. 3. Make sure your browser does not block the pop-up. 4. Check whether the Flash plug-in of your browser is activated or installed. Make sure the plug-in is not running in safe mode. 5. Try a different browser.
Audio transmission does not work	<ol style="list-style-type: none"> 1. Ensure that the volume of your speakers is within the audible range. Are your speakers activated? 2. Ask the host if they may have set up a conference call. If so, you will need to dial into the conference via telephone.
The participants* in the session cannot hear me.	<ol style="list-style-type: none"> 1. Make sure your microphone is turned on. (Microphone icon at the top of the window on the right side)
The organizer(s) have shared their screen, but the content is hard to see.	<ol style="list-style-type: none"> 1. To get a better picture, activate the full screen above the split screen. 2. To improve the resolution of the screen, click on the settings menu in the upper right corner. There you can zoom in on the image under the Change View option.
The view has suddenly changed.	<ol style="list-style-type: none"> 1. Depending on the settings, participants can also control the views in Adobe Connect. Please pay attention to these settings prior to the start of the session.

11. Tips for Participants

Before the meeting

1. 15 minutes before the start of the meeting you should begin with the tests for the technical requirements.
2. Check whether the functionality of the following components is guaranteed:
 - **Webcam** (if required)
 - **Microphone** (internal or external)
 - **Internet connection**
 - **Internet browser** (check for updates, allow pop-ups)

You can find a neutral test room to test your setup at

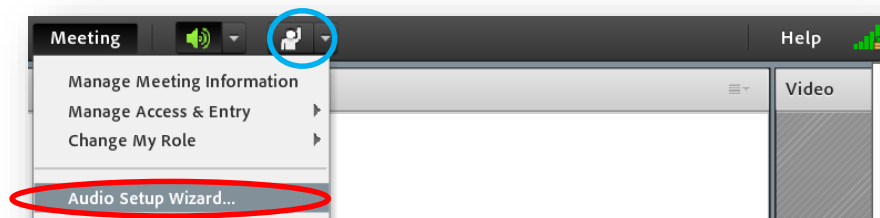
<https://webconf.vc.dfn.de/r4b6vxq1ahaj/>

3. Adobe offers a diagnostic test under the following link:

https://webconf.vc.dfn.de/common/help/de/support/meeting_test.htm

If problems occur, you will also find initial suggestions for solving them here.

4. The execution of the Flash Plug-In is essential for the use of Adobe Connect. If this is not installed in your browser, you can download it here: <https://get.adobe.com/de/flashplayer/>
5. Test your **audio setup** in advance. To do this, go to "Meeting" in the session room or test room and run the Audio Setup Wizard.



6. Make sure that you have all the necessary **data for accessing the session** at hand. (URL to the meeting, the passcode and your login data if necessary, etc.)
7. If you login as a guest, please give yourself a **name** by which you can be identified. Otherwise, organizers will not be able to check whether or not you should be admitted to the meeting.

During the meeting

1. If you have logged in as a **guest**, it may take a moment for the organizers to grant you access.
2. You may be asked to install the **Adobe Connect Add-in** when you enter the room. Install it if necessary.
3. Change your status using the status icon (see blue circle in screenshot) to indicate needs such as louder/quieter or requests to speak.