



# Workshop 1: Adobe Connect Basics

## Cheat Sheet

*Brief: Adobe Connect (Online Meeting) is a remote delivery tool based around the use of a 'virtual classroom'. In this live (synchronous) learning and teaching environment, various types of interaction / engagement are not only possible, but encouraged. For the delivery of more passive learning experiences (e.g. lectures), it is worth considering the use of CSU's powerful lecture capture tool Panopto (CSU Replay).*

## AC Terminology

- User roles: host | presenter | participant
- Layout
- Pods
- Status button

## Technical housekeeping

- Browser - Use Google Chrome browser if possible
- Microphones - a USB headset is highly recommended
- Setting expectations on communication during the session (chat pod, Q&A pod, hand raising)

## Personalising your online meeting room

- Meeting menu → Preferences (background image, cursor behaviour)

## Basic pods

- Chat
- Attendees
- Video (Webcam)
- Notes
- Link Share
- File Share
- Screen | Document Share

## Recording Live sessions & the 'back end' of Adobe Connect

- Meeting menu → Record Meeting (can then pause / stop recording - top right)

## Making recordings available to others + basic editing

- (assumes you are a designated host for the room)

- Meeting menu → Manage Meeting Information → Recordings Tab
- Most recent recording at the top
- Check the box next to the recording → click 'access type' → select public
- Select the recording again → highlight the link → copy (ctrl+c)
- Past the link into your i2 subject site

**Note: Recordings are kept for 1 year** - if you specifically want to keep a recording indefinitely, you will need to [log an SRS request](#) and an ESC will be able to help you capture the resource.

### The Interact 2 Online Meeting Nav Bar Item

- Online Meeting Schedule
- Link to launch your meeting room
- General Information

**Note.** You can request for the most recent Online Meeting Item to be added to your subject site via an [SRS request](#))

Online Meeting (Adobe Connect)

**Online Meeting Schedule**


The following Online Meeting (Adobe Connect) sessions are scheduled for this subject: **(TEACHING STAFF - please populate details below)**

Week	Date & Time	Topic	Recording Link (available after live meeting)
1	xx/xx @ .pm		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

All times are Eastern Australian Standard Time, sometimes listed as Sydney time within tablet or computer applications. This simple timezone converter might help: <http://www.thetimezoneconverter.com/>

**CLICK HERE to Enter the Online Meeting room**

1. [Test your connection](#) to make sure your computer is ready to use Adobe Connect.
2. Students will need to enter the Adobe Connect Online Meeting room, as a 'Guest', type their name in the 'Name' box for easier identification and click on the button called 'Enter Room'.



### Pre + Post session planning / activities

- Have students been given activities prior to the live online session?
- Has the topic / theme for the session been identified prior?
- Any follow on activity / tasks (discussion board threads, assessment connection etc.)