



## Workshop 2: Adobe Connect Advanced Skills

### Cheat Sheet

*Brief: This workshop follows on from the introductory 'Basics' session, exploring extended use of the Adobe Connect (Online Meeting) tool for CSU Staff. It focuses more student engagement within the platform, and the tools & strategies which might facilitate this process.*

### Using the Q&A pod

*Note. The Question and Answers pod provides a separate channel for student feedback / engagement outside of the standard Chat pod. It is particularly advisable for larger cohort online sessions, where the amount of traffic in the chat pod (e.g Student-student) makes it more difficult for the host to easily engage with student feedback.*

- Q&A pod - Presenter vs Participant view button
- Private reply vs 'reply to all'
- Allocating questions to particular hosts - working with a co-pilot
- Exporting the question log to address afterwards

### Using Polls

- Poll question types - multiple choice | multiple answer | short response
- Visibility of responses - broadcast results vs individual user responses
- Timing - polling on entry to a session vs gauging understanding post presenting

### Using Breakout rooms

*Note. Splitting the cohort into breakout groups for group-work activities is a very popular feature of the Adobe Connect platform. It provides a completely customisable environment for each group at a click and allows the host to move between / facilitate the groups, however - it does present some logistical challenges and requires preparation, practice and patience to master.*

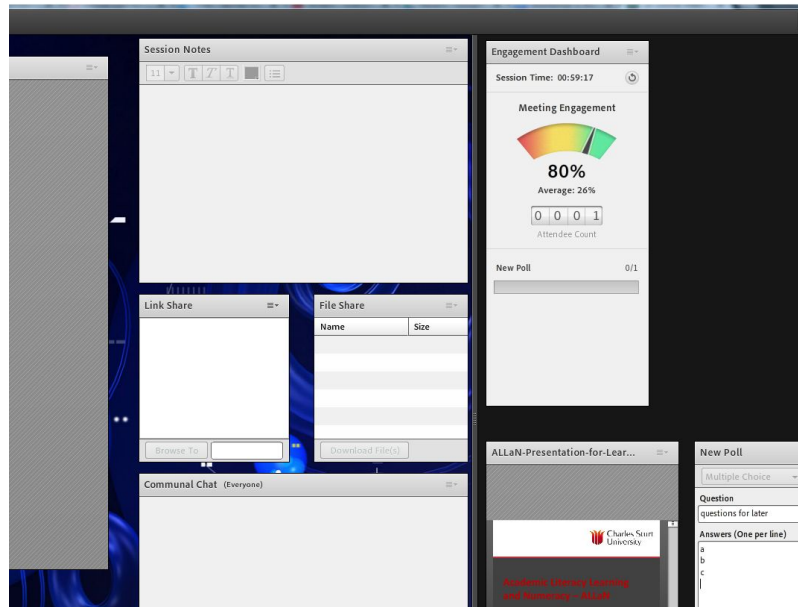
- The connection between the attendees Pod and Breakouts view
- Using a breakout activity 'foyer' as Breakout room template - why?
- Host and presenter roles during breakouts - who can do what?

### The Presenter Only Area

- Turn on / off via the Meeting Menu

- Pre-prepared content to be dragged in and out of the 'active' teaching space
- Also available in Breakout Room mode (makes preparing the breakout rooms easier)

### The Presenter Only Area



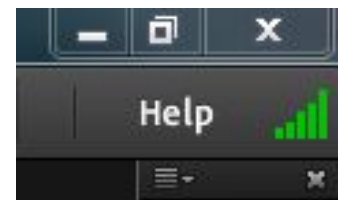
### Audience Engagement Strategies & Tools

*Note. the audience engagement 'dashboard' tool takes a snapshot of participant activity every minute (keystrokes, mouse movement, which screen is on top, use of various pods in the room etc.) and generates a % score and colour coding as to how 'engaged' the students in the room are. It also provides a summary of responses to interactive elements within the room (e.g polls, Q&A)*

- The Engagement dashboard tool → switched on / off via the Pods menu | only visible within the Presenter Only Area)
- Individual engagement meter → switched on via the Attendee Pod menu

### Bandwidth considerations

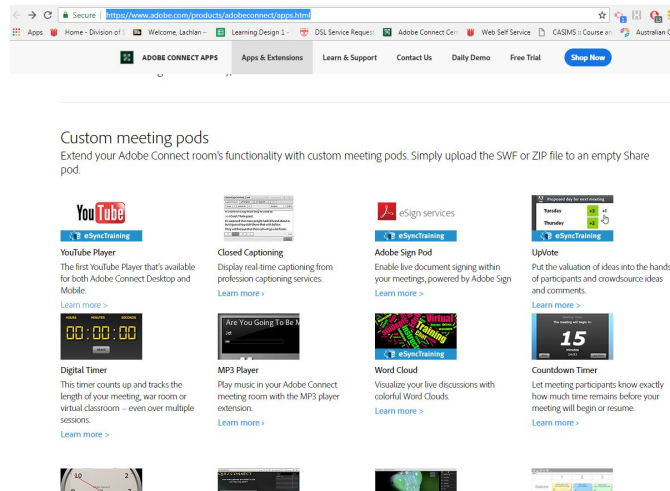
- The room bandwidth meter
- High bandwidth items (webcam(s), open microphones, screen sharing)
- Upload & download speeds impacted by each additional high bandwidth item activated - turn on mics, webcam etc. to view impact.



## New extensions for your AC room

- [Adobe Connect Applications \(extensions\) website](#)
- Installing new extensions → download the extension file, load into room via Share pods

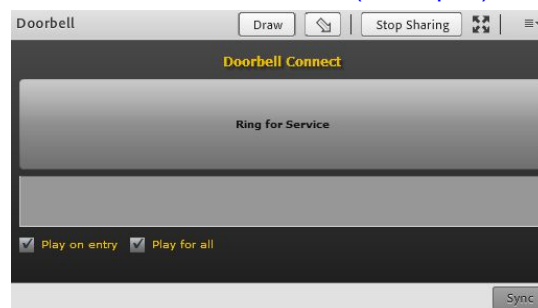
### The Adobe Connect Applications (extensions) website



## Using your AC room for consultation / 'drop ins'

- Use of the Doorbell extension → notifies the host when someone drops in

### The Doorbell Extension (share pod)



## Creating 'Open' Online Meeting Rooms (no host required)

- Meeting menu → manage access & entry → 'auto promote participants to presenters

