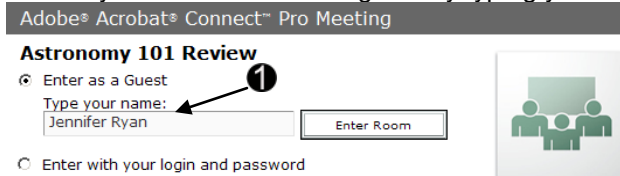
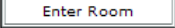


Adobe Connect Student Tutorial

1. Enter Adobe Connect by typing in the URL given to you by your Host (Professor) in an email or through your Moodle course. For Example: <https://admin.na4.acrobat.com/astronomy101>
2. You may enter the room as a guest by typing your name in the text bar provided ❶.



3. Then click 
4. Once you enter the room, the pods will appear as the Host (Professor) has configured them. The following is an example:





Attendee List ❷: Indicates the participants currently viewing the course in Adobe Connect.

Chat ❸: This pod allows you to communicate with either all attendees, or a choice of presenters or selected participants.



Note ❹: This displays notes that the Host (Professor) or Presenter has provided for you.

Share ❺: This will display any presentations provided to you by your Host (Professor), such as PowerPoint Presentations.










Raise Hand ❻: You can click the  (Raise Hand) icon in order to indicate to the Host (Professor) that you would like to say something. If the Host (Professor) accepts, the talk button

will activate showing the icons: . If you encounter the Flash Player Settings, when you click on the talk button, click Allow **8**.



Clicking the  icon in order to talk without needing to hold down the Talk button. If you choose to press  you must continue to hold down on the key in order for others to hear what you are saying.

You can also press  for more options:

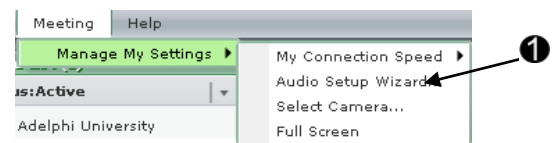
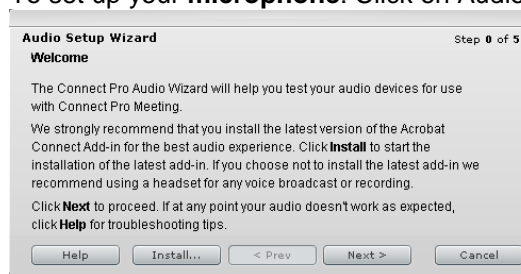
-  **Agree** click on this in order to agree with a comment mentioned
-  **Disagree** click this in order to disagree with a comment mentioned
-  **Step Away** click on this to indicate that you are away from the computer
-  **Speak Louder** click on this to indicate to the speaker to speak louder
-  **Speak Softer** click on this to indicate to the speaker to speak lower
-  **Speed Up** click on this to indicate to the host or presenter to speed up their actions
-  **Slow Down** click on this to indicate to the host or presenter to slow down their actions
-  **Laughter** click on this to indicate to others that you were amused by a comment
-  **Applause** click on this to give praise to the speaker, presenter, or Host (Professor)
- Clear My Status** click on this to clear any previous status that you may have enabled

Camera and Voice 7: This pod displays the webcams that are currently being broadcasted. Presenters and Hosts (Professors) that are broadcasting video will show up on this pod.

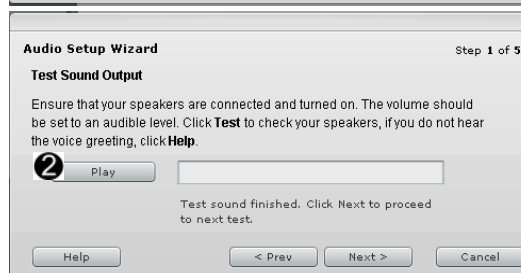
NOTE: If a Professor gives you video access, either as a participant or a presenter, please be cautious of their video controls. If you hit stop on their video, it will cut them off for everyone.

Audio, Video and Connection Speed Setup

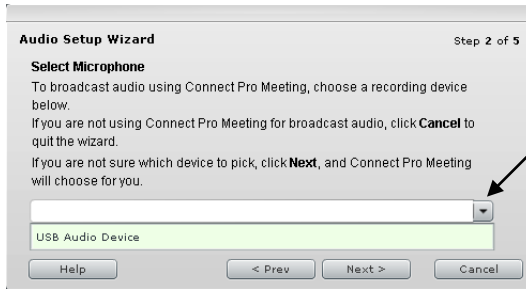
- To set up your **microphone**: Click on Audio Setup Wizard **1** to go through the initializing steps.

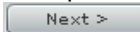


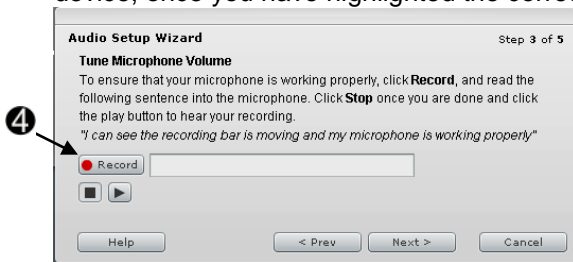
Click  to continue.




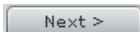


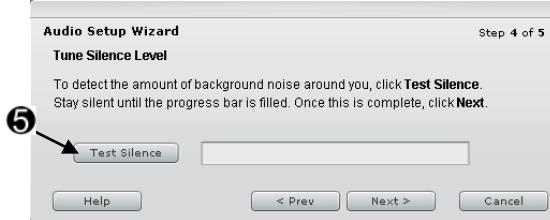
Click **Play 2** to check that the audio is working properly. Once you have confirmed that the audio is fine, and then click  to continue.




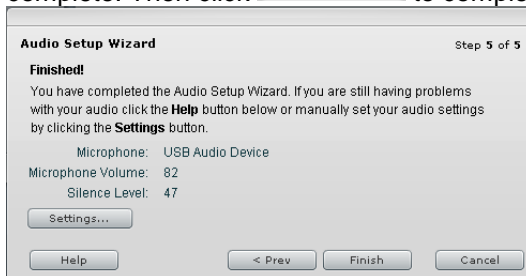
Click on **3** the dropdown menu to select your audio device, once you have highlighted the correct device, click  to continue.





Click **4** the Record button to record a short line (possibly the one suggested to you in the setup wizard). While you are recording, the recording bar will no longer be blank; instead it will appear like . Once you are done recording, press the  (stop key). Then click the  (play key) option to confirm that the audio has recorded properly. Then click  to continue.




Click on **5** the Test Silence button. Once the test is complete, the green bar will go all the way to the end, and it will indicate to you that the test is complete. Then click  to complete the wizard.



Verify the information shown. Then click . Once you have finished the Audio Setup Wizard, then you may  and speak if you would like.

- To select your **camera**, go to Meeting → Manage My Settings → Select Camera. You will see:



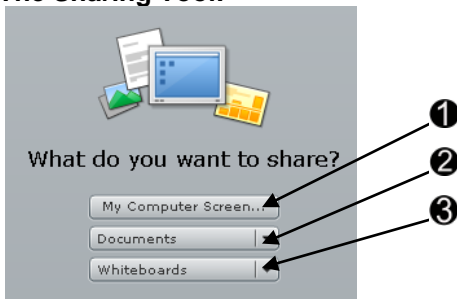
Make sure the correct webcam is selected under camera. Then close out of it. In order to begin broadcasting video, click on  which is located on the bottom of the “Camera and Voice” pod. **Note:** You may only display video under a “Host” and “Presenter” role. A participant cannot display live-video *unless* a host gives them video privileges under “Enhanced Participant Rights”.

- To ensure the best possible **connection**. Go to Meeting → Manage My Settings → My Connection Speed. Then choose which type of connection you have:
LAN: Choose this if you are connecting to the internet through a Local Area Network
DSL: Choose this if you are connecting to the internet through a Digital Subscriber Line
Modem: Choose this if you are connecting to the internet through a modem

Instructions for When Role is Set to Presenter

Presenters, unlike participants, have the ability to share files, write notes, and broadcast video.













1. The Sharing Tool:



- Allows you to share your computer screen in real time with your participants
- Allows you to upload and share documents with your participants
- Allows you to select a blank screen that can be manipulated according to your needs, like a blank canvas.





Tools Explained

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
	Selection		Line Tool		Text Tool		Redo
	Pencil Tool		Rectangle Tool		Stamper Tool		Clear
	Marker Tool		Ellipse Tool		Undo		Print

2. Writing Notes:

While presenting, at any time, you can add notes for all the participants to view.

3. Broadcasting Video:

Follow the instructions provided on the “**Audio, Video, and Connection Speed Setup**” of this tutorial. Once your webcam is recognized, and then simply click on  to begin video broadcasting. You may end broadcasting at any time by clicking the  (stop key) located on the bottom of the “Camera and Voice” pod.

NOTE: Please be cautious of the Host’s (Professor’s) video controls; if you hit stop on their video, it will cut them off for everyone.