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.

3. Then click Enter Room.

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

   - **Attendee List**: Indicates the participants currently viewing the course in Adobe Connect.
   - **Chat**: This pod allows you to communicate with either all attendees, or a choice of presenters or selected participants.
   - **Note**: This displays notes that the Host (Professor) or Presenter has provided for you.
   - **Share**: This will display any presentations provided to you by your Host (Professor), such as PowerPoint Presentations.
   - **Raise Hand**: 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
If you encounter the Flash Player Settings, when you click on the talk button, click Allow.

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 on 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: 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**

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

Click to continue.

Click Play to check that the audio is working properly. Once you have confirmed that the audio is fine, and then click to continue.
Click on the dropdown menu to select your audio device, once you have highlighted the correct device, click Next to continue.

To test that your microphone is functioning properly, click 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 Next to continue.

Click on 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 Next to complete the wizard.

Verify the information shown. Then click Finish.

Once you have finished the Audio Setup Wizard, then you may and speak if you would like.

2. 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”.

© 2009 Adelphi University FCPE
3. 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:**
   - ![Sharing Tool Image]
   - 1. Allows you to share your computer screen in real time with your participants
   - 2. Allows you to upload and share documents with your participants
   - 3. Allows you to select a blank screen that can be manipulated according to your needs, like a blank canvas.

**Tools Explained**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Selection Icon]</td>
<td>Selection</td>
</tr>
<tr>
<td>![Line Tool Icon]</td>
<td>Line Tool</td>
</tr>
<tr>
<td>![Text Tool Icon]</td>
<td>Text Tool</td>
</tr>
<tr>
<td>![Redo Icon]</td>
<td>Redo</td>
</tr>
<tr>
<td>![Pencil Tool Icon]</td>
<td>Pencil Tool</td>
</tr>
<tr>
<td>![Rectangle Tool Icon]</td>
<td>Rectangle Tool</td>
</tr>
<tr>
<td>![Stamper Tool Icon]</td>
<td>Stamper Tool</td>
</tr>
<tr>
<td>![Clear Icon]</td>
<td>Clear</td>
</tr>
<tr>
<td>![Marker Tool Icon]</td>
<td>Marker Tool</td>
</tr>
<tr>
<td>![Ellipse Tool Icon]</td>
<td>Ellipse Tool</td>
</tr>
<tr>
<td>![Undo Icon]</td>
<td>Undo</td>
</tr>
<tr>
<td>![Print Icon]</td>
<td>Print</td>
</tr>
</tbody>
</table>

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.