

Adobe Connect 9 Basics

Adobe Connect web conferencing provides a powerful platform for distributed learning.

STEP 1

Create a meeting room in your Moodle Site

STEP 2

Apply for an Adobe Connect 9 Host role

STEP 3

Run through the Meeting Connection Diagnostic test

About Adobe Connect 9



- Adobe Connect is a Flash based online meeting service that enables participants to collaborate using video, audio, application sharing and chat via an internet browser.





- Adobe has all of the standard participant tools such as, raise hand, polling, private and public chat, video, audio and screen sharing.
- Breakout rooms are available as sub rooms to the main room.
- In addition you can record the sessions.

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STEP 1

Create a meeting room in your Moodle Site

1. Log into your Moodle site and turn editing on
2. Navigate to the appropriate section
3. Click on the, '**Add an activity or resource**' link
4. Select  from the Activities list and click on 

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STEP 1

STEP 1 contd /... Meeting room fields

5. Fill in the Meeting title field, ignore the rest of the fields then **Save** your room

Adding a new Adobe Connect to TEST AREA

GENERAL

Meeting title*

Adobe Connect Playpen

Intro

Paragraph

Font family

Font size

online space to play and explore...

Path: p

ADOBE CONNECT SETTINGS

COMMON MODULE SETTINGS

RESTRICT ACCESS

ACTIVITY COMPLETION

Save and return to course

Save and display

Cancel

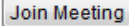
There are required fields in this form marked *

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STEP 1

STEP 1 contd /...

Activating the room

6. Click on the link to your room and then click on the  button.

Initially you will find you have the limited options available to the participant's role until you have been granted Host status for your room.

Next step- applying for host status...

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STEP 2

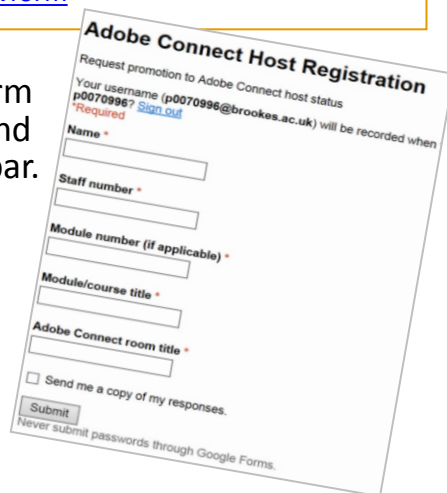
Apply for an Adobe Connect 9 Host role link:

https://docs.google.com/a/brookes.ac.uk/forms/d/1ZpxnQFAXmn_UxT9-Lm_FtRfVsiObWtmLrMgLu3CQaoQ/viewform

To open the Host registration form click on the link above or copy and paste it into a browser address bar.

Enter details into the Host Registration form then click on the **Submit** button.

Once your form has been processed you will receive email confirmation that you are now a host.



The image shows a screenshot of a Google Forms registration page titled "Adobe Connect Host Registration". The form includes the following fields and text:

- Title: Adobe Connect Host Registration
- Text: Request promotion to Adobe Connect host status
- Text: Your username (p0070996@brookes.ac.uk) will be recorded when p0070996? [Sign Out](#)
- Text: *Required
- Field: Name *
- Field: Staff number *
- Field: Module number (if applicable) *
- Field: Module/course title *
- Field: Adobe Connect room title *
- Text: Send me a copy of my responses.
- Button: Submit
- Text: Never submit passwords through Google Forms.

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STEP 3

Connect webcam & speakers or headset with mic prior to running the Meeting Connection Diagnostic test

Connect your webcam and switch on your speakers or plug in your headset prior to running the diagnostic test.

If you don't have a webcam or headset in your office request the appropriate kit via the

OBIS Servicenow web site: <https://service.brookes.ac.uk/>



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STEP 3

STEP 3 contd / ...

Meeting Connection Diagnostic test link:

https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

Flash
Player
11.2.0.0
Or above is
required
for a
successful
connection

The diagnostic test will ensure your computer and network connections are properly configured to provide you with the best possible Adobe Connect meeting experience.

If all tests pass successfully, you are ready to log in to your meeting. If you experience problems, please refer to [troubleshooting tips](#)

Adobe Connect 9 Useful links

Google doc – applying for an Adobe connect host account:

<https://docs.google.com/a/brookes.ac.uk/document/d/17CRt7ErTshmNorYreevphXYZXAXg3m8lyLL1rEc6TOQ/edit#>

[Adobe Connect Systems Requirements](#)

Test meeting connection:

https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

Adobe Connect Trouble Shooting Tips:

https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm#Troubleshoot

Online User Guides:

<https://vlecture.brookes.ac.uk/common/help/en/connect/9.0/using/index.html>

[Quick start guide – host](#)

[Quick start guide - participant](#)

Online webinar training series:

http://www.adobe.com/cfusion/event/index.cfm?event=detail&id=655249&loc=en_us

[You Tube: Getting started with Adobe Connect 9](#)

[More training links](#)