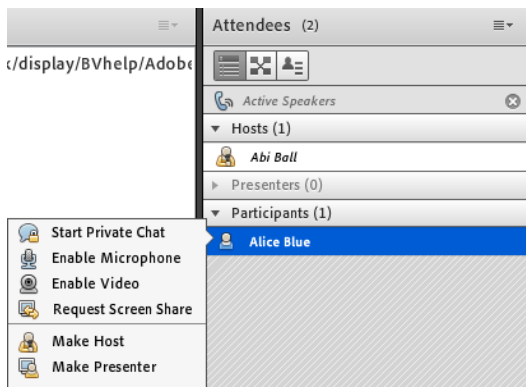


The Attendees pod - hosts



The attendees pod displays a list of people who have logged into the Adobe Connect room. You can see from the example on the left that the pod is divided into three sections – **Hosts**, **Presenters** and **Participants**.

Hosts can promote participants from within the attendees pod. To promote a participant simply click on their name and choose **Make Presenter** or **Make Host** from the pop-up menu.



You can switch view in the attendees pod by clicking on the **Attendee Status View** button (the right hand button) at the top left of the pod. This will show who has raised their hand (for example) and how many times. We recommend that you choose the **Attendee View** (which is the default view on the left hand side) as this gives you more functionality.

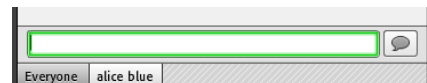
There is also a **Breakout Room View** button (the middle one) for hosts only but that will be discussed further in the document entitled *Using Breakout Rooms*.

You will see that each attendee has a yellow or blue icon next to their name. Yellow icons are logged in attendees (i.e. those who have accessed the room through Moodle) and blue icons are guest attendees (i.e. those who have accessed the room via a URL). Hosts are holding microphones 🗣️ or 🗣️ and presenters have presentation screens behind them 🖥️ or 🖥️. Participants have no devices 🧑 or 🧑. Those attendees connecting with mobile devices have mobile devices in front of them 📱 or 📱. These can also be yellow if they are logged in.

For further information about Adobe Connect roles please see the document entitled *Adobe Connect Roles*.

Hosts can also **Start** [a] **Private Chat** with an individual user and can **Enable** [an individual's] **Microphone** [or] **Video** (webcam) and **Request** [a] **Screen Share**.

If you start a private chat, a tab with that individual's name on will appear at the bottom of the chat pod.



If you give microphone or video rights to an individual an appropriate icon will appear next to their name in the attendees pod. The request screen share option has been discussed in the share pod section.