Adobe Connect best practice guidelines

Pre-session checklist

- Give the participants information about how to access the room.
- Set up your room layout ahead of time – only hosts can do this so if you are not the host of the room you are running your session in, you need to liaise with the person who is.
- Upload your content and test that it displays as you expect it to. This is preferable to screen sharing during the session as it conserves bandwidth.
- Practice your session so that you are familiar with using pods, switching between different pieces of content and managing participants.
- Install the latest version of Flash on your PC or Mac.
- Do not use a mobile device to host sessions as they only have limited functionality.
- Enable Flash and Java in your browser.
- Use Firefox or Internet Explorer on your PC or Mac as these are the recommended browsers for use with Adobe Connect. We do not recommend that you use Chrome.
- Use a good quality headset. We do not recommend using a desktop microphone as these can cause echo and feedback issues when presenting.

Just before the session starts:

- Allow time before the session to deal with any host or presenter issues that may arise.
- Shut down any non-essential programmes (such as email clients) as these can impact bandwidth.
- Run the Audio Setup Wizard to check that your audio is functioning correctly.
- Instruct the participants to run the Audio Setup Wizard to check that their audio is functioning correctly.

During the session:

- Allow time at the start of the session to get everyone into the room and to make sure that they can see the content and hear the host and/or presenter.
- Inform the participants of your preferred communication method during the session (e.g. use the handraise status or the chat pod).
- Enable audio and/or video for participants if you want them to communicate this way.
- Take care with the amount of video that you use as it can affect bandwidth. It is good practice to use it at the start of the session to aid introductions and then switch it off for the rest of the session.
- Start recording the session if you want to make the session available to participants afterwards as a reusable learning object.
- Close any polls until you actually need them otherwise they will clutter up the interface and can affect bandwidth.
- Mute the audience whilst the main host or presenter is speaking to reduce background noise. Audio capabilities can then be reinstated at appropriate times during the session.
- Have the windows or programme that you want to demonstrate open already on your PC or Mac if you intend to use the screen share function.
- Close any sensitive material on your PC or Mac before sharing your screen.

Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY

After the session:

- Stop sharing any content.
- Stop recording (if applicable).
- Email the chat pod history to yourself if you want a record of this.
- Clear the chat pod ready for the next session.
- Email the note pod content to yourself if you want a record of this.
- Clear the note pod ready for the next session.
- Clear any answers from polls.
- Remember that you may not be the only person who uses this Adobe Connect room so you should leave it as you would want to find it.

Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY