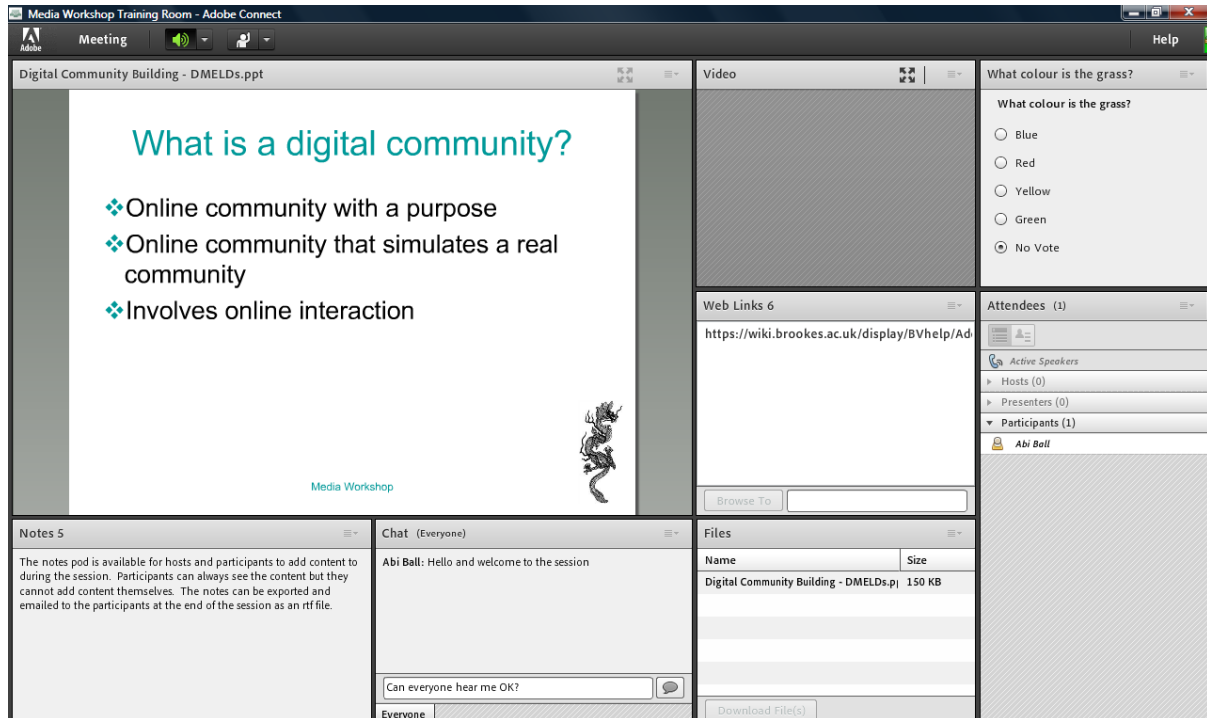


Introduction to the Adobe Connect pods - participant version

The Adobe Connect interface will vary depending on how the host has set the room up but essentially you will see a series of pods that perform different functions. The example below shows most of the available pods.

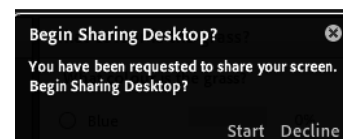


Share Pod

Hosts and presenters can share their *screen*, a *particular file* or a *whiteboard* within the share pod.

If they decide to share their screen you might see their desktop, several documents within the same application (such as a series of Word files) or an individual browser window or document.

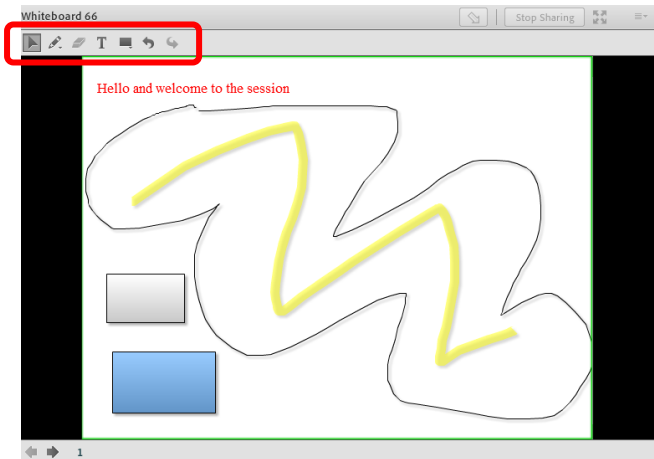
All activities (including cursor movements) are visible to all participants. Hosts can even take control of an individual participant's PC. They can do this by requesting a screen share with a participant using the attendees pod.



If they do you will receive a pop-up request asking you to share your screen; you need to click the **Start** link to do so. You will then see a screen similar to the one on the left where you can choose what you want to share.

If you choose to **Share My Screen** the host will be able to ask you for cursor control using the **Request Control** button that will appear for him or her. You will get a pop-up message asking for your consent and if you give it then the host will be able to control whatever you are sharing with the rest of the room.

This type of activity can cause broadband issues so to minimise this, hosts and presenters can also preload certain file types into the room's content library and then open them as they need to. They can load JPG, PNG, SWF, PPT, PPTX, PDF, FLV, F4V, MP3, MP4, and ZIP files into the content library and display them in the share pod. In the example above the host is sharing a PPT file.



The third option with the share pod is to load a whiteboard. Hosts and presenters can give participants editing rights to the whiteboard which will allow you to draw lines, add text, erase content and draw shapes on the board. They can also load the file types listed above into the whiteboard and allow you to annotate them.

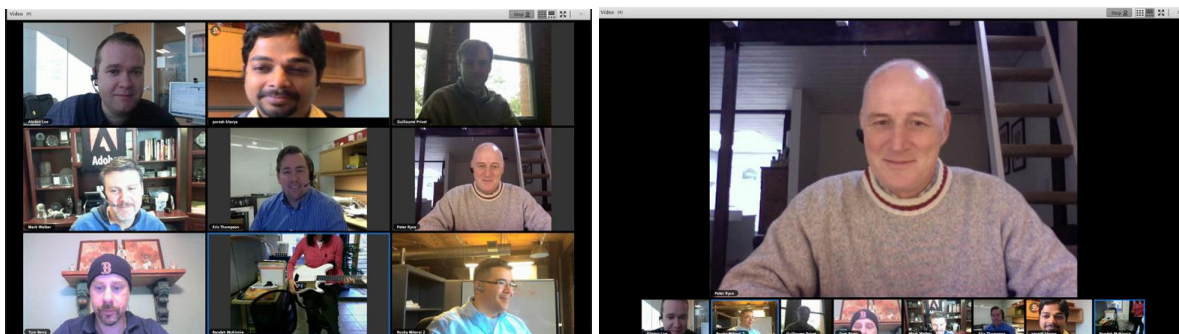
If you cannot see the tools at the top left of the pod you do not have editing rights.

Hosts and presenters can also save a **Snapshot** of the whiteboard and send it to you by email.

Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to view Flash content such as whiteboard, uploaded videos and custom pods.

Video Pod

The video pod is where you will see the host or presenter webcam if they have chosen to broadcast it. They can also give you webcam rights so you might also see yourself in the pod if you have a webcam switched on.



There are two webcam layouts. The left hand one (the grid) shows all of the active webcams. The middle picture on the bottom row is the active speaker as it has a blue line

around it. This is actually quite difficult to distinguish so the host or presenter may switch to the filmstrip view instead (on the right) which minimises all non-active speakers to the bottom of the pod. It also saves on bandwidth.

These particular images are owned by Adobe Systems Incorporated and provided under license.

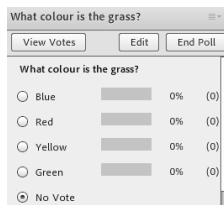
If you have been given webcam rights and want to display your webcam click on the **Start My Webcam** button and once you appear in the pod click on **Start Sharing** to broadcast. Click on the **Stop** button which will become active to stop broadcasting.



Poll Pod

The poll pod allows hosts and presenters to ask a question of the participants whilst the Adobe Connect session is running. This can be used to test knowledge or to gauge opinion. Only one question can be asked per pod so you may see the pods changing as the session progresses.

The questions can be multiple-choice (single response) or multiple-response where you pick one or more answers. They can also be short answer where you add free text into a text box.



This example shows a single response question. If you change your mind you can vote again as Adobe Connect will only count the last choice.

The host or presenter can choose to broadcast the results to all participants and they can also see how each participant answered the question (i.e. polls are not anonymous).

Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to access the poll results (although in some cases you can still vote).

Web Links Pod

This pod is designed to give participants a single place to access web links that might have been mentioned during the session.

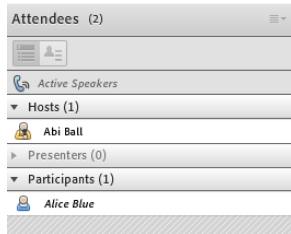
Simply click on the appropriate link (it will turn blue) and then click on the **Browse To** button which will become active. The link will open in a new browser window or tab (depending on how your browser has been set up).



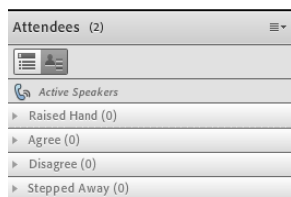
Be warned that it does take you outside of Adobe Connect so make sure you keep the Adobe Connect window open and return to the room once you have visited the link.

Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to use the web links pod.

Attendees Pod



If the host has chosen to display the attendees pod you will see 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**.



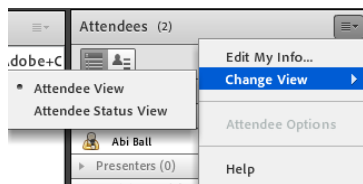
Hosts can promote participants from within the attendees pod. If they have done this you will appear under the Presenters (or Hosts) section of the pod rather than the Participants section.

You can switch view in the attendees pod by clicking on the **Attendee Status View** button at the top left of the pod. This will show who has raised their hand (for example) and how many times.

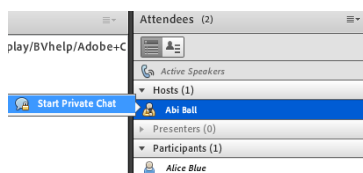
We recommend that you choose the **Attendee View** (which is the default view) as this gives you more functionality.

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*.



You can also access the different Attendee options (as per the buttons) from the drop down menu at the top right of the pod. From here you can also **Edit My (your) Info...** This will allow you to change your display name only.



If the host has enabled private chat for the room you will be able to start one with an individual by clicking on their name in the pod. A pop out will appear where you choose **Start Private Chat**.

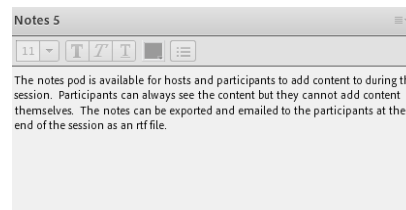
If you have been given microphone rights by the host you will see a microphone icon next to your name in the attendees pod.



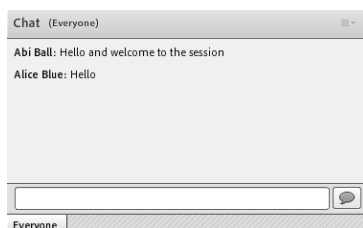
If you use the status symbols (emoticons) these will also appear next to your name in the pod.

Notes Pod

The notes pod is only available for hosts and presenters to add content to but it is visible to all participants. If you are attending an online tutorial your tutor might use the notes pod to record action points from the session and then send them to you by email so that you have a record of them.



Chat Pod



Simply click in the text box at the bottom of the chat pod to add your message. Either click the **Enter (Return)** key to post your message or click on the **Comment** button at the right of the text box.

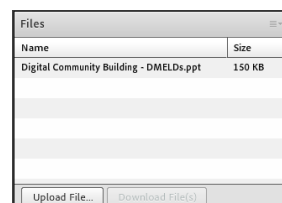
You can adjust the **Text Size** to make the discussions more legible using the **Options** menu in the top right of the pod.

You can also change the colour of the text using the **My Chat Color** menu. These two options are available for all participants, not just hosts and presenters as they are personal settings not room settings. Any adjustments that you make to these will only appear on your screen, they will not be displayed to the whole room.

If you have started a private chat with an individual their name will also appear as a tab at the bottom of the pod next to **Everyone**. Please make sure that you are on the right tab when replying to an individual, otherwise the whole group may see your response.

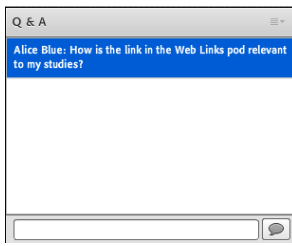
Files Pod

The files pod is where the host or presenter can add files that you need to refer to during the session (or if you want to recap something after the session). The file types that can be added are the same as those listed above in the share pod section. Simply highlight the file(s) you want to download and then click on the **Download File(s)** button which will become active.



Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to access the files pod.

Q & A Pod



The Q & A pod is designed to allow you to ask questions of the hosts or presenters, so in some ways it is similar to the chat pod. The main difference is that it will keep your questions separate from the rest of the chat discussion and the host and presenters can allocate the questions to different attendees to answer.

Simply click in the text box at the bottom of the Q & A pod to add your question. Either click the **Enter (Return)** key to post your message or click on the **Comment** button at the right of the text box.

In this example you can see that the participant name appears next to the question. Hosts and presenters can choose to make the Q & A pod anonymous to other participants but they will always be able to see who has asked a question. So you may just see **Question:** preceding the question and **Answer:** preceding the answer. Hosts and presenters can choose to respond privately to an individual question or to publish the response to the whole room.