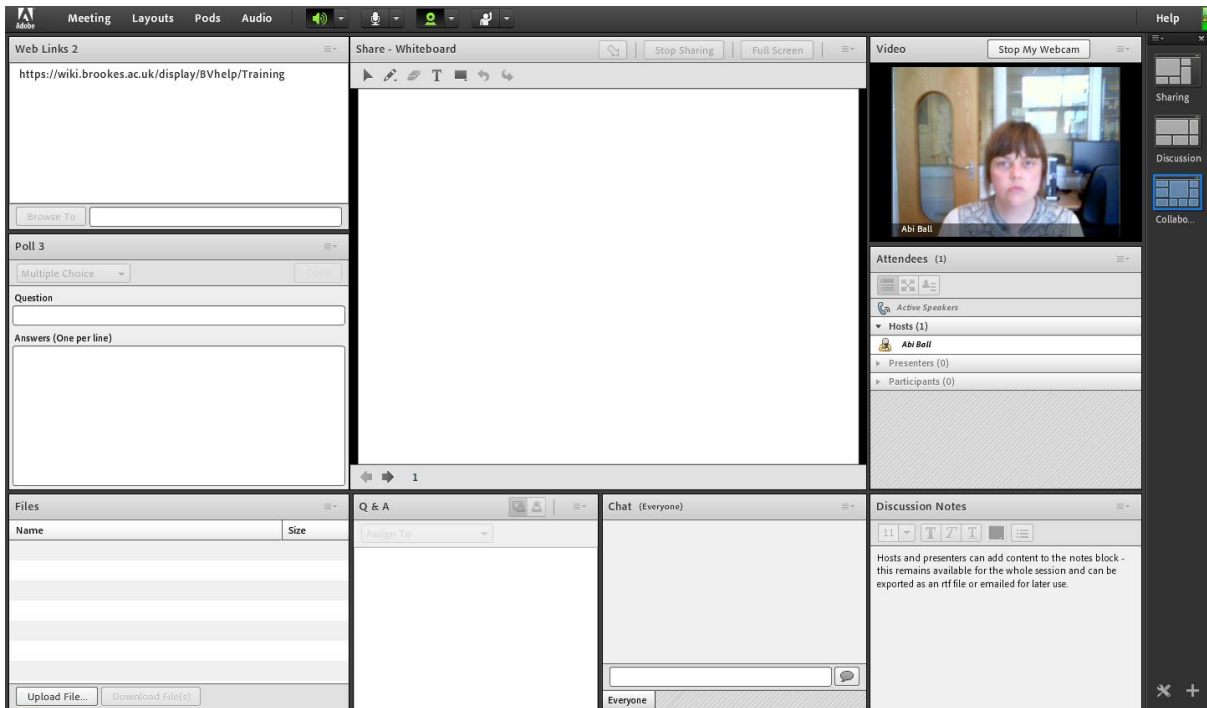


## Introduction to the Adobe Connect interface – host version

The first thing you need to think about when using an Adobe Connect room is what is the purpose of the room? You should make the room as simple as possible and only load the pods that you are going to use. As you can see from this example below it is possible to fill the screen with all of the pods which does make it quite cluttered.



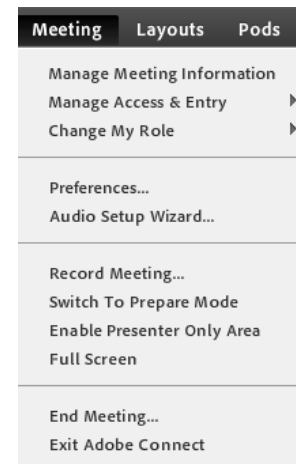
The toolbar at the top of the interface displays more options to hosts than to presenters or (particularly) participants.

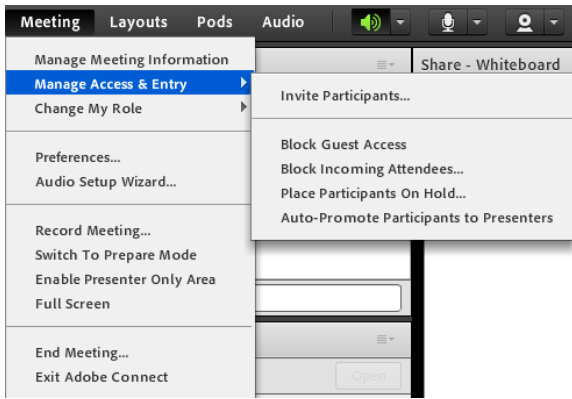


The **Meeting** menu is available to all participants but some of the menu items are only available to hosts or presenters rather than to participants.

**Manage Meeting Information** will take you into the Adobe Connect admin interface. For further information about the admin interface please see the document entitled *Adobe Connect Administration Interface*.

The **Manage Access & Entry** menu is concerned with giving your participants access to your room. Ignore the **Invite Participants...** option as this tries to configure Outlook Express which we do not use at OBU.





The **Block Guest Access** option will only allow those users who login with a staff or student number via a Moodle course to access your room. We do not recommend blocking guest user access.

You can also **Block Incoming Attendees...** (e.g. if you wanted to discourage late arrivals by not allowing access after a particular time) and **Place Participants On Hold...** which will mean the host will have to let each user into the room (this is not recommended for large groups). This last option might be useful if you

are using the room for one-to-one tutorials and only want to give the next student access to the room once you have finished talking to the current student.

The **Auto-Promote Participants to Presenters** option allows you to give the participants presenter rights as soon as they enter the room. Please note this does not negate the need to have the host present in the room at all times. If the host leaves the room, even if the participants have been auto-promoted to presenters, they will be demoted back to participants.



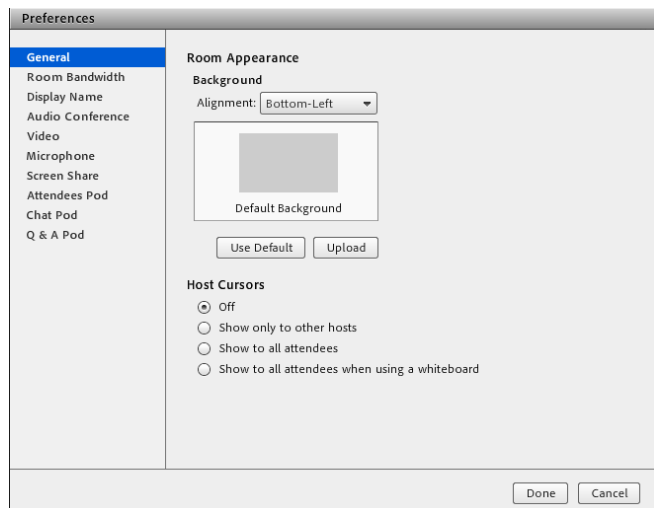
The **Change My Role** menu will allow you to change your role to that of either a Presenter or a Participant (or back to a Host). This is similar to the **Switch role to...** function in Moodle and is useful for checking what different roles can see. The roles are hierarchical; hosts can change their role to presenters and participants, presenters can change their role to participants and participants cannot change roles at all.

The **Preferences** menu has ten different options that you can use to personalise your room.

## General

This menu allows you to change the room appearance by loading a background image (the **Upload** button) and then aligning that image to a corner of the screen (the **Alignment** drop down menu).

You can only load JPG, PNG, GIF and SWF files as background images. The name of the background file should be 50 characters or less and it is good practice to keep the background file size as small as possible as it will effect the meeting bandwidth.



The **Host Cursors** option is **Off** by default but you can choose to display it from this menu. This is useful if you are using Adobe Connect to demonstrate a particular procedure using the screen share capability.

**Room Bandwidth** allows you to optimise the bandwidth for your users. The LAN option is the default and this seems to work fine for most OBU users.

As with all of these options click on the **Done** button to complete the process.

**Display Name** lets you customise the name displayed by the room users in the Attendees Pod. If you do not complete this field Adobe Connect will use the first name and surname it takes from Moodle or whatever the participants entered into the Name field if they used guest access to login.

The **Audio Conference** option enables you to switch on the participants microphones by default by putting a tick in the **Allow participants to use Microphones** checkbox.

Put a tick in the **Disable Webcam Preview** checkbox on the **Video** menu if you do not want this option available for your participants. We do not recommend doing this as it is useful to make sure that you are in shot when using a webcam.

You may also want to **Highlight Active Speakers** (particularly if you have a large group all using webcams) by ticking the appropriate checkbox.

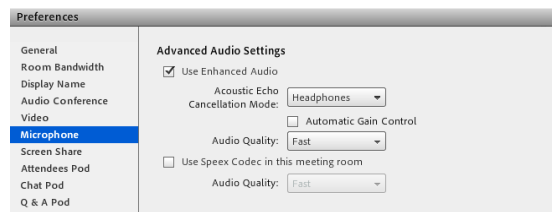
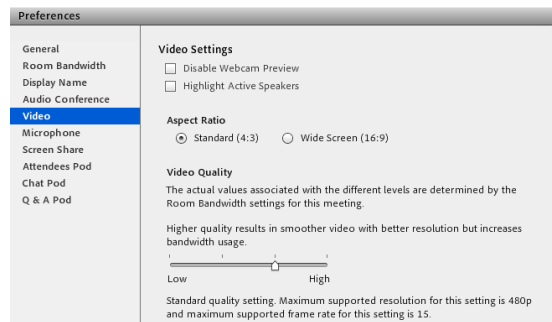
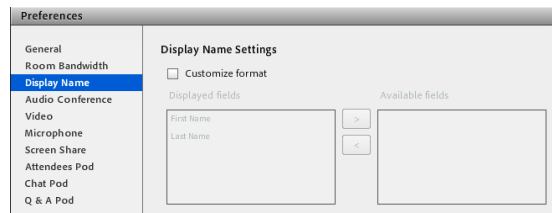
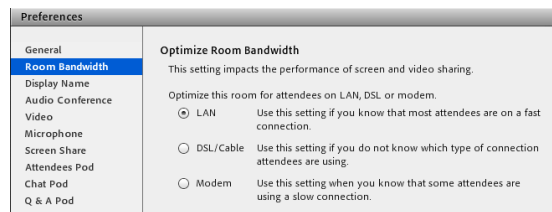
You can change the **Aspect Ratio** as well as the **Video Quality** from this menu (although the default settings work fine for most OBU users).

The **Microphone** menu enables you to set the **Advanced Audio Settings**.

Tick the **Use Enhanced Audio** checkbox to automatically cancel echoes, control microphone volume and suppress noise.

If you want to use the **Acoustic Echo Cancellation Mode** you will need to make sure that you have installed the Adobe Connect add-in. These are the modes:

- Full Duplex - enables multiple users to speak at the same time.



- Half Duplex - enables only one user to speak at a time.
- Headphones - optimises audio settings for use with headphones (this is the option most OBU users should choose).

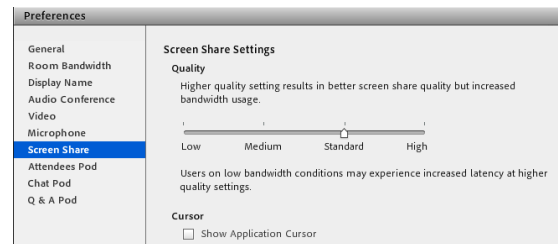
Tick the **Automatic Gain Control** checkbox to enable your microphone volume to adjust automatically in response to changes in voice level.

For **Audio Quality**, choose the setting that degrades the sound the least:

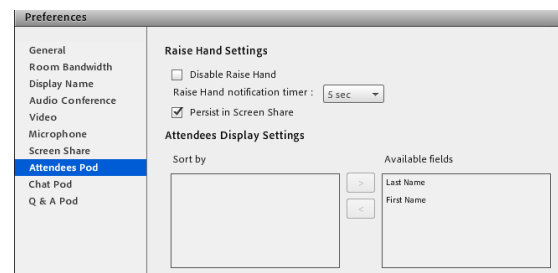
- Fast – this provides the fastest performance but the lowest audio quality.
- Best – this provides the slowest performance but the best audio quality.
- Custom – this enables you to select options for audio quality settings.

Ignore the **Use Speex Codec in this meeting room** option.

The options on the **Screen Share** menu allow you to alter the **Quality** of the screen share and to display your **Cursor** as you move around a particular application by ticking the checkbox.

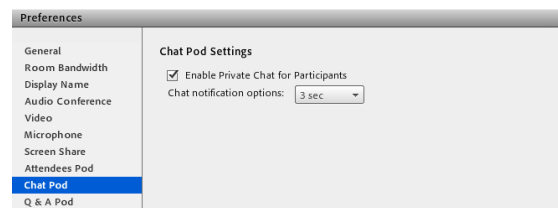


You can disable the raise hand settings in the **Attendees Pod** by checking the **Disable Raise Hand** checkbox but this is not recommended. You can also change the length of time that the raise hand notification remains within the Attendees Pod using the drop down menu next to **Raise Hand notification timer**.

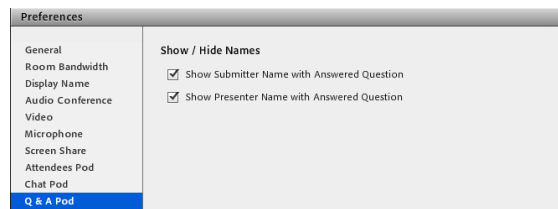


You can also choose to change how the attendees are listed in the Attendees Pod. If you do not complete this field Adobe Connect will use the first name and surname it takes from Moodle or whatever the participants entered into the Name field if they used guest access to login.

If you want to disable private chat for participants remove the tick from the **Enable Private Chat for Participants** checkbox in the **Chat Pod** menu. You can also change the frequency of the **Chat notification options** using the appropriate dropdown menu.

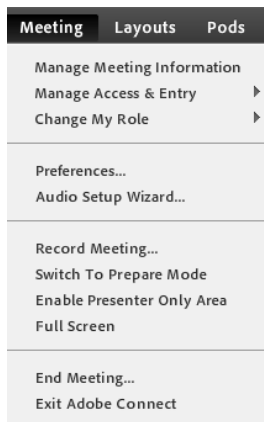


The final menu item is for the **Q & A Pod** which allows you to anonymise submitted questions and answers.

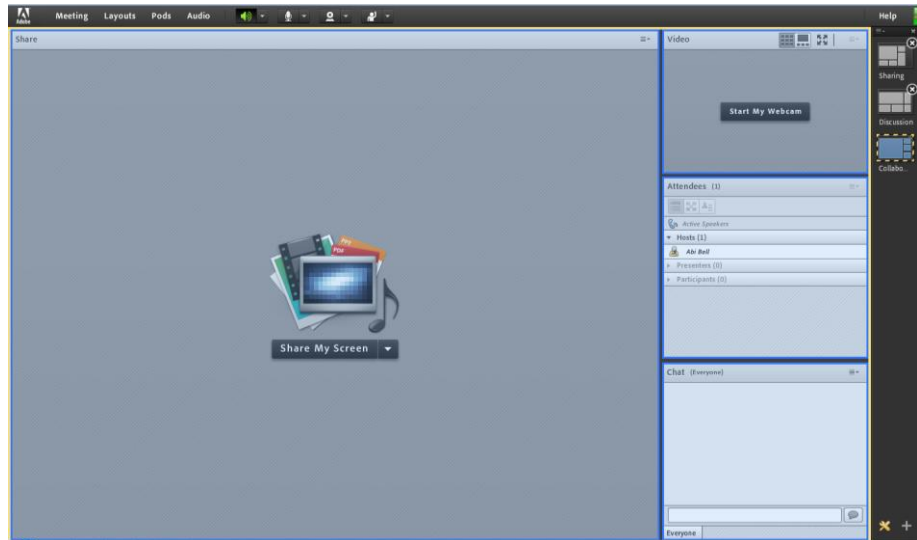


The **Audio Setup Wizard...** is one of the menu items that appears for all users. It is recommended that all users run the audio set-up wizard each time they attend an Adobe Connect session.

Hosts can record an Adobe Connect session by clicking on **Record Meeting...** from the drop down menu. The meeting will be made available automatically as a link in your Moodle course. If you want to make the recording publicly available you will need to contact the Digital Services and Learning Technology team to do this for you.

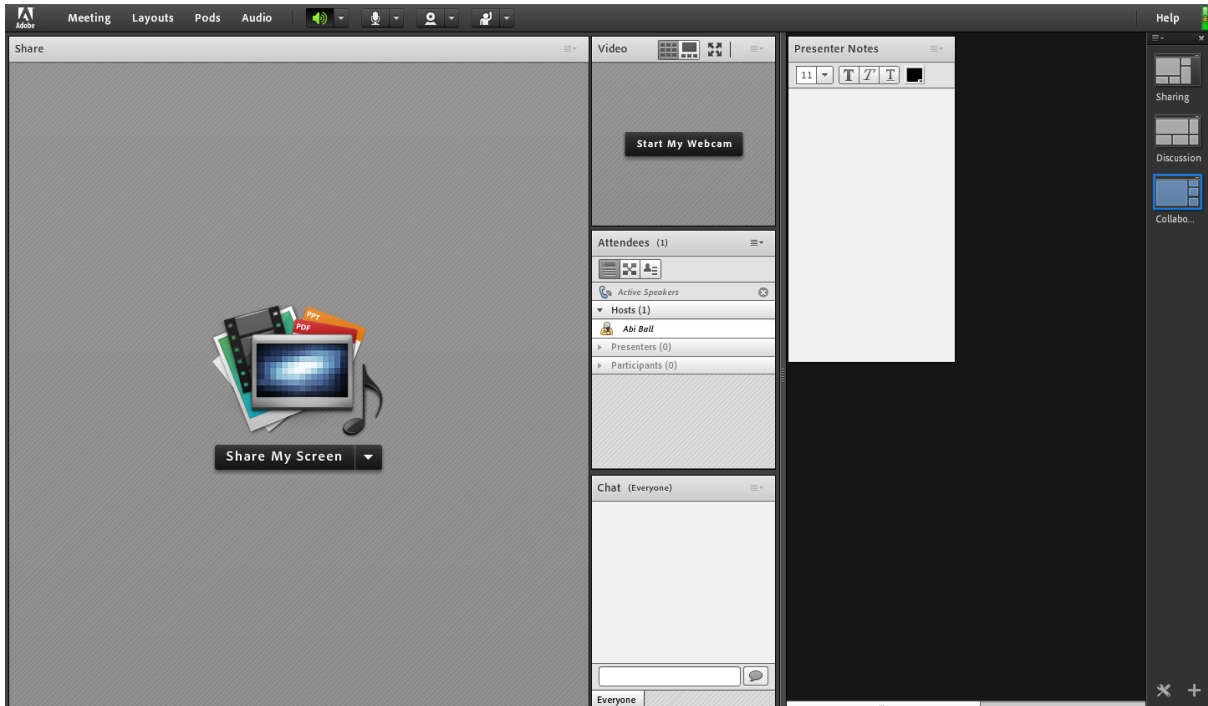


**Switch to Prepare Mode** allows you to prepare content behind the scenes without affecting the current presentation. Any changes to live pods will be visible to participants though.



The room will appear with a yellow line around it. To exit prepare mode simply click on the **Meeting** menu again and choose **End Prepare Mode**.

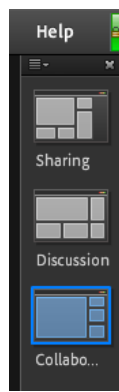
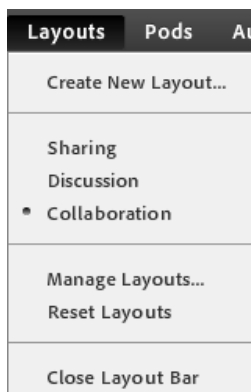
If you click on **Enable Presenter Only Area** a right hand pane will appear where you can add pods that are only visible to hosts and presenters. To close the presenter pane simply click on the **Meeting** menu again and choose **Disable Presenter Only Area**.



Clicking on **Full Screen** will maximise the Adobe Connect interface on your device (press the Esc button to return to normal view).

Click on **End Meeting** to end the Adobe Connect meeting without shutting down the programme.

Click on **Exit Adobe Connect** to close the programme and shut down any open rooms.

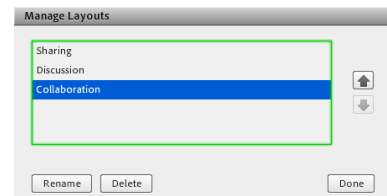


The **Layouts** menu allows you to create a custom layout using the **Create New Layout...** option. You can also switch layouts to **Sharing**, **Discussion** or **Collaboration** (these are also available from the far right of the Adobe Connect interface).

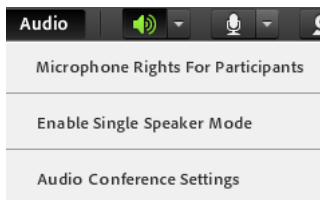
**Manage Layouts...** is where you can rename and delete current layouts. Navigate through the layouts using the up and down buttons and then click **Done** to complete the process.

The **Reset Layouts**

option will restore the default layouts (Sharing, Discussion and Collaboration) to their original status. This will remove presenter panes and pods but it will not delete any content that you have added to specific rooms.

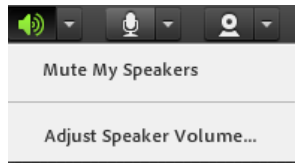


The Pods menu will be discussed in the document entitled *Introduction to the Adobe Connect pods*.



The **Audio** menu allows you to enable **Microphone Rights For Participants** and to **Enable Single Speaker Mode**. These repeat some of the functions under the Meeting>General menu.

Ignore the **Audio Conference Settings** option.

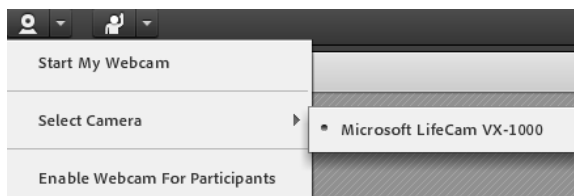


If you click on the down arrow next to the **Speaker** icon you will be able to **Mute My (your) Speakers** and **Adjust (your) Speaker Volume...** All participants have these options.

If you click on



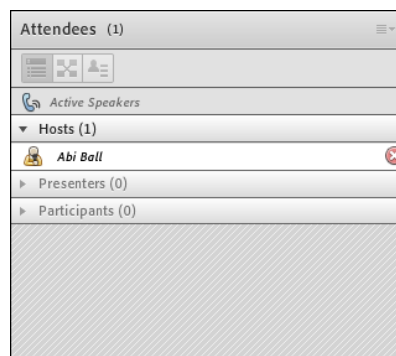
the down arrow next to the **Microphone** icon you can **Connect My (your) Audio** and **Select (the appropriate) Microphone**. This will vary depending on what hardware you have connected to your device. This menu will vary for participants depending on the permissions you have given them.



If you click on the down arrow next to the **Webcam** icon you can **Start My (your) Webcam**, **Select (the appropriate) Camera** (again this will vary depending on what hardware you have connected to your device) and **Enable Webcam For Participants**. This menu will vary for participants depending on the permissions you have given them.



The **Status** menu is available for all participants and will display the chosen icon in the Attendees Pod next to their name. The options are fairly self explanatory.



The **Help** menu will give you a number of support options. There is also OBU specific support available in RADAR and on the Brookes Virtual Help wiki at:

<https://wiki.brookes.ac.uk/display/BVhelp/Adobe+Connect>

The thin green button in the very far right of the screen is the **Connection Status** notification. Whilst you cannot do anything with this information, if someone is experiencing problems in the classroom it is worth getting them to check their connection status.

If it is very poor we recommend closing down the browser and logging in afresh as this will usually improve things.

