Handbook for New Connect Users/Hosts

This handbook is designed to support the New Connect Host with information on how to set up your own meeting room, host meetings, record sessions and invite participants. Adobe Connect Training and support can be organised.

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Create a Meeting Room

Go to: http://webconf.det.nsw.edu.au/. Your email is your login, and your own password. If you have forgotten your password there is a link to reset.

Create New:  MEETING

Enter Meeting Information

Name:  
Custom URL:  Note only alpha and numeric characters here
Summary:  optional
Start Time:  Leave as is
Duration:  Leave as is
Template:  Leave as is
Language:  Leave as is
Access:  Anyone who has the URL for the meeting can enter the room {or you can choose from one of the other options}.
Audio Conference Settings:  Leave as is
Click on NEXT

If you are using this room as your own room with only you as a Host, you do not have to complete anything on this page, go to NEXT*. See notes at the end of this Guide for Shared Meeting and how to add another person as a Host.

Click on NEXT

You will now have all the information you require about this meeting.

Click on FINISH
This is the URL you send to your meeting participants. Check it out and see if it works for you. Or you can click on Enter Meeting Room. Note the participants can enter the room at any time, but they cannot do anything other than type in the chat pod.

Please note that you do not have to create a new meeting room each time, the one you create is for your continued use.

Invite your Participants

Copy the URL to a meeting appointment request, or send as a traditional email. Ask them to sign into the room as a guest using their first name and last name, ie John Citizen.

Participants in the room only have automatic access to the Chat Pod. You have to give them microphone rights. To do this, you select their name and then select the microphone icon.

1. Click on the microphone Icon
2. You can now see the microphone next to the participant name
**Shared Meeting**

To create a Shared Meeting click on Meetings at the top beneath the TAFE banner

Go to Shared Meetings

Scroll down until you see Western Sydney Institute
Click on New Meeting

Name the meeting – make it something meaningful and add the URL

Choose Access – it is suggested here to make it – the last option

Choose Next
If you wish to include someone in the Host list, you must choose the participants individually from the list on the left hand side. Select the name and choose Add.

You then change their status from Participant to Host by selecting the name which now appears on the right-hand side, and then choose the appropriate Permission.

You will note their status changes from Participant to Host in this instance. As a Host they can enter the room independently and set it up.

Click Next, you will see the information, then Click on Finish.

Your meeting room is now ready to be used.
**Room Display**

When you enter your meeting room it may display in one of the two following formats:

<table>
<thead>
<tr>
<th>Format A</th>
<th>Hide Presenter Only Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Format A" /></td>
<td><img src="image" alt="Stage" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format B</th>
<th>Show Presenter Only Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Format B" /></td>
<td><img src="image" alt="Stage" /></td>
</tr>
</tbody>
</table>

To display the different formats, you choose the button in the bottom right hand corner of the screen as indicated above.

Format B allows you to have your specific pods open in the background and they can be moved quickly into the centre of the room when required. The centre grey area of the room is called the Stage. Participants in a meeting do not see the Presenter Area, and they also see the Stage at full size.

A meeting room should have the following pods displayed as a minimum:

- Attendee List
- Chat Pod
- Note Pod set up as an Agenda

You may then like to customise your own pods. When a new pod is opened you may have to resize it. You will see a double headed arrow on the edge of the pod. Click and drag in the usual way.
Audio Wizard

It is imperative that you run the Audio Wizard each time you enter a room. This applies to your guests as well. The wizard enable you to check you computer settings and ensure that your microphone works.

From the MENU BAR:
- Meeting Menu - (top left of window);
- Audio Setup Wizard
- Manage my Settings;
  - There are five steps
  - At Step 3 which is the recording step - you must
    a) press the Red Record Button, repeat the script that is shown.
    b) press the square black stop button
    c) press the black triangle play button to hear your recording.

- When you have completed, you need to let the Host know by TYPING into the Chat Pod - "AUDIO OK"

When you are ready to talk, you need to click and hold the TALK button. If you want to use the “hands-free” click on the Padlock and speak, but ensure that you release it at the end. Otherwise there may be audio issues on the line.

Troubleshooting tips for audio

Always check that the mike is properly plugged in
Always check that the speaker is not muted
When in doubt, you exit the room by closing the browser and come back in.
Run the Audio Wizard again.

Language of Connect

These are the new terms to get used to:

| Attendee List | Microphone | {flashpaper} |
| Audio Wizard  | Pods       | Status       |
| Camera and Voice Pod | Pod Options   | Talk         |
| Chat Pod      | Polls      | User Role - Host; Presenter; |
| File Share Pod - will take | Screen Sharing | Participant |
| Word docs     | Share Pod - won't take | Web Links |
| Layouts       | Word, will take flv |                |
**Pod**

This refers to each window that appears in the Room.

**Pod Options**

This is the Circular Icon that appears in the bottom right hand corner of each Pod.

It is worth noting that you can email the content of the Chat Pod and Note Pods.

**Attendee List**

This shows the number of participants in a room, sorted by Host; Presenter; and then Participant. The Pod Options list here is extensive.

![Attendee List Example](image)

**Recording a Meeting**

Click on Meeting; Record meeting – Connect will automatically name the recording.

![Recording Meeting Example](image)

The Red Recording dot appears in the top right hand corner of the room.

Note only the main meeting room is recorded. If you use Breakout Rooms these are not recorded.
Meeting Recording Locations

You can find the recording (1) while you are in the meeting room; or (2) after you have left the room.

1. Before you leave the meeting room
Click on Meeting; Manage Meeting Information; and you will see an icon flashing on the Task Bar – click on Meeting Information

2. If you have already left the meeting room:
http://webconf.det.nsw.edu.au/ Login

Find your meeting which will be listed under your name on the page in front of you. Click on the meeting link

From this Point the instructions are the same

Click on Recordings

Click on the Recording Link
Copy the URL and send that to participants -

**Edit the Recording**

If you need to edit the recording, you can remove information from the end of the recording, or anywhere in between. Click on the **Edit Link**.

Follow the prompts in Edit, it is very intuitive.

Click and drag the markers; use the Crop tool

You can always Revert to the original

If you choose Make Offline you can have a separate copy of the recording to save as a flash file and embed in a wiki or on a SharePoint Site.

When you Save, you choose location – it saves as a Flash File – flv

Can be inserted into a wiki page as a link, and it displays as shown.
**File Share Pod**

This is the pod you use if you wish to share files with your students, by either downloading or uploading. It will take most file formats, including Microsoft Word.

Click on Pods from the Menu Bar, Fire Share; New File Share Pod

From your work computer click on Upload File; Select from my Computer. You then go through the normal steps of uploading a file.

Rename the Pod – Double Click in the heading where it currently says File Share 11 and rename it. This is important as you may have a number of different pods you want to use and the quickest way to find them is via their names.
This is an example of content in the File Share Pod. To get your students to download the file, they select the appropriate file and Choose Save to My Computer and save in the normal way.

Please note that users may have to click on the file type in the Task Bar

They will then see the Adobe Acrobat Connect window

Click to Download

Save in the normal manner
**Web Link Pod**

A Web Link Pod can be used to include informative internet links for your students.

To open a Web Link Pod – choose Pods; Web Links; New Web Links Pod. Rename it as per the previous instructions.

To insert the Links you click on the Pod options and choose Add Link

You then give the link a descriptive name and add the URL in the second field.

Select the Web link, and when you click on Browse to, every participant will be sent to the nominated website. Note however, they may need help to get back into the Connect Room. They will see the Connect Icon on the Task Bar and they simply need to click on that Icon.
Camera and Voice Pod

If you are using a webcam, you need this pod opened. Click on Start my Camera and voice

The following window usually appears – choose Allow

You will notice that the picture is “Live”. This takes up a lot of bandwidth, so it is recommended that you “Smile for the Camera” and then pause – it is the second button.
Poll Pod

A great way to interact with your participants is to give them a quick Poll and these are very easy to set up.

Pods; Poll; New Poll Pod

There are two types of Poll – Multiple Choice or Multiple Answers

Type the Question at the Top and the Answers at the bottom, one per line

Click on Open Poll

Invite your participants to Vote. Click on the Close Poll Button and then tick Broadcast Results. To see who said what, click on the numbers icon

To re-use the poll at any time, click on Prepare and then Open Poll and it is refreshed.
Chat Pod

The Chat Pod is a necessity in a Connect Room as this is where participants can let the Host know if they are experiencing difficulty with Audio or they can ask questions via the Chat.

Participants can use the chat to speak to Everyone, by typing their information into the box and pressing the Enter key.

This message has gone to Everyone.

You can send a Private message to another participant or to the Hosts/Presenters.

Private chat appears in RED text and is not recorded. However, note that if you choose to share your screen, others in the room will be able to see your chat pod.

Sending Chat to the Presenters is shown in Green and is seen by each Host.

The Private Chat facility can be turned off by selecting it from the Pod Options.
Share Pod

A share pod has a number of features.

It can be used to:

- share your desktop so you can demonstrate a particular computer application or a specific website.
- show a PowerPoint presentation
- to use a whiteboard
- to overlay a whiteboard over a PowerPoint

Pods; Share; New Blank Share Pod – you should have three options to share as shown below

If *My Computer Screen* is not showing, you need to install an *Update*, further information on this can be found in the troubleshooting section of this handbook.
Share your computer screen

Click on *My Computer Screen* and you will be asked to choose from a variety of options.

Tick the application you wish to share.

Note at the top of the window, there is a *Stop Sharing* option. When you have demonstrated your subject, click on *Stop Sharing* and you will be returned to the Connect Room.
Share a Document

To show a PowerPoint presentation, select Documents; Select from My Computer

![Image of selecting PowerPoint presentation]

Browse and upload. Note only certain file types are accepted here and they include *.ppt; *.pptx; *.swf. It is important to note that Word; Excel and PDF documents are not uploadable to a Share Pod. Their content has to be converted to a *swf format using Flashpaper, instructions further in this manual. Flashpaper is a free program that has to be installed by your CSO.

The Share Pod will now take on the name of the uploaded document.

Whiteboards

Pods; Share; New Whiteboard

Turn on the whiteboard tools - bottom RH Corner. 
To write on the whiteboard you first click on the A symbol and draw a text box. Then type in your information and the text box will grow.

To get back to the pointer, click on the blue arrow.
Font style and size are under the 2 drop down sections. You must select the box first, and then choose the size. This is medium.

Note, only a host or a presenter can activate the whiteboard tools.

A participant can only watch the whiteboard - as in a normal classroom.

You can have multiple whiteboards screens and you advance to them by clicking the forward or back button at the bottom left hand corner.

Please do NOT click on the eraser at the bottom, as this will erase the entire whiteboard.

If you accidentally do this, there is a blue undo option.

There is a printer icon at the bottom of the toolbar which allows you to print the contents of the whiteboard. It will print one page at a time.
If you want to delete something, ensure you have clicked the blue pointer at the top and select the object. Then press Delete on your keyboard.

This is an example of the different items available in the stamper - the symbol that looks like a rubber stamp. When it is selected, you get an extra toolbar at the bottom of the screen where you can change size, colour and style. You can choose from Star; Cross; Checkmark; Arrow – this options appear at the bottom of the pod.
Save a Document with FlashPaper

This will enable you to share a document via a Share Pod.

To check to see if you have FlashPaper installed, go to Start; All Programs; Macromedia; Macromedia FlashPaper 2

Open your document in Word

- File;
- Print;
- Choose Macromedia FlashPaper as the printer option

You will then see this screen – this is your document converted.
You now have to save this as a FlashPaper file – swf file.

- File;
- Save As FlashPaper

Choose your location and name and Click on Save. It is important to note that the file name must be less than 60 characters in length.

The document will then be saved as a *.swf file.

The other option to do the same process is to click on Add-Ins; FlashPaper; Convert to Macromedia Flash.
Troubleshooting

Troubleshooting tips for audio

- Always check that the mike is properly plugged in
- Always check that the speaker is not muted
- When in doubt, you exit the room by closing the browser and come back in.
- Run the Audio Wizard again.

Known Issues and Solutions

My audio is crackly or breaking up, what should I do?
- exit the room by closing the browser and come back in; run the Audio Wizard again.

I can’t hear any audio
- check that microphone is not muted

My voice volume is too low or too high to other participants
- Click on the Voice Options drop down menu next to the padlock and adjust it there.

There is an echo in the room
- Check to make sure that all participants have their microphone turned off, not on Hands Free

I want to permanently delete existing pods
- From the Menu Bar choose Pods; Organise Pods; select the one you don’t need, and choose Delete. This is permanent and you do not get a warning.