

Adobe Connect

<https://roanestate.adobeconnect.com>

1. Open the Adobe Connect meeting

- a. Go to the URL
- b. Log in with your Adobe Connect name and password.
- c. Click OK on the page, no need to run the tests on campus.

2. Turn on the camera

- a. Click on “Start My Webcam” in the webcam pod.
- b. Click “Allow” on the popup in the middle of the screen.
- c. Click “Start Sharing” in the webcam pod
- d. Adjust webcam as necessary

3. Turn on your microphone

- a. Click on the microphone icon at the top of the screen, it should turn green

4. Check microphone level

- a. Click on the “Meeting” command and select “Audio Setup Wizard.”
- b. Follow the directions for the sound output
- c. Ensure that the correct microphone is selected
- d. Test the microphone
- e. Adjust levels as necessary
- f. No need to test the Silence
- g. Click “Finish.”

5. Set up audio for students

- a. Click “Audio” and select “Enable Audio for Participants.”
- b. Click on right pointing arrow to the left of “Participants” so that it points down. This will show you list of who is logged in.
- c. Tell students to click on the microphone, then “Allow.”
- d. Have students click “Meeting” the select “Audio Setup Wizard.”

6. Set up Chat

- a. If necessary, clear Chat by clicking the Chat Pod Options icon in the upper right corner of the Chat pod and select “Clear Chat.”
- b. Click the Chat Pod Options again and select “Text Size” and select at least 24 point.

7. Load visuals

- a. Click the down arrow to the right of “Share My Screen” (*will not share Microsoft word documents*) and select “Share Document.” then find the pdf. You can “Share my Screen” then pull up the word file.

- b. Click “Browse My Computer” and select the appropriate file. PowerPoint and PDF files can be shared in this manner. This can take several seconds to complete.
- c. Click “Stop Sharing” to stop showing the file.

8. Start class –Don’t forget to Record class.

- a. Click “Meeting” and select “Record.”
- b. Click OK.
- c. Share documents as appropriate by clicking on the arrow to the right of “Share My Screen” then select “Share Document.”
- d. Click “Share History” then the desired file, then OK.

9. End class

- a. Click “Meeting” and select “Record Meeting” to unselect recording.
- b. Click “Meeting” then select “Manage Meeting Information.”
- c. In the Adobe Connect software select “Recordings.”
- d. Click on the box next to the desired recording then click on “Access Type” button
- e. Click on “Public” radio button and then save.
- f. Click on the recording name and under “URL for Viewing:” the URL address you will send your students so they can watch the video will be displayed.
- g. Click and drag over the URL and right click to copy the URL address.
- h. Paste the URL in D2L for student access.
- i. Click “Meeting” and select “Exit Adobe Connect.”

(Do not select “End Meeting.”)

10. To post a link to the “Recording” in D2L

- a) While you are still in the actual meeting room Click on “Meetings”
- b) Click on “Manage Meeting Room”
- c) Click on “Recordings”
- d) Click on the radio box of the recording you want to make public
- e) Click on the “Access Type” button above in the menu
- f) Click the “Public” radio button and save
- g) Click on the recording and go to the recording information and copy the URL for viewing. You will post this in your D2L Course.