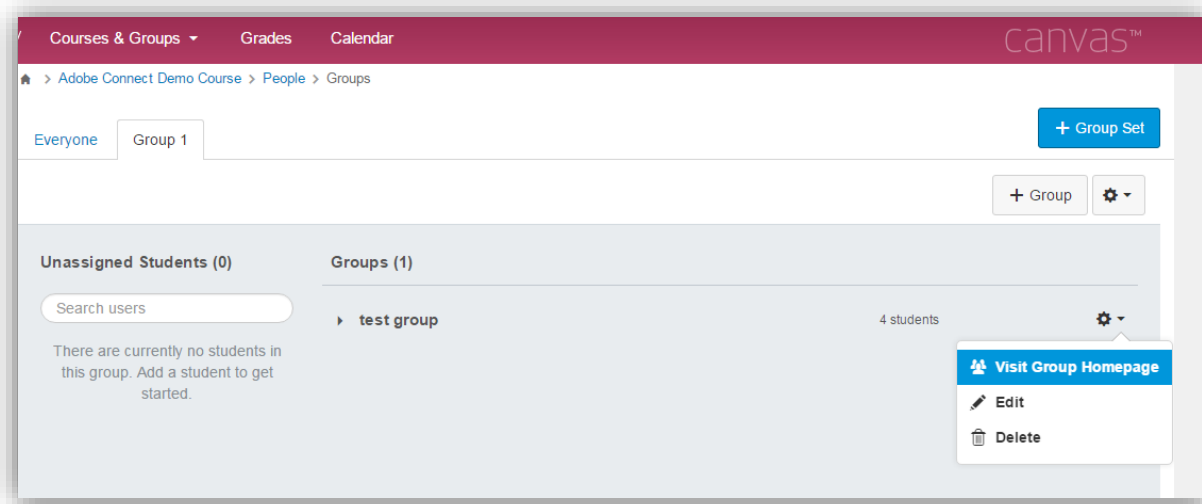


Student Guide - Student Groups and Adobe Connect in Canvas

Creating an Adobe Connect Conference

1. Use Chrome or Firefox as your browser. Make sure you are on the latest version.
2. Connect your headset or headphones to your computer
3. Log into Canvas and select the course
4. Click on **People** from the left navigation menu and then click on the **Groups** tab
5. Click on the settings gear to the right of your group name



6. Select **Visit Group Homepage**. This will take you to the Canvas instance for your group.
7. Select **Conferences** from the left navigation menu
8. On the **Conferences** page you can create a new conference by clicking on the blue **New Conference** button
9. The group member that creates the meeting will be the **Host** for that meeting.

10. **Name:** The name of the conference will default to the name of the group. **You must create a new conference name that is 13 characters or less.**

Type: By default the Type of Conference will be Adobe Connect.

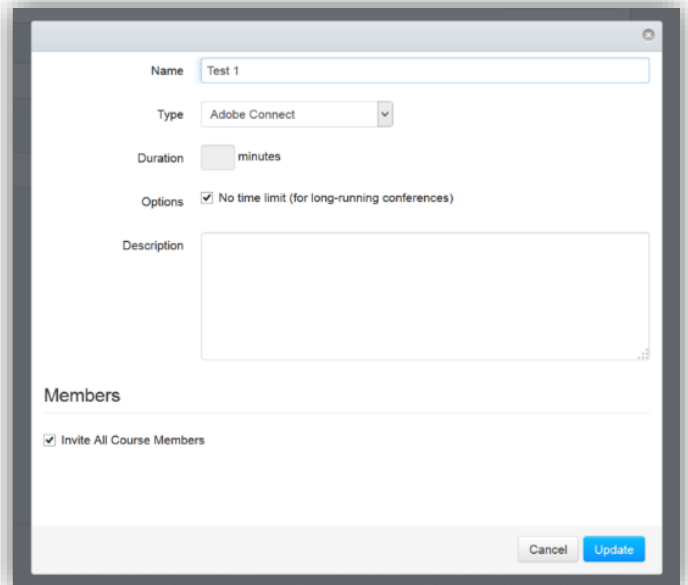
Duration: The default duration of an Adobe Connect Conference is 60 minutes, however, this will limit the control you have over the conference.

Options: For maximum flexibility, select no time limit.

Description: You may provide a short description of your conference in the Description box.

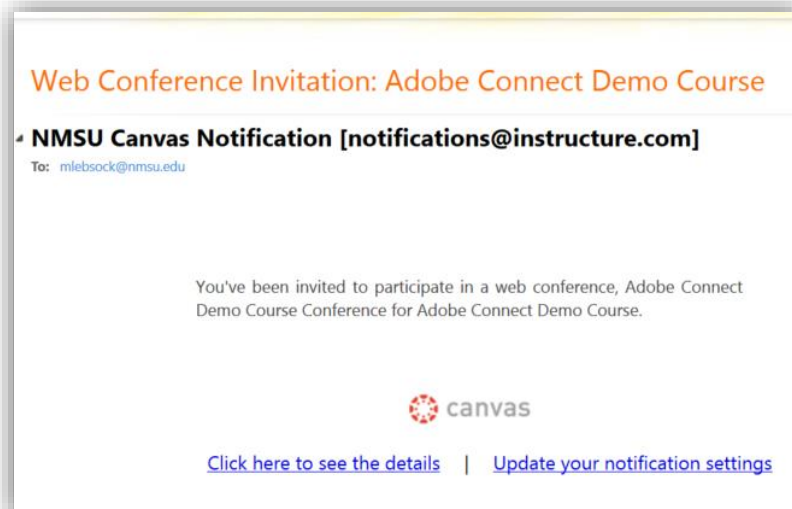
Members: By default all group members are invited to your Adobe Connect conference.

Click **Update** to create the conference.



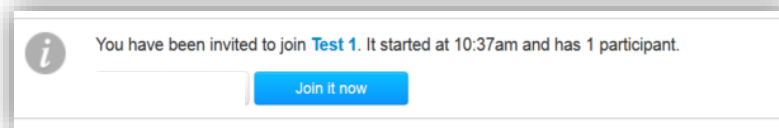
The screenshot shows a web form for creating a conference. The fields are: Name (text input with 'Test 1'), Type (dropdown menu with 'Adobe Connect'), Duration (input field with 'minutes'), Options (checkbox for 'No time limit (for long-running conferences)'), Description (text area), and Members (checkbox for 'Invite All Course Members'). At the bottom right are 'Cancel' and 'Update' buttons.

11. Once your conference has been created, the host and all invited course members will receive a notification email generated by canvas

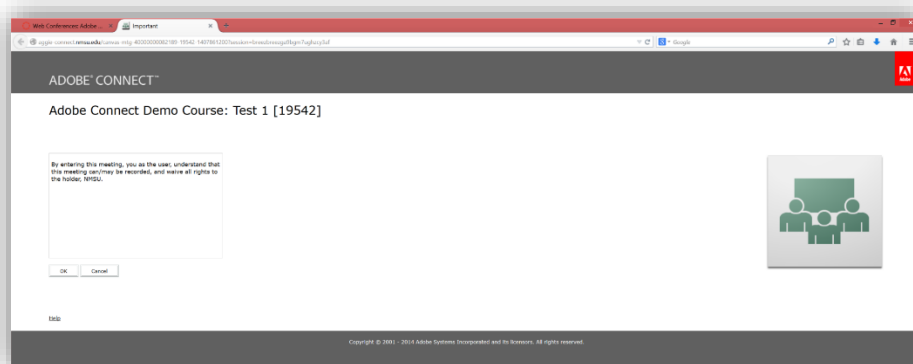


Participating in an Adobe Connect Conference

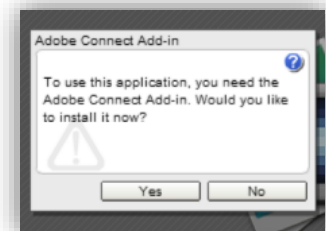
1. When you are ready to start the conference, click the **Start** button.
2. After you start the conference your group members will be able to join the Adobe Connect conference by clicking the blue **Join It Now** button on the recent activity page, or by clicking on the **Conferences** tab and then clicking the blue **Join It Now** button.



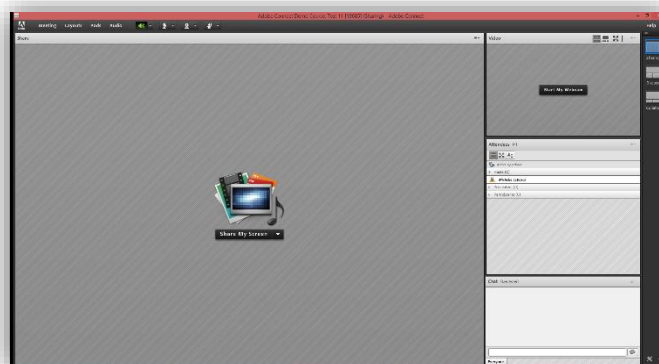
3. Adobe Connect will launch in a new window. All conference participants will see the notice below. Click **Ok** to enter the conference.



4. You may be prompted to install the **Adobe Connect Add-In**. Click **Yes** and the Add-In will install and load the meeting room in a new window or tab.



5. Content in a meeting room is displayed in *Pods*. A pod is a movable window that can contain various types of media. There are three default layouts that contain different pod configurations – **Sharing**, **Discussion**, and **Collaboration**.



6. Custom layouts can be created by clicking the + at the bottom right corner of the layouts pod. More information can be found at

<http://aggie-connect.nmsu.edu/common/help/en/connect/9.0/using/index.html>

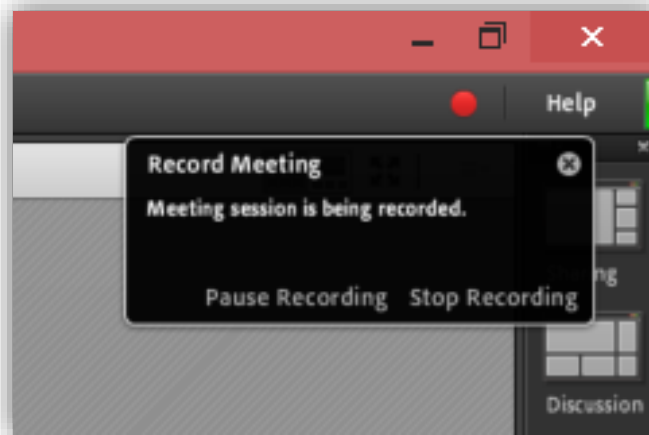
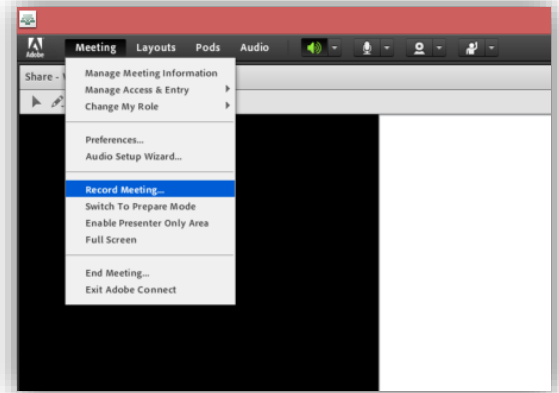
7. User roles determine your capabilities for sharing, broadcasting, and other activities in an Adobe Connect meeting. Within the Adobe Connect environment there are three user roles: host, presenter, and participant. Users are grouped in the **Attendees** pod by role. By default the conference creator becomes the meeting host within the Adobe Connect meeting room. Additional group members will join the meeting as participants. The host can specify each attendee's role, including promoting students to the presenter role to share their work. To grant additional permissions or promote a participant to a presenter role, hover the mouse over the participant's name. A menu of additional options will appear.

8. User role permissions:

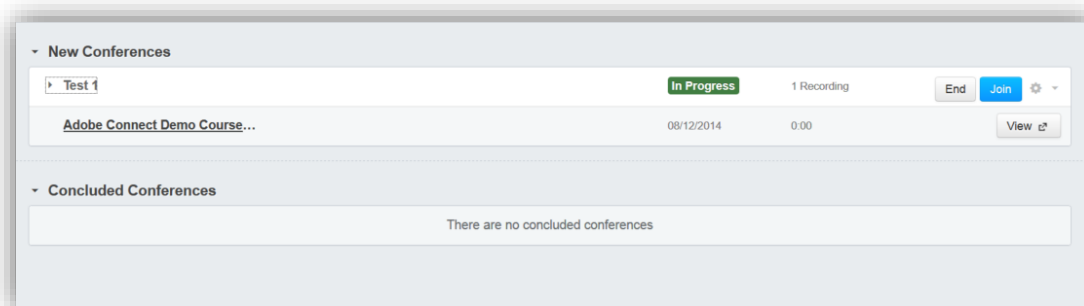
- a. **Hosts** can set up a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant (i.e. camera and microphone) without promoting the participant. Hosts can start, stop, join, and leave conferences. They can also perform all the tasks that a presenter or participant can.
- b. **Presenters** can share content already loaded into the meeting room from the library. They can share content from their computer. Shared content includes Adobe® Presenter presentations (PPT or PPTX files), Flash® application files (SWF files), images (JPEG files), Adobe PDF files, MP3 files, and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video. Presenters can mute audio broadcasts on their computers.
- c. **Participants** can view the content that the host or presenter is sharing, hear and see the host's or presenter's audio and video broadcast, and use text chat. Participants can mute audio broadcasts on their computers.

Recording an Adobe Connect Session

1. Hosts can record the entire Adobe Connect meeting, including audio, video, and the contents of any pod, including screen shares. To record, click on the **Meeting** drop down menu and select **Record Meeting**.
2. You will be prompted to name your recording. You can create a new name, or choose the default provided.
3. Once recording has started, hosts and participants will see the recording notification in the upper right corner of the screen. The red dot indicator will remain for the duration of recording. Click on the red dot for the option to **Pause Recording** or **Stop Recording**. Make sure you stop the recording before you close or exit the meeting room.



4. Your recorded Adobe Connect meeting will appear below the created conference. You may have to refresh the page a few times. Click the triangle next to the conference name to see the attached recording below.



5. To share the recording of your group meeting, click on the *View* button. This will launch a new tab. Copy the URL on the new tab. This is the address for your recording.

IMPORTANT: If you plan to record your Adobe Connect meeting, you must create a new conference each time you want to record. If you attempt to record using a meeting room that already has an attached recording, the new recording will “record over” your previous recording. Concluding your conference once you are done recording will prevent the recording from being lost.

Additional Resources

http://help.adobe.com/en_US/connect/9.0/using/connect_9_help.pdf

<http://aggie-connect.nmsu.edu/common/help/en/connect/9.0/using/index.html>

<https://www.youtube.com/channel/UCuABwNnfPu7v0L56lyi-XKQ>