

Drexel University

Office of Information Resources and
Technology presents:

INSTITUTE on INNOVATION in TRAINING and TEACHING



Adobe Acrobat Connect Pro

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Introduction



- Adobe Acrobat Connect is web conferencing software that enables individuals and small groups to instantly communicate and collaborate through easy-to-use, easy-to-access online personal meeting rooms

Agenda

- Connect Pro meeting room concepts
- Attendee roles and permissions
- Pods
- Layouts
- Demo
- Best Practices
- Q&A

Meeting Room Concepts

- Meeting room is equivalent to a conference room
 - Your Meeting Room is persistent
 - Layouts are like Furniture Arrangements
 - Pods are like the screen/whiteboard/walls
 - Size of conference room matters (how many chairs do you have?)
 - URL = Location of conference room (Doesn't Change)

Attendee Roles

- Participant

- Captive Audience
- Limited Permissions
- Chat/Q&A/Polls

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- Presenter

- Main role is to share content (Share Pod, VOIP, Notes)
- Different view than Participant
- Voice/Camera, Polls, File Share

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- Host

- Administrator of meeting Start/Stop/Breakout
- Attendee privileges Access/Removal/Promotion
- Creates pods and Layouts

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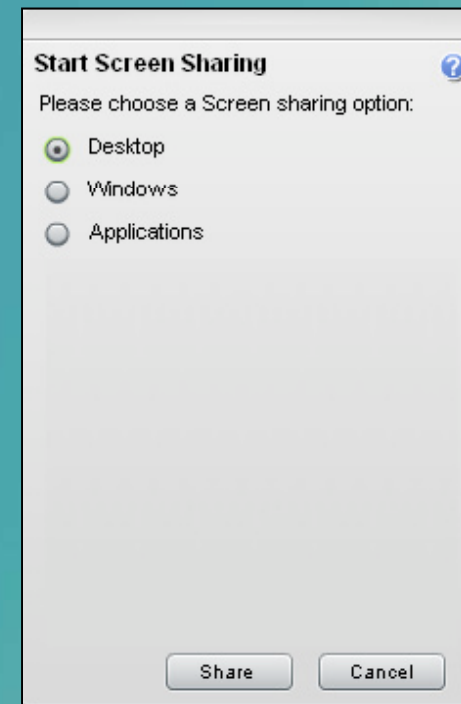
- More than one Host or Presenter at a time

Pods

- Share Pod
- Voice/Camera
- Chat
- Attendee List
- Note
- Q&A
- File Share
- Web Links
- Poll

Share Pod

- Supported file types:
 - Powerpoint (PPT or PPTX)
 - Audio (MP3)
 - Flash Video (FLV)
 - Flash (SWF)
 - Pictures (JPG)
 - Captivate Demo (CP)
- Screen Sharing
 - Desktop
 - Window
 - Application



Voice & Camera

- Allows synchronous audio and video from a user
- Can support as many users as you have but will affect bandwidth
 - Pod automatically resizes with each new video window
- Pause camera to leave picture static while still broadcasting audio
- Settings to downgrade video quality and change orientation
 - Portrait
 - Standard
 - Landscape

Chat

- Synchronous text chat
- Can send to everyone, certain roles or specific users
 - Private chat can be disabled
- Change font size
- Decide to show timestamps
- Clear chat history
 - If not cleared chat will persist through every iteration of the room

Attendee List

- Lists everyone who is currently in the room
- Can perform different actions on them
 - Grant/Mute microphone
 - Request screen Share
 - Promote/Demote their role
- Toggle Breakout Rooms
- Make changes to multiple users at once

Note

- Leave a simple note in the room
- Can have multiples
- Format text size and alignment
- Email notes to yourself
- Presenters can create a cycle through notes

Q&A

- Links to a Chat pod
- Can only submit questions
- Select question to answer
- Send answer to
 - Everyone
 - Submitter only
- Forward question to a particular presenter
- Answering will repost question followed by response

File Share

- Allow users to download content
- Can upload from computer or select items from Content Library
- Can rename or remove items
- Users only option is to save to their computer
- This does not display the file

Web Links

- Share links with users
- Browsing will open up page and post URL to pod
- Can seed with all necessary links

Poll

- Set up a question with answers
- Answer choice
 - Once answer (Multiple Choice)
 - Several answers (Multiple Answers)
- Once open users can respond
- Choose to broadcast results
- Can view individual responses
- Closing the poll locks in the responses
- Can clear the poll and set up a new question

Layouts

- Default
 - Sharing
 - Discussion
 - Collaboration
- Custom
 - Name
 - Pod selection

Breakout Rooms

- Assign users to different rooms
- Create new rooms
 - Default is 3 rooms
- Users promoted to Presenters when in breakout room
- Reset rooms to remove all history from them
- Overall setting to return everyone to the main meeting room

Presenter Only Area

- Area to right and bottom of the actual room
- Only viewable by Presenters and Hosts
- Allows work with pods “off stage”

Demo

- A demonstration of the system
- Feel free to log in and participate

<http://drexelmeeting.na4.acrobat.com/innovation/>

Menu Navigation

- Participants and Presenters
 - Only Manage My Settings
- Hosts
 - Meeting
 - Control Access and Entry
 - Recording
 - Room Performance and Appearance
 - Present
 - Switch Roles
 - Layouts
 - Create, Change and Organize
 - Pods
 - Open or Create and Organize

Best Practices

- If you don't want old chat in next meeting, clear it out
- Size camera and voice pod appropriately for the number users
- Set up layouts and load content in advance

Considerations for Faculty

- Here at Drexel we have Wimba Live Classroom
 - Provides synchronous chat and voice
 - Phone bridging included
 - Load PowerPoint and other content
 - Share Desktop
 - All students in Bb Vista section automatically have access

Questions?

Wrap-Up

Thank You!

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