

## ADOBE CONNECT – online meetings

### What is ADOBE CONNECT?

Adobe® Connect™ is a web conferencing platform for web meetings, eLearning, and webinars. Here we provide information to GFI co-workers on how to use ADOBE CONNECT for online meetings.

### Who can schedule meetings?

UiB has a licence for ADOBE CONNECT, which is accessible via uninett eCampus. Everybody with a UiB user name and password can schedule meetings.

### How many participants can I invite?

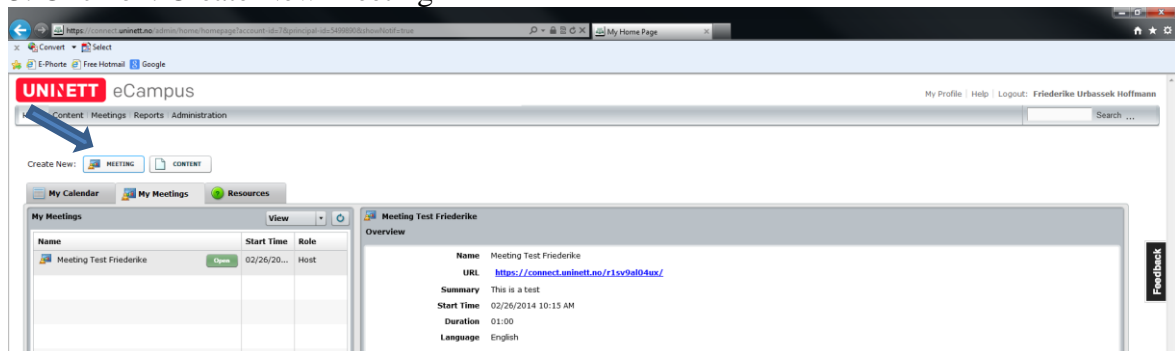
The number of participants is not limited. If you plan to invite more than 100 participants, inform uninett: [www.uninett.no](http://www.uninett.no); [support@ecampus.no](mailto:support@ecampus.no)

### How do I schedule a meeting?

1. Go to: <https://connect.uninett.no/>
2. Login with your UiB user name and password



3. Click on: Create New Meeting



From here, follow the ADOBE CONNECT quick start guide for hosts:

[https://www.connectusers.com/learning\\_center/getting\\_started/quickstart.php](https://www.connectusers.com/learning_center/getting_started/quickstart.php) or click your way through the wizard.

### How can I invite participants?

In the wizard for “create new meeting”, there is a possibility for sending automatic invitations to the participants that are registered as ADOBE CONNECT users. An email with meeting details and the URL of the meeting room will be sent out once the meeting has been created. You can forward this message via your own account to other participants as well. In addition, you can obtain the URL in the meeting room itself and compose and send individual meeting invitations via your email account. Everyone can join the meeting by clicking the URL.

### Will my meetings be archived?

Log in at <https://connect.uninett.no/> and choose the tab “My Meetings”. All your previous and upcoming meetings will be archived here. As host you will have access to the respective meeting spaces and all documents created therein also after the meeting has ended.

### Can I schedule meetings from a non-UiB computer?

Yes. When you open the link <https://connect.uninett.no/> from outside UiB, you have to choose your affiliation (University of Bergen) before logging in.

### Which software do I need?

You need a standard web browser, internet connection and Adobe Flash Player (standard on most computers). If you have never attended an Adobe Connect meeting before, test your connection: [https://connect.uninett.no/common/help/en/support/meeting\\_test.htm](https://connect.uninett.no/common/help/en/support/meeting_test.htm) You may be prompted to install the Adobe Connect Add-In, which is a one-time download only.

For adobe connect to work, you need flash player plugin enabled and working in your browser.

### Special for LINUX users:

If your browser freezes when asking for permission to use your camera/microphone, use the flash administration preferences (on linux Ubuntu they're under system>preferences>flash if you've got adobe flash player plugin version 11 and the gtk+/KDS control panel for <same> installed) and under "camera and mic" edit the preferences by site, enter connect.uninett.no and set permissions to "allow" (not "ask"). Unfortunately the default for flash under Ubuntu does not have this control panel facility. If you have the default version, uninstall it and get "Adobe Flash Player plugin version 11" (search for adobe-flashplugin; you should have version 11.2.202.440 at the end), including the control panel. With windows 7 there are normally no problems. When connected, you still need to manage your camera+mic, sometimes having to choose which ones even if you seem to have just one, and setting the volume to a useful level - use the little symbols on the tab at the top of the browser window. You can of course switch your camera and the mic off separately, but in any case please use head phones if you can.

### Which hardware do I need?

A computer and a head set (preferably with USB contact) and, if you want to be visible during the meeting, a camera. Using the computer's internal microphone and loudspeakers is also possible, but results in reduced audio quality. If several people want to join the meeting in front of the same computer, we recommend using a Speakerphone connected to your computer by USB. You can borrow a Speakerphone from Friederike. Friederike will show you how it is installed and used.

### Who can join the meetings?

Everyone, who has the respective soft- and hardware (see above). Meeting participants do not need an ADOBE CONNECT licence or account to join the meeting.

### How can I participate in an ADOBE CONNECT meeting?

Click the link in the invitation email. If you have never attended an ADOBE CONNECT meeting before, test your connection: [https://connect.uninett.no/common/help/en/support/meeting\\_test.htm](https://connect.uninett.no/common/help/en/support/meeting_test.htm) For more details, see the ADOBE CONNECT Visual Quick Start Guide for Participants: [https://www.connectusers.com/learning\\_center/getting\\_started/quickstart.php](https://www.connectusers.com/learning_center/getting_started/quickstart.php)

### Can participants join the ADOBE CONNECT meeting by phone?

Yes, but this requires certain audio settings. Details can be found here:

<http://help.sset.jhu.edu/display/Connect/Audio+Conference+Options>

Where do I find more information and training videos?

Information about ADOBE CONNECT and eCampus: <https://support.ecampus.no/>

Step-by-step guide for using ADOBE CONNECT:

<https://connect.uninett.no/common/help/en/connect/9.0/using/WS0018977C-29C0-40a3-A2ED-F3D5DD3A4B4E.html>

Training Videos in Norwegian: <https://support.ecampus.no/services/relay/feed/>

Information from Adobe: <http://www.adobe.com/products/adobeconnect.html>

Where do I get help and assistance and can ask all my questions?

support@ecampus.no

Or contact your local ADOBE CONNECT experts:

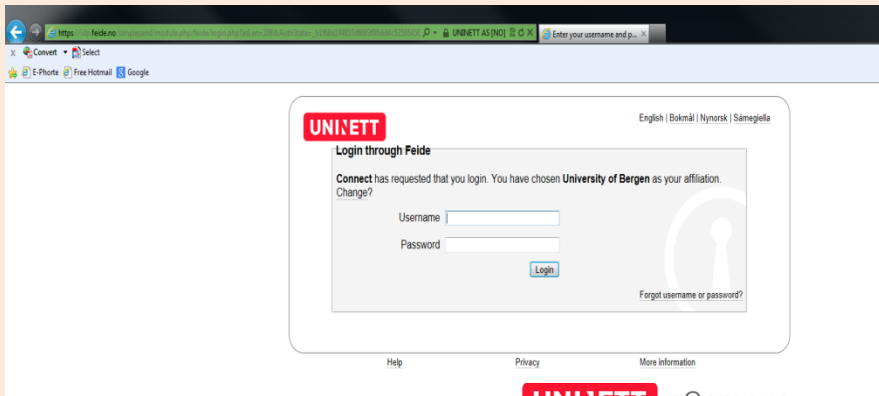
Friederike Urbassek Hoffmann <Friederike.Hoffmann@gfi.uib.no>

Stefanie Meyer <Stefanie.Meyer@gfi.uib.no>

Mahaut De Vareilles <Mahaut.Vareilles@gfi.uib.no>

## Creating a meeting :

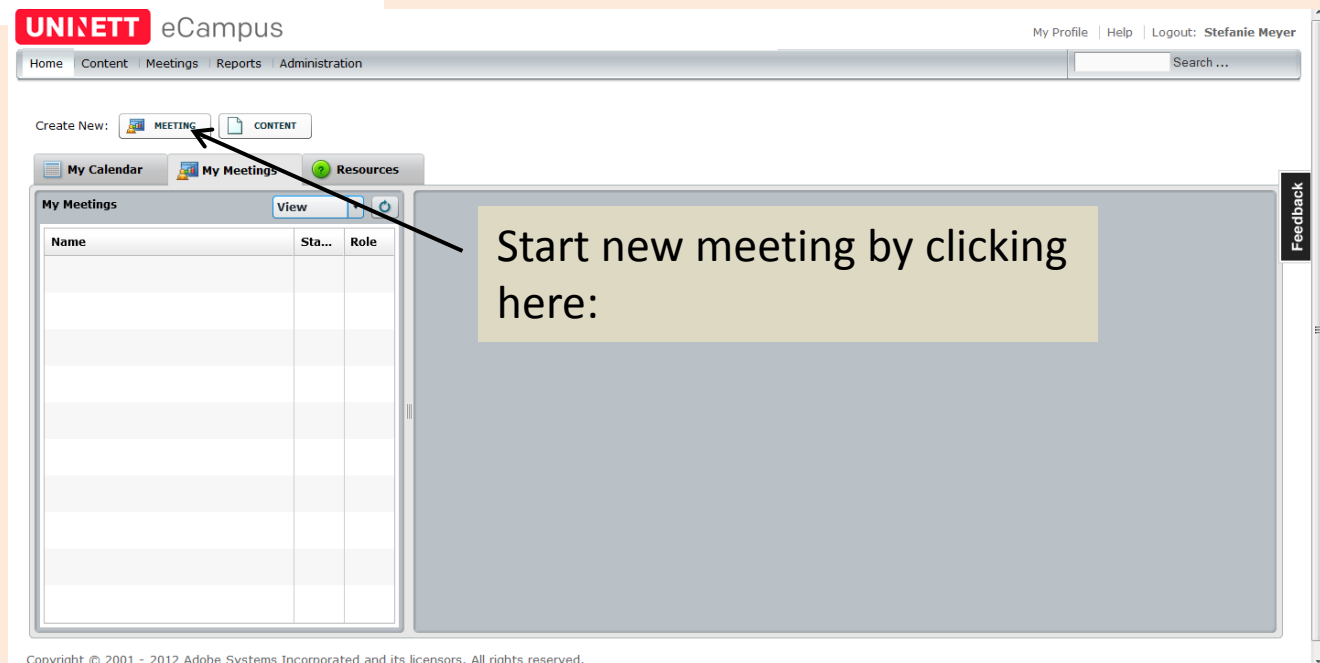
1. Go to: <https://connect.uninett.no/>
2. Login with your UiB user name and password



This window will open:

From here, follow the wizard or use the ADOBE CONNECT quick start guide for hosts:

[https://www.connectusers.com/learning\\_center/getting\\_started/quickstart.php](https://www.connectusers.com/learning_center/getting_started/quickstart.php)



## **Starting the meeting (host):**

(i) Choose a screen setup from the menu to the outermost right. Recommended: «discussion» or «share»

(ii) Turn on your video and audio.

(iii) Grant access to participants as they appear (pop-up message)

(iv) Turn on video and audio individually for each participant. See next slides how. Participants do also have to switch on their audio and video connection on their computer as you just did for yourself.

(v) The chat window is a good way to communicate these setup issues with participants, who struggle with their video and audio set-up

(vi) You can invite more participants while inside the meeting room. See next slides how.

**→ See next slides for illustration**

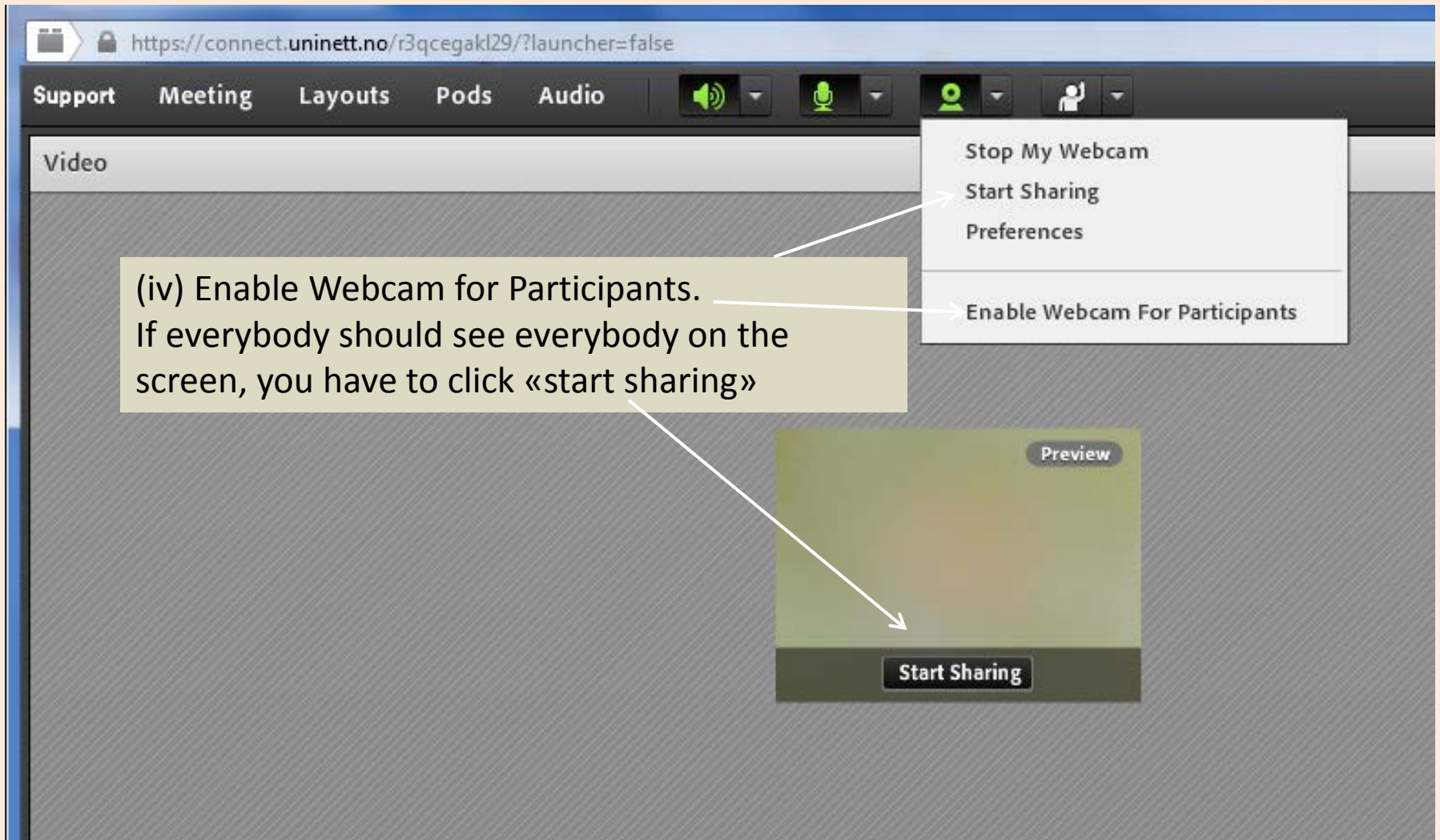
# Starting the meeting:

The screenshot shows a meeting interface with several panels and a top toolbar. The toolbar includes icons for Video, Audio, Microphone, and Camera. A 'Start My Webcam' button is located below the microphone icon. The 'Attendees (1)' panel on the right shows a list of participants, with 'Stefanie Meyer' selected. A context menu is open over the 'Stefanie Meyer' entry, showing 'Make Presenter' and 'Make Participant' options. The 'Chat (Everyone)' panel at the bottom center contains a text input field and a 'Send' button. The 'Poll' panel at the bottom right shows a 'Multiple Choice' poll type and a 'Question' field. The 'Discussion Notes' panel is on the bottom left.

Annotations:

- (ii) Enable your micro (turns green)
- (ii) Enable your webcam (turns green)
- (i) Choose screen set-up here
- (iv) you have to enable micro here as well for each participant after you have accepted them.
- (v) This is the chat window

## Starting the meeting:



The screenshot shows a web browser window with the URL <https://connect.uninett.no/r3qcegakl29/?launcher=false>. The interface includes a navigation bar with 'Support', 'Meeting', 'Layouts', 'Pods', and 'Audio'. Below this is a 'Video' section. A dropdown menu is open, showing options: 'Stop My Webcam', 'Start Sharing', 'Preferences', and 'Enable Webcam For Participants'. A text box on the left contains the instruction: '(iv) Enable Webcam for Participants. If everybody should see everybody on the screen, you have to click «start sharing»'. An arrow points from this text box to the 'Start Sharing' button in a preview window at the bottom of the screen.

Support Meeting Layouts Pods Audio

Video

Stop My Webcam  
Start Sharing  
Preferences  
Enable Webcam For Participants

(iv) Enable Webcam for Participants.  
If everybody should see everybody on the screen, you have to click «start sharing»

Preview

Start Sharing

# Starting the meeting:

The screenshot shows a web browser window with the URL <https://connect.uninett.no/r3qcegakl29/?launcher=false>. The interface includes a top navigation bar with tabs for Support, Meeting, Layouts, Pods, Audio, and Help. The 'Meeting' menu is open, displaying options such as 'Manage Meeting Information', 'Manage Access & Entry', 'Change My Role', 'Preferences...', 'Audio Setup Wizard...', 'Record Meeting...', 'Switch To Prepare Mode', 'Enable Presenter Only Area', and 'End Meeting...'. The 'Manage Access & Entry' sub-menu is expanded, showing 'Invite Participants...', 'Block Guest Access', 'Block Incoming Attendees...', 'Place Participants On Hold...', and 'Auto-Promote Participants to Presenters'. A white arrow points from the 'Invite Participants...' option to a callout box. The callout box contains the text: '(vi) This auto-connects to your email account. Get the url of the meeting room and send it to the participants individually (if needed)'. Other visible interface elements include a 'Start Sharing' button, an 'Attendees (1)' list with 'Tanie Meyer', a 'Chat (Everyone)' window, and a 'Poll' window with a 'Multiple Choice' question type.



## **Roles – who can do what?**

### **Host**

- The one who created the meeting is the host
- In addition to the presenter's rights, a host can:
  - Start polls and break-out groups
  - Change the attendees' roles. Can also allow several hosts
  - Disable private chat
  - Mute participants
  - End the meeting

### **Presenter:**

- Can add text to the whiteboard and the notes
- Can share his/her screen to show presentations

### **Participant:**

- Can listen, talk, chat, and use interactive icons for status update
- Can participate in polls

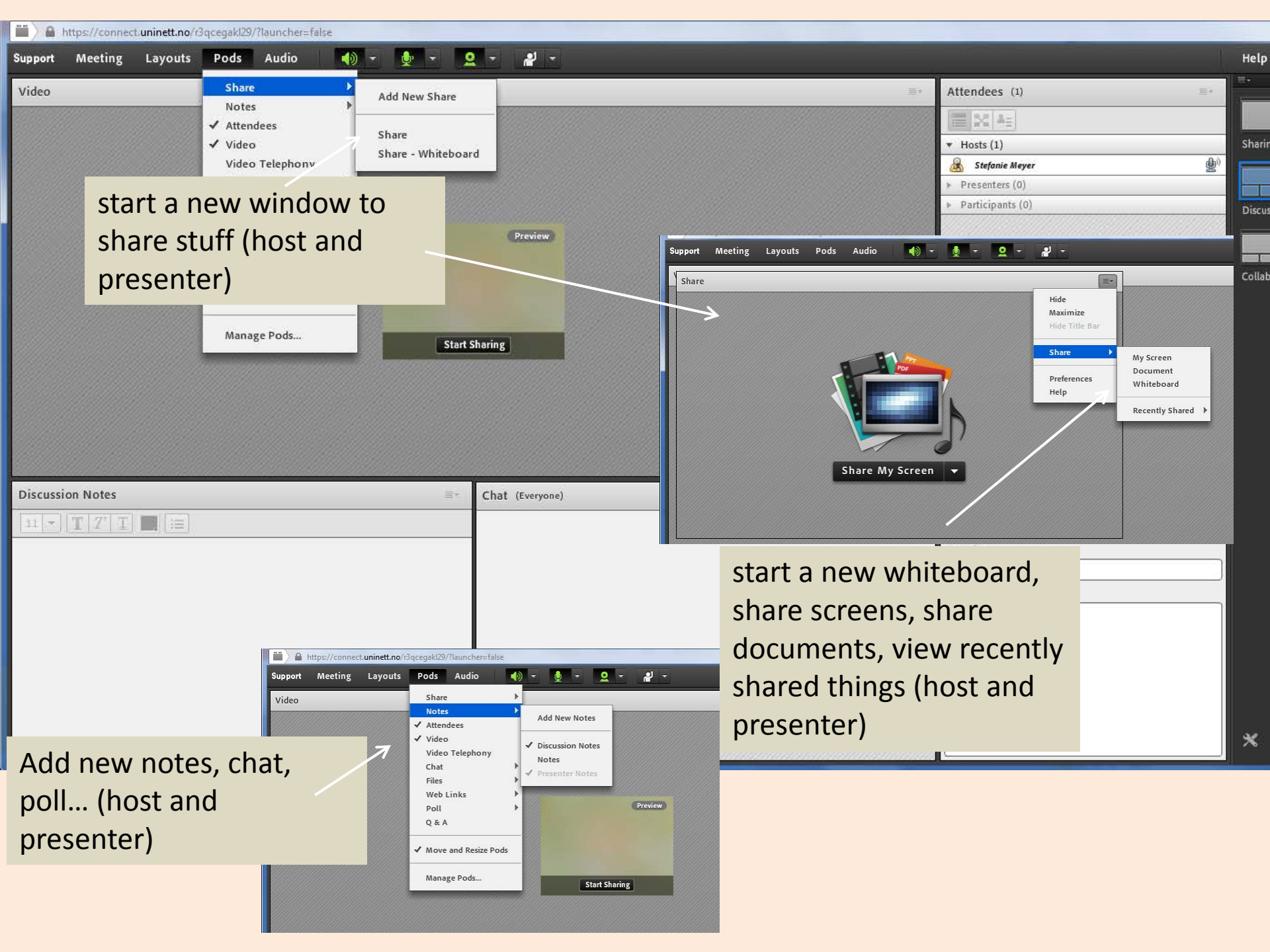
**→ See next slides for illustration**

# In the meeting room

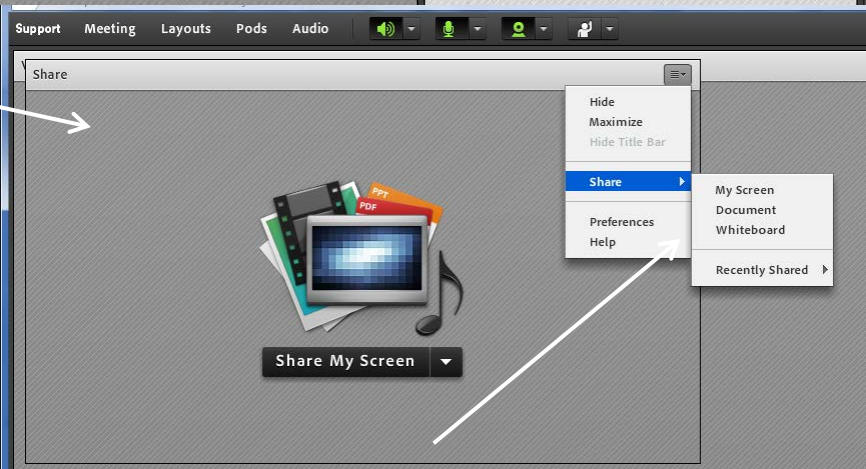
The screenshot shows a meeting room interface with several panels and callouts:

- Video Panel:** A large central area for video. A callout box says: "Show your opinion/status with interactive icons (all)". An arrow points to a person icon in the top toolbar.
- Attendees Panel:** Located on the right, showing a list of attendees. A callout box says: "Change attendees' roles (host)", "Mute participants (host)", and "Start private chat (all)". An arrow points to a dropdown menu with options "Make Presenter" and "Make Participant".
- Discussion Notes Panel:** Located at the bottom left. A callout box says: "Write and edit discussion notes (host and presenter). Can be saved and sent by email.".
- Chat Panel:** Located at the bottom center. A callout box says: "Polls: for voting among attendees; only the host can set this up and control visibility of results". An arrow points to the "Poll" panel.
- Poll Panel:** Located at the bottom right. It shows a "Multiple Choice" poll type, a "Question" input field, and an "Answers (One per line)" text area.

The interface includes a top navigation bar with "Support", "Meeting", "Layouts", "Pods", and "Audio". The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date "26/02/2014" and time "11:44".

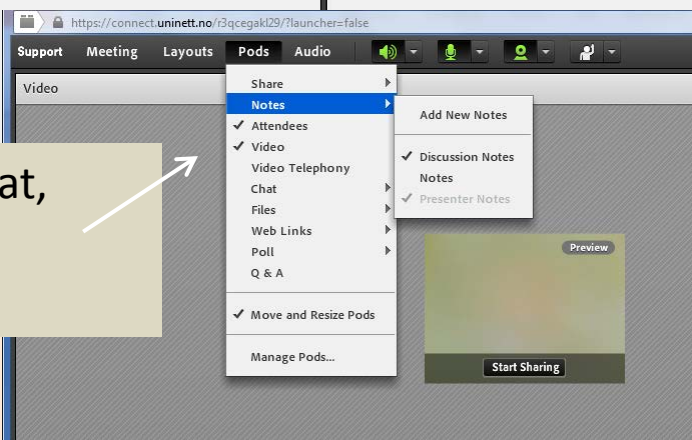


start a new window to share stuff (host and presenter)



start a new whiteboard, share screens, share documents, view recently shared things (host and presenter)

Add new notes, chat, poll... (host and presenter)



# In the meeting room

The screenshot shows a meeting software interface with a top navigation bar (Support, Meeting, Layouts, Pods, Audio) and a main content area. A 'Meeting' menu is open, showing options like 'Manage Meeting Information', 'Preferences...', and 'End Meeting...'. A 'Start Sharing' button is visible. On the right, there's an 'Attendees (1)' panel showing 'Stefanie Meyer' as a host. At the bottom, there are 'Discussion', 'Chat (Everyone)', and 'Poll' panels. Annotations in yellow boxes explain various features and actions.

Host can disable private chats under «preferences»

breakout groups (max 5), can be started only by the host (change view to «breakout room view»)

End the meeting: if the host leaves the meeting, the meeting ends for everyone!

Public and private chat window. Can have several chats, appear as tabs.

## **In the meeting room:**

### **Poll:**

- can have votes among the meeting attendees
- write title and below the possible answers (below each other)
- open poll (if the results should be visible to everyone click «broadcast»)
- watch out: the system allows multiple answers per attendee

### **Chat:**

- can have several chats, including private chats (start via attendee list or via «Pods»)
- Disable private chat via «Meeting» – «Preferences» (host only)
- can copy the chat to the notes and save it there

**→ See previous slides for illustration**

## In the meeting room:

### Notes:

- can only be made by host and presenters
- can be exported via email or as file in the end
- new notes via Pods

### Whiteboard:

- only hosts and presenters can edit the whiteboard
- can have several whiteboards and switch between them
- add new one via Pods – Share

### Interactive icons:

- the participants, hosts and presenters can view their opinion via the preset «emoticons» in the main toolbar

### Breakout rooms:

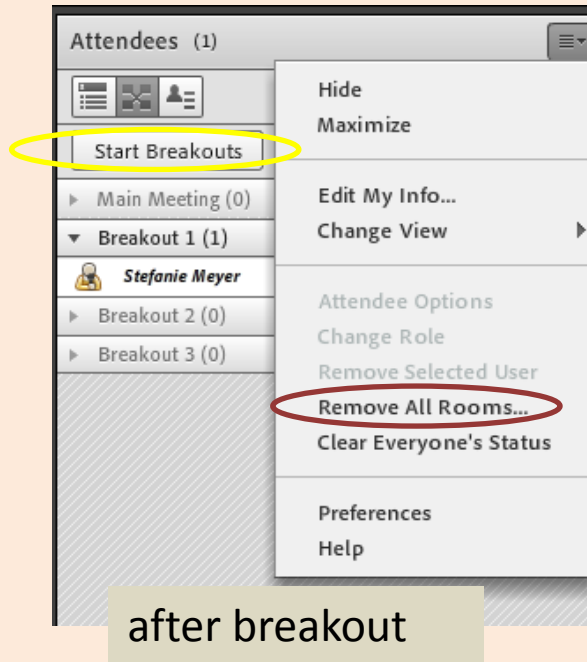
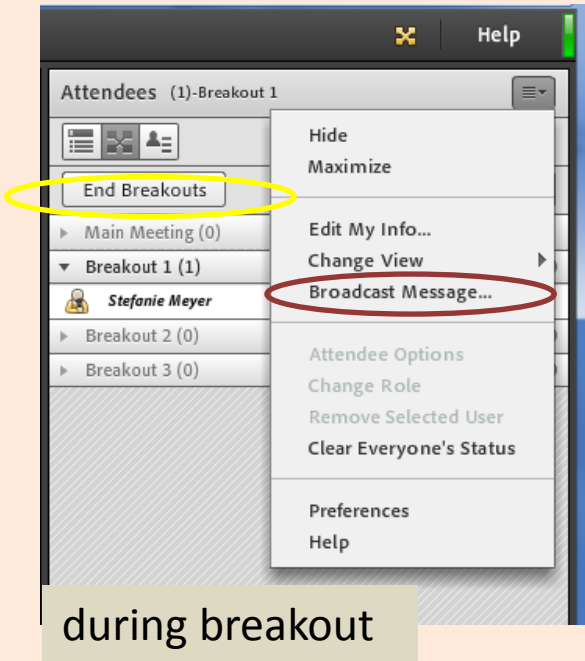
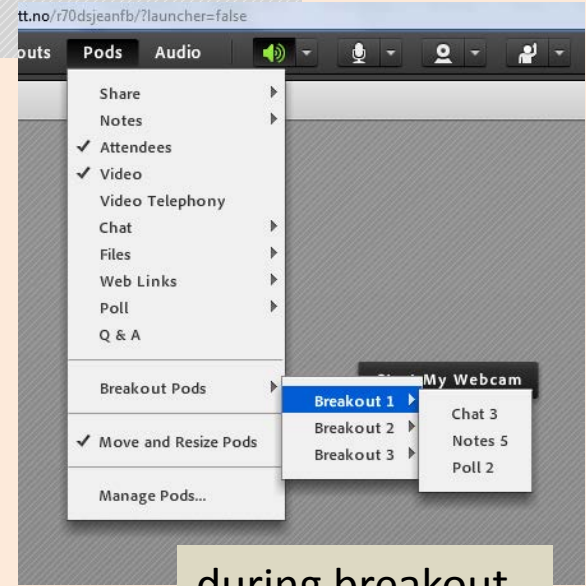
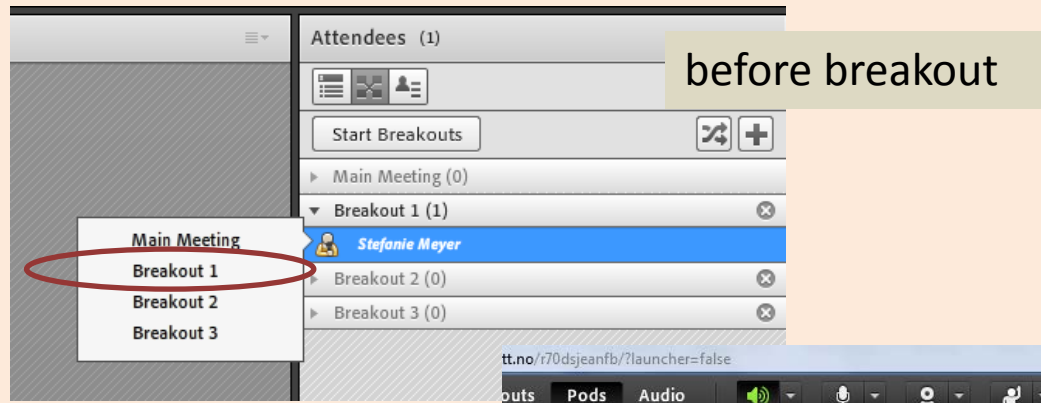
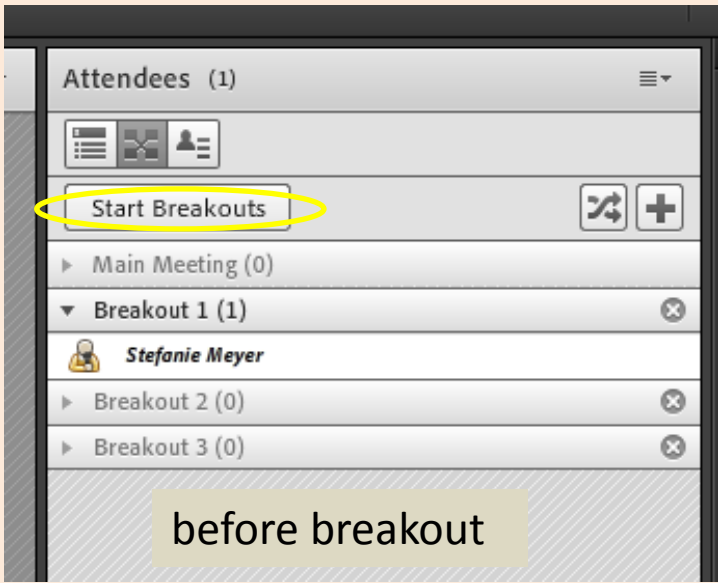
- see next 2 slides



## In the meeting room

### Breakout rooms:

- participants are automatically promoted to presenters
- breakout rooms are not recorded
- to communicate you have to be inside the room
  
- add rooms with +, remove rooms with x
- max number of rooms is 5
- assign people to rooms manually or randomly
- shuffle button or right click on attendee and choose the respective breakout room
- visually they will leave the main meeting room, but as long as the breakout has not started, they are actually still in the main meeting room
- can switch the layout (if wanted/needed)
- «start» breakouts
  
- to communicate, you need to be in the breakout room; however, if you are not in the room, you can send «broadcast messages» to everyone
  
- «end» breakouts, to clear information: «remove breakout rooms»
  
- additional: share work from a breakout room via Pods – Breakout Pods

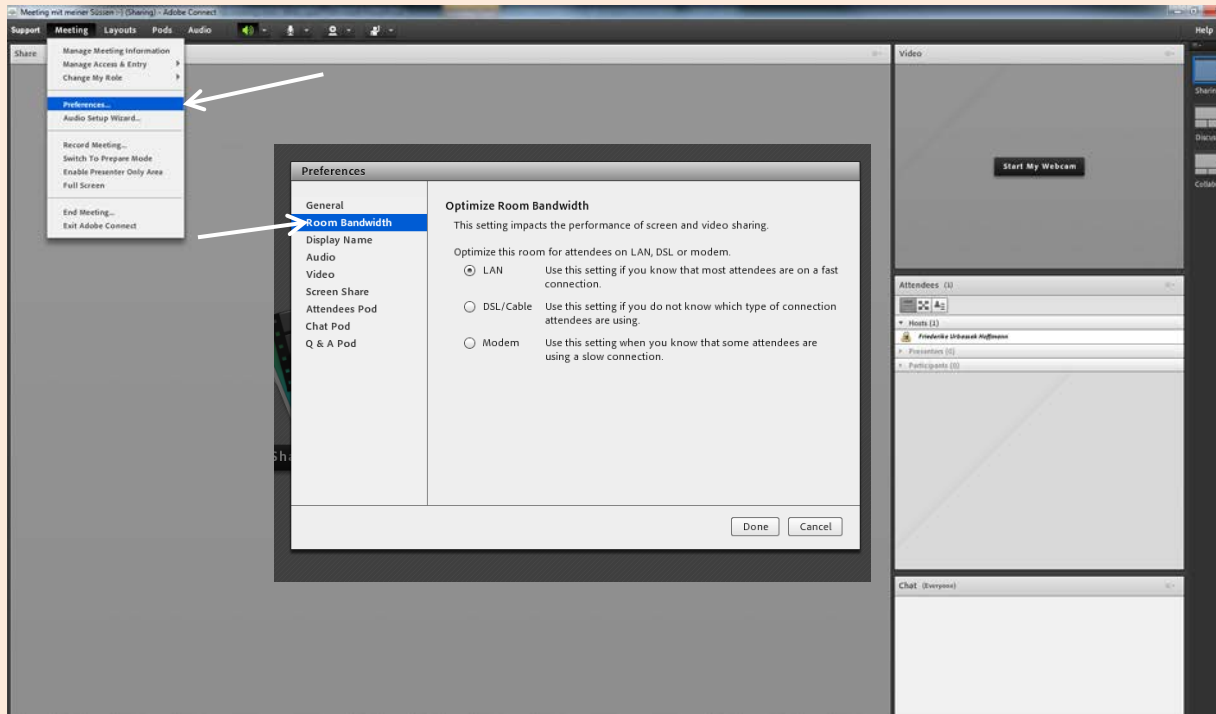




# In the meeting room

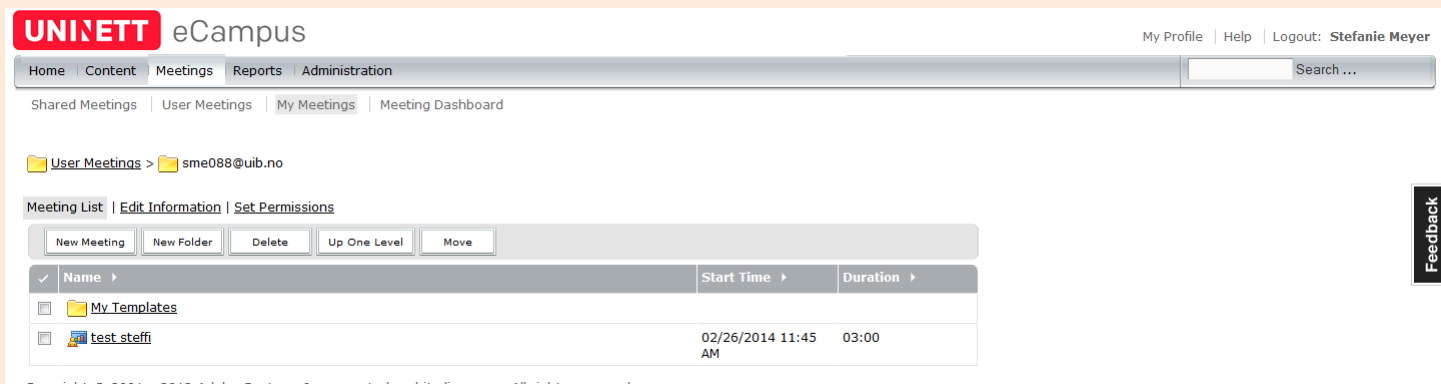
## Troubleshooting:

- if the «share screen» - function causes a crash of the system, the host can quit the program and restart the meeting – everything should still be there
- If there is a bad connection during the meeting: «Meetings» tab, menu option "Preferences", you can adjust settings for "Room Bandwidth" to improve experience



## After the meeting:

- the host ends the meeting (also, if the host leaves the meeting, it will end)
- the meeting is archived for the **host** on uninett (can open it later on again and have a look at the notes therein)
- can create folders and save meetings according to topic
- can set the permissions for that there (who can manage etc.)
- delete meetings there – then they are not accessible anymore!



The screenshot shows the UNINETT eCampus interface. At the top left is the UNINETT logo and 'eCampus' text. On the top right, there are links for 'My Profile', 'Help', and 'Logout: Stefanie Meyer'. Below this is a navigation bar with 'Home', 'Content', 'Meetings', 'Reports', and 'Administration'. A search bar is on the right. Underneath, there are links for 'Shared Meetings', 'User Meetings', 'My Meetings', and 'Meeting Dashboard'. The current path is 'User Meetings > sme088@uib.no'. Below this, there are links for 'Meeting List', 'Edit Information', and 'Set Permissions'. A toolbar contains buttons for 'New Meeting', 'New Folder', 'Delete', 'Up One Level', and 'Move'. A table lists meetings with columns for 'Name', 'Start Time', and 'Duration'. The table contains two rows: 'My Templates' and 'test\_steffi'. A 'Feedback' button is on the right side of the interface.

UNINETT eCampus

My Profile | Help | Logout: Stefanie Meyer

Home | Content | Meetings | Reports | Administration

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > sme088@uib.no

Meeting List | Edit Information | Set Permissions

New Meeting | New Folder | Delete | Up One Level | Move

Name	Start Time	Duration
My Templates		
test_steffi	02/26/2014 11:45 AM	03:00

Feedback

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