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.
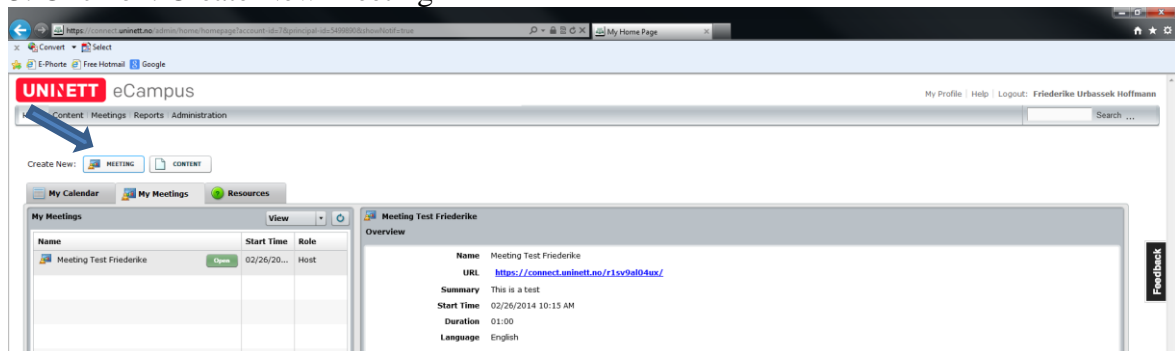
How many participants can I invite?

The number of participants is not limited. If you plan to invite more than 100 participants, inform uninett: www.uninett.no; 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 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 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 For more details, see the ADOBE CONNECT Visual Quick Start
Guide for Participants: 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
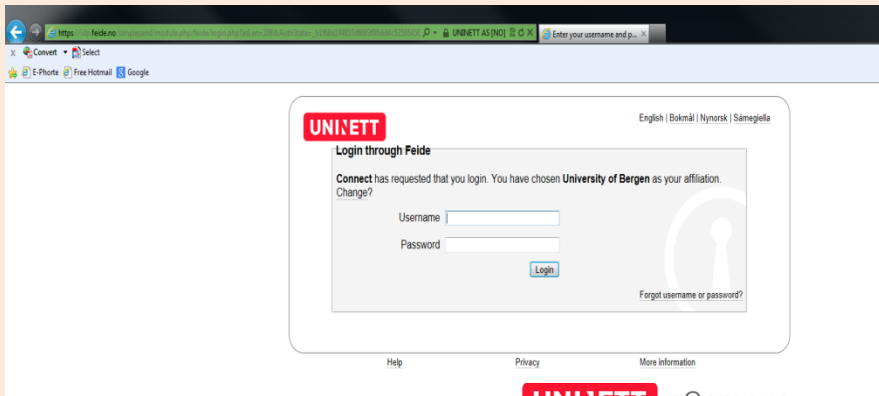
This window will open:

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

Start new meeting by clicking here:
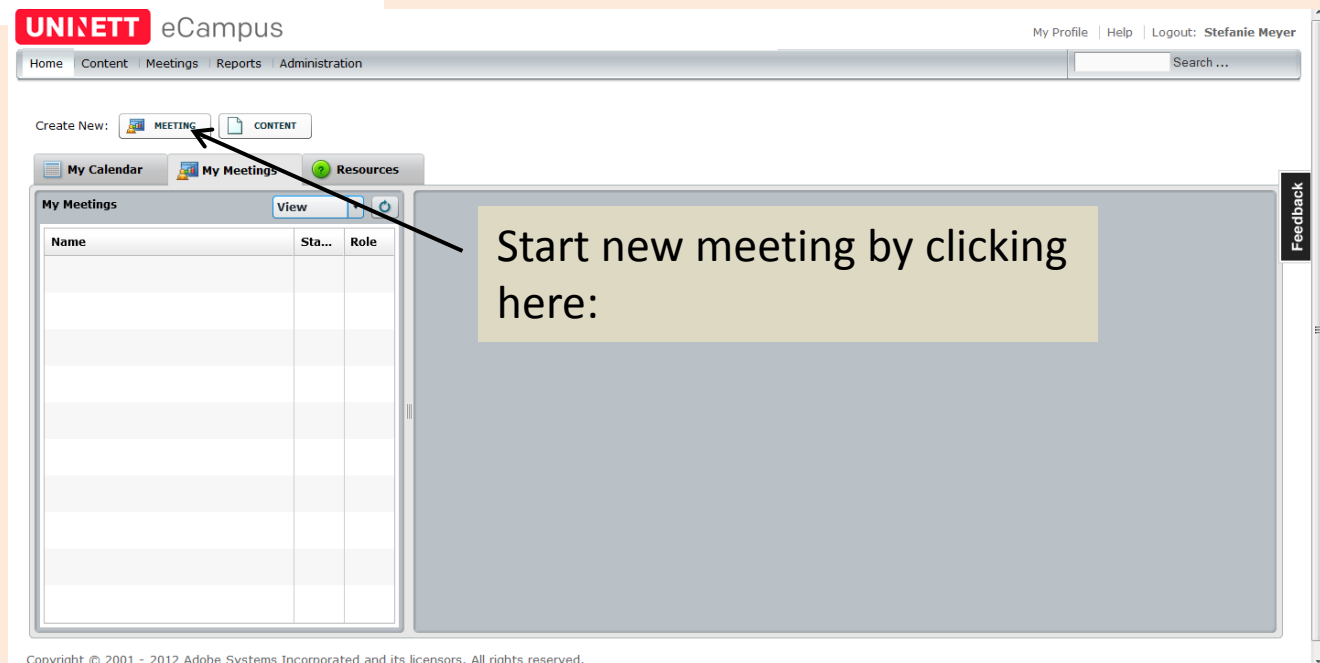
Starting the meeting (host):

(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:

https://connect.**uninett.no**/r70dsjeanfb/?launcher=false

pport Meeting Layouts Pods Audio   Help

Video

Attendees (1)

Hosts (1)
* **Stefanie Meyer**
* Presenters (0)
* Participants (0)

Make Presenter
Make Participant

(ii) Enable your micro (turns green)

(ii) Enable your webcam (turns green)

Start My Webcam

(i) Choose screen set-up here

(iv) you have to enable micro here as well for each participant after you have accepted them.

Discussion Notes

Chat (Everyone)

Poll

Multiple Choice

Question

Answers (One per line)

(v) This is the chat window

Everyone

Starting the meeting:

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:

(vi) This auto-connects to your email account. Get the url of the meeting room and send it to the participants individually (if needed).

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

Show your opinion/status with interactive icons (all)

Change attendees' roles (host)
Mute participants (host)
Start private chat (all)

Write and edit discussion notes (host and presenter). Can be saved and sent by email.

Polls: for voting among attendees; only the host can set this up and control visibility of results

In the meeting room

https://connect.uninett.no/r3qcegakl29/?launcher=false

Support Meeting Layouts Pods Audio   Help

Meeting menu:
- Manage Meeting Information
- Manage Access & Entry
- Change My Role
- Preferences...
- Audio Setup Wizard...
- Record Meeting...
- Switch To Prepare Mode
- Enable Presenter Only Area
- End Meeting...

Video

Start Sharing

Attendees (1)
- Hosts (1)
  - Stefanie Meyer
- Presenters (0)
- Participants (0)

Sharing
Discussio
Collabor

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!

Discussion
11

Chat (Everyone)

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

Everyone

Poll

Multiple Choice   Open

Question

Answers (One per line)

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

before breakout

before breakout

during breakout
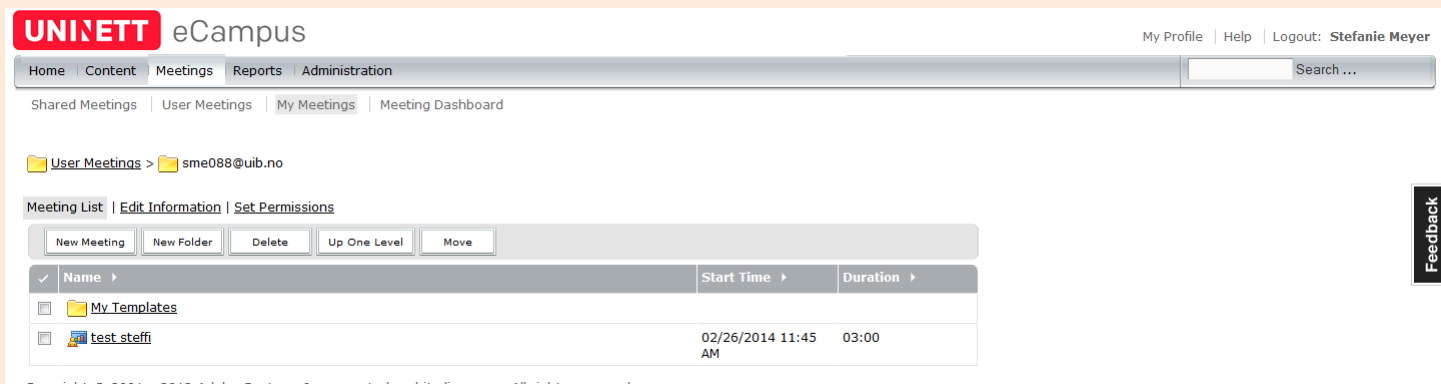
after breakout

during breakout
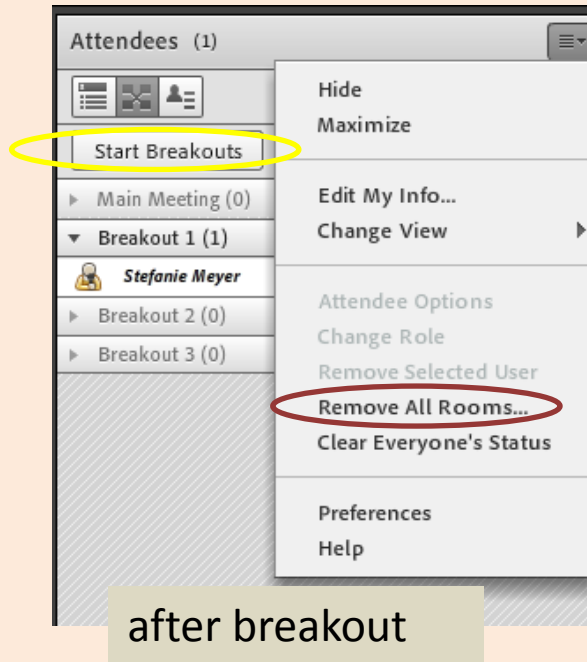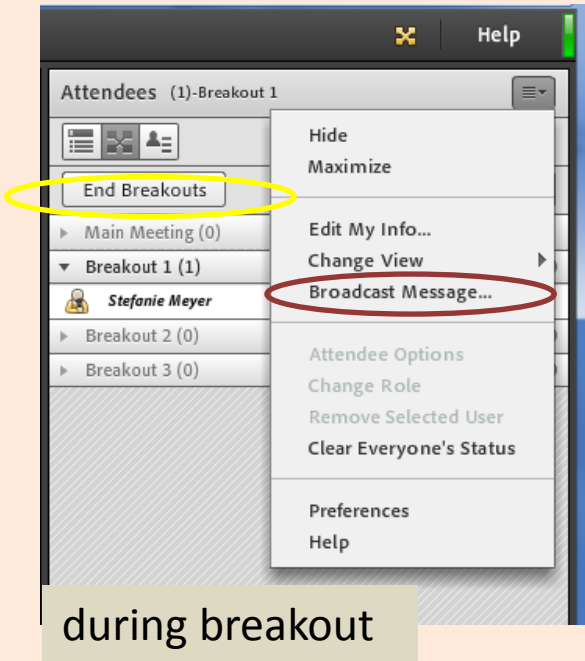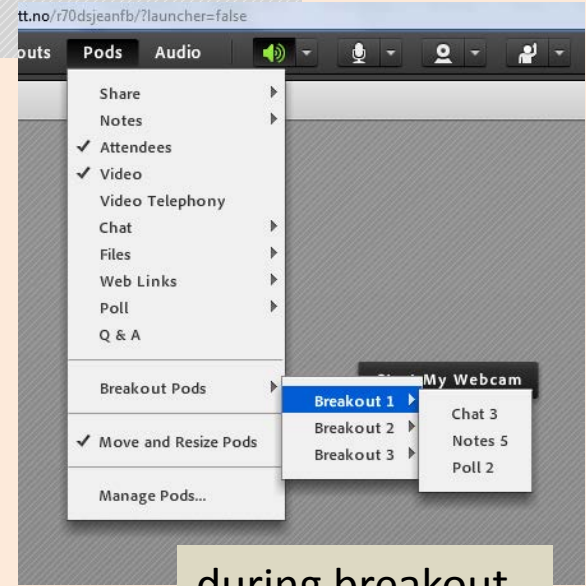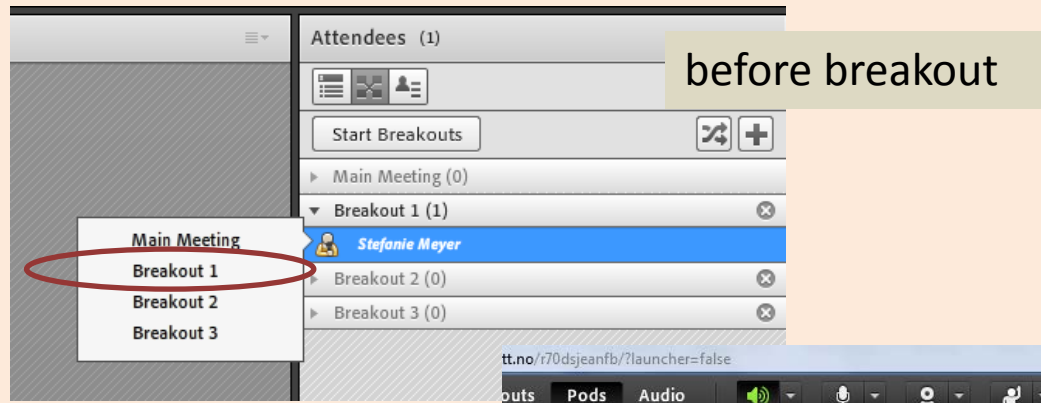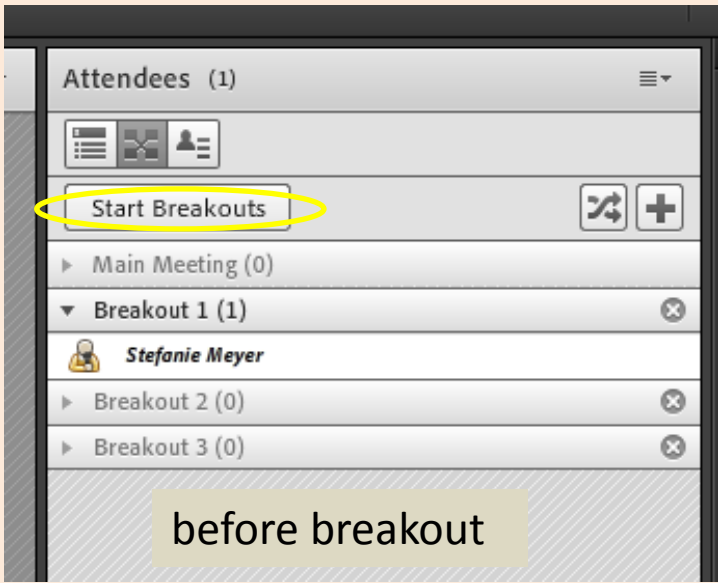
In the meeting room

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
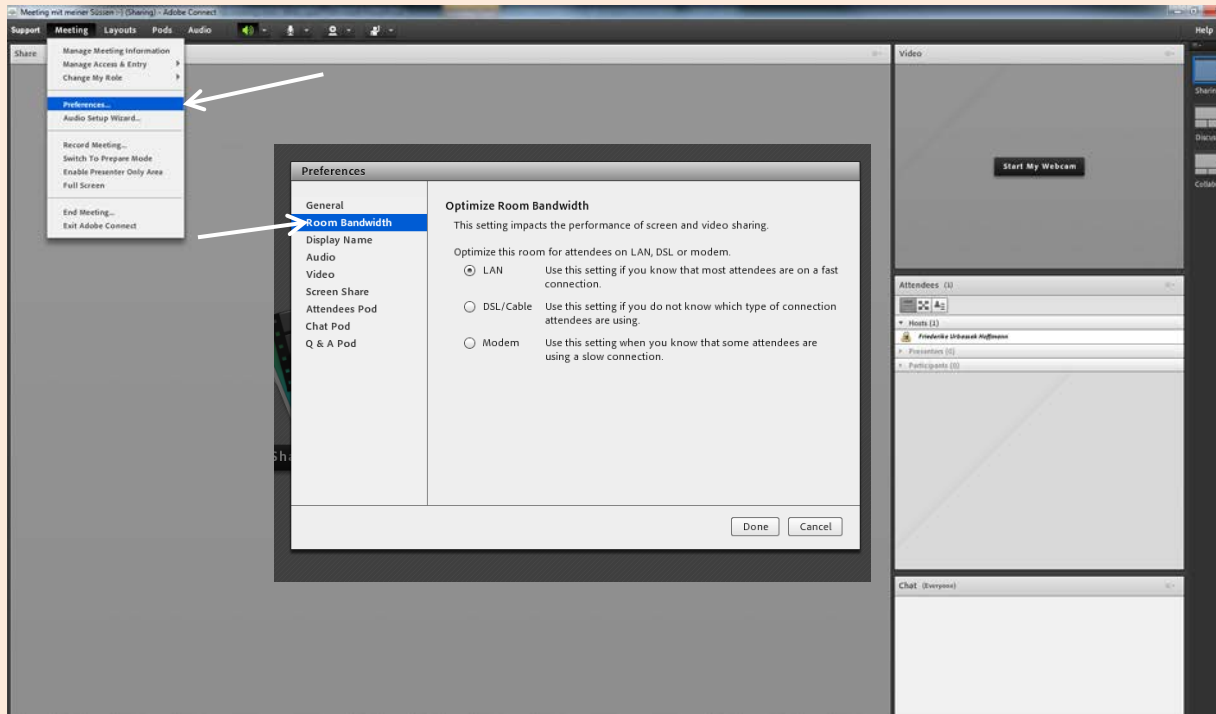
After the meeting:

- 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!