**Setting up a Class**

When you set up your Acrobat Connect account, Adobe sends you an e-mail message that includes your **meeting URL** along with other information about your account. If you are already logged in to your meeting room and the Share pod is not in use, you will see your meeting URL under the Send An E-mail Invitation button. Or, you can select **Meeting > My Account** and then click **My Information**. Albany Law School’s is: [http://albanylaw.acrobat.com/your last name](http://albanylaw.acrobat.com/your last name)/. **Your login is your e-mail address.**

You can use the **Start Meeting button** to access your meeting room login screen. The Start Meeting button is included in software applications such as Adobe Acrobat 8, Adobe Reader 8, and some Microsoft Office programs.

You can also access your meeting room login screen by opening a web browser.

1. Type your meeting URL in the address bar of a web browser. ([http://albanylaw.acrobat.com](http://albanylaw.acrobat.com))

2. Type your Acrobat Connect login (**e-mail address**) and password, and then click Login.
In order to set up a class that will have several meetings, you can create one folder to contain all of your class meetings. By clicking on the **Meetings** tab, you will see a list of all your current folders and meetings. You can create a folder by clicking the **“New Folder”** button. After you have created your folder, you can click on the folder to open it. Once in the folder, you can begin to create your class meetings by clicking the **“New Meeting”** button. From this window, you will add the name of the class (i.e. Class 1 – 4/17/08) and write a brief description of what the class will do. Below the description, you will find fields that will allow you to set the scheduled time for the class. This is the time and date that will be emailed to your student when they are invited to the class. You will also be able to set the duration of the class.
Preparing a Class Meeting

Whether you come from the Meetings tab or from the meeting setup process, there is a URL for your class meeting. If you click on this link, a window will open and allow you to import PowerPoint presentations, photos, Flash animations, and Flash movie files. You also have the ability to set up notes, and other content before the meeting begins.

Sharing

In the Sharing portion of the meeting, you are able to upload their PowerPoint presentations, photos, and other media. If you have more than one presentation to use in your class, you can add multiple presentations and then switch back and forth between them by clicking the “Share” button at the bottom left of the sharing window. This will show you all of the content that you have uploaded and give you the option of uploading more content.
While you have a slide or image up in the slides pane, you also have a few additional options in the same menu in the bottom left of the pane. If you would like to be able to draw on the image of slide, you can select “Whiteboard Overlay” by clicking on the whiteboard button on the far right, underneath the sharing screen and it will give you a tool palette. You can also use a pointer by arrow button at the bottom of the sharing screen.

If you have a file you want your class to see, it’s easy to show it to them. You can simply click the “My Computer Screen” button on the bottom of the screen. You will be given a window with all of your currently open windows in it. You can either select “Full Screen” which will show you class exactly what you do at every step on your desktop or in an application, or you can select an application or window you have open.

When you select a window or application (i.e. an open Excel document) the student only sees the document in front of them. If you select an application or window, you will see a red button at the top right of
The window you are sharing. You can click this button and Connect will automatically stop sharing the screen and minimize the window to put you back on the Connect window.

**Recording Class Meetings**

With Connect Live, you have the option to record your meeting. **This option will record everything that goes on in the meeting, including audio, video, chats, whiteboard, and polls in real time.** This will allow student who missed class to be able to go back and watch a video of what was presented hearing the seminar and reading what was posted by classmates. To record a meeting, click on the “Meeting” menu and select the “Record Meeting” option. A window will appear where you can add a title and a description to the recording.
IF YOU ARE NOT BROADCASTING THE CLASS LIVE, CHECK RECORD AUDIO FROM SPEAKERPHONE. The Camera and Voice pod will be disabled and the audio will record from the computer microphone only.

Once you have started the recording, a small red button will appear in the top right of your screen. Click this button to stop the recording.

To retrieve a recording, log into the Connect administration and select the meeting for the recording. In the Meetings menu, you will see an option called “Recordings” that will list all of the recordings you have for that class. You can click on a recording to view all the information on that recording including duration, disk usage, the description you gave it earlier, and a URL for public viewing. (This URL can be posted or e-mailed to students who missed the live class and want to watch it later.)

Class Meeting Rooms - The Acrobat Connect meeting room contains five display panels, called pods, each with its own function:

**Share pod**

As a host or presenter, you can use the Share pod to share selected windows, selected applications, or your entire desktop. The shared regions of your screen appear in attendees’ Share pods, and attendees can follow the progress of your pointer as you move it across your screen. You can also pause the region you are sharing and
annotate it, using one of several annotation tools. While a screen is being shared, additional tools appear along the bottom of the Share pod:
• Attendees can use the zoom tool to view the shared content at actual size or scale it to fit the size of their Share pods.
• A host or presenter can click a button to request control of the shared screen or click Pod Options to change display settings.
• The person currently screen sharing can click a button to stop sharing, click Pod Options to change display settings, and click the Adobe Acrobat Connect icon in the taskbar to access commands such as Pause And Annotate, Choose Window To Share, and Stop Control.

The first time you share your screen, you are prompted to install the Adobe Acrobat Connect Add-in. The add-in is a version of Flash Player with additional features that allow hosts and presenters to share their screens.

Camera and Voice pod

The Camera pod enables meeting hosts, presenters and attendees to broadcast live video and/or audio from their web cameras and microphone. Attendees can share, pause, or stop their cameras and microphone at any time during the meeting. If needed, the host or a presenter can also stop the camera of any attendee. The size and arrangement of the individual video feeds displayed in the Camera and Voice pod change automatically as more attendees share or stop sharing their web cameras. Only the host can change the size of the Camera and Voice pod itself.
Attendee List pod

From the Attendee List pod, you can quickly see who is logged in to a meeting and view everyone’s name and one or more icons that denote role, meeting status, and connection status. The host is listed first, followed by presenters and then participants. Within a role group, attendee names are alphabetized.

**Attendee role icons appear to the left of attendee names:**
- Host 
- Presenter 
- Participant 

**Attendee status icons, when selected, appear on the right side of the pod:**
- I have a question 
- Go faster 
- Go slower 
- Speak louder 
- Speak softer 
- Thumbs up 
- Thumbs down 
- Stoped away 

**Connection status icons, when displayed, appear to the right of attendee names (host view only):**
- Moderate connection problem 
- Serious connection problem 

Chat pod
You can use the Chat pod to send a text message to another attendee, to all presenters in the meeting (which includes the host), or to all attendees.

When you receive a text message, your Chat pod shows the sender’s name and the message. If the message was sent to everyone, the sender’s name is followed by the message. If the message was sent only to you, the sender’s name is followed by “(privately)” and the text is colored red. If the message was sent only to the presenters, the sender’s name is followed by “(presenters)” and the text is colored green. While you are logged in to a meeting room, all the messages you send and receive remain in your Chat pod. When the host ends a meeting, the Chat pod is cleared. To preserve the chat history, a host or presenter can send out the contents of the Chat pod in an e-mail message. Any attendee can copy and paste the contents of the Chat pod into another application.

**Beginning your Class Meeting**

Meetings must be set up in advance and participants should have received an e-mail with the time of the meeting and the meeting room URL (http://albanylawacrobat.com/professor’s last name/).

You should log in at least 15 minutes before the start of the meeting to connect and test camera and/or microphone.

Once you have entered the Live Meeting Room, you must enable your camera and/or microphone. In the Camera and Voice pod, click **Start My Camera and Voice**. (If the Flash Player displays a prompt requesting access to your camera, click Allow.)
After all the attendees arrive, click on the “Meeting” menu and select the “Record Meeting” option. A window will appear where you can add a title and a description to the recording. Once you have started the recording, a small red button will appear in the top right of your screen. (At the end of the meeting, click the red recording button to stop the recording.)