For help or information, please contact:

Cheryl Farren Tkacs
cft10@psu.edu
724-430-4100 ext. 4634

A Faculty Guide
There will be other instructors using the same virtual classroom before and after your scheduled class. Please be considerate.

Keep your eye on the time. Depending on how high the usage is for the room, there may be another class waiting to enter the room immediately following your scheduled time. The next instructor will need time to prepare the room with notes, documents, etc. as you did.

Before you log out, clear out all information pertaining to the class session—the chat pod, notes, and attachments. If you recorded the session you will be able to add a link to the recording in your course in ANGEL or on your website. Send an email to your students when the link is available.

- To remove content from the chat pod, click the Options button in the lower right corner of the pod. From the menu, select Clear Chat.

- To remove content from the Notes pod, click anywhere within the notes area and select all by pressing CTRL + A. All the text in the box is selected, press your Delete key to remove the text.

“Recording the evolution [of the end product] via Breeze enables students to easily revisit the process and not just the end product. Application Sharing enables me to better help students when we are not co-located.”

—Faculty member

Academic Uses of Adobe Connect

- Conduct virtual office hours, with the ability to permit access to one student at a time.
- Record a lecture when you will miss class, then poll students on content to check attendance.
- Allow a guest speaker to present and take questions without traveling.
- Demonstrate tasks in an application in real time, or allow students to demonstrate to their peers.
- Conduct a dissertation defense with dispersed participants.
Whiteboard: Annotating and Drawing

A whiteboard allows you to create text, lines, circles, squares, and other free-hand drawings in real time during a meeting. All Presenters and Hosts can use a created whiteboard. Multiple whiteboards can be used per meeting. There are two methods for using a whiteboard:

You can use a stand-alone whiteboard to create new content. A stand-alone whiteboard retains content on the whiteboard between meeting sessions.

You can use a whiteboard overlay to add annotations and drawings to your existing shared file(s). An overlay does not retain content between meeting sessions.

To use a whiteboard in a blank Share pod:

- Click the whiteboard tools icon (see image below) to bring up the whiteboard tools.
- Select a text or drawing tool
- Click in the whiteboard area to start writing or drawing.
- To get a new “page” on your whiteboard, click the right arrow to go to the next whiteboard. Use the left arrow to return to a previous whiteboard.

There are three “rooms” that are part of the classroom suite: Lobby, Classroom, and Analysis. Each area has its own layout with pods for sharing, chat, polls, etc.

As the Host for a classroom session, faculty can switch between any of the rooms before or during class time to better suit the need of the class structure and presentation of material. (See Meeting Roles and Permissions on page 18.)
Meeting Roles and Permissions

There are three roles for meeting room attendees: the **Host** role, the **Presenter** role, and the **Participant** role. Each role has different rights in a meeting room. Roles will vary for each meeting. A faculty member, staff member, or student might be a Host in one meeting and a Participant in another meeting, so tutorials and documentation have been grouped based on the roles in Breeze rather than by roles at Penn State.

**Hosts:** Can set up a meeting room, invite guests, add content, and switch, add, or edit layouts in a meeting room. They can promote other participants to be Hosts or Presenters, and, while a meeting is in progress, they can switch to preparing mode to create or edit a layout for a different presentation. They have access to all of the tools and resources in the meeting room.

**Presenters:** Can work with content and pods already loaded into the meeting room, and can show new content from their computer, provided the Host has included the “Sharing” pod in the layout, making anything displayed on the Presenter’s screen appear on the meeting room Stage of all Attendees. They can also chat, answer questions, and broadcast live audio and video.

Unlike Hosts, Presenters **cannot** make custom layouts, change the currently selected layout, change to a different layout while a meeting is in progress, or manage the Attendee pod from within a meeting room.

Larger Share pod for sharing your screen, documents or use as a whiteboard.

Any information/text that was in the Notes or Chat pod will remain there when switching between layouts.
Use the record feature to record the meeting. You can make this recording available for participants who missed the scheduled class meeting. You can also learn a lot about the meeting and your delivery by reviewing the recorded presentation.

**Recording Adobe Connect Meetings**

*To avoid problems, protests, or objections after the class is over, announce to the class that you will be recording the session before starting recording.*

Consider the following when recording your Adobe Connect class sessions:

1. Create a script or outline. Scripts provide you with the content you need to convey your message and keep from getting sidetracked during the session. It also helps ensure that you cover all the topics you intended to cover.
   1. Add overview and summary sections to the script.
   1. Create a quiet setting for recording the session.
   1. Purchase a good microphone and set of headphones. Recommended equipment is available through the Micro-computer Order Center at Penn State.
   1. Use the Audio Setup Wizard to do a sound pre-check to avoid being too close to or too far from the microphone.
   1. Record in a room with little or no background noise. Eliminate all possible distracting noises, like cell phones.
   1. If other participants are involved in the recorded session, have them use headphones instead of speakers to reduce the possibility of recording audio feedback.

You can take more than one poll during a session. Results are shown on the screen at the time of the poll but you can also run a report after the session to publish the results.
Stay involved, participate in discussions, surveys, and polls.

6. Just as you do with a face to face class, you will need to prepare the Adobe Connect classroom ahead of time.

- Preload all content into the meeting room before the scheduled class session.
- Prepare resources or links to additional information. You can create a Web links pod in the Adobe Connect meeting room for presenting this information.
- Prepare a class session summary to reinforce what was presented during the session and to bring closure to the class session.
- Conduct a trial run. Ask some participants or colleagues to log in before class (preferably a few days) to check the system. Test such features as application sharing, document sharing, running presentations, and playing video. Advanced testing is important because every setup is just a little bit different, and different microphones are appropriate for different situations.

On the next screen, enter your Access Account ID and password.

- Click the Login button to proceed.

After logging in, the meeting room will open on your screen.

**Leaving a Meeting**

To leave a meeting, simply close the computer window containing the meeting room. On a Windows computer, click the red X in the upper right corner of the window.

The content of an Adobe Connect meeting room does not change when anyone (including the host) leaves. The only part of the room that changes is the list of attendees who are currently present in the room.