Adobe Connectwiki

Adobe Connect: A Pedagogical Guide
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Instructional Uses

When should I use Adobe Connect?

When real-time collaboration amongst a group is needed outside of class time

1. In a distance learning environment where students must demonstrate their mastery of the material, preferably with a "live" delivery method
2. In classroom settings where real-time interaction with experts in the field are needed, and it is not feasible to have them visit campus
3. In a distance environment where a course-specific application of software is best learned through real-time demonstration by the professor
4. To create a shared class experience for two geographically-distant groups
5. In situations where you would like to record brief pieces of content for students to refer back to at a later date

Determine the Activity.
Before deciding to use Connect Meeting for a particular learning activity, remember to examine the objectives of your course. You may find that certain objectives are more effectively carried out using another method of instruction (e.g., asynchronous discussion). Connect Meeting does require you to dedicate time in designing your activity, learning the features, preparing your students, and gaining a certain comfort level with multi-tasking in a live, online environment. It is always important to put your course strategies first and the course tool to help carry out those strategies second.

Ask Yourself Some Questions.
Once you have determined the learning activity for which you want to use Connect, you will then need to determine what Connect features you will use in order to effectively carry out this activity. Consider some of these questions:

1. Is the activity appropriate for the size of the group?
2. Will students need to do any pre-work before attending the session?
3. Will interaction occur with audio or chat?
4. Will these interactions work for students who have special access needs?
5. What materials will be presented or used (files that need to be uploaded, whiteboards, applications, etc.)?

Uploading and Sharing Content

Uploading From Your Computer

You can load .PPT, .SWF, .JPEG, .MP3, or .FLV files from your computer into a Share pod, which loads them onto the server. PowerPoint files are converted to presentations that all participants can see. Follow these instructions to upload a file:
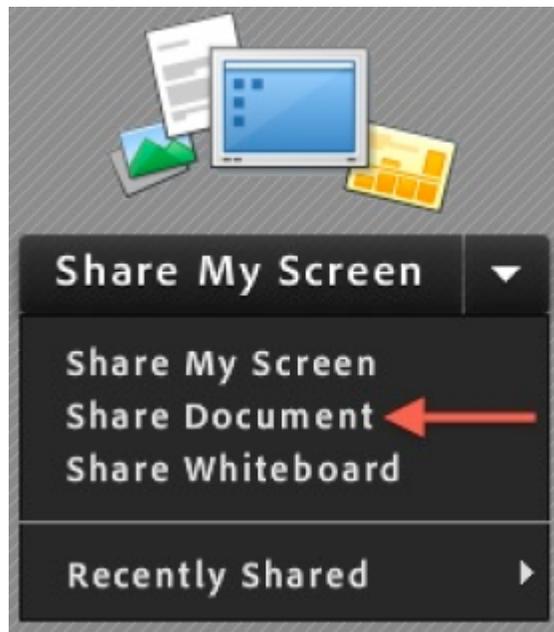
1. In the Share pod, click the **Share Document** button.

2. A new menu will appear that will let you select the content to upload. If the file is on your computer, then click the **Browse My Computer...** button
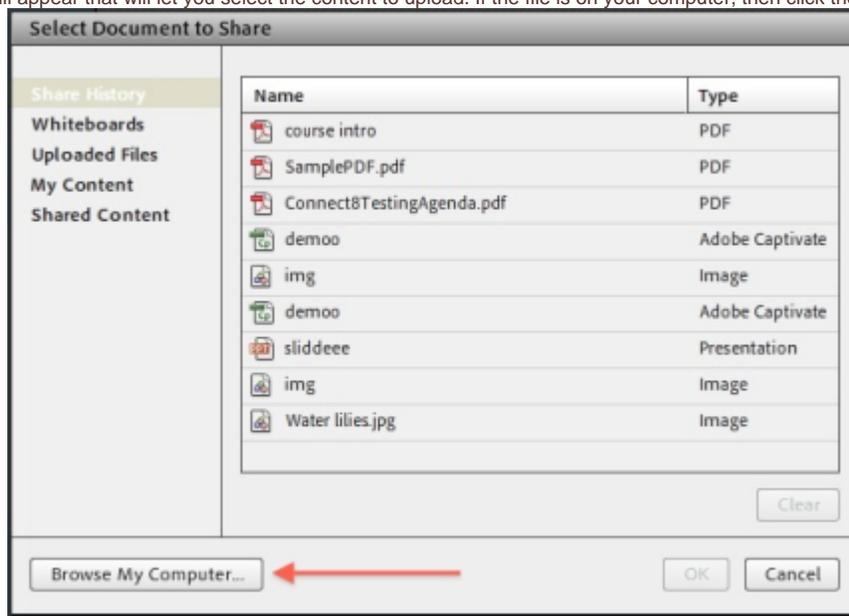

(shown below).

Content Library
You can also select files from your **Content Library**. See the section below for information on how to access it.

1. Your file will take a moment to load and then be available to all participants.
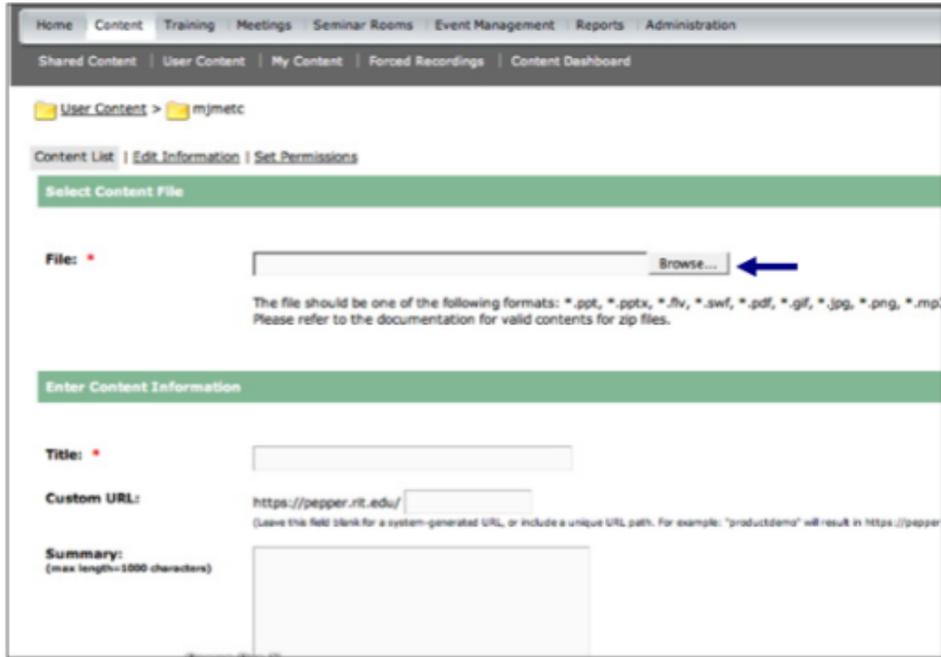
Uploading From Your Content Library

Connect has a Content area on the server, so you can opt to upload PowerPoint presentations (or other content) in advance. This can serve as a 'repository' for files you may wish to use in different meeting rooms you set up. To do this, follow these instructions:

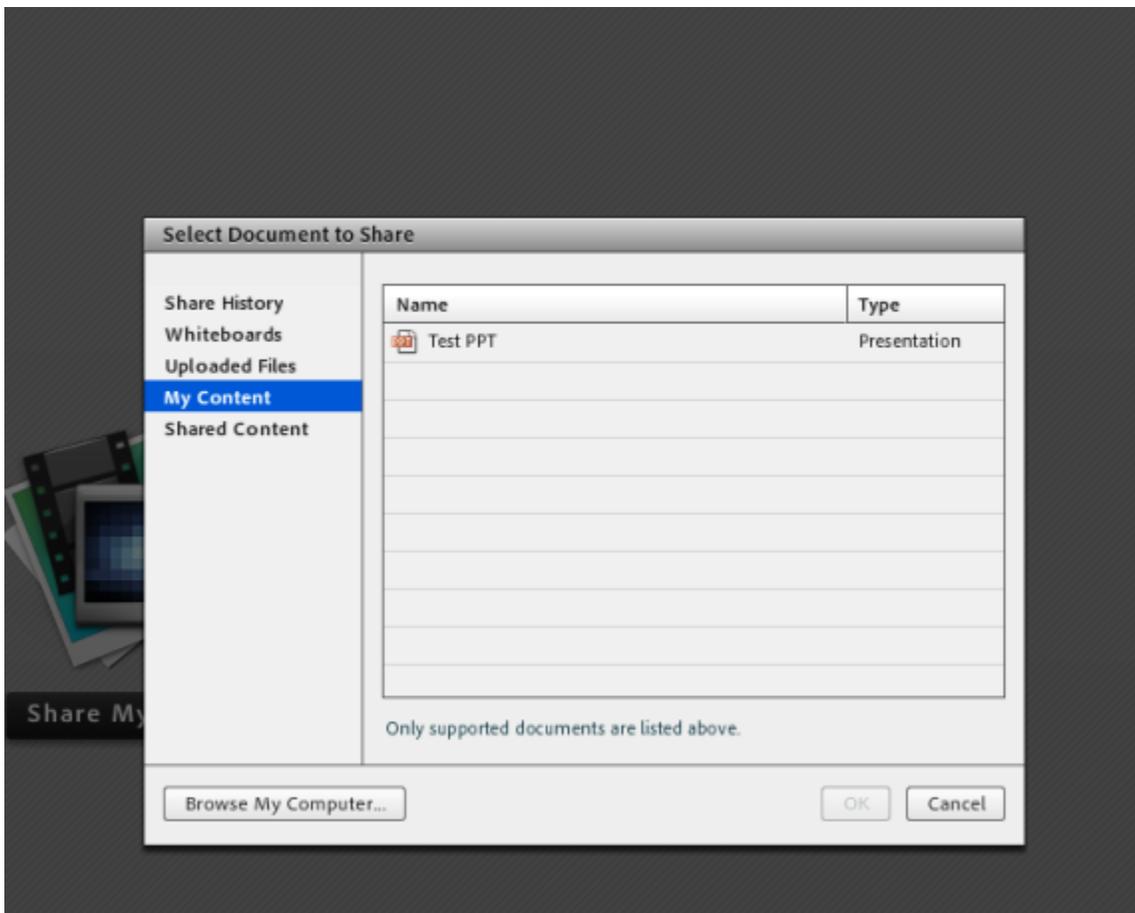1. Select the Content Tab> New Content
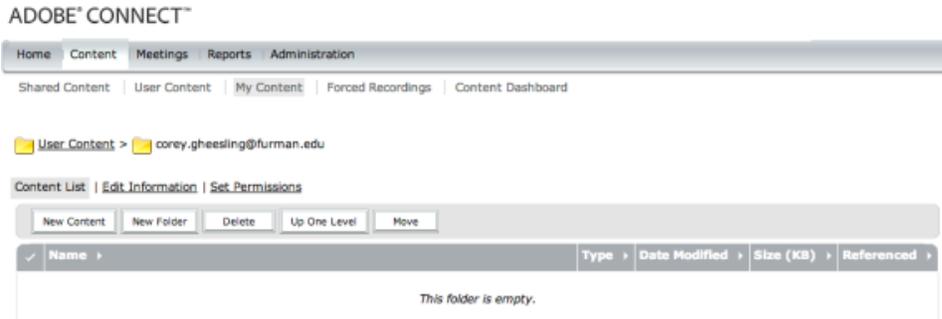
2.

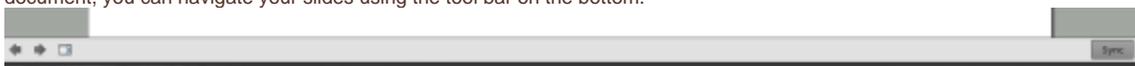3. Choose the file from your computer, provide a Title, and Save.

4. Once in your meeting room, select **My Content** from the **Share Document** menu to get a listing of all the files in your content library.

5. Once you load the document, you can navigate your slides using the tool bar on the bottom.

6. By showing the side tool bar you can jump immediately to different slides

Outline **Notes** **Search**

| Slide Title	Duration
▶ Hughes Academy-Furman ...	00:05
▶ Introduction	00:05
▶ 2012 Mentorship Progra...	00:05
▶ Problem Statement	00:05
▶ Purpose Statement	00:05
▶ Guiding Questions	00:05
▶ Participant in the Ros...	00:05
▶ Literature Review	00:05
▶ Literature Review	00:05
▶ Literature Review	00:05
▶ Literature Review	00:05
▶ Slide 12	00:05
▶ Description of Program	00:05
▶ Institutional Characte...	00:05
▶ Methods	00:05
▶ Implications	00:05
▶ Slide 17	00:05

Managing your Class

You are given three standard options for class, you do have the capacity to move "pods" around as you see fit, but these set options are basic layouts that are recommended.

1. Sharing view- Allows you to share content, your screen, or a whiteboard with your class. On the bottom right, you are given a chat room. In the middle on the right you are given your class roster, status updates, and options for break out rooms. On the top right, you have the option to broadcast your webcam.

2. In Collaboration View, you have the capacity for a livelily chat, a collaborative whiteboard, list of files uploaded, and Notes. This can be a very effective layout for group collaboration. The whiteboard allows users to draw, write, and brainstorm together.
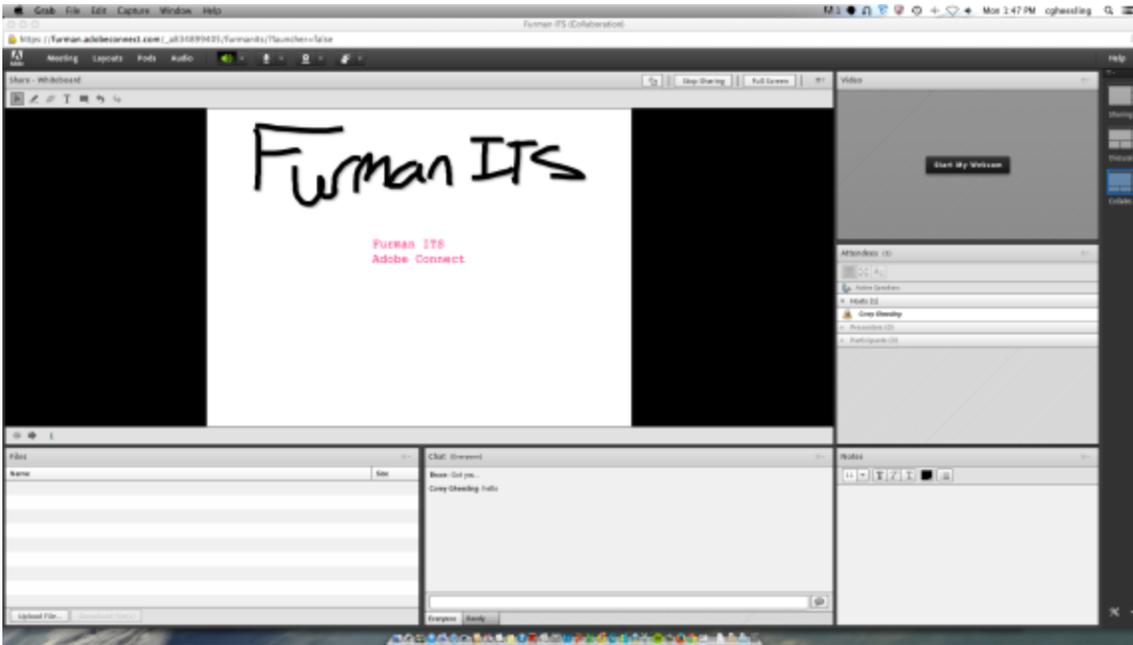
1. In a **discussion view**, you are given the option for live webcams, polls, chats, and discussion notes. As the presenter, you can easily use the notes to jot down observations.
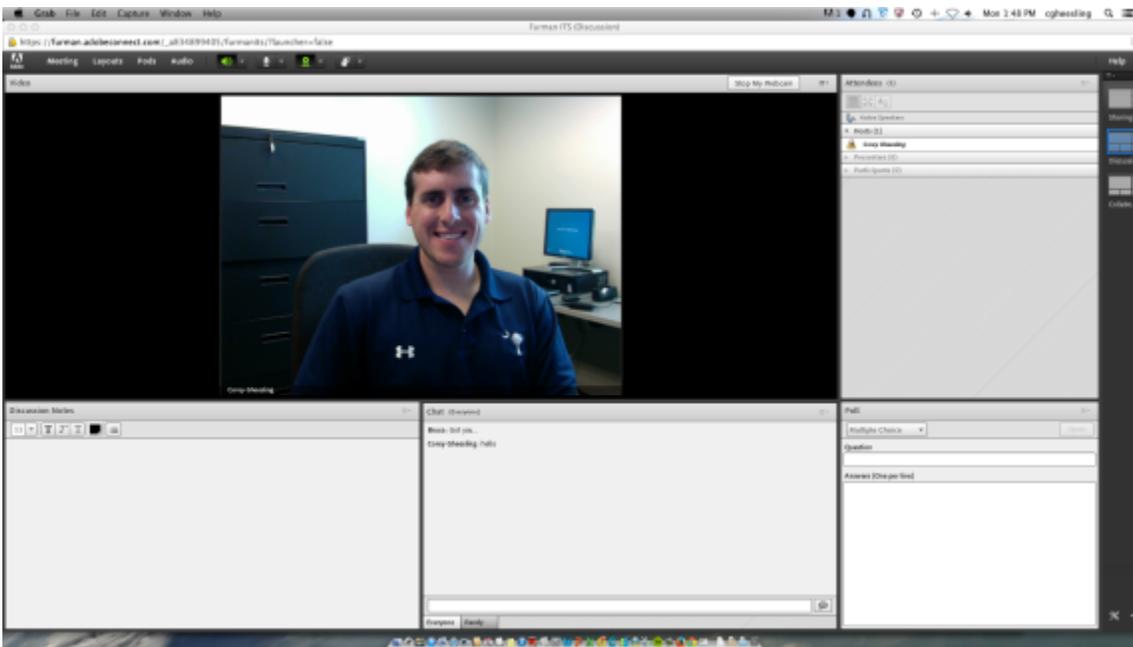
Recommended Work Flow
In preparation for an Adobe Connect session for a class, proceed along the following steps.

Prior to class

-Make sure you have a landline Internet if possible. Many routers allow you to connect an Ethernet cord to them. This helps prevent your connection dropping.

-Use a headset microphone or a microphone that typically comes with your cell phone. This helps cut down on the echoing. If you are using a computer with a built-in microphone, simple headphones work the same.

-Go into Adobe Connect and set up your pods and upload any content for easy access. If you will share your desktop,

-Determine which participants will need speaking or presenting privileges and put them in the appropriate section when they enter the session.

During Class

-Press Record

-In your preparation notes, make sure you remind yourself to check the chat box periodically.

-Explain for users to "raise" their hand for speaking privileges.

-To ask a question in the chat to you, have students write in a different color

-Use poll feature or a Q and A pod for more interaction

-Consider a time for break out groups

- Ask discussion questions for the chat box or audio ever few minutes to keep it lively.

Post Class

-Back in the Adobe Connect planning page, you have the option to run several reports.

-In reports, you can get a report of general participation for attendance
-Under Meetings>my meetings>Recordings you have the option to download the recording to put it on Moodle or Box
-Under Meeting Dashboard you can get a look at the usage of your spaces if you set up collaboration rooms.
-Post record link in Moodle.