

What is Connect?

Adobe Connect is a web collaboration tool solution supported by IT @ Johns Hopkins that provides you with a synchronous (real time) virtual meeting/classroom environment to share your presentations, images, and desktop applications with remote participants.

Requesting Access to Use Connect

Anyone can participate in a meeting if they know the meeting information (see Logging into a Connect Meeting below). To create meetings you must be designated as a Meeting Host. To request Host access, please email connectsupport@jhu.edu.

Logging into a Connect

Any active internet connection will allow you to gain access to Adobe Connect. You will need Adobe Flash Reader 9.0 or later. With Connect, you can either enter a meeting directly or enter the Connect Administration Portal to set up a meeting or upload content to access during meetings.

Logging into Connect Administration Portal

1. Go to: <http://connect.johnshopkins.edu>
2. Select the **Sign In** button
3. Enter your JHED ID and Password (If you do not know you JHED ID please see www.ep.jhu.edu/jhed.)

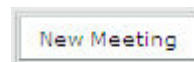
Logging into a Connect Meeting

1. Go to your meeting URL: (ex: <http://connect.johnshopkins.edu/eptaining>)
2. If you are a meeting Host or Presenter, select the **Sign In** button
3. Enter your JHED ID and Password (If you do not know you JHED ID please see <http://www.ep.jhu.edu/jhed>)
4. If you are not the meeting Host or Presenter, select the Enter as a Guest, type your name, and select **Enter Room** button.

Create Meetings

You create a meeting using the Meeting wizard in the Connect Admin Portal.

1. Sign into the Adobe Connect Administration Portal (see above).
- 2.
3. Start the Meeting wizard by clicking **Meetings** from the Menu bar and then the **New Meetings** button.
4. Enter meeting information (title, start date/time, duration)

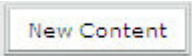


5. From the **Select Template** drop down menu select either Shared Templates\EP Faculty Template or EP Student Groups. (Use EP Faculty Template for standard class or Office Hour session)
6. Set **Access to Anyone who has the URL for the meeting can enter the room.**
7. Select meeting participants from the **Available Users And Groups** list (if meeting is only for students, you do not need to add participants)
8. Send invitations (typically, you will copy and paste this link into an email or into your Sakai Calendar).

Content Library

Adobe Connect has a Content Library in the Connect Admin Portal that holds content you use in meeting rooms and virtual classrooms. Content includes presentations, SWF files, image files, audio files, video files, and so on. Uploaded content is accessible at anytime within a meeting or virtual classroom.

Uploading Content

1. Sign into the Adobe Connect Administration Portal (see above).
2. Start the Content wizard by clicking **Content** button from the Menu bar  then select the **New Content** button.
3. Browse for the File
4. Give the File a title
5. Select the **Save** button

The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, or *.zip. Please refer to the documentation for valid contents for zip files. Adobe Connect does not support Word documents; they should be converted to .pdf or Flash Paper format first. See Online Help (below) for more details.

Help

Online Help

<http://connect.johnshopkins.edu/help>

Email Support:

connectsupport@jhu.edu

Browser Check

http://connect.johnshopkins.edu/common/help/en/support/meeting_test.htm

Training

<http://www.ep.jhu.edu/trainingcalendar> or email training@ep.jhu.edu