Creating and Conducting an Adobe Connect Meeting

(Office Hours and In-class sessions)

1. Creating an Adobe Connect Meeting

Follow these directions to create one meeting site for office hours and one for class sessions. These sites should be re-used each week.

1. Go to [http://connect.johnshopkins.edu](http://connect.johnshopkins.edu) and log in using your JHED Id and password. (If this is the first time logging in using a particular computer, you will be asked to download and install a small Java applet.)
2. Click on “Meeting” next to Create New.
3. Fill in the required “Name” field and create a custom URL if desired. (This custom URL will be used to direct users to the meeting.)
4. Skip the next few fields down to “Access” and select “Anyone who has the URL for the meeting can enter the room”.
5. Skip the “Audio Conference” settings since JHU does not support this function.
6. Click “Finish” and you will be taken to a page that shows you the URL for the meeting. (Note the URL as it's the one you will post in your Blackboard site for user’s access.)

2. Setting up Your Computer

Follow these instructions to set up your headset and microphone based on your computer operating system.

<table>
<thead>
<tr>
<th>PC (XP)</th>
<th>PC (Vista &amp; 7)</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Click on control Panel – Sounds/Audio Devices</td>
<td>2. Click on control Panel – Sound</td>
<td>2. Click on the Apple (upper left)</td>
</tr>
<tr>
<td>3. Click on the “Audio” tab</td>
<td>3. Click on the “Playback” tab and select Speaker Device</td>
<td>3. Click on System Preferences – Sound</td>
</tr>
<tr>
<td>5. Click “Apply” then “Ok”</td>
<td>5. Click “Apply” then “Ok”</td>
<td>5. Close window</td>
</tr>
</tbody>
</table>

3. Preparing & Conducting an Adobe Connect Session

These instructions apply to holding virtual office hours and teaching sessions.

1. Before you conduct a meeting make sure you have completed step 2.
2. Open the Connect meeting you created in step 1 before beginning the session.
3. Upload session content using “Share My Screen” then “My Document” and then click on the documents to make sure they will open in the session.
4. Set up the audio in the Adobe Connect meeting by clicking on the “Meeting” tab – Audio Setup
Wizard. NOTE: This should be done for each session.

5. Push and lock the “Connect my Audio Microphone” button at the top of the screen and confirm that the sound is working by observing the meter next to the microphone.

6. Click on the “Meeting” tab and select “Record Meeting”.

7. Name the record session and click “Ok”. You will now see a red light in the upper right corner. YOU ARE NOW RECORDING!

8. When the recording is completed, mouse over the red light and click “Stop Recording”. Your recorded meeting will be saved to your home site on Adobe Connect.

4. Posting the Session URLs in your Blackboard Site

One meeting site URL should be created for class sessions and one for office hours. Both URLs should be posted on the welcome page under “Home” in the navigation. The individual recording URLs should be posted under the appropriate date and time in the Blackboard course calendar. Posting them in the calendar allows students to easily access them.

1. Retrieve the record session URL by logging into your Connect home space at http://connect.johnshopkins.edu.
2. Click on the “Meeting” tab at the top, then the appropriate meeting in the list.
3. Click on the “Recordings” tab and then the appropriate session.
4. Check the box next to the recording name and click "Make Public", then click on recording link.
5. Copy the “URL for Viewing”.
6. Open your Blackboard site and click on the “Calendar” link.
7. Click on “Add” – name the entry - select date/time and copy the URL into the “Message” box – “Save Event”.

5. Helpful Suggestions

1. Upload and preview all of your content, including slide presentations, documents and short videos, before you begin the session. This will cut down on “dead time” during the session.
2. Use of video is not recommended during a live Connect session. Generally, it takes up too much bandwidth and can slow down the session. We recommend you post the video in your Blackboard site so that students can review it at a time designated by you. NOTE: If you feel you must show the video during the Connect session, keep the length of it to a maximum of 10 minutes and preview it in Connect before the live session.
3. If possible, have a second laptop nearby and logged into the session as a student, that way you can see what your students see.
4. Decide whether you want to have students use headsets with microphones for office hours or communicate via the chat module. Student microphones can add a lot to the discussion, but can also be a distraction.

6. Support

If you run into problems or have questions about Adobe Connect at Johns Hopkins, you can contact support by sending an email to connectsupport@jhu.edu.