# Durham Tech's Adobe Connect  INSTRUCTOR Start Guide
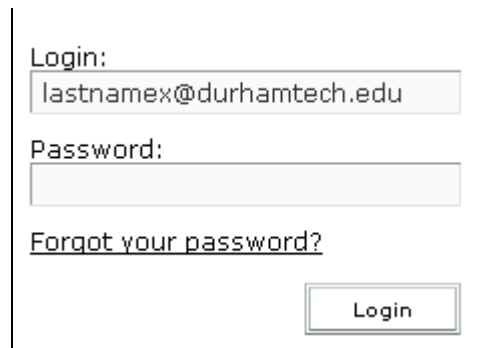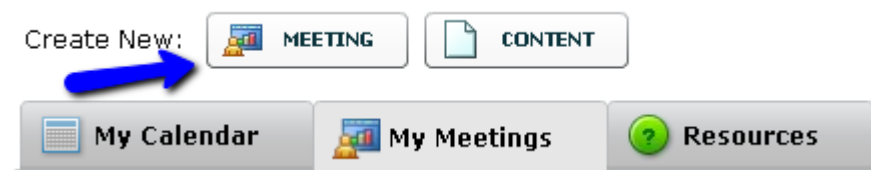
## Logon to Durham Tech's Adobe Connect web site

1) In your web browser, type: http://durhamtech.adobeconnect.com

2) Type in your login (your Groupwise email id, such as lastnamex@durhamtech.edu )

3) Type in your password, click on the "Login" button

4) You'll see the **Durham Tech Adobe Connect "My Meetings"** web page



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**To Create a Meeting:** Beside "Create New:" click on the **Meeting** button



1) Type in a meeting name, **custom url** (to give students; can contain letters, numbers, hyphens-no spaces), start and end dates, duration

2) Access: **You must** click on the radio button to the left of "**Anyone who has the URL for the meeting can enter the room**"

3) **If creating a meeting link for Blackboard, click on the Finish button**. If you want to copy Adobe Connect's email message to send to students, click on the Next button twice, copy the text you want to insert in an email, click on the Finish button.

4) You'll now see your **meeting information** web page: **Copy the URL**, paste it into your browser address box, to access and/or update your meeting. **You can also copy and add the URL to your Blackboard course.**

**Share your desktop or documents in your Meeting:**

1) Type your meeting URL into a web browser

2)  On your menu, click on **Layouts.** Pick the appropriate Layout:
    a) Click on **Sharing**: Display a large presentation/demo, with a bit of chat

    b) Click on **Collaboration**: Display a smaller presentation/demo area, with more emphasis on chatting and sharing files with students

    c) Click on **Discussion**: Display your webcam, with emphasis on chat and polls

3) In the **Sharing and/or Discussion Layout**, you'll see the **Share My Screen** Icon

You can share "**My screen**" (so your students can see everything you do on your computer):

    a) Click on the "**Share My Screen** " drop down arrow

    b) Of the three choices: Click on **Share My Screen**

    c) Of the three choices: Click on the radio button for "**Your Desktop"** (to show your every move on your computer); click on the **Share** button

    d) **When done sharing,** on your task bar, click on the Adobe

    Connect meeting button

    e) Now you can click on "**Stop Sharing**":
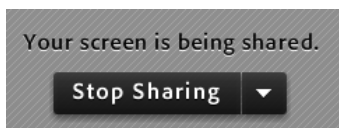
4) In the **Sharing and/or Discussion Layout**, click on the **Share My Screen** drop down arrow

You can share a **PowerPoint or PDF** in your Meeting:

    a) Click on **My Document.** In the lower left corner, click on the **"Browse My Computer.."** button; find and click on your PowerPoint or PDF on your computer. Click "**Open**".

    b)  **When done sharing the document,** in the right corner of the share box/pod, click on the drop-down arrow.

        -**To share again**, click on "**Share**", then either click on "**Document**", or "**My Screen**" to share your computer OR
        -**If done**, click on "**Stop Sharing**"

## Prepare for and/or Run your Meeting:

1) Type your meeting URL into a web browser

2) At the top left of your meeting window, you'll see a menu, with four text items, and four icons:
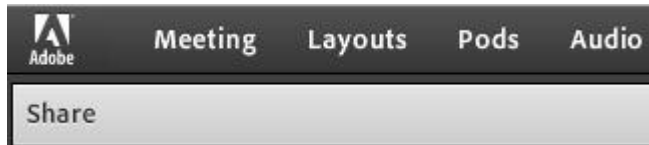


2) Click on the **Meeting** menu item:
      a) Click on **Audio Set-up Wizard;** follow the instructions
      b) You can also click on **Record Meeting**

3) To the right, click on the **Audio** menu item if you want students to speak. Choose audio for "**one participant at a time**", to avoid audio feedback.

4) Further right, you'll see four icons. Your students can only see the speaker and waving person icons.



5) Beside the **speaker icon**, click on the down arrow, click on **Adjust Speaker Volume**. Click on the volume icon and drag it left or right; click on OK when done.

6) **If you want your students to hear you**, beside the **mike** icon, you must click on the down arrow, and click on "Connect My Audio". Now the icon will appear green.
      -Return to the mike icon, to "Adjust Microphone Volume"

7) To change the role of participants to presenter (so they can share their screen), you'll need to go to your "**Attendees**" box or pod

      a) In the "**Participants**" area, move your cursor over the Student name

      b) Click on the "**Presenter**" option (Hosts can manage attendees, audio, layouts)

      c) The new presenter will have to go to the upper right hand corner of the "Share" box/pod, click on the drop down arrow, click on "**Share**", and click on the "**Share**" button, to share their screen