



## Adobe Connect

Adobe Connect is the virtual classroom software that is used to help deliver some UQ courses accessible through Blackboard. Adobe Connect allows students and lecturers to hold meetings/lectures/tutorials via the web.

The **minimum requirements** for all users attending an Adobe Connect session are an up to date web browser e.g. Mozilla Firefox 3 or later; Apple Safari 4 or 5; Google Chrome or Microsoft Internet Explorer 6 or later (32 bit only) and Adobe® Flash® Player 10.1 for all users.

Students will access their Adobe Connect sessions via Blackboard.

Once in the session it is strongly advised that attendees run the Audio Setup Wizard via the Application Bar (at the top left of the Meeting screen).

### Meeting

Clicking on Meeting will allow attendees to select the Audio Setup Wizard. This should be run before the meeting to check audio levels are satisfactory.

### Audio Setup Wizard

- Click Meeting
- Click Audio Setup Wizard
- Click Next

The first step tests your speakers

- Click Play Sound

A voice greeting should be heard. If so

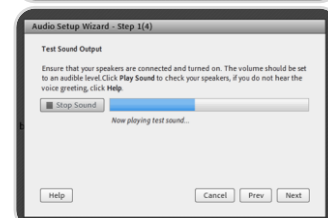
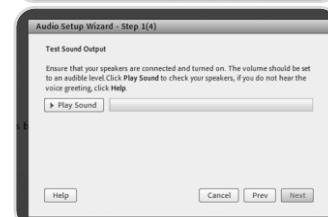
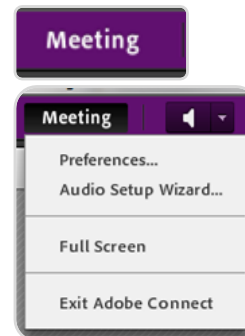
- Click Stop Sound
- Click Next

Or

- Click Help if no sound heard

The next step will test your microphone. Choose your microphone (if you have one)

- Click Next



Click the Record button and Speak into your microphone.  
If you cannot think of anything to say read the text in the dialog box.

- Click Stop when you have said enough
- Click Next

- Click Test silence.

This is so the computer can listen to the background noise coming through your microphone.

Do not read anything and be quiet at this time.

- Click Next when it is finished
- Click Finish to complete the Audio Setup Wizard.

## Speaker

Control the speakers and their volume settings.

- Click the speaker to mute the speakers
- Click the speaker to unmute the speakers

## Microphone (available if activated by the meeting host)

Controls the microphone and its volume settings.

- Click on the microphone to activate it
- Click on the microphone to turn it off

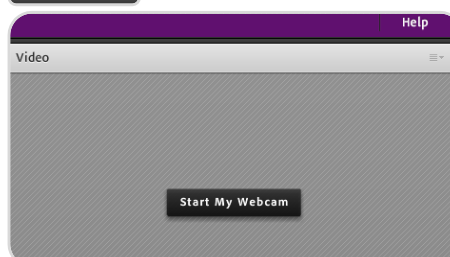
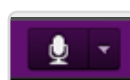
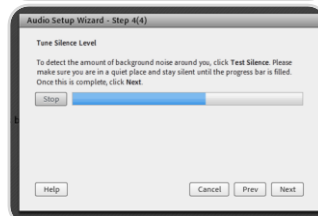
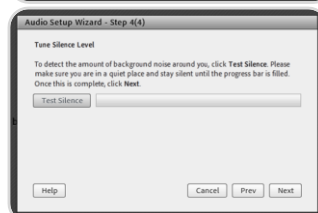
## Webcam (available if activated by the meeting host)

Activates and deactivates the Video pod which will allow you to share your video feed with the other meeting attendees/hosts.

- Click on the webcam button to preview the feed

Or

- Click the Start My Webcam button in the video pod.



Starting the Webcam shows a preview.

- Click Start Sharing (at bottom of preview) to allow others to view the video feed.

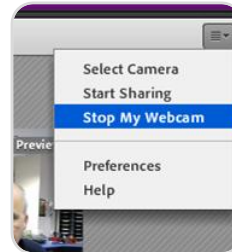


The Pod Options button (top right) contains the basic controls for the webcam.

- Click the Pod Options button
- Click Stop My Webcam

Or

- Click the webcam button



### Status button

Status indicators remain selected for set durations. Use the status button to show

Remains displayed until attendee or host clears

Remains displayed until attendee or host clears

Remains displayed until attendee or host clears

Remains displayed until attendee clears

10 seconds

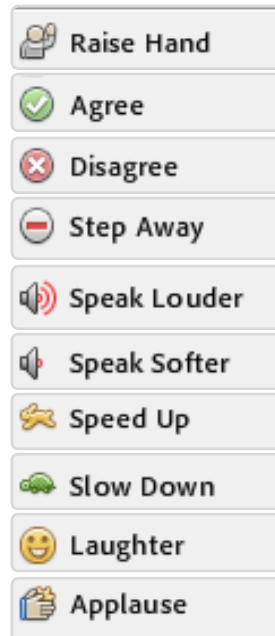
10 seconds

10 seconds

10 seconds

10 seconds

10 seconds

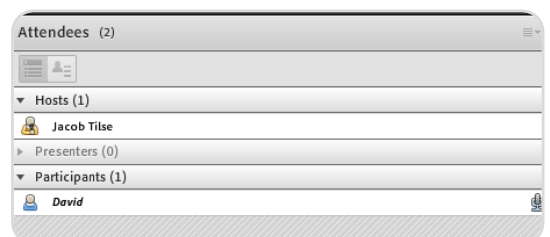


### Attendees Pod

The Attendees Pod shows all the people attending the session. It will also indicate their status

Attendee View:

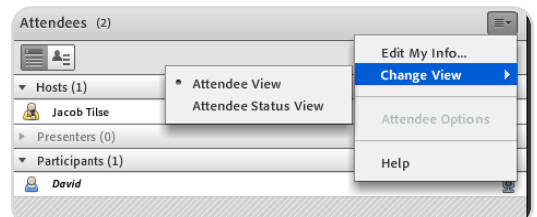
Show all attendees in a meeting and their rolls eg. Host, Participants



Attendee Status View:

Show attendees broken down by status eg. Agree and disagree etc.

- Click the Attendees Pod Options button
- Click Change View
- Choose attendee Status View



## Chat Pod

Chat with the class lecturer or other class students. Control the display of chat related items by formatting text fonts, colours and text size

Invite others for a private chat

Use pod options (in the top right hand corner) to alter the way text appears in the chat window. Control font size and colour or start a private chat with other attendees.

