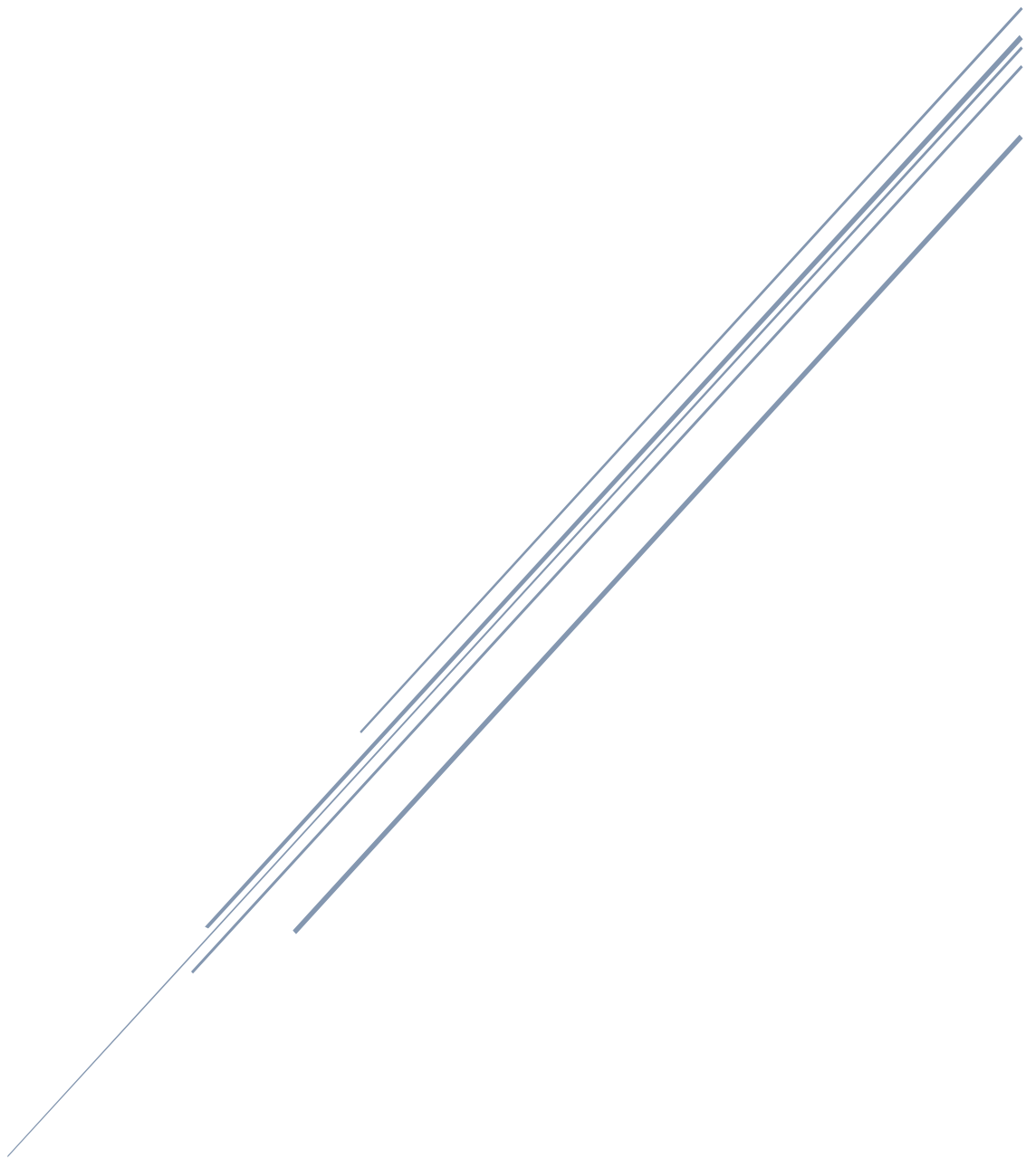


LECTURER'S GUIDE

Adobe Connect system



Zagreb, 2020

ADOBE CONNECT

Adobe Connect interface

The location of the interface parts depends on the layout selection (bar on the right) where a **Sharing**, **Discussion** or **Collaboration** layout can be selected.



Below is an explanation of the **Collaboration** interface, which contains the display of the elements that is best suited for hosting online classes. If another interface is selected, the position of the elements will differ from that specified below.

Collaboration interface layout

A screenshot of the Adobe Connect Collaboration interface. The interface is divided into several sections. At the top, there is a 'Share' section with a 'Marko Miletic' header and a 'Request Control' button. Below this is a large 'Video' section with a 'Start My Webcam' button and a large number '2'. To the right of the video section is a 'Participants' list with 11 attendees, including Marko Miletic, Danko Nakić, and others, with a large number '3' next to it. At the bottom left is a 'Files' section with a table of files, including 'WebZadatak_1447297337.zip' and 'Zadatak.zip', with a large number '4' next to it. At the bottom center is a 'Chat' section with a message from 'Dino Sabol' and a large number '5' next to it. At the bottom right is a 'Notes' section with a text area and a large number '6' next to it. A large number '1' is placed over the 'Share' section.

1. **Share** – Sharing screens, presentations and other supported file types
2. **Video** – Sharing camera view
3. **Attendees** – Display of lecture participants
4. **Files** – Files shared with participants
5. **Chat** – Group chat visible to all lecture participants
6. **Notes** – Textual content shared with participants

1.1.1 Toolbar

There is a toolbar at the top of the window.



The settings found under Meeting, Layouts, Pods and Audio are pre-set by the online support people and the lecturer generally does not need to use this. The other settings icons are green if active, i.e. white if off. The settings are:



Turning sound on and off



Turning microphone on and off



Turning camera on and off



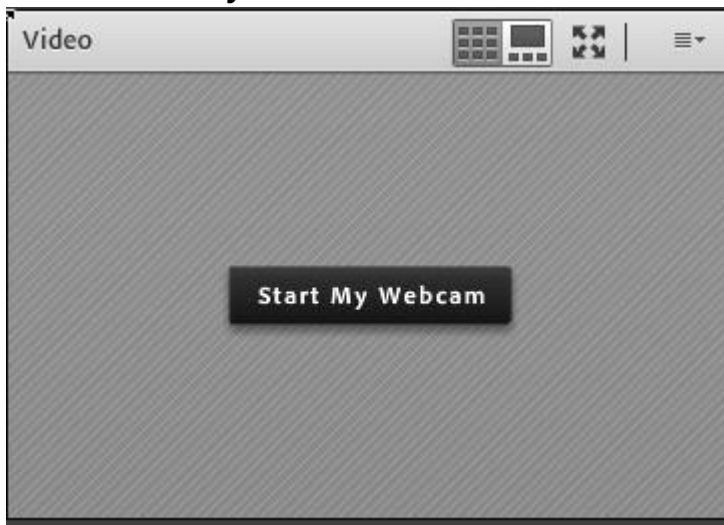
Change in status visible next to the name in the Attendees window.

USING ADOBE CONNECT

Using a web camera

At the beginning of each lecture, turn on the network camera for at least a couple of minutes while greeting the participants, after which you are free to pause or turn it off so that the participants can concentrate on the content of the lecture. The network camera is mounted on the top of the monitor and does not need to be further adjusted unless you have moved the monitor to another position before beginning the lecture. To turn on the network camera, you must:

1. Click on **Start My Webcam** in the Video box



2. The window displays a preview of the image that will be shared with the participants
3. If the view is satisfactory, you can click **Start Sharing** to share the video with other attendees.

Content sharing

Screen sharing

1. Click on **Share My Screen** in the **Share** box



2. A dialog box opens where you can select how you want to share the screen.

Available options:

- **Desktop** – you share all applications that are currently open
- **Applications** – you share a specific application
- **Windows** – select a specific window that is already open. Once you have selected the option you want, select the **Share** option.

Note: Microsoft Windows opens all applications in windows so when selecting Windows option, the applications that are currently running will be offered.

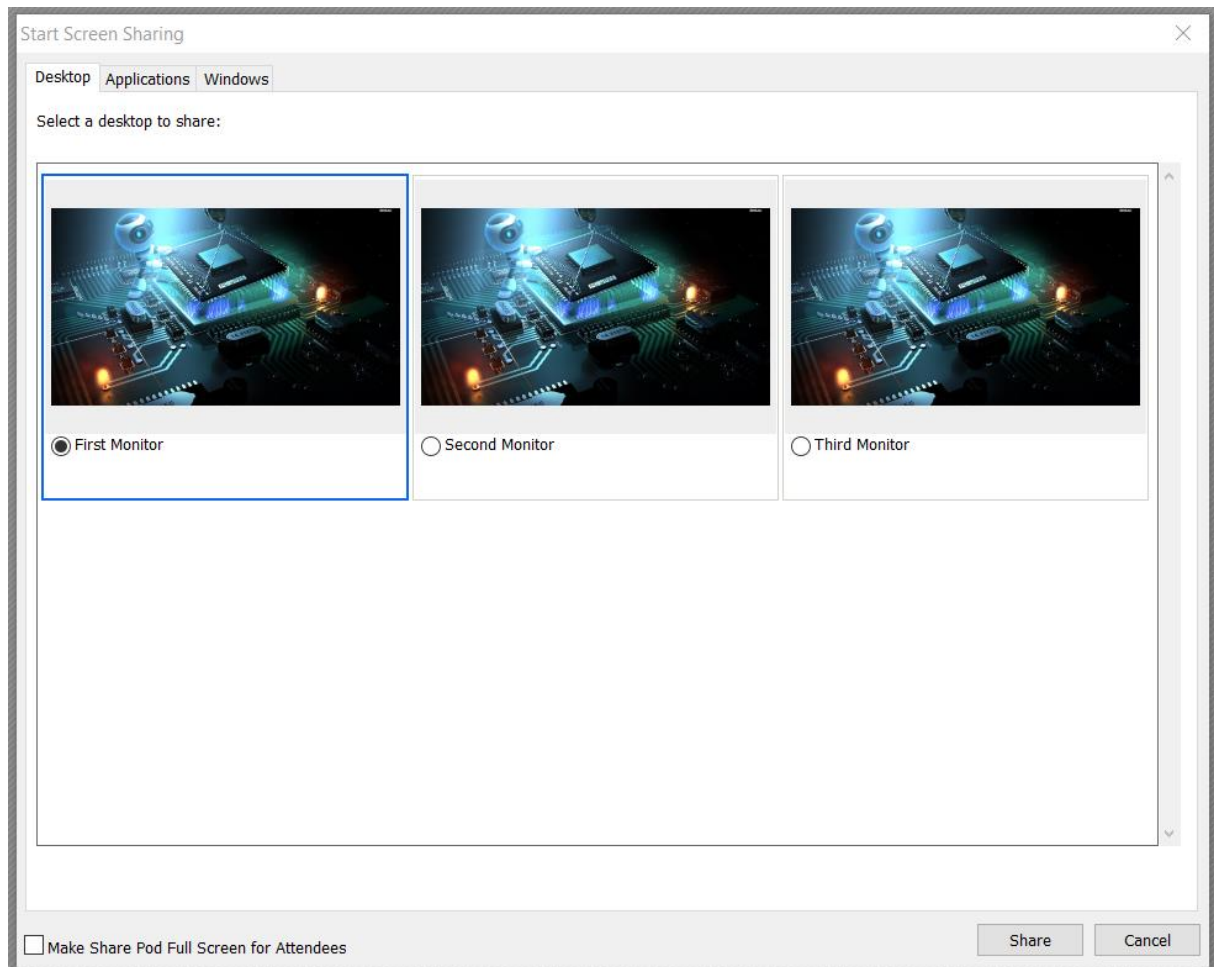


Figure 1 – Dialog box with sharing options

When sharing a screen, Adobe Connect is minimized and the Adobe Connect menu appears in the lower right corner.



Available options:



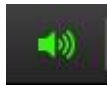
Share – Displays a thumbnail view of currently shared content with pause and terminate options.



Video – Provides camera control options



Connect My Audio – Microphone volume control



Speaker – Sound volume control



Attendees – Display of participants



Chat – Opens group chat



Notifications – Notifications on events during the lecture (Attendees'' options)

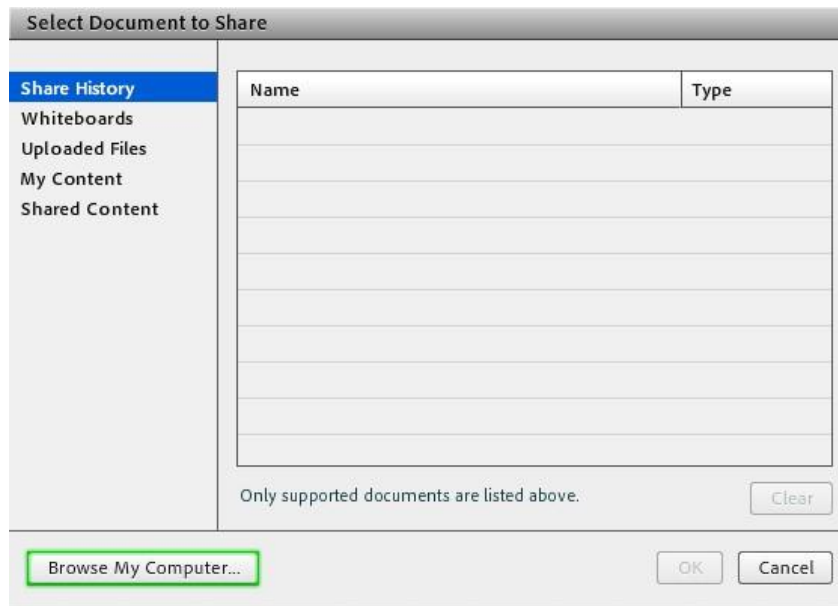
To return to the normal interface display, click on the maximization box located in the upper right corner of the minimized window.

Sharing PowerPoint presentation

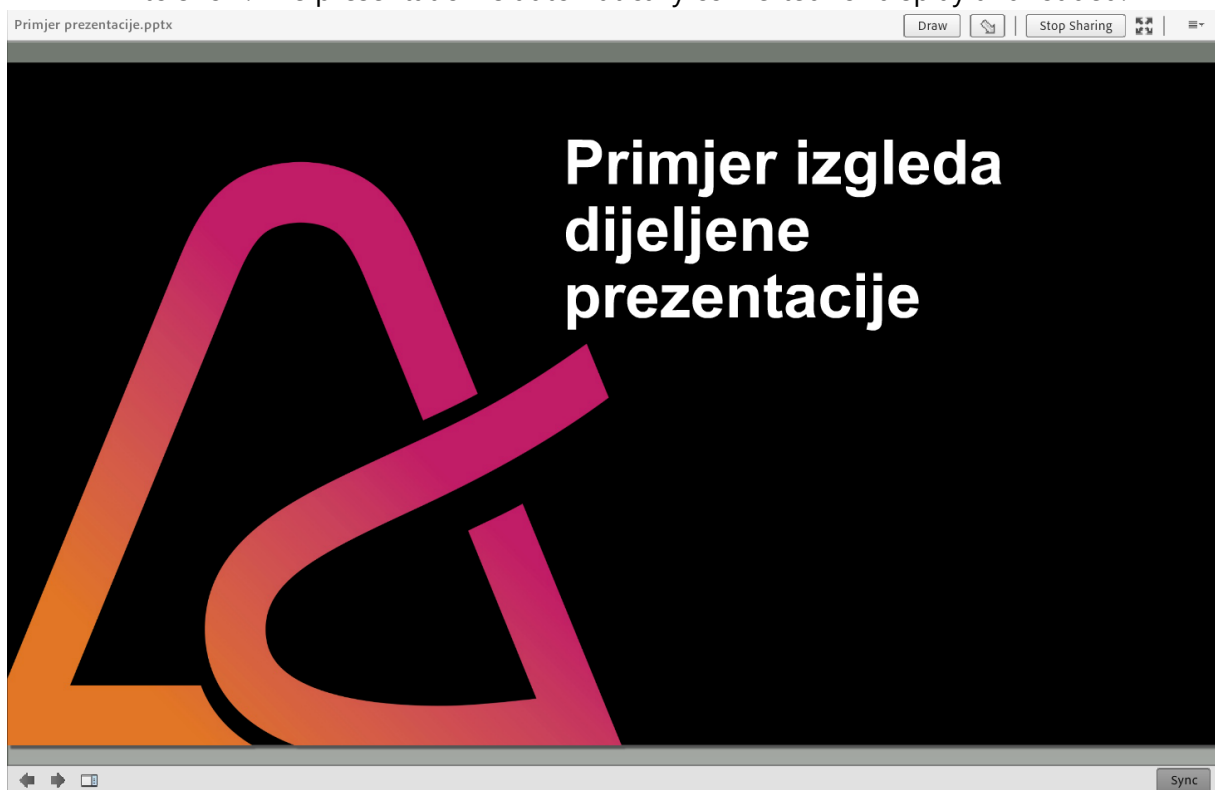
1. Click on the arrow on button **Share My Screen** and select **Share Document**



2. A box opens where all the shared files are displayed.



3. Choose **Browse My Computer** to select the PowerPoint presentation you want to show. The presentation is automatically converted for display and loaded.



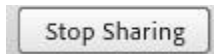
When sharing a presentation, you can navigate through pictures (slides) by clicking the arrows in the lower left corner. There following buttons are in the upper right corner of the presentation:



Allows drawing on presentation.



Pointer – Allows you to place an arrow on a specific part of the slide shown.



Stopping presentation sharing.



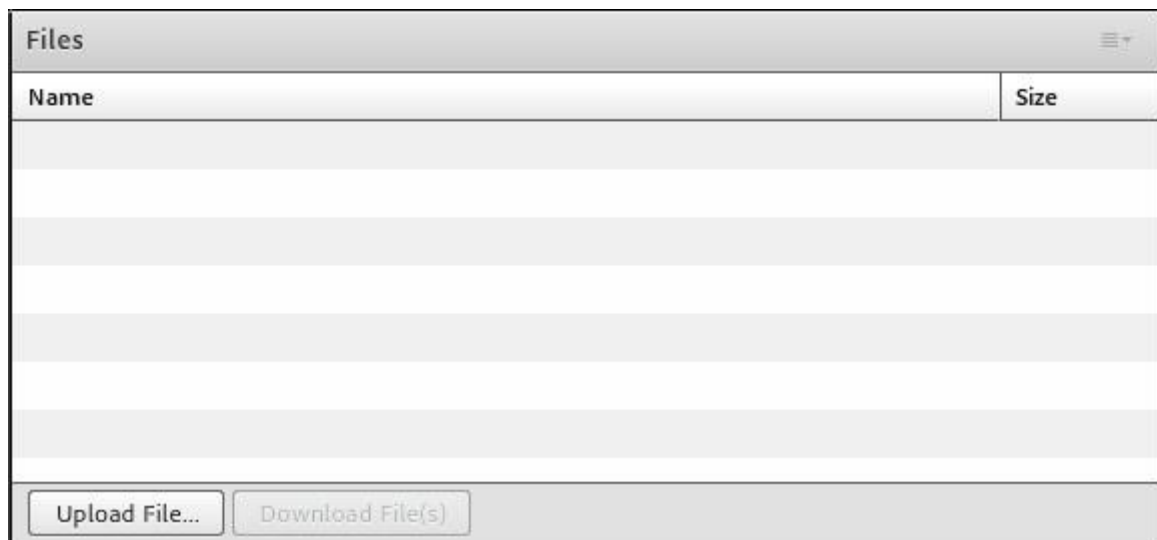
Fullscreen – Opens a full-screen presentation.

Note: In this way, you can also share other supported files including image file types including image files (JPG and PNG), video files (FLV, MP4), Flash files (SWF), and MP3 audio files.

File sharing


You can use the **Files** box to share files that attendees can download and open on their computer.

1. To share a file with the attendees, click the **Upload File** button.



2. From the list select a previously shared file or click on **Browse My Computer** to select a file stored on your computer.
3. The **Files** box shows the file you uploaded and the attendees can be downloaded it by selecting it and clicking on **Download File(s)**.

Files	
Name	Size
Primjer prezentacije.pptx	418 KB
Upload File...	Download File(s)

If you want to remove the shared file, you need to highlight it and click on the upper right corner of the Files box  and select **Remove Selected** from the menu.

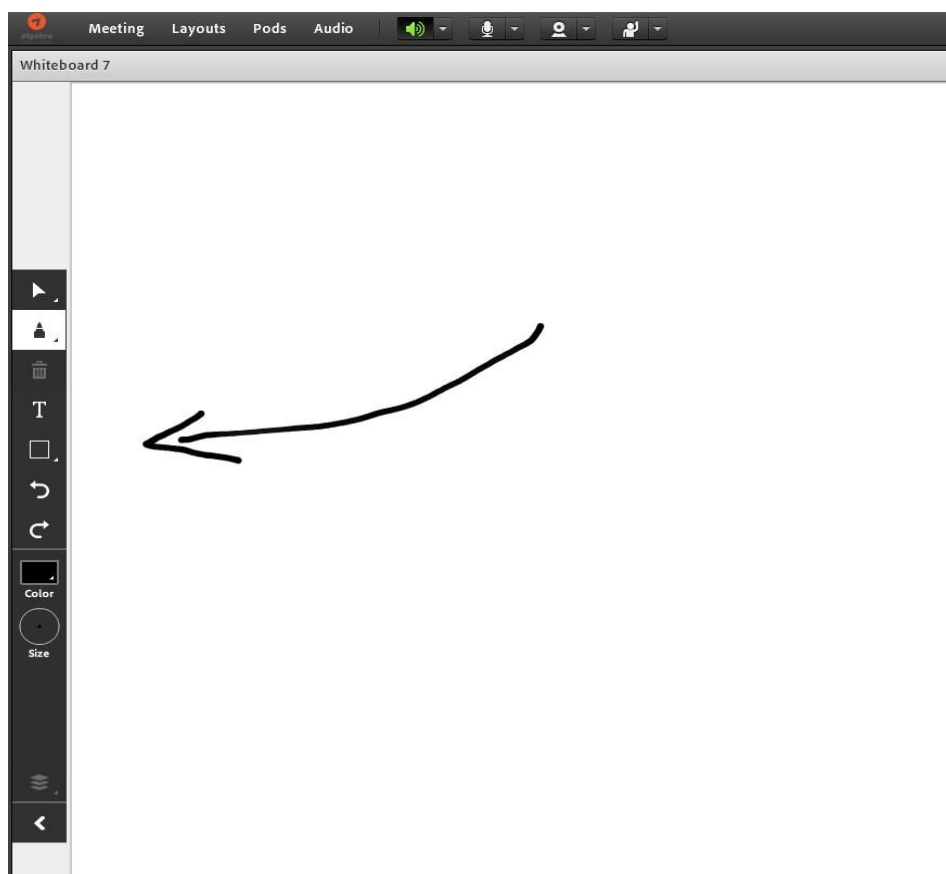
Hide
Maximize
Upload File...
Rename Selected...
Remove Selected
Download All
Help

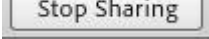
Whiteboard sharing

1. Click on the arrow on button **Share My Screen** and select **Share Whiteboard**



2. The Whiteboard display opens. Using your mouse or using a graphic tablet, you can simulate writing across the board. The left sidebar has additional drawing and writing tools.



3. To stop sharing the whiteboard, click on the  button in the upper right corner of the Whiteboard display.

NOTE: You need to sign for the small graphic tablet with the accompanying pen before the beginning of the lecture at the Technical Support Office, and you must return it after the lecture.

Communication with attendees

The attendees can communicate with the lecturer verbally, using their microphone, or textually, using a text messaging system within *Adobe Connect*. In order for participants to use the microphone, the lecturer must first approve their use of the microphone. When attendees just enter the classroom, the microphone symbol that is normally located in the upper left of the screen will not be displayed.



As a rule, attendees turn on the microphone after requesting a status change. The process for assigning participants the use of microphones is explained below in the manual.

Status changes











The attendees may change their status during the lecture to give the lecturer and other students feedback on their involvement and opinions (e.g. whether they agree with what was being said, whether they want the lecturer to speak louder, etc.).

In order for attendees to change their status, they must click on the arrow next to the status symbol and select the desired status from the drop-down menu.



An icon of the selected status will appear next to the attendee name in the Attendees window. If the student selects one of the first 4 options (above the line) - for example, raising hand, that status remains next to the name until they decide to delete it with the **Clear Status** option.

If the student selects one of the options below the line (for example, laughter), that status is automatically deleted after a few seconds. A description of all attendees' statuses:

Trajni statusi (traju dok ih korisnik ne poništi)	Privremeni statusi (traju 10 sekundi od postavljanja)
 Raise/Lower Hand – podignuta/spuštena ruka (tražite ili povlačite riječ)	 Speak Louder – govori glasnije (tražite da predavač govori glasnije)
 Agree – slaganje (slažete se sa onim što predavač govori)	 Speak Softer – govori umjereno (tražite da predavač govori umjerenije)
 Disagree – neslaganje (ne slažete se sa govorom predavača)	 Speed Up – ubrzaj (smatrate da predavač sporo obrađuje temu)
 Step Away – odsutnost (ne pratite predavanje)	 Slow Down – uspori (smatrate da predavač prebrzo obrađuje temu)
	 Laughter – smijeh (predavač Vas je nasmijao)
	 Applause – pljesak

Turning on attendee's microphone

The lecturer can grant the attendee permission to turn on the microphone in two ways. The first way is when a student asks for a word.

1. When a student raises his/her hand (*Raise Hand*), the following window pops up on the lecturer's computer in the bottom right corner of the screen if he/she is currently sharing content (presentation, Whiteboard, etc.)



Or in the upper right corner of the screen if nothing is currently shared and the main Adobe Connect window is displayed:



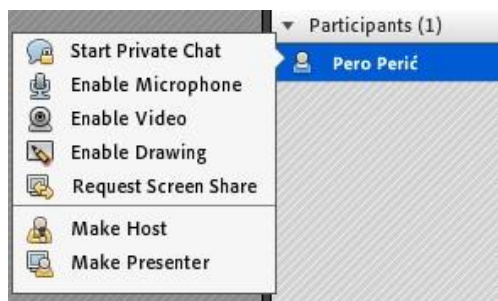
2. By clicking on **Approve**, the lecturer gives the permission to the attendee to use their microphone to communicate with the lecturer and other attendees. A message is displayed to the attendee:



3. By clicking on **Speak Now** the attendee turns on the microphone. The attendee can mute the microphone himself or herself by pressing the microphone button that is now visible to him/her.



Another way to grant permission is by clicking on the attendee name in the Attendees box, opening a drop-down menu and selecting the **Enable Microphone** option.



Note: Remind the students that when they want to communicate, they turn on the microphone and turn it off at times when sounds from their surroundings may disturb other students in following the lectures.

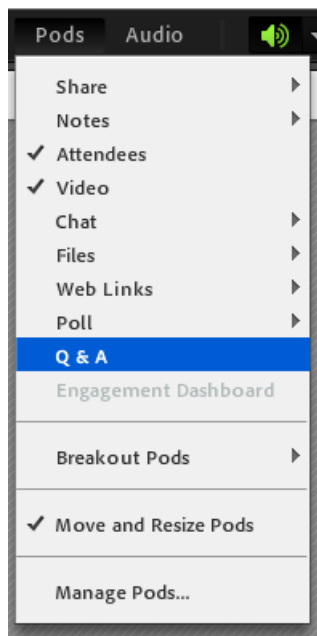
The lecturer can also mute the attendee's microphone by clicking on the attendee's name in the Attendees box and selecting Disable Microphone from the drop-down menu.

ADOBE CONNECT ADVANCED FUNCTIONS

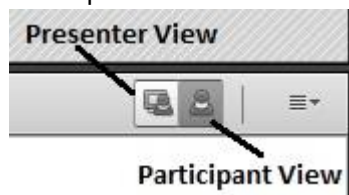
Q&A in Adobe Connect

You can also create different questionnaires or surveys within Adobe Connect system.

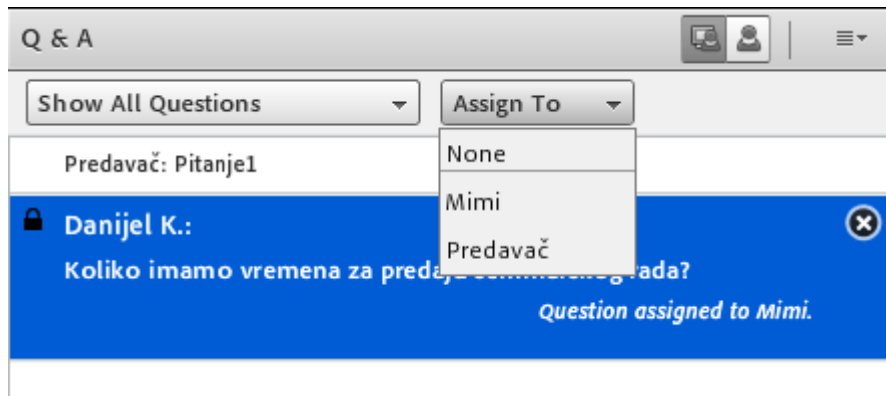
The Q&A questionnaire is located in the main toolbar menu under **Pods**→ **Q & A** option.



Each questionnaire has two possible views: **Presenter View** and **Participant View**.



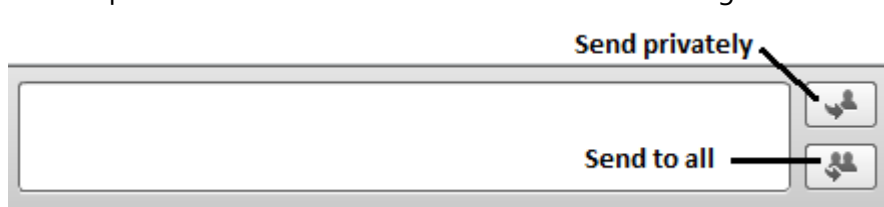
By selecting **Participant View** option, the attendees can ask questions that a lecturer can see in full by clicking on **Presenter View**, and answer them or assign a question to one of the Presenters/Hosts (if there are multiple lecturers or moderators in the class) by clicking **Assign To** and selecting the person to whom they want to assign question.



The lecturer can answer the question in two ways:

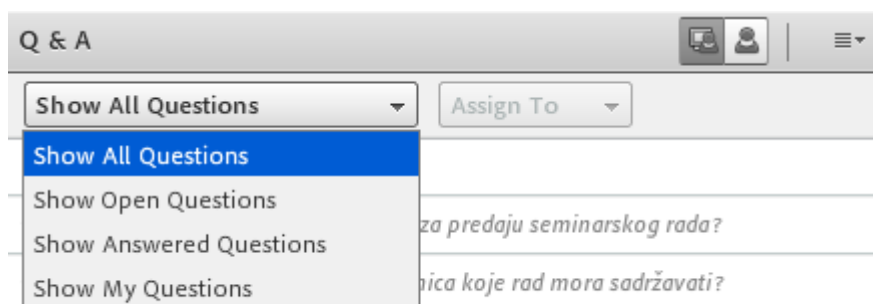
1. Publicly (by selecting **Send to all** option)
2. Only to the person who asked the question (by selecting **Send privately** option)

These options are in the **Presenter View** in the lower right corner of the window.



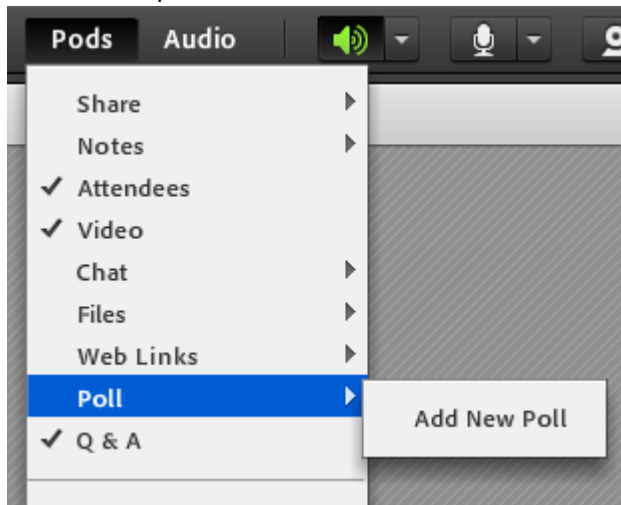
In Presenter View display, the lecturer can sort questions by the following options:

- **Show All Questions** – Standard option, displays all questions
- **Show Open Questions** – Display of all unanswered questions
- **Show Answered Questions** – Display of all answered questions
- **Show My Questions** – Display of questions assigned to a particular lecturer or moderator



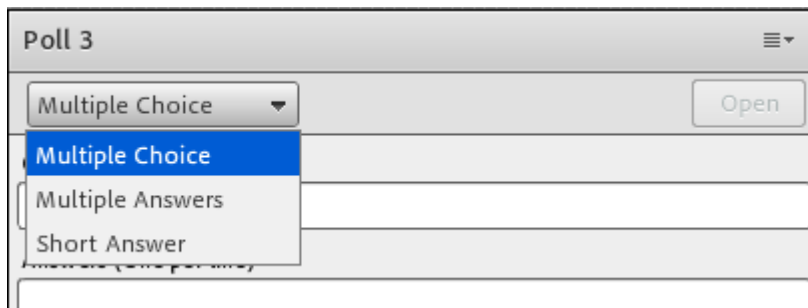
Creating questionnaires (surveys)

From the main menu, select **Pods**→**Poll**→**Add New Poll** to open the window where you will create the questionnaire.



The questionnaire can be:

1. **Multiple Choice** – Choosing one of several offered answers
2. **Multiple Answers** – Multiple choice of offered answers
3. **Short Answers** – A student can write a short answer to a question



Enter a question in the **Question** field, and possible answers in the **Answers** field by entering one possible answer in each row.

If you are satisfied with the input, click **Open** in the upper right corner of the window to create a questionnaire.

Poll 3 ☰

Multiple Choice ▼ Open

Question

Koliko ste zadovoljni načinom izvođenja ovog predavanja?

Answers (One per line)

Vrlo sam zadovoljan/na!
Može i bolje.
Nisam uopće zadovoljan/na.

The attendees will be presented with a questionnaire window where they can answer questions depending on how the questionnaire is structured. Attendees' responses are updated automatically and are only visible to the lecturer, i.e. Host.

Koliko ste zadovoljni načinom izvođenja ovog predav... ☰

View Votes Edit End Poll

Koliko ste zadovoljni načinom izvođenja ovog predavanja?

<input checked="" type="radio"/> Vrlo sam zadovoljan/na!	<div><div></div></div>	80%	(4)
<input type="radio"/> Može i bolje.	<div><div></div></div>	20%	(1)
<input type="radio"/> Nisam uopće zadovoljan/na.	<div><div></div></div>	0%	(0)
<input type="radio"/> No Vote			

☐ Broadcast Results

By clicking on **View Votes**, the lecturer can see how anyone answered the question and the attendees do not see this option and do not know how the other attendees answered the question.

Koliko ste zadovoljni načinom izvođenja ovog predav...		⋮
Back to Poll		Edit End Poll
Attendee	Answer	
Predavač	Vrlo sam zadovoljan/na!	
Ivana M.	Vrlo sam zadovoljan/na!	
Danijel K.	Vrlo sam zadovoljan/na!	
Toni S.	Može i bolje.	
Leonardo D.	Vrlo sam zadovoljan/na!	
Mimi		

Clicking on **Back to Poll** returns you to the display of answers in percentages.

By clicking **Edit**, you can edit the current question and answers, and by clicking **End Poll** you finish the questionnaire and stop the attendees in further answering the question.

By selecting **Broadcast Results** option, you allow students to see only percentages of the answer to the question, but not how anyone answered the question.

Koliko ste zadovoljni načinom izvođenja ovog predav...		⋮
View Votes		Edit Reopen
This Poll is closed for voting. To allow participants to vote, click Reopen		
Koliko ste zadovoljni načinom izvođenja ovog predavanja?		
<input type="radio"/> Vrlo sam zadovoljan/na!	<div><div></div></div> 66.6... (2)	
<input type="radio"/> Može i bolje.	<div><div></div></div> 33.3... (1)	
<input type="radio"/> Nisam uopće zadovoljan/na.	<div><div></div></div> 0% (0)	
<input checked="" type="radio"/> No Vote		
<input checked="" type="checkbox"/> Broadcast Results		

By selecting **Multiple Answers** option when creating a questionnaire, the students can choose one or more answers to a question:

Što biste promijenili u ovom predavanju?

Što biste promijenili u ovom predavanju?

<input checked="" type="checkbox"/> Način komunikacije sa predavačem.	<div><div></div></div>	40%	(2)
<input type="checkbox"/> Izgled sučelja Adobe Connecta.	<div><div></div></div>	20%	(1)
<input checked="" type="checkbox"/> Brzinu kojom predavač priča.	<div><div></div></div>	60%	(3)
<input type="checkbox"/> Ništa, sve mi je ok.	<div><div></div></div>	20%	(1)

By selecting the **Short Answers** option when creating the questionnaire, students can enter a short answer to the question asked (up to 255 characters, including spaces):

Što mislite o temi za seminarski rad?

Što mislite o temi za seminarski rad?

Mislim da je preopširna i da neću imati dovoljno vremena da ju napišim

Send Answer

Answers (0)

If the lecturer has selected the **Broadcast Results** option, all attendees see the answers entered but do not see who wrote them:

Što mislite o temi za seminarski rad?

Što mislite o temi za seminarski rad?

mat i dovoljno vremena da ju napišem u samo dva tjedna.

Answer is submitted.

Answers (4)

Možda malo prezahtjevna, ali ok.

Nije loše.

Sviđa mi se. Jako sam zadovoljan.

Mislim da je preopširna i da neću imati dovoljno vremena da ju napišem u samo dva tjedna.

Only the lecturer and the Host can see how anyone answered the question:

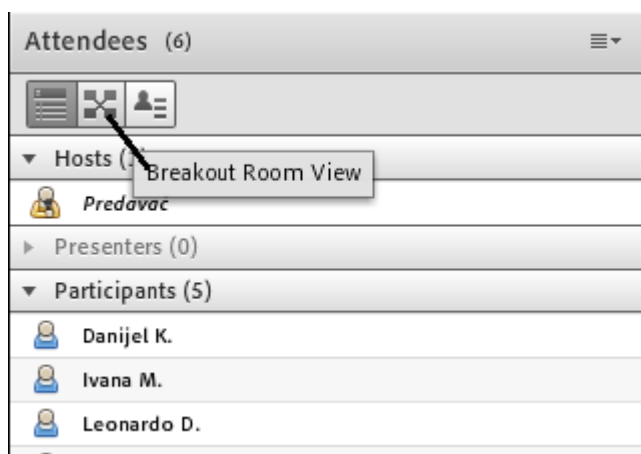
Što mislite o temi za seminarski rad?	
<div> Back to Poll Edit End Poll </div>	
Attendee	Answer
Ivana M.	Možda malo prezahtjevna, ali ok.
Danijel K.	Nije loše.
Toni S.	Sviđa mi se. Jako sam zadovoljan.
Leonardo D.	Mislim da je preopširna i da neću imati dovoljno vremena da ju napišem u samo dva tjedna.
Predavač	
Mimi	

The same questionnaire creation window can be used multiple times, so that you delete the existing question and answers. If you want to save the existing results of the completed questionnaire and ask another question, you will need to create a new questionnaire window.

Breakout Rooms

Adobe Connect has the possibility of creating virtual rooms within an existing Meeting, so that the lecturer can split the students into smaller workgroups. Attendees can thus have a private Meeting inside each virtual room created, which retains all the options available in the main Meeting, such as screen sharing, video, sound, documents, and chat.

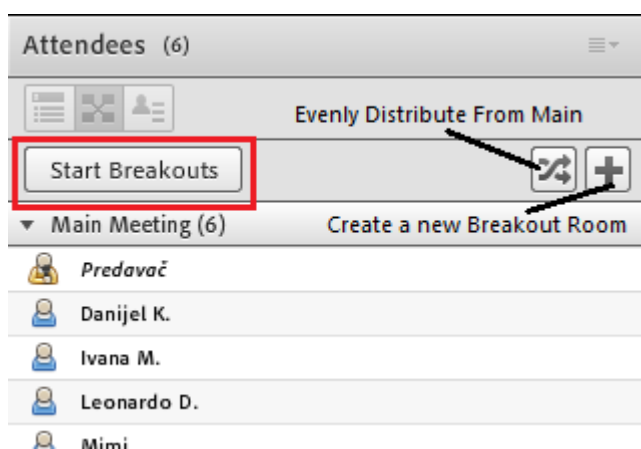
Breakout Rooms are created by selecting the **Breakout Room View** option in the Attendees list box:



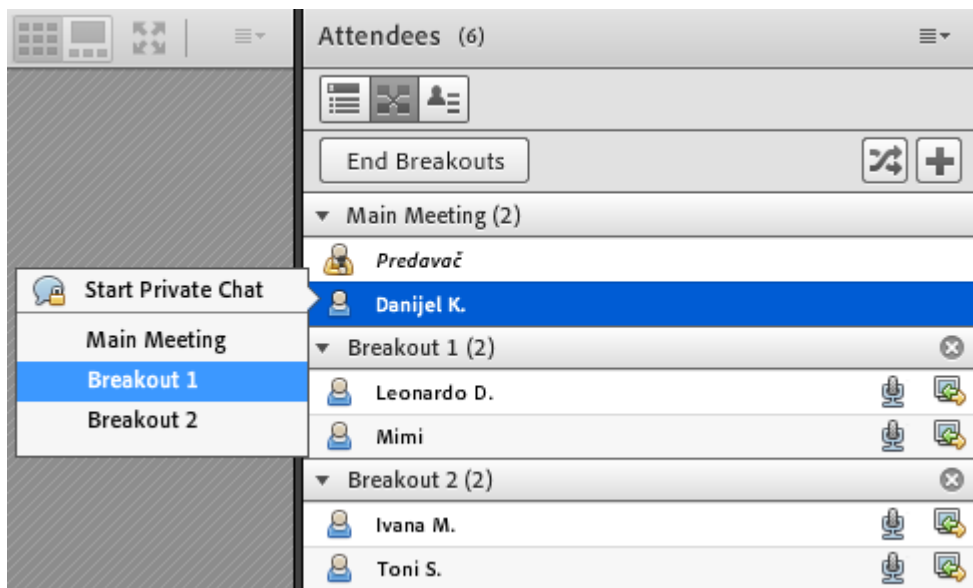
The Host, i.e. the lecturer, starts working in the virtual rooms by clicking the **Start Breakouts** button and then by drag-n-drop the method to add participants to each virtual room.

By clicking the **Evenly Distribute From Main** button, Adobe Connect randomly and evenly distributes all attendees to virtual rooms.

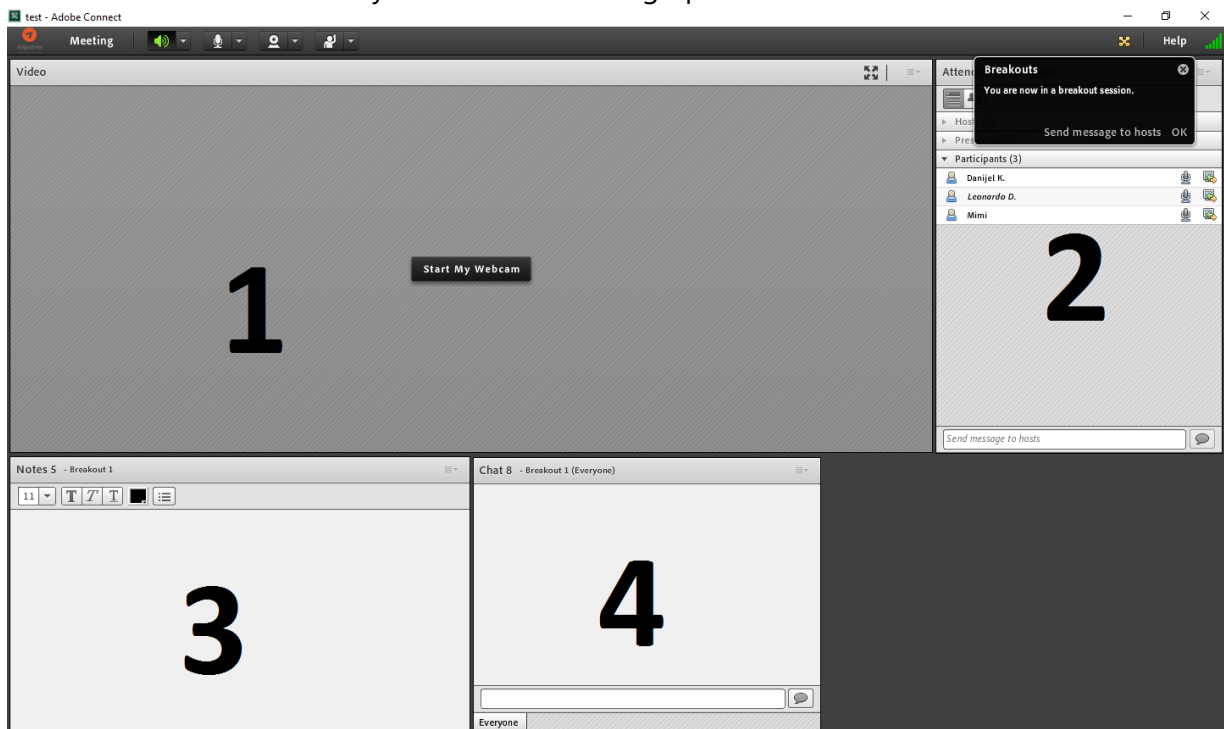
By clicking the **Create a new Breakout Room** button, you can add more virtual rooms, if needed. Maximum number of virtual rooms is 20.



Another way to add or move an attendee from the main Meeting into a virtual room is to have the lecturer click on the name of the participant he or she wants to move to the virtual room and select the name of the room in which he or she wants to place it:

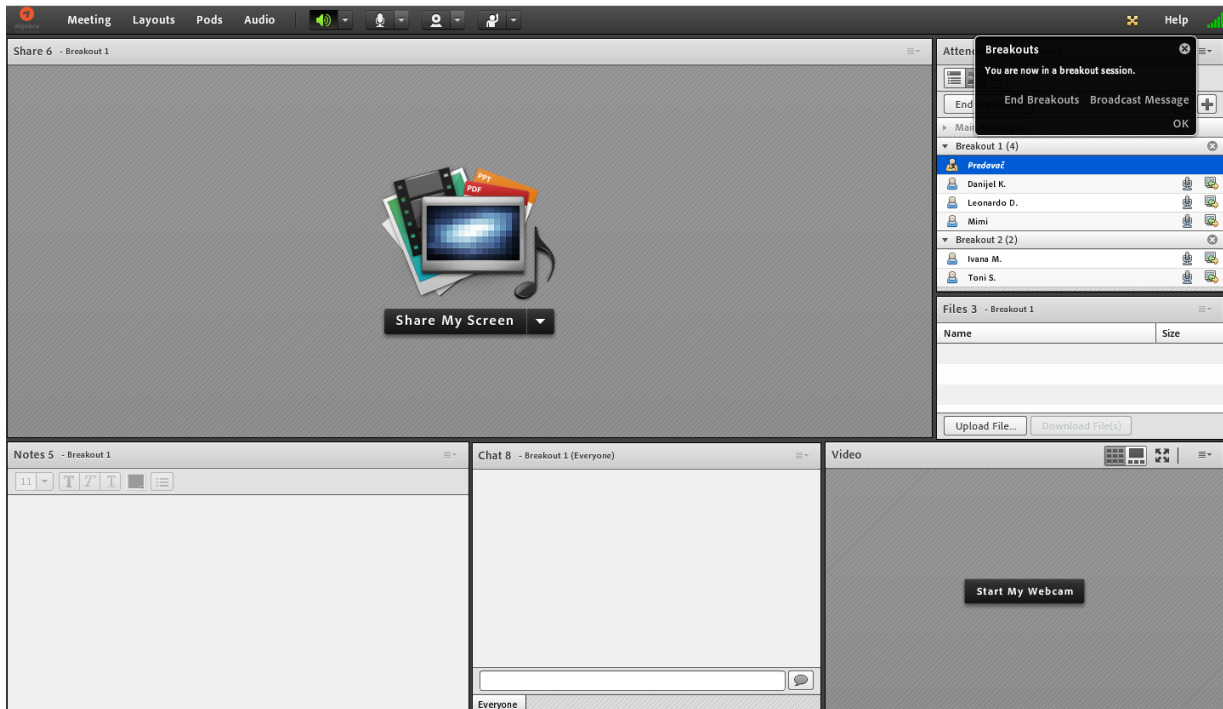


The standard virtual room layout has the following options:

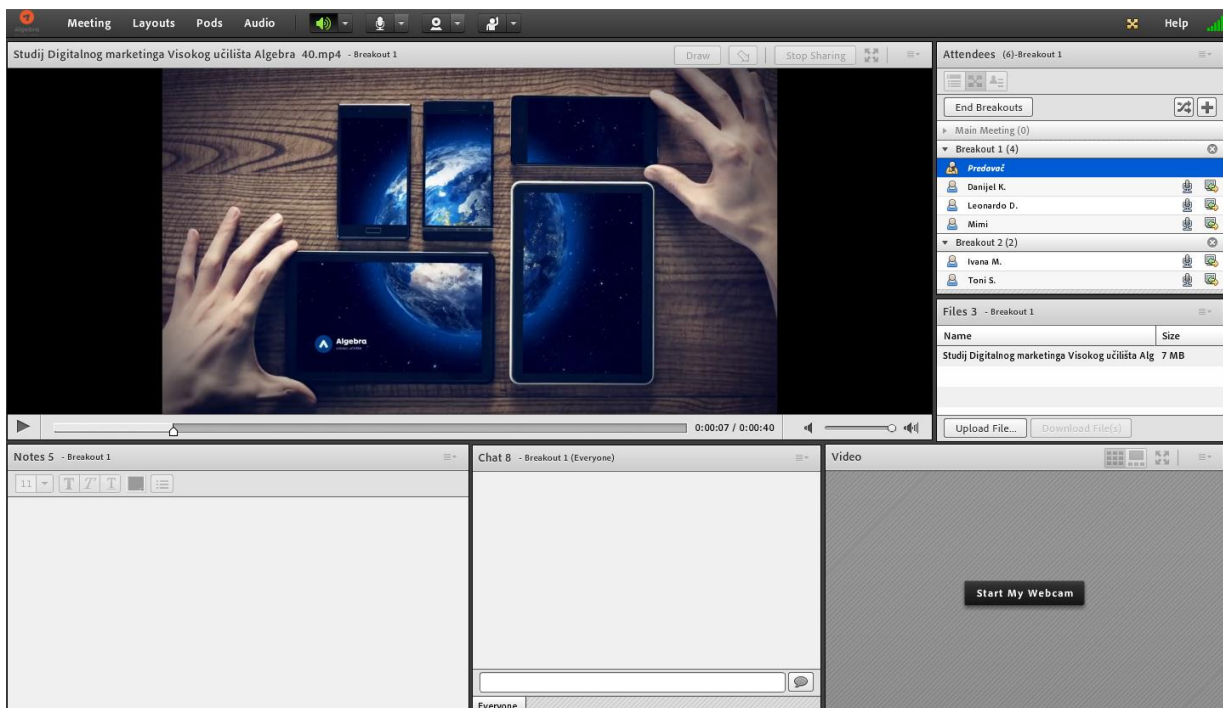


- 1** – Sharing web camera views
- 2** – List of attendees in the virtual room you are in
- 3** – Window for notes that all attendees in the virtual room can edit
- 4** – Window for mutual chat of participants in a virtual room

When entering a virtual room, the lecturer can change the layout of the window by adding a new Pod to share the screen or files and arrange the windows to suit him/her best:



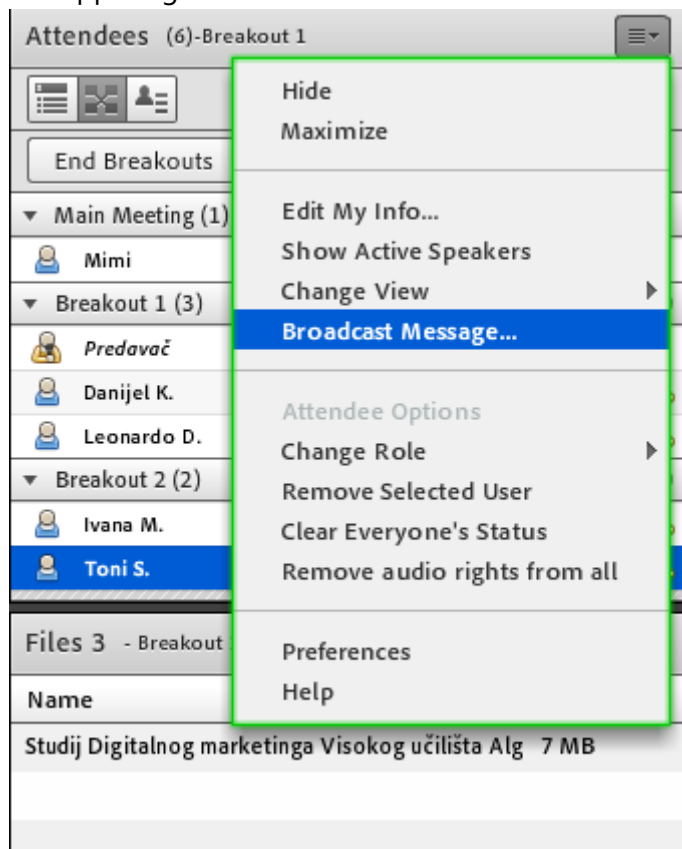
Attendees in a virtual room are automatically granted the rights to use a microphone and camera, and by adding a window to share screens or documents, they can split their screen view that everyone in the same virtual room will see or upload files that everyone in the same virtual room can download. It is also possible to upload a PowerPoint presentation or video that everyone in the same virtual room will be able to see.



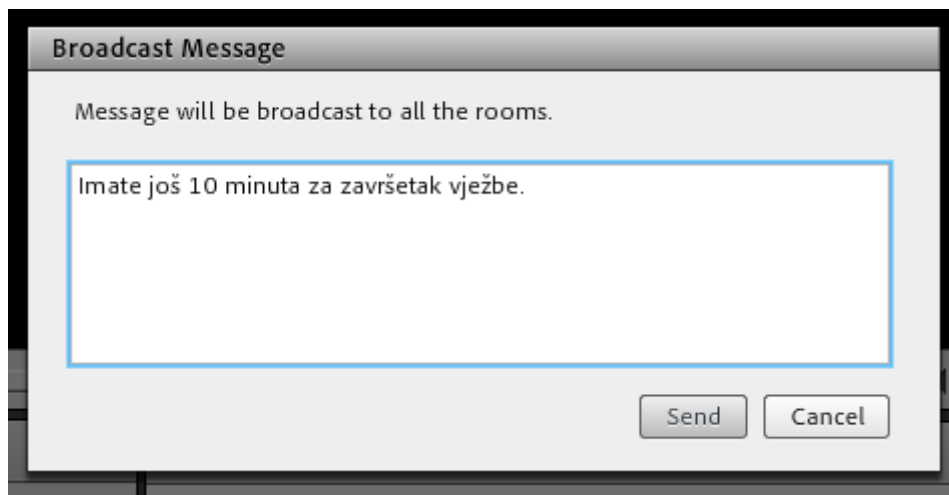
Only the Host, i.e. the lecturer, can move arbitrarily from one virtual room to another to see what the students are currently doing, and the students can only see the contents of the virtual room they are in.

The host can send a broadcast message that all attendees will see, no matter what virtual room they are in (e. g. informing them how much time they still have to complete tasks, pass on essential information related to the task they are doing, if they notice that several attendees have the same question so he/she wants to answer everyone, etc.).

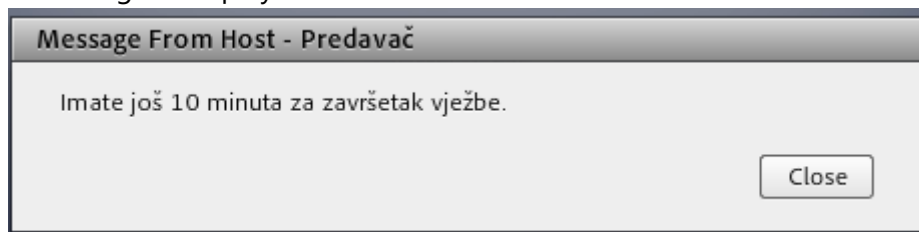
The broadcast message is sent by selecting the **Broadcast Message...** option in the menu at the upper right corner with the list of attendees.



After that, a message window opens and you can send it by clicking the **Send** button:

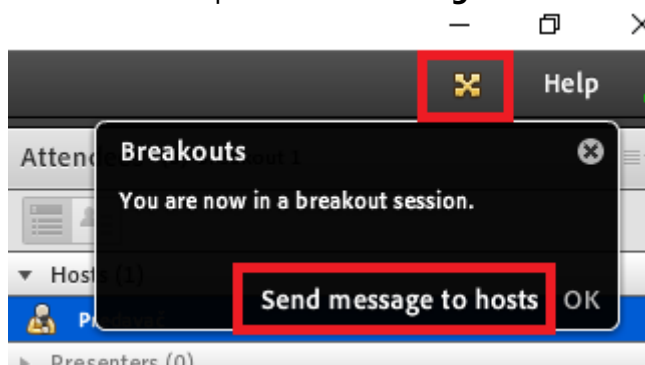


A message is displayed to the attendees see in the main window of the virtual room:

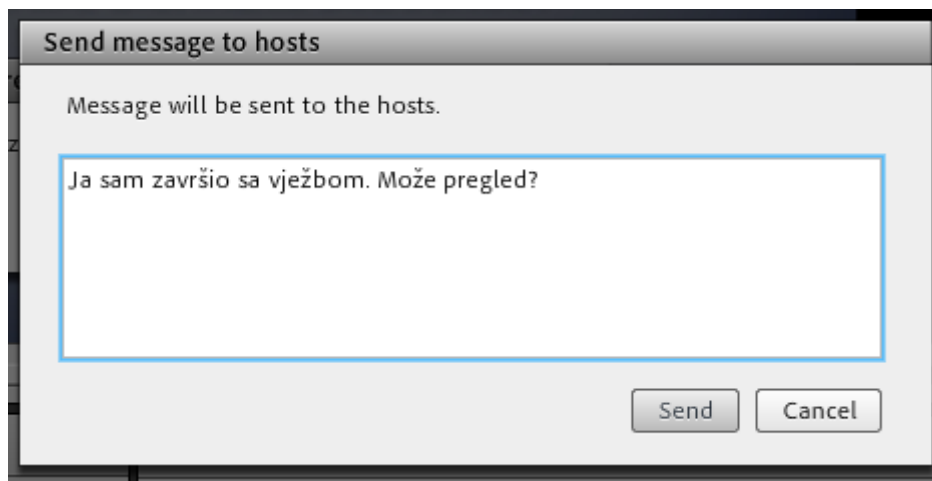


Attendees can send a message to the Host, for example, to inform the lecturer that they are done with the assignment, or to request assistance if the lecturer is not currently present in their virtual room.

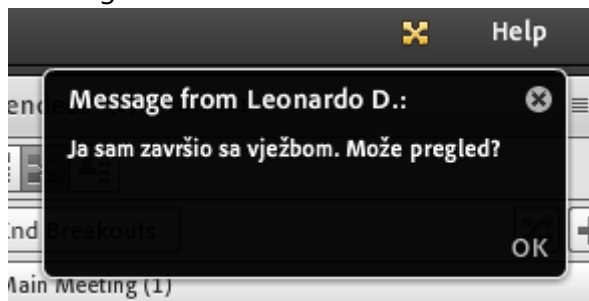
They need to click the button in the upper right corner of the main window of the virtual room and select the option **Send message to hosts**



After that, a window opens in which they can write the message and send it by clicking the **Send** button.

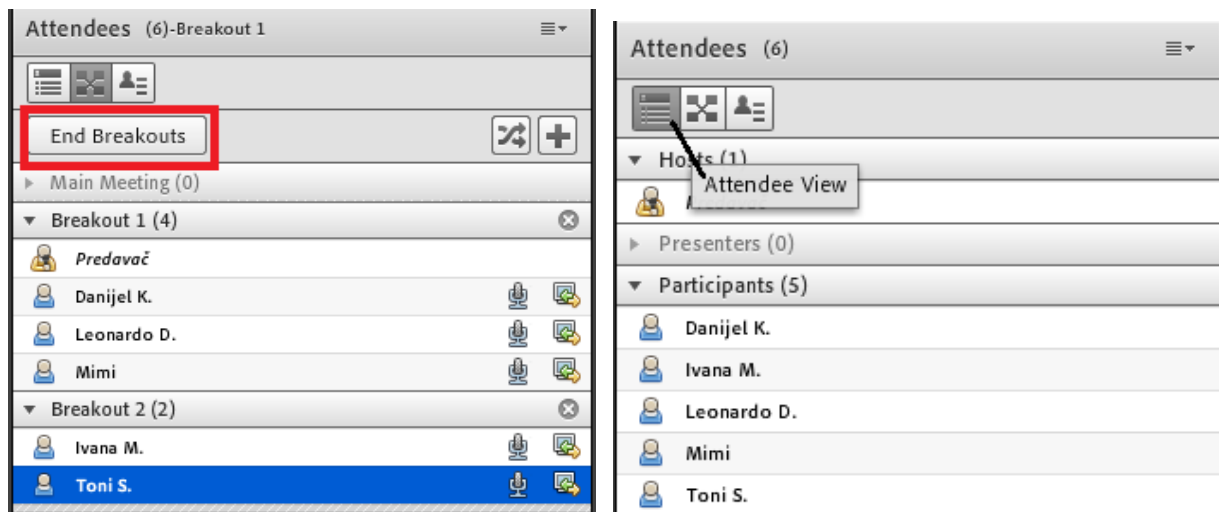


A message is displayed to the host and the lecturer in the upper right corner of the main Meeting window:



NOTE: The contents of virtual rooms cannot be recorded. Only content in the Meeting main window is recorded.

To complete the Breakout Rooms layout, you need to click on the **End Breakouts** button whereby the virtual rooms close and all attendees automatically return to the main Meeting window (status can be seen by clicking the **Attendee View** option in the upper left corner of the window with the attendee list). In the **Breakout Room View** layout, all attendees are still divided into the virtual rooms they were in, and it is possible to resume group division into virtual rooms by clicking Start Breakouts as at the beginning of creating virtual rooms.



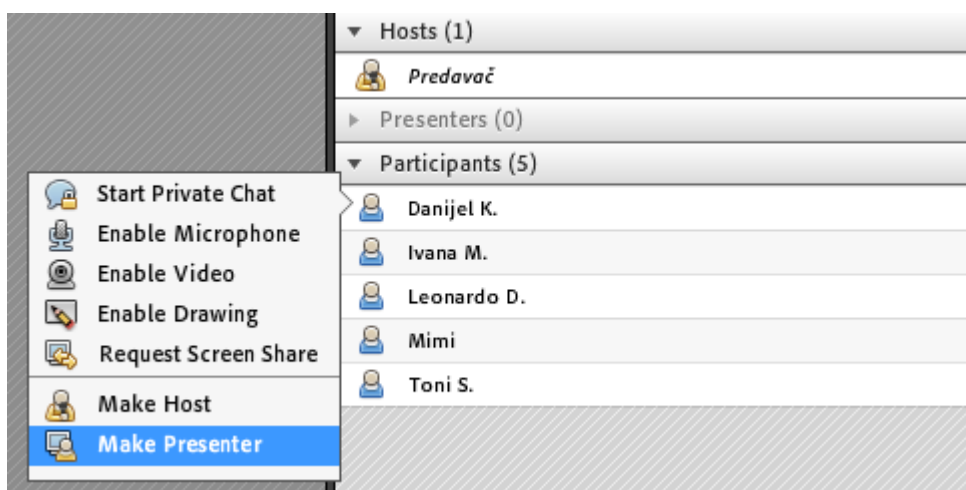
Restarting the same virtual rooms also opens the settings previously set in them.

Assigning rights to participants


If necessary, the Host may, grant the Participants rights, that is, change the Participant role to the Presenter role.

This can be done by drag-n-drop method, by dragging a participant with a mouse into one of two categories: **Presenters** or back to **Participants**.



Alternatively, by clicking on the participant you want to change the rights to, in the menu that opens select the **Make Presenter** or **Make Participant** option (if someone is already a Presenter).



Each category of assigned rights has specific possibilities:

1. **Host**  - can change the appearance of the Meeting window; invite new attendees to the meeting; add content to the Library; share files and other content; start and stop recording Meeting; create smaller virtual rooms (Breakout Rooms) within the main Meeting and manage their settings; change roles and rights to attendees, presenters, and other Hosts; grant rights to use audio and video options; and they have all the options that Presenter or Participant have.

NOTE: This option is only allowed to lecturers and moderators. Attendees should not be assigned this category as they may affect changes to the virtual room that can cause various technical issues, close the Meeting, exclude portions of content in the virtual room, etc.

2. **Presenter**  - can share content previously loaded by Host into Meeting content (format files: PPT, PPTX, SWF, JPEG, PDF, MP3, MP4 and FLV); share the contents of their screen using the **Share My Screen** option; participate in the Meeting via audio and video broadcast option. They can download and upload files to the File Pod window if the Host has previously created one.
3. **Participant (Registered)**  - registered attendees who have a username and password to access Adobe Connect can view content shared by Host or Presenter, hear their audio transmission, and see a web camera view if the view is shared. They can participate in the Meeting via chat, and if the Host grants them rights to use audio and/or video options, they can use them. They can download files shared in the Files Pod window, but cannot load anything into it.

Finishing the lecture

At the end of the lecture, the ALGEBRA Host closes the Adobe Connect Meeting Room.


The lecturer exits the virtual classroom by selecting **Meeting→Exit Adobe Connect** from the main menu, or simply clicking the X in the upper right corner of the Adobe Connect window and closing the classroom, then logging out of the main window in which they logged into Adobe Connect.

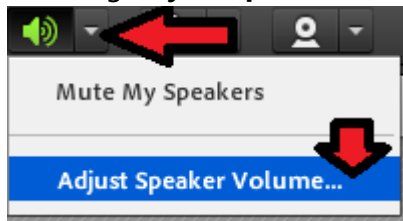
Possible technical problems

Before the start of each lecture, all technical equipment should be timely in the room and tested, and any problems reported to technical support staff.

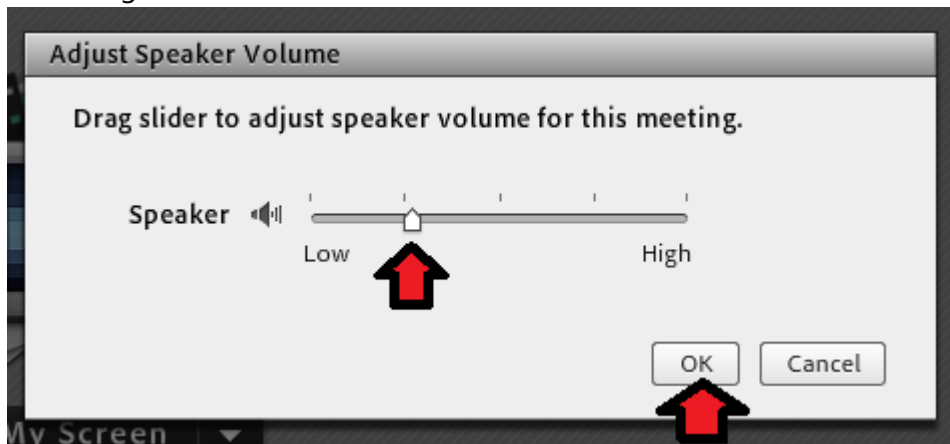
If the students have reported that they cannot hear you while you are talking, first check that these headphones are properly connected to the computer, that all sound settings in the OS are correctly set, and that the device you are currently using is selected as the default communication device.

You should also check that the **Mute** button is not pressed anywhere on the headset.

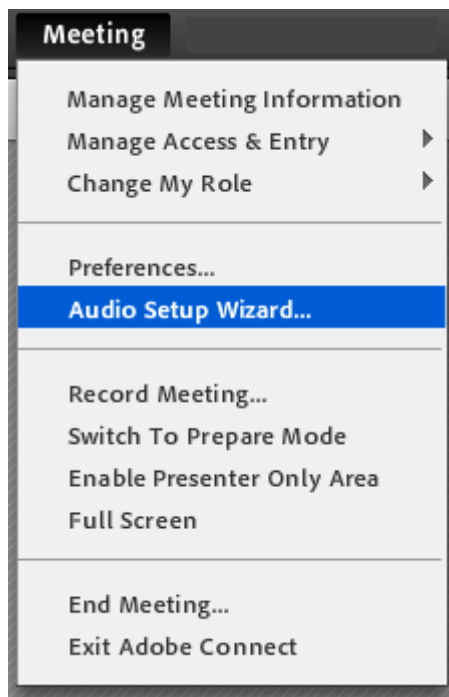
If the OS sound volume is good and attendees still can't hear anything, make sure the speaker icon is green in Adobe Connect  (if not, click on it). If necessary, you can also turn up the volume in Adobe Connect by clicking the arrow next to the speaker thumbnail and selecting **Adjust Speaker Volume...**



A window opens where you can increase or decrease the speaker volume (depending on need) by sliding the slider to the left or right and when you are satisfied, click **OK** to confirm the change:



If the students still cannot hear anything in the upper left corner of the Adobe Connect main window select **Meeting→Audio Setup Wizard...** and follow the instructions in the Audio Settings wizard:



If none of the above helped and the attendees still cannot hear you, close all your browser windows and then log back into Adobe Connect system.

During the course of the lecture, you always have the technical support you can contact by phone or private chat to help you solve technical problems so you can continue the lecture without interruption.

Reporting technical problems

Any problem with the work of IT equipment in the online cabinet must be reported to helpdesk@algebra.hr so that one of the technicians can solve the problem as soon as possible.