

## ADOBE CONNECT PRO FACULTY GUIDE

<b>Understand Meeting Basics</b> .....	<b>4</b>
• <b>INSIDE A MEETING ROOM</b> .....	<b>4</b>
• <b>MEETING ROLES AND PERMISSIONS</b> .....	<b>5</b>
<b>Create and attend meetings</b> .....	<b>6</b>
<b>CREATE A MEETING (MEETING HOSTS ONLY)</b> .....	<b>6</b>
<b>Steps to create a meeting:</b> .....	<b>6</b>
• <b>START A MEETING</b> .....	<b>7</b>
• <b>SET MEETING ROOM BANDWIDTH</b> .....	<b>8</b>
• <b>INVITE ATTENDEES AND GRANT OR DENY ACCESS</b> .....	<b>8</b>
• <b>WORK WITH PODS</b> .....	<b>8</b>
• <b>PLACE A MEETING ON HOLD OR END A MEETING</b> .....	<b>9</b>
<b>Share content during a meeting</b> .....	<b>11</b>
• <b>SHARE YOUR SCREEN OR CONTROL OF YOUR SCREEN</b> .....	<b>11</b>
• <b>SHARE CONTENT IN THE SHARE POD</b> .....	<b>12</b>
• <b>SHARE PRESENTATIONS IN THE SHARE POD</b> .....	<b>12</b>
• <b>SHARE A DOCUMENT</b> .....	<b>13</b>
• <b>SHARE A WHITEBOARD</b> .....	<b>13</b>
• <b>UPLOAD AND MANAGE FILES USING THE FILE SHARE POD</b> .....	<b>15</b>
• <b>DISPLAY WEB PAGES TO ATTENDEES</b> .....	<b>16</b>

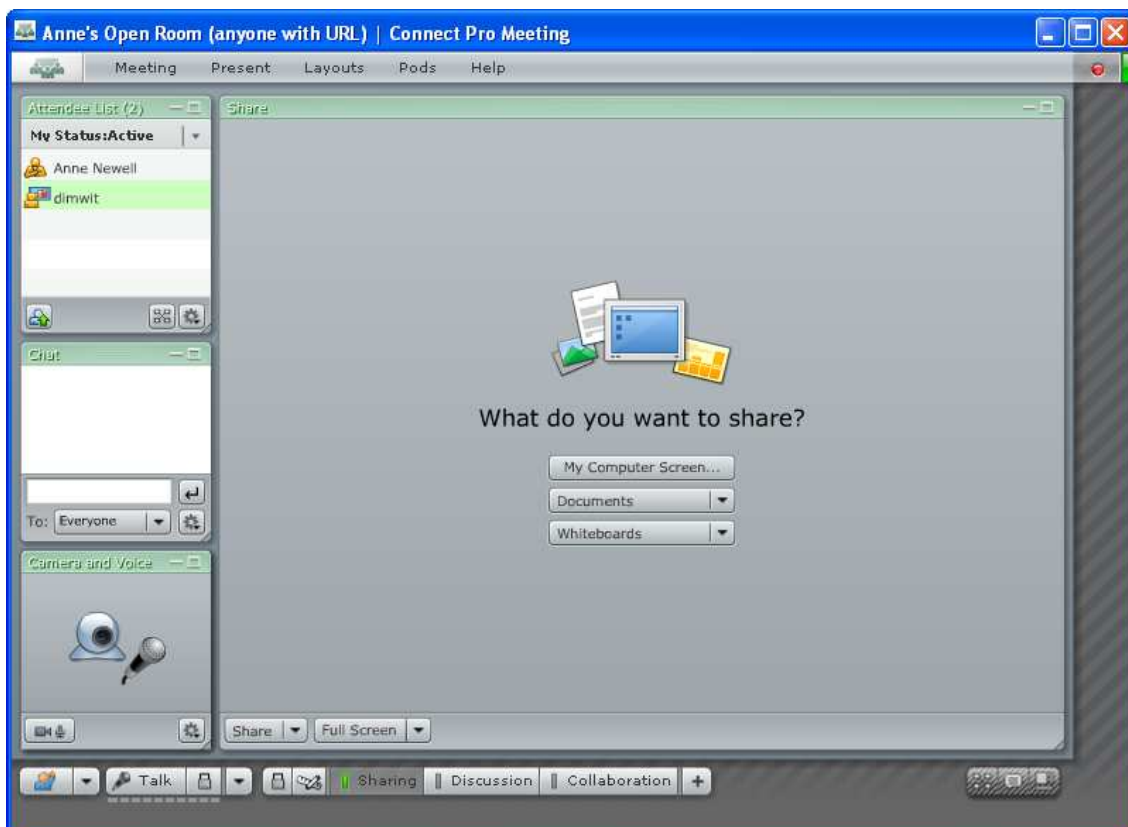
- **TAKING NOTES IN A MEETING .....16**
- **CHAT AND Q&A IN MEETINGS.....17**
- **POLLING ATTENDEES .....20**
- **CREATING AND MANAGING BREAKOUT ROOMS .....20**
- Manage attendees.....24**
- **COMMUNICATE WITH ATTENDEES USING THE ATTENDEE LIST POD.....24**
- **CHANGE ATTENDEE STATUS.....24**
- **VIEW ATTENDEES CONNECTION STATUS .....24**
- **VIEW OR CHANGE AN ATTENDEE’S ROLE .....25**
- **REMOVE AN ATTENDEE FROM A MEETING.....25**
- **ASSIGN ENHANCED PARTICIPANT RIGHTS.....26**
- Record and play back meetings .....27**
- **RECORD A MEETING.....27**
- **EDITING MEETING RECORDINGS .....27**
- **EDIT A RECORDED MEETING .....27**
- **ABOUT OFFLINE RECORDINGS .....28**
- **CREATE AN OFFLINE RECORDING .....28**
- **PLAY BACK A RECORDED MEETING .....29**
- **NAVIGATE RECORDED MEETINGS.....30**
- **MANAGING RECORDED MEETINGS.....30**

<b>Broadcast audio and video .....</b>	<b>31</b>
• <b>AUDIO AND VIDEO BROADCAST CAPABILITIES AND ROLES .....</b>	<b>31</b>
• <b>SET UP AUDIO BROADCASTING .....</b>	<b>31</b>
• <b>SET UP VIDEO BROADCASTING .....</b>	<b>31</b>
• <b>CONTROL YOUR VIDEO AND AUDIO BROADCAST .....</b>	<b>31</b>
• <b>ASSIGNING CAMERA AND VOICE RIGHTS TOGETHER.....</b>	<b>32</b>
• <b>GRANTING VOICE RIGHTS TO ATTENDEES .....</b>	<b>32</b>
• <b>SPECIFY VIDEO BROADCAST SETTINGS FOR ALL ATTENDEES .....</b>	<b>33</b>
• <b>CHANGE THE ASPECT RATIO OF VIDEOS .....</b>	<b>33</b>
• <b>ENABLE PARTICIPANTS TO BROADCAST AUDIO AND VIDEO.....</b>	<b>33</b>
• <b>STOP AN ATTENDEE FROM BROADCASTING .....</b>	<b>33</b>
• <b>SELECT WHICH BROADCASTS YOU RECEIVE .....</b>	<b>34</b>
<b>Manage content .....</b>	<b>35</b>
• <b>WORKING WITH LIBRARY FILES AND FOLDERS.....</b>	<b>35</b>
• <b>WORKING WITH CONTENT IN THE CONTENT LIBRARY.....</b>	<b>36</b>

## Understand Meeting Basics

- **INSIDE A MEETING ROOM**

- Content is displayed in *Pods*, which are windows that contain various types of information and media.
  - Pod types:
    - Share
    - Attendee list
    - Camera and voice
    - Chat
    - Note
    - Poll
    - File share
    - Web links
    - Q&A
- Hosts can send attendees from main meeting rooms to breakout rooms to collaborate in small groups (5 breakout rooms max)
- The *Presenter Only* area is a display area visible to hosts and presenters (not attendees).
  - Use *Presenter Only* area to prepare content to be shared or to view confidential content that is not shared with attendees
- Menu bar contains several menus:
  - A host sees Meeting \* Present \* Layouts \* Pods\* Help menus
  - A presenter or participant sees Meeting \* Help menus only
- In right corner of menu bar, the colored bar indicates connection status of the meeting room
  - Messages and warnings also appear in this corner
- A red circle in the menu bar indicates that the host is recording the meeting
- The layout navigation bar at the bottom of the meeting room window is visible only to hosts



- **MEETING ROLES AND PERMISSIONS**

- **Hosts can:**

- Set up a meeting
- Invite guests
- Add content to the library
- Share content
- Add or edit layouts in a meeting room
- Promote other participants to meeting room host or presenter or give enhanced permissions to participant without promoting the participant
- Create and manage small group breakout rooms within a meeting
- Perform all tasks that a presenter or participant can

- **Presenters can:**

- Share content already loaded into the meeting room from the library
- Share content from their computer, including PPT files, Flash (SWF) files, images and FLV files
- Share their screen with all attendees
- Use text chat
- Broadcast live audio and video

- **Participants can:**

- View the content that the presenter is sharing
- Hear and see the presenter's audio and video broadcast
- Use text chat

## Create and attend meetings

### CREATE A MEETING (MEETING HOSTS ONLY)

- You can create a personal meeting room that you return to for your own use, and leave persistent content in the meeting

### Steps to create a meeting:

(NOTE: Meeting rooms for pilot courses and services will be set up and populated in advance by University College staff.)

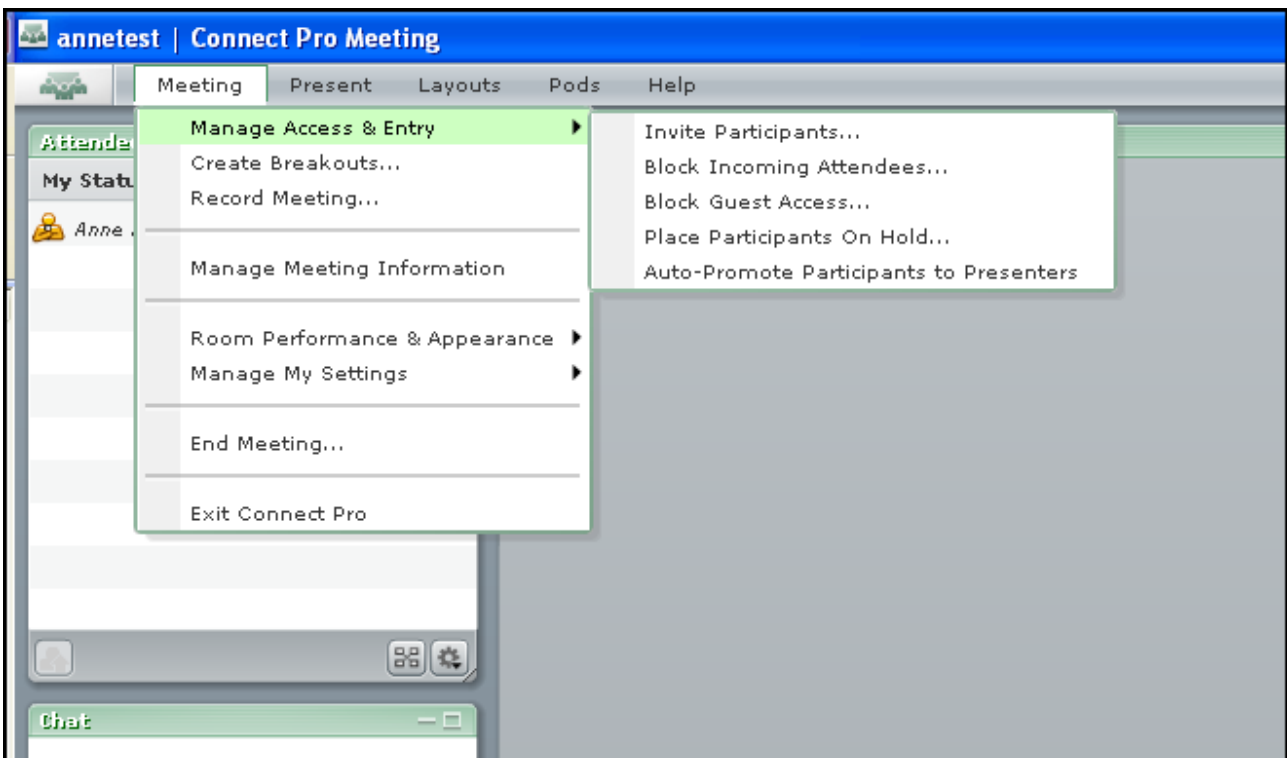
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1. Log into connect.maine.edu with your UMS id and password
2. Find the Create New menu bar > click Meeting



3. Enter details about the meeting
  - Name, custom URL, summary, date, duration, language, and access restrictions.
    - Name and language are required.
    - If you do not specify a custom URL, a generic system one will be created
    - You cannot edit the URL after meeting has been created
    - Set the start time of the meeting far enough in the future that the meeting room will be available whenever you need it (for example, set the start time to 2010)
    - Audio settings should be "Do not include any audio conference with this meeting."
4. Select meeting participants
  - Use Available Users and Groups list to add participants
  - Search for participants by name and expand groups by double clicking to select individuals in the group. Highlight the name and click Add.
  - Once added to the Participant List, you may wish to assign roles by selecting participant name and clicking Permissions from the bottom of the current participants list
  - Exit or proceed to the final step of sending invitations
5. Send Invitations
  - If meeting is open to **registered users only or registered users and accepted guests:**
    1. Select Send Invitations

2. Select a group to invite from To: dropdown
  3. Edit the text that appears in the email
  4. Optionally include a Microsoft Outlook Calendar appointment
    - NOTE: you must send a separate email to users not in the Connect system
- If meeting is open to **anyone**:
    1. Click Send E-Mail Invitations
    2. Your email application opens
    3. Add invitees to the To: field (distribution list) of your email message
    4. Edit the text that appears in the email
- **START A MEETING**
    - Enter a meeting room by one of the following methods:
      - From the Home page in connect.maine.edu, click My Meetings and click the Open button for the desired meeting
      - Click the meeting URL in the email invitation you received. Type your UMS id and password, and then click Enter Room
      - Enter the meeting URL in your browser. Type your UMS id and password, and then click Enter Room
    - When you have entered the meeting room, you can perform tasks to set up the meeting, such as accepting or declining requests to join the meeting, rearranging pods, preparing share pods, and typing in notes
    - Meetings can be spontaneous or prearranged
      - You could log into your meeting room and invite others via email:
        1. Meeting > Manage Access & Entry > Invite Participants...



## 2. Compose email and send

### • SET MEETING ROOM BANDWIDTH

- Host sets meeting room bandwidth to determine the speed (kilobits/second) at which data from the meeting is sent to attendees.
  - Room bandwidth should match the connection speed used by attendees
  - If attendees are using a variety of connection speeds, choose the lowest speed that attendees may be using
    - E.g. if some attendees are using modems, choose Modems for room bandwidth so that all attendees have a good connection and client computers are not overloaded
- 1. In a meeting room, select Meeting > Room Performance And Appearance > Optimize Room Bandwidth
- 2. Select Modem, DSL/Cable or LAN

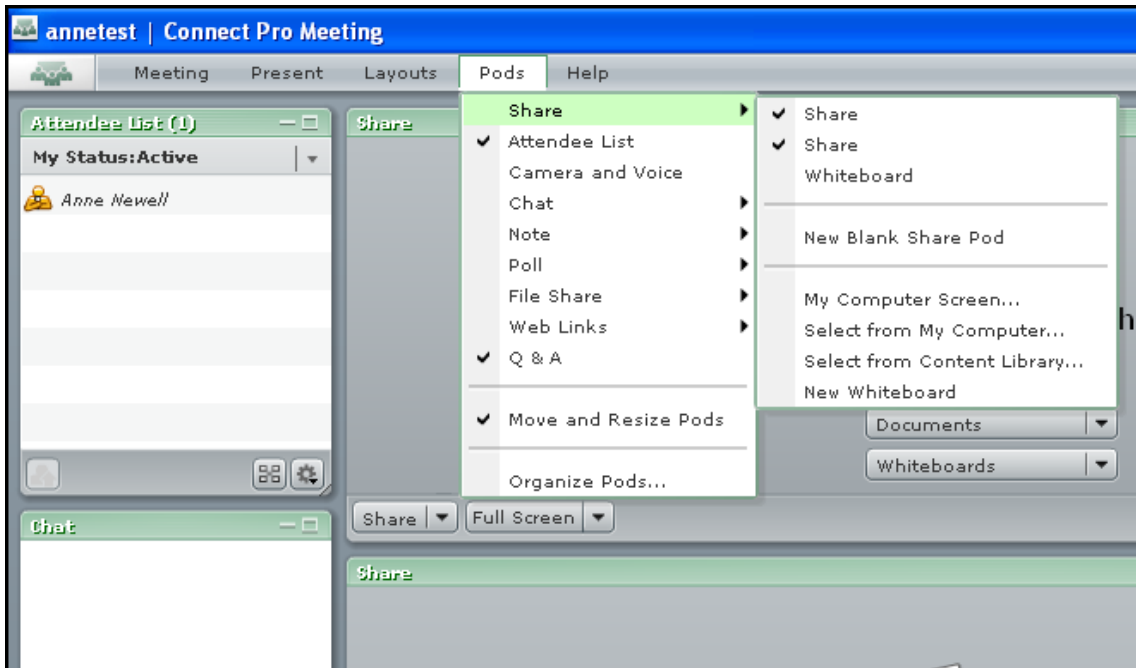
### • INVITE ATTENDEES AND GRANT OR DENY ACCESS

- While in meeting room, hosts can invite people to attend a meeting
  - Meeting > Manage Access & Entry > Invite Participants...
- A host can choose to block access to a meeting, and allow or disallow requests to enter a blocked meeting
  - To block incoming attendees: Meeting > Manage Access & Entry > Block Incoming Attendees...
  - To allow incoming attendees to request entry to the meeting, select Incoming Attendees Can Request Entry; otherwise, deselect this option to disallow requests to enter the meeting
  - (Optional) Edit the message for incoming attendees. Select Save Message to save the message for future use.
  - Click OK



### • WORK WITH PODS

- Hosts can show and hide, add, delete, rearrange, and organize pods.
- More than one instance of a pod (except Attendee List and Camera And Voice pods) can be displayed in a meeting at the same time.
- Show or hide a pod:
  1. In menu bar, select Pods and select the name of the pod to show.
  2. A check mark appears next to the name of pods that are currently visible in the meeting
  3. To hide a pod, select the pod name again, or click the Hide button (the minus sign) on the right side of the pod title bar

NOTE: If multiple instances of pod types, show or hide a specific instance of the pod by selecting the instance name from the pod submenu



- Add a pod:
  1. In menu bar, select Pods and select the name of a pod
  2. From the pod submenu, select New [pod name] Pod
- Move and resize pods:
  1. In the menu bar, select Pods > Move And Resize
    - A check mark appears next to the option when it is selected
  2. To move a pod, drag it by its title bar
  3. To resize a pod, drag the lower-right corner
- Display a pod at full screen size:
  1. At the right side of the pod title bar, click the Maximize Pod button (the screen icon).
  2. To restore the pod to its original size, click the button again.
- Organize pods:
  1. In the menu bar, select Pods > Organize Pods
  2. Do one of the following:
    - To delete pods, select the pods in the pane on the left and click Delete
    - To rename a pod, select the pod in the pane on the left and click Rename.
      - Enter a new name in the Rename Pod dialog box and click OK.
    - To locate all unused pods, click Select Unused.
      - Any unused pods are highlighted in the list on the left.
      - Click Delete if you want to remove the unused pods.
  3. Click Done.
- **PLACE A MEETING ON HOLD OR END A MEETING**
  - A host can place participants on hold to block access to meeting room temporarily

- Hosts and presenters are still able to enter a meeting room and perform activities while participants are on hold
- A Stop Meeting icon  appears at the right of the menu bar when a meeting is on hold
- A host can remove everyone from a meeting and end the meeting to deny everyone access to the meeting room (including hosts, presents and participants).
- A button for restarting the meeting appears to hosts
- A notification window tells the host how many attendees are waiting to enter the meeting room
- Attendees who log into a meeting that is on hold automatically enter when the meeting resumes
- Hosts can send On Hold or Meeting Ended messages to inform attendees of the meeting status
- Place participants on hold:
  1. In the menu bar, select Meeting > Manage Access And Entry > Place Participants On Hold
  2. Revise the Message For Participants if you want, and click OK to place the meeting on hold and display the message to participants
- End a meeting:
  1. In the menu bar, select Meeting > End Meeting
  2. Revise the message if you want, and click OK to end the meeting and display the message to participants
- Compose an On Hold or End Meeting message:
  - You can write an On Hold or End Meeting message without interrupting the meeting. This allows you to write the message during the meeting and send it at the appropriate time.
    1. In the menu bar, select Meeting > Manage Access And Entry > Place Participants on Hold
    2. Revise the message in the message box
    3. Click Save Message to save the message for future use and return to the meeting
- Restart a meeting that is on hold or ended:
  - In the upper -right corner of the meeting room, hover over the hold meeting icon  and in the notification window click Start Meeting

## Share content during a meeting

- **SHARE YOUR SCREEN OR CONTROL OF YOUR SCREEN**

- Hosts and presenters (and participants who have been given rights) use the Share pod to display content to attendees, such as:
  - Selected items on your computer screen (best when displaying computer applications and working on shared documents with others)
  - A document (uses less bandwidth than sharing your screen; best for displaying Powerpoint presentations or other documents on your computer or in the Content Library)
  - A whiteboard
- When sharing anything on your computer screen, actions you take in the shared region are visible to all participants
- The region or regions that you share must be visible on your desktop to be visible in the Share pod to other participants;
- Overlapping windows on the desktop appear as a blue crosshatched pattern in the Share pod.
- Share your computer screen (bandwidth intensive)
  1. With a blank Share pod open in a meeting, do one of the following:
    - a. Click the My Computer Screen button in the middle of a blank Share pod
  2. Click the Share button on the Share pod control strip, and select My Computer Screen from the pop-up menu
  3. In the Start Screen Sharing window, select
    - Desktop, to share your entire desktop OR
      - If you have more than one monitor connected to your computer, a desktop appears for each monitor – choose the desktop you want to share.
    - Windows to share one or more windows that are open on your computer OR
    - Applications to share an application and all its related windows that are open on your computer
  4. Click the Share button at the bottom of the Start Sharing window to begin sharing
- Share control of your screen with another presenter:
  - While screen sharing, you can pass control of the shared desktop, window or application to another presenter. The presenter must request control before you hand over your shared screen to them
    1. Start sharing your computer screen in a meeting
    2. When another presenter requests control of your screen (by clicking the Request Control button on the Share pod control strip), you see a request message in the upper-right corner of the meeting room window.
    3. Click Accept to grant control or Decline to deny control of your screen to the participant
- Request control of a shared screen from another presenter:
  - Hosts and presenters can request control of another attendees screen, but the request must be granted by the attendee; control cannot be taken without permission
  - In the Attendee List pod, hover your mouse over the name of the attendee whose screen you want to control and from the pop-up menu, select Request Screen Share
    - The request will either be accepted or denied

- Click the Release Control button on the Share pod control strip (or in the notification window) to return control of the shared screen to the original presenter.
  - Preview your shared screen in the meeting room:
    - When sharing an application, window or desktop on your computer, you can select the Preview option to show the same view that participants see in their Share pod.
      - Click the Pod Options button of the Share pod (lower right) and click Preview In Pod While Screen Sharing
- **SHARE CONTENT IN THE SHARE POD**
  - Change the content displayed in the Share pod:
    1. Click the Share button on the Share pod control strip
    2. Select My Computer Screen, Documents or Whiteboards and, for Documents and Whiteboards, select the item you want to share from the submenu
  - Display and enable the Full screen mode:
    - To display the Share pod at full screen size, click the Full Screen button in the Share pod control strip. Click the button again to return to normal display size.
    - To change the attendees' Share pod display size when you change your own, click the triangle next to the Full Screen button and select Enable Full Screen Toggle For Participants. (When this option is turned off, attendees control the size of their own Share pods.)
  - Display changes in the presenter's Share pod to all participants:
    - Click the triangle next to the Full Screen button and select Presenter's Changes Affect Everybody from the submenu
  - Turn off sharing but keep the Share pod open:
    - Click Stop Sharing on the Share pod control strip
  - Redisplay Share pod content that was closed:
    - Select Share > Documents or Share > Whiteboard from the control strip at the bottom of the Share pod, and select the shared document or whiteboard by name from the submenu  
OR
    - Select Pods > Share and select the Share pod by name from the submenu
- **SHARE PRESENTATIONS IN THE SHARE POD**
  - For hosts and presenters who share a presentation in the Share pod, special controls are available for navigating and displaying the presentation. A presentation layout has the following areas:
    - Presentation: the main part of the window, which displays the presentation slides
    - Presentation sidebar: an area to the right side of the browser window that shows the name of the presentation, presenter information, and the Outline, Thumb, Notes and Search tabs
      - If you cannot see the sidebar, click Show/Hide Sidebar in the Presentation toolbar
    - Presentation toolbar: a control bar at the bottom of the presentation that gives you control over the presentation playback, audio, attachments and screen size
      - Visible to hosts only, unless a host chooses to display it to the participants
  - Presentation sidebar options:
    - Use the presentation Outline tab

- Use the Presentation Thumb tab
- View Presentation slide notes
- Search for text in a presentation
- Presentation toolbar options:
  - Play/Pause
  - Back
  - Forward
  - Slide progress bar
  - Current slide number
  - Status
  - Time
  - Audio volume
  - Attachments
  - Show/Hide sidebar
- **SHARE A DOCUMENT**
  - Host or presenter can share documents that have been uploaded to the Content library or share documents directly from your computer
    - Share-able file types: PPT, SWF, JPEG, MP3 or FLV
  - Share documents from the Content library:
    1. In the Share pod, click the Documents button
    2. Click Select From Content Library on the pop-up menu
    3. Select one of the following:
      - *Shared Content* displays uploaded content that is available based on appropriate permissions
      - *My Content* displays the uploaded content in your user folder
      - *Uploaded Content* displays the content that has been uploaded for the current meeting
    4. Select the document that you want to share > Open
  - Share documents from your computer:
    1. In the Share pod, click the Documents button
    2. Click Select From My Computer on the pop-up window
    3. Select the document that you want to share and click Open
  - Turn off display synchronization for documents:
    - By default, Connect synchronizes display of docs so that attendees see the frame that the presenter sees. A host or presenter can use the Sync button to turn off synchronization so that attendees can move through presentations or FlashPaper docs at their own pace
    - In the Share pod window, with content loaded, click the Sync button (sync is on by default)
      - Controls for the presentation playback appear at the right of the Share pod.
      - Click the Sync button again to turn off synchronization
- **SHARE A WHITEBOARD**
  - A host or presenter (and participants that have been given rights) can use a whiteboard to create collaborative text, drawings and other annotations in a meeting. A whiteboard allows hosts or presenters to create text, lines, circles, square etc in real time during a meeting

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- You can use a whiteboard in two different ways in a Share pod:
  - A stand-alone whiteboard allows presenters to create content on a white background
  - An overlay whiteboard allows presenters to create content over an existing document in a Share pod, adding annotations to and drawing on the document
    - You can lay a whiteboard over presentations, JPD, SWF, FLV and FlashPaper docs
- Create a stand-alone whiteboard in a blank Share pod:
  - In the Share pod, click the Whiteboard button
  - Select New Whiteboard in the pop-up menu
- Add an overlay whiteboard in a Share pod:
  - With the document displayed in a Share pod:
    - Click the Whiteboard button in the Share pod control strip  
OR
    - Click the Pod Options button in lower-right corner of the Share pod, and select Whiteboard Overlay  
OR
    - If you are sharing an application, in the upper-right corner of the window of the application, click the arrow next to the red Stop Sharing button and select Pause and Annotate  
OR
    - If you are sharing your entire desktop, click the Acrobat Connect Add-in icon in the system tray (Windows) or the icon bar (Macintosh) and select Pause and Annotate
- Display an existing whiteboard:
  - Select Pods > Share > [name of whiteboard]
- Clear a whiteboard:
  - Press Control+D or press Clear (eraser) in the Whiteboard toolbar
- Navigate between multiple whiteboard pages:
  - A stand-alone whiteboard is composed of multiple pages
  - Use the forward and back arrow buttons to move between pages
- Whiteboard tools:
  - Selection tool
  - Pencil tool
  - Marker tool
  - Line tool
  - Rectangle tool
  - Ellipse tool
  - Text tool
  - Stamper tool
  - Undo/Redo
  - Clear

- Print
  - If you turn off sharing, change the content in a Share pod, or close the Share pod, the whiteboard is still part of the meeting room and can be displayed again.
  - If you delete a Share pod, the whiteboard is deleted.
- **UPLOAD AND MANAGE FILES USING THE FILE SHARE POD**
  - Hosts and presenters (and participants that have been given rights) can upload files to share with meeting attendees either from their computers or from the Content library
    - Meeting participants cannot upload files; however, the host can change the participants' status to allow them to upload files
    - Participants who want to upload files should ask the host to change their attendee role or to grant enhanced rights from the File Share pod
  - Upload a file:
    1. If you do not have a File Share pod in your meeting room, click Pods > File Share > New File Share Pod
    2. Click Upload File
    3. Click Select From Content Library and navigate to the folder that contains the file  
OR  
Click Select From My Computer and in the Browse Content window, navigate to the folder that contains the file
    4. Select the file and click Open
  - Download a file:
    - Meeting attendees can download files from the File Share pod to their computers
    - 1. In the File Share pod, select the file to download
    - 2. Select Save to My Computer
      - A browser window opens with the Save to My Computer dialog box
    - 3. Click the Click to Download button
    - 4. Click Save
    - 5. Navigate to the desired location and click Save
    - 6. When the downloading process is complete, click Close
    - 7. Close the browser window that opened previously
  - Remove a file:
    1. In the File Share pod, select the file that you want to remove
    2. In the lower-right corner, click the Pod Options button
    3. From the pop-up menu, select Remove Selected

- **DISPLAY WEB PAGES TO ATTENDEES**

- During meetings, hosts or presenters can allow participants to view websites with the Web Links pod
- Add a new web link:
  1. If you do not have a Web Links pod in your meeting room, click Pods > Web Links > New Web Links Pod
    - It is not necessary to type text in the Browse To box; the text is not carried over to the URL name and path boxes in the next step
  2. Click the Pod Options button in the lower-right corner
  3. Select Add Link
  4. Type the URL name and URL path in the text boxes
  5. Click OK
- Display a web link to all attendees:
  1. Select a link in the Web Links pod or enter a URL in the Browse To box
  2. Click Browse To
    - On your screen and each attendee's individual screen, the URL opens in a new instance of the web browser
- Remove a web link:
  1. Select a link in the Web Links pod
  2. Click the Pod Options button in the lower-right corner
  3. Select Remove Selected from the pop-up menu

- **TAKING NOTES IN A MEETING**

- Hosts and presenters use a Note pod to take meeting notes that **all attendees can see**
- A note remains visible in a Note pod throughout the meeting or until a presenter edits the note or displays a different note
- A host can remove the Note pod from view, or switch to a different room layout that does not contain that Note pod
- Use the Note pod to:
  - Create a single, persistent note that is visible to attendees during the entire meeting
  - Create multiple notes in a single pod
  - Create multiple Note pods to display different notes
- Create a Note pod:
  - From the menu bar select Pods > Note > New Note pod or choose New Note from the Note pod options menu
- Add a note to a Note pod:
  1. As a host or presenter, click anywhere inside the Note pod
  2. Type the text that you want to appear in the Note pod
- Create multiple notes in a Note pod:
  - A host or presenter can create more than one note in a Note pod, and choose which note to display
    1. Click the Pod Options button in the lower-right corner
    2. Select New Note from the popup menu
    3. Type note text
    4. Click the Pod Options button

5. Select the Select Note option
  6. Select the name of the note that you want to display from the pop-up menu
- Delete a note:
    1. Click Pods > Organize Pods
    2. Select the name of the note you want to delete
    3. Click Delete
    4. Click Done
  - Email contents of a Note pod so all participants can keep a copy of the notes after the meeting concludes
    - Hosts can email the contents of the Note pod
      1. Click the Pod Options button in the lower-right corner
      2. Select email note
- **CHAT AND Q&A IN MEETINGS**
    - Communicate with other attendees while a meeting is in progress using Chat pods.
    - Send a chat message:
      - Use the Chat pod to compose a chat message and address it to a specific participant, to all presenters at the meeting or to all attendees
        1. When you receive a chat message, your Chat pod shows the sender's name and the message
          - If the message was sent to everyone, the sender's name is followed by the message
          - If the message was sent only to you, the sender's name is followed by "(privately)"
          - If the message was sent only to the presenters, the sender's name is followed by "(presenters)"
        2. Select one of the following options from the pop-up menu at the bottom of the Chat pod:
          - The name of the participant to whom you want to send the message
          - Presenters
          - Everyone
          - Submit Question (available if a Q & A pod is linked to the Chat pod)
        3. Click the text box in the Chat pod
        4. Enter your message
        5. Click Send message or Press Enter
        6. Your name, the address name and your message appear in the Chat pod
    - Disable private chat between participants:
      - By default, two participants can chat privately. As host, you can disable this option and prevent private chat
        1. Click the Pod Options button in the lower-right corner of the Chat pod
        2. Click Enable Private Chat For Participants to disable the option
          - a. A check mark indicates when the option is enabled
      - NOTE: this option is not available if the Chat pod is linked to a Q & A pod
    - Clear messages from a Chat pod:
      - When an empty Chat pod is required in a meeting, a host or presenter can clear all messages for all attendees
        1. Click the Pod Options button in the lower-right corner of the Chat pod

- 2. Select Clear Chat
- Use chat notifications:
  - If you are host or presenter, chat notifications let you communicate with your audience while you are presenting and the meeting window is minimized or maximized to full-screen, concealing the Chat pod
  - If you receive a message, a notification appears in the lower-right corner of the screen (you see sender's name and first few words of the message)
  - By default, chat notifications is enabled but you can disable them if you wish
    - Click the Pod Options button in the lower-right corner of the Chat pod
    - Select Chat Notifications Options > Disable
  - NOTE: this option is not available if the Chat pod is linked to a Q & A pod
- Moderating questions with the Q & A pod:
  - For hosts or presenters, the Q & A pod gives you additional control for managing questions and answers during a meeting
  - Examples of when a Q & A pod is useful:
    - During a large meeting, questions are added to a queue on the Q & A pod while speaker presents and afterwards the speaker reviews messages, applies a filter and begins answering the questions
    - A meeting moderator answers logistical questions but forwards technical inquires to an engineer, who is presenting
    - A meeting moderator returns certain replies to the sender only while replies that are relevant to all attendees are sent to everyone in the meeting
  - Add a Q & A pod and link it to a Chat pod:
    - If you are a host or presenter, you can add a Q & A pod to a meeting room with an existing Chat pod
    - You must create a link between the two pods, after which (Q & A) is added to the name of the Chat pod
    - In the Q & A mode, participants can send messages only to the presenters
    - There can only be one Q & A pod in a meeting room
    - 1. If the Presenter Only area is not displayed, click Present > Show Presenter Only area
    - 2. Click Pods > Q & A
    - 3. In the Q & A pod, select the name of the Chat pod that you want to link to from the pop-up menu
    - 4. Click Link
      - The Chat pod is linked to the Q & A pod and (Q & A) is displayed in the Chat pod name
  - Submit a question in the Chat pod:
    - From the pop-up menu at the bottom of the Chat pod, select Submit Question (this option is available only if a Q & A pod is linked to the Chat pod).
    - Enter your message in the text box, and click the Send Message (arrow) button or press Enter
  - Answer questions using the Q&A pod:
    1. Select a question from the Incoming Messages list

- The question is highlighted and a duplicate of the question appears in the Preview pane so that you can edit it if necessary
- 2. (Optional) Edit the question in the Preview pane
- 3. Type your answer in the text box at the bottom of the pod
- 4. Click one of the following buttons in the lower-right corner of the Q&A pod:
  - Answer question to everyone
  - Answer question to submitter only
- When a question is sent, it is deleted from the Incoming Messages list and appears in the Chat pod in the “Answered Questions” list
  
- Manage your questions with filters:
  - If you are a host or presenter, you can add a filter to the queue of questions in a Q&a pod so that you can see certain questions while hiding others.
    - You can also forward a question to another presenter to answer
  - 1. Click the pop-up menu in the upper-left corner of the Q&A pod
  - 2. Select a filter from the following list:
    - Show All Questions – displays all questions
    - Show My Questions – displays only questions assigned to you
    - Show Open Questions – displays unanswered questions not assigned to anyone
    - Show Answered Questions – displays all questions that have been answered
- Forward a question to another presenter:
  1. Select the question from the Incoming Messages list
    - Question is highlighted, and a duplicate appears in the Preview pane
  2. Select a presenter name from the pop-up menu
  3. Click the Forward Question To Selected Presenter button
- Mark a question as open:
  1. In the Q & A pod, from the Incoming Messages list, select an unanswered question
  2. Click the Pod Options button in the lower-right corner
  3. Select Mark as Open
- Delete questions:
  1. In the Q & A pod, from the Incoming Messages list, select a question
  2. Click the Pod Options button in the lower-right corner
  3. Select Delete Question or Delete All Questions
- Show submitter name or presenter name in front of the question or answer:
  1. In the Q & A pod, click the Pod Options button in the lower-right corner
  2. Select one of the following options:
    - Show submitter name with answered question
    - Show presenter name with answered question
- Email contents of a Chat or Q&A pod:
  - Do one of the following:
    - In the Chat pod, click the Pod Options button in the lower-right corner and select Email Chat History

- In the Q & A pod, click the Pod Options button in the lower-right corner and select Email All Questions

- **POLLING ATTENDEES**

- Hosts can use the Poll pod to create questions or polls for participants and to view the results
- Only hosts can control poll management and how polls appear to meeting participants
- Hosts can also cast votes
- Polls are useful for:
  - Instant feedback on what is being presented
  - Can be used at end of meeting to find out if participants felt the meeting, content and presenters were high-quality
- Ask participants to respond to a poll:
  1. If the Poll pod is not displayed, click the Pods menu and select Poll > New Poll Pod
  2. Enter a question into the Poll pod and click Open Poll
- Close the answer period for a poll:
  - At the bottom of the Poll pod, click Close Poll
    - Results are sent to the application server-
- Edit a poll:
  1. Click Prepare in the lower-left corner of the Poll pod
  2. Edit the text
  3. Click Open Poll
- View poll results:
  - As host or presenter, you can view poll results (results updated in real time as participants cast or change votes)
    1. Click the Pod Options button in the lower-right of the Poll pod
    2. Select Results Settings and choose an option
- Show poll results to participants:
  1. Click the Pod Options button in the lower-right of the Poll pod and select Broadcast Results from the pop-up menu
  2. Scroll to the bottom of the main area and select the checkbox next to Broadcast Results
    - The poll responses appear to all participants
- Navigate among polls:
  - You can create multiple polls and navigate among them quickly and easily
    1. Click the Pod Options button in the lower-right corner of the Poll pod
    2. Choose Select Poll and select a poll name
- Clear poll answers:
  1. Click the Pod Options button in the lower-right corner of the Poll pod
  2. Select Clear All Answers from the pop-up menu

- **CREATING AND MANAGING BREAKOUT ROOMS**

- Limitations: 50 or fewer participants; 5 max breakout rooms
- Breakout room features:
  - Attendees can speak to each other (depending on the audio configuration)
  - Use the Chat pod

- Collaborate on a whiteboard
  - Share their screens
  - Host can visit all of the breakout rooms to assist and answer questions
  - When work in the breakout rooms is complete, the host can end the breakout session and return attendees to the main room.
  - Hosts can share what happened in the breakout rooms with everyone.
  - The host can return attendees to their same breakout rooms.
    - If you use the room again, you can also reuse the breakout room layout and content.
    - NOTE: the assignment of attendees to breakout rooms is not retained
- Audio in breakout rooms:
- A separate VoIP audio channel is created for each breakout room
    - Users can hold private conversations within their own rooms
  - Participants are automatically assigned presenter role in breakout room giving them full VoIP rights
  - When host ends a breakout session, everyone returns to main meeting room and uses same VoIP audio channel again
- About breakout room layouts:
- Hosts can use default breakout room layout or design a new layout to use with breakout rooms
  - The layout used in the meeting when you click Begin Breakouts is the layout for all breakout rooms
    - You can create different layouts for different breakout rooms
  - You can prepare breakout rooms with different content in each breakout room in advance
    - Start the meeting and configure the number of breakout rooms
    - Click Begin Breakouts and move yourself from room to room loading the required content into each Share pod
    - Then end breakouts
    - When attendees join and you click Begin Breakouts again (after assigning attendees to rooms), the content is ready
- Define breakout rooms and assign members:
1. Click Create Breakouts in the lower-right of the meeting room
    - The Breakout Rooms pod appears for the host who is creating the breakout rooms(others can't see the Breakout Rooms pod)
  2. 3 breakout rooms are available in the Breakout Rooms pod by default
  3. Click Add Breakout until you have the number of rooms you want (max 5)
  4. Assign attendees to breakout rooms:
    - **Manually:** select an attendees name in the list > click Assign > select one of the breakout rooms
    - **Automatically:** click Assign > select Evenly Distribute From Main
      - All attendees in the main room are evenly assigned to breakout rooms available
      - Attendees previously assigned to different breakout rooms remain where they were assigned

5. (Optional) to move an attendee after assigning them to a room, select their name in the list, click Assign and select a different room
  6. (Optional) to create another room, click Add Breakout
  7. (Optional) to remove a breakout room, click X next to the room in the Breakout Rooms pod
    - NOTE: deleting a breakout room deletes all pods and content in the room
  8. (Optional) to remove all rooms and save the pods, such as Whiteboard or Chat, created within the rooms, click the pod options button and select Clear All Rooms
    - Pods are saved under the Breakout Pods menu option
- Begin a breakout session:
    - *After creating breakout rooms and assigning attendees to rooms, you begin the breakout session*
    - *Only activity in the main room is recorded*
    - 1. Define breakout rooms and assign attendees to the rooms
    - 2. Click Begin Breakouts
    - Attendees are placed in the rooms to which they were assigned
    - The Begin Breakouts button changes color to green and reads Breakouts Active
      - Attendees are automatically assigned role of presenter
      - When attendees are returned to main room, they revert to prior status
  - Visiting breakout rooms:
    - Host can visit different rooms when breakout rooms are in use
    - You determine what room you are in currently by looking at the Breakout Rooms pod for the room name highlighted in green
    - To visit another breakout room or main room, click the name of the room in the Breakout Rooms pod
  - Send a message to all attendees in breakout rooms:
    - Useful if you noticed one or more rooms have a similar question or to warn everyone a few minutes before ending breakout sessions
    - From the main room or breakout room, type a message in the box next to the megaphone
    - To send the message, click the megaphone
    - All attendees in all rooms see the message in a colored dialog box at the top-right corner of the meeting room
  - Communicate in breakout rooms using the Attendee list:
    - As a question and ask attendees to respond by using the status options Agree or Disagree
    - Use the options and emoticons in the Attendee List to communicate with others
  - Conduct a poll in breakout rooms:
    - Hosts can conduct separate polls in each breakout room by placing themselves in the room and opening a Poll pod
      - A new Poll pod must be opened in each breakout room
  - Asking and answering questions in breakout rooms:
    - Attendees in breakout rooms can ask the host a question at any time, whether host is in their breakout room or not

- If host is in breakout room, send message via Chat pod to Host Only
  - If host is in breakout room, use audio (VoIP) to ask host a question
  - If host is not in breakout room, type a message in box next to Contact Host then click Contact Host
    - Question appears to the host in a small message box with attendee's name
    - Host can respond by clicking the name of the breakout room in the message box, enter the room and use the Chat pod to respond to the questioner
  - NOTE: messages sent through the Contact Host method go to all hosts
- Chatting in breakout rooms:
    - If Chat pod is available in breakout room, use chat to communicate with others in your room only
    - You can't chat with attendees in different breakout rooms
  - End a breakout room session:
    - Only hosts can end breakout sessions
    - When breakout rooms are closed, all attendees are returned to the main meeting room
    - Click Breakouts Active – the Breakout Rooms pod is closed
    - NOTE: if you click Breakouts Active to end a breakout session, attendee assignments to breakout rooms are preserved
      - This enables you to click Begin Breakouts again in same meeting to return attendees to exact breakout rooms they were in earlier
    - BUT if you use the Return All To Main Meeting Room option, all info about attendee breakout room assignments is deleted
  - Share breakout room content in main room:
    - After ending breakout session and returning all attendees to main room, hosts can share contents of a single breakout room with everyone in the main room
    - 1. In the main room, click Pods > Breakout Pods
    - 2. Select a breakout room and then select Attendee List, Chat, Share or Whiteboard
      - The selected content appears in a new floating pod
      - The contents are View Only and can't be changed or edited
    - 3. (Optional) Make the new pod larger by clicking Full Screen or dragging the boundaries of the pod
    - 4. (Optional) if you are sharing a Whiteboard, you can click Pointer to make a small pointer appear that you control with your mouse
  - Re-open closed breakout rooms:
    - After ending a breakout session, you can return attendees to the breakout rooms again
    - The configuration of rooms and assigned users remains in place for entire meeting
      - NOTE: Breakout Rooms pods remain available on the pods menu forever (just like all other pods) unless you select the Reset Rooms options
    - 1. Click Create Breakouts
    - 2. (Optional) Make changes, such as adding a room, deleting a room, or moving attendees into different rooms
    - 3. Click Begin Breakouts











## Manage attendees

- **COMMUNICATE WITH ATTENDEES USING THE ATTENDEE LIST POD**

- About attendee names:
  - Connect users who logged with UMS credentials are listed by their full name in the Attendee List pod
  - If attendee is logged in as a guest, the name in the Attendee List pod is the name the guest entered at login
  - Within a role group (hosts, presenters and participants) attendee names are alphabetical

- **CHANGE ATTENDEE STATUS**

- Participant status is blank by default in the Attendee List pod
- Participants can change their own status
- When participant selects a status, an icon appears to the right of the participant's name
- Participants can clear their own status at any time during a meeting

Attendee status	Icon	Duration
Raise Hand		Remains displayed until attendee or host clears
Agree		Remains displayed until attendee or host clears
Disagree		Remains displayed until attendee or host clears
Step Away		Remains displayed until attendee clears
Speak Louder		10 seconds
Speak Softer		10 seconds
Speed Up		10 seconds
Slow Down		10 seconds
Laughter		10 seconds
Applause		10 seconds

- Change your status (participant):
  1. Do one of the following:
    - Click the My Status bar at the top of the Attendee List pod
    - Click the Status Options menu in the lower-left corner of the meeting room
  2. Select the status you want to show all attendees
    - NOTE: if you select the Raise Hand status and then select another status, the second status appears over the Raise Hand status blocking it from view
- Clear all statuses:
  1. Click the Pod Options button in the lower-right corner of the Attendee List pod
  2. Select Clear Everyone's Status

- **VIEW ATTENDEES CONNECTION STATUS**

- A group of bars, like bars indicating signal strength on a mobile device, can appear next to an attendee name in the Attendee List pod to indicate an attendee's connection status (off by default)
- When attendee's connection falls below the current meeting room bandwidth, the number of bars in the icon decreases

- Hosts can configure the network connection status indicators to be on or off at any time during the meeting
  - In menu bar, select Meeting > Room Performance And Appearance > Optimize Room Bandwidth
    1. Select DSL/Cable or LAN
    2. Click the Pod Options button in the lower-right corner of the Attendee List pod
    3. Select Show Connection Status from the pop-up menu
- The network connection status is shown for all attendees that have a bandwidth set lower than room bandwidth you selected above
  - If room bandwidth is set to DSL/Cable, connection status is shown for attendees with a connection speed set to Modem
    - Attendees can set their connection speed by clicking Meeting > Manage My Settings > My Connection Speed
- **VIEW OR CHANGE AN ATTENDEE'S ROLE**
  - A host can change the role of any attendee in the Attendee List pod, promoting or demoting as necessary
  - As host, you can change your own role
    - Demote yourself to presenter or participant role so you can see what attendees with other roles are seeing
    - Use the Present menu to demote/promote yourself
  - View information about an attendee:
    - As host, you can obtain info about an attendee (attendee's full name, role, connection status, enhanced rights) directly from the Attendee List hover menu
      1. In the Attendee List pod, move the pointer over attendee name
      2. On the hover menu that displays, move pointer over attendee name
  - Change an attendee's role:
    1. In Attendee List pod, select the name of the attendee whose role you want to change
    2. Click Set User Role in the lower-left corner of the Attendee List pod
    3. From the pop-up menu, select the role to give selected attendee: Participant, Presenter or Host
      - The icon of the attendee changes on all attendees' screens and attendee names are resorted in the list according to role
  - Change your own role (host):
    - Click the Present menu then:
      - Make Me a Participant
      - Make Me a Presenter
      - Make Me a Host
- **REMOVE AN ATTENDEE FROM A MEETING**
  1. In the Attendee List pod, select the name of the attendee to remove
  2. Click the Pod Options button in lower-right of the Attendee List pod
  3. Select Remove Selected User from the pop-up menu

- **ASSIGN ENHANCED PARTICIPANT RIGHTS**

- Hosts can change rights of a participant to give them control over selected pod
  - This enhances a participant's rights without promoting participant to the presenter or host role
- 1. Select the name of a participant from Attendee List pod (may select multiple participants)
- 2. Click the Pod Options button in the Attendee List pod
- 3. Select Change Enhanced Participant Rights
- 4. In the dialog box, select the pods you want the participant to control
- 5. Click OK

## Record and play back meetings

- **RECORD A MEETING**

- A host can record meeting in case some participants missed it or want to replay it
- Everything that happens in the room is recorded except for Presenter Only area and breakout rooms
- Start and stop recording at any time, thus deciding what content to record
- A host or presenter can create a reference archive of meetings and making recordings available to attendees
- All audio is recorded automatically
- The meeting recording is assigned a URL and added to the Recordings page associated with the meeting room in connect.maine.edu
- To play a recording, you need an Internet connection, the recording URL and permission to view it
- Start recording a meeting:
  1. From the menu bar, select Meeting > Record Meeting
  2. In the Record Meeting dialog box, enter a name and summary for the meeting recording
  3. (Optional) Select Record Audio from Speaker Phone
  4. Click OK
    - A recording icon (red circle) appears in the menu bar to indicate the meeting is being recorded
- Stop recording a meeting:
  - Do one of the following:
    - Place the pointer over the red circle in the menu bar, select Stop Recording from the pop-up menu
    - Select Meeting > Record Meeting to remove the check mark from the menu bar
  - The meeting recording is saved and is available for playback at any time

- **EDITING MEETING RECORDINGS**

- After recording a meeting you can use the built-in editor to remove sections of the recording
  - Useful for removing periods of silence or unnecessary info
- Tips for editing recordings:
  - To edit a meeting in the Content library, you must have Manage or higher permissions for the recording (if you created the meeting, you have these rights by default.)
    - To edit a recording under Meeting > Recording or Training > Recordings, you must have Host permissions
  - After editing a recording, the last edited version is saved and includes all info from earlier editing sessions
    - Link used to deploy your recording does not change after editing
    - Users given the link and rights to access the recording see the most recent version saved
  - Multiple users can open a recording in edit mode at the same time and no warning is displayed that the recording is already being edited by another user
    - However, after one user saved their changes, others that may be editing the recording at same time receive an error when they try to save their changes

- **EDIT A RECORDED MEETING**

1. From connect.maine.edu click Meetings and then click the name of the meeting that includes the recording
2. Click the Recordings option

3. Click Edit next to the recording that you want to edit
    - The Editing Player appears and the recording begins to play
  4. Watch the recording to search for places that require editing or drag the progress line in the Playing bar to a specific location in the recording
  5. Use the Selection markers to specify the areas of the recording you want to remove and click Crop
  6. (Optional) Click View Advanced Options to search for specific info within the recording file or to filter by event type
  7. (Optional) if necessary, click Undo to remove the last action
  8. (Optional) if necessary, click Revert To Original
    - The Revert option deletes all edits that have ever been made and restores recording to original state
  9. Continue marking sections for removal – when finished, click Save
- **ABOUT OFFLINE RECORDINGS**
    - If you have a meeting recording and want people who do not have access to connect.maine.edu to view the recording, create an offline version
    - The offline recording is saved as a single FLV file
    - Tips for offline recordings:
      - Set your screen resolution high enough to include all activities that occurred in the meeting
        - Adobe recommends setting resolution to 1024 x 768
      - Leave the recording controls toolbar minimized. If this toolbar is in view, it is also recorded
      - Avoid network or system intensive activities such as installing software or downloading files during the recording process
      - Disable your screen saver and monitor power settings before proceeding
      - Creating an offline recording takes approximately same amount of time as duration of original meeting recording
      - You can minimize offline recording window or view other windows on top of it while creating your offline recording without interfering with contents of recording
      - The finished FLV file can be viewed in a FLV player (such as Adobe Media Player), placed on CD, placed on a server that can play FLV files to users, embedded into a presentation, emailed to users to play within their own local FLV player, or uploaded to the connect.maine.edu Content library (users can download the file from the library).
      - Use Pause/Resume button to temporarily stop creation of offline recording as necessary
      - The Stop and Save button ends creation of a recording
        - Useful if you only want to record a portion of the meeting
        - Also, use Stop/Save button to break a long meeting into smaller recordings
  - **CREATE AN OFFLINE RECORDING**
    1. From connect.maine.edu click Meetings and then click the name of the meeting for which you want to make an offline recording
    2. Click Recordings
    3. Next to the specific recording you want to use, click Make Offline
    4. In the Offline Recorder, specify a location for the finished FLV file (if Help text appears, click Proceed with Offline Recording.)
      - The meeting begins playing, which starts the creation of the offline archive
    5. Use the Start New, Stop and Save, and Pause/Resume controls as necessary during the recording process

- If the controls are not visible, click Show toolbar
  - Each time you make the control bar visible, it will be visible within the final recording
  - Show the control bar as infrequently as possible and keep the control bar in its minimized state
6. When the recording process finishes, a confirmation message appears
- If necessary, close the offline recorder window by clicking close
7. (Optional) to find the finished FLV file, use Windows Explorer to navigate to the location in which you saved it
- **PLAY BACK A RECORDED MEETING**
    - A host or presenter makes the recording URL available so attendees can play the recording
    - Every recording is assigned a unique URL and is stored on the Recordings tab for the meeting room in connect.maine.edu
    - When you play a recording, a navigation bar appears in a space below the meeting room
      - For optimal performance, a high-speed Internet connection is recommended for recording playback
    - Control who has access to the recording:
      - Any user who is invited as a host who has rights to browse to connect.maine.edu can view the recording and see information such as permissions
      - Any on the Participant List in connect.maine.edu can view the recording if given the recording URL
      - Other users can be given access by using the recording public/private option (default is private)
      - Changing option to public gives anyone in the world with the URL and access to connect.maine.edu the ability to view the recording
    - Use Adobe Media Player to view a recorded meeting:
      - Adobe Media Player enables viewers to watch streaming and downloaded video content as well as a recorded meeting
      - Download from <http://www.adobe.com/products/mediaplayer/>
    - Play a recording from connect.maine.edu (hosts and presenters):
      1. From connect.maine.edu click Meetings and then click the name of the meeting that contains the recording
      2. Click the Recordings option
      3. Click the name of the recording
      4. Do one of the following:
        - To view the last edited version of the recording, click the URL For Viewing
        - To view the original, full unedited version of the recording, click View Original
      - If the recording was never edited, the URL For Viewing is the same as View Original
    - Play a recording from a URL (attendees):
      - Hosts and presenters usually send an email message to attendees with a URL link to the recording
      - Click the recording URL that the presenter sent to you
      - The recording opens in your browser and is ready for playback
        - If you are unable to open the recording, you may not have been granted rights to access the recording

- **NAVIGATE RECORDED MEETINGS**

- Certain events are indexed for each meeting recording
  - Indexes are created for every chat message, layout change, slide change and camera start/stop
- Each event is represented by an item in the Recording Index and is followed by a timestamp
  - You can filter and search recorded meetings by navigating the Recording Index
- 1. While viewing a meeting recording, click View Advanced Options on the recording navigation bar
- 2. (Optional) Click the Filter pop-up menu to select specific events to view
- 3. (Optional) to search for specific events, type keywords into the search box and click Find
  - You can search the following terms in an archive: names of meeting participants, text in all Note pods, text in all Chat pods, and text on slides shown in the meeting

- **MANAGING RECORDED MEETINGS**

- View a list of recorded meetings:
  - If you are an administrator or have Manage permissions for a meeting folder, you can view a list of all recordings that have been created from a meeting room
  - 1. Click the Meetings tab at the top of the connect.maine.edu page
  - 2. Navigate to the meeting folder
  - 3. Click to the meeting name in the list
  - 4. In the Meeting Information page, click the Recordings link on the navigation bar
- Delete a meeting recording:
  - You must be administrator or a user with permissions to manage that Meetings library folder
  - When you do delete a recording, you are deleting it from the Meetings library
  - 1. Click the Meetings tab at the top of the connect.maine.edu page
  - 2. Navigate to the meeting that has recordings you want to delete
  - 3. Click the meeting name in the list.
  - 4. In the Meeting Information page, click the Recordings link on the navigation bar
  - 5. On the Recordings page, select the check box to the left of any recording you want to delete
  - 6. Click Delete above the list
  - 7. Click Delete on the confirmation page

## Broadcast audio and video

- **AUDIO AND VIDEO BROADCAST CAPABILITIES AND ROLES**
  - Broadcast capabilities depend on your attendee role in a meeting – host, presenter or participant
  - Hosts control participant access to broadcasting capabilities
    - **Hosts can:**
      - Choose settings for broadcasting audio and video
      - Broadcast audio and video
      - Select the broadcasts that you want to receive
      - Control participant access to broadcasting capabilities
      - Stop an attendee from broadcasting
    - **Presenters can:**
      - Choose settings for broadcasting audio and video
      - Broadcast audio and video
      - Select which broadcasts to receive
    - **Participants can:**
      - If granted enhanced rights to the Camera and Voice pod by a host, can broadcast audio and video
      - Select which broadcasts to receive
- **SET UP AUDIO BROADCASTING**
  - Test audio devices and configure settings:
    1. Select Meeting > Manage My Settings > Audio Setup Wizard
    2. Run through the wizard until done
- **SET UP VIDEO BROADCASTING**
  - Hosts and presenters can share their camera
    1. Select Meeting > Manage My Settings > Select Camera from the Menu bar
      - A flash player settings window opens
    2. Select the camera that you want to use from the Camera pop-up menu
      - If no camera is connected, a No Camera Found messages appears
    3. Click Close
- **CONTROL YOUR VIDEO AND AUDIO BROADCAST**
  - You can start, pause, and stop broadcasting your camera and voice any time during a meeting or training session
  - Start audio and video broadcasting:
    - In the Camera And Voice pod, click Start My Camera And Voice
  - Broadcast your voice:
    - Hosts and presenters most often use the hands-free option, while participants make use of the microphone
    - Do one of the following:
      - Hold down Talk to speak. When you are finished speaking, release the button
      - Click Hands-Free (the lock). When the Hands-Free button is selected, you can speak at any time during the meeting. Click the button again to turn off hands-free audio broadcasting

- Since sound levels of microphones vary greatly, adjust the volume of your microphone from the VoIP toolbar (click the Voice Options menu and select High, Medium or Low).
        - Adjusting the volume is useful if others in the meeting tell you your voice is too loud or that you cannot be heard
    - Pause video broadcasting:
      - When video broadcasting is paused, the last image broadcast from your camera remains as a static image in the Camera and Voice pod
        - In the Camera And Voice pod, click Pause Camera. Click the button again to resume video broadcasting
    - Stop broadcasting:
      - In the Camera And Voice pod, click Stop My Camera And Voice
- **ASSIGNING CAMERA AND VOICE RIGHTS TOGETHER**
  - At the beginning of a meeting, only hosts and presenters can broadcast their voice and camera
  - Hosts can assign voice and camera rights to participants by giving them enhanced rights
  - Tips for when camera and voice rights are granted together:
    - After being granted camera and voice rights, attendees see the VoIP toolbar and the controls in the Camera And Voice pod
    - When camera and voice rights are granted, the attendee can start their camera
      - Microphone turns on by default unless the host has set the voice mode to Voice On – One Speaker
      - Also, if the voice mode is set to Voice Off, then voice controls are disabled and the microphone does not turn on when an attendee starts their camera
    - If an attendee is granted camera and voice rights, broadcasts their camera, and then stops broadcasting their camera, they still retain both camera and voice rights unless a host or presenter changes their rights
    - If an attendee is granted camera and voice rights together and then the camera rights are removed, the attendee’s voice rights are also removed
- **GRANTING VOICE RIGHTS TO ATTENDEES**
  - If you are a host, you can turn audio broadcasting on and off for all attendees, and enable one or multiple attendees to speak at one time
  - 1. In the Attendee pod, select an attendee name
  - 2. In the VoIP toolbar, click the menu and select one of the following options:
    - Voice Off turns off all audio broadcasting
    - Voice On – Multiple Speakers turns on audio broadcasting, enabling meeting attendees who have the appropriate permissions to broadcast audio
      - Any attendee can talk when holding down the Talk button
    - Voice On – One Speaker turns on audio broadcasting, enabling meeting attendees who have the appropriate permissions to broadcast audio. When a speaker holds down the Talk button, the Talk button is disabled for other users
    - If you select one of the Voice On options, the microphone is displayed next to the attendee name in the Attendee List, a small message appears in the upper-right corner of the attendee’s

- meeting window to tell them they have been granted voice rights and the VoIP toolbar appears in the lower-left corner of their meeting window giving them microphone options
- After being granted voice rights, attendees can click Hands-free to lock in the microphone for constant, hands-free VoIP
    - For short periods of speaking, such as asking a question, attendees can click and hold the talk microphone while speaking and then release
    - When an attendee is speaking, the active microphone icon is displayed next to their name in the Attendee List
  - **SPECIFY VIDEO BROADCAST SETTINGS FOR ALL ATTENDEES**
    - If you are a host, you can turn video broadcasting on or off for all participants and specify image quality
    - In the Camera And Voice pod, click the Pod Options button
    - Choose one of the following:
      - Camera Off turns off video broadcasting
      - Slow Images samples and transmits the camera image less frequently than other image settings
        - Images tend to be low-quality and can shift abruptly
        - Use this setting if most attendees have low-speed connections or if you are not concerned about image quality
      - Fast Images (default setting) provides a clear but not high-quality image
        - Use this setting if attendees are connected at a variety of speeds
      - High Quality Images provides high-quality images
        - Use this setting if all attendees are connected at high speeds
      - High Bandwidth provides the highest-quality images
        - Suitable for use with the highest connections speeds such as DSL or LAN
  - **CHANGE THE ASPECT RATIO OF VIDEOS**
    - If you are a host you can choose between Portrait (default setting), Standard, or Landscape aspect ratio for video display
      1. In the Camera And Voice pod, click the Pod Options button
      2. Select the aspect ratio setting you want from the pop-up menu
  - **ENABLE PARTICIPANTS TO BROADCAST AUDIO AND VIDEO**
    - Hosts can enable a participant to broadcast audio and video by changing the participant's role, or by changing the participant's permissions for just the Camera And Voice pod
      - In the Attendee pod, select the participant's name and do one of the following:
        - Click Set User Role in the lower-left corner, and select Set as Presenter
        - Click the Pod Options button and select Change Enhanced Participant Rights. In the dialog box, select Camera And Voice pod and click OK
        - In the Attendee List, click on an attendee name and from the hover menu click Grant Microphone Rights
  - **STOP AN ATTENDEE FROM BROADCASTING**
    - When necessary a host can stop an attendee from broadcasting video or voice
      1. Roll over an attendee name in the Camera And Voice pod
      2. Click the close icon (X) to the right of the attendee name to stop the broadcast
    - The attendee's name and image disappear from all Camera And Voice pods

- **SELECT WHICH BROADCASTS YOU RECEIVE**

- If you are a host, you can receive or block a video or audio broadcast from a participant
- In the Camera and Voice pod, a red line over a participant's Microphone or Camera icon indicates that broadcasts from that participant are blocked
- Do one or both of the following as necessary:
  - To block or unblock audio broadcasts from a participant, roll over the participant's name in the Camera And Voice pod and click the Microphone icon next to the name
  - To block or unblock video broadcasts from a participant, roll over the participant's name in the Camera And Voice pod and click the Camera icon next to the name

## Manage content

- **WORKING WITH LIBRARY FILES AND FOLDERS**

- Administrator, limited administrators and users with Manage permissions can create and navigate folder hierarchies in libraries
  - Permissions can be set to determine what tasks each user can perform in the libraries
  - Create a folder:
    - Administrators, limited administrators, and users with manage permission for a specific folder can create subfolders within it.
      1. Click Content or Meetings at the top of the connect.maine.edu window
      2. Navigate to the location where you want to add the new folder
      3. Click New Folder on the menu bar above the folder list
      4. Enter the name of the new folder
      5. (Optional) In Summary, enter information about the new folder
      6. Click Save to create the folder
  - Open a folder:
    1. Click Content or Meetings at the top of the connect.maine.edu window
    2. Click the name of the folders
      - The folders and files within that folder appear
  - Move a file or folder:
    - You can move a folder or a file in a library.
      - All of the items within the folder also move to the new location
      1. Click Content or Meetings at the top of the connect.maine.edu window
      2. Navigate to the folder or file you want to move
      3. Select the check box to the left of the item
      4. Do either of the following:
        - Click Up One Level to move the item up one level in the library folder directory
        - Click Move. Select a folder in the folder directory tree or click Up One Level. Click Move and then click OK to apply the change
- Move up a level in the folder hierarchy:
  - Click the Up One Level button on the navigation bar above the folder list
    - The folders and files within the parent folder appear
    - The name and location of the parent folder appear in the navigation links list at the top of the browser window
- Delete a file or folder:
  - Deleted library folders or files are permanently removed from the library and cannot be retrieved
  - If you delete items from the Content library that are linked to meetings, the deleted content is unavailable from them
    1. Click Content or Meetings at the top of the connect.maine.edu window
    2. Navigate to the folder or file
    3. Select the check box to the left of the item you want to delete
    4. Click Delete on the menu bar above the content list

5. Click Delete again to permanently delete the selected items, or click Cancel to cancel the deletion

- **WORKING WITH CONTENT IN THE CONTENT LIBRARY**

- All content in the Content library must be one of the following types:
  - A single PDF file
  - A single PPT file
  - A single SWF file
  - A single HTML file
  - A single Adobe Captivate SWF file
  - Adobe Captivate content published through the Captivate application
  - Adobe Present content published through the Presenter plug-in
  - Presenter content packaged as a ZIP file
  - An old Macromedia Breeze 4.1 presentation packaged as a ZIP file (downloaded for a 4.1 server) (Breeze is now Adobe Acrobat Connect Pro.)
  - A ZIP file that contains multiple SWF files and extra files (images, XML files, and so on) and a file called index.swf that is loaded first
  - A ZIP file that contains simple Authorware® content (one HTM file, one AAM file, and extra Authorware files)
  - A ZIP file that contains multiple HTM or HTML files and extra files (images, SWF files, and so on) and one file called index.htm or index.html
  - A ZIP file that contains a single PDF file.
  - An FLV file
  - A single image (JPEG, GIF, or PNG)
  - A single audio file (mp3)
- Upload content:
  - Only members of the built-in Authors group with Publish permissions for a specific Content library folder can upload files to that folder
  - Upload files to the Content library:
    1. In connect.maine.edu do one of the following:
      - On the Home tab, select Content from the Create New bar
      - On the Content tab, click the New Content button
    2. Under select Content File, click Browse to locate the file, click its name and then click Open
    3. Enter a title for the new content file (required) and a summary (optional) in the Enter Content Information text boxes
    4. (Optional) Enter a custom URL (otherwise one will get assigned by the system)
    5. (Optional) In Summary, enter information about the new content
- Download files from the Content library:
  - Users who have permission can download Content library files to their computers
  - If the content is composed of more than one file, it is packed into a ZIP file
    1. Click the Content tab
    2. Navigate to the content file you want to download
    3. Click the name of the content file
    4. Click the Download Content link on the navigation bar
    5. Under Download output file(s), click the content filename
    6. Save the file to your disk
- Creating custom URLs:
  - When you add a new piece of content or new meeting, you can create a custom URL for the content

- This URL is unique across the connect.maine.edu account and identifies the content
    - A custom URL can be used with one piece of content at a time
    - If another user is currently using the custom URL, you receive an error message when you enter the URL
  - Custom URL rules:
    - You cannot edit a custom URL after you create it
    - You cannot use digits (0-9) at the beginning of a custom URL
    - Custom URLs cannot contain any punctuation, spaces or control codes
    - Uppercase letters are automatically converted to lowercase to conform to URL case sensitivity contentions
    - Reserved Connect keywords are not allowed in your custom URL
  - View content:
    - View Content in the Content library:
      1. Click the Content top at the top of connect.maine.edu window
      2. Browse the Content library and click a filename to view the associated Content Information page
      3. Click the URL For Viewing link
        - A new browser window displays the selected file or presentation
    - View content in a web browser:
      1. Open a browser window
      2. Enter the URL for viewing the content in the browser URL address box or click a link received in an email
    - Send a content URL by email:
      - Every content file has a unique URL that lets users view the contents of the file
      - You can send this URL to other people by email
      - Connect creates a unique version of the URL for each email recipient
        - Compared to pasting the URL in an email, using connect.maine.edu has these advantages:
          - You can request that connect.maine.edu send you a return receipt when an email recipient clicks the web link
            - You can track who viewed the contents because a unique URL was created for each recipient
          - Recipients can view the content without having to log into connect.maine.edu
            - This is true even if the permissions for the content file are not set for public viewing
1. Click the Content tab at the top of the connect.maine.edu window
  2. Navigate to the content file and click its name
  3. Click Email Link on the navigation bar
  4. Enter the email addresses for all recipients in the To box on the Email Link page
    - If necessary, separate multiple email addresses with commas to create a unique URL for each email recipient
  5. Edit the Subject and Message Body text boxes as needed
    - NOTE: do not delete the information in the curly brackets as this is a placeholder for the content URL in the email message
  6. Select Generate a Return Receipt When Content Is Viewed to receive an email notification when a recipient views the content file; otherwise, clear the check box
  7. Click Send