

Adobe Connect (AC) Tip Sheet

Essential Features	What is it?	Why do I need it?	When it is useful?	Where can I find it?	How do I get started?	Can I do without it?	Additional functions?
 Web Camera	Share your live image through your web camera	Personal touch	During lectures; webinars; one on one meetings; video conferencing	Camera' icon on the top menu bar	Click the icon>>Start my camera>>Share my camera (within your image)	Absolutely, especially on bad hair days:)	You can enable webcam for participants
 Voice	Shares your audio	Audio explanations along with your visual content	In any audio-visual presentation	Microphone' icon on the top menu bar	Click the icon>>Connect to my audio	Preferably not. But you can mute it during chat discussions or when another presenter is using it.	You can enable speaking rights for participants. Use Audio Setup wizard to check setting.
Attendee List	Displays the name of attendees under hosts, presenters and participants	To identify the participants	Attendance requirement; participation credits	Under 'Pods' on the top menu bar	It usually comes with standard layout, but you can always open it from 'Pods' dropdown menu and find 'Attendee List'	Yes. You can hide the pod if you are not particular about the attendees.	You can promote your participants into presenters.
File Share	Uploads files you wish to share with participants	Powerpoint slides or other files like Word or PDF can be shared within the presentation	Participants can choose to download the files whenever they want.	If the meeting is recorded, then they can download whenever they view the recording.	Pods>>Files>>Add New File Share	Certainly	Click on the shared file(s) to highlight the 'download files' button.
Recording	Virtual meetings can be recorded for archiving	To direct participants to a past session to catch up with the meeting	For easy reference, archiving and as resources	Under 'Meetings' on the top menu bar	Meeting>>Record Meeting>>Rename filename appropriately	Purely optional	Recordings are stored in the AC homesite. Click 'Manage Meeting Information' under Meeting for archived location. The recording can be edited before making the link public.
Notes	Important information, Notes or reminders are entered into these pods and displayed throughout the meeting	Important details/directions are readily visible for participants, even to those entering the meeting late.	For Meeting agenda, meeting details, netiquette, etc are made available without interfering with the presentation	Under 'Pods' on the top menu bar	Pods>>Notes>>Add New Notes	Certainly	Double click the pod title to rename the pod like Agenda, Meeting Minutes, Q&A, etc
Web Links	Add URL name for students to browse	Share websites, webpages, links as related to your presentation	When quoting references, links to download free software or tools, links for research, etc	Under 'Pods' on the top menu bar	Pods>>Web links>>Add New Web links	Purely optional	Click on the shared link(s) to highlight the 'Browse' button.
Polls	Make a quick survey	To assess participants' knowledge /interest	Voting, polling, eliciting quick responses, obtaining opinions	Under 'Pods' on the top menu bar	Pods>>Polls>>Add New Polls	Purely optional	The poll questions can be prepared before hand. They can be multiple choice questions or short answer questions. Results of the poll can be broadcast.
Chat	Post text, messages or questions to the host, presenter, participant(s) or everyone	Most popular and easy way to interact with multiple attendees	When you don't want to be interrupted during the presentation or to accommodate participants who don't have microphone. The questions can be viewed and responded to at the end of every slide.	Under 'Pods' on the top menu bar	Pods>>Chats>>Add New Chat	Preferably not. Even if you may not want to use it for questions, it can be made available for attendees to interact among themselves.	You can open as many chats as you want. You can use them in breakout room and have different groups of attendees working on a particular chat discussion
Layout	Positioning of pods	You may want to create your own layout suitable for the lecture/presentation	You may create a layout with a specific set of features for your regular lectures. You can create another one for group activities or discussions. You can personalize them	In two places, Under 'Layouts' on the top menu bar as well as the '+' symbol at the bottom, right corner.	Layout>>Create New Layout	Never. You may not want to create a new one, but you will be using one of the standard settings that come in 3 layouts - sharing, discussion, collaboration	You can manage layouts(duplication, creation) or reset(revert to original) the layouts. You may wish to open or close the layout bar that shows up on the right end of the screen.
Sharing Screen	Shares your desktop or applications	To upload a presentation or share an application in your lecture.	To point to resources or to add emphasis to a concept using an application	Under 'Pods' on the top menu bar	Pods>>Share>>Add Share	Optional if you are meeting purely for a discussion and have no need to share applications.	You have options to share your desktop, or applications or windows which allows to share browser tabs as well
Sharing document	Uploads files from your computer or from the shared content area	Powerpoint slides (and many others!) can be uploaded and shared easily for lecture presentation	The lecture documents can be uploaded to the shared content area so you can host the lecture from any computer	Within 'Share My Screen' pod	Share My Screen>>Share my document	Optional if you have no documents to upload	You can overwrite of the shared document by using the Draw tools
Sharing Whiteboard	Opens plain white page for free-hand writing/drawing using tools	If you wish to elaborate on a concept	Working out a problem or showing steps or reasoning	Within 'Share My Screen' pod	Share My Screen>>Share Whiteboard	Purely optional	You may use the text tool to type instead of using a stylus or mouse to draw/write

All pods can be moved, resized, renamed and repositioned. Just click and drag. The pods can be maximized, restored to their original setting or hidden from view. They can be easily retrieved.