

ASC iConnect

Tom Des Lauriers
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De Vry University

This is your Login screen

Adobe Connect™

Username:
tdeslauriers@devry.edu

Password:

[Forgot your password?](#)

Login

☐ Remember username

[Help](#)

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The Main Adobe Connect Screen

These areas are marked in the following screenshot:

The screenshot displays the Adobe Connect interface. At the top, the header includes the Adobe Connect logo, navigation links (Home, Content, Training, Meetings, Event Management, Reports, Administration), a search bar, and user information (My Profile, Help, Logout: Test User). Below the header, the 'Create New' section features buttons for 'MEETING' and 'CONTENT', labeled as the 'Shortcut Area'. The 'Main Menu Area' contains tabs for 'My Calendar', 'My Training', 'Training Catalog', 'My Meetings', and 'Resources'. The 'My Meetings' tab is active, showing a table of meetings and a detailed overview for 'Test Meeting 1'.

ADOBE CONNECT™ My Profile | Help | Logout: Test User

Home | Content | Training | Meetings | Event Management | Reports | Administration | Search...

Create New: **MEETING** **CONTENT** **Shortcut Area**

Main Menu Area

My Calendar | My Training | Training Catalog | **My Meetings** | Resources

My Meetings View [dropdown] [refresh]

Name	Start Time	Role
Test Meeting 1 Open	07/04/2...	Participant

Test Meeting 1 Overview

Name Test Meeting 1

URL <http://meet95934026.adobecon>

Summary

Start Time 07/04/2012 2:30 AM

Duration 01:00

Language English

Conference Numbers:

Participant Code:

Setting up a Meeting Area



join.adobeconnect.com/admin/meeting/folder/list/new/1?account-id=1141862909¤t-principal-id=1175800965&filter-rows=100&filter-start=0&folder-id=1175801224&sco-id=1451248518&start-id=1175801224&wizari...
Most Visited Getting Started Links Bank De vry Toms Links IT Links Houses The Educator Misc Magnolia, TX Land for ... Garmin Connect - Expl... Creative Edge - Home E-cards by Jacque La... Northcent

iConnect

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL:
(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in http://join.adobeconnect.com/product-demo/)

Summary:
(max length=4000 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

Access:

- ☐ Only registered users may enter the room (guest access is blocked)
- ☐ Only registered users and accepted guests may enter the room
- ☒ Anyone who has the URL for the meeting can enter the room

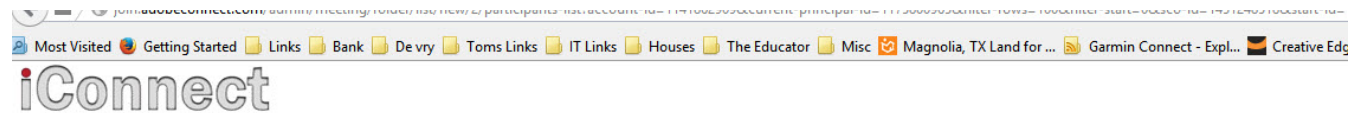
Audio Conference Settings

- ☒ Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)
- ☐ Include this audio conference with this meeting: [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)
- ☐ Include other audio conference with this meeting.

Conference Number(s):

join.adobeconnect.com/admin/home?principal-id=1175800965

Setting Role



Select Participants

[Enter Meeting Information](#) > **Select Participants** > [Send Invitations](#)

Available Users and Groups

Administrators	Administrators
Administrators - Limited	Administrators
Authors	Authors
Meeting Hosts	Meeting Hosts
Guest	Guest
iConnect Prof - Carrington	iConnect Prof
iConnect Prof - Chamberlain	iConnect Prof
iConnect Prof - Chamberlain - Graduate	iConnect Prof
iConnect Prof - Chamberlain - RN-BSN	iConnect Prof
iConnect Prof - DeVry	iConnect Prof
iConnect Prof - DeVry - Electronic	iConnect Prof
iConnectGroup	iConnectGroup

Search Add

Current Participants For ACS Practice Connet

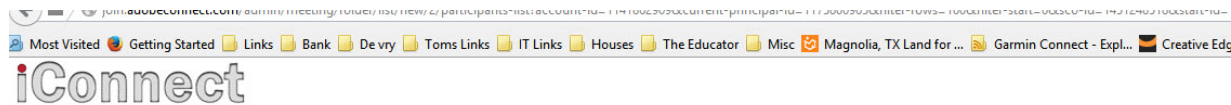
Thomas Des Lauriers	Host	tdeslauriers@devry.edu

Search Permissions Remove

[Cancel](#) [< Previous](#) [Next >](#) [Finish](#)

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Can Add People



Select Participants

[Enter Meeting Information](#) > [Select Participants](#) > [Send Invitations](#)

Available Users and Groups

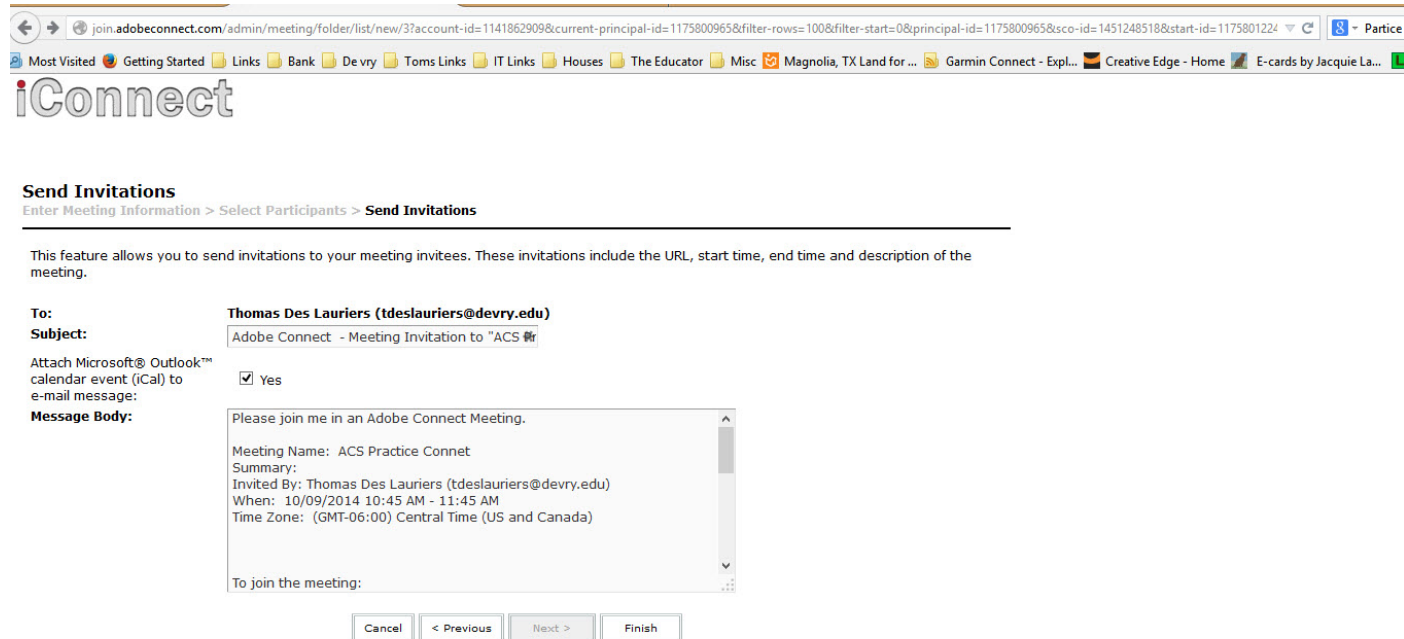
Administrators	Administrators
Administrators - Limited	Administrators
Authors	Authors
Meeting Hosts	Meeting Hosts
Guest	Guest
iConnect Prof - Carrington	iConnect Prof
iConnect Prof - Chamberlain	iConnect Prof
iConnect Prof - Chamberlain - Graduate	iConnect Prof
iConnect Prof - Chamberlain - RN-BSN	iConnect Prof
iConnect Prof - DeVry	iConnect Prof
iConnect Prof - DeVry - Electronic	iConnect Prof
iConnectGroup	iConnectGroup

Current Participants For ACS Practice Connet

Thomas Des Lauriers	Host	tdeslauriers@devry.edu

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E-mail information for Meeting




The screenshot shows the Adobe Connect 'Send Invitations' page. At the top is a browser address bar with the URL 'join.adobeconnect.com/admin/meeting/folder/list/new/3?account-id=1141862909¤t-principal-id=1175800965&filter-rows=100&filter-start=0&principal-id=1175800965&scsco-id=1451248518&start-id=1175801224'. Below the address bar is a navigation bar with various icons and labels like 'Most Visited', 'Getting Started', 'Links', 'Bank', 'De vry', 'Toms Links', 'IT Links', 'Houses', 'The Educator', 'Misc', 'Magnolia, TX Land for ...', 'Garmin Connect - Expl...', 'Creative Edge - Home', and 'E-cards by Jacquie La...'. The main heading is 'iConnect'. Below this is the 'Send Invitations' section, which includes a breadcrumb trail 'Enter Meeting Information > Select Participants > Send Invitations'. A paragraph explains that this feature allows sending invitations to meeting invitees, including the URL, start time, end time, and description of the meeting. The form fields are as follows: 'To:' is 'Thomas Des Lauriers (tdeslauriers@devry.edu)'; 'Subject:' is 'Adobe Connect - Meeting Invitation to "ACS' with a small icon; there is a checkbox labeled 'Yes' which is checked; 'Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message:' is a text label; 'Message Body:' is a text area containing the text: 'Please join me in an Adobe Connect Meeting. Meeting Name: ACS Practice Connet Summary: Invited By: Thomas Des Lauriers (tdeslauriers@devry.edu) When: 10/09/2014 10:45 AM - 11:45 AM Time Zone: (GMT-06:00) Central Time (US and Canada) To join the meeting:'. At the bottom of the form are four buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.

Send Invitations
Enter Meeting Information > Select Participants > Send Invitations

This feature allows you to send invitations to your meeting invitees. These invitations include the URL, start time, end time and description of the meeting.

To: Thomas Des Lauriers (tdeslauriers@devry.edu)

Subject: Adobe Connect - Meeting Invitation to "ACS 

Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message: ☒ Yes

Message Body:

Please join me in an Adobe Connect Meeting.

Meeting Name: ACS Practice Connet
Summary:
Invited By: Thomas Des Lauriers (tdeslauriers@devry.edu)
When: 10/09/2014 10:45 AM - 11:45 AM
Time Zone: (GMT-06:00) Central Time (US and Canada)

To join the meeting:

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Your Meeting Information Screen

join.adobeconnect.com/admin/meeting/sco/info?account-id=1141862909&principal-id=1175800965&sco-id=1451248518

Most Visited Getting Started Links Bank Devry Toms Links IT Links Houses The Educator Misc Magnolia, TX Land for ... Garmin Connect - Expl... Creative Edge - Home E-cards by Jacquie

iConnect

Home Content Meetings Reports Administration My Profile

Shared Meetings User Meetings My Meetings Meeting Dashboard

User Meetings > tdeslauriers@devry.edu > ACS Practice Connet

Meeting Information Edit Information Edit Participants Invitations Uploaded Content Recordings Reports

Meeting Information

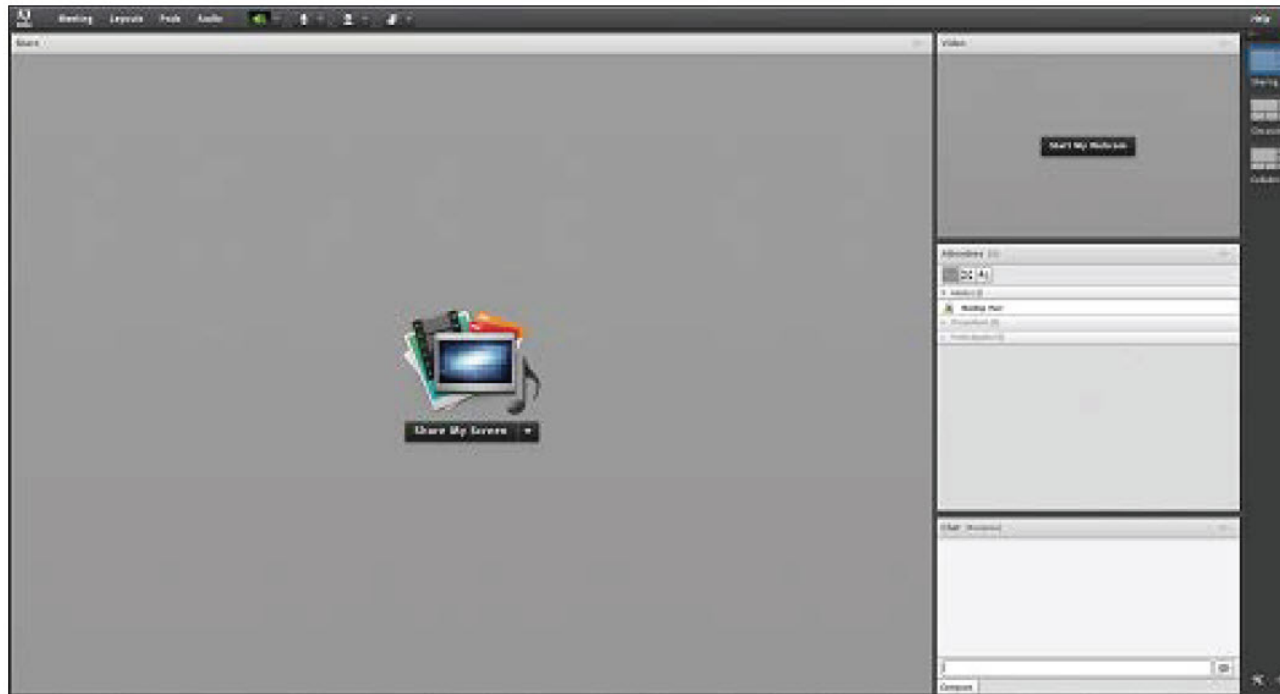
Name:	ACS Practice Connet
Summary:	
Start Time:	10/09/2014 10:45 AM
Duration:	01:00
URL:	http://join.adobeconnect.com/asc_tom/
Number of users in room:	0
Language:	English
Access:	Anyone who has the URL for the meeting can enter the room
Allow participants to opt out from Engagement Tracking:	No

Enter Meeting Room

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The Default Meeting Room


By now, your default meeting room will appear as shown in the following screenshot:



Congratulations! You have successfully created and joined your first Adobe Connect meeting room.

Pods

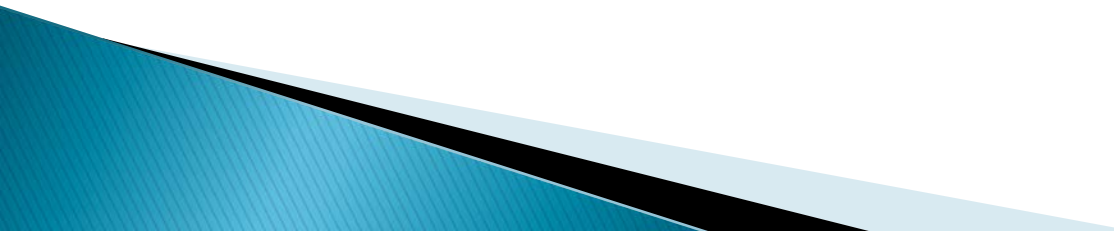
Pods you will find list of all the pods that are available in the Pods Menu:

- **Share:** This pod provides you with functionalities for different sharing options. Here you can choose whether you would like to share your desktop, a whiteboard, or a certain application.
 - **Notes:** In this pod, the user can add the meeting agenda or some other information that is considered important for a meeting
 - **Chat:** Using this pod, the user can communicate with other meeting participants. By using this pod, you can send messages to selected users via private conversation or to all of the users via public conversation.
 - **Files:** Here you will find options for sharing files inside a meeting room. In this pod, you have an option to upload or download chosen files
 - **Q & A:** This pod contains functionality for questions and answers. In this pod, users can overview opened or answered questions.
- 

Pods

- **Poll:** By using this pod in a meeting, you can empower meeting participants to vote in various polls. You can utilize multiple answers, multiple questions, or short-answer polls in this pod.
- **Web Links:** This pod is used for adding web links. Once when you add a web link through this pod, the suggested web page becomes easily accessible to meeting participants in the form of a link provided in the pod.
- **Attendees:** This pod is usually used by the meeting host. By using this pod, the meeting organizer can change participant roles and give additional user rights for selected pods.
- **Video:** This pod enables users with specific rights to start video broadcasting by using their own webcam.

In addition to the list of pods here, you will find the **Manage Pods...** and **Move** and **Resize** Pods options, which are used to manage pods and to move and resize pods, respectively.



Audio

- ▶ For this menu option we will cover a scenario in which **audio settings are disabled** for a meeting. In this case, the menu has only two options: Microphone Rights for Participants and Enable Single Speaker Mode. **By default**, microphone rights are only granted to presenters and hosts. By clicking on the **Microphone Rights for Participants** option, the host can change default settings in order to include meeting participants in audio conversations.

Setup Audio Links

- ▶ Here are links to four video's on how to setup your audio.
- ▶ First Two if you are the Host:
 - <http://screencast-o-matic.com/watch/c263eReQWB>
 - http://youtu.be/mgx_GzujHzQ
- Next Two if you are a Participate:
 - <http://screencast-o-matic.com/watch/c263bFe6Q7>
 - <http://youtu.be/lwnAA44Whkc>



Shortcuts

Shortcuts for audio and recordings

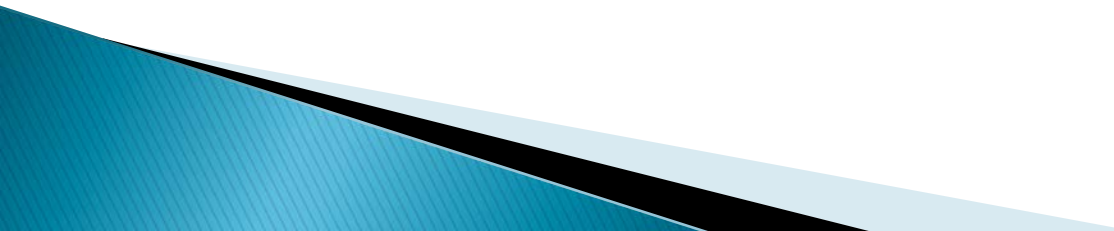
- **Ctrl + M:** This shortcut toggles microphone state between on and off
- **Ctrl + ,:** This shortcut is used to start and stop recording
- **P:** This shortcut is used to toggle the recording state between start and stop when reviewing recordings

- **Ctrl + /:** This shortcut promotes user to presenter
- **Ctrl + ':** This shortcut promotes user to host
- **Ctrl +]:** This shortcut demotes user to participant
- **Ctrl + E:** This shortcut toggles the Raise Hand status


- **Esc:** This shortcut key hides, closes, or cancels a dialog box
- **Enter:** This shortcut key executes actions that depend on the dialog box itself

**These are the general shortcuts for a meeting room.
Beside these general shortcuts, each pod has its own shortcuts.**

How to Insert a Header – Page Number and Title Information

- ▶ Here are links to videos that shows how to insert a Header, Page Number and Title Information on the Cover Page.
 - ▶ <http://youtu.be/mH36FnZ-uhM>
 - ▶ <http://youtu.be/7yrWXB0854I>
- 

SP1 Microsoft Office

- ▶ How to Check your version of APA
 - ▶ <http://youtu.be/InH-fCvKlKA>
 - ▶ Url to update to SP1 for Office to have APA 6th Edition installed.
 - ▶ <http://www.microsoft.com/en-us/search/Results.aspx?q=SP1%20Office%202010&form=DLC>
- 



APA Resources

Basic of APA Style Tutorial

The Hub2 has a great set of videos to Help with APA.

Q&A

- ▶ Tom Des Lauriers
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 - ▶ Cell: 832-310-8549
 - ▶ Skype : Tom Des Lauriers Sr Cypress Tx
(tom.des.lauriers)
- 