Creating Adobe Connect Meetings in ELMS

Learning Technologies Services
This document will show you how to create Adobe Connect meetings directly in an ELMS course space using the Canvas Adobe Connect integration tool.

**Introduction to Adobe Connect**

Adobe Connect is a real-time virtual classroom environment designed for distance education and collaboration. The features of Adobe Connect include two-way audio and video, content sharing, application sharing, archiving, whiteboard, online polling, and break-out rooms.

**Technical Specifications**

- All meeting hosts and presenters need:
  1. A computer with high speed internet connection (wireless connection is not recommended).
  2. External headset or microphone (built in microphone is not recommended).
  3. Adobe® Flash Player 10.3+ (11.2+ recommended)

- If this is your first Adobe Connect meeting, you would need to run the Adobe Connect Connection Test via the link below: [https://webmeeting.umd.edu/common/help/en/support/meeting_test.htm](https://webmeeting.umd.edu/common/help/en/support/meeting_test.htm)

  This diagnostic test ensures your computer and network connections are properly configured to run an Adobe Connect meeting. The diagnostic test checks for the following:

  1. Your version of Flash Player
  2. Bandwidth availability
  3. Latest Adobe Connect add-in (you will be prompted to install the add-in if it’s not installed on your computer. You are not able to use the “Share Screen” feature and upload files to meetings without the add-in installed.

    (Please note: The latest Google Chrome Flash plug-in is not compatible with the Adobe Connect add-in. Use other supported browsers if add-in specific functionality is required in the meeting.)


**Creating Course Meetings**

Faculty can create Adobe Connect meetings directly in an ELMS space.

  1. In an ELMS, click **Settings** on the left navigation menu. On the **Feature Options** tab, turn on the Adobe Connect.
2. Click the **Adobe Connect** link on the left navigation menu. The first time you use Adobe Connect in ELMS, you will need to click the “Authorize” button.

3. There are three types of meetings available:
   a. **Course Meetings**: meetings created for the class to meet virtually.
   b. **Virtual Office Hours**: the ability for an instructor to reuse their virtual office hours in Adobe Connect meetings across multiple courses.
      
      **NOTE**: One common Office Hours meeting is created for all courses. When an instructor creates an Office Hours meeting in different courses, it is mapped to the same meeting that was created before.
   c. **Study Group Modules**: allows students to lead their own virtual study group and invite other students to the course.

4. Click **Add Meeting** to create the Course Meetings.

5. Give the meeting a name and click the Optional down side arrow to expand other options.

6. Provide the meeting a custom URL to make the meeting address simple and relevant to the course.

7. The default **Access** option is for registered users and accepted guests. With this option, the instructor would need to be present in the room to grant the guests participant level access. Select the option **Anyone who has the URL for the meeting can enter the room** to make the room public. You need to copy the meeting access link and send to your guests.
   
   (Please note: to enable guest presenter level access, you can promote guests to presenter-level status during a live meeting on the fly.)

8. Click **Next**.

9. You are done with setting up the meeting. The last step is to synchronize users so that ELMS instructors and students are mapped to the host and participant roles in Adobe.
Connect. To do this, click the left circle sync button and then click the **Sync Users** button.

![Sync Users](image)

<table>
<thead>
<tr>
<th>Canvas Role</th>
<th>Mapped Adobe Connect Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Host</td>
</tr>
<tr>
<td>Student</td>
<td>Participant</td>
</tr>
<tr>
<td>TA</td>
<td>Presenter</td>
</tr>
<tr>
<td>Designer</td>
<td>Presenter</td>
</tr>
</tbody>
</table>

10. Click **Finish**. Students join the meeting by clicking the **Join** button.

Please note, every time when a new student joins your class, you need to synchronize users.

1. Go to the Gear icon on the right side of the meeting title, select **Edit** from the dropdown list.
2. On the Participants tab, new students are marked with **Red Dot** icon. Click Sync **Users** to add all new users to Adobe Connect meeting.

![Participants Tab](image)

**Meeting User Roles**

There are three types of user roles in an Adobe Connect meeting: host, presenter, and participants. The role determines the capabilities for sharing and other activities in an Adobe Connect Meeting.
Host
A host is the creator of a meeting. By default, faculty have the host role in a meeting. A host can:

- Set up/manage a meeting
- Share content and screen
- Manage contentlayouts
- Manage users
- Manage breakout rooms
- Record the meeting
- Manage meeting recordings

Presenter
Guest speakers or students can be promoted by a host in a meeting room to have the presenter role. A presenter can:

- Share content from local computer
- Share screen
- Present with audio and video

Participant
By default, all students have the participant role. A participant can:

- View content the presenter or host is sharing
- Perform tasks allowed by the host

Creating a Study Group Meeting

Study Group allows students to lead their own virtual study group and invite other students to the group.

Student can create the study group meeting place by clicking Add Meeting button. Teachers can create multiple Study Groups as well as Edit / Delete student’s Study Groups.

Meeting Recording

You are able to access all meeting recordings in ELMs.

1. To access a meeting recording, click the Recordings link.
2. Open the **Recordings** tab and click on the **Refresh** icon to get the latest list of the recordings for this meeting. Click the recording title to play the recording.

3. The **Actions** dropdown menu allows you to Edit Recording, Share it, and Make FLV.

You can access the recording URL by clicking the **Share** option under the **Actions** menu. To share the recording to people outside the class, you need to change the recording access type to **Public**.

**Meeting Reporting**

Reporting in ELMS for Adobe Connect is only able to show user access data. Creating an Adobe Connect meeting via ELMS, will not, by default, give you the access to the meeting polling data. If you need to run the polling data report, you will need to do one of the following:

- Instead of creating meetings via ELMS, you will need to create a meeting via webmeeting.umd.edu. Please refer to the handout on “Getting Started with Adobe Connect” ([http://it.umd.edu/sites/it.umd.edu/files/LT/publications/Getting_Starte](http://it.umd.edu/sites/it.umd.edu/files/LT/publications/Getting_Started_with_Adobe_Connect_9.1.pdf)) on how to set Adobe Connect meetings via webmeeting.umd.edu.
  
  Or

- Email **learningtools@umd.edu** in order to be granted.