First time setup for CSU staff as Hosts

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General Information

Equipment, Internet access and Computer requirements

To Host an Online Meeting (Adobe Connect) you need:

- **Headset (headphones and microphone)** – same as desktop videoconferencing. Headsets can be purchased from the CSU Computer Shop or retail outlets.

- **Internet Access** – Broadband (minimum 512 Kbps)
  We recommend **Networked** rather than **wifi**.

- **Computer requirements** (Please note that mobile devices do not allow all hosting functionality)
  - **Windows**
  - **Mac**
  - **Adobe Flash Player** 11 or above *(to install the Add-in needed to screen share)*
  Firefox, Internet Explorer, Safari and Google Chrome enable full hosting, including screen sharing.

  Please note:
  - *No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard)*
  - Mobile devices do not allow full hosting functionality.

Creating meeting room

To request *Division of Student Learning (DSL)* create a new Online Meeting room:

- submit a Service Request System (DSL SRS) at [https://online.csu.edu.au/de/dewsrscc.sqt?run=Request](https://online.csu.edu.au/de/dewsrscc.sqt?run=Request)
- phone the central enquires phone number 34274
Creating your own new Online Meeting room:

i. Go to https://connect.csu.edu.au and select Create New: ‘Meeting’ as shown in the following screen grab.

![Figure 1: Create New Meeting highlighted](image)

ii. Fill in the ‘Name’ i.e. BMS191 (see diagram below)

iii. ‘Custom URL’ i.e. bms191 (lower case/no spaces – see diagram)

iv. Ignore ‘Summary’ and ‘Start Time’ or ‘Duration’

v. Select a template from the ‘Select Template’ in drop down (see diagram below)

   We recommend ‘SharedTemplate\O_Regular’ - for more information on templates please see Templates in General Information.

vi. ‘Access’ We recommend selecting ‘Anyone who has the URL can enter the meeting room’ (see diagram below).

![Figure 2: Screen grab showing Meeting](image)

vii. If required add any Hosts, Presenters or Participants by:

   - clicking on Search
   - Enter name and select
   - Click Add which moves name to right panel
   - Highlight name if needing to change access level
   - Click on Permissions (bottom screen) to change

   Select i.e. ‘Host’

   *Repeat above as required giving appropriate access level*

viii. Click Next
ix. Untick Calendar
x. Click Finish
xi. Copy URL (this URL can be used for ALL your meetings)

All rooms created for, or by, Hosts will be visible at https://connect.csu.edu.au as shown in the following screen grab.

![Screen Grab](https://connect.csu.edu.au)

**Figure 3:** Highlight informing same meeting URL can be used again and again

You can enter your room by creating a link in your subject site in i2 or via https://connect.csu.edu.au – see notes following ‘Enter your room’.

### Create link to meeting room in i2

i. Open subject site
ii. Edit mode ON
iii. Click on + (left menu)
iv. Select Weblink
v. Enter Name i.e. ‘Online Meeting’
vi. Paste URL of meeting room
vii. Tick ‘Available to users’
viii. Select Submit
ix. Set the Online meeting to Open in a New window, by clicking on the chevron beside ‘Online Meeting’ and select ‘Set Link to Open in a New Window’

![Interact2 Navigation](https://connect.csu.edu.au)

**Figure 4:** Interact2 navigation highlight set Link to open in New Window.

x. Advise students re date/time of meeting via Announcements/Email etc.
Reuse meeting room

To reuse an existing Online Meeting (Adobe Connect) Room see ‘How to Reuse an Online Meeting (Adobe Connect) Room in Interact2’.

Testing your system


For full Online Meeting (Adobe Connect) functionality, including screen sharing, you need 4 ticks:

- Your version of Flash Player is supported
- Adobe Connect Connection Test
- Connection Speed Test
- Adobe Connect Add-in test; as shown in the following screen grab.

![Screen grab of Adobe Connect Connection Test]

**Figure 5:** Highlight showing all four actions ticked

1. Before entering any Online Meeting room, connect your microphone headset (and webcam if available).
   Connecting a microphone headset ensures that there are no feedback issues when you are talking.
   Please turn off external speakers and, if needed, seek assistance with this task.

2. Go to http://connect.csu.edu.au/staffsetup (Note this is a test site not your meeting site).
   Make sure your headset is connected to your computer before you start the setup.

3. Follow the instructions to run the Audio Setup Wizard.
   It is recommended you run the Audio Setup Wizard a few days before your first Adobe Connect meeting in case you need to resolve any audio problems.
4. Install the Adobe Connect Add-In (this is essential IF you want to share your screen, word documents or spreadsheet files during a meeting). We recommend you install it – If you are on a desktop you may need to obtain installer’s rights (http://isww01/installer/installer.aspx)

**Enter your room**

1. Your Online Meetings can be accessed and created from the one link (https://connect.csu.edu.au)

2. Hosts must enter with Adobe Connect password to have hosting functionality.

   If you enter the Online Meeting (Adobe Connect) as a guest you will not have access to the microphone NOR any HOST functionality.

   Do not enter the Online Meeting as a guest if in fact you are the Host.

![Figure 6](image1.png)

**Figure 6:** Screen grab of Online Meeting room login second option with user name and password to have Host functionality

i. Select ‘Enter with your login and password’

![Figure 7](image2.png)

**Figure 7:** Screen grab of Online Meeting room login

ii. select ‘Forgot your Password’ (as Adobe Connect is a different password from CSU password)

iii. follow the prompts and provide your email;

iv. check your email for Adobe Connect email and use link to set password

v. return to Login

vi. enter CSU user name in the Login box

vii. type Adobe Connect password;

viii. select ‘Enter Room’

ix. start the meeting if necessary
x. run the Audio Setup Wizard
xi. connect your own microphone
xii. remember to give audio rights for participants.

**Audio Setup Wizard**

Each time you enter the Online Meeting room please take time to:

- run the ‘Audio Setup Wizard’ as shown in the following screen grab.

![Figure 8: Screen grab of menu bar with Audio Setup Wizard the 5th “Meeting” dropdown.](image)

- watch the relevant ‘Tips for using Adobe Connect for Hosts’

![Figure 9: Screen grab of Tips for Using Adobe Connect for Hosts with highlight to step through each of the 5 screens until comfortable with using the relevant Adobe Connect Functionality](image)

**Please Note:** CSU is not providing phone connections as indicated in the Integrated Audio Conferencing Host and Participant tips.

- encourage attendees to watch ‘Tips for using Adobe Connect for Participants’

![Figure 10: Screen grab of Tips for Using Adobe Connect for participants with highlight explaining CSU options for connecting with voice](image)
Please Note: CSU is not providing phone connections as indicated in the Integrated Audio Conferencing Participant tip.

Talking

- To talk you must connect your microphone (Microphone icon< Connect My Microphone). See ‘How do I talk as a Host?’
- To have participants talk you need to give them microphone rights (Audio< Microphone rights for Participants).

Recording your meeting

- To record the session select Meeting<Record Meeting and give the meeting a meaningful title.
  See Recordings section of ‘Help for Meeting Hosts and staff’ at CSU Online Meeting help (Adobe Connect) https://www.csu.edu.au/division/student-learning/home/technologies-for-learning-and-teaching/online-meeting

Help from within the Adobe Connect room

- Access specific help for each of the pods from the Help option located in the dropdown at the top right hand side of each pod.
  
  ![Share pod help](image)
  
  **Figure 11:** Screen grab of Share pod help

- Access the general Help drop down in the top right hand of the Online Meeting room menu bar as shown in the following screen grab.
  
  ![Top Online Meeting menu bar with Help](image)
  
  **Figure 12:** Screen grab of top Online Meeting menu bar with Help

  Then choose from the options available.

Online Self Help

- Adobe ConnectPro https://www.youtube.com/user/AdobeConnectPro
General information

Pods available for Hosts to choose in all Layouts

Share/Video/Attendees/Chat/Poll/Notes/Files/Weblinks/ Q&A
Youube is available in a share pod or by selecting YouTube Player from shared Content.

Please note that:

- Once you are familiar with the Pods tool you can create other layouts. Think of the layouts as your structure of the session. All pods are available from all templates, the layouts help get you started.
- You can easily add pods from the Pods menu and move them to different locations on the screen before or during your meeting.
- If Youtube Player is not already in your room you can add it in a share pod by selecting YouTube Player from shared Content.

Breakout rooms:
- are an advanced feature but can be accessed via the Attendees pod in any layout.
- will have the same layout as the one that the Host is in when the breakout is started.

Meeting Room Templates

Regular Meeting room has 5 preset layouts to choose from during your meeting:

1. Welcome – Share, Video, Attendees, Chat and Welcome Notes;
2. Discussion – Share, Attendees, Chat, Poll and Discussion Notes;
3. Whiteboard – Share (Whiteboard), Attendees, Chat, Q and A, Discussion Notes and Poll;
5. YouTube – YouTube Player in a Share pod, Attendees, Chat

Figure 13: Screen grab of Regular layouts icon

Other layouts are also available and hosts can change layouts and add layouts as required.
Meeting participants

If you wish to know which participants are attending then it is a good idea to:

- encourage participants to:
  - log in with their CSU user name and Adobe Connect password; or use their full name when they log in as guests.
  - OR
- go into the back end of Adobe Connect and add their names to the participant list for this meeting. The Division of Student Learning could facilitate this process for you.

![Screen grab of Adobe Connect Central with Edit Participants as the 3rd option](image1)

**Figure 14:** Screen grab of Adobe Connect Central with Edit Participants as the 3rd option

![Screen grab of Adobe Connect Central with highlights showing the search function to add participants in the bottom left hand corner](image2)

**Figure 15:** Screen grab of Adobe Connect Central with highlights showing the search function to add participants in the bottom left hand corner
Other functionality for Hosts in Adobe Connect Central

Adobe Connect Central (https://connect.csu.edu.au) is also where you can:

- Edit recordings
- Make recordings public
- Copy recording links to:
  - provide to participants
  - insert contextualised into i2 within content or announcements
- Access and download reports of who has:
  - attended each of your meetings;
  - answered each of your poll questions
- Add guest presenters and participants.

Troubleshooting

If you cannot open the test page http://connect.csu.edu.au/common/help/en/support/meeting_test.htm you need to upgrade your Adobe Flash Player by:

- going to Install Software (https://www.csu.edu.au/division/dit/services/faq/software-installation) on your CSU computer
  or
- upgrading Adobe Flash (http://get.adobe.com/flashplayer/) on your personal computer.
  Full computer (and mobile device) requirements for Adobe Connect 9 are listed at http://www.adobe.com/au/products/adobeconnect/tech-specs.html

If Adobe Connect does not work well in your browser:

- try using another browser
- clear the cache by taking the following steps:
  - open the help menu in your browser;
  - type the words clear the cache; and
  - start the search to locate step by step instructions.

- turn pop-up blockers off in browser and added Google toolbar.
  If you are having problems installing the Add-In after upgrading your version of Flash check that your pop-up blockers are turned off.
  If you have a pop-up blocker enabled the dialogue box for downloading the Add-in will not appear:
  - open the help menu in your browser;
  - and search for pop-up blocker to locate step by step instructions for disabling/turning it off.

If you are having problems on your personal computer check if your security/antivirus software has pop up blockers turned on, if so turn it off so you can download the Add-In then turn it back on again – search the help for instructions).