Design for Learning 1 - Orientation

Guide to Synchronous Meeting Tools
Introduction

Synchronous meeting tools, often called online meeting, presentation, or web/videoconferencing tools, allow people to meet in real time from anywhere in the world. These meetings can be between two people or thousands, depending on the tool you use and what you need. This guide:

1. Provides an overview of what to expect from online meeting and presentation tools in general
2. Invites you to test tools with your peers
3. Demonstrates four tools that we tried and what we learned in live practice sessions
4. Gives you resources to get started trying and critically evaluating tools on your own

There are two reasons we encourage you to reach out to other participants to try these kinds of tools:

1. Some people feel more engaged in the program if they interact with others in real time
2. This is a great informal, low-stress way to practice using such tools for when you will be the instructor

Take advantage of this chance to practice, make mistakes, try out all the features, and take turns role playing being instructors or students without the pressure of it being a “real” session.

Overview of Common Features

While synchronous meeting tools have different designs and layouts, there are some features that they all share in order to be effective:

1. **Audio and Video for the Presenter** - so that anyone presenting content can be heard by participants and, if they choose, seen via webcam (or mute themselves or turn off their webcam).
2. **Audio and Video for the Attendees** - so that anyone attending your meeting can hear the content. Depending on what the presenter allows, attendees may also have the ability to be seen and heard themselves. If so, it’s important for people to know how to mute themselves if they need to, or for presenters to mute others.
3. **Call In Alternative for Audio** - in case you or attendees have trouble connecting audio through the computer, there is usually a call in option.
4. **Screen and Application Sharing** - allowing the presenter (and sometimes the attendees) to share their screen, or an open application on their desktop, for live demonstration.
5. **Document Uploading** - allowing the presenter (and sometimes the attendees) to open a document in the meeting software to share with participants. This often includes meeting agenda or slides.
6. **Chat** - allowing presenters and participants to type text messages to one another as the presentation is occurring. This is a great way to take questions from the audience or troubleshoot a problem without interrupting the main presentation.

7. **Whiteboard** - allowing presenters and participants the ability to collaborate on marking up an image, document, or draw on a blank page in real time.

8. **Record** - allowing the presenter to record the meeting or presentation so that it can be available in the future.

In addition to these common features, many synchronous tools have additional bells and whistles you'll want to explore if you like the standard offerings.

**Access to Tools**

Many synchronous tools are free and you can try them out with anyone willing to play in the sandbox with you. However, the free versions often have limits (such as the number of participants or length of a session) before you have to purchase a license for bigger meetings. You may find that free tools or free versions of pay tools meet your needs, but if not, it can be hard to get access to the more expensive tools to try them out. Always look for a trial offer before you commit to a tool and get some willing participants to try it out with you.

If your institution has a subscription to a service, consider offering here to host practice sessions with people looking to try out a tool. It will give you more practice and you'll be helping a peer decide if a tool is right for them or their institution before they commit funds to it. Everyone wins!

**Zoom**

This video captures lessons learned by moderators of Teacher Practice Sessions in Zoom Video and Web Conferencing Software (https://zoom.us/). If you like what you see, get started with the Zoom for D4L Resource Guide (PDF, 144K).

Closed captions are available in the video by clicking on the "CC" Button. The video is best viewed at this size or the images will lose some clarity.

**Video Transcript:**

“D4L Orientation Week 1: Zoom”

[https://youtu.be/6uw6eJGclI4](https://youtu.be/6uw6eJGclI4)

Slide 1

Hello and welcome to the Design for Learning tutorial on using Zoom video conferencing software. This is a quick introduction to Zoom, which is one of the easiest platforms to learn and has controls that are highly visible and accessible. Some people feel that Zoom trades
robust functionality for simplicity of design, but it’s a favorite of the D4L practice session moderators for just that reason.

Slide 2

This tutorial represents lessons learned in teacher practice sessions. These were live, play-in-the-sandbox sessions that allowed students to try meeting technology together in a safe space before teaching real students. Each group had an experienced moderator, and this tutorial represents the most common tools and tips we came across in all of our sessions. Zoom is evolving software, so keep in mind that what you see here may not exactly match your own instance of the software, and the tools are changing all the time.

Slide 3

When you open a meeting as a host, your screen will look something like this, though you might have different defaults. You’ll see a dialog box pop up asking “How do you want to join the audio conference?” This is how you choose what method you’ll use to hear and speak in the meeting.

Slide 4

We’ll select “Join Audio Conference by Computer” so that we can use our computer, or headset, microphone and speakers. Make sure that the tab on the right is highlighted in the dialog and then click the big green button.

Slide 5

You’ll also see a link to “Test Computer Mic and Speakers.” You’ll want to do this before each meeting, just to ensure everything goes smoothly once you start.

Slide 6

Once you select your audio connection and test your mic and speakers, you’ll arrive back at the home screen.

Slide 7

If something is wrong with your computer audio, you always have the option to join by phone. To get back into the audio options, click the icon to “Join Audio” again.

This will bring that same dialog box back up. This time, click on the “Join by Phone” tab.

Slide 9
Now you’ll see phone numbers to dial in, as well as the meeting id and participant id numbers. You can direct your participants through the same process if they’re having trouble with their computer audio.

Slide 10

Once you’re back on the home screen, hover your mouse pointer along the bottom of the meeting room and the menu bar will appear. This has all the options you need to manage your meeting. It disappears when you’re not hovering so that you can see more of your screen, but it’s always down there.

Slide 11

If you choose to “Manage Participants,” you’ll be able to see who is attending your meeting and manage their access and settings.

Slide 12

Clicking “Manage Participants” opens a panel like this on the right-hand side of your meeting room.

Slide 13

At the top of the panel, you can adjust individual permissions. You can mute, unmute, and rename participants.

Slide 14

At the bottom of the panel you can control participants as a group. For example, you can mute and unmute all participants. This is especially useful as a quick fix if there is a lot of background noise because a participant hasn’t thought to mute themselves.

Slide 15

Back at the home screen, you can manage your own audio and visual controls. On the left-hand side of your menu bar, you can mute and unmute your own mic by clicking on “Mute” with the microphone icon. It has a red slash through it if muted or turned off. You can also see your relative volume when green fills up the mic icon while you speak.

Slide 16

Next to the mic icon on the menu bar are your webcam controls. Click “Start Video” with the video camera icon to turn on your webcam. You’ll go right back to the home screen.
Slide 17

As you can see, the video goes live from your webcam immediately. Hi Everyone! You can turn off your video by pressing “Stop Video” and the video camera icon again.

Slide 18

Another one of the functions available in Zoom is chat. It’s located between “Share Screen” and “Record” in the middle cluster of icons on the menu bar.

Slide 19

Once you click “Chat,” it pops open a panel on the right side of the screen in the same area where “Manage Participants” was shown. I’ve closed the participants panel, but they can both be open at the same time in the right hand panel if you would like them to be.

Slide 20

You type in the lower portion of the chat panel and the messages show above it in order from top to bottom. All messages show here, from you or anyone else in the chat.

Slide 21

You can send messages to everyone in the meeting or select participants to communicate with privately. Under “More” you have the option to save the chat.

Slide 22

Back at the home screen, let’s explore recording a live Zoom session. Click on the record icon, right next to the chat icon in the middle cluster on the menu bar. This immediately begins recording the session.

Slide 23

You’ll notice the “Record” icon changes when you click it. Instead, you’ll see two buttons, one to pause and one to stop the recording.

Slide 24

In the upper left-hand part of the meeting screen you can see a status bar that indicates that the session is being recorded.
We can also choose to share our screen by clicking the “Share Screen” icon in the middle of the menu bar.

Slide 26

When we click “Share Screen”, we get a lot more options than you might expect. The dialog box that opens allows you to share your desktop or Apple device screen, a specific application or document you have open, and use a whiteboard.

Slide 27

Let’s explore the whiteboard first! Once you click the “Whiteboard” icon, you open a collaborative screen where you and your participants can type, draw, and do other freeform work together.

Slide 28

You can manage whiteboard options from the menu bar at the top of the screen. This includes things like clearing a whiteboard completely, clearing just your drawing or another participant’s, undoing or redoing an action, picking a tool, and more.

Slide 29

What if you wanted to share a document that you already had open on your computer? You simply need to select the document from the list of options in the “Share Screen” dialog box.

Slide 30

Your document pops up just like this! You should note that this is not file sharing, but simply showing your document as you work on it. It’ll have the big green frame around it as you type.

Slide 31

How about we try to actually share the screen! In my case, I have dual monitors, so I have the option to show either one by choosing Desktop 1 or Desktop 2.

Slide 32

Once I select a monitor to share, the whole screen shows with a thin green frame around it and a small menu bar at the top.
When you hover over the top part of the screen, the menu bar shows. This gives you many of the same controls for the meeting room that you normally see when you hover on the bottom of the home screen, but also has pause sharing, annotation and other special controls that are just for screen sharing. When you click on the red button to “Stop Share,” you return to your meeting room home screen.

Slide 34

To end your meeting, simply select “End Meeting” on the far right of your menu bar. That’s it! Zoom is simple and easy, just get in there and give it a try!

Slide 35

Our project partners include IMLS, SCRLC, ESLN, and the iSchool at SU.

Slide 36

Design 4 Learning has been made possible by a grant from the US Institute of Museum and Library Services.

**WebEx Meeting**

This video captures lessons learned by moderators of Teacher Practice Sessions in WebEx Video Conferencing Software ([https://www.webex.com/](https://www.webex.com/)). If you like what you see, get started with the WebEx Meeting for D4L Resource Guide (PDF, 145K)

Closed captions are available in the video by clicking on the "CC" Button. The video is best viewed at this size or the images will lose some clarity.

**Video Transcript:**
“D4L Orientation Week 1: WebEx Meeting”
[https://youtu.be/EvNoAzAlmIY](https://youtu.be/EvNoAzAlmIY)

Slide 1

Hello and welcome to Design for Learning’s guide to the Cisco WebEx Meeting software for creating collaborative and productive web meeting experiences.

Slide 2
This tutorial represents lessons learned in teacher practice sessions. These were live, play-in-the-sandbox sessions that allowed students to try meeting technology together in a safe space before teaching real students. Each group had an experienced moderator, and this tutorial represents the most common tools and tips we came across in all of our sessions. WebEx Meeting is evolving software and highly customizable, keep in mind that what you see here may not exactly match your own instance of the software, and the tools are changing all the time.

Slide 3

You can create a free WebEx Meeting account for small meetings of up to three people. Once you log in, you'll arrive at the Schedule a WebEx Meeting Screen. Create the meeting by filling in required information for what the meeting is called, when it is scheduled, and for how long. You can also choose to list who will attend, attach the meeting agenda, and send invitations, among other options. When you’re done, click the button to “Schedule it!”

Slide 4

You’re meeting is set, and you can see all the details here. When you’re ready, go ahead and start the meeting by clicking on the Start button. There are many ways that you can start a meeting in WebEx, but this is a common one, especially the first time you try it.

Slide 5

After a few seconds of set-up, you'll arrive in your meeting room; it is equipped with all the standard features like audio, video, file & screen sharing, chat, and whiteboards. Let’s start with video sharing. Typically, you’ll see a small preview window on the right hand side of the screen and you can share your video stream by clicking on start my video. If you don’t see the preview screen, you can open video options by clicking on the small video camera icon next to your name in the participants list.

Slide 6

When you Start video your image will appear on the upper right of the screen. If you want to adjust your video settings, click on the gear above that image, and the Video Options menu will pop open in the middle of your screen. If you want to turn off video, simply click on the video camera icon next to your name in the participants list. When the camera is green, your video is on and viewable by all participants. When it is gray, it is off and you’re video will disappear.

Slide 7

Now, let’s talk about meeting audio. Click on the headphones icon in the middle of the meeting room to connect to the meeting audio. When it’s green and says “Connected to Audio” then you’ll be able to hear the meeting, but that doesn’t always mean that you are sharing your own
microphone. It’s always a good idea to check that both the speakers and microphone are working as expected. Click the three dots below the headphone icon to get into the speaker and microphone settings.

Slide 8

A panel will open where you’ll have access to your Computer Audio Settings. Here you can see which speakers and microphone your connected to and change the selection if you need to. We always recommend testing your speakers and mic to ensure that your meeting goes as smoothly as possible. Test the speaker by clicking the test button and if you hear sound and see the bar light up, you’re all set. Test the microphone by speaking into your mic. If the bar lights up, then you can be heard. Adjust the volume of either by moving the slide left for quieter and right for louder. When you’re done adjusting settings, click “OK.”

Slide 9

Back in the meeting room, you’ll see that you’re still Connected to Audio like before, but now there is a microphone icon next to your name in the Participants panel along with the video icon. This icon always looks like a microphone with a slash through it, which can be confusing, but you’ll know your mic is muted if it is red. You can mute and unmute yourself any time by clicking the mic icon. More audio settings are in the Main Menu. Click on Audio to open that drop down menu.

Slide 10

You’ll see options that allow you to get into your audio connections and computer audio settings. This is just another way to get into those the audio settings if you or another participant is having trouble with their audio.

Slide 11

Right below the Main menu, you’ll see tabs for Quick Start, which is where your meeting started, and “Meeting Info.” If you click on Meeting Info, you can see the meeting number and host key if you need them. This is also where you will see call in information, if you’ve allowed that, which you can offer to participants that are having trouble connecting computer audio.

Slide 12

Back in the meeting room, let’s look at the main menu for participant options. Click on Participant to open that menu.
This menu allows you to control settings for all participants, like mute, mute on entry, invite and change roles. Muting all participants is sometimes a good idea if there’s a lot of background noise and you can’t figure out who it’s coming from.

Slide 14

You can also mute or change roles of individual participants in the Participants panel on the right side of the meeting room, by right clicking on their name. You’ll have even more option when you have actual participants. For now, this video only includes me, so some option look unavailable.

Slide 15

You can choose to have the participant panel on the right hand side of the screen open or closed by clicking on the Participants icon in the top right hand side of the screen. This is true for chat and recording, too. Each icon is grey when the panel is closed and blue when it’s open. You can have all, some, or none of these panels open depending on what you want to see. This controls the side panel just for you, other participants can choose to see different things.

Slide 16

From the main menu, check out the Meeting drop down menu. Here is just another way to access key meeting info like call in numbers, audio and video stats and record your meeting (which we’ll talk about later), all of which are accessible in other places. WebEx is good about putting key information and tools in a few places so you never have to search very hard for them. You can also lock a meeting, which prevents anyone new from joining as an added layer of security for private meetings.

Slide 17

Back in the main meeting room, you can also invite participants to a meeting already in progress by clicking on the Invite & Remind icon in the middle of the main meeting room screen.

Slide 18

There are a few ways to invite new participants. Email is the most common, but you can also phone or text and copy and share the meeting URL.

Slide 19

Chat is a useful feature and you can access the chat by clicking the Chat Icon to open it in the right hand panel if it isn’t already open.
Slide 20

You’ll probably find it useful to be able to share your screen or files. Do that by clicking the middle icon in the main meeting room area.

Slide 21

By clicking on the share file option, you can explore files on your computer, or any that you uploaded when you created the meeting.

Slide 22

Your file will open as an image in a new tab, regardless of the format of the original file, which you can now mark up and annotate collaboratively if you want to. This is basically a whiteboard with a starter image in it. However, if you want a blank whiteboard, simply click on plus New Whiteboard to create one, located between your meeting room tabs and the right panel icons.

Slide 23

In either a shared file or a blank white board, open the annotation tools by clicking on the marker icon. It opens the tools in a panel on the left hand side of the screen. To close the shared files or the whiteboard, simply click the X on the tab to close it.

Slide 24

In addition to sharing files, you can share your screen or share an app that’s open on your computer. Click on the three dots, which change to say “More or More Option,” below Share File to open the full sharing menu. I have two monitors, so I will have to choose one to share if I share my full screen. I have several application open, and I will have to choose just one to go straight to if I only want to show that one application. Regardless of what sharing option I choose, the result is the same.

Slide 25

After a few seconds to adjust, the meeting room will be reduced to a small panel at the middle top of your screen, which further reduces to a tab that says, “You are sharing this monitor.” You will not be able to see the meeting room, but they can see your screen, we promise. When you want to interact with the meeting room or close screen or app sharing, hover over that blue tab to expand the panel of options.

Slide 26

You’ll see many icons that you’re already familiar with for controlling audio, sharing,
chat, and other options. When you want to shop sharing, you’ll push the “Stop Sharing” button and, after a few seconds of adjustments, be right back in the meeting room.

Slide 27

Like so many things with WebEx, there is another way to get to screen sharing. Just look in the main menu under “Share” to get to the same list of options as you get clicking “Share File” or the three dots underneath it.

Slide 28

If you wanted to record your meeting, there are a few options. You can click the recorder icon on the upper left of the screen; click the “record” button under the description of your meeting in the main meeting area, or from the “Meeting” drop down in the main menu. Regardless of how you selected it, the recorder will open in the right hand panel.

Slide 29

The recorder is simple, you can only record, pause, or stop your video, all from the buttons on the right. Your recording will be saved in your WebEx account to retrieve from the website whenever you need it.

Slide 30

Finally, to end your meeting, you can x out of the screen or you can click the red end meeting button. And that’s it for WebEx Meeting, we hope you have a lot of fun playing with it.

Slide 32

Our project partners include IMLS, SCRLC, ESLN, and the iSchool at SU.

Slide 33

Design 4 Learning has been made possible by a grant from the US Institute of Museum and Library Services.

Blackboard Collaborate

This video captures lessons learned by moderators of Teacher Practice Sessions in Blackboard Collaborate Online Collaborative Learning Solutions (http://www.blackboard.com/online-collaborative-learning/blackboard-collaborate.html). If you like what you see, get started with the Blackboard Collaborate for D4L Resource Guide (PDF, 184K).
Closed captions are available in the video by clicking on the "CC" Button. The video is best viewed at this size or the images will lose some clarity.

Video Transcript:
“D4L Orientation Week 1: Blackboard Collaborate”
https://youtu.be/m9U3qkZHOsg

Slide 1

Hello and welcome to the Design for Learning tutorial on using Blackboard Collaborate, a learning platform for meetings, classes, and other web and video conference work!

Slide 2

This tutorial represents lessons learned in teacher practice sessions. These were live, play-in-the-sandbox sessions that allowed students to try meeting technology together in a safe space before teaching real students. Each group had an experienced moderator, and this tutorial represents the most common tools and tips we came across in all of our sessions. Blackboard Collaborate is evolving software and highly customizable, keep in mind that what you see here may not exactly match your own instance of the software, and the tools are changing all the time.

Slide 3

Once you enter your meeting room, Blackboard Collaborate looks like this. Quick access buttons at the bottom middle of your screen allow you to turn your microphone and video feed on and off.

Slide 4

When you click to share your video feed, this screen will let you preview exactly what you will share. When you’re ready to go live, click “Share Video.”

Slide 5

When you’re live, the meeting room will look like this! The webcam icon is blue when your video is on. A view of your video stream is available in the lower left-hand corner of the screen. You can choose when to work with audio and video by clicking the icons in the middle of your screen. You can tell they are turned off when there is a slash through them. The tab on the bottom right-hand side of the screen is the most important. This is how you access the main menu, where you control most aspects of a meeting.

Slide 6
When you click the tab, a panel opens on the right-hand side of your screen. At the bottom of the panel, you’ll see four icons. Because my default is “Audio and Video Settings”, the gear icon is highlighted and that menu is open.

In the main menu, you control Audio and Video, Notification, and meeting Session Settings. First, let’s look at the Audio and Video settings. From here, you can “set up camera and microphone” options. It is a great idea to run through this process to ensure your meeting goes as smoothly as possible. If someone is having trouble with their audio, you can offer the telephone call-in number and pin. Finally, you have manual controls for changing your own speaker and microphone volume.

Slide 8

When you “Set up your camera and microphone”, the first step is the audio test for your microphone. Speak to see if the bar next to the microphone icon moves. If it does, then click “Yes – It’s working” and if it doesn’t, click “No – I need help.”

Slide 9

Step two is the video test. If you can see yourself as expected, click “Yes – It’s working” and if not, click “No – I need help.” We recommend testing your audio and video every time you use Collaborate, even if you’ve successfully used it before. That’s the best way to be sure things will go smoothly as a presenter or an attendee.

Slide 10

Remember, testing your audio and video won’t turn it on in the meeting. You’ll need to use your quick access buttons for that.

Slide 11

Back in the main menu, let’s look at the Session settings. Click the down arrow on the right-hand side to expand the menu.

Slide 12

You can see that all Session Settings are checked by default, allowing all participants the ability to share their audio and video, post messages in chat, and draw on the whiteboard. Consider how collaborative your environment should be to accomplish your goals and adjust these setting, as you need.

Slide 13
For more dynamic control, you can go to the participants tab, where you’ll have the ability to change individual participant settings.

In the upper right hand corner of the menu, you can also click on the circular symbol with three dots inside to search for a particular participant, or mute everyone, especially in cases where there’s a lot of background noise you need to cut out.

Slide 15

If you click on the chat icon at the bottom of the menu, you can chat with your participants and they can chat with each other or you!

Slide 16

If you’d like, you can keep your chat screen, or any other menu screen, open while you hold your meeting. In general, you’re screen will look something like this, unless you are sharing your webcam, screen, or a document, which will show in the big center block instead of the Welcome cartoon. But, how do you open content there?

Slide 17

This brings us to the final menu option for Sharing Content, the icon that looks like a box with an arrow on it.

Slide 18

You can share a blank whiteboard, where you and your participants can work together. Share an application that’s already open on your computer, like a document or your web browser, or your whole screen to show what you’re working on in real time. You can upload individual files to share with your attendees. And, more advanced interactive content includes polling and breakout groups, if you want to experiment with them.

Slide 19

Here’s what the whiteboard looks like. Depending on your participant settings, everyone can type, draw, or otherwise create content together. The tools for the whiteboard, like a pencil to draw with, are in the upper left hand corner of the screen.

Slide 20

When I choose “Share Application”, Collaborate offers me the option to share my Entire Screen or Just an Application. Let’s try clicking “Just an Application” first.
Collaborate shows me applications that are already open on my computer. In this case, I only had the Google Chrome browser open. Even if I had more options, I can only choose one application to share at a time. Collaborate takes me right to that application without having to click around my computer looking for it.

Slide 22

You might want to share the Entire Screen if you want to show more than one application at once more easily.

Slide 23

Collaborate asks you which screen you want to share if you have multiple monitors like me. Click whichever one you’d like to share first.

Slide 24

After a brief moment to adjust, your screen is shared and showing your desktop. At the bottom of the shared screen, you’ll find a button to stop sharing, which will take you back in the meeting room.

Slide 25

When you click on “Share Files” in the Sharing menu, a window opens where you’re able to choose files for upload.

Slide 26

You can either click on “Add files” to browse on your computer, or drag and drop them into the grey square. Choose from Images, PowerPoint, or PDF files, but keep in mind that Collaborate only shares files as images, so whatever file you share will be converted to an image regardless of its original format.

Slide 27

I’ve selected an image to share, which has been staged below the grey file adding box. This is just showing that it’s ready to be shared. You need to click “Share Now” to show it to your participants. If you choose not to share, this menu will act as a place to store images for use later.

The shared image appears in the meeting room like this. Any shared file is basically a white board with a starter image in it. You can annotate and draw on it just like on the whiteboard using the tools in the upper left hand corner. When you’re ready to close the file, click the button in the upper right hand corner to stop sharing it.
That’s it for the main menu! Close it by clicking on the colored tab in the lower right hand side of the screen, just like you did to open it.

Now check out the tab in the upper left hand side of the screen.

Once you click on this tab, you’ll have quick access to phone and pin numbers to call in in case someone’s computer audio isn’t working, as well as the ability to report an issue, learn more, or leave the meeting altogether. That’s it for the basics of Blackboard Collaborate, get in there and have fun trying it out!

Our project partners include IMLS, SCRLC, ESLN, and the iSchool at SU.

Design 4 Learning has been made possible by a grant from the US Institute of Museum and Library Services.

Adobe Connect


Closed captions are available in the video by clicking on the "CC" Button. The video is best viewed at this size or the images will lose some clarity.

Video Transcript:
“D4L Orientation Week 1: Adobe Connect”
https://youtu.be/saodaXscP9Q
Hello and welcome to the Design for Learning tutorial on using Adobe Connect as a presenter. Today we’ll learn about a few basic concepts, like how to record, chat, control audio and video, as well as share screens.

Slide 2

This tutorial represents lessons learned in teacher practice sessions. These were live, play-in-the-sandbox sessions that allowed students to try meeting technology together in a safe space before teaching real students. Each group had an experienced moderator, and this tutorial represents the most common tools and tips we came across in all of our sessions. Adobe Connect is evolving software and highly customizable, keep in mind that what you see here may not exactly match your own instance of the software, and the tools are changing all the time.

Slide 3

First things first, before you even login to your meeting room, make sure you do the technical checks. Depending on how you access your meeting rooms, you may just see a link for “Help” or you may see a Technical Checks area that directs you to a Virtual Auditorium Check.

Slide 4

Either way, Adobe will run diagnostics on your computer and let you know whether your connection speeds and software will support using Adobe Connect fully. The most common error is for the Adobe Connect Add-In, which you will need for interactive and multimedia content to load and work smoothly. Install the Add-In now and you’ll have a much easier time in the meeting once you login.

Slide 5

This is a meeting room. When you login to it, the Collaborate layout is your default room setup. As you can see, it is fairly comprehensive and complex, placing many different options at your fingertips.

Slide 6

We need to get you ready to present, which means ensuring you can connect your sound, and maybe your webcam. To turn on your microphone to speak, click on the microphone icon in the top menu bar. It will be white when it’s off and green when it’s on!

To turn on your webcam, click the webcam icon, just to the right of the microphone icon. It will also turn green when active.

Slide 8
This is what your screen will look like with the webcam on. There’s a preview of what shows in your webcam in the upper right-hand pod. Keep in mind that this is just a preview. You’ll need to choose to share your webcam for anyone else to see you.

Slide 9

Share your webcam by clicking “Start Sharing.”

Slide 10

When your webcam is live, the webcam pod in the upper right-hand corner looks like this.

Slide 11

To stop sharing or change the viewing settings of your webcam, use the buttons at the top of the webcam pod.

Slide 12

Before we go further, you need to know more about setting up audio preferences for both yourself and your attendees. You’ll want to go through the Audio Setup Wizard every time you present to ensure that you can be heard, which is the most important part!

Click the dropdown menu under Meeting and select the Audio Setup Wizard. This will help you choose the best settings, particularly the correct microphones and speakers for yourself to hear and be heard. Always do this prior to starting your meeting to ensure a smooth presentation.

Slide 13

Other settings you might consider are under the Audio dropdown menu. You can enable microphone rights for participants if you like, and Single Speaker Mode, which allows only one person to talk at a time. These settings are quick and easy to select and have check marks to indicate their status.

If you want to explore more audio and video settings, you’ll need to click on Audio Conference Settings.

Slide 15

Once you click Audio Conference Settings, a large popup displays over your screen and gives you lots of options to play with. We’re going to go over a just a few that are most common for a successful presentation.
First, under Audio Conference, you can set the default settings so that participants may or may not to use their microphone.

For the Attendees Pod, you can disable the feature that allows participants to “raise” their hand when they have questions. Usually you’ll want to leave that feature enabled so participants can interact with you, but if you are presenting to a very large group it may be best to turn it off.

Under Whiteboard, you can choose whether participants are able create alongside you on the whiteboard, as well as whether or not they can export the whiteboard for use later.

Remember that back in our meeting room with the default Collaborate layout, the whiteboard pod is automatically present and shared.

There are other easy access pods in the meeting room, like the Attendees Pod, where you’ll control the roles of your participants and how they work together.

Here’s the Attendees Pod up close! Right now there is no one else in the meeting with me, but when you’re presenting to others, their names will show under Participants.

As the host, you have the ability to change a participant’s role to Presenter. This is useful if you want someone else to take over the presentation, or you want them to share their screen with the group. You can also Mute attendees if you need to. This is especially useful as a quick fix if there is a lot of background noise because a participant hasn’t thought to mute themselves.

Click the second icon in the Attendees Pod to start Breakout Sessions if you need to. We’re not going into detail about Breakouts, but if you want to explore this option, this is where you look!
The third icon in the Attendees Pod allows the host to monitor participant interaction. It groups together raised hands and responses to questions or polls that were distributed during the session.

Slide 25

Enough about the Attendee’s pod. There are more neat features in the meeting room that you need to know about!

Slide 26

First, you can upload your presentation files. We strongly recommend that you upload files prior to the meeting. It can take a while for content to load and there are some formats Adobe Connect cannot show, so you’ll want to get set up ahead of time. Click on “Upload File” in the Files Pod to begin.

Slide 27

Clicking “Upload” opens a popup menu that allows you to upload files. Click “Browse my computer” to select your files. Once the file has uploaded, click the okay button to return to the meeting room.

Slide 28

You can see the file is uploaded to the meeting room and available for download by participants.

In the Chat Pod, you and participants can type messages. This is a great way for those without a microphone to communicate, and they can communicate privately, too, with you or anyone else.

Slide 30

In the upper right-hand corner of the Chat Pod is an icon you can click to open the chat settings menu. You can change all sorts of preferences here, like text color or size. It isn’t necessary to adjust these settings to get chat to work, but you can play with them to get a better or more fun experience for you.

Slide 31

What if you want to record a meeting? You can do this by clicking the Meeting drop down button again.

Slide 32
Select “Record Meeting.”

Slide 33

This will open another pop up screen where you add a title for the recording and, if you’d like to, provide a quick summary.

Slide 34

Once you press okay on the pop up screen, you’ll return to the meeting room with one big difference. In the upper right-hand corner of your meeting room you’ll see a red dot that means you’re currently recording. Use this button to pause or stop recording as well.

Slide 35

What if you want to share your screen? Go to the Pods menu, choose “Share”, and then select “Share” again. Remember the whiteboard from the default screen? You can always check here to make sure that sharing the whiteboard is enabled. You can tell that this one is because it has a checkmark.

Slide 36

Once you click “Share,” a new pod will open in your meeting room.

Click on “Share my screen.”

Slide 38

This time, when I click “Share My Screen”, I get a small warning about needing to install the Adobe Connect Add-In on my computer. Even if you ran Technical Checks, it’s possible to see pop ups like this when using Adobe Connect, especially for the first time. You’ll need to click “Yes” to install the add-in so you can use interactive and multimedia content. This image gives you an idea of what the warning looks like in case you come across it. Usually the add-in will install quickly, it took less than 30 seconds for me this time.

Slide 39

But, back to sharing screens! If you have dual monitors, you’ll be given the option to choose which screen to share. Make a selection if you need to, then click “Share.”

Slide 40
Once you click “Share,” you’ll see the screen making a couple seconds of adjustments and the meeting room will minimize into a small window in the lower corner of your monitor. From here you still have control of the most important features of the meeting, like chat and sound, but they’re minimized so you take advantage of the full screen. You can’t see the meeting room anymore, but it’s still there and the participants can see you!

Slide 41

To preview what you are sharing, click on the computer icon on the small meeting window.

Slide 42

Once you select this option, you have the further option to “stop sharing” or “pause and annotate.”

Slide 43

If you choose to “pause to annotate”, your screen adjusts automatically. You can type, draw and otherwise mark up the screen from the moment that you click. There are many more options and controls available for you to customize your Adobe Connect meeting. All I can say is get in there, play around, and have fun!

Our project partners include IMLS, SCRLC, ESLN, and the iSchool at SU.

Slide 45

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**Additional Resources**

Now it's your turn!

**Synchronous Tools Evaluation Worksheet:**
We encourage you to try the tools that interest you most using the Synchronous Tools Evaluation Worksheet in your Instructional Design Workbook. This sheet will get you looking for common features in any tool, considering additional tools (like Skype, Google Hangouts, GoToMeeting, and others) and features to try, and critically assessing your needs and preferences as you consider adding these tools to your toolbox. You may continue to explore this throughout your time in D4L (or beyond).

**Tools We Tried:**
1. Zoom - [https://zoom.us/](https://zoom.us/)
2. WebEx Meeting - [https://www.webex.com/](https://www.webex.com/)

Additional Tools You Could Try:

- Google Hangouts - [https://hangouts.google.com/](https://hangouts.google.com/)
- GoToMeeting - [https://www.gotomeeting.com/](https://www.gotomeeting.com/)
- Talking Communities - [http://talkingcommunities.com/](http://talkingcommunities.com/)

Resource Guides:

- Zoom for D4L Resource Guide (PDF, 144K)
- WebEx Meeting for D4L Resource Guide (PDF, 145K)
- Blackboard Collaborate for D4L Resource Guide (PDF, 184K)
- Adobe Connect for D4L Resource Guide (PDF, 264K)
- Google Hangouts Resource Guide (PDF, 126K)
- Skype Resource Guide (PDF, 137K)

Videos:

All of this guide's videos are available on a playlist at
YouTube: [https://www.youtube.com/playlist?embed=no&list=PLw6HBD7UyT3k-KHtJEgRIMFiFG1Ox3nPm](https://www.youtube.com/playlist?embed=no&list=PLw6HBD7UyT3k-KHtJEgRIMFiFG1Ox3nPm)