Remember The Basics

Creating/accessing meetings
- wku.edu/it/adobeconnect/ (click Adobe Connect Pro Login)
- Connect.wku.edu/
- Connect.wku.edu/meeting_url/ (Meeting room with a specific URL)

Types of Pods
- **Share**—share your computer screen, files, or whiteboards
- **Notes**—make notes visible to all participants, display an agenda, etc.
- **Attendees**—displays list of users in a meeting
- **Video**—share video through the webcam
- **Video telephony**—share video streams with attendees
- **Chat**—real time chat with all meeting participants or a subset
- **Files**—make files available for download
- **Web Links**—direct all users to a URL (only presenter/host can view full list)
- **Poll**—ask questions & share results or quiz participants & review answers later
- **Q&A**—hide questions for privacy or to restrict interruption, answer them later or have another host/presenter answer behind the scenes

General Tips and Tricks

- Keep your files organized. Name things so that you’ll remember their significance, especially if you have multiple sessions of the same course. Delete things you no longer need including pods, meetings, and files.
- Prepare for your meeting—arrange pods and layouts and upload necessary files before the meeting.
- If multiple layouts will be used, create them beforehand and arrange them in the order they’ll be used.
- Have a test meeting with all participants before the main event or have all participants visit the Troubleshooting Page to make sure they will be able to access the meeting.
- Record your meetings for anyone who can’t attend. Visit the server site to edit recordings, make them public, and obtain a URL to access the recording.
- Try recording yourself going through your material in the meeting room and watching the playback to look for areas where your presentation can be improved.

Audio

- Run the audio setup wizard for every speaker at every meeting.
- Avoid audio echo by using a headset or headphones or muting your audio output while you’re speaking.
- Be aware of who has speaking rights and whether the handsfree setting is activated. There’s no need to transmit silence.
- Use the “raise hand” feature so participants can request temporary speaking rights.
- Remind participants to make sure their speakers are on and volume is not muted.

Troubleshooting Page:
http://connect.wku.edu/common/help/en/support/meeting_test.htm

Many problems can be fixed by exiting and entering the room again, or by removing all speaking rights and then giving back only those necessary.

Tips to reduce bandwidth usage or avoid lag:
* Always host from a wired connection, not wireless.
* Set the room bandwidth to Cable/DSL.
* Encourage users to set their connection speed in “Manage my settings”.
* Have a face to go with the meeting without using up bandwidth by pausing the video or using a jpg headshot.

Adobe Connect Pro Coordinator
CONTACT:
E-mail: DesktopVC@wku.edu
IT Help Desk Phone:  745-7000