



## Getting Started with Connect Pro

Adobe Connect Pro provides an easy-to-use interface for synchronous communication. Getting started is simple. Navigate your browser to <http://element.emporia.edu/common/help/en/support/startmain.htm>.

You will be directed to perform a number of steps on your computer:

- The first step gives a link to download the application from your computer.
- The second link provides a connection test site for Adobe Acrobat Connect Pro. You can access this site anytime at [http://element.emporia.edu/common/help/en/support/meeting\\_test.htm](http://element.emporia.edu/common/help/en/support/meeting_test.htm).
- In the third step, you have the option to install Adobe Flash Paper. This application allows you to share documents in your meeting by converting them to a Flash (.swf) format.
- You have an option to install the Adobe Acrobat Connect Add-in for Microsoft Outlook in step 4. If you maintain calendar information using Microsoft Outlook, this add-in would be helpful for you.
- The next step involves meeting creation. We'll look at that in more detail.

### Create a Meeting

In order to create a meeting, you'll first log in to the Blackboard course where you'd like to deploy the synchronous classroom. Once there, go to **Communications** → **Adobe Connect Pro**.



When you do, you will arrive at the *Adobe Connect Pro: Meeting Page* window within Blackboard. There, you will see a list of all sessions recorded within the course shell, along with options to edit the settings for the room, delete the room and all its recordings, and view reports which provide information regarding each room. It is also from this location that room archives can be reviewed.



<a href="#">Create New Course Meeting</a>			
Meeting Name	Time	Date	Options
<a href="#">Adobe Connect Demo</a>	02:00 PM - 03:00 PM	Tuesday, Jun 23, 2009	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>

The **Create New Course Meeting** link will bring up *Adobe Connect Pro: Configure Meeting* screen, shown below.

**1 Meeting Information**

Name \*

Custom URL    
(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://element.emporia.edu/productdemo/)

Summary

Date 2009  25

Start Time 04:30 PM

Duration 01:00  hours:minutes

In the dialogue boxes that appear, you'll be required to provide a name for your meeting. To do so, click in the **Name** dialogue area and key in your room name. You may also provide meeting information in the **Summary** text box provided.

To set the date, start time, and duration of a meeting room, use the drop-down arrows next to each item to create your setting preferences.

The bottom portion of section 1 allows you to control meeting room access and provides a place for you to add attendees to your meeting room.

**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

Use the buttons provided to select the access you wish to provide.

NOTE: You will have the opportunity to accept or decline participant meeting requests if you use the default menu setting.



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The next portion of the screen allows you to create your participants group.

**Participants**

**Participants List:**  Select All

Clark Kent  
Kay (Admin) Shireman  
Sandra Valenti  
\* Corky Student1  
\* Corky Student2  
\* Corky Student3  
\* Corky Student4  
\* Corky Student5  
\* Marie Miller  
\* Nancy (Admin) England

**Selected Participants:**

You may move all students into your participant list by checking the **Select All** box and then using the right arrow to move the names over to the right-hand side of the table.

When your settings have been created to your satisfaction, click Submit at the bottom of the screen to create your room and apply the settings you defined.

The meeting room will appear in the Meeting Name column of the Adobe Connect Pro Meeting Page. Click the underlined link to enter the room.

VALENTITEST (VALENTITEST) > COMMUNICATIONS > ADOBE CONNECT PRO

**Adobe Connect Pro: Meeting Page**

You are logged in as: **Sandra Valenti - Instructor**

[Create New Course Meeting](#)

Meeting Name	Time	Date	Options
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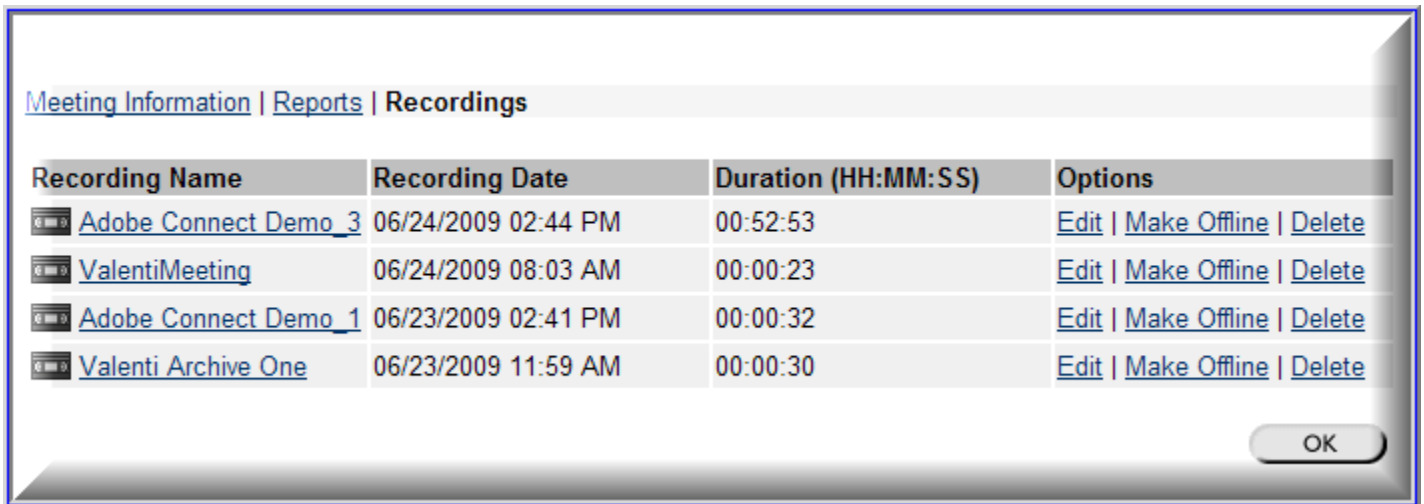
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To end your meeting, go to **Menu** → **End Meeting**.







## Room Archives

To view the archives associated with a meeting room, click on the VCR tape icon  next to the name of the meeting room for which you wish to view the archive. A list of room archives will appear on the screen that opens.



[Meeting Information](#) | [Reports](#) | [Recordings](#)

Recording Name	Recording Date	Duration (HH:MM:SS)	Options
 <a href="#">Adobe Connect Demo_3</a>	06/24/2009 02:44 PM	00:52:53	<a href="#">Edit</a>   <a href="#">Make Offline</a>   <a href="#">Delete</a>
 <a href="#">ValentiMeeting</a>	06/24/2009 08:03 AM	00:00:23	<a href="#">Edit</a>   <a href="#">Make Offline</a>   <a href="#">Delete</a>
 <a href="#">Adobe Connect Demo_1</a>	06/23/2009 02:41 PM	00:00:32	<a href="#">Edit</a>   <a href="#">Make Offline</a>   <a href="#">Delete</a>
 <a href="#">Valenti Archive One</a>	06/23/2009 11:59 AM	00:00:30	<a href="#">Edit</a>   <a href="#">Make Offline</a>   <a href="#">Delete</a>

OK

To view the recorded archive for a meeting, click the underline link from the *Recording Name* column of the table. Faculty may also edit recordings, download them for offline editing, or delete the recordings.