

Creating Adobe Connect Meetings

This guide is intended to give you a basic overview of how to create Adobe Connect meetings. The best way to learn how it works is to play with it yourselves. The Adobe Connect help guides are easy to navigate for further information. Or contact the DEC Professional Learning and Leadersip Coordinator **Scott Paterson** at scott.paterson1@det.nsw.edu.au who is very happy to answer any questions or myself **Jeff Lambert**, at jeffrey.lambert@det.nsw.edu.au

Before you can create meetings, you need to have logged in to Adobe Connect previously (which automatically creates an account for you) and then email Scott Paterson at scott.paterson1@det.nsw.edu.au and ask him to give you access to create Adobe Connect meetings.

Entering Your Home Page

To enter your Adobe Connect Home Page, type: <https://connect.schools.nsw.edu.au> into your browser's address bar

Your login is your DEC **username@detnsw**, password is your **DEC portal password**. This information is also included on the screen (circled below)

ADOBE® CONNECT™

Login:

Password:

[Forgot your password?](#)

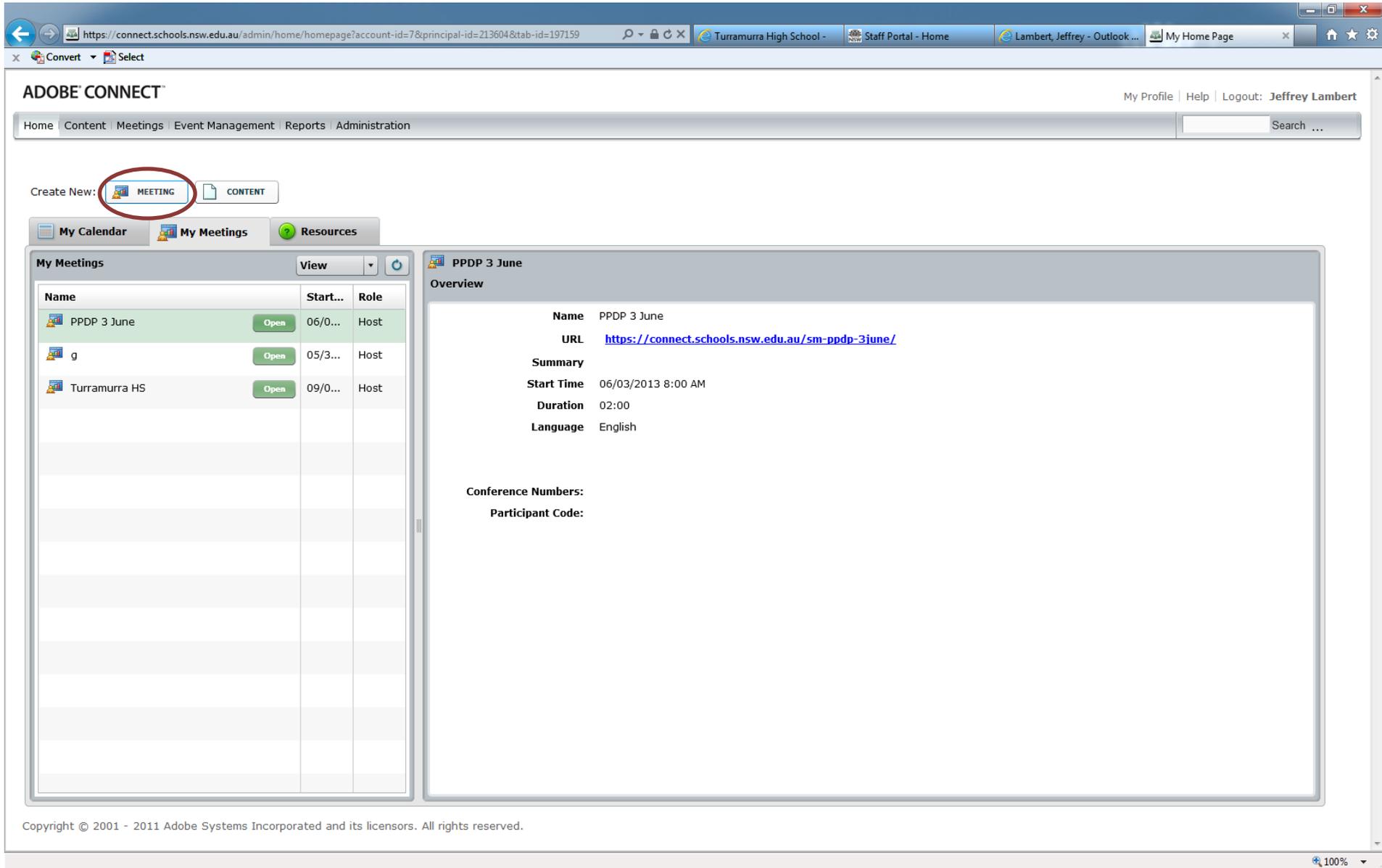
NSW Teachers/Staff
Login: username@detnsw
Password: detportalpassword

Students
Login as Guest: Name + Location

Please ensure you have the latest Adobe Flash Player installed.
Download at www.adobe.com

Creating Adobe Connect Meetings

Click on the **Create New Meeting** button (circled below) If you don't have this option, then you have not been set up as a meeting creator as yet. You will need to contact Scott Paterson as set out on page 1 above.



The screenshot shows the Adobe Connect Admin interface. At the top, the browser address bar displays the URL: <https://connect.schools.nsw.edu.au/admin/home/homepage?account-id=7&principal-id=213604&tab-id=197159>. The page title is "ADOBE CONNECT™" and the user is logged in as "Jeffrey Lambert". The navigation menu includes "Home", "Content", "Meetings", "Event Management", "Reports", and "Administration". A search bar is located on the right side of the navigation menu.

Under the "Create New:" section, there are two buttons: "MEETING" (circled in red) and "CONTENT". Below this, there are three tabs: "My Calendar", "My Meetings", and "Resources".

The "My Meetings" tab is active, showing a table of meetings. The table has columns for "Name", "Start...", and "Role". The first row is highlighted in green and contains the following data:

Name	Start...	Role
PPDP 3 June	06/0...	Host
g	05/3...	Host
Turramurra HS	09/0...	Host

The "PPDP 3 June" meeting is selected, and its details are shown in the "Overview" section on the right. The details include:

- Name:** PPDP 3 June
- URL:** <https://connect.schools.nsw.edu.au/sm-ppdp-3june/>
- Summary:**
- Start Time:** 06/03/2013 8:00 AM
- Duration:** 02:00
- Language:** English

Below the overview section, there are fields for "Conference Numbers:" and "Participant Code:". At the bottom of the page, the copyright notice reads: "Copyright © 2001 - 2011 Adobe Systems Incorporated and its licensors. All rights reserved."

Enter Meeting Information

On this screen you name your meeting (circled blue), create the unique URL for your meeting (circled purple) and set the meeting time, date and length. For the **Access options**, click on the **bottom option...Anyone who has the URL for the meeting can enter the room** (circled red). This option gives automatic entry rights to anyone who is given the link. Ultimately, it saves the meeting host the hassle of having to give permission to every participant who wants to join the meeting. **You do NOT need to include audio conference, so leave this section out.** Scroll down to the bottom of this screen and click on **Finish** to save your meeting. You will end up on the screen shown on the next page.

ADOBE CONNECT My Profile | Help | Logout: Jeffrey Lambert

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: * PPDH Hot Topic meeting Number 1

Custom URL: https://connect.schools.nsw.edu.au/Hot-Topic-1
(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in https://connect.schools.nsw.edu.au/product-demo/)

Summary:
(max length=4000 characters)

Start Time: 15 August 2013 11:15 AM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

Language: * English

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

Audio Conference Settings

Do not include any audio conference with this meeting.

Include audio conference details with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

This screen, which is the **Meeting Information** screen, summarises the meeting information you entered, including the access rights. The URL on this page (circled red) is the one you copy and paste into the email you send inviting participants to the meeting. Clicking on this URL will take them directly to the login page for the meeting.

If you have made a mistake, you can click on **Edit Information** (circled blue) which takes you back to the previous screen and allows you to correct your mistake. **Don't forget to press SAVE at the bottom of the screen!**

ADOBE CONNECT™

Home | Content | Meetings | Event Management | Reports | Administration

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > jeffrey.lambert@detnsw > PPDP Hot Topic meeting number 1

Meeting Information | **Edit Information** | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: **PPDP Hot Topic meeting number 1**

Summary:

Start Time: **08/15/2013 12:15 PM**

Duration: **01:00**

URL: **<https://connect.schools.nsw.edu.au/hot-topic-1/>**

Number of users in room: **1**

Language: **English**

Access: **Anyone who has the URL for the meeting can enter the room**

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Editing and sending the recording of your meeting

Your Meeting Recording

The **recordings menu**, shaded grey below, takes you to a list of all recordings of your meetings.

- Clicking on **Edit** (circled red) will take you into the actual recorded meeting where you able to edit the video, such as trimming the length of the meeting. This is great for cutting out the recorded preamble before the meeting actually started.
- Checking the box beside your meeting and then clicking **Make Public** (both circled blue) will allow all participants to be able to view the recording when you send the link.
- Clicking on the name of your recording (circled orange) will take you to the screen on the following page.

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Home | Content | Meetings | Event Management | Reports | Administration

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User Meetings > jeffrey.lambert@detnsw > PPDP 3 June

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

<input type="button" value="Delete"/>								<input type="button" value="Move To Folder"/>								<input type="button" value="Make Public"/>								<input type="button" value="Make Private"/>							
<input type="checkbox"/>	Name >	Edit	View Original	Offline	Access	Recording Date >	Current Duration	Duration >																							
<input checked="" type="checkbox"/>	PPDP 3 June_0	Edit	View Original	Make Offline	Public	06/03/2013 8:10 AM	01:05:49	01:06:30																							

Recording Information Screen

This screen gives you the URL link needed for viewing the recording (circled red). **This is the link you will need to email to everyone.**

Recording each meeting is vitally important as it allows all who were unable to attend the meeting to view the meeting and access all materials, documents etc used in the meeting, thereby allowing everyone to remain connected to the entire project.

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Home | Content | Meetings | Event Management | Reports | Administration

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User Meetings > jeffrey.lambert@detnsw > PPDP 3 June > PPDP 3 June_0

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Recording Information [Edit Return To Recordings]

Title: **PPDP 3 June_0**

Duration: **01:06:30**

Disk usage: **200712.2 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<https://connect.schools.nsw.edu.au/p2npgbf6m9h/>**

Summary:

Language: **English**

Uploaded on: **06/03/2013 10:54 AM**

Edit Recording

View Original

Make Offline