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 <u>Scott Paterson</u> at <u>scott.paterson1@det.nsw.edu.au</u> 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)

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.

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.

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!**

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.

ADOBE® CONNECT™

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

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

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

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

	Delete	Move To Folder	Make Public	Make Private

☐	Name ▸	Edit	View Original	Offline	Access	Recording Date ▸	Current Duration	Duration ▸
☐	📼 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.

ADOBE CONNECT™

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

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

📁 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/p2npqbf6m9h/**

Summary:

Language: **English**

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

[Edit Recording] [View Original] [Make Offline]