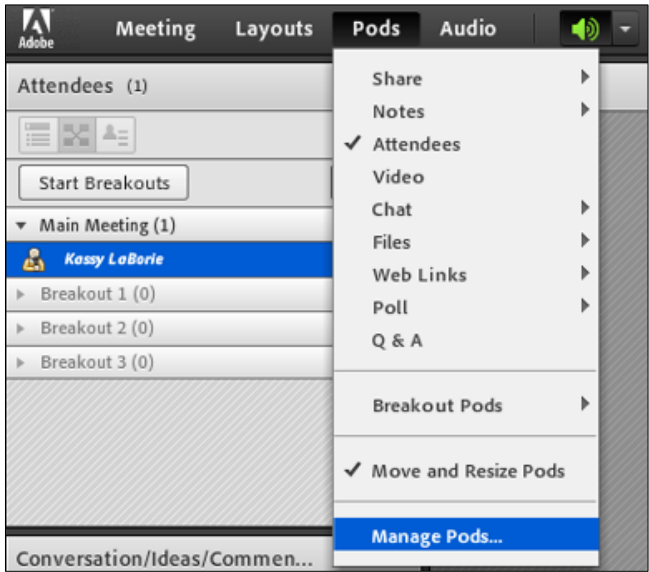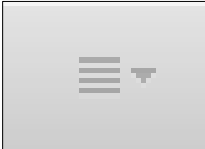# Virtual Platform Checklist for Adobe Connect 9

Adobe Connect is a powerful online meeting tool used to create engaging virtual training. To create an effective learning experience, become familiar with the features and options that are available. Features themselves do not create engagement. It is how they are used that makes the difference!

Listed below are the most common features used to create and deliver an online learning event.

√	Feature	√	Feature
☐	Breakout	☐	Polling
☐	Chat	☐	Recording
☐	Feedback	☐	Share: Documents
☐	File Share	☐	Share: Screens
☐	Layouts	☐	Share: Whiteboard
☐	Pods	☐	Web cam

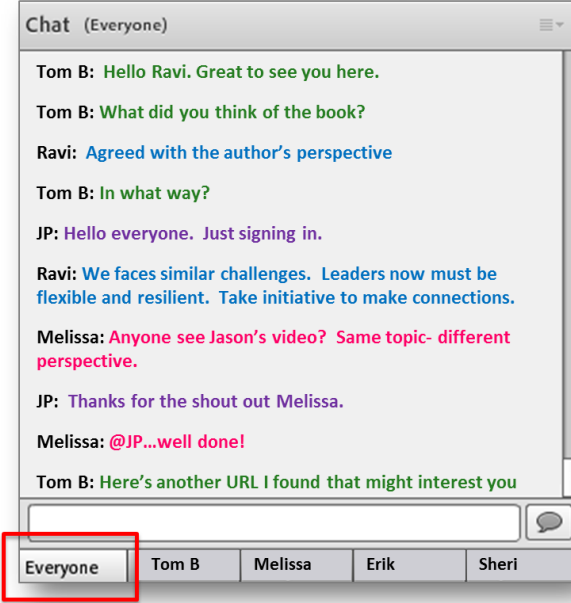| Pods	When to use:
	Pods are the panels that make up the *layout of the online learning event. Choose from the drop down choices to create an interactive and engaging experience: Share, Notes, Attendees, Video, Chat, Files, Web Links, Poll, Q&A, and Breakout Pods. **How to activate:** • Click Pods from the menu bar • Choose the type of pod needed • Position and resize as needed *See Layouts below* *See Pod Options regarding each type*
Pod Options 	When to use: Every pod in Adobe Connect has a Pod Options drop down menu in the top right corner of the pod. Check the options for every pod used in a session to learn how each one functions. **How to activate:** • Click on the icon for Pod Option • Select the option

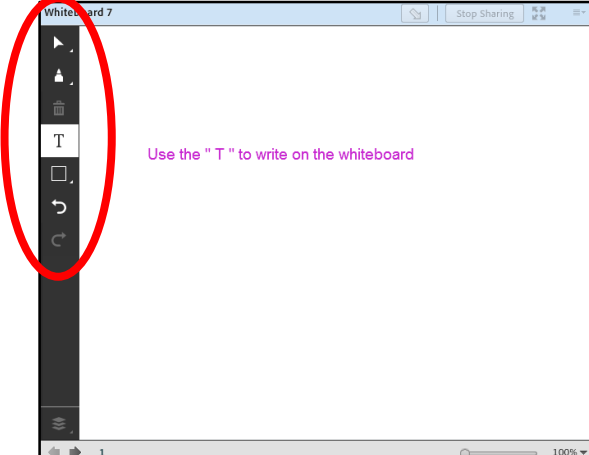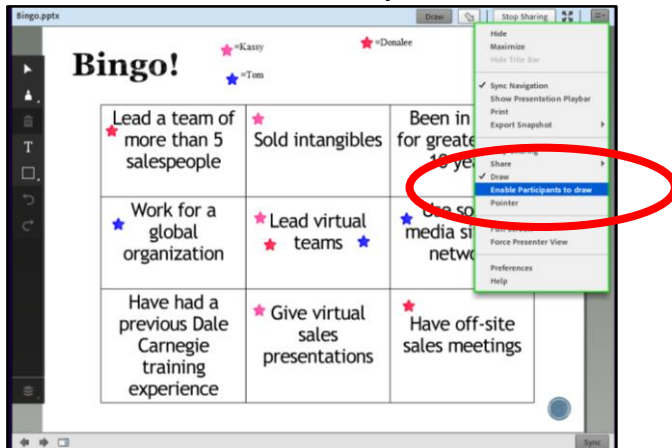| Feedback		**When to use**: The feedback tools are a simple and highly effective way to check in with attendees. Encourage attendees to click the green check any time they are nodding their head in agreement. For example, tell them: "Give me a green check if…" "Let's applaud your colleagues' efforts!" **How to activate:** • Feedback is available by default • Show attendees where to locate them and request they click on the options as applicable
Chat		**When to use**: Chat is one of the main methods of communication in the virtual classroom. Use it for commentary, questions, and conversations. Create "chatversations"! Send links through chat to quickly provide online resources to attendees. **How to activate:** • Chat pods are included in default layouts • Add more chat pods by clicking on Pods > Chat > Add New Chat • Everyone chat tab is a public chat **Note:** Private chats occur when placing a mouse over a person's name in the attendee pod. They appear as separate tabs in the chat pod.
SHARE POD: Whiteboard		**When to use**: Whiteboard is a verb! Use it for collaborative activities like brainstorming and creative thinking. **How to activate:** • From a Share Pod • Click Share my screen • Click Share whiteboard • Use the toolbar on the left to annotate **Note:** See Whiteboard Tools for directions on how to activate them for attendees.

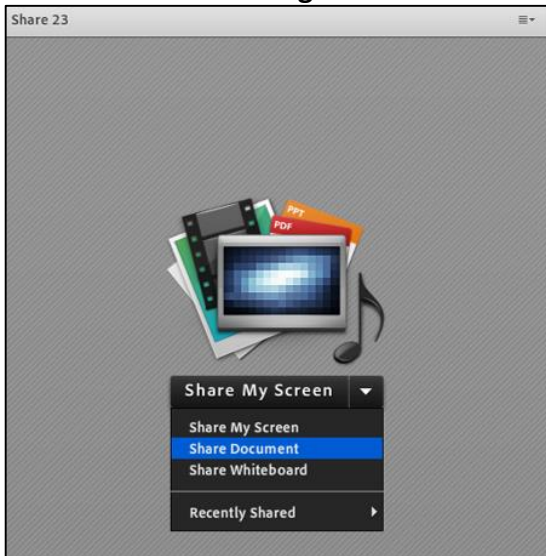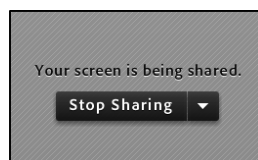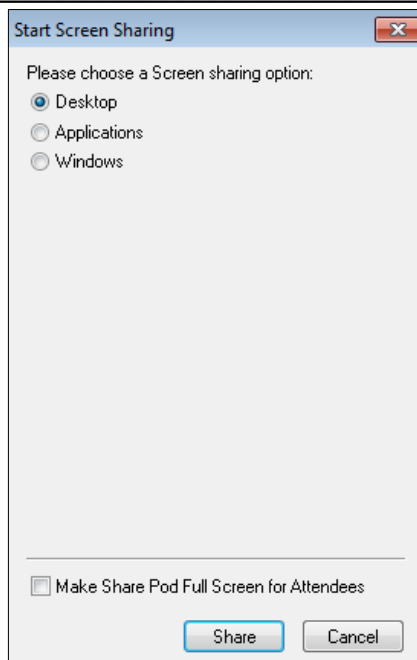|	
Whiteboard Tools: Enable Participants to draw	**When to use**: Enable participants to draw to allow attendees to collaborate and write their ideas and comments on the files shared in a share pod or on a whiteboard. **How to activate:** • Click Attendee Pod Options • Click Attendee Options > Enable Participant to draw • Select "draw" from the top of the share pod to ensure the whiteboard toolbar appears to the left side of the pod
SHARE POD: Document sharing	**When to use**: Share documents (for example PowerPoint files) using a Share Pod prepared for interaction with enough blank space for whiteboarding answers to questions, thoughts and ideas. Share other types of files such as videos and .pdf's **How to activate:** • Share pods are included in default layouts • Add additional share pods by clicking Pods > Share > Add New Share • Click Share My Screen > Share Document > Browse My Computer and double click the file **Note:** See Whiteboard Tools above to allow attendees to collaborate on a shared file.
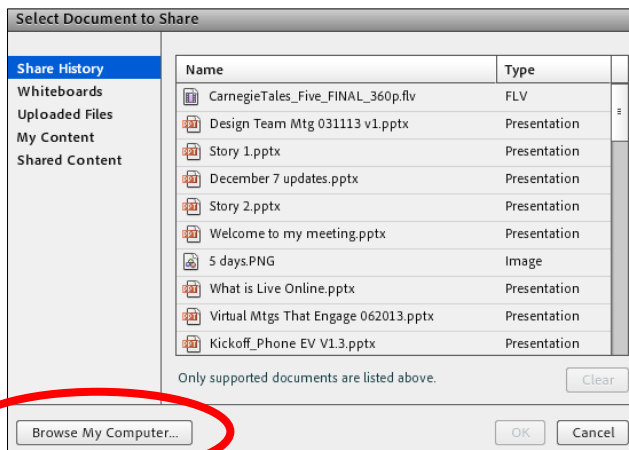
SHARE POD: Screen Sharing (Desktop, Application, Windows) 	**When to use**: Software training is conducted using screen share. Allow attendees to view the entire desktop, one an application at a time, or simply a window. Attendees do not need to have the software on their computers to view it from yours. For hands-on training however, ask attendees to open their own applications and toggle between the Adobe Connect window and their application as you demonstrate the steps. **How to activate:** • From a Share Pod, Click Share My Screen > Share My screen and choose Desktop, Applications or Windows • Click back to the Adobe Connect Share Pod to Click Stop Sharing when ready

Polling

Multiple Choice

Multiple Answer
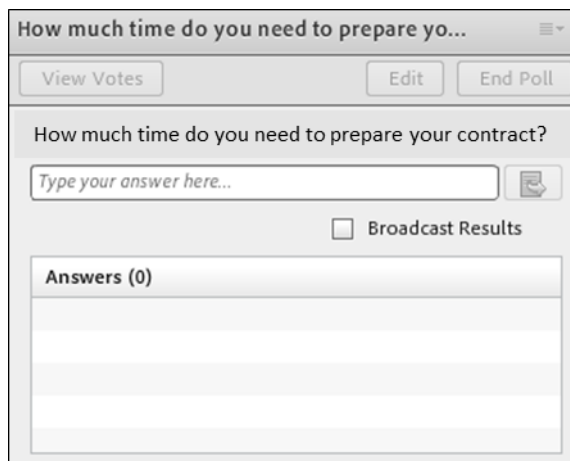
Short Answer

When to use: In Adobe Connect you can poll attendees by asking one question at a time. Use several poll pods to ask multiple questions at once. Place them in their own layout if needed.

Remember to respond appropriately to the answers and build your comments and discussion into the training experience.

How to activate:
- Add a poll via a poll pod at any time. Click Pods > Poll > Add New Poll
- Resize, position and type the multiple choice, multiple answers, or short answer question and its answers
- Click Open
- Click Edit if needed
- Click View Votes to see individual attendee responses
- Click Back to Poll to see the aggregate responses
- Check Broadcast Results to the attendees when necessary
- Click End Poll

Breakout

A tutorial:
http://www.youtube.com/watch?v=aKDlRt3PC9s&feature=youtu.be
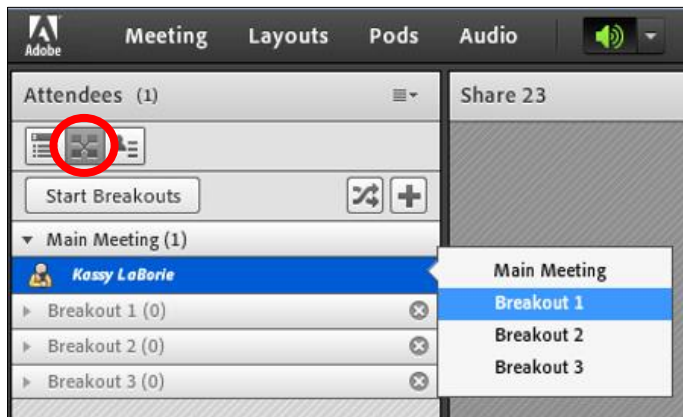
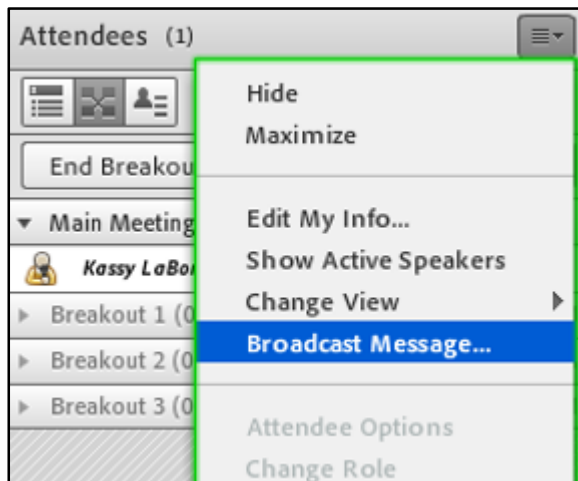**Note:** Your site may allow more than 5 breakouts. Be sure to verify.

When to use: Working in small groups with other online participants is a great way to apply key learnings from any training event. Use breakouts for activities like role plays, problem solving and case studies where teams work together to create solutions and share ideas.

How to activate:
- From the Attendees Pod, click on the Breakout Room View button (circled in red)
- Use the "+" to add as many rooms as needed
- Start Breakouts to prepare the content for each one
- Mouse over your name, and then the desired breakout room and prepare the activities for each. (For example, add a share pod, a chat pod, a file share pod as needed)
- End Breakouts and return to the Main Room
- Mouse over each attendee's name to plan which breakout they will join
- Click Start Breakouts when ready for the activity and End Breakouts to bring everyone back to the Main Meeting

Note: Click Attendee Pod Options before ending breakouts to send a Broadcast Message.

File Share
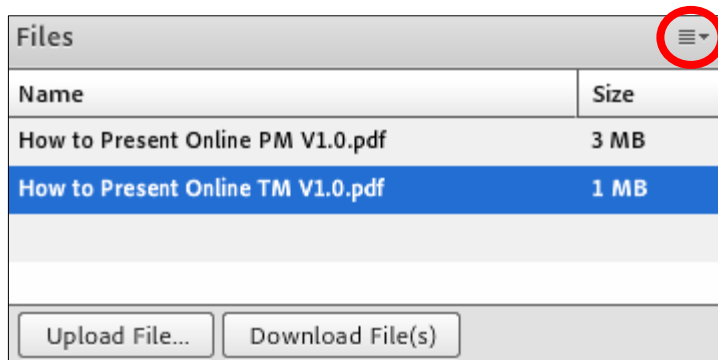
When to use: Handouts and manuals can be easily provided to attendees using a Files pod. Always load class materials in a file pod for quick access as needed.

How to activate:
- Click Pods > Files> Add New File Share
- Click Upload File and browse to choose the file to share
- Attendees click on each file one at a time and then click Download File(s) to save them locally to their computers

Note: Click the **Files Pod Options** (circled in red) for more options like to remove and rename files.
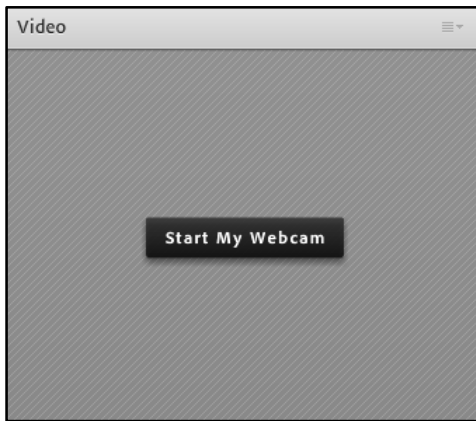
Web cam	When to use: Using a web cam personalizes an online learning event. It works well for introductions or any time seeing a person or an object would be helpful for learning to occur.
	How to activate: • Click Pods > Video • Position the pod on the screen • Click Start My Webcam • Click Allow • Preview • Start Sharing • Stop MY Webcam **Note:** Pay attention to your lighting and what is behind you that will appear on camera. Be sure your face is centered and look into the camera when speaking.
Recording	When to use: Make recordings of your learning events to provide attendees with an archive of the activities for reference and review. It's also helpful for people who arrive late, or leave a session early. By watching the recording, they do not lose out on any of the session discussion or activities.
	How to activate: • Click Meeting > Record Meeting • Name the Recording and click OK • Click Pause and Stop from the red dot in the top right corner of the screen, next to the Help menu • To access the recording link, Click Meeting > Manage Meeting Information > Recording **Note:** Recordings of interactive online training are not a replacement for that learning event. Adobe Connect Administrators must mark a recording "public" in order for the URL to be accessible for viewing.

Layouts	When to use:
	Layouts provide a custom look and feel to your learning session. By using multiple layouts, you can add variety and different levels of interactivity in different sections of your learning event. Create layouts by adding pods of different sizes and placing them in different locations on the screen. You can customize and position them according to the content placed in each one. Think of layouts as different rooms in your house where different activities take place. Each has its own look and purpose. **How to activate:** • Click Layouts from the menu bar • Click Create New Layout • Duplicate an existing layout or create a new one and name it • Build the layout by selecting which pods to add to it • Switch between layouts using the Layout menu or the shortcuts along the right side of your Host view **Note:** To save time and create consistency, duplicate existing layouts. You can hide pods that you don't need.