



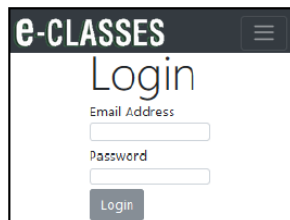
## e-CLASSES

# Host Quick Reference Card – Adobe Connect 11.2

May 2021 brings Adobe Connect version 11.2 with Standard View being the default whether you join using the desktop application or a web browser. Note that not all features are available when hosting from a browser.

Contact North | Contact Nord Technical Helpdesk 1-888-850-4628, Monday to Friday, 7:30am ET – 10:30pm ET

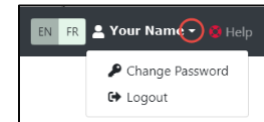
Before you begin, ensure your **headset**, or **microphone & speakers**, and **webcam** (if applicable) are plugged in.



### Logging into your Session

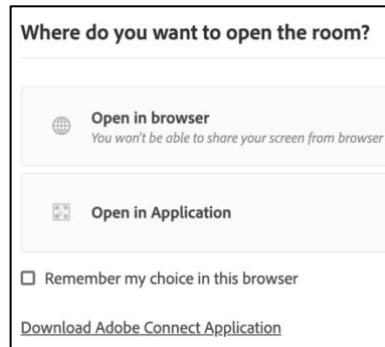
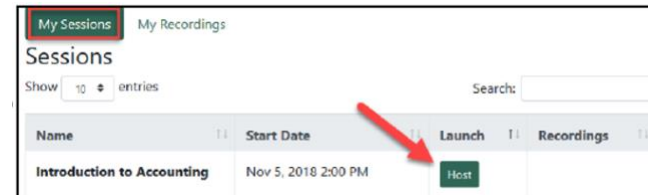
Go to [eclassesconnect.contactnorth.ca](https://eclassesconnect.contactnorth.ca) and login with your email address and provided password.

Set a new password from the drop-down menu beside your name at the top right of the page.



From your My Sessions tab, click *Host* (or *Present*) for the desired session.

Later: Click *My Recordings* tab to access sessions you recorded.



To share content, you must use the Adobe Connect Application. The first time you join a session select **Download Adobe Connect Application** and follow the prompts to install. The room will launch in the Adobe Connect app by default on subsequent launches.

If your computer does not allow downloads, choose **Open in Browser**.

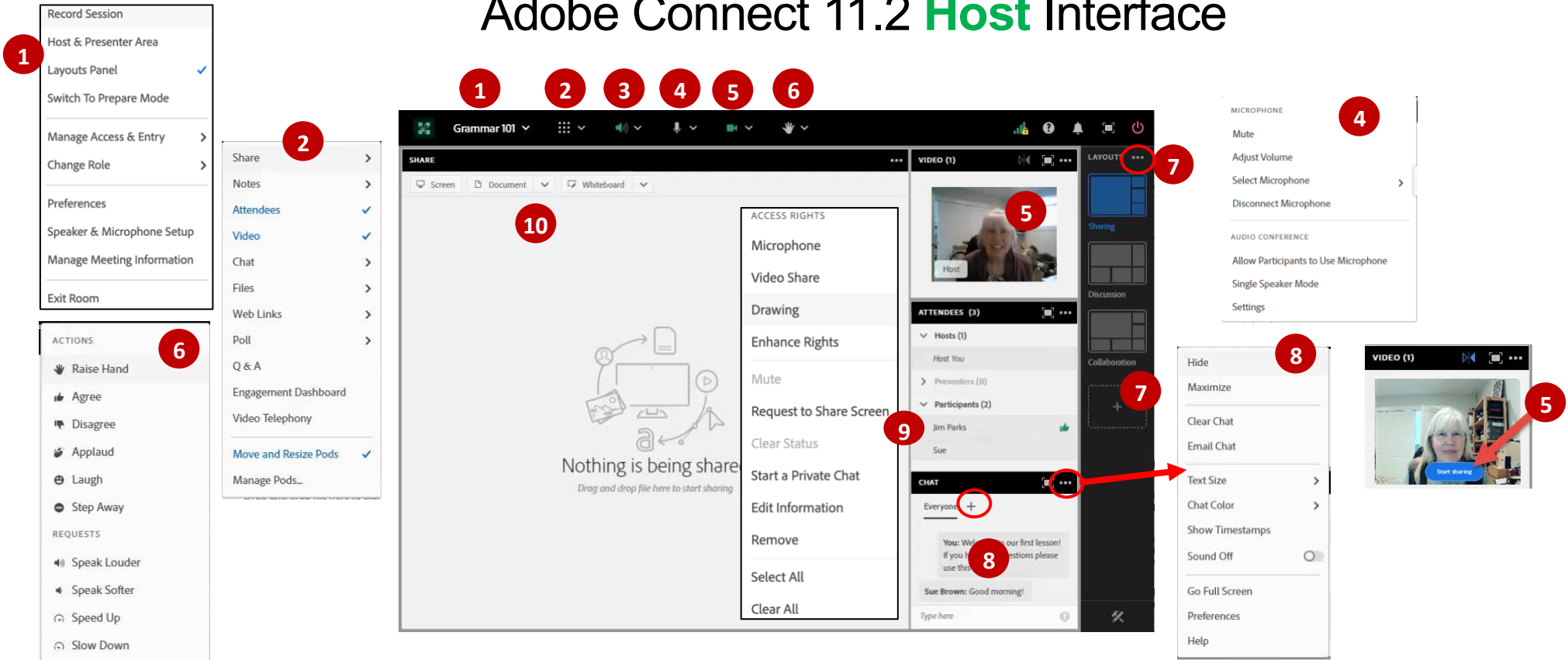
The Adobe Connect room consists of a Menu Bar above a presentation area where pods are displayed. Pods have varying functions (e.g. Attendees, Chat, Video, and a Share pod for displaying different types of content). Layout options are available on the right side of the interface. The default layout is the “Sharing” layout. You can also move pods around within a layout or create new layouts.



For more Adobe Connect resources, visit <https://eclassesconnect.contactnorth.ca/help/host>.

(See the next page for further information about the Adobe Connect Meeting room).

# Adobe Connect 11.2 **Host** Interface



**1** Manage meeting **Preferences**, check your audio setup, **Record Meeting** and **Manage Participant Access, Exit (only you)** from the **Meeting** menu.

**2** Add a new pod to the current layout or disable resizing/moving from the **Pods** menu. Select **Manage Pods** to rename or delete pods. Click and drag pods to move them. Adjust pod size by hovering over the edge and dragging.

**3** Use the **Speaker** drop-down menu to mute or adjust volume.

**4** Click the **Microphone** to talk in the session. Use the drop-down arrow to adjust microphone volume, disconnect, give microphone rights to all participants, and access additional settings.

**5** Clicking the webcam icon will open a Video pod or **Start My Webcam** in an existing **Video pod**. After previewing, click **Start Sharing**. Use the drop-down beside the webcam icon in the Menu Bar to enable webcams for all participants.

**6** Click on the hand symbol to raise your hand. To select another action or request, click the drop-down menu arrow. To remove an action icon, click it again. Request icons disappear after approximately 8 seconds.

**7** Select or add a layout from the layout bar at the right. Manage your meeting layout or create a new layout from the three dot ellipsis in the upper right corner of the Layouts bar.

**8** To **Everyone Chat**: type in the Chat pod and click the **Send** arrow. Use the **+** to **start Private Chat**. Pod Options menu in the top right corner of the Chat pod sets preferences, alerts, and manages chat history.

**9** Hover over attendee names to **give participant access rights** for **microphone, webcam, drawing, screen share, and remove from session**.

**10** Select **Screen, Document, Whiteboard** for content options in a **Share** pod. Options to **Stop Sharing, Draw, add a pointer, sync, and full screen** will be located along the top of the pod while sharing.

