



Classroom Controls in Adobe Connect

With large numbers of guest attendees in your online session, you want to be able to quickly control unexpected and disruptive situations. There are a number of classroom control options in Adobe Connect and your choice will be based on the level of disruption, the affected attendees, and the immediacy required. Detailed instructions follow, but you can also **click directly in the chart for quick access to a specific solution**.

- Requires quick action
- Moderate intervention
- Mild mediation
- Use with caution

	Eject Attendee from Session	Disable Attendee's Tool/s	Caution Attendee/s via Private Chat	Hide Pod from View	Move Attendee Pod to Presenter Only Area	Block Entry to Session	Use Q&A Pod instead of Chat Pod	Click or Close the Draw Icon
Inappropriate use of draw tools	✓	✓	✓	✓				✓
Overuse of status symbols (emoticons, feedback)	✓		✓		✓			
Monopolizing/Misusing the microphone (or not muting)	✓	✓	✓					
Misuse of Chat pod – too much, off-topic, inappropriate	✓		✓	✓			✓	
Late arrivals interrupting the session	✓		✓			✓		
Inappropriate use of webcam	✓	✓	✓	✓				
Guest display name inappropriate	✓		✓	✓	✓			

Affects Individual Attendee/s

Affects All Attendees

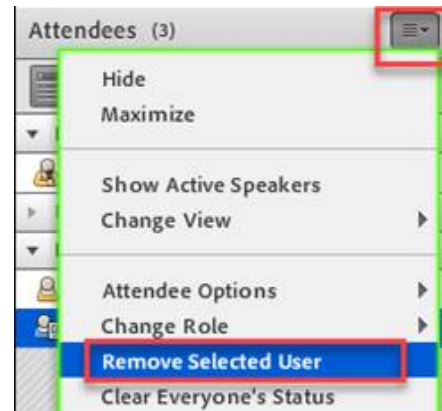
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Controls that Affect Selected Attendees Only

1. Eject attendee(s) from session

To immediately eject an attendee from your session, use the **Remove Selected User** function found in the Attendee Pod options menu.

- Click on or select the attendee to be removed. To select more than one, hold down the control key (command key on Mac).
- Open the Attendee pod options menu in the upper right corner of the pod.
- Choose **Remove Selected User**



Note: The attendee will be removed immediately, without asking for your confirmation.

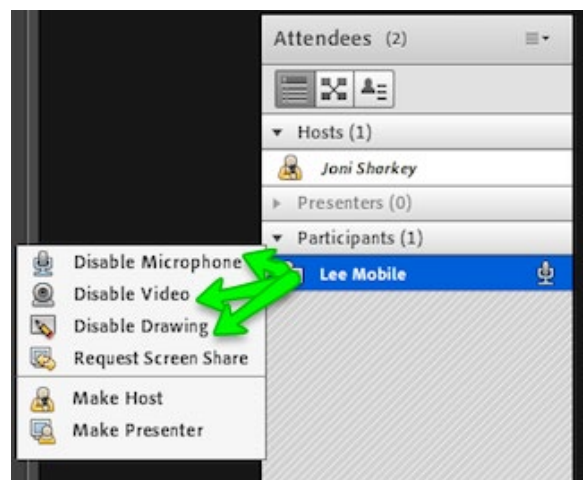
To prevent that person from re-entering the session you can go one step further and Block Incoming Attendees (see Item 6 below).

2. Disable attendee's microphone, webcam, draw tools

To disable tools for a specific attendee without affecting everyone else, hover over their name in the Attendee pod.

Select which tool you want to disable for this attendee.

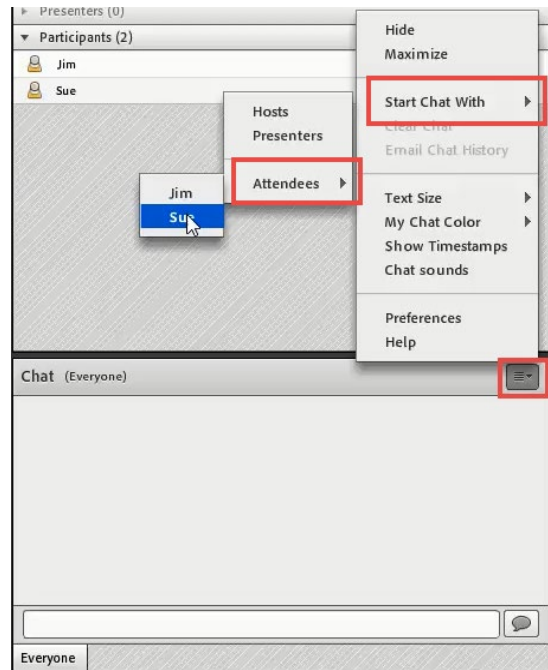
You can select more than one Attendee by holding down the control key (command key on Mac).



3. Caution privately

If the problem is not severe or does not require immediate attention, you may wish to use the private chat option to remind the attendee of the session rules, or bring to their attention that their actions are distracting.

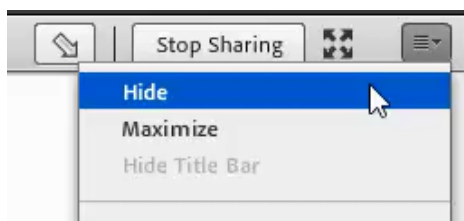
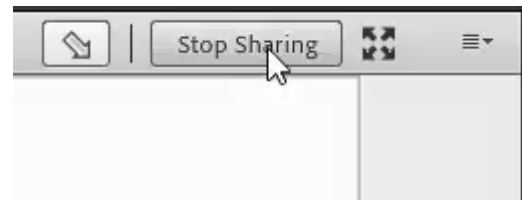
- Open the Chat pod options menu in the upper right corner of the pod.
- Select Start Chat With ►
- Select Attendees ►
- Select the attendee you wish to send the message



Controls that Affect All Attendees in the Session

4. Hide Pod(s) from View

The quickest way to remove something from all attendees' view is to click **Stop Sharing** in the upper right corner of the pod's title bar. However, Stop Sharing will remove the pod from the Share pod list in the Pods menu.



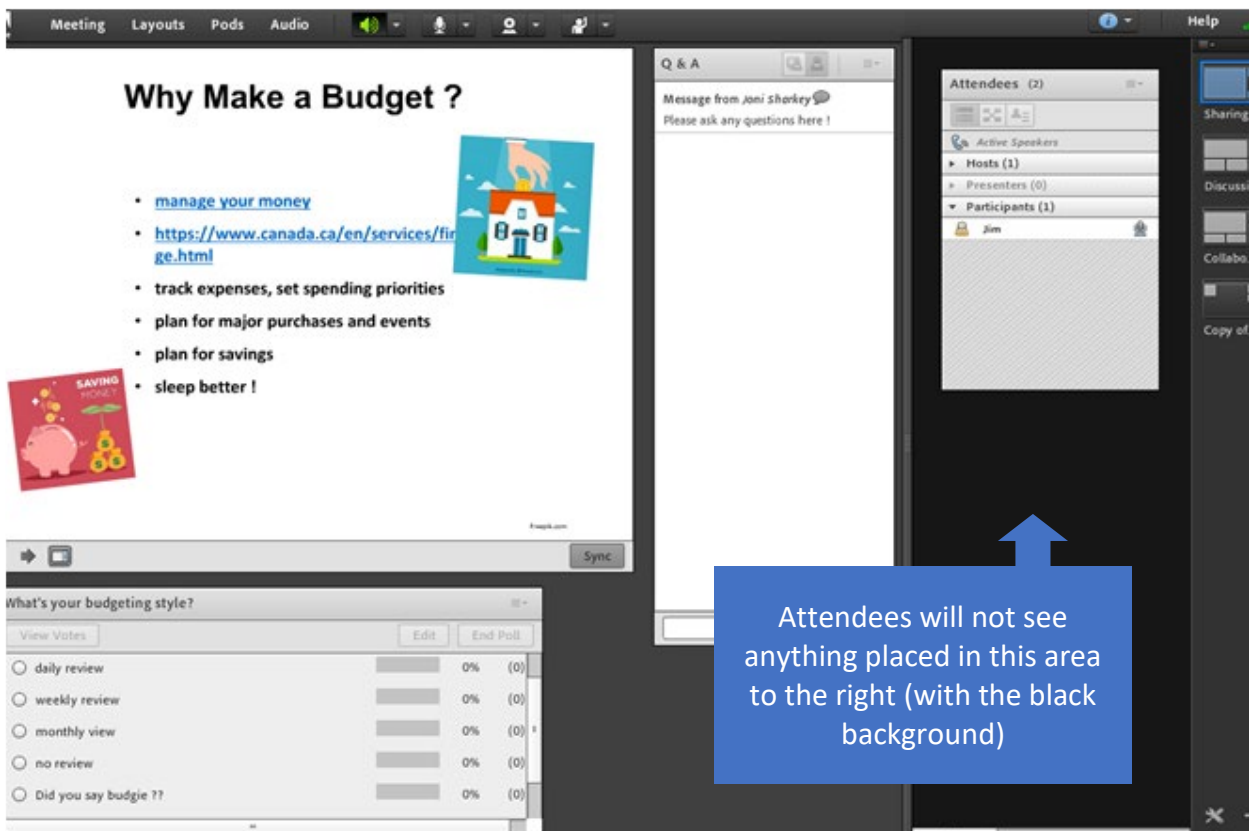
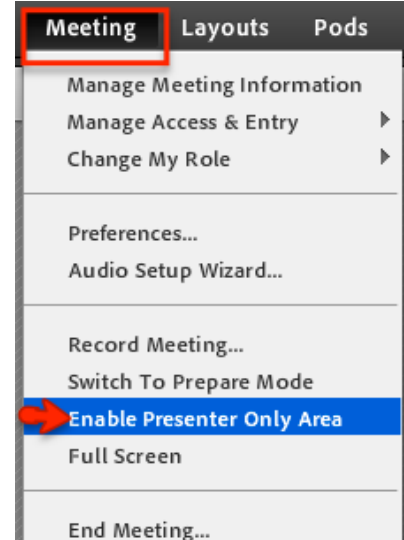
Alternatively, you can hide the current Share pod by opening the options menu in its upper right corner and selecting **Hide**.

5. Move Attendees Pod to Presenter Only Area

The **Presenter Only Area**, allows Hosts and Presenters to upload content, prepare pods and coordinate efforts in an **area** not seen by the participants. The presenter only area appears to the right of the main session and will have a black background.

If misuse of the status symbols is distracting or disruptive to your session, you can quickly drag the Attendee pod into the presenter only area.

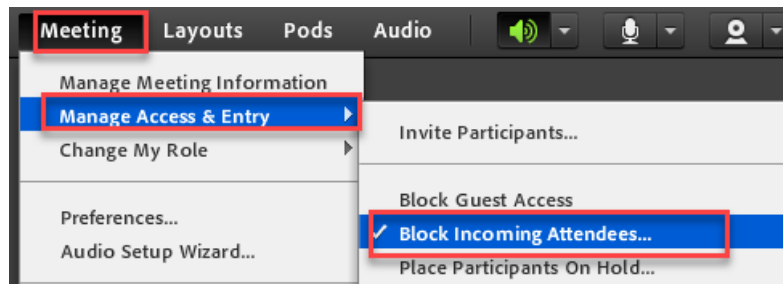
From the Meeting Menu, select **Enable Presenter Only Area**.



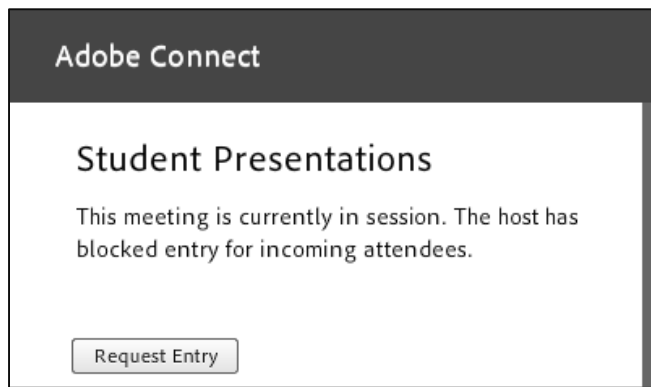
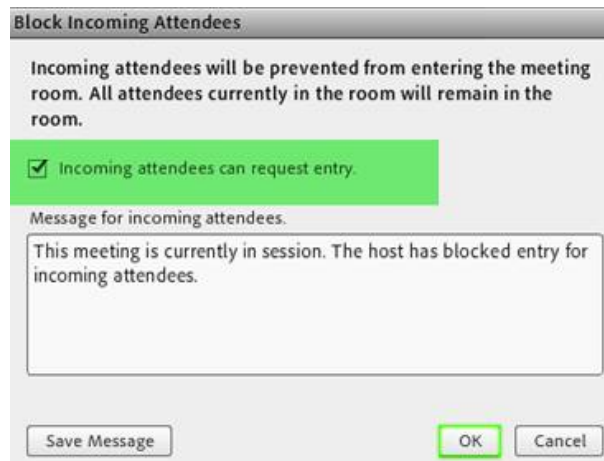
6. Block Attendees from Entering Session

If your session is disrupted by late arrivals, you can block incoming attendees after the session has been started.

- From the Meeting menu, select **Manage Access & Entry** ▶
- Select **Block Incoming Attendees...**



Caution: It is recommended that you **allow attendees to request entry** otherwise participants who lose network connection will not be able to re-enter.

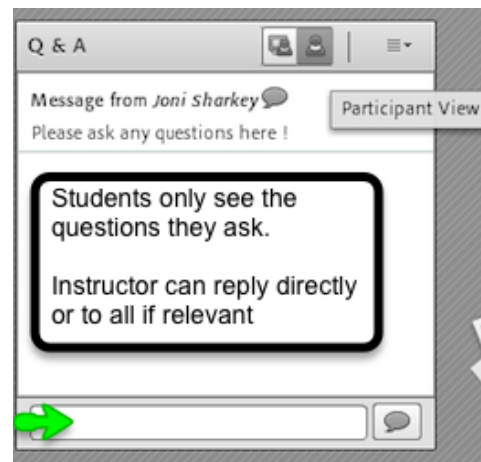
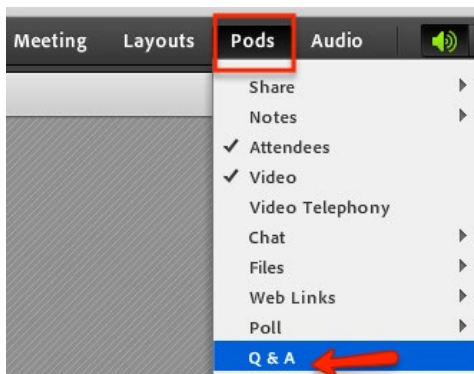
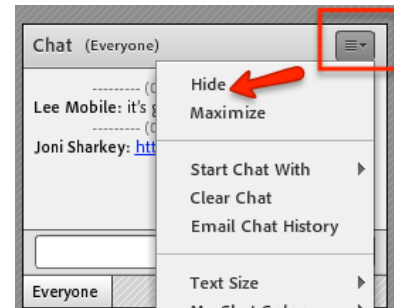


Attendee view of blocked entry

7. Hide Chat Pod and Use Q&A Pod

If overuse or misuse of the Chat pod is a problem, you can use the Q&A pod instead. The Q&A pod gives participants the opportunity to submit questions which you can either answer or delegate to another presenter to answer. You can reply directly to the participant, or choose to display relevant questions and answers to all attendees.

- Open the Chat pod options menu from the upper right corner of the pod and select **Hide**.
- Select the Q&A pod from the Pods menu.
- Re-size and position the Q&A pod to your liking.



8. Close the Draw Icon

If attendees are drawing on the whiteboard uninvited, you can quickly remove the draw tools from all attendees by clicking on the Draw icon in the pod's title bar.

