

e-CLASSES Adobe Connect Portal - Host

Name	Launch	Actions	Recordings	Content
CS204 Programming Languages	Host	Info, Participants, Copy Link	List	Browse
CS203 Theory of Computation	Host	Info, Participants, Copy Link	List	Browse
UB101 Underwater Basket Weaving	Attend		List	Browse
CS202 Data Structures	Host	Info, Participants, Copy Link	List	Browse
CS201 Algorithms	Host	Info, Participants, Copy Link	List	Browse

1. **Home** to return to the My Sessions page from any page.
2. **EN** or **FR** button to change the page to English or French.
3. Click **your name** to bring up a menu to change your password or logout of the site.
4. **Help** to go to access Adobe Connect resources for Hosts and Participants.
5. **My Sessions** lists all current and upcoming sessions.
6. **Past Sessions** lists sessions in the past (based on the end date of the session).
7. **My Recordings** lists recordings for all sessions you have ever been enrolled in
8. **System Check** checks your computer to see if it can run Adobe Connect & perform a sound check
9. **Dropdown box** to select how many sessions are shown on one page of the table
10. **Search box** to find sessions, all pages are searched
11. Click the **column header** to sort by that column. A second click reverses the order
12. Click **Host** in the Launch column to join a session. Participant (Attend) , Presenter (Present)
13. **Actions** available for session hosts:
 - 13.1. **Info** Go to the info page for the session to check if guest access is enabled and to get an Attendance report.
 - 13.2. **Participants** See the list of participants, including their login e-mail, for the session.
 - 13.3. **Copy Link** Copy the direct link to the clipboard to e-mail to participants if guest access is enabled. The link bypasses the portal and goes directly to Adobe Connect. A guest cannot host a session but they can be promoted by the host from within the session.
14. **List** of sessions with recordings
15. **Browse** to access content uploaded to the File Pod for that session.
16. **Previous**, **Next**, and **numbered buttons** to change pages in the table.

**For technical assistance call the Contact North | Contact Nord Helpdesk,
Monday to Friday, 7:30 am ET to 10:30 pm ET at 1-888-850-4628**