

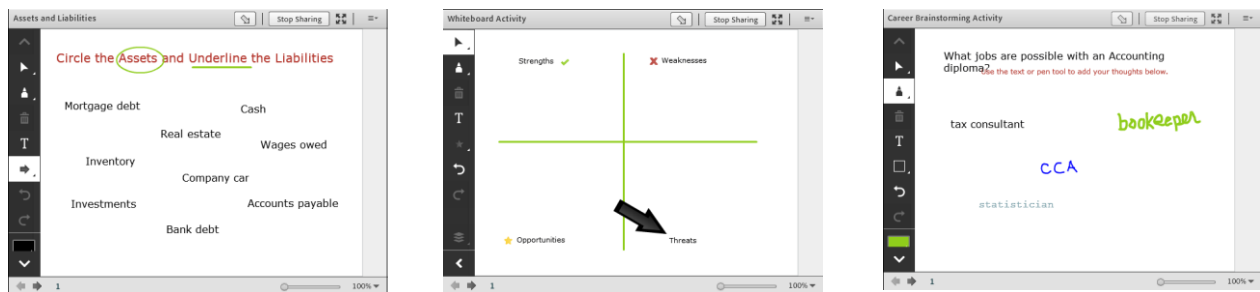


Adobe Connect Share Pods

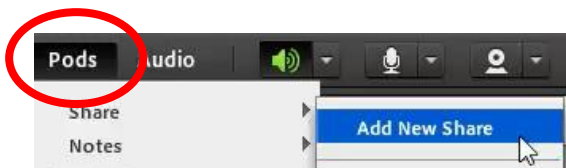
Share Whiteboards

Adobe Connect Meeting's Share Pod has four common content and classroom tools within it. This document focusses on sharing a whiteboard. Please see the other documents in this series to learn about sharing your screen, documents, and YouTube videos.

The Whiteboard allows hosts and presenters to add text, shapes, symbols and freehand drawings to blank “pages” within the meeting. And, you can engage participants in an interactive session by granting them drawing rights as well.



If you do not have an open Share pod, click Pods in the menu bar and select Share > Add New Share.

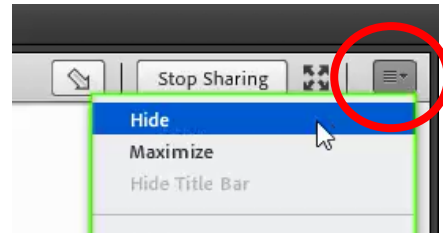


Then click the centre Share My Screen drop-down menu and select Share Whiteboard. A blank whiteboard will open.

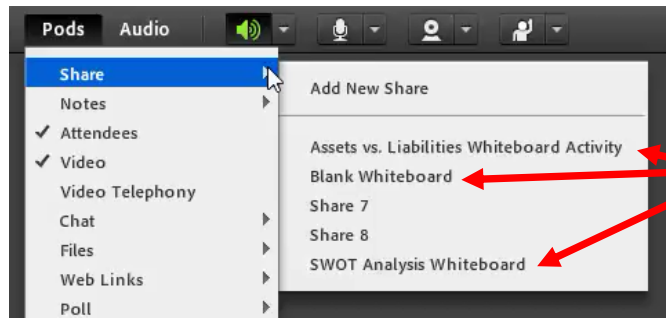
It is a good idea, especially if you are preparing the whiteboard for future use, to double-click on the title bar and give the Whiteboard a descriptive name.



You can prepare a number of whiteboards ahead of time (or one whiteboard with several pages) and Hide them (from the menu in the upper-right corner of the Share pod) until you are ready to use them during the session.

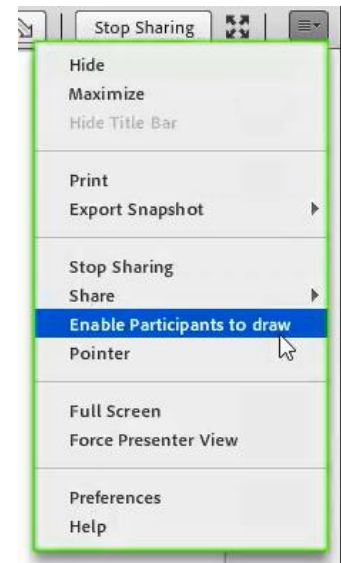
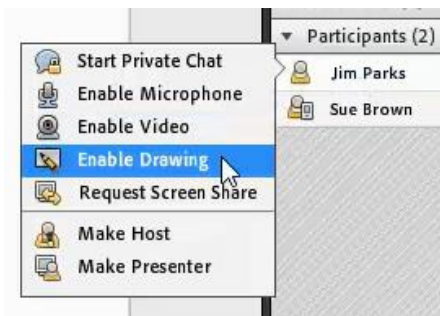


To display an existing whiteboard, Select Share from the Pods menu and choose the whiteboard you want to share.

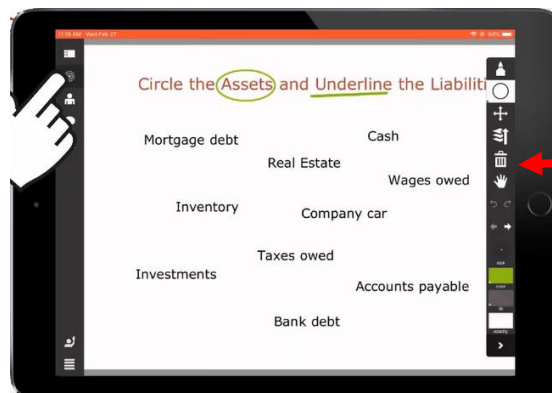
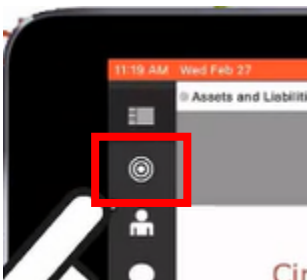


Previously created whiteboards

Give participants drawing rights individually by hovering over their name in the Attendee pod or provide drawing rights for specific whiteboards to all participants using the drop-down menu in the upper right corner of the whiteboard and selecting Enable Participants to draw.

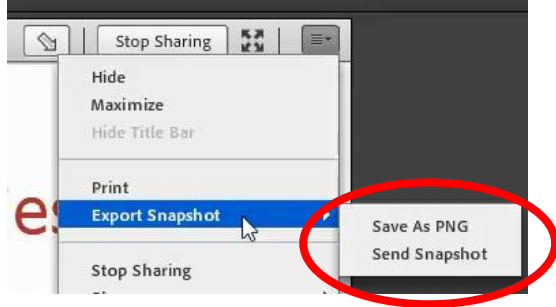


Note that Attendees on tablets can access their drawing tools by tapping the bullseye icon on the left side of their screen. (Smartphones do not have drawing rights.)



Markup tools

Whiteboards can contain multiple pages that you can navigate through by clicking the left or right arrow located in the lower-left corner. Page numbers are displayed beside these arrows. To reduce bandwidth, consider using one whiteboard with several pages rather than sharing a number of whiteboards.



Hosts and presenters can share individual whiteboard pages by printing them or by exporting a snapshot file in PNG format. Participants on laptop or desktop can also export a Snapshot if granted the capability through the instructor's meeting preferences. Click Meeting, Preferences, select Whiteboard and then Enable Participants to export.

For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the host resource page at eclassesconnect.contactnorth.ca/help/host.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at [1-888-850-4628](tel:1-888-850-4628).