



Student Presentation Options A Guide for Meeting Hosts

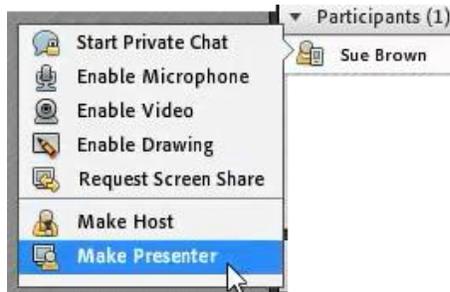
Just as in face-to-face meetings or classes, you may require your participants to make a presentation in an Adobe Connect session. There are several ways to get their presentation files into the meeting space. Uploading a document using the Share Pod is the preferred method however not all file types are supported. In those cases, you can request the participant to share their screen.

Upload Files Ahead of Session

If time permits, you can have participants send you their files to you ahead of the session and you can upload them yourself into a Share pod. This has the added advantage of not using session time for the upload, but note that unless you promote the participant to presenter, they will not have access to the slide/page advance controls during their presentation.



Promote a Participant to Presenter



In order for participants to upload their own documents and have full control during their presentations, you can promote them to presenter. Hover over their name in the Attendee pod and select **Make Presenter**.

Hover over their name again and select **Make Participant** when they are finished their presentation.

You can make the following resources available to participants to provide detailed instructions for **Uploading Files for Presentations**:



PDF Resource



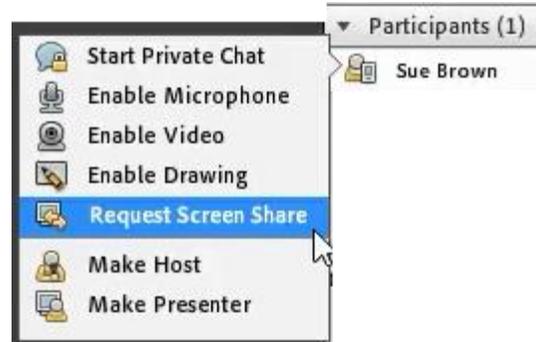
Video Tutorial

Participant Screen Sharing

For some file types, uploading will not be possible. In those cases, have participants share their screen during their presentations.

You can promote participants to Presenter and have them use the **Share My Screen** option in the Share Pod, or hover over their name in the Attendees pod and **Request Screen Share**.

When they accept the request and start the screen share, participants will have the option to share a window, an application, or their entire desktop. Their files are not uploaded to the meeting room, however they will be seen by all meeting attendees in the Share pod that is currently in use.



You can make the following resources available to participants to provide detailed instructions for **Screen Sharing for Presentations**:



PDF Resource



Video Tutorial

These and other resources can also be found on the participant resource page at eclassesconnect.contactnorth.ca/help/participants.

For more information about Adobe Connect Meeting and to see additional host resources, please visit 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.