Setting up a meeting in Moodle.

1. Click on Add an activity or resource.
2. Select Adobe Connect
3. Fill in required fields - Meeting title, Intro.
4. You can specify a url or one will be generated for you. Keep in mind that if you choose one that someone else has already chosen it will produce an error.
5. Meeting type should be Public to allow access to recordings.
6. Meeting Templates can be left as Default as you can change the layout to suit your needs.
7. You can set the start and end time or the room will open when the Host enters.
8. Avoid using Moodle groups and having more than one room per unit.

Restrict access only applies if you would like your students to complete some other activity before being able to access the meeting.

Meeting outside of Moodle.

1. Go to http://connect.une.edu.au
2. Log in.
3. Click on Create New Meeting button. Contact IT support x3396 if no button.
4. Fill in name of meeting.
5. You can specify a url or one will be generated for you. Keep in mind that if you choose one that someone else has already chosen it will produce an error.
6. You can set the start and end time or the room will open when the Host enters.
7. Choose what access you would like.
8. Audio Conference Settings relate to audio only meetings.
9. Click Next.

Adobe Connect can email participants or you can send the URL. Copy the URL and email to prospective participants.

Running a meeting.

Use the Audio Setup Wizard to identify your own audio issues and get participants to use it as well.

Host and participants require at least headphones to eliminate echo.

The preferred browser is Firefox as there can be an issue with Google Chrome when attempting to share your screen.

To ensure audio is working on a PC go to Start > Control Panel > Sound and make sure the input is either the microphone of your headset or the built-in Microphone and the output is your headphones. On a Mac go to System Preferences > Sound and check Input and Output.

More detailed information is available through Adobe Connect Help (top right corner in a meeting) or visit Teaching Online @ UNE.