Utilising Adobe Connect
brief instruction for students

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Requirements and Login

- **Requirements:**
  - broadband connection
  - headset
  - possibly webcam

- **First steps:**
  - enter the URL of the web-conference room
    http://webconf.vc.dfn.de/[roomname]
    (you’ll get the link in your iLearn course or from your tutor)
  - if necessary, you are prompted to install Adobe Add-In
  - Enter your full name
  - Click on „Enter the Room“
Overview Web-Conference-Room

Advice: Often you’ve got assigned moderator privileges automatically, although having signed-in as a mere participant. This facilitates collaboration of all web-conference participants. Being assigned extended moderator privileges, you can close windows, etc. This not just affects your own view in Adobe Connect, but also the others’ view. Please consider!
Audio configuration

Adjust your audio settings via „Meeting“ => „Audio Setup Wizard“

**Advice:** If the microphone just works vaguely, doesn´t work at at all, or there are acoustic back couplings, please check your computer´s audio settings.
Sound and Camera

Options for webcam

Activate loudspeakers
Activate microphone
on = green
off = grey

Activate webcam,
Then activate transmission by clicking the
Button “activating sharing”

Mic symbol: the participant’s microphone is activated

Advice:
- Only activate the speaking functionality, if you want to speak.
- Preferably use a headset (instead of loudspeakers), in order to avoid acoustic back coupling
Attendee list with status indicator

Here you can choose a status, like, for instance „raise hand“.
Your status will be shown in the list of participants.
The status can be reset again via „delete status“.
Chat function with selection of addressees. As default, „all“ is selected; additionally, individual participants or moderators can be chosen.

start chat and start talking
sharing of applications or screens
whiteboard

Available shapes:

- Rechteck
- Ellipse
- Pfeil
- Linie
- Häkchen
- 3D-Pfeil
- Stern
- Kreuz

Whiteboard tools

- Selection
- Text
- Undo/Redo
- Adjustment of the chosen function
- Pencil
- Undo selection
- Shapes
- Pointer
- Options; amongst others with printing functionality (also as pdf)

Hello
Contact

If any questions arise, please don’t hesitate getting in contact with the Competence Center E-Learning via:

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