Using Adobe Connect Pro to Participate in a Seattle Pacific University Course

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1) Make sure that your webcam and/or microphone are working properly. This can be tested in other applications such as Skype, any number of Instant Messaging (IM) products, or mini applications that ship with the webcam/microphone hardware (i.e. Logitech software)

2) Use the following generic web location to enter the SPU virtual classroom environment:

   http://media.spu.edu:8888/

   Alternatively, if the instructor has given a specific web location, please use that. For example:

   http://media.spu.edu:8888/bus6170fall2008

3) Either login using the account credentials you’ve been given (NOTE: currently these are different from your SPU Internet/Email account). Or if your instructor has set it up to allow guests, just type in a name in the Guest field (see figure 1 below) and press the “Enter Room” button.
4) Upon entering a course for the first time it is necessary to setup a webcam and/or microphone—assuming you have either and/or both. This task is required only once on any given computer/webcam/microphone combination. To setup up your webcam choose from the menus: Meeting, Management My Settings, Select Camera...

5) After selecting the Webcam (if you have one, step 4 can be skipped if you don’t have a webcam) choose from the menus: Meeting, Manage My Settings, Audio Setup Wizard… to activate your microphone within the Adobe Connect Pro environment. This wizard will ensure that:
   a. Your speakers work properly.
   b. Which microphone you choose to use. NOTE: you may have many microphones available on a computer (for example one on a webcam, one plugged in via a port (USB or Mic), and in the case of laptops one built right into the machine). It is usually best to choose the Webcam microphone if you are using a webcam.
   c. Testing of your audio capture ability (Can you record a message or can the computer hear you?).
   d. Elimination of background noise.

6) Upon doing those two initial setups (camera and audio) you should be able now to fully participate in a class. ASSUMING that the instructor has granted you permissions. This usually entails the instructor to take an action from his or her side. They must choose the following
menu action in order for you to participate (Hint you might have to remind them as this is a commonly missed step for many meeting organizers (instructors).

FROM THE INSTRUCTOR (MEETING HOST MACHINE) choose: Meeting, Manage Access & Entry, Auto-Promote Participants to Presenters

Finally, during the setup process (either of the webcam or the audio wizard) or shortly after, or just as you enter the Adobe Connect Pro environment you may be asked to download a very small piece of software from Adobe. Please do this if asked as this piece of software helps in the management of sound quality.

7) Now if you want to enter into the video and audio discussion you need to do two last things. One is to start broadcasting your camera and two is to turn on your talk status (two ways). In the Camera and Voice Pod in the upper left hand corner, you need to press the button that has a camera and microphone picture on it. This will start your camera BUT NOT YOUR MICROPHONE. See the figure below:

The system will tell you that you are broadcasting you camera and you should then show up in the Camera and Voice Pod.
8) To talk you need to do one of two more things. PRESS AND HOLD the “Talk” button in the bottom left of your screen, or press the “Lock” button to the right of the “Talk” button at the bottom of your screen.

Some Notes about using this Virtual Interactive Classroom – Adobe Connect Pro software

We have found that based on our bandwidth allocation and server strength that quality greatly diminishes after about 4 users broadcasting video. To increase the quality of the audio output and the screen sharing capabilities (demonstrations, ppts, etc), it is recommended that if you are not the person presenting that you “pause” your camera image. You do this by pressing once on the Camera button in the Camera and Voice pod.

Similarly, it is recommended that you do not leave the audio “Talk” in the locked position if you are not currently talking. By leaving this on the system must allocate extra bandwidth to your audio connection (plus this leads to a lot of background noise). So mute or un-Talk yourself if you are not speaking.

Also it may help you to adjust your individual speed settings by choosing: Meeting, Manage My Settings…, My Connection Speed… and choosing the appropriate setting (see figure below).
Finally, it is up to your instructor (meeting host) on whether or not they want to record the session for viewing later. If the instructor (meeting host) wants to record the meeting they must choose the following menu command:

Meeting, Record Meeting...

Should they choose to do this a digital recording will be made available via the SPU website for playback of the recorded session.