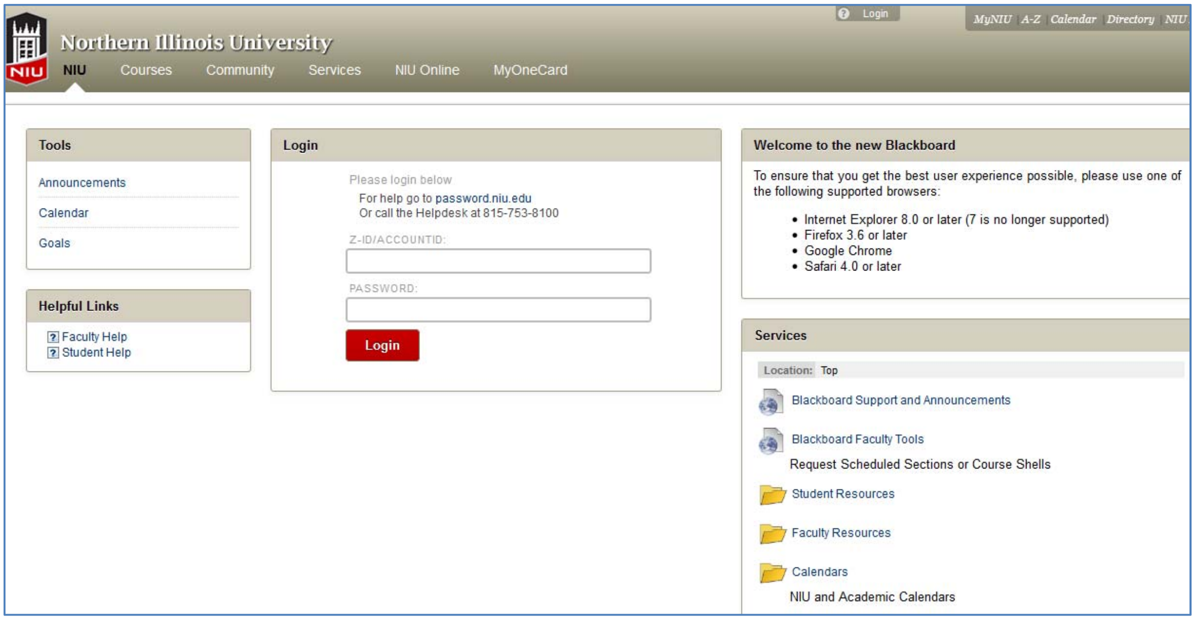
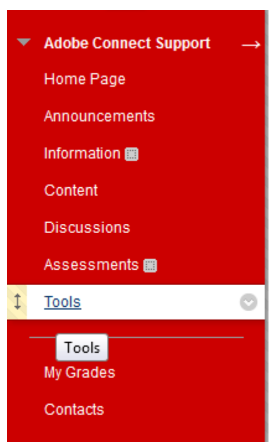
Create Adobe Connect Meeting In Blackboard

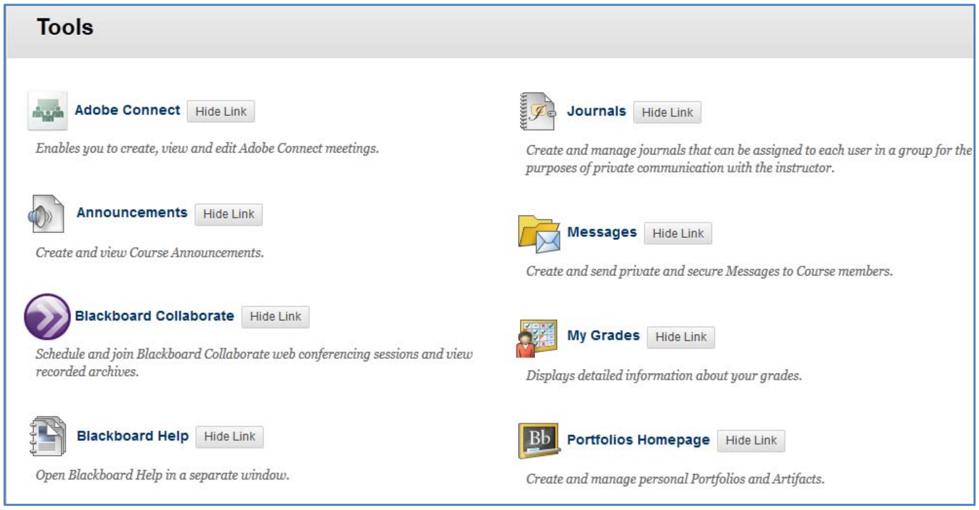
1. Log into blackboard with your Novell id at https://webcourses.niu.edu/webapps/portal/frameset.jsp



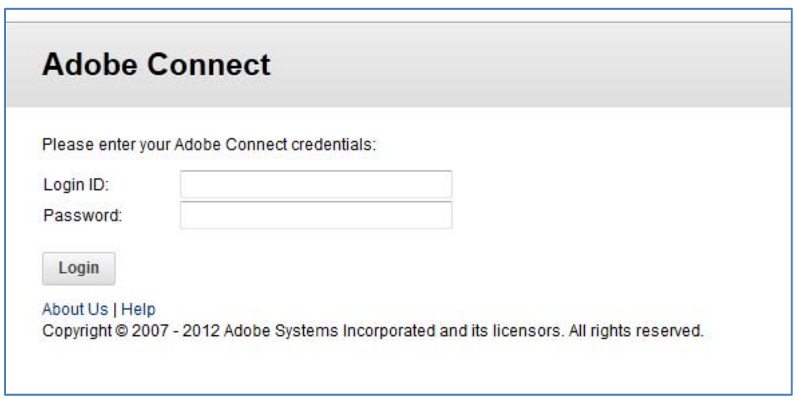
2. Find the “Adobe Connect Support” course in your list of courses and click on it.
3. In the “Course Menu” on the left click on *Tools*.



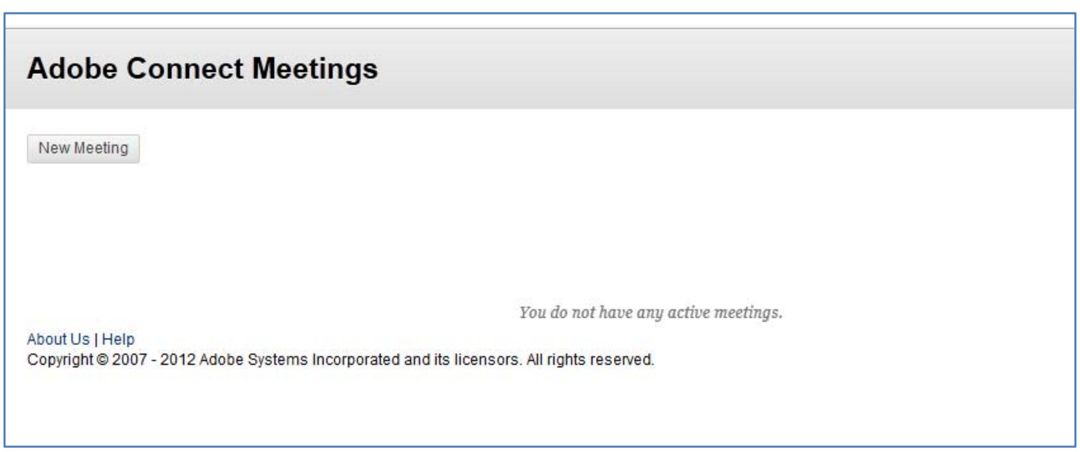
4. In the course tools list click on *Adobe Connect*.



5. Enter your Adobe Connect username and password and click *Login* on the Connect login page. (You must have a registered Adobe Connect host account in order to login and create a meeting.)



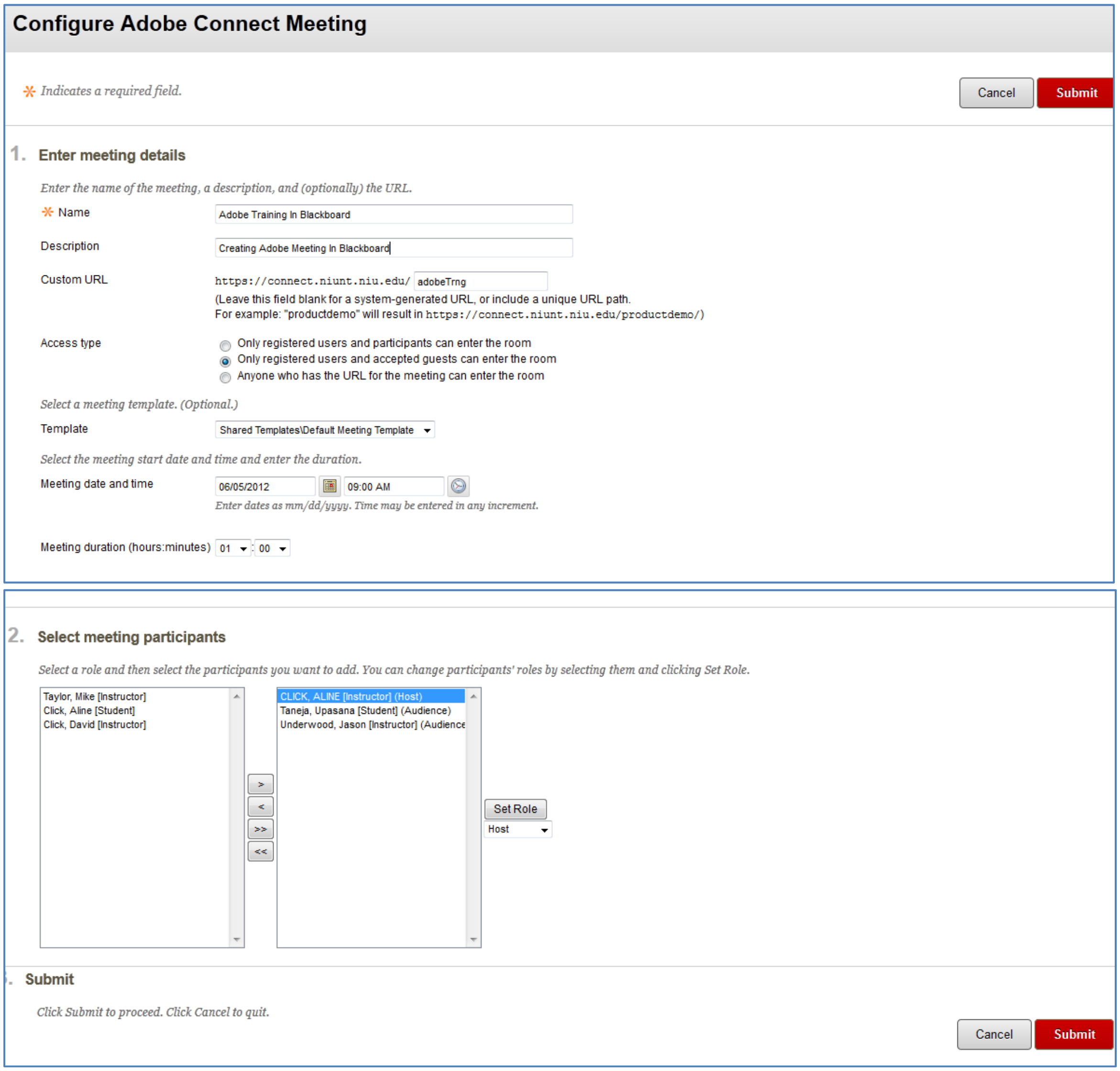
6. On the Adobe Connect Meetings page click on *New Meeting* to create a new meeting.



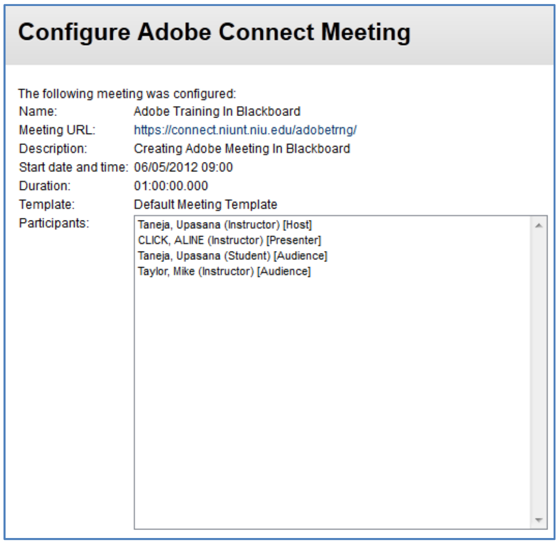
7. Enter meeting details to configure your meeting as described here:
    a. Enter a meeting name which is a required field.
    b. A description of the meeting, purpose, goals, etc.
    c. Enter a text of your choice to create the URL which the users will use to attend the meeting. For a system generated URL leave this field blank.
    d. Access to the meeting determines whether only registered users or guests that the host accepts or anyone who has the link is allowed to enter the meeting. If the host expects many participants and/or if meeting security is not a priority, the second option may be more efficient.
    e. Select a template (default meeting template).
    f. Start date and time for the meeting, though with the URL, the meeting actually begins when someone with host privileges enters (early or late).
    g. Duration of the meeting, though meeting does not actually end until person with host privileges leaves the meeting.
    h. To add participants to the meeting, select one or more participant in the left box and click the **›** button. To select all participants click **››**. Participants added to the meeting will be displayed in the right box. To remove a participant from the meeting select the participant in the right box and click **‹**.
    i. *Setting Participant Role:* You can set a participants role before or after adding him/her to the meeting. Select a participant in the left box, select role from the dropdown menu and click *Set Role* and add him/her to the meeting. To change role after adding a participant to the meeting, select the participant, select role from the dropdown menu and click *Set Role*.
    j. Once you have configured your meeting click *Submit* to create the new meeting.

NOTES:

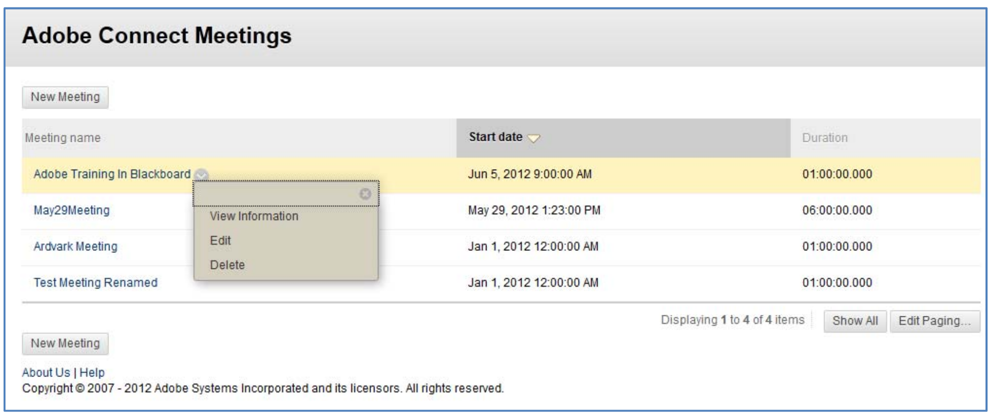
- To invite participants added to the meeting send email to them with the meeting URL (copied and pasted into an email, e.g. Groupwise), or post the meeting URL in the Blackboard course. When the participants click on the URL, the meeting login will be automatically launched.
- The participants will need a headset with microphone for the best audio experience over VOIP. VOIP is the default audio technology used in the Adobe Connect meetings.



8. A summary of your meeting is displayed. Click *OK* on the bottom right.



9. The new meeting will be listed in the “Adobe Connect Meeting” list. The meetings can be sorted by clicking on “Meeting name” or “Start date” columns.



10. Hover your mouse over the meeting to highlight the meeting and select from meeting menu options. Right click the meeting in the *Meeting Menu* column. From the pop-up menu the meeting can be edited, deleted, or you can view meeting information.

    To enter the meeting, simply click on the meeting link.

