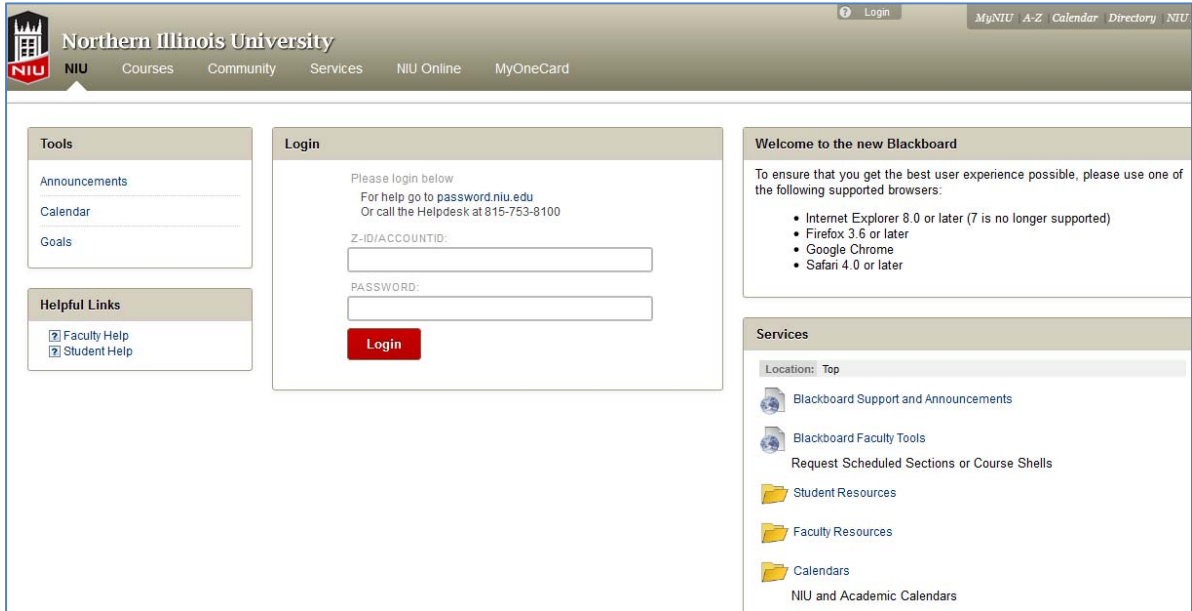
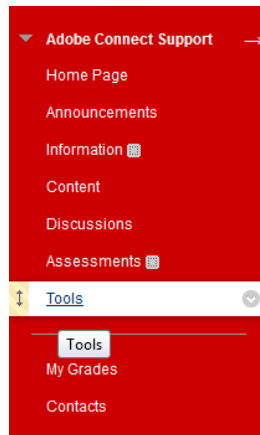


Create Adobe Connect Meeting In Blackboard

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*.

Create Adobe Connect Meeting In Blackboard

The screenshot shows the 'Tools' section of a Blackboard interface. It contains eight tool cards, each with an icon, a title, a 'Hide Link' button, and a brief description:

- Adobe Connect**: Enables you to create, view and edit Adobe Connect meetings.
- Journals**: Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- Announcements**: Create and view Course Announcements.
- Messages**: Create and send private and secure Messages to Course members.
- Blackboard Collaborate**: Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.
- My Grades**: Displays detailed information about your grades.
- Blackboard Help**: Open Blackboard Help in a separate window.
- Portfolios Homepage**: Create and manage personal Portfolios and Artifacts.

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.)

The screenshot shows the Adobe Connect login page. It features a header 'Adobe Connect' and a prompt: 'Please enter your Adobe Connect credentials:'. Below this are two input fields: 'Login ID:' and 'Password:'. A 'Login' button is positioned below the fields. At the bottom, there is a link for 'About Us | Help' and a copyright notice: 'Copyright © 2007 - 2012 Adobe Systems Incorporated and its licensors. All rights reserved.'

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

The screenshot shows the 'Adobe Connect Meetings' page. It has a header 'Adobe Connect Meetings' and a 'New Meeting' button. Below the button, there is a message: 'You do not have any active meetings.' At the bottom, there is a link for 'About Us | Help' and a copyright notice: 'Copyright © 2007 - 2012 Adobe Systems Incorporated and its licensors. All rights reserved.'

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.

Configure Adobe Connect Meeting

** Indicates a required field.*

Cancel Submit

1. Enter meeting details

Enter the name of the meeting, a description, and (optionally) the URL.

Name Adobe Training in Blackboard

Description Creating Adobe Meeting in Blackboard

Custom URL <https://connect.niunt.niu.edu/adobeTrng>
(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in https://connect.niunt.niu.edu/productdemo/)

Access type

Only registered users and participants can enter the room

Only registered users and accepted guests can enter the room

Anyone who has the URL for the meeting can enter the room

Select a meeting template. (Optional.)

Template Shared Templates/Default Meeting Template

Select the meeting start date and time and enter the duration.

Meeting date and time 06/05/2012 09:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Meeting duration (hours:minutes) 01 : 00

2. Select meeting participants

Select a role and then select the participants you want to add. You can change participants' roles by selecting them and clicking Set Role.

Taylor, Mike [Instructor]	CLICK, ALINE [Instructor] (Host)
Click, Aline [Student]	Taneja, Upasana [Student] (Audience)
Click, David [Instructor]	Underwood, Jason [Instructor] (Audience)

Set Role
Host

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

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

Create Adobe Connect Meeting In Blackboard

Configure Adobe Connect Meeting

The following meeting was configured:

Name: Adobe Training In Blackboard
Meeting URL: <https://connect.niunt.niu.edu/adobetmg/>
Description: Creating Adobe Meeting In Blackboard
Start date and time: 06/05/2012 09:00
Duration: 01:00:00.000
Template: Default Meeting Template

Participants:

- Taneja, Upasana (Instructor) [Host]
- CLICK, ALINE (Instructor) [Presenter]
- Taneja, Upasana (Student) [Audience]
- Taylor, Mike (Instructor) [Audience]

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.

Adobe Connect Meetings

New Meeting

Meeting name	Start date	Duration
Adobe Training In Blackboard	Jun 5, 2012 9:00:00 AM	01:00:00.000
May29Meeting	May 29, 2012 1:23:00 PM	06:00:00.000
Ardvark Meeting	Jan 1, 2012 12:00:00 AM	01:00:00.000
Test Meeting Renamed	Jan 1, 2012 12:00:00 AM	01:00:00.000

Displaying 1 to 4 of 4 items Show All Edit Paging...

New Meeting

About Us | Help
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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.