

Adobe Connect Training on LinkedInLearning

The online, on-demand learning resources of LinkedInLearning is now available to the Bow Valley College (BVC) community. Take the following steps to access the Adobe Connect training on LinkedInLearning:

- On a web browser on your computer navigate to: <http://linkedinlearning.bowvalleycollege.ca>
- Enter your BVC email address as username (e.g. username@bowvalleycollege.ca)
- Enter your BVC password
- Once logged in, in the search field across the top of the page, search for: *Adobe Connect Essential Training* course; click on the course link in the results of the search.

This course has been developed for a general audience and covers features and functionalities of Adobe Connect for different setups and scenarios. The following table of content provides a list of all the video segments in this course and identifies the specific criteria or practices that are applicable to the setup of Adobe Connect (AC) at BVC. You can skip video segments that are greyed out and marked as N/A; these are not applicable to BVC users.

Adobe Connect Essential Training – Table of Content

Video Segment	BVC Specifics to Note
Introduction	
Welcome	
1 - Creating Meetings	
Create a meeting	<ul style="list-style-type: none"> - Only voice over IP option is used at BVC. - Set the <i>Access</i> option to <i>Anyone who has the URL for the meeting can enter the room</i>. - <i>Finish</i> creating the meeting after setting the <i>Access</i>. <p>BVC learners do not need AC accounts to participate in AC classes; therefore, you do not need to go through the <i>select participants</i> and <i>send invitation</i> steps. You will send the room address (link) to the learners and they can enter and attend any sessions you hold in that room.</p>
Set up VoIP audio	
Set up universal audio – N/A	Only voice over IP (VoIP) option is used at BVC.
Create users and groups – N/A	BVC users can send their requests for AC accounts to helpdesk@bowvalleycollege.ca .
Set up and manage the pods	

Create and manage layouts	While users may find that the default AC layouts meet all their needs, the prepare mode is a good feature to be familiar with.
Create meeting templates	This video is useful to you if you need to use a layout different from the defaults provided by AC on a regular basis .
Passcode protect a room – N/A	
Enable Flash and install the Connect add-in	
Video conferencing	When enabling the video conferencing feature, consider learners' access to a video camera and their Internet bandwidth capacity for video streaming.
Record and edit meetings	For offline access, AC at BVC generates mp4 files.
2 - Managing Participants	
Exploring the Attendees pod	
Assigning user roles	
Creating user groups – N/A	Any user or group creating request should be sent to helpdesk@bowvalleycollege.ca
Resetting passwords – N/A	Any password reset request should be sent to helpdesk@bowvalleycollege.ca
Understanding participant status icons	
3 – Basic Presenting	
Using the Share pod (Essential)	
Providing downloadable content	
Sharing your screen	If you are using a PC, you will not have the step for enabling of accessibility in the Security and Privacy window.
Whiteboarding	
Managing questions	Using Q & A Pod
Creating break-out rooms	
Presenter-only area	
4 - Optimizing the Presentations Experience	
Customizing your meeting room	
Working with the Chat pod	
Polling your audience	
Setting Preferences	
Conclusion	
Next steps	

For more information, training or consultation related to the use of Adobe Connect at Bow Valley College please contact the Teaching & Learning Enhancement team at tle@bowvalleycollege.ca.