

2017 CopyrightX Seminars: User Guide

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Logging into Adobe Connect

We will use Adobe Connect to enable each section's real-time discussion seminar. To log in to Adobe Connect, go to the [sections page](#) on the CopyrightX website and click on the link associated with your Teaching Fellow's name.

That link will take you to a page like this:



ADOBE® CONNECT™

CopyrightX Seminar B1

Enter with your Username and password

(Guests are not admitted into this meeting)

Username

Password

[Forgot your password?](#)

Enter Room

Remember username

Log in by entering your Adobe Connect username and password. You will receive your Adobe Connect credentials via email before your first seminar. Your username will be the email address at which you are registered for the course. If you have forgotten your password, you can click “Forgot your password?” in order to reset it.

Best practices

There are several things you can do to optimize the performance of Adobe Connect. For best results, please try to do all of these things (if possible) before your first seminar:

1. Download the [Adobe Connect add-in](#), a plug-in for your computer that will improve Adobe Connect functionality.
2. Connect the computer you are using to a wired Internet connection.
3. Plug a headset (microphone + headphones) or at least headphones into your computer.
4. Use [Firefox](#) to visit the URL for your section. This will launch the add-in, if it is installed. Note: Adobe Connect does not work well with Chrome.
5. Whenever you use Adobe Connect from a new location or using different equipment (Internet connection, headset, etc.), run the Audio Setup Wizard (available within Adobe Connect in the Meeting Menu).

Troubleshooting

If you are having problems with Adobe Connect, check first that you are following the best practices above (if possible). Then, try the following:

1. Clear your browser’s cookies and cache. ([Instructions on how to do this](#) are available in Indiana University’s Knowledge Base.)
2. Quit and relaunch your browser.
3. Navigate to the URL for your room.
4. Enter the room and run the Audio Set-up Wizard.

Audio chat

At the beginning of each meeting, microphone rights are turned off by default. If your TF enables microphone rights, you can turn on your microphone according to the following procedure:

1. In the main menu bar, click the microphone button .
2. As you speak, sound waves appear in the button icon, indicating audio level.
3. (Optional) To the right of the microphone button, click the menu button, and choose Adjust Mic Volume if you are too loud or quiet. Or choose Mute My Mic to temporarily stop broadcasting (for a cough or other interruption).
4. When an attendee is speaking, the microphone icon  is displayed next to

their name in the Attendees pod. Also, their name is shown as an Active Speaker in the Attendees pod.

Each attendee can customize audio volume on her system using the speaker  menu.

Video chat

By default, only hosts and presenters can broadcast video. However, hosts can enable participants to broadcast.

1. To share video when it is enabled, click the Start My Webcam button in the main menu bar or Video pod.
2. In the Video pod, a preview image appears so you can adjust camera position. If you want to use a different connected camera, select it from the Video pod menu . To cancel video sharing, click outside the preview image in the Video pod.
3. Click Start Sharing to broadcast your video to all participants.
4. To pause or stop video, hover the mouse over Video pod, and click the Pause or Stop icons. When video is paused, the last image broadcast from your camera remains static in the Video pod until you click Play to resume broadcasting. When video is stopped, the broadcast image disappears entirely.



Stop (A) and Pause (B) icons in the Video pod

If you have video rights, you can adjust the quality of your webcam video.

1. In the upper right of the Video pod, click the menu icon , and choose Preferences.
2. Adjust the Video Quality setting to optimize the trade-off between image quality and bandwidth usage. For example, if shared screens update slowly, choose a lower Video Quality setting.
3. This setting interacts with the meeting room bandwidth set by the host.

Chat

Use the Chat pod to compose a chat message and address it to a specific participant, to all presenters at the meeting, or to all attendees.

1. By default, everyone can view the message. To limit the recipients, click the menu icon  in the upper-right corner of the Chat pod. Choose Start Chat With, and then select Hosts, Presenters, or specific attendees.



2. At the bottom of the Chat pod, tabs let you view different conversations.
3. Click the text box in the Chat pod.
4. Enter your message.
5. Do one of the following:
 - a. Click the Send Message icon  to the right of the text box.
 - b. Press Enter or Return.
 - c. Your name, the addressee name, and your message appear in the Chat pod.

Status

You can set your Adobe Connect “status” in order to communicate with your TF and your fellow students. By default, your status is blank. When you select a status, an icon appears to the right of your name.

In the application bar, click the triangle to right of the status button to access other statuses.

