

Adobe Connect Administration Interface

The Adobe Connect administration interface is available to all hosts from within Moodle when you click on the link to your Adobe Connect room.

In the information above the **Join Meeting** button there will be a link that says **See server meeting details** which you need to click on to access the admin interface. This will open a new tab/window.

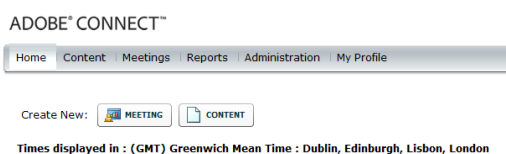
Meeting Name
Media Workshop Training Room
Meeting URL
<https://vlecture.brookes.ac.uk:443/r7m07cz718m/>
More Meeting Detail
[See server meeting details](#)
Meeting start time
Wednesday, 26 February 2014, 14:10
Meeting end time
Wednesday, 26 February 2014, 16:10
Meeting Summary
<http://www.sas.upenn.edu/computing/AdobeConnect/FAQ>

[Join Meeting](#) [Assign roles](#)

Each of the tabs within the admin interface is quite complex and performs several different functions. You will also find that you can perform the same function via different routes so there may be a degree of repetition in this guide.

HOME

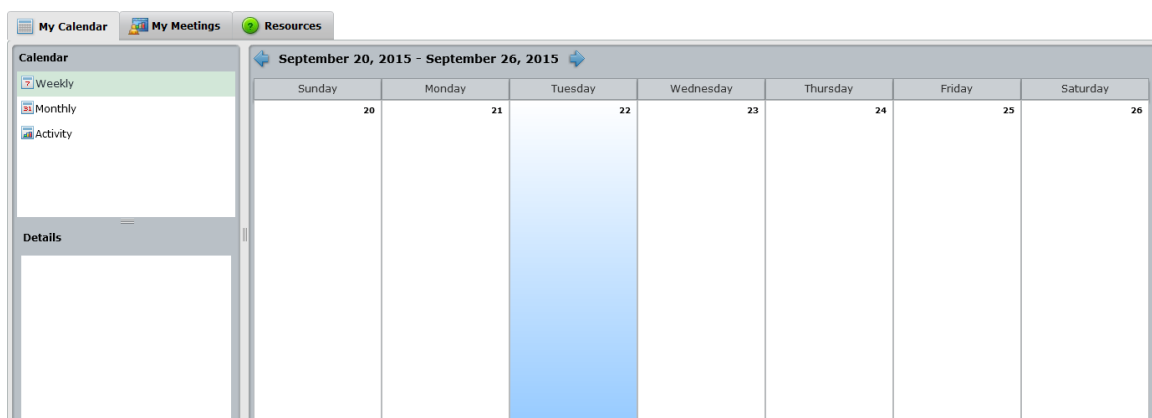
At the top of the **Home** tab there is a **Create New:** section with a **Meeting** and a **Content** button.



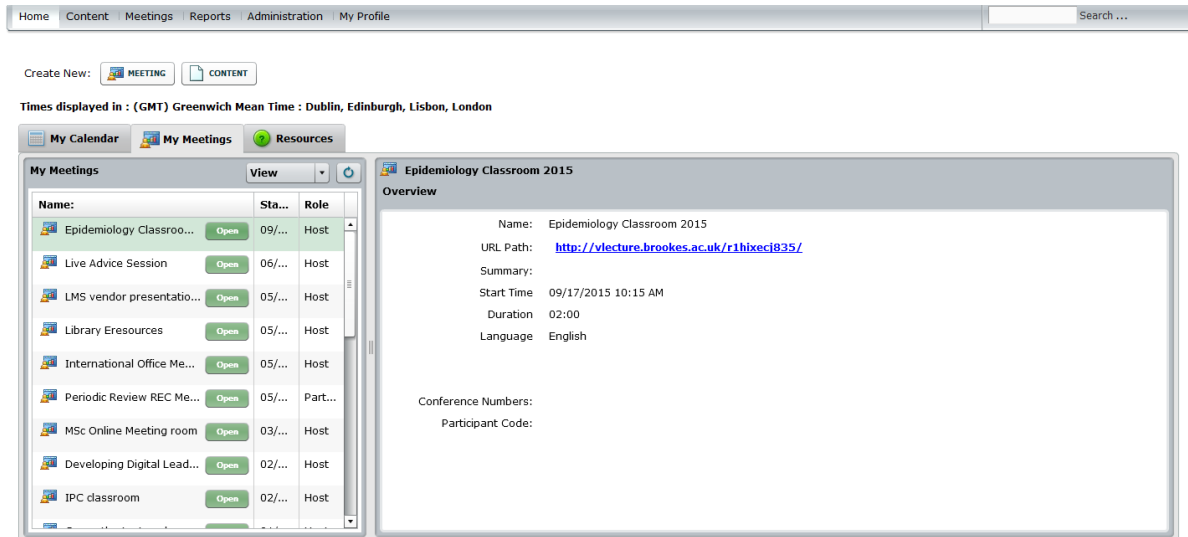
The **Meeting** button enables you to create new meeting rooms directly in Adobe Connect rather than via a Moodle space. Simply fill in each of the fields (they are fairly self-explanatory) and click on the **Finish** button to save your changes.

The **Content** button enables you to add content (e.g. ppt., pdf. or mp4. files) directly to an Adobe Connect room. You simply browse for files and upload as you would do from within an Adobe Connect room.

The **My Calendar** tab will display the dates and times of meetings if you have completed that information when you first create the Adobe Connect room. You can choose to view the calendar by weekly view, monthly view or by activity. You cannot add entries to the calendar as this is done from Adobe Connect Central which we do not have access to. Personally I do not find the calendar particularly useful and would recommend that you use the Calendar block in Moodle instead to advertise the dates and times of your Adobe Connect sessions.



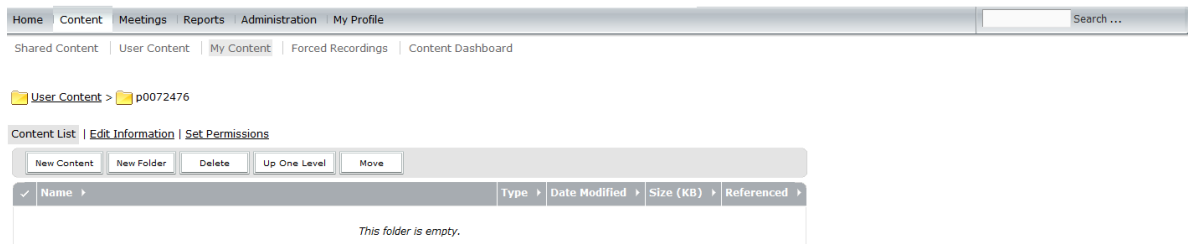
The **My Meetings** tab will list each of the meetings you have a role in. In the left hand pane next to each title will be an **Open** button (to launch the room); the meeting **Start Time** (this is usually the date and time that the room was created) and the **Role** you have in each room. The right hand pane will give further information about each individual room that you highlight. You cannot edit this information.



The **Resources** tab gives you a series of links to different types of support documentation. These are all external resources, not Brookes' resources.

CONTENT

The **Content** tab will allow you to manage your room content but we warned when you click on the different tabs as they may move you into a different section of the admin interface.



Shared Content

If another host (or the Adobe Connect Administrator) has made some content available for all users, it will be displayed under the **Content List** tab. Neither the **Edit Information** tab nor the **Set Permissions** tab is available to hosts. The buttons (**New Content** etc.) are also not available to hosts (a permission error will display if you try to click on them).

User Content

This is not available for hosts.

My Content

Click on the **New Content** button to add content. Click on the **Browse** button to find the appropriate file and then customise the file details by completing the **Title**, **Custom URL** and **Summary** fields before clicking the **Save** button.

The image shows two parts of a web form. The top part, titled 'Select Content File', has a 'File:' label with a red asterisk, a 'Browse...' button, and the text 'No file selected.' Below this is a note: 'The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.mp4, *.f4v or *.zip. Please refer to the documentation for valid contents for zip files.' The bottom part, titled 'Enter Content Information', has three fields: 'Title:' with a red asterisk and an empty text box; 'Custom URL:' with a red asterisk, a text box containing 'http://vlecture.brookes.ac.uk/', and a note: '(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in http://vlecture.brookes.ac.uk/product-demo/)'; and 'Summary:' with a red asterisk, '(max length=4000 characters)', and a large empty text area. At the bottom left, it says '* - indicates required fields'. At the bottom right, there are 'Save' and 'Cancel' buttons.

You can also create **New Folder(s)** to organise your content and **Delete** or **Move** folders (and files) using the checkbox next to each item and then the appropriate button.

The image shows a 'Content List' interface. At the top, there are tabs for 'Content List', 'Edit Information', and 'Set Permissions'. Below the tabs are buttons for 'New Content', 'New Folder', 'Delete', 'Up One Level', and 'Move'. A table with columns 'Name', 'Type', 'Date Modified', 'Size (KB)', and 'Referenced' is shown. The table is empty, and the text 'This folder is empty.' is displayed in the center.

Once you have created sub folders you can use the **Up One Level** button to take you back to a parent folder.

You can also use the **Edit Information** tab to change folder titles and the **Set Permissions** tab to give different people access to your content.

The image shows the 'Set Permissions' interface. At the top, there are tabs for 'Content List', 'Edit Information', and 'Set Permissions'. Below the tabs, there is a section for 'Allow public viewing:' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this are two panels: 'Available Users and Groups' and 'Current Permissions For'. The 'Available Users and Groups' panel shows a list with one entry: 'Alice Blue' with ID 'ss061152'. Below the list is a search box containing 'alice blue' and an 'Add' button. The 'Current Permissions For' panel shows a list with one entry: 'Abi Ball' with 'Manage' permissions. Below the list is a search box containing 'abi' and buttons for 'Permissions' and 'Remove'.

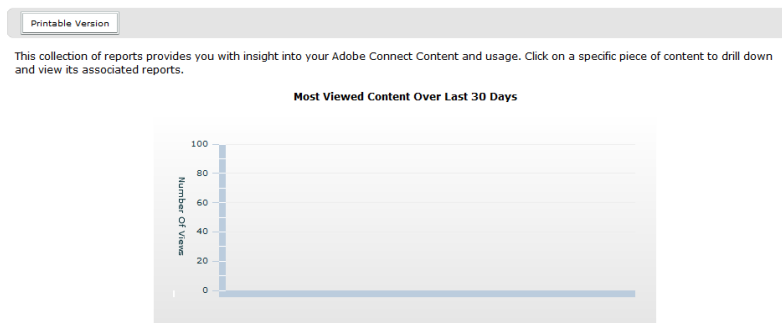
You can enable public viewing by clicking the radio button next to **Allow public viewing: Yes**. This will enable access for anyone who has the URL to the item.

You can also choose to give specific users access to a piece of content from the **Available Users and Groups** list. Clicking on the **Search** button will allow you to type in names, p numbers or student numbers. Once you have chosen a user the **Add** button will become active. Click on it to add that user to the **Current Permissions** list.

You can set the individual **Permissions** to **Denied, View, Publish** and **Manage**. Denied will prevent the user from accessing the piece of content or folder; Viewed will allow them to see it; Publish will allow them to make changes to it and Manage will allow them to have the same permissions as the owner of the item (including changing all of the permissions if they so desire). You can also delete users from this list by clicking on the **Remove** button.

Ignore **Forced Recordings** as hosts don't have permission to access this tab.

The **Content Dashboard** tab will allow you to see a variety of reports based on content usage (e.g. most used item). You can also print the charts off by clicking on the **Printable Version** button.



MEETINGS

The **Meetings** tab will show the meeting details of the current room. It will usually display the room **URL**, the **Number of users in (the) room**, the **Access** settings and whether you have chosen to **Allow participants to opt out from Engagement Tracking**. There is also an **Enter Meeting Room** button. This screen is purely for information and you will not be able to edit any of the details from here.

Home | Content | Meetings | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

Meeting Information

Name:

Summary:

Start Time: -

Duration: -

URL: <http://vlecture.brookes.ac.uk>

Number of users in room: 0

Language:

Access: **Only registered users and accepted guests may enter the room**

Allow participants to opt out from Engagement Tracking: **No**

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Shared Meetings – this will display all of the meetings that you have access to (usually because you have been added to them via a Moodle course). If you click on the link to one of the meeting rooms you will see similar information to that described above.

Home | Content | Meetings | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

Shared Meetings

Meeting List | [Edit Information](#) | [Set Permissions](#)

Name	Start Time	Duration
<input type="checkbox"/> Shared Templates		
<input type="checkbox"/> Abi's training session	01/12/2015 10:10 AM	02:00
<input type="checkbox"/> Adobe connect AW	01/20/2015 9:20 AM	02:00
<input type="checkbox"/> Adobe connect host	01/12/2015 9:20 AM	02:00
<input type="checkbox"/> Adobe Connect Room	10/01/2014 2:05 PM	02:00
<input type="checkbox"/> Adobe connect training	01/14/2015 11:05 AM	02:00
<input type="checkbox"/> Adobe Connect Training 1	01/26/2015 12:05 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PELTA Group A	03/13/2014 1:55 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PELTA Group B	03/13/2014 1:55 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PELTA Group C	03/13/2014 1:55 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PELTA Group D	03/13/2014 1:55 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PUF Group 1	03/13/2014 1:55 PM	02:00
<input type="checkbox"/> Adobe Connect Trial_PUF Group 2	03/13/2014 1:55 PM	02:00

You will be able to use the **New Meeting**; **New Folder**, **Delete** and **Move** items in this section so be careful that you don't delete anything that doesn't belong to you. You will also have the same permissions as you do in the My Meetings section below.

User Meetings – this gives information about individual user's meetings but as a host you will not have access to this information.

My Meetings – this will give details of the Adobe Connect meetings that you have created.

The **Edit Information** tab will allow you to change the room details.

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: * Digital Services Training Room

Summary:
(max length=4000 characters)

Start Time: 26 February 2014 02:00 PM

Duration: 02:00 hours:minutes

Language: * English

Access:

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

The **Edit Participants** tab will allow you to add individual users or groups to your room from the **Available Users and Groups** list. Clicking on the **Search** button will allow you to type in names, p numbers or student numbers. Once you have chosen a user the **Add** button will become active. Click on it to add that user to the **Current Participants For Room X** list.

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Available Users and Groups

Alice Blue	ss061152

alice blue Clear x

Current Participants For Digital Services Training Room

Alice Blue	Participant	ss061152

alice blue Clear x

To change the role for a particular participant, highlight their name and the **Set User Role** button will become active. You can choose to make them a **Participant**, a **Presenter** or a **Host**. You can also choose **Denied** to stop them from accessing your room.

Please note: sometimes you may need to repeat this process more than once as the Adobe Connect interface has quite a slow cache rate. This means it can sometimes take several goes before a user's role is changed permanently.

You can also **Remove** users (or groups) from this list.

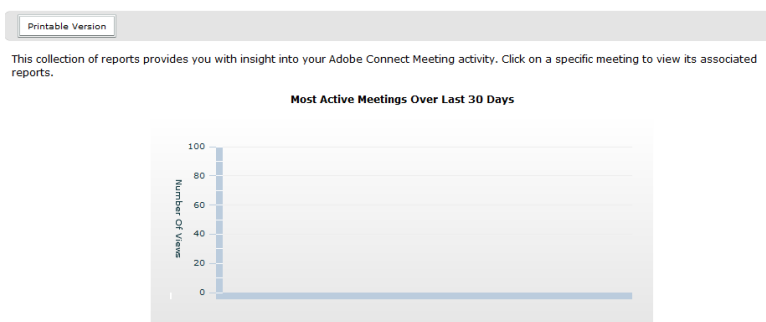
The **Invitations** tab doesn't really work properly. The best you can do is copy the content in the **Message body** section into an email where you can then send it to the relevant participants.

The **Uploaded Content** tab will show any content that you have loaded into your Adobe Connect room. If you put a tick into the check box next to a particular item you will be able to **Delete** it or **Move (it) To (a) Folder**. This could be a folder in your own area or in the Shared Meeting area.

The **Recordings** tab is where you access your recordings from – further information about this is available in the documents entitled *How to add an Adobe Connect recording to a Moodle space* and *How to view an Adobe Connect recording directly*.

The **Reports** tab allows you to look at **Summary** information for your room which will include information such as the peak number of users in your room at any one time and the date you last used it. You can also go into more detail and look at room usage by **Attendee**, **Session** and **Question**. You get the option to **Download** (the) **Report Data** and you can **Filter** the reports by **Date** or **Group**.

The **Meeting Dashboard** tab will allow you to see a variety of reports based on room usage (e.g. most active meeting). You can also print the charts off by clicking on the **Printable Version** button.



REPORTS

This is a duplication of the reports available in the **Content Dashboard** and the **Meeting Dashboard**.

ADMINISTRATION

Hosts do not have access to this tab.

MY PROFILE

Once again this final tab has several sub tabs that perform different functions. The **My Profile** tab shows your first and last names and your email address. Ignore the **Change Password** option as that doesn't seem to work properly. Under the **Edit My Preferences** tab you can change the **TimeZone** you are in and the **Language** you use.

Ignore the **My Audio Profiles** and the **My Audio Providers** tab as these have not been configured under our licence agreement.

The **Group Membership** tab will show which Adobe Connect groups you are a member of. The **Organization** tab will show **Manager Information** and **Team Members** but once again we have not set our Adobe Connect up to use this feature.

There is a **Search** function for the whole site and a non-context specific **Help** link at the top right of the interface. To logout of the admin interface, click on **Logout** next to your name (also at the top right of the interface).