

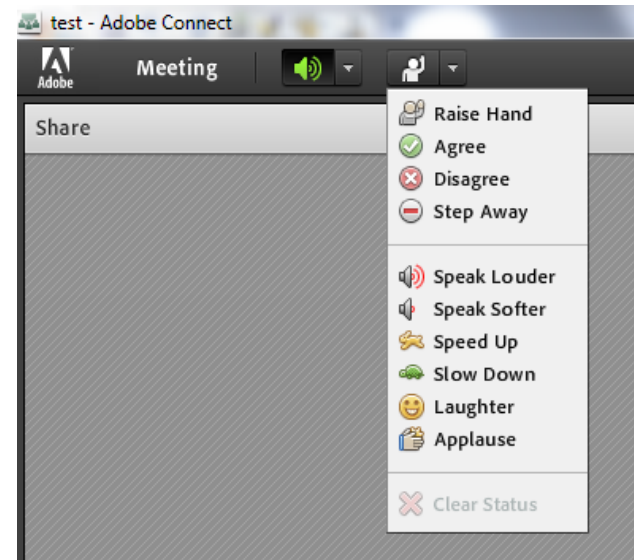
Using the pods in Adobe Connect

Tools and pods

- various tools and pods (boxes which hold content) are available to you within Adobe Connect
- you can build a flexible workspace by using combinations of the ‘pods’ and using them in different ways

Status bar

- within a meeting attendees can change their status to provide feedback to the presenter/host (and other attendees if the attendees' box is visible to all)



- you can have any combination of pods in the participant area(s) as well as a different combination in the presenter only area
- pods can be renamed and resized.

Share pod

- in a Share pod you can share documents or your screen



Share pod

Features

- allows you to share your desktop or applications, or a previously uploaded file (PDF, ppt/pptx, flash(swf), pdf, Mp3, jpeg, flv)
- also has a whiteboard function.

Uses

- this is the main pod for presenting – once your presentation is uploaded to Adobe Connect, you share it to participants through this pod
- you can also share other files as above.

Chat pod – features

- linear chat pod
- can change your chat text colour
- used in participant area – everyone can chat to each other, presenters and moderator – you have the option (as Host) to set the ‘private chat’ function to be enabled or disabled
- the same chat pod can be visible in each layout screen, or a new one used
- in the presenter only area presenters and moderators can chat without this being visible to participants
- can be renamed (e.g. Webinar chat, presenter only chat, etc).

Chat pod – uses

- to encourage participation
- to comment on a particular item or feature (a new chat pod can be brought on screen for a specific purpose or discussion, then closed again – this helps to contain specific discussions)
- to allow private communication between hosts and presenters during a session
- think about the purposes of your chat pod and be clear about how it will be used yourself; and communicate this to participants.

Question and answer pod

Features

- not linear, so easier to keep track of
- questions can be allocated to individual presenters/host
- questions from participants are private to them and responder can answer privately (only participant who asked the question will see the response) or to all (everyone will see the question and the response).

Uses

- Can have more than one Q&A pod available, e.g. for technical help and for content comments.

Poll pod

- the poll pod in Adobe is a one-question instant response type and can be set up in advance
- questions can be designed around yes/no responses or multi-choice
- pod can be renamed.

Notes pods

- this is mainly just a text box
- it can be renamed and so can be used for a variety of purposes e.g. to take notes as discussion progresses, to present an agenda, or other information
- allows input from presenters and hosts.

Attendees' pod

- list of participants and hosts/presenters
- shows microphone rights status
- shows 'emoticon' status.

Files pod

- allows you to upload files to be downloaded by the participants

Web links pod

- allows 'clickable' web links
- you can choose the name of your link.

Video pod

- allows sharing of webcam video