

Adobe Connect at IU: Leading a Class or Meeting

Host live class sessions or online chat sessions from your computer

Overview

Adobe Connect (formerly called Breeze) enables you to host live presentations from your computer.

- Share anything you run on your computer
- Use as a whiteboard
- Engage in chat sessions with your students
- Record sessions so students can view them at a later time, but there are other applications, such as PowerPoint with audio and Adobe Presenter, that may be more effectively used for this purpose.

Apply for an IU Meeting Adobe Connect Account

1. In your browser, type in the url for the *Connect @ IU* web site, <http://www.indiana.edu/~breeze/>
2. Fill out the [Connect Meeting application form](#) (for IU faculty and staff only)

Logging in for the first time

As a Host or Presenter in a Connect Meeting, you'll need the Connect Meeting Add-in.

- You will be prompted to install it the first time you enter a Connect meeting as a Host or Presenter, or the first time you are promoted to Host or Presenter within a Connect meeting.
- If you'd like to install it ahead of time, you can do so. It is available for [Windows](#) (version 9.0.177.0) or [Macintosh](#) (version 9.0.177.0) Operating Systems.

Setting up your class or meeting and inviting users

After you have an account all you really need is a quick introduction.

1. Open IU's *Getting Started with Connect* guide at <http://www.indiana.edu/~breeze/breeze5.html>
2. In addition, here are the answers to some frequently asked questions
 - Meeting rooms can be reused, just like a physical classroom, so give your meeting room a generic name and use it for multiple classes.
 - Start time and duration are optional.
 - Students don't need accounts to enter the room. They will be prompted to provide their guest name when entering.
 - The class/meeting invitation **doesn't** have to come from Connect, instead send an email or Oncourse message containing the room URL and instructions on how to enter the room.
 - To make it easier to find the meeting room add an Oncourse CL Web Content link. More info at <http://kb.iu.edu/data/aujr.html> .

For training on leading a class or meeting

- *Leading a Breeze (Connect) Meeting* guide, see document at <http://leadlivemtgpdf.notlong.com>
- Penn State University has a wealth of tutorials and tips for Connect (Breeze) and effective elearning at <http://meeting.psu.edu/hosts>
- For more short tutorials, see <http://www.adobe.com/resources/acrobatconnect/>

For help from a consultant

You can get help from a teaching center consultant at your campus or from the support center.

- Instructors can get help as you integrate technology into your teaching. See the list of IU campus teaching centers to find your own center contact information, at <http://kb.iu.edu/data/aitz.html>
- To contact a consultant for application help by chat, phone, or email 24 x 7 see the information at <https://oncoursehelp.iu.edu/helptool/doc/auyj>

This Least You Need to Know document is one of many self-study resources online at <http://oncourse.iu.edu/info>

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