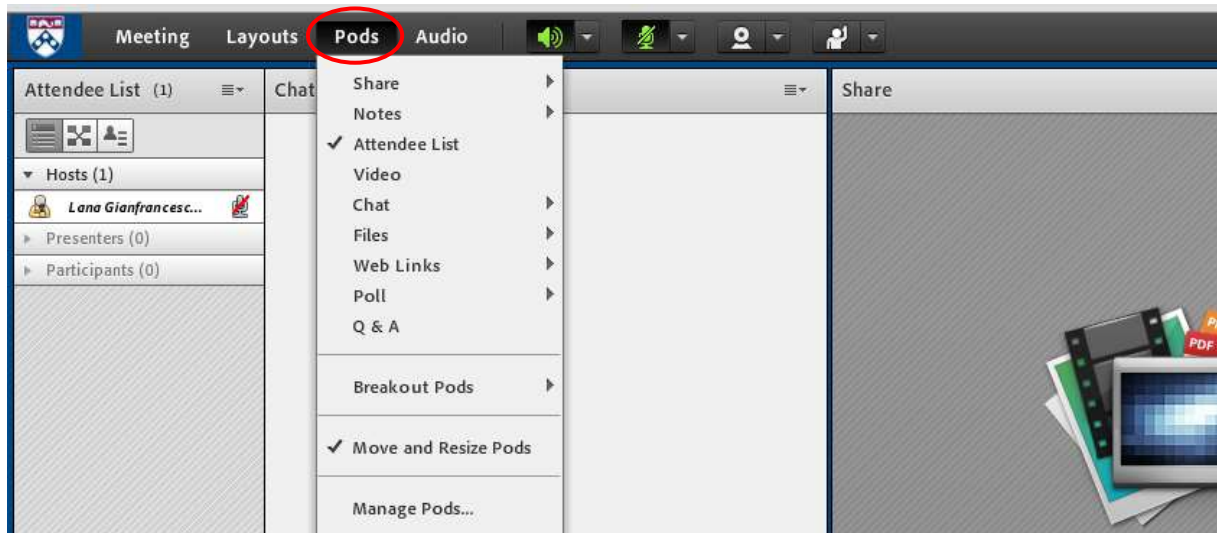




Part 2 of 3: Pods; Breakout rooms

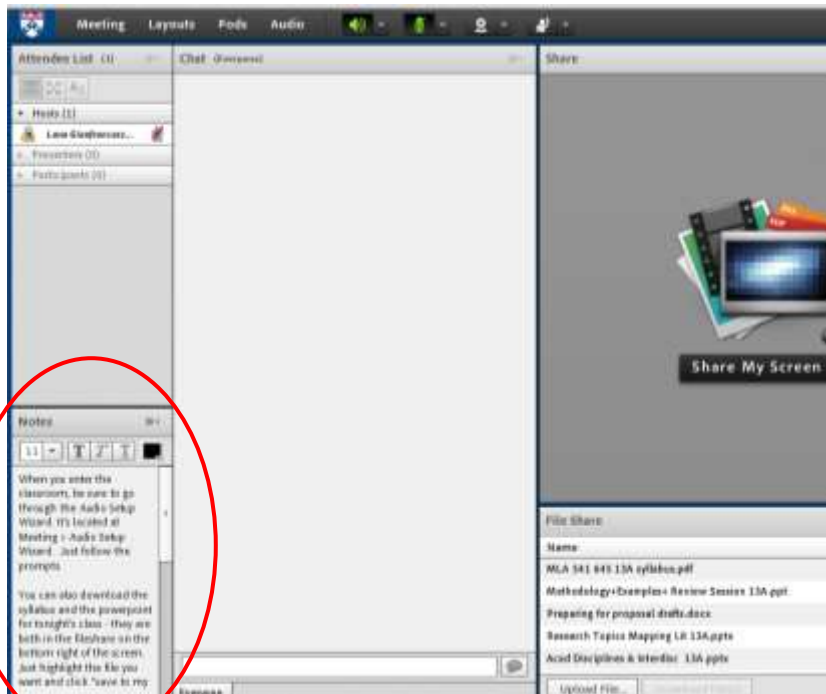
How to create **Pods**:

Every window in Adobe Connect classroom can be moved and resized. These windows are called “pods” (i.e., chat, file share, notes, etc.). “Pods” menu is located on top of the classroom window



You will need the following pods as your **basis**: attendee list, chat and share.

It might also be useful to have “Notes” pod where you can put some course announcements or other information for the students (for example, a short instruction on how to run Audio Setup Wizard and what Internet connection to use – this way, they will always have it in front of them).

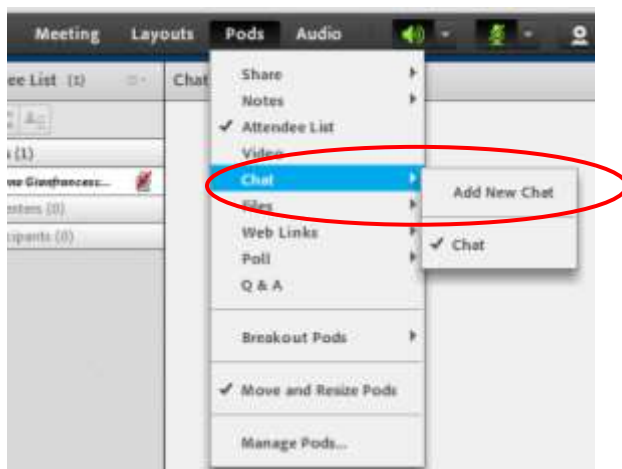


The list of active pods is marked with a check-mark.

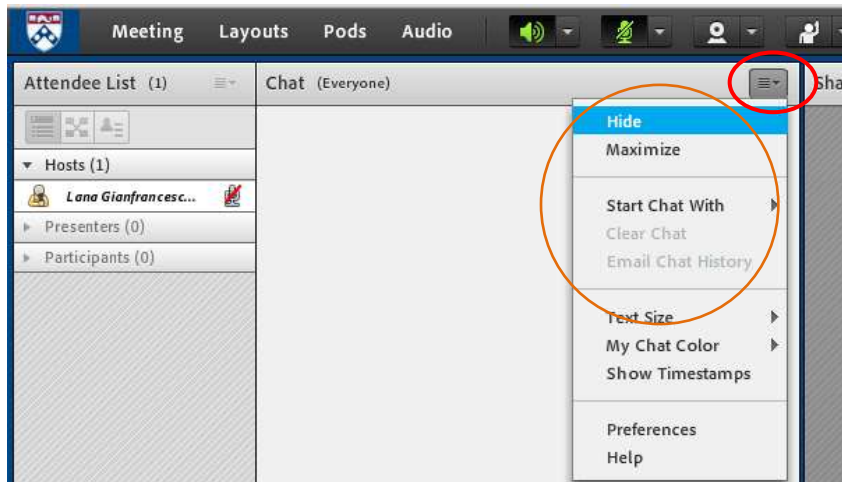
So if one pod gets covered by another and you can't see it, don't close all the pods to find it, but instead **uncheck** the one you are looking for and then **re-check** it again.

Or if you accidentally closed one of the pods, just go back to the "Pods" menu and **check** the window you have just closed.

To create several chats (for practicing written communication skills), go to Pods → Chat → Add new chat.

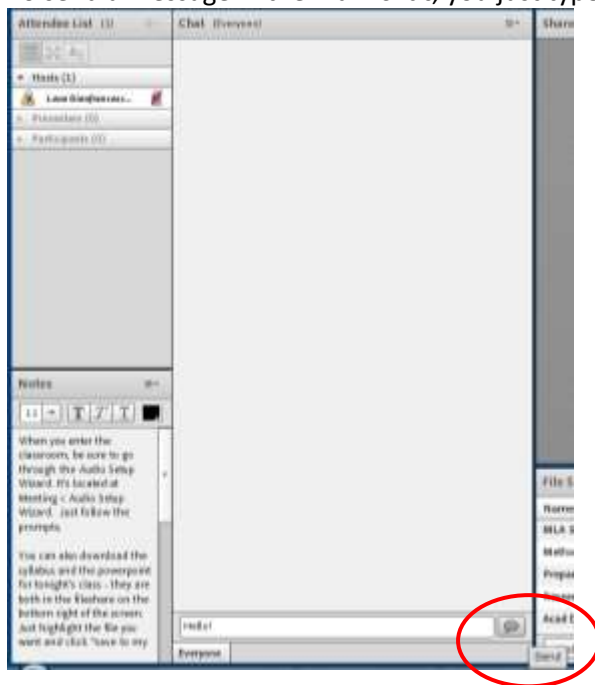


When you are done working with it, you can e-mail chat history to yourself (if needed), then clear the chat and hide it.

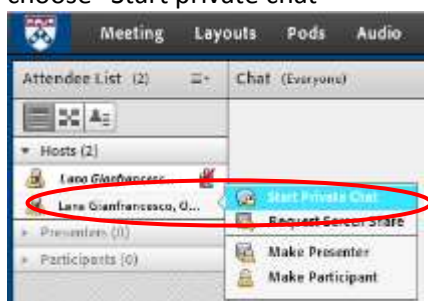


This way, you'll be able to **reuse** the same chat windows over and over again instead of creating a new one every time.

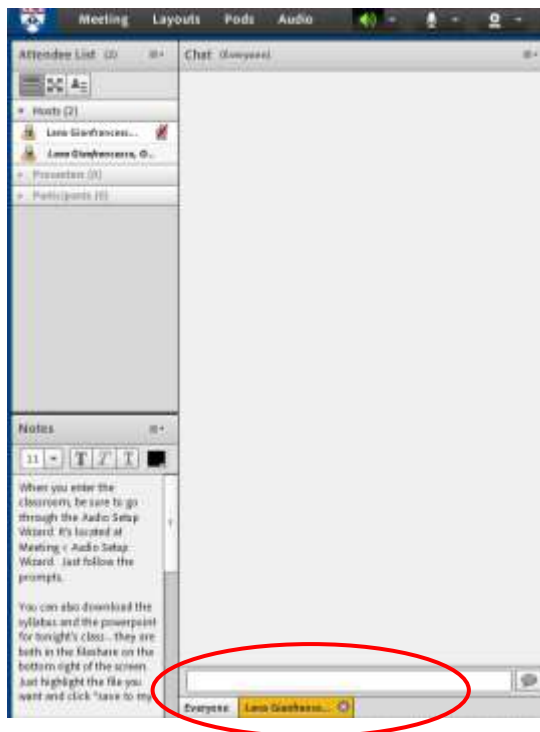
To send a message in the main **chat**, you just type it and click "Send"



To send a **private message**, choose the recipient from the list of participants → click on the name → choose "Start private chat"

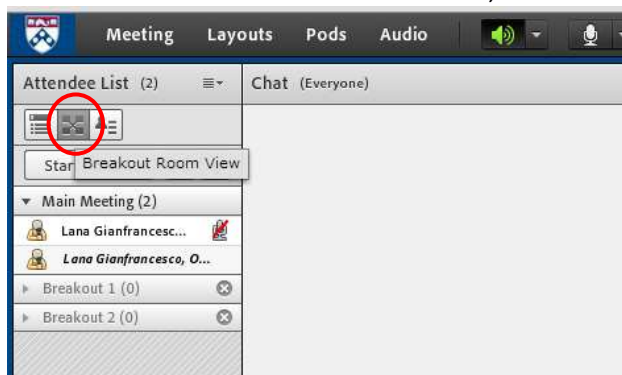


When a private message is sent to you, it will be **blinking orange** on the bottom of the chat window (next to the main chat). Please keep an eye for those messages because they might be from Tech Support or your TAs.

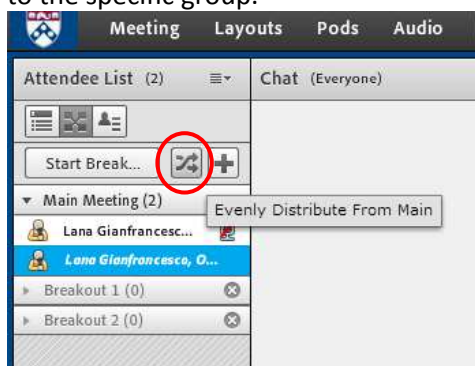


How to create **breakout rooms** and work in them:

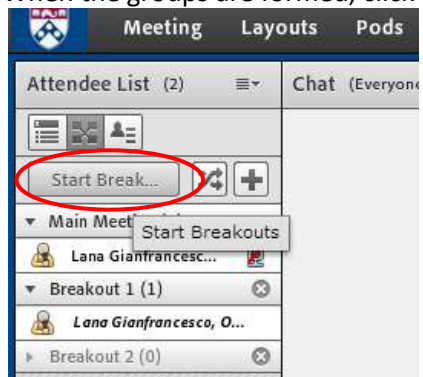
There are several viewing options under the attendee list: attendee view, breakout room view and attendee status view. To start breakouts, click on the breakout room view



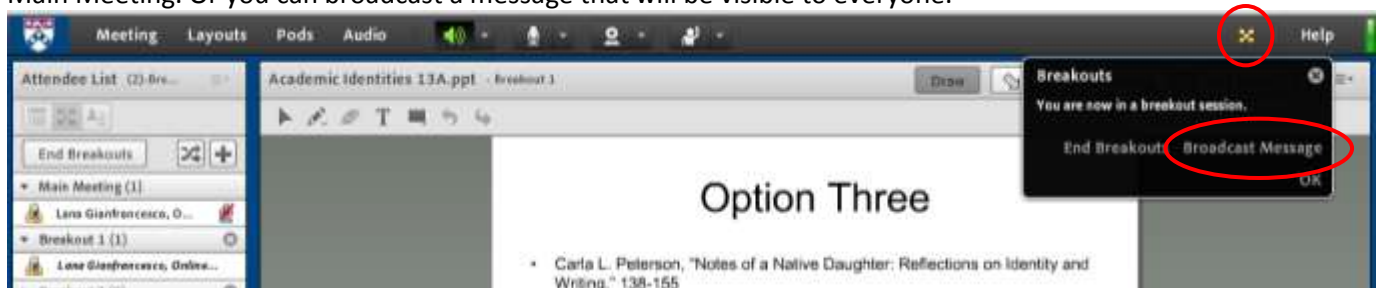
You can either evenly distribute participants in the breakout rooms or click on each name and drag them to the specific group.



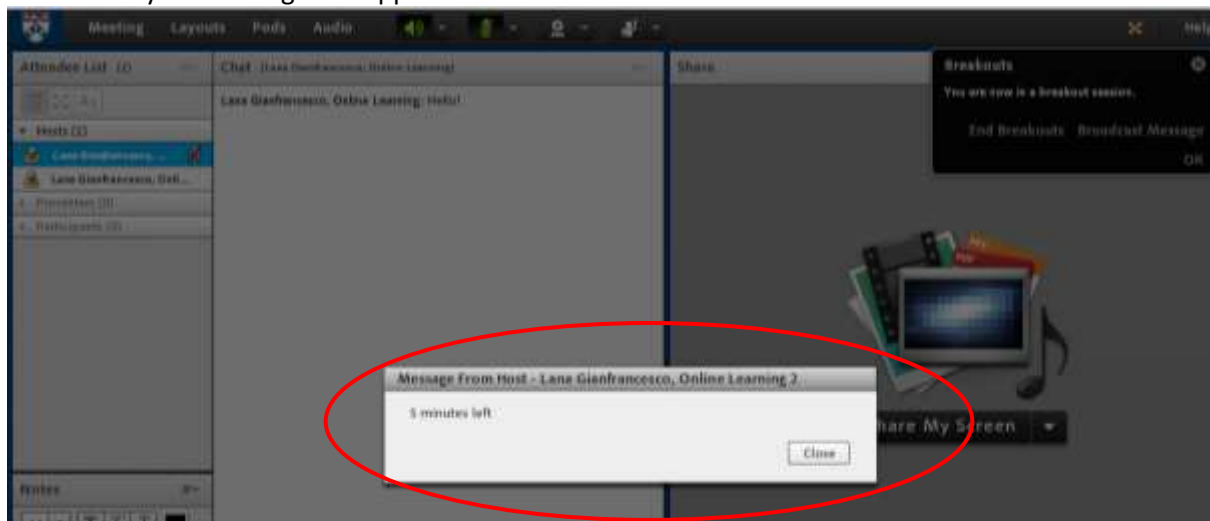
When the groups are formed, click “Start breakouts”



Now every group of students can only hear what’s going on inside their breakout room, so to communicate with them you can either go to their room by clicking and dragging your name from the Main Meeting. Or you can broadcast a message that will be visible to everyone.



This is how your message will appear to the students:



To end breakouts, you can click on one of these two buttons:

