

Center for Development and Disability (CDD)

REACH Telehealth:  
Participating in an  
Adobe Connect Webinar

*Presented by:*  
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# Objectives

- Learn how Adobe Connect (AC) may be used by the CDD and how you can participate in sessions.
- Become familiar with the Adobe Connect Interface and the components involved
- Become acquainted with the webinar process flow



# What is a webinar?

- An alternative to traveling for in-person meetings or presentations.
- A way of presenting information over the internet to people who are often at their own computers at home or in their office.
- Participants receive a visual image over the computer, and audio over the internet and/or the phone.



# Benefits to Using Webinars

- No travel necessary - Participants don't have to leave their desk or home
- Great didactic tool for imparting information
- Can be accessed anywhere in the world that there is high speed internet
- CDD has license to host AC webinars as trainings, meetings or TA. Anyone can participate in trainings or meetings w/ CDD.



# What do You Need to Participate?

- A desktop or laptop computer
- Good, high-speed internet connection, not dial-up
- Hardwired internet best but some wireless ok
- Equipment for meetings (optional)
  - Headset with earphones & microphone – best audio
  - Webcam (either built into a laptop or external)
  - External microphone if not using headset
  - Projector for large groups



# How is Adobe Connect typically used?

- Trainings
  - Short time periods, 1-3 hours best
  - Series of trainings
- Virtual Meetings
  - Committee meetings with members from out of town
  - TA or Collaborative work with documents, websites, etc.



## AC Menu Buttons

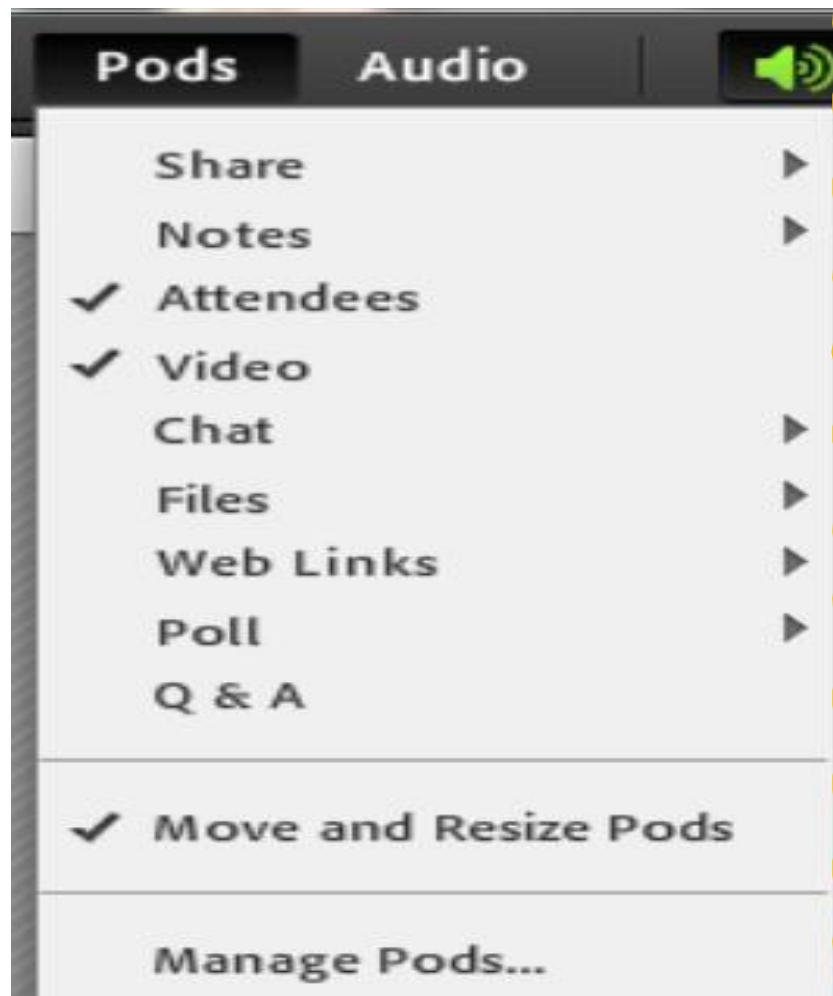
- Meeting
- Layouts
- Pods
- Audio
- Speakers
  - Mute/Unmute
- Microphone
  - Mute/Unmute
- Camera
  - Start my Webcam
- Set Status

Meeting Layouts Pods Audio



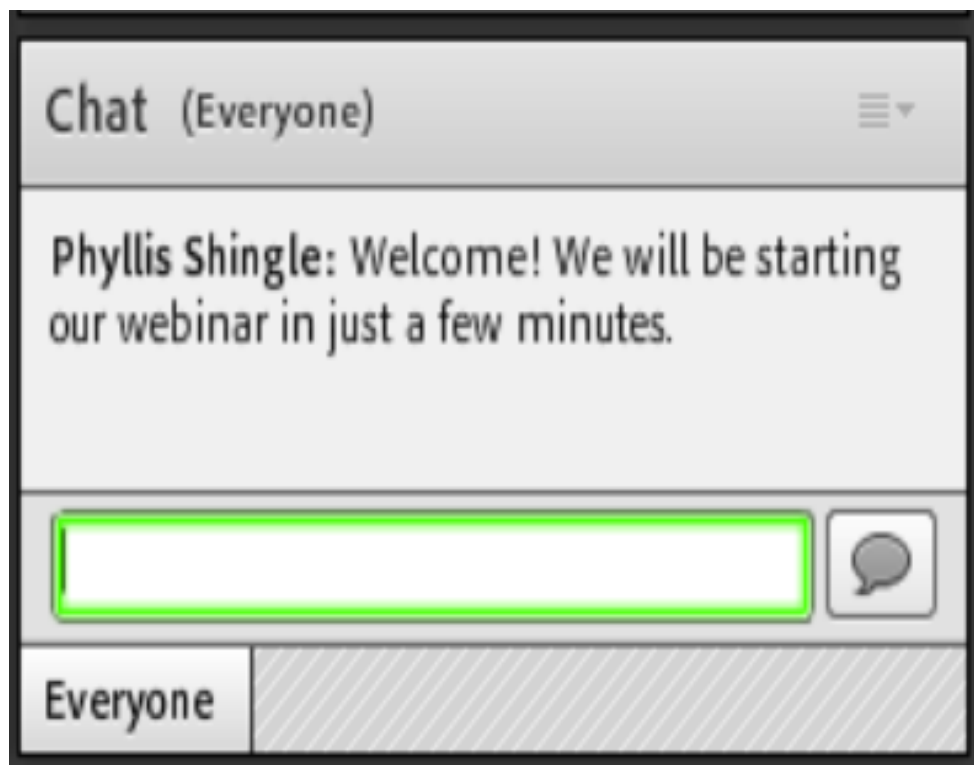
# Pods

- Video of Presenter
- Attendees
- Hide
- Maximize



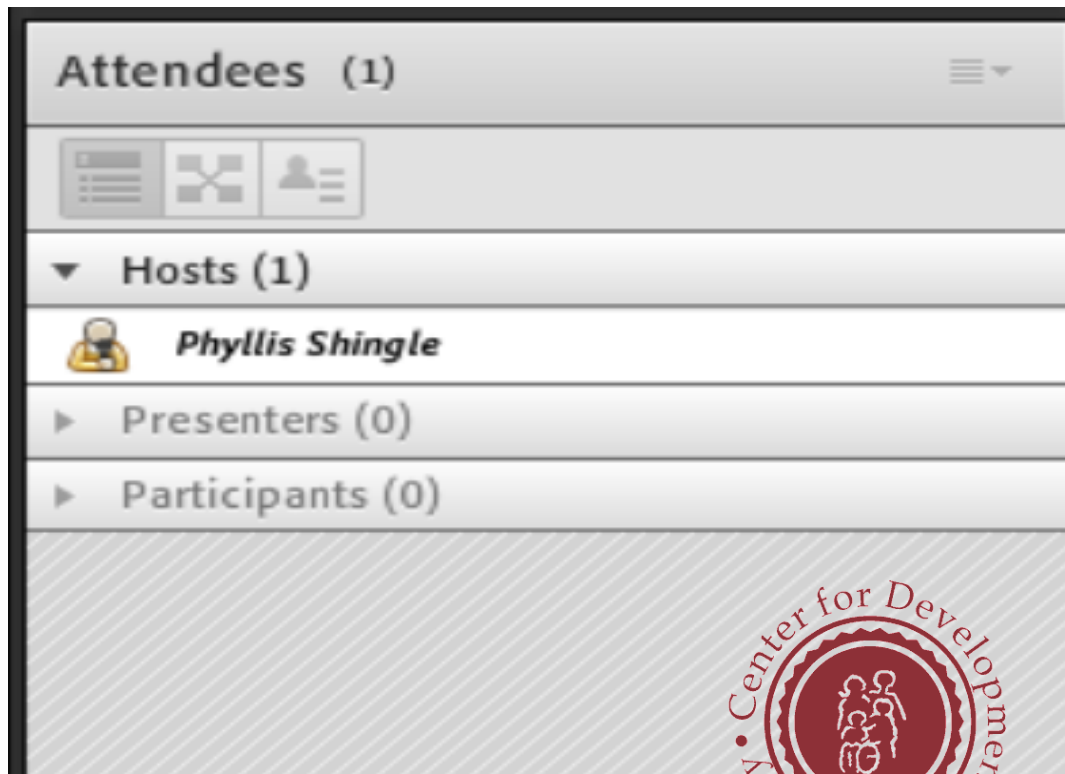
# Asking Questions

- Use Chat Box for questions
- Presenter can change size of chat box
- Change size of text or color



# So Who's Who?

- Roles
  - Hosts
  - Presenters
  - Participants



# Presentation Material

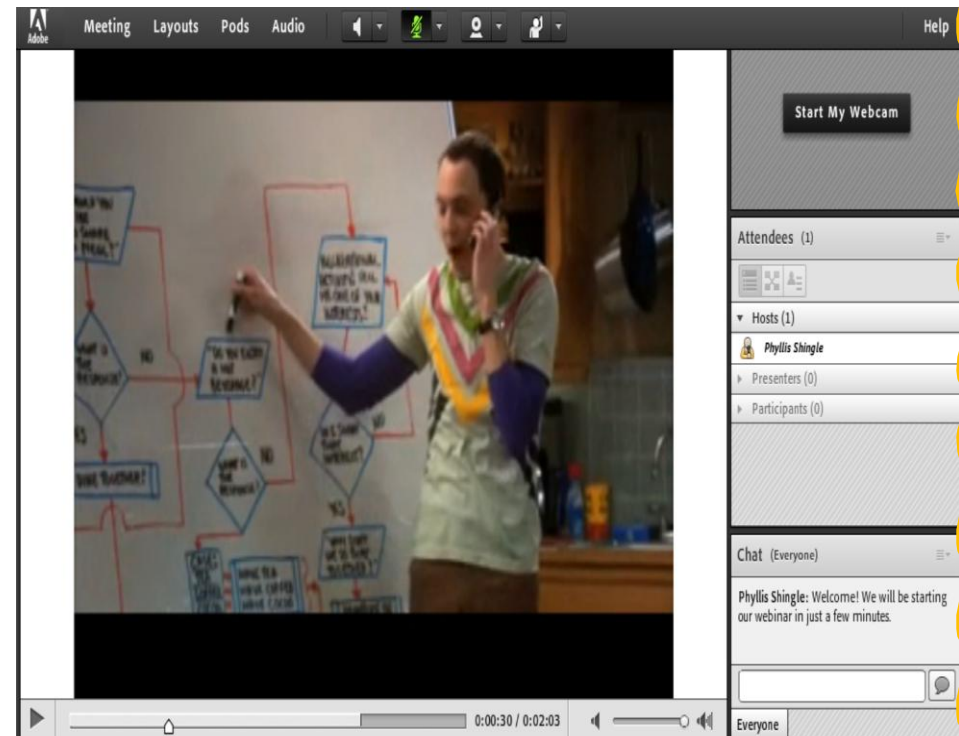
- Presenters “Share” the material
- They can share their:
  - Screen/desktop, such as an Internet site, or Word doc
  - A Document
  - Whiteboard





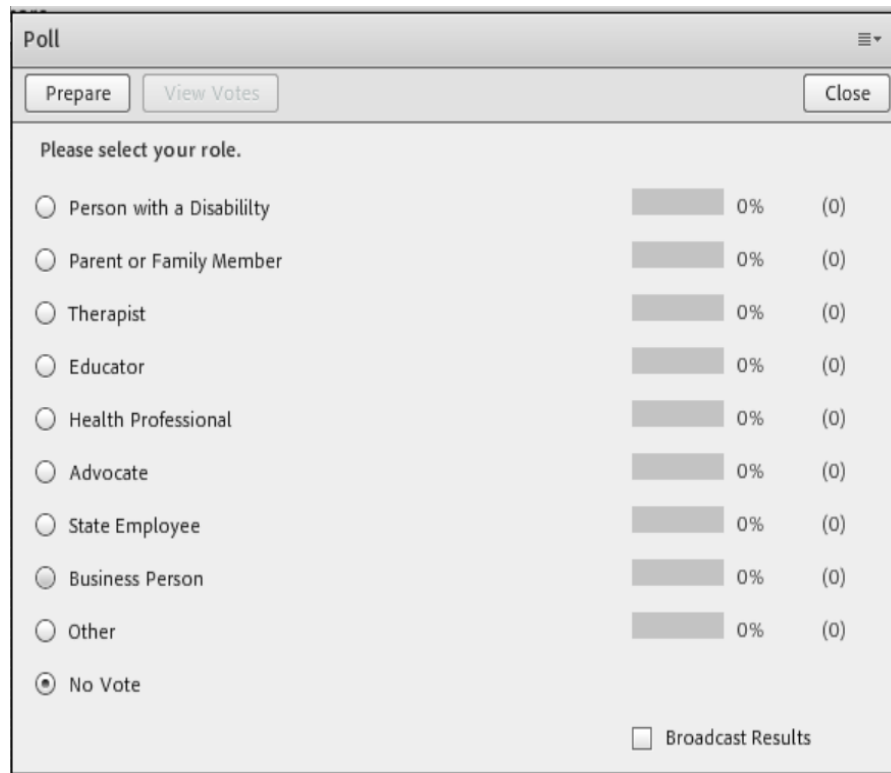
# Presenter can Show Video Clips

- Short video clips work best!
- May be a short pause before video clip begins
- Video clips run at different speeds, based upon individual computer processor speeds.
  - One computer's video may end before another one



# Polls

- Ask questions of the audience
  - Multiple Choice
  - True/False
- Broadcast results so participants can see



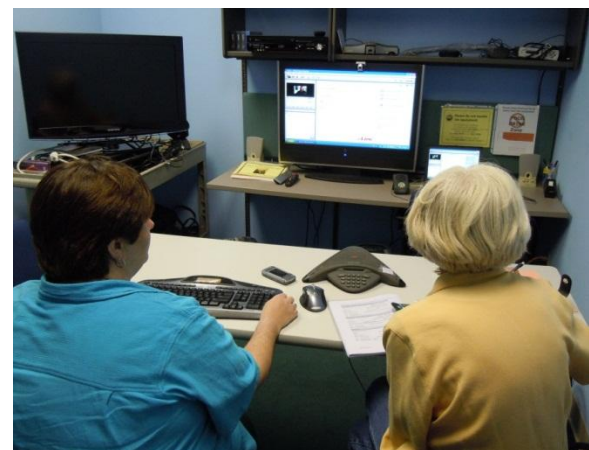
The screenshot shows a web-based poll interface. At the top, there are three buttons: 'Prepare', 'View Votes', and 'Close'. Below the buttons, the text reads 'Please select your role.' followed by a list of roles, each with a radio button, a progress bar, a percentage, and a count in parentheses. The 'No Vote' option is selected with a radio button. At the bottom right, there is a checkbox labeled 'Broadcast Results'.

Role	Percentage	Count
<input type="radio"/> Person with a Disability	0%	(0)
<input type="radio"/> Parent or Family Member	0%	(0)
<input type="radio"/> Therapist	0%	(0)
<input type="radio"/> Educator	0%	(0)
<input type="radio"/> Health Professional	0%	(0)
<input type="radio"/> Advocate	0%	(0)
<input type="radio"/> State Employee	0%	(0)
<input type="radio"/> Business Person	0%	(0)
<input type="radio"/> Other	0%	(0)
<input checked="" type="radio"/> No Vote		



## Another Type of Webinar – A Virtual Meeting

- No PowerPoint needed
- More discussion than presentation
- Great for TA
- Share your screen
- Enable participant cameras and/or mics
- Review/Edit documents



# Participant Process Flow

- Register with CDD Program (if requested)
- Receive email with “Join Link”
- On day of event, click on the join link at least 15 minutes before the event start time
- Watch “Lobby” slides giving preparation information
- Contact REACH if tech support is needed





## CDD Presentations

- Session may be recorded and a link generated
- Presenters can share powerpoint, supporting handouts, videos, forms, word docs, excel spreadsheets, etc.
- Ability to send participants to an evaluation through Survey Monkey at the end
- Trainings and meetings must be requested at least two weeks in advance.



**\*\*\*SAMPLE\*\*\***

**Lobby Slides -**

**Welcome to the**

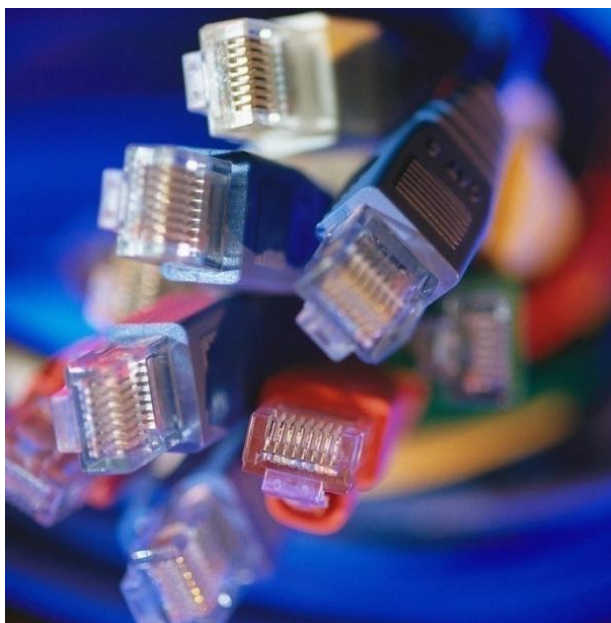
**Sample ABC Presentation**

*An Example of a Pre-Presentation Lobby*

**The forum will begin shortly.**

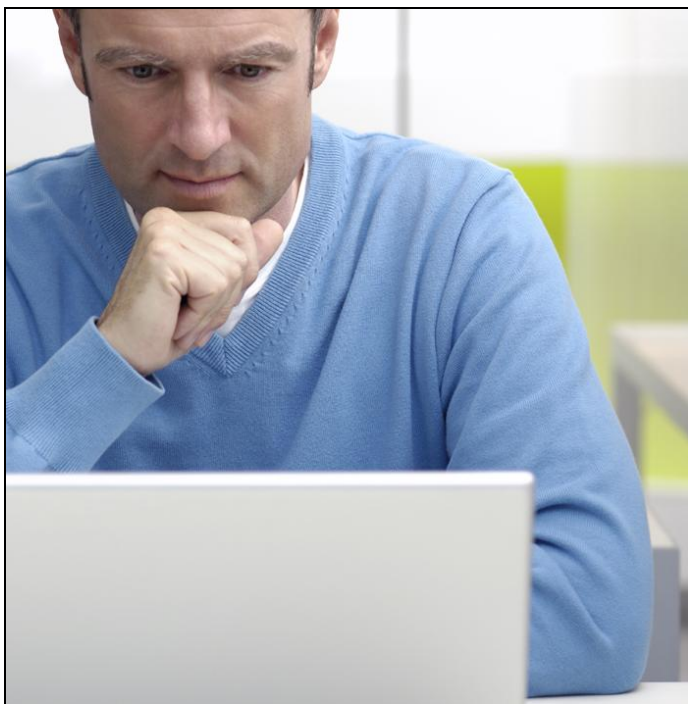
**Please complete the poll while you wait.**

## For the Best Experience Today



- Directly connect to the internet on the fastest connection available.
- Instead of using wireless, hard wire into the internet.
- Shut down VPNs (Virtual Private Network)
- Shut down any email and IM programs not being used for the presentation

# Today's Audio



- Audio will be through your computer. Please make sure your speakers are enabled and unmuted.
- If you cannot hear the presentation through your computer, dial into the conference call \_\_\_\_\_ Please mute your line while you listen.
- Call CDD REACH at 505-272-3844 with any audio problems.

# Thank you!



## CDD REACH Telehealth Program

505-272-3844

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