# Adobe Connect: Host a Class/Meeting

**Adobe Connect Quick Reference Guide: GROK article # 16616**

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| **What is Adobe Connect?** | Adobe Connect is a web conferencing software that allows currently enrolled students, currently active faculty and staff of the LSU A&M, Law Center, and Veterinary Medicine campuses to host meetings, teach classes, consult with remote colleagues, invite outside experts into your classes, and provide online training for users anytime, anywhere!<br><br>For more information, visit http://connect.lsu.edu. |
| **Connect Central** | Connect Central is a web-based application which allows the meeting host to create and manage meetings, content and attendees.  Connect Central can be accessed by visiting http://connect.grok.lsu.edu.<br><br>For more information, visit http://connect.grok.lsu.edu and search for article **15085**. |
| **Connection Test** | You should run the Adobe Connect connection test on each computer that you use for Adobe Connect meetings. It is highly recommended that you run this test before each meeting you host or attend. Be sure to advise all participants to run the test as well.<br><br>To run the connection test, visit http://connect.lsu.edu and search for article **14711.** |
| **Meeting** | By logging into Connect Central, you can create new meetings; edit existing meetings; manage, add and delete attendees; and email invitations.<br><br>For more information**,** visit http://connect.grok.lsu.edu.<br>    &bull; Create a FERPA-Compliant Class Meeting- article **15331**<br>    &bull; Create a Meeting - article **14726** |
| **Events** | Connect Events enables the host to manage event registrations, send invitations and reminders, and run additional reports.<br><br>For more information, visit http://connect.grok.lsu.edu. |
| **Attendees** | Hosts control who accesses and views content both during and after a meeting.  Meeting invitations can be sent to attendees through the Connect Central interface.  By default, meeting attendees have limited rights but additional permissions can be enabled.<br><br>For more information, visit http://connect.grok.lsu.edu.<br>    &bull; Attendee Roles- article **14795**<br>    &bull; Manage Attendees - article **15115**<br>    &bull; Restrict Who May Enter a Meeting Room - article **15256**<br>    &bull; Attendee Status - article **15098** |
| **Templates, Layouts and Pods** | Templates, layouts and pods extend the functionality of an Adobe Connect Meeting.  A template is a pre-designed meeting room which contains several default layouts.  Layout is the arrangement of pods within the meeting room.<br><br>For more information, visit http://connect.grok.lsu.edu.<br>    &bull; Templates, Layouts, and Pods - article **14791**<br>    &bull; Poll Attendees - article **14848**<br>    &bull; Share Your Webcam - article **15096**<br>    &bull; Share My Screen, Documents, or Whiteboard - article **15080**<br>    &bull; Request Screen Share from Attendee - article **15163**<br>    &bull; Assign Attendees to Breakout Rooms - article **14728** |

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| **Reports** | Meeting reports provide information on each meeting room, individual participants and results from polling questions. Through an Event, attendance and registration reports can be generated.<br><br>For more information, visit http://connect.grok.lsu.edu and search for article **14846.** |
| **Recording** | Meetings conducted through Adobe Connect can be recorded for future playback. If you plan to record a classroom session for re-use in future semesters, you **must** ensure that **no** personal student information, such as a student's name, voice or image is included in the recording. This requires that you remove Chat and Attendee pods and that you deny webcam and microphone use by students. If the use of student identity is necessary, then you must obtain written, signed consent from each student participant.<br><br>For more information, visit http://connect.grok.lsu.edu and search for article **15273**. |
| **Best Practices for Hosts** | Once you become comfortable with the rudiments of Adobe Connect, you will want to refine your use of this tool. The **Best Practices for Hosts** article discusses strategies that have been identified to enhance your experience using Adobe Connect.<br><br>For more information, visit http://connect.grok.lsu.edu for article **15321**. |
| **FAQs** | This document contains answers to questions that are commonly asked by users. A special category has been designated in the Connect portal of GROK to help you with your Adobe Connect needs.<br><br>For more information, visit http://connect.grok.lsu.edu for Connect > FAQ. |
| **Policies and Compliance** | Policies, guidelines and terms of use have been put into place to ensure all university faculty, staff, and students are in compliance with the usage of Adobe Connect.<br><br>For more information, visit http://connect.grok.lsu.edu.<br>• Best Practices for Accessibility – article **15268**<br>• FERPA – article **15229**<br>• Terms of Use – article **15260** |