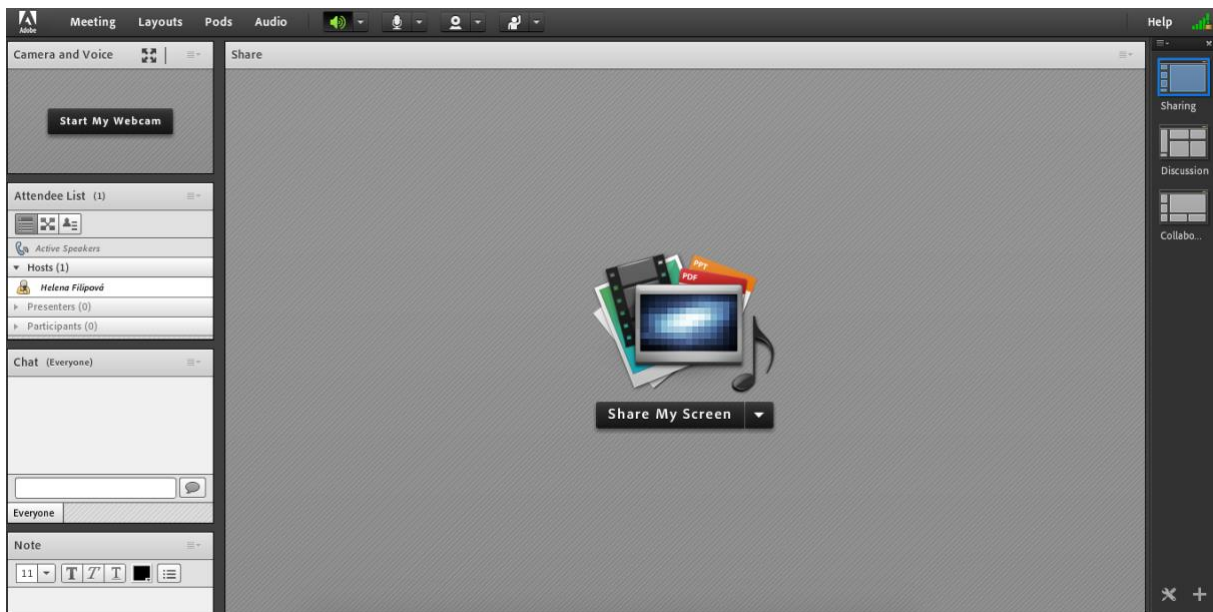


ADOBE CONNECT: Pods and basic webinar control

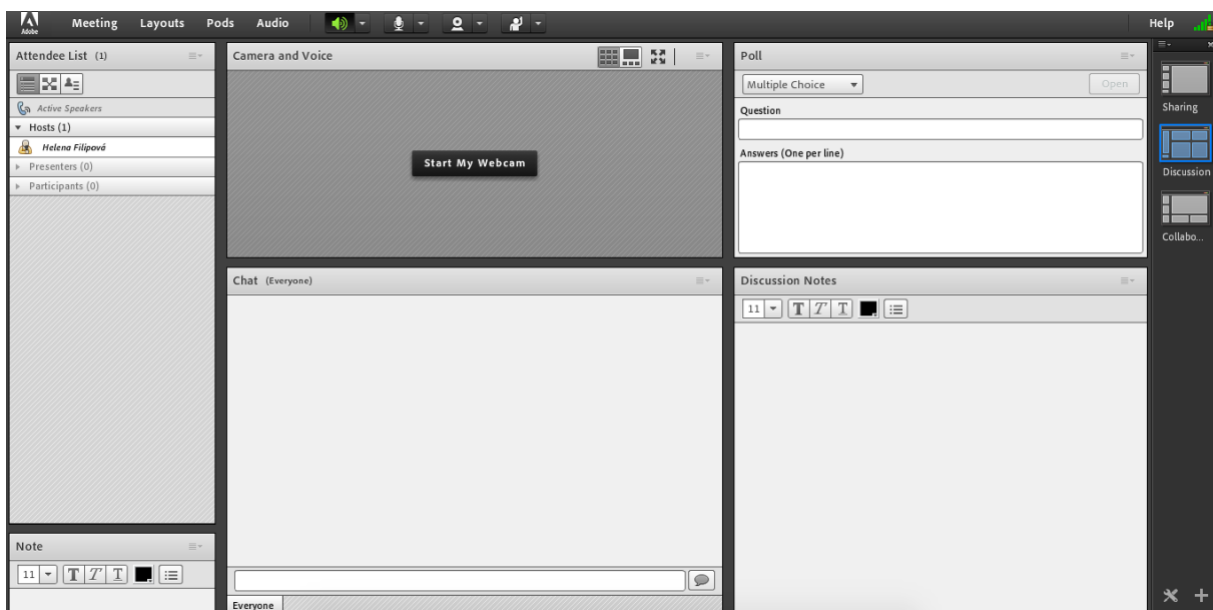


Pic. 1: Basic webinar layout

There are three prepared layouts (on the right side). The windows you see now are called the pods. You may move the pods, change their size, add another pods, hide pods...

Some of the available pods:

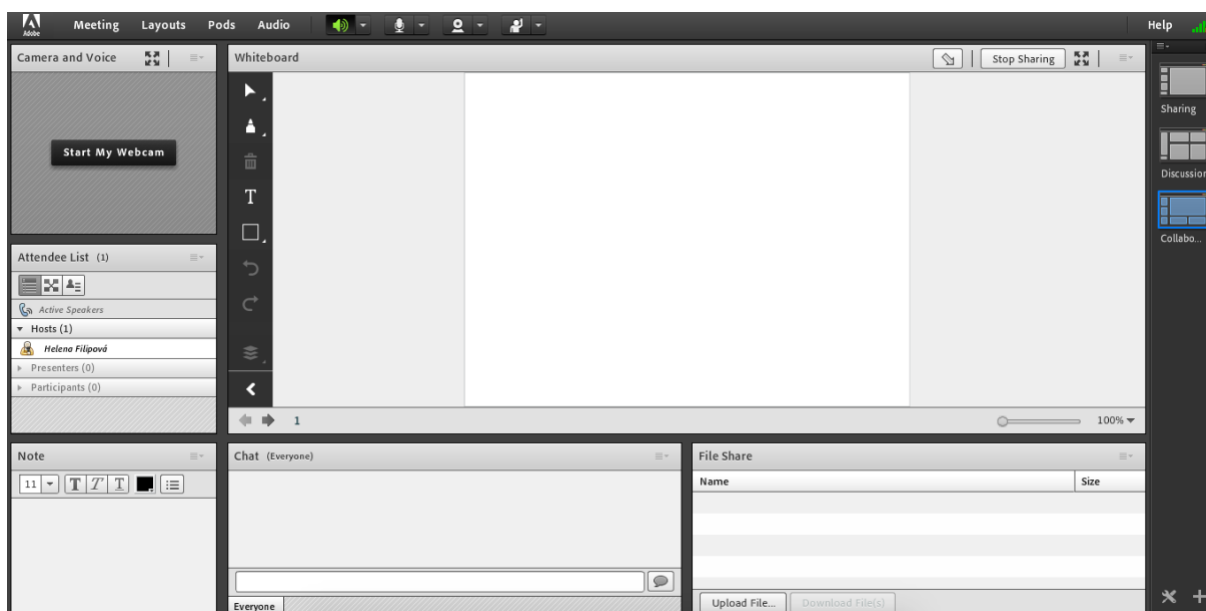
- **Camera and Voice** – this pod allows to share your voice and video
- **Attendee List** – displays present users and their roles
 - your role is a **host** – you can change room settings, run presentations, share your computer screen, turn other's microphones on and off, and determine other's roles...
 - **presenter** may only present, use the pods, but he is not allowed to change the settings and layouts
 - **participants** watch and listen the presentation
- **Chat** – for easy and fast communication
- **Note** – writing notes for everyone, it may be downloaded for later
- **Share** – sharing your screen, presentation, documents or whiteboard
- **Poll** – allows to ask a question



Pic. 2: Layout discussion

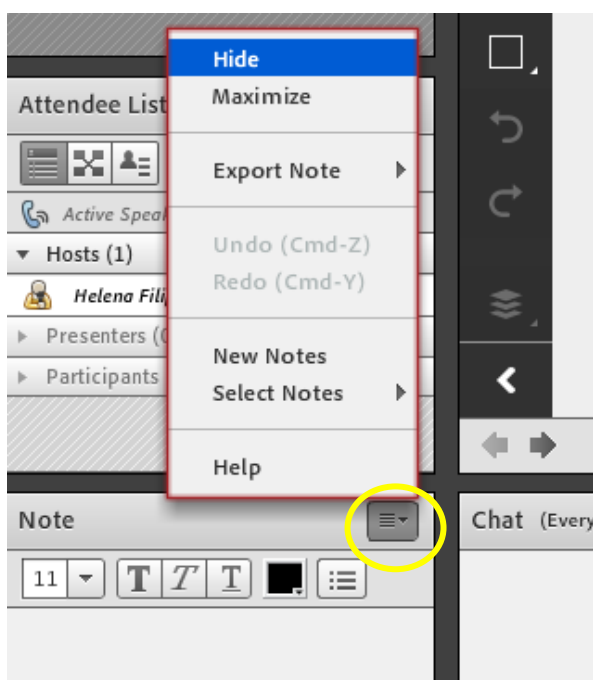
In addition to the basic layout, Adobe Connect has two other default layouts – Discussion and Collaboration. As the names suggest, the Discussion layout contains mainly pods for communicating with listeners such as the Chat, Poll, or Discussion Notes. In the Collaboration layout, there is a Whiteboard pod, where you can draw with the appropriate tools similar to a school blackboard, or the File Share pod, where you can share files to students.

In addition to these layouts, you can simply add and create new ones. To do this, use the icon in the lower right corner - the "+" symbol.



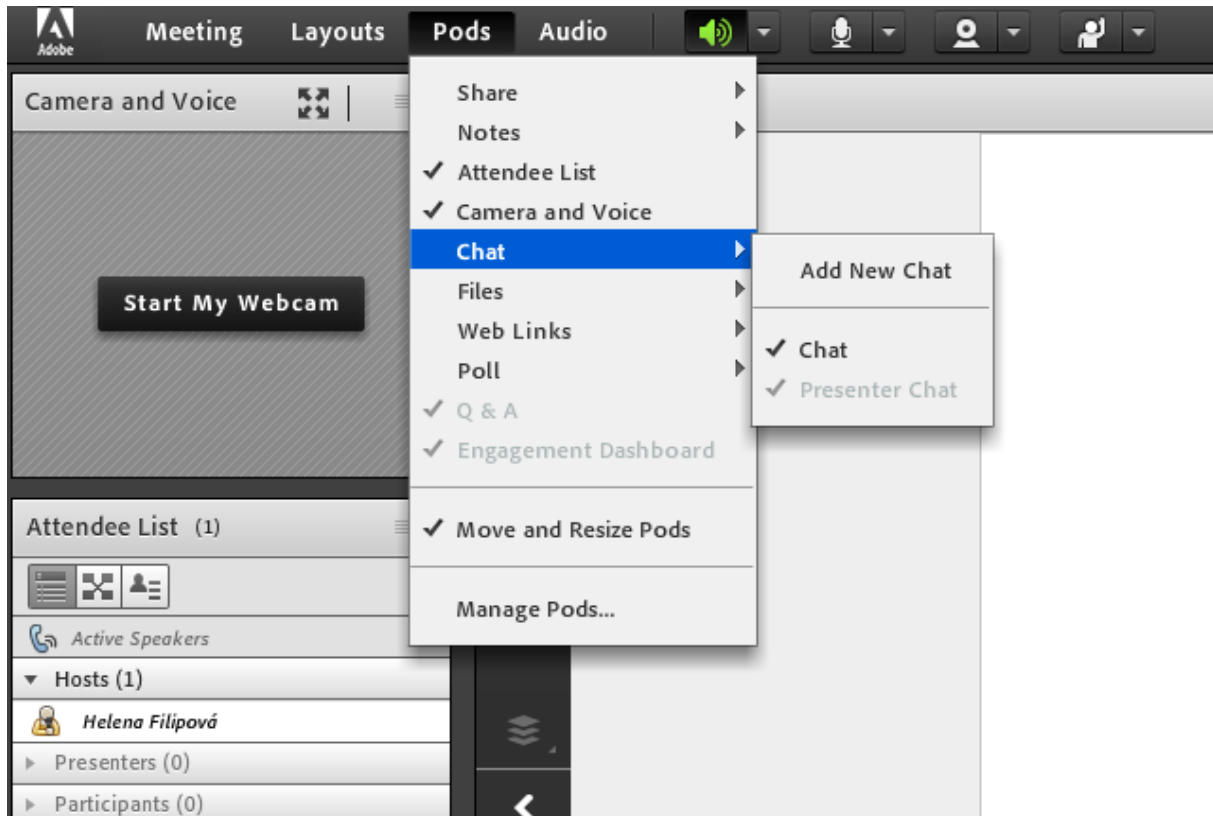
Pic 3.: Layout collaboration

If you do not need one of the panels, you can simply hide it (by clicking on the symbol of three horizontal lines in the upper right corner of the panel).



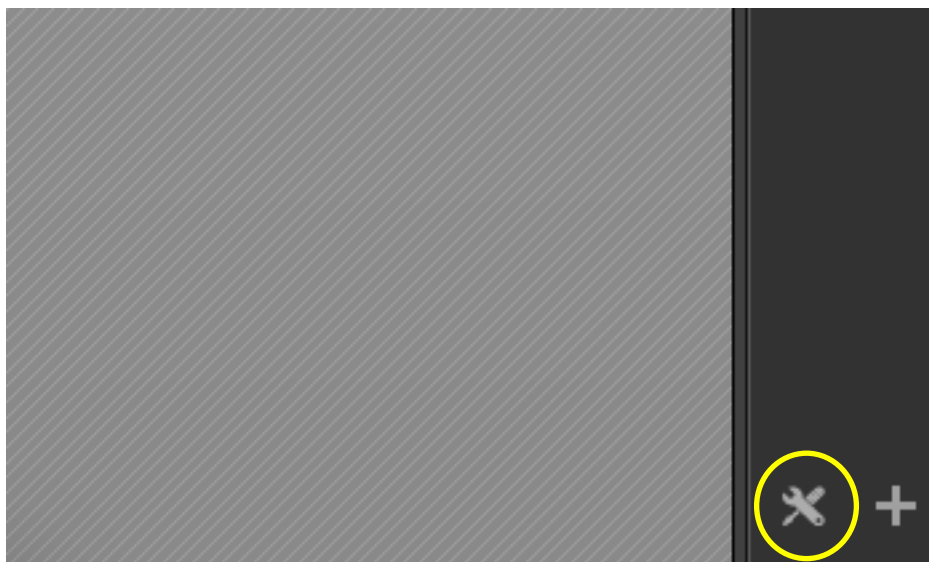
Pic. 4.: Hide the pod

You can maximize the pods, you can move pods differently, depending on where you want them. To do so, click on the panel at the top and simply move it to where you need it. Or, you can click and drag on the edge of the panel to make it larger or smaller as much as you like.



Pic. 5.: Adding another pod

If you want to change layout and you don't want to participants see it, you can turn on edit mode in the bottom right corner with the cross tool icon. Students will still see the old layout until you turn off edit mode again.



Pic. 6: Edit mode