Adobe Connect Glossary of Terms

Glossary Index

A		
1.	Adobe Acrobat Connect Add-In	Adobe Acrobat Connect Add-in for Microsoft Outlook is a plug-in that provides Connect users with a convenient, easy way to schedule, start or join Acrobat Connect Professional and Acrobat Connect Meetings using Microsoft Outlook 2003 or 2007. This new version simplifies the workflow for creating, scheduling and managing meetings within Outlook, and adds support for Microsoft Outlook 2007.
2.	Adobe Connect	A server-based application that enables you to deliver virtual classrooms from your desktop.
3.	Adobe Presenter	A PowerPoint plug-in that allows PPT presentations to be published to the Connect server, for delivery to participants at a rate that is comfortable for each. An internal playback bar and table of contents is built in to Adobe Presenter files, or the presentation can be controlled by the instructor, offering navigation options.
4.	Application and Desktop Sharing	Presenters can expand the viewing area for shared applications, documents, and whiteboards to fill the entire screen of participants. Presenters can choose to synchronize the view of all participants.
5.	Attendee List Pod	This pod show a list of all attendees and their status (host, presenter, or participant). Attendees have the ability to interact with the host by using the My Status tools. Hosts have the ability to promote/demote the status of an attendee in this pod.
	Back to Top	

B		
6.	Block Incoming Attendees	This feature allows the Host from preventing incoming attendees from entering the meeting room. All attendees currently in the room will remain in the room. Incoming attendees who attempt to come in will receive a meeting closed message. The Host may change the wording of the message.
	Back to Top	

Adobe Connect Glossary of Terms

	C	
7.	Camera and Voice Pod	The Camera Pod activates a webcam. Video images are broadcast at various levels of quality and can be paused for a still photo effect. The Voice Pod is set up through the Audio Wizard. This would be used for meetings that take place using microphones and headsets connected to the computer, rather than meetings conducted over the phone. Use the Audio Wizard to set up a microphone to record a virtual classroom session.
8.	Chat Pod	A pod used to allow class participants to type questions, responses, thoughts and ideas that can be seen by all.
9.	Connect Enterprise Server	The dedicated server used to create and save virtual meetings, virtual classrooms layouts, download course material, and publish presentations.

Back to Top

	D	
10.		

Back to Top

	E	
11.		

Back to Top

	F	
12.	File Share Pod	Instructors can upload documents for file sharing with students. Participants can download course materials, handouts, job aids and during training sessions. The File Share pod is not the same as the Share pod.
13.	Full Screen	Share presentations, videos, or applications in full screen mode.

Back to Top

	G	
14.		

Back to Top

	H	
15.	Host Cursors	Hosts have the ability to change if their cursor is visible. It may be off, visible only to other hosts, visible to all attendees, or visible to attendees only when using the whiteboard.

Adobe Connect Glossary of Terms

I		
16.		
J		
17.		
K		
18.		
L		
19.	Layout	An arrangement of a series of pods that can be sized and placed as needed. Standard layouts are pre-arranged in the templates but can be customized. Pods can be rearranged and resized as desired.
20.	Lobby	A meeting pod, typically used as a virtual gathering place for participants at the beginning of a virtual class.
M		
21.	Meeting	This term refers to class sessions established, scheduled for delivery using Adobe Connect.
22.	Meeting Recordings	Record meetings, including synchronized audio for either VoIP or telephone audio conferencing. Built-in streaming server delivers content optimized based on the viewer's bandwidth. Viewers can use the meeting index to navigate to the most relevant content quickly.
23.	Meeting Reports	Get detailed statistics on meetings and participants to measure attendance.
24.	Meeting Templates	Meeting room layouts and content that is saved as reusable pre-arranged templates for individual or organization-wide use. Content saved in templates becomes instantly available in new meetings created from that template.
25.	My Status	This tool in the Attendee List pod allows attendees to change their status. Status options include: I have a question, Go faster, Go slower, Speak

Adobe Connect Glossary of Terms

		louder, Speak softer, Thumbs up, Thumbs down, and Stepped away.
		Back to Top
	N	
26.		
		Back to Top
	O	
27.		
		Back to Top
	P	
28.	Pod	An individual unit or window within a layout that is used to present information, chat, etc.
29.	Polling	Polling students allows the instructor to get real-time feedback. Presenters can easily create polls, track responses immediately, and download data for reporting and analysis after class sessions. Students can also see the names of individual poll respondents within the results chart. Designers and instructors can use this feedback to fine tune content and in guiding sessions to suit the needs and interests of the target audiences.
30.	Preparing Mode	This allows instructors to prepare one layout while participants are viewing another layout.
31.	Presenter	A Presenter has the ability to control a specific layout. They may use whiteboard tools. They do not have the ability to view the Layout Toolbar or to change to another layout.
32.	Participant	
		Back to Top
	Q	
33.	Q&A Pod	This allows participants to submit questions which are visible only to the presenters. Questions can be viewed by presenters in Show Presenter Only Area (see separate entry). Participants may expect to see their questions appear in the Q&A Pod, so be sure to inform everyone that questions will be received and answered by the instructors at a later time.
		Back to Top
	R	
34.		

Adobe Connect Glossary of Terms

S		
35.	Share Pod	Used to show items such as PowerPoint presentations, Flash and Captivate simulations, desktop and other items with students and participants. There are some restrictions as to the types of files which may be brought into the Share pod. The Share pod is not the same as the File Share pod.
36.	Show Presenter Only Area	When this mode is on, Pods may be placed off of the attendee viewing area and brought in. You can also build in Presenter Notes pods which are not visible to students. Finally, this is the only area in which the Q&A (linked to Q-A) pod is visible.

T		
37.		

U		
38.		

V		
39.	Virtual Classroom	The entire Connect meeting room used to facilitate a class session (including layouts, pods, etc.).

W		
40.	Web Links Pod	Instructors can load a url and can either allow students to click on the link themselves, or the instructors can "push" the link and open the window for the students.
41.	Whiteboard Pod	The white board pod allows collaborative interaction amongst instructor and students. Participants can be allowed to share thoughts and ideas, individually or collectively.

Adobe Connect Glossary of Terms

X		
42.		
Back to Top		
Y		
43.		
Back to Top		
Z		
44.		
Back to Top		
#		
45.		