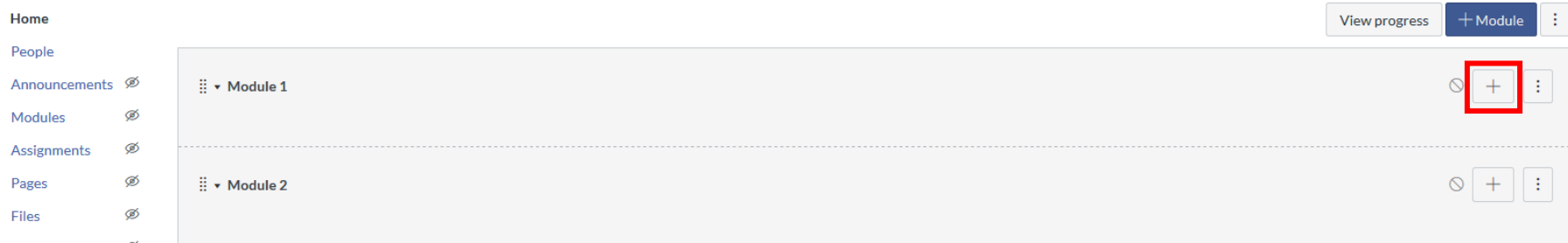


HOW TO CREATE A MEETING ROOM IN ADOBE CONNECT

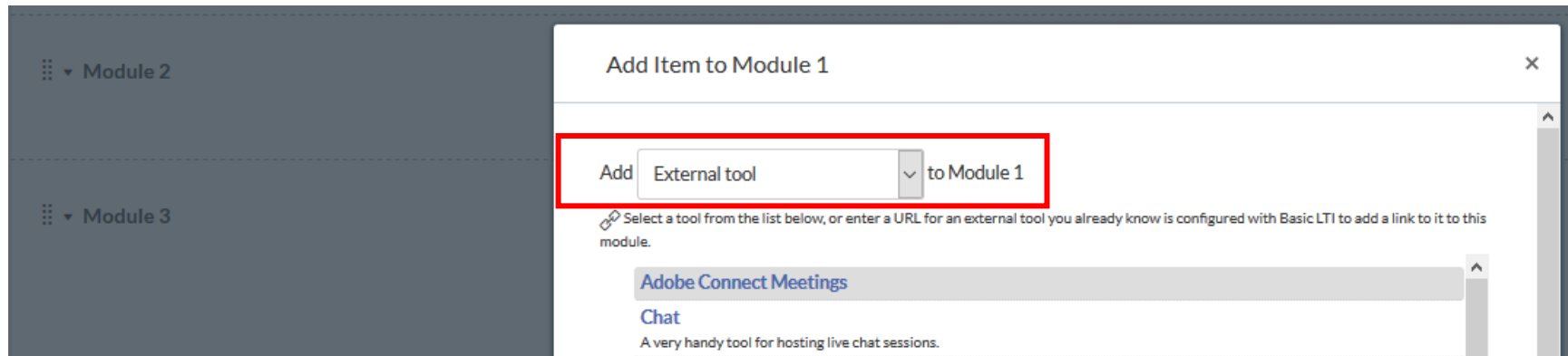
1. Log on to Canvas and open your course

Click the +icon in the module in which you want to place a link to Adobe Connect (AC)



2. Open the dropdown menu and select **External tool**

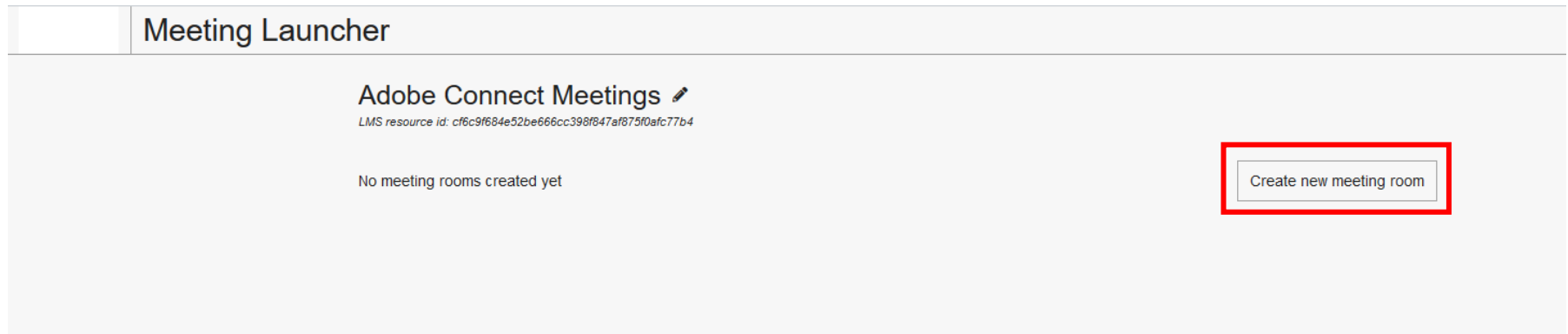
Then select **Adobe Connect Meetings** (first item on the list) and click **Save Item** (bottom of page)



3. A link to AC will now show in the module. Click the link to create a new meeting room
Remember to publish the module and the link to give students access. (Green buttons)




4. Select the option **Create new meeting room**



5. Name the meeting room and select meeting type
Click the button **Create new meeting room**
Tick off **Use custom role mapping**

Meeting Launcher

Adobe Connect Meetings 
LMS resource id: cf6c9f684e52be666cc398f847af875f0afc77b4

Create new meeting room

Name

Type

Use custom role mapping

LTI	Adobe Connect
Administrator	<input type="text" value="Host"/>
ContentDeveloper	<input type="text" value="Host"/>
Instructor	<input type="text" value="Host"/>
Learner (Decided by meeting type)	<input type="text" value="Participant"/>
Mentor	<input type="text" value="Host"/>
TeachingAssistant	<input type="text" value="Host"/>


Template

[Create new meeting room](#)


6. Select the elliptical icon to the right (the 3 dots) and select the options **Make visible to all** and **Make public** to ensure that learners can access the meeting room

Adobe Connect Meetings

Meeting Launcher

Adobe Connect Meetings 
LMS resource id: cf6c9f684e52be666cc398f847af875f0afc77b4

Meeting rooms in Adobe Connect Create new meeting room

Room name▲	Type↕	Recording name↕	Date↕	Length↕	Visible↕	Public↕	
Online lecture at CBS <i>Not visible to learners</i>	Lecture				No	No	

- Edit information
- Delete
- Make visible to all**
- Make public**
- Enable One-click access

7. Click the name of the meeting room

Meeting Launcher

Adobe Connect Meetings

LMS resource id: cf6c9f684e52be666cc398f847af875f0afc77b4

Meeting rooms in Adobe Connect

Create new meeting room

Room name ▲	Type ▲	Recording name ▲	Date ▲	Length ▲	Visible ▲	Public ▲	
Online lecture at CBS	Lecture				Yes	Yes	⋮

8. If you are prompted to open Adobe Connect, click the button **Open Adobe Connect** ('Åbn Adobe Connect')



Lecture Did Not Open?

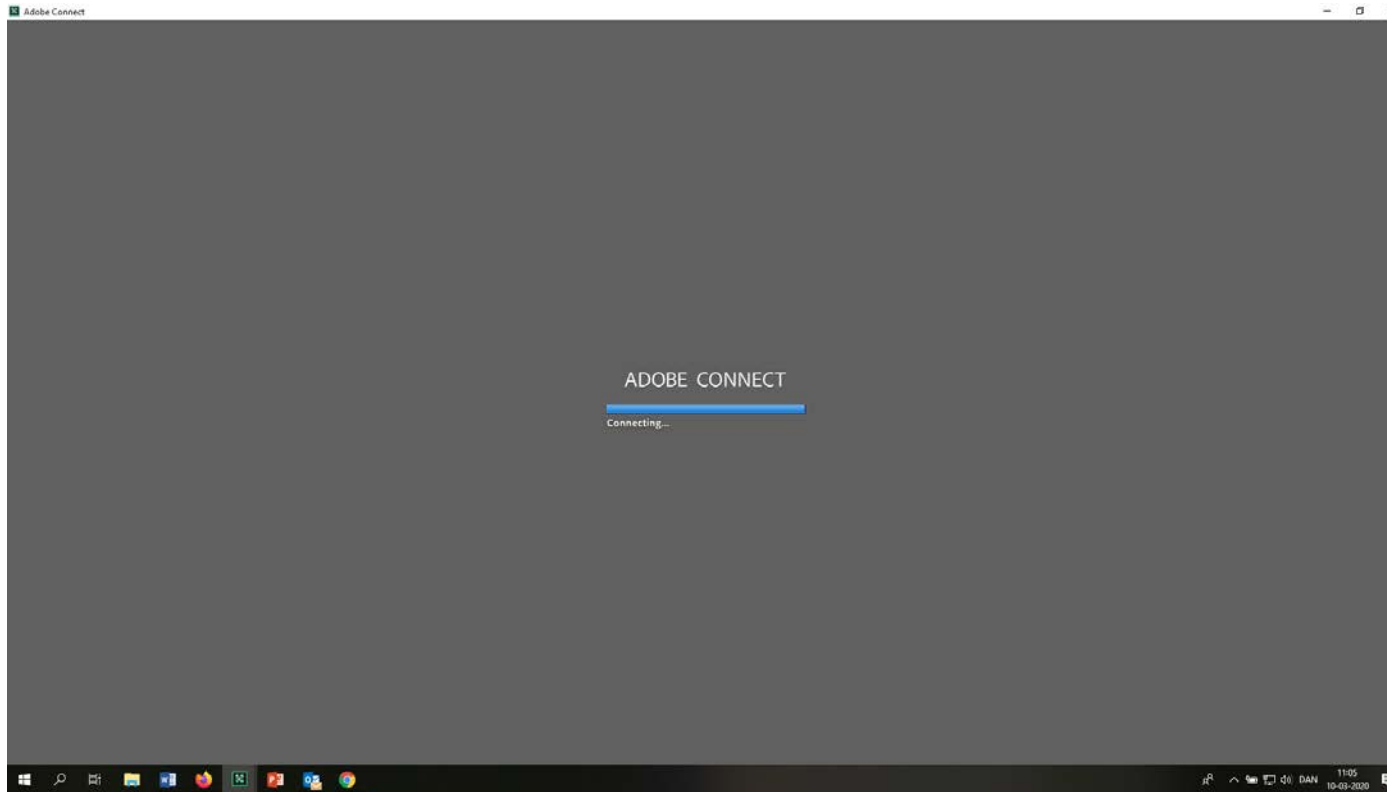
You need to install and join via Adobe Connect desktop application.

[Download Adobe Connect Application](#)

Enable Adobe Flash Player in this browser to [join with classic view](#). Follow the steps listed here - [Adobe Flash Player Help](#)

Questions? See [Troubleshooting Tips](#)

9. You are now being connected to Adobe Connect



10. The meeting room opens with an Audio Setup Guide which you may click through or skip
After this, you are ready to use the meeting room

