

# Adobe Connect at Auburn University

## Use Policies Effective Fall 2009

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**Adobe Connect** is an online meeting and presentation tool, offering numerous resources for interaction (video, audio, chat, desk-top sharing, file sharing). Beginning Fall 2009, faculty teaching online classes, AU personnel delivering presentations to distant audiences, collaborating with/meeting with distant colleagues may request use of Adobe Connect.

**Adobe Connect may not** be used for personal (non-work related or non-academic-related) communications or entertainment purposes.

Currently, AU cannot host meetings of non-AU related professional organizations.

**Adobe Connect use will be coordinated by IMG based on requests submitted through the online form at <tbd>.**

### **1. Definition of Terms** referring to elements of Adobe Connect:

**Room** - a specific organization of Flash-based tools, chosen by the Host (and/or Presenter), that run in a browser window. Meetings/sessions held in the room may be recorded.

**Host** - has full control over all functions of the room, including opening and closing (allowing/disallowing access). The Host starts/ends a session. A Host can access the Room at any time. This person is ultimately responsible for the room and any recordings. The Host determines the roles of other people in the session/room.

**Presenter** - has moderate control of the meeting but cannot start/stop a meeting. Presenters have video/microphone access in the room.

**Participant** - can only view, listen, and chat (if enabled). Participants do not have video or microphone access and can access the room only if it is opened by the Host.

For more specific functions of each role, see this webpage:

[http://www.auburn.edu/img/connect/using\\_connect/roles.html](http://www.auburn.edu/img/connect/using_connect/roles.html)

**2. In the event of conflicting requests, use will be determined by these priorities (considering availability of other tools\*):**

Classes with an asynchronous online component, where Blackboard access is limited and recordings are required (e.g., joint AU/AUM classes)

Classes with synchronous online component, where Blackboard access is limited and recordings are required (e.g., joint AU/AUM classes; joint local and distance students enrolled)

Extension Programs (e.g., 4-H, Master Gardner Program)

Other Uses:

Academic research/collaboration (e.g., research committee meeting; graduate oral examinations with distant members)

Remote office hours (if Blackboard is unavailable to all students)

Supplemental instruction for any class, (e.g., university units; athletics)

One-time use may be requested by any AU unit.

**IMG will work with users to resolve any conflicts.**

**3. Because use of Adobe Connect requires access to University servers and authentication through the Active Directory, some roles are limited:**

HOST access is limited to AU Faculty (e.g, listed as Instructor of Record in Banner; NTF extension agents) and IT staff. HOSTS may request that departmental staff have HOST access to assist.

Students in any class session may be given enhanced rights or promoted to PRESENTER access during that session.

Non-AU (Guest) accounts are restricted to PRESENTER or PARTICIPANT access during any session.

**4. Rooms and Recordings: Because of limited space on the server and bandwidth issues\*\***

- Rooms used for classes (with or without recordings) will be removed six (6) weeks after the end of the term.
- Recordings of classes will be removed six (6) weeks after the end of the term.

- The Host is responsible for downloading/saving any recordings
- Recordings of non-class meetings will be removed after two (2) weeks
  - The Host is responsible for downloading/saving any recordings
- Simultaneous users in a room are limited to 50
- Simultaneous live video feeds are limited to two (2)

**5. Abuse of these policies can lead to loss of current and future access to Adobe Connect.**

**\*Alternatives to Adobe Connect:**

Wimba Live Classroom – synchronous and asynchronous audio and video; recording/viewing capability; available through Blackboard and as stand-alone

Polycom = Synchronous audio and video interactivity between 2 or 3 sites

Scopia Desktop = Synchronous interactive collaboration; maximum of 72 participants; recording/viewing capability

Podcasting = Delivery of audio or video recordings designed for media players; AU iTunes options

**See attached spreadsheet for detailed information on each. IMG reserves the right to recommend use of an alternative tool when Adobe Connect use is requested.**

**\*\*Further Explanation:**

Bandwidth: Too many users at once and/or too many video feeds at once will compromise bandwidth and cause performance problems; users will experience degraded performance; crashing the system entirely is possible.

Cost: including server maintenance, server manager, and support staff. Support is minimal at this time.