

Adobe Connect Learning

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arkadin

Quick Start Guide



an NTT Communications Company

Quick Start

Adobe® Connect for eLearning

Adobe® Connect for eLearning enables you to easily create and deliver compelling self placed online course, conduct highly interactive virtual classes, and efficiently manage training programs.

Getting started

Log in to Adobe® Connect Central:

- In a browser window, enter the account URL included in the Welcome e-mail.
[<https://customername.adobeconnect.com>](https://customername.adobeconnect.com)
- On the Login page, enter your login and password and click Login.

Create courses

1. Click on Training tab, Click on New Course
Enter Course Information:
 - Course Name (the only mandatory field)
 - Course ID (for the online catalog)
 - Custom URL
 - Summary (published in the online catalog)
 - Course Starts On / Course Closes On:
 - Max Attempts (leaves blank to allow unlimited retries).
 - Maximum Possible Score
 - Click Next
2. Select Content:

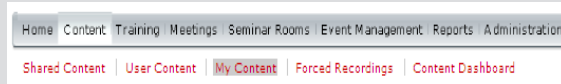
- Locate content using Shared Content/User Content/My Content tabs
- Select required content and Click Next

A variety of formats can be used to create and deliver training activities, including self-paced Adobe Presenter courses, Adobe®Captivate content, and PDF and video content, as well as courses created with third-party offerings.

Upload Content

- Click on the Content Tab

By default, My Content will be selected. To make content available for use in course by other users, select Shared Content



Click New content

- Select the content file using the Browse button
- Enter Content Information and click Save

1. Enroll learners:

- Click the names of the students to be enrolled and once highlighted, click Add
- Click Next

2. Set up notifications:

Add a notification to all enrollees or to those who have not completed or passed the course.

- Define Notification Timing
- Select enrollees by group or enter specific email addresses for Recipients
- 'Attach Microsoft Outlook calendar event to e-mail message' is selected by default. Deselect, if not required.
- Add your own custom message in the Message Body, then click Finish

3. Set up reminders

- Select the date and the recurrence frequency for course reminders
- Click Finish

4. Review the course information:

Any changes required can be made by clicking Edit Information the menu bar

[Course Information](#) | [Edit Information](#) | [Training Catalog Settings](#) | [Select Content](#) | [Manage Enrollees](#) | [Notifications](#) | [Reports](#)

5. Training Catalog Settings:

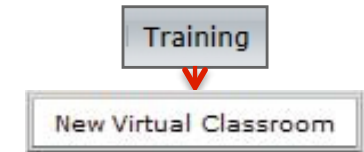
By default, the course is not listed in the training catalog and Enrollment is not open to all. To list the course:

- Select 'List in Training Catalog..'
- Select the enrollment options you require
- To add to the catalog, click Display in Training Catalog and Click OK
- Click Save

Create a virtual classroom

A Virtual Classroom is used for live, instructor-led training.

Click on Training tab, Click on New Virtual Classroom



1. Enter Virtual Classroom Information:

- Name (the only mandatory field)
- Classroom ID (for the online catalog)
- Custom URL
- Summary (for the online catalog)
- Start Time (define the session date and start time)
- Duration
- Select Template (Default Training template is recommended)
- Define who has Access

2. Audio Conference Settings:

- For VoIP audio, select 'Do not include any audio conference with this meeting'
- To use Arkadin audio conferencing, select 'Include this audio conference with this meeting: Arkadin'
- Audio conference access information will automatically be included in the session information for enrollees
- Click Next

3. Enroll Learners (see Create Courses)

4. Set up Notification (see Create Courses)

5. Set up Reminders (see Create Courses)


6. Review the Virtual Classroom Information

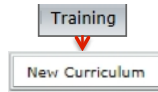
Create a new curriculum

A curriculum is a group of learning resources and can comprise courses, content, virtual classrooms and meetings.





1. Click on Training tab, Click on New Curriculum

Enter Curriculum Information:

- Curriculum Name (the only mandatory field)
- Curriculum ID (for the online catalog) 
- Custom URL
- Summary (for the online catalog)
- Curriculum Starts On / Curriculum Closes On
- Click Next



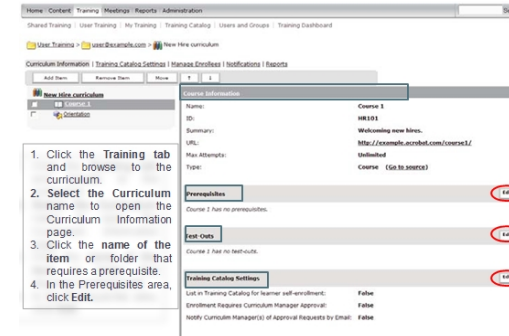
2. Add Content, Courses and Meetings:

-  Click Add content to include items from the Content library in your curriculum. Any Content added to the curriculum will be tracked as a Training Course.
-  Click Add course to include Adobe Connect Training courses in your curriculum. You can include any course available in the Training library.
-  Click Add Virtual Classrooms to include in your curriculum. You can include any virtual classrooms available in the Training library.
-  Click Add Meeting to incorporate Adobe Connect Meetings in your curriculum. You can add Adobe Connect Meeting available in the Meetings library.
- Click Next

For example: Click on Add Course, then click on the check box next to it, then click Add, then Next.

3. Additional Options:

- Add enrollees: You can select curriculum enrollees from a list of available users and groups
- Add test-outs: You can specify that if enrollees pass a test-out for an item, then the item becomes optional rather than required
- Add prerequisites: You can designate prerequisites that enrollees should complete before taking the item
- Send Notifications and Reminders: You can send e-mail notification and reminders, which provide a link to the curriculum, alert enrollees that the curriculum is available, and let users know that they're enrolled in the curriculum
- Click Finish



4. Training Catalog Settings:

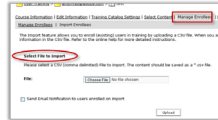
By default, the curriculum is not listed in the training catalog and Enrollment is not open to all. To list the curriculum:

- Select 'List in Training Catalog..'
- Select the enrollment options you require
- To add to the catalog, click Display in Training Catalog and Click OK
- Click Save

Managing student enrollment

1. Adding a student to a curriculum/course:

- Click the curriculum/course name to open the Curriculum/Course Information page
- Click Manage Enrollees
- Select the name or group in the Available Users and Groups list
- Press Control-click or Shift-click to select multiple users or groups.
- After selecting the enrollees, click Add
- Import training enrollees: If you are handed a spreadsheet of users who require Training, and that group doesn't match those you have defined in the system, simply import them directly in to the enrolment list for the Virtual Classroom or other Training object.



2. Email notifications to enrollees:

Send a notification to all enrollees or to those who have not completed or passed the course.

- Open the applicable Curriculum/Course Information page
- Click on Notifications tab and select New Notification
- Define Notification Timing
- Select enrollees by group or enter specific email addresses for Recipients
- 'Attach Microsoft Outlook calendar event to e-mail message' is selected by default. Deselect, if not required.
- Add your own custom message in the Message Body, then click Send

3. Enrollment through the training catalog:

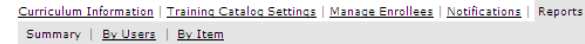
- Click the Training tab
- Click on your curriculum/course name
- Go to Training Catalog Settings
- Select List in Training Catalog for Learner Self-Enrollment
- Select the enrollment options you require
- To add to the catalog, click Display in Training Catalog and Click OK
- Click Save

Generating reports

Generate reports on course and curriculum attendance and user performance

1. Training Reports

- Click on Training Tab
- Click on your curriculum/course
- From the Curriculum/Course Information page, select the Reports tab
- For a curriculum:
 - You will see the status Summary for how many users are enrolled, how many have completed the course and how many are in progress
 - You can also access a breakdown by Users or By Item



• For a course:

- You will see the status Summary for how many users are enrolled, how many have completed the course, how many have successfully passed the course, and how many have failed
- You can also access a breakdown by Slides or By Users, By Questions or By Answers

2. Administrator Reports (Training)

- Click on the Reports tab in the top menu bar
- Click on the learning type to access reports for each

Course Information	
Name:	eLearning 101
ID:	EL101
Open Date:	10/11/2010 7:00 AM
Close Date:	12/31/2012 7:00 AM
URL:	http://meridian.beta.acrobat.com/el_101/

Course Status	
Enrolled Users:	4
Users Completed:	1
Users Passed:	1
Users Failed:	0

