Use Case - Guest Lecturer

Summary

- Regularly scheduled time
- The guest lecturer will be granted the Presenter role by the faculty member who acts as the host and coordinates getting a login ID if they are not a member of the Hopkins community
- Only students in the course can participate
- Students will be granted access by the faculty member to interact in the mediums used by the Presenter

Description/Background

Similar to the faculty lecture, a guest lecture may have all the same needs as the faculty, but will be in a Presenter Role and must rely on the faculty member to assist in needs such as transferring files to students, changing layouts, adding new pods, etc. A guest lecturer may or may not be a member of the JHU Institution and therefore may not have a login ID for the meeting. They will need to coordinate with the faculty member to arrange their session ahead of time. Primarily they will be presenting PowerPoint or other Whiteboard slides and have the ability to discuss the slides with the students using audio and text chat, and possibly video chat. Students will have the option at the faculty member’s discretion to interact back via the same medium.

Roles

- Host - Johns Hopkins faculty member
- Presenter - guest lecturer
- Attendees - Johns Hopkins students enrolled in the course

Using Adobe Connect

Step 1: Create a Meeting Room

Step 2: Select a Layout

Step 3: Setting Up Meeting Room Access
(note that only registered users should be allowed to participate in the meeting room with this use case)

Step 4: Manage Attendees

Step 5: Optimize Meeting Room Settings

Step 6: Load files and Share Documents

Recommended Adobe Connect Pods

<table>
<thead>
<tr>
<th>Pod Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share</td>
<td>This pod allows you share content in several ways. You can share your entire desktop or a specific application. You can also share documents, either on your computer or previously uploaded to the content library. Finally, you can use the Share pod to share Whiteboards. You can also allow presenters to share content.</td>
</tr>
<tr>
<td>Attendee List</td>
<td>This pod allows you to see who is signed on to the meeting. You can also monitor name, role, and status. Participants can use emoticons to communicate with you. You can also grant presenter and microphone rights.</td>
</tr>
<tr>
<td>Camera and Voice</td>
<td>This pod allows you to display video from a webcam and voice from a microphone connected to your PC.</td>
</tr>
<tr>
<td>Chat</td>
<td>This pod allows you to communicate with all participants or individual participants. Participants can use this pod to communicate with each other.</td>
</tr>
<tr>
<td>Note</td>
<td>This pod allows you to display static text to participants.</td>
</tr>
</tbody>
</table>
Discussion Notes
This pod allows hosts, presenters or participants to take notes. These notes can then be copied and pasted into a document. The Discussion Notes pod is available from the Discussion Layout.

Poll
This pod allows you to ask a question and gather, view and track participant feedback. You can only ask one question per poll pod. You can use multiple poll pods.

File Share
This pod allows you to distribute files that you have uploaded to the meeting room.

Web Links
This pod allows the host or presenters to force automatic browsing of a web page on participants’ computers.

Q&A
This pod allows you to use a moderated chat to monitor questions and their corresponding answers. It exists only in the Presenter area. There is only one instance of the Q&A pod and you must link it to one of your existing Chat pods.

Whiteboard
This pod allows you to create collaborative text, drawings or annotations. You can overlay a whiteboard over an existing document. The stand-alone whiteboard allows you to create content on a white background. From the Share pod, the whiteboard allows you to overlay your shared content for annotations or drawing.

**Best Practices**

- Confirm that your guest lecturer has the equipment necessary to participate, including a computer with an internet connection, a camera, and a headset with microphone.
- If the guest lecturer is not affiliated with Johns Hopkins, the faculty member should arrange for a login ID to Adobe Connect prior to the session.
- Obtain any files from your guest lecturer prior to the class meeting and upload them to your meeting room.