

Refined Training: Adobe Connect custom pods

Adobe Connect custom pods - The Hands Up pod is a series of colorful buttons allowing users to interact in the context of a meeting room.

- **Learn** the Basics
 - Set up, support, and help
- **Explore** ways to use custom pods: How to get the most out of custom pods
 - Settings
 - Enhance interactive meetings

Refined Training: Adobe Connect custom pods

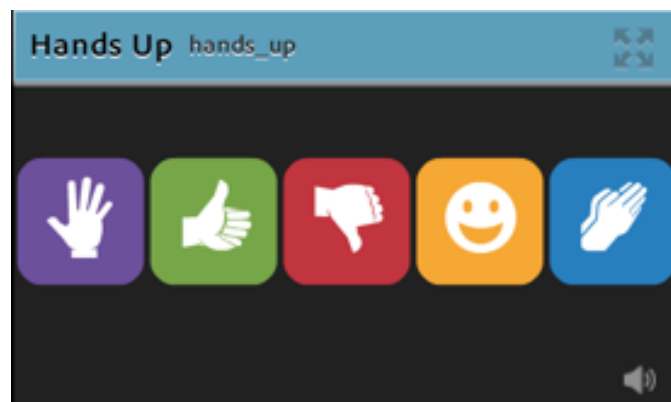
Learn - Set up

1. Select and download your custom pod from the website. *Click here to learn how to download and install your custom pod.*
2. Open a new share pod in the meeting room and adjust the size of the pod to fit the meeting room.
3. In the pod menu, choose **Share Document** and navigate to the **Shared Content** folder and select the **Refined Data Tools** folder where the Hands Up pod has been uploaded.
4. The Hands Up pod will load in the meeting room and is ready to be used.

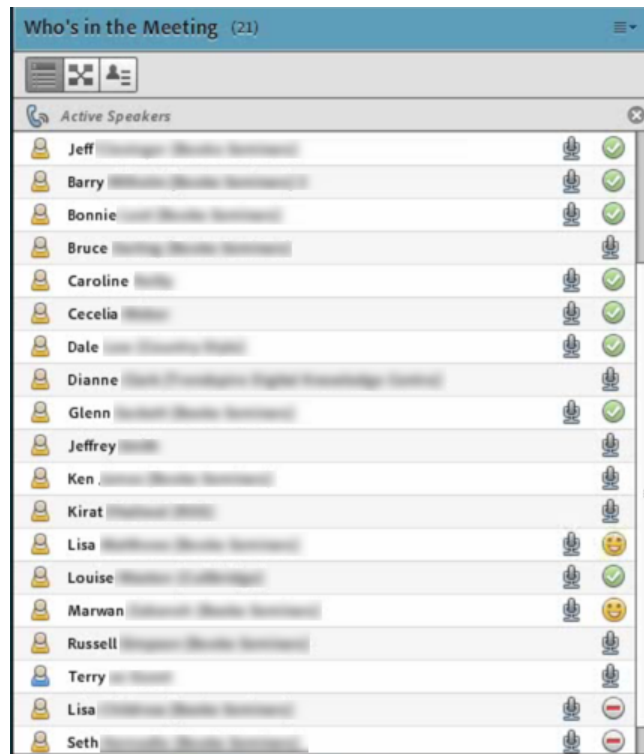
Refined Training: Hands up pod

Learn - Getting started

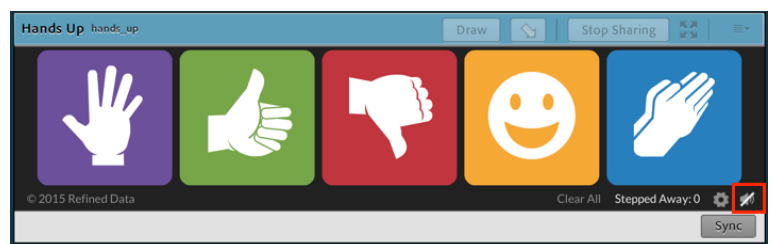
The Refined Data Hands Up pod was created with the intention to provide a more inviting way to encourage participants to interact during their learning experience. The clean and bright buttons invite users to interact in the meeting room without the fear of doing something wrong or having to speak.



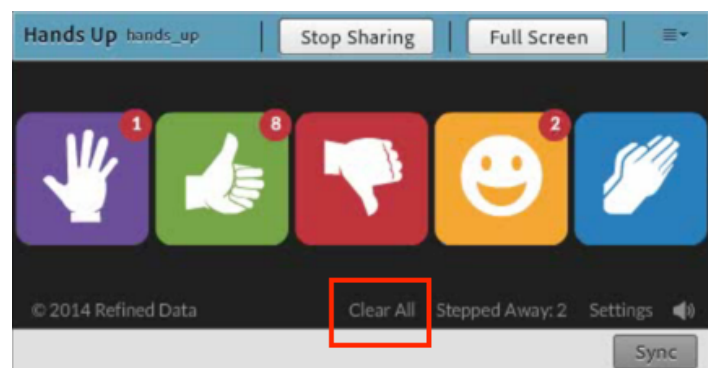
As users interact with the Hands Up pod by clicking the icons, the corresponding emoticon appears in the attendee pod associated with the person who selected the icon. The status is also reflected in the Adobe Connect meeting menu bar, which works in conjunction with the native Adobe Connect feature. Participants can clear their status by clicking on the hands up pod button a second time.



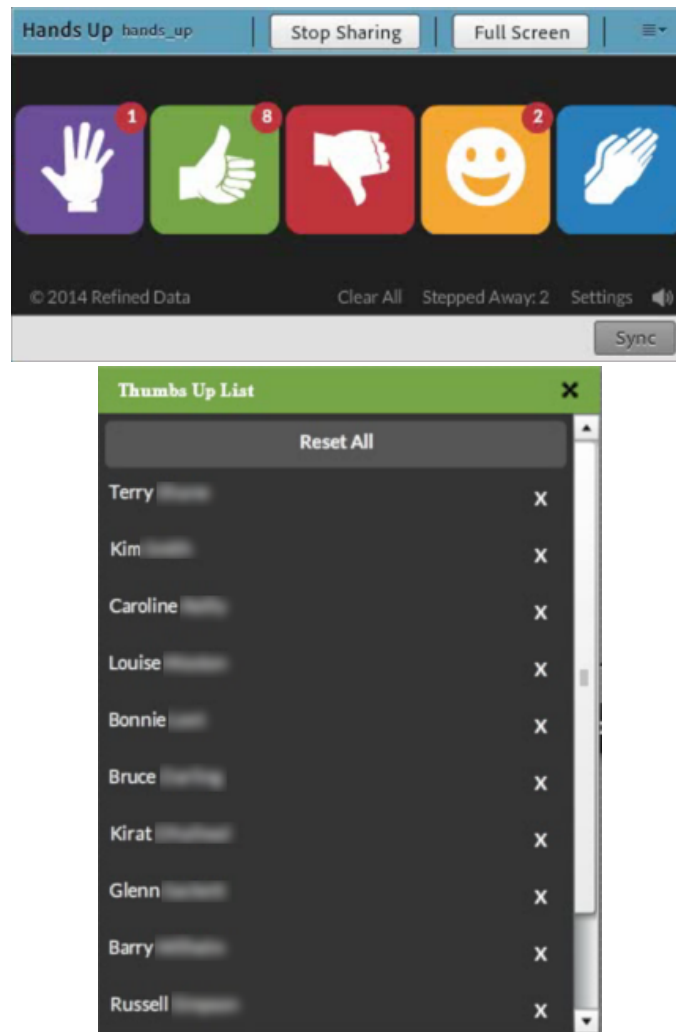
An associated audio track plays in conjunction when a user clicks a button. Each individual user also has the option to locally mute the audio by clicking the speaker icon.



The participants' status can also be cleared by the host from the menu bar or from the hands up pod by selecting **Clear All**.



As participants interact with the pod, the host can view the number of people clicking each button by the corresponding numbers in the pod. The host can drill deeper into this information by clicking the digits, and a list of users who clicked the button appears in the order they clicked it.

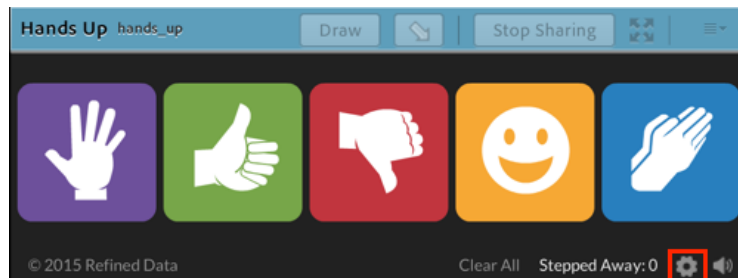


RT Tip - Use this feature to view in which order participants respond to a request, or view who has responded without revealing the names of participants in the attendee pod.

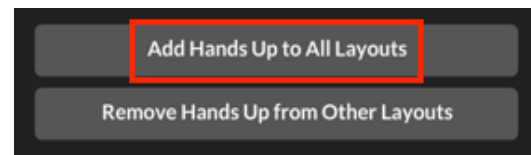
Refined Training: Adobe Connect Custom Pods

Explore - Settings

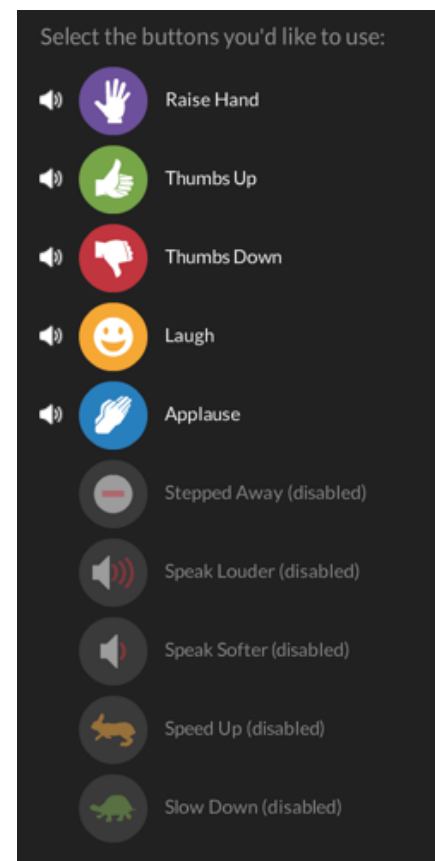
The settings options for the Hands Up pod are accessed by clicking the gear icon.



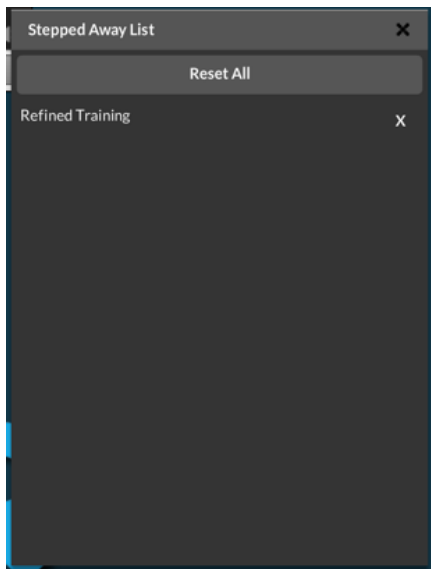
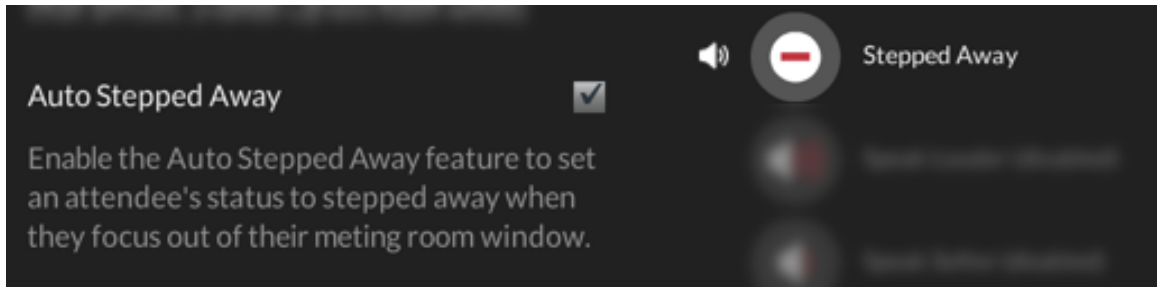
It is recommended to add the pod to all layouts so the component is readily available to your participants throughout the meeting. The option to add the pods to all layouts is available in the settings.



There are a series of ten buttons available, and a host can choose which ones to reveal and the corresponding audio track. To suppress the audio, click any of the individual speaker icons. Individual users can mute the sounds locally without impacting others in the meeting room.



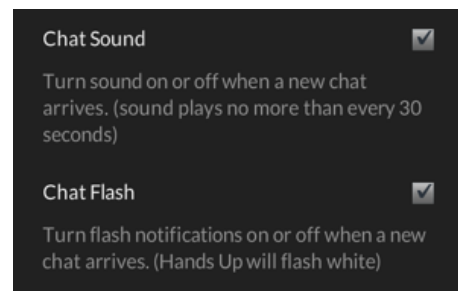
The **Stepped Away** feature monitors the mouse location of all participants in the room. If the mouse movement is outside of the meeting room or the window is minimized, the stepped away feature reflects that user is multi-tasking.



Click the digits to see a list of participants who have 'stepped away'.

Hosts can set the chat pod to notify them via an audio and/or visual notification of new chat messages encouraging the presenter to become more engaged with their audience.

The audio notification includes a bell tone, while the visual notification lights the pod in a flash to direct your attention to the pod.



Refined Training: Adobe Connect Custom Pods

Explore - Enhance interactive meetings

The buttons in the Hands Up pod have been designed with a non-threatening and attractive user interface.

As people click on the buttons, they become less intimidated to use the other tools in the meeting room. Participants come away from their session having learned more while encouraging participants, presenters, and hosts to interact at a higher level.