Using Acrobat Connect Pro For Lecture Capture

1. Log in to cndls.na4.acrobat.com/ using your Georgetown email address and the password given to you (not your netID password). On this screen, click the ‘Open’ button or on the URL of your lecture capture “meeting room.”

2. The Acrobat Connect meeting room opens in a new window. It should look like this.

3. First, make sure you can get access to the microphone. The program has to ask permission for this:

4. At the bottom of the screen, you’ll see the volume indicator. Test the volume of your microphone. You should see 4-5 green bars when you speak as you would for giving the lecture.

5. Once you have a good audio level, add any slides. You can add them from your computer or a zip drive right then, or you can preload them on the admin pages at cndls.na4.acrobat.com/ when you prepare your class.

6. Lastly, select Meeting -> Record from the menu bar. When you leave the meeting, the recording will stop.