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Halawai (Adobe Connect)
Conduct a Webinar using Hālāwai (Hawaiian for meeting)

Halawai, also known as Adobe Connect is a web conferencing tool licensed by ITS (Information Technology Services) for the University of Hawaii system. Hālāwai enables users to share a computer screen; applications, files as well as broadcast live audio and video directly from ones own computer desktop. Hālāwai may be used to hold administrative meetings, small group collaborations, and as an enhancement to face-to-face and/or web-based class.

Getting Started

Halawai Web Site URL:  http://www.hawaii.edu/halawai

Web Site Overview:

- **Log In** - Click to log into your Halawai "My Meetings" space. This area will list your scheduled meetings. Log in using your official UH username and password.
- **Schedule a Meeting** - Schedule a meeting based on the title, description, date/time, number of participants, etc.
- **Tutorials** - Click to view various image and step based tutorials on running a meeting.
- **FAQ's** - Various FAQ's on running and participating in a meeting. FAQ’s include information on how to upload content, allow participants to interact with you, setting audio and video, etc.
- **Test your Connection** – Adobe Acrobat Connection Diagnostic. Tests your computer and network connections are properly configured.
- **Adobe Connect Help** – Adobe Help Resource Center. Search the Adobe help page for more information.
Schedule Your Meeting
Only University of Hawaii Faculty and Staff may schedule a meeting. Students or those who do not have an active UH username and password cannot schedule meetings.

1. Go to the Halawai web site at http://www.hawaii.edu/halawai

2. Click the link in the left menu for "Schedule a Meeting", proceed to click on the text link for "Schedule a Meeting" on the main page.

3. After logging in with your UH username and password, fill out the form to schedule a meeting.
Questions?

- **What is a Facilitator (Host)?** – The person hosting the meeting. This is usually same as the person submitting the form (this is done as a default), but can also be assigned to another person with a UH username.
- **What is a Presenter?** – Those who will be presenting during the meeting that are not the Host.
- **What is a Participant?** - Any individual you want to have attend the meeting, by default a "Participant" would be one who has a UH username.
- **What is a Phone Bridge?** – An audio conference bridge that allows between four (4) to fifteen (15) people in different locations to communicate with each other over a telephone line.
- **If I select “Public Meeting”, will my meeting be open to the world?** – This will make your meeting open to those with an active UH username and password. It will not make it open to anyone in the world. Those without an active UH username and password will need to use a Guest URL to enter the meeting.
- **Can I invite someone without a UH username to my meeting?** – Yes, they are considered “Guest” users. They must be included in the total count of participants for the meeting.

**Request a Meeting Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester Name:</td>
<td>[Name]</td>
</tr>
<tr>
<td>Requester Email Address:</td>
<td>[Email]</td>
</tr>
<tr>
<td>Facilitator (Host) Name:</td>
<td>[Name]</td>
</tr>
<tr>
<td>Facilitator (Host) UH Username:</td>
<td>[Username]</td>
</tr>
<tr>
<td>Presenters:</td>
<td>[Username]</td>
</tr>
<tr>
<td>Meeting Title:</td>
<td>[Title]</td>
</tr>
<tr>
<td>Description:</td>
<td>[Description]</td>
</tr>
<tr>
<td>Start Date and Time:</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

If the Facilitator is different than the person submitting the meeting request, click and type in the first/last name of that person in the "Facilitator (Host) Name:" text block as well as their UH username in the "Facilitator (Host) UH Username:" text block.

If you have "additional" presenters, those who will present during the meeting, enter their UH username in the "Presenters:" text block.

Enter a Meeting Title and a short Description in the designated areas.
Please remember to consider the number of participants in your meeting as well as other meetings that are occurring at the same time so as not to exceed the 160 user limit. **GUESTS** must also be included in your **TOTAL** number of participants.

Click "Submit" when done.

**Most common errors when inputting information in the Form:**
Upon submission, errors will be indicated in RED text, you will need to make appropriate changes and then re-submit.
1. Start Date and Time conflicts with your End Time
2. Requesting a Phone Bridge when your participant list is less than 4 or greater than 15 users (there is no need for a Phone Bridge unless you want someone to dial into the meeting via a telephone)
3. Entering an incorrect UH username in the Participants text block
4. Not including "Guests" in the total number of participant pull down menu
Meeting Confirmation:
You should receive several messages confirming your submitted meeting schedule…
1. The first confirmation will be seen upon submission. The confirmation basically is a copy of your submission information. You can go ahead and “LOGOUT” at this time OR select to schedule another meeting.

2. You will receive two messages (Request Received and CONFIRMATION) that are sent to your hawaii.edu email address. The Request Received message is a copy of your meeting submission.

The CONFIRMATION message is used to INVITE each Participant/Guest and Presenter to your meeting. The email contains important information about checking their connection, meeting start and end times and log in directions for Participants (those with a UH username), including the Guests (those without a UH username).
To send onto all meeting attendees select to "Forward message" OR if your mail provider allows, EDIT the Message as new, enter participant email address and send.

Facilitators, Presenters and Participants with a UH username can log in via the "Log in" link at http://www.hawaii.edu/halawai/schedule

Guests (those without a UH username) MUST use the link in this email to log in.

Start your Meeting
The ability to enter a meeting will only occur at the exact time you requested for the "Start Time/Date". When it is time for the meeting to begin, the facilitator, presenter(s) and participants can log in by going to the Halawai web site (http://www.hawaii.edu/halawai) and clicking the “Log in” link in the left menu. **"Guests" (those without UH usernames) would log in using a web link they click on from within the CONFIRMATION email.**
For participants with UH usernames, to complete the log in process, click on the link for "Log In" and enter your UH username and associated password.

My Meetings:
Once logged in, you will see a list of ALL your meetings whether you scheduled them yourself OR were invited to attend.

Once the Start Date/Time is reached, there will be an "Enter" button next to the Meeting Title. This area does refresh itself every minute, so conceptually you could watch this page until the meeting time begins OR Log out and return at a later time.
Once the meeting Date/Start time is met, click on the "Enter" button.

Adobe Connect Environment:

The Adobe Connect Meeting environment is made up of "Pods" or windows. Each Pod has a specific function. By default when you first log in you are in the Sharing Template, which has the following pre-set Pods:

- **Camera and Video** - use this to turn on broadcasting features as well as "Talk" during the meeting
- **Attendees List** - use to see who is currently logged into the meeting
- **Chat** - use to text chat with those in the attendee list, either privately or publicly
- **Note** - use to type in Notes during the meeting
- **Share** - the main content area is used to share various content and views with participants

Available Templates: Sharing, Discussion and Collaboration. Each template has pre-set Pods.

Setting up your Audio and Video

A Facilitator and Presenter(s) who plan on using the audio/video broadcast features during a meeting should setup their Audio/Video for working with Halawai at this time.
• Use the pull down menu for "Meeting" and select "Audio Setup Wizard…"

Proceed through the Audio Setup Wizard by clicking "Next >".

Test your Sound and click "Next >". If you have any issues, click on "Help" for additional information.

Select your Microphone, use the pull down list if you need to and click "Next >".
You may be asked to "Allow" for Adobe Connect to access your microphone and video, click "Allow".

Proceed to test your microphone, following the wizard instructions and click "Next >".

Test Silence and click "Next >".

Click "Finish" when done.
Once you have tested the Audio, proceed onto testing the Video connection, by returning back to the Meeting menu, and selecting "Select Camera".

If you do not have an internal, USB or Fire wire Web camera already connected to the computer it will show no camera was found. If you do have one connected, use the pull down menu to select the correct camera input.

Once you have established the Audio/Video connections, you MUST click on the Camera/Microphone icon in the "Camera and Voice" pod to turn them on. **This is one of the most common errors when attempting to broadcast for the first time.**
If you have a Web cam, you should at this time see yourself (if you do not have a camera hooked up you will only see a grey outline as shown in the following screen shot) and if your audio is properly connected, when you **click on the "Talk" button** you should see a green line moving over your name.

If you are a Facilitator or Presenter and have a web cam connected, but do not see a video image OR notice any audio indicator lights view the Halawai FAQ's at which will help to resolve the issue:

http://www.hawaii.edu/halawai/faq.htm

**Allowing "Guests" into the Meeting:**

By default all Participants with UH usernames log into the meeting the same way as a Facilitator or Presenter. Guest users will need to click on the link within the Confirmation email the facilitator forwarded to all participants. The Guest link allows them to begin the Log in process. Once they click the Log in link Adobe Connect requests their first and last name, as well as an email address. Once they click on submit/log in a status indicator will be shown in the Meeting window requesting "Acceptance" to enter.

The Facilitator/Presenter must click on "Accept" to allow the Guest to be in the meeting OR "Decline". Guests, those without a UH username must be ACCEPTED into a meeting by the facilitator or presenter once the meeting started.

**ONLY accept Guests who were originally included in the TOTAL number of participant pull down menu in your meeting schedule form.**
Ways to Interact with Participants: (Default Pods)
Use available Pods and pod features to communicate and share content…

Attendee List Status Indicators:
In the Attendee List, Participants can indicate if they have a question or problems by using specific indicators such as "I have a question". To select an indicator, click on the down arrow in the "My Status" column.

Chat Pod:
In this case I see a participant has a question to ask since she used the "I have a question" indicator. As a Facilitator or Presenter you can choose to "Talk" and ask what the student needs OR enter a text message via the "Chat" pod, using the "Private" feature.
In this case, I have typed a message in the Chat pod and selected to send it "privately" to the student. Red text indicates private messages.

**Camera and Voice Pod:**
The student responded back to me privately as well. Now I can choose to type and ask if she doesn't mind me sharing the answer with everyone in which case I would use the Talk button to respond so all can hear (plus it is easier then typing).

If you are going to use Audio, you must click on the "Talk" button, then talk.
To clear Participant status indicators, such as "I have a question" use the round circle icon in the lower right corner of the Attendee List and select "Clear user Status"

Share Pod ~ My Computer Screen
The Share pod is used "share" content or views, such as PowerPoint presentations, computer screens, web sites and program applications. For example, if your meeting dealt with web site design and you wanted participants to see what you were talking about you could:

1. Minimize the meeting window, open another browser window or use a different browser and go to the web site you wish to discuss

2. Maximize the meeting window again and click on share your "Computer Screen".
3. Select what exactly you want to share, in this case I only want to "share" or have the participants see the browser "Window" I currently have open, so I click the radio button for "Window".

Now I select the check box for a specific window, which is currently active or open on the computer, in this case I select "Halawai FAQ's - Mozilla" and click "Share".

**You MUST have the browser window open or application running on your desktop PRIOR to selecting to share your computer.

Once shared, every participant will see what you see as well as view where you are pointing with your mouse.

When done with sharing this window, select "Stop Sharing".
Share Pod ~ Documents
You can share a PowerPoint presentation that was previously prepared for a meeting. For example, I set up a meeting about Assessment in which I have created an Assessment Lecture in Microsoft PowerPoint.

1. To upload the presentation, click on "Documents" and select from the pull down menu "Select from My Computer".

Select the presentation file by clicking on it once and click "Open".

Adobe Connect Meeting will upload and alter the file to the correct format for sharing in the Share Pod. This may take some time if the presentation is large.
Once the upload is completed all participants can view the presentation. As the Presenter, proceed through the presentation as you would if giving a face-to-face meeting.

When you are done presenting, click on "Stop Sharing" in the lower right of the Share screen.
**Adding More Pods:**
As a Facilitator or Presenter you can add other pods as well as remove pods any time during a meeting using the "Pods" menu.

**Adding Pods - Poll Pod**
The Poll pod allows the Presenter/Presenter to enter a question and various responses based on meeting content, which participants can select.

1. To add the Poll Pod, use the Pods menu and select "Poll".

2. Click "Open Poll" to allow Participants to select their response choices.
Responses are tallied as soon as a participant selects a choice. Once the polling is over, click on "Close Poll".

If you would like participants to view the polling results click on the checkbox for "Broadcast Results".

Closing a Poll does not delete it. Information will remain available within the Poll Pod.

Adding Pods - File Share Pod
File Share Pod allows Facilitators/Presenters to upload files for participants to download to their own computers.

1. To add the File Share Pod, use the Pods menu and select "File Share".

2. Use the pull down menu and click on "Select from My Computer", click on the file you want to upload and click Open.

NOTE: the option for "Select from Content Library" is not enabled.
Once uploaded participants can click on the file title, in this case Assessment, and click the "Save To My Computer" button.

Adding Pods - Web Link Pod
Web Link Pod allows Facilitators/Presenters to share/view web addresses with Participants.

1. To add the Web Link Pod, use the Pods menu and select "Web Links".

2. Type in a web address you would like to send participants to in the bottom text block, click "Browse To" for a new browser window to open allowing participants to see the web site.

You can preset links you would like participants to go to, by selecting to "Add Link…" "Sharing" template. If you want to view the other templates use the button bar towards the bottom of the meeting screen and click "Discussion" or "Collaboration".
**Template ~ Discussion:**

By default the Discussion Template has pre-set pods arranged in this manner. Discussion Pods are "Attendee List", "Camera and Voice", "Note", "Chat" and "Discussion Notes".

As with the Sharing Template, you can add or remove pods by using the Pods menu.

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**Template ~ Collaboration:**

By default the Collaboration Template has pre-set pods arranged in this manner. Collaboration Pods are "Attendee List", "Camera and Voice", "Note", "White Board", "Chat" and "File Share".

As with the Sharing and Discussion Templates, you can add or remove pods by using the Pods menu.
Recording a Meeting:
As a Presenter/Presenter you can choose to record the meeting for participants who were unable to attend the live session.

Once all participants are ready and you have the meeting room pods set to go, using the "Meeting" menu select "Record Meeting".

You can choose to type in a Summary, but this is optional, click "OK".

Over on the right of the meeting screen you will notice a recording indicator, red round ball. To end the recording, click on the ball and select to "Stop Recording".
Participants using the Audio/Video features:
By default Participants/Guests can ONLY view content that is shared or interact within certain Pods, such as Chat.

If you are running a meeting that requires Participants to broadcast audio/video or share their computer or files they MUST be upgraded to the Presenter role. At which time they would need to go through the required Audio/Video checks.

To upgrade a Participant to Presenter, click on their name in the Attendee List, using the Role button on the lower left of the list, select "Presenter".

Ending a Meeting:
1. Once the meeting is over, use the "Meeting" menu and choose "End Meeting".
2. Click on "OK".

**Viewing Recorded Meetings:**
If a meeting has been recorded, the Facilitator, Presenter and Participant can "Log In" to Halawai, using the Log in link at http://www.hawaii.edu/halawai.

Once fully logged in, click on the "Recorded Meetings" text link at the bottom of the "My Meetings" list.

Click on the Meeting title link, which will open the Adobe Meeting Connect recording for viewers to hear and see what occurred during the live meeting.
Allowing others to view the recording of your meeting

When viewing the recording of your meeting, you can get the URL from the address bar and send it to those who were not able to attend the meeting but want to see the recording.

Download the Recording of your Meeting:

*The facilitator can save a copy of the meeting to their computer. Those who were participants in the meeting do not have this option.*

If you were the facilitator of the meeting, you can go to the list of your “Recorded Meetings”, and see a link next to your meeting to download a copy of your meeting.
When downloading the meeting, the meeting will play on your computer while the Adobe Connect software records the meeting. You must let the meeting continue playing until the end in order for the recording to be made.

**Tips and Other Important Information**

*Have a practice meeting before your actual meeting*

It is suggested that you hold a 15-30 minute "Demo" meeting, with just yourself, to experience the environment of an Adobe Connect Meeting prior to running a real session with participants.

*What is the limit of attendees one can have in a meeting?*

The UH Adobe Connect Meeting license is currently set for 160 concurrent users. This will increase in the future.

*What does 160 concurrent users mean to me?*

1. When you request a meeting you need to make sure that there are no other meetings taking place at the same time you want to run yours which would make the total number of users in both meetings go over 160.

   **In the Submission form you can check on what other meetings are occurring by clicking on the Calendar icon located by the Start Date/Time section. This will also list how many seats will be taken.**

2. When you request "Guests" (those who DO NOT have UH usernames) to attend a meeting, you should confirm the number of Guests PLUS the number of "Participants" (those with a UH user name) does not exceed 160.

3. When you are running a meeting and a Guest (non-UH user) requests to be accepted in a meeting and he/she was NOT included in the initial meeting request in the TOTAL number of participants pull down menu, DO NOT allow entry into the meeting, choose to "Decline". Uninvited Guests should not be allowed in a meeting unless they were originally counted as one of the participants when you submitted the meeting request.

4. If your meeting has reached the limit on the number of participants set for the meeting, no new participants may enter the meeting. For instance, if you set a meeting to have 40 participants, but forgot to include yourself in the count of total participants, when the 41st person tries to enter the meeting, they will receive a message saying “There are too many users in this session . . .”

*What if I am unable to connect with Adobe Connect?*

1. Go through the Connection Test, which was originally sent in the CONFIRMATION email and WAIT for the confirmation check marks.
2. Check out the FAQ's at http://www.hawaii.edu/halawai/faq.htm

3. Make sure you have the latest version of Adobe Flash installed as well as using Mozilla Firefox as your browser (both are mentioned in the FAQ's).

**Can I invite someone without a UH username to my meeting?**

Yes, they are considered “Guest” users. They must be included in the total count of participants for the meeting. In order for a Guest user to enter the meeting, they must be sent the “Guest URL” from the email confirmation you received after scheduling your meeting.