What is Adobe Connect?

Adobe Connect is a web-based tool for collaborating, presenting, meeting, or hosting content in an online virtual classroom. The courses can be taught live (synchronously) or offered on-demand (asynchronously). This Flash-based application is accessible from anywhere at: http://onlinetraining@umassmed.edu

How Do I Get Access to Adobe Connect?

UMMS's licensing model for access to Adobe Connect Server is based on the Departmental Accounts and in some cases individual accounts. A Departmental Account requires a unique email address associated with that account and someone to manage departmental usage.

If your department or you do not have access, please contact the Help Desk (umwhelpdesk@umassmed.edu) requesting a Connect account. We will contact you for further details (see the form on pages 2 and 3) prior to granting access.

We may require you to fill out the attached request form in order to create an account. You may fill the form with the help of the Connect Administrator if you are not sure about form details.

Who Can Use Adobe Connect?

All UMMS employees may use the Adobe Connect System as a

- Meeting Host, Presenter, or Participant
- Seminar Host, Presenter or Participant
- Training Manager (create online courses and curriculum)
- Event Manager (create events to which people can self-register)
- Learner (participant in online training)

Non-UMMS guests (external customers) may self-register for training as a participant, self-register or be invited to join a meeting or seminar as a participant. Once in a Connect meeting or seminar room, the UMMS host may promote the Guest to be a Co-Host or Presenter.

Who Owns Connect Server?

Adobe Connect is fully licensed by UMMS and the application is on a UMMS-maintained server.

UMMS Connect Server User Limits

- Meeting Room Peak Concurrent Participants: 50
- Trainings Concurrent Learners Limit: 232 Learners
- Seminar Room Participant Limit: 250 Participants
Adobe Connect: New Account/Project Intake Form

Sponsor: ________________________________________________________________

Primary Contact: _______________________________________________________

Phone: __________________________________________________________________

Email: __________________________________________________________________

Synchronous – Meetings/Seminars

Purpose of meeting(s)/seminar(s): ____________________________________________
________________________________________________________________________

Frequency: __________________________________________________________________

Who are the participants (external or internal): ________________________________

Number of Participants: ____________________________________________________

Number of Meeting Hosts: _________________________________________________

Content format and location: ______________________________________________

Audio (PC or conference bridge): ____________________________________________

Video: Yes □ No □

Self-Registration Required: Yes □ No □

Asynchronous - Training

Recordings of meetings: Yes □ No □

Posted on website: Yes □ No □

Public or private: ______________________________

Application used to create training modules/File types: _________________________

Quizzing: Yes □ No □

Tracking: Yes □ No □

Self-Registration Required: Yes □ No □