

Attendee Pod

The Attendee Pod allows the host to manage participants, see feedback, change a participant's role, create breakout groups, gauge level of engagement, and assign enhanced rights and more.

Managing Attendees

Change Role

To change an Attendee's role select one or more attendees. (Shift-click to select multiple). Then drag the attendees to different roles or left click a participant to select Make Host, Presenter, or Participant from the pop up menu.

Hosts can demote themselves to a presenter or participant to see what attendees with other roles see the meeting room

Assign Enhanced Rights

Hosts can change the rights of a participant to give them control over selected pods without promoting the participant to the presenter or host role.

A host may left click on a participant and change from the pop up menu to change a single participant or select multiple participants (Shift-click to select multiple) then open the pod option menu ☰

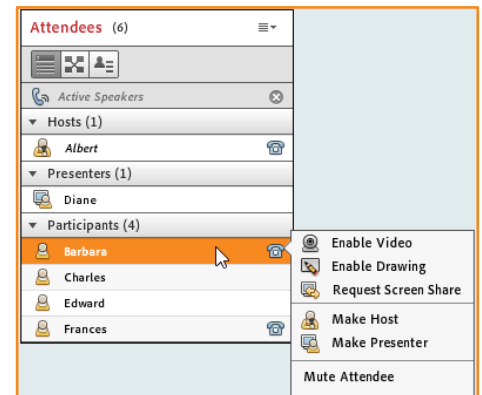
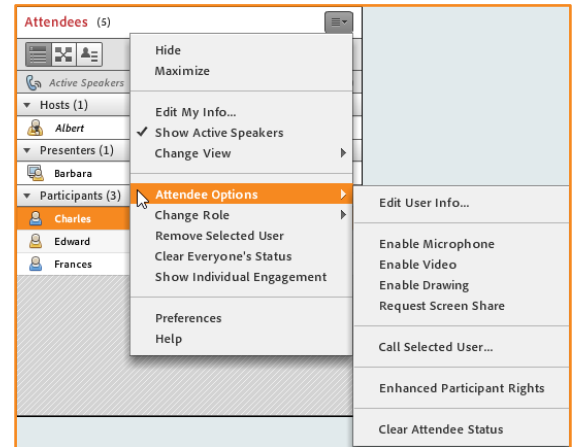
- Select Attendee Options > Enhanced Participant Rights.
- Select the pods that you want the participant to control. Participants can be given rights to the Share Pod, File Share Pod, Notes Pod, Web Link Pod, Poll Pod, Q & A Pod, and Whiteboard.

Remove an attendee

To remove an attendee, select the attendees you want to remove. In the upper-right corner of the pod, click the menu icon ☰, and choose Remove Selected User.

Merge User

If an attendee dials in to the conference and joins the connect meeting, the host can merge the user by clicking and dragging the phone number to the participants name.



Attendee Pod

Views & Status

- **Role View** – By default, attendees are grouped by role. Hosts, Presenters and Participants.
- **Break out View** – See Breakout Rooms
- **Status View** – Groups attendees by status. Participant status is blank in the Attendees pod by default. However, participants can change their own status. When a status is selected, an icon appears to the right of the participant's name.

To add a status, raise your hand, agree, disagree or use any of the statuses, click the drop down to the right of the status button. Select the status you want to show to all attendees.

Participants can quickly toggle the Raised Hand status by simply clicking the button to the left of the menu. (If you select the Raise Hand status and then select another status, the second status icon is displayed, but the Raised Hand remains in effect.)

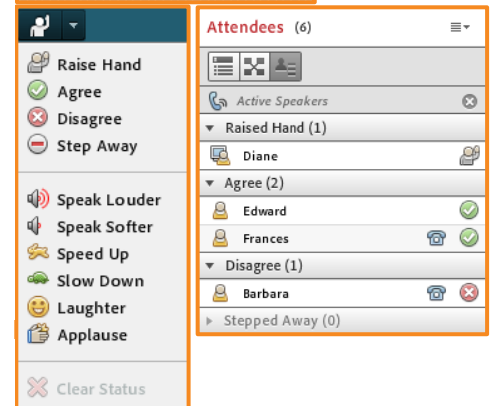
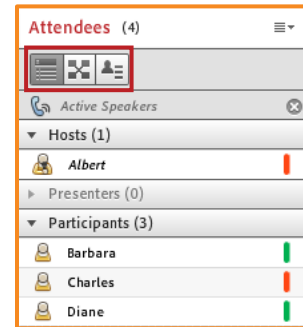
Clearing status

- Participants can clear their status at any time during a meeting.
- Hosts may select one or more participant names in the Attendee Pod then from the **pod menu** then choose **Clear Status** or Choose **Clear Everyone's Status**

Individual Engagement (Host only view)

From the **Pod Options Menu** select **Show Individual Engagement** the engagement monitor line will appear next to the participants name Red, Yellow, and Green.

To measure engagement Adobe Connect monitors various user interactions within the meeting room, voice conferences, polls, Q&A, status updates etc.



Attendee status	Icon	Duration
Raise Hand		Remains displayed until attendee or host clears
Agree		Remains displayed until attendee or host clears
Disagree		Remains displayed until attendee or host clears
Step Away		Remains displayed until attendee clears
Speak Louder		10 seconds
Speak Softer		10 seconds
Speed Up		10 seconds
Slow Down		10 seconds
Laughter		10 seconds
Applause		10 seconds

