

User Guide (Version 1.3.1)



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User Guide Version 1.3.1

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Add or Reuse Existing Users to the Course to Add to Adobe Connect Meeting

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**EduGame Cloud Administration** 

Configure LMS License in EduGame Cloud

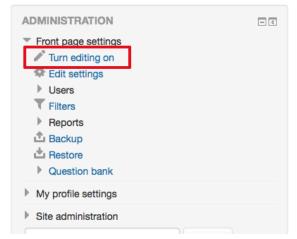
Configure Adobe Connect LTI for Your Moodle Account

**Getting Support** 

# Course Administrator Guide

### Add the Adobe Connect LTI Link to the Course

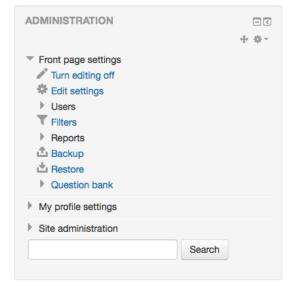
On the Home screen click on the Turn editing on link.



### **Available courses**



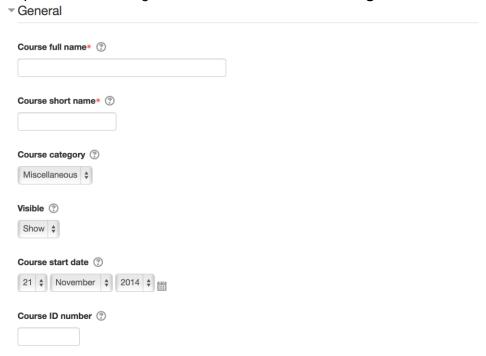
#### Click on the Add a new course button.



### **Available courses**



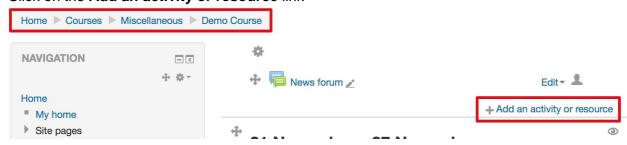
Populate the following form and click on the **Save changes** button to finish the process.



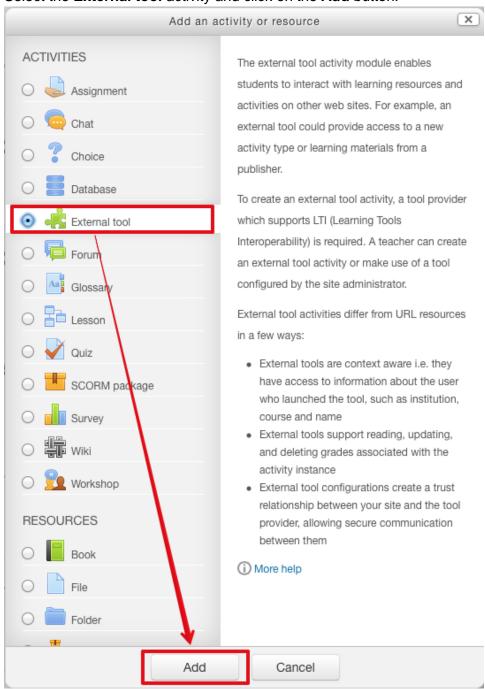
Navigate to the *Home* screen and select the course.



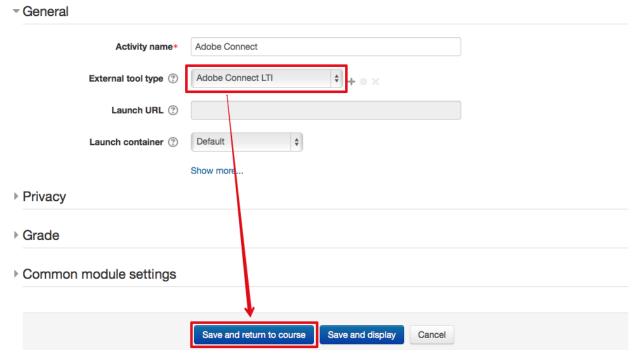
### Click on the Add an activity or resource link



### Select the External tool activity and click on the Add button.



Enter the **Activity name**, select the proper **External tool type** that was previously created and click on the **Save and return to course** button.

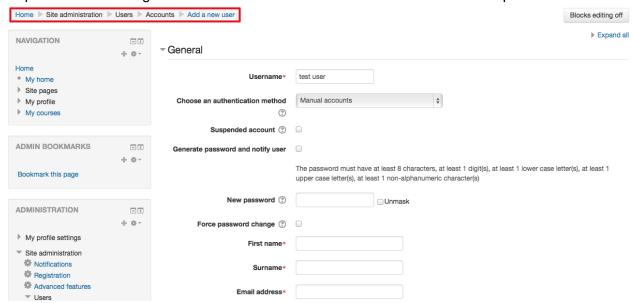


# Add or Reuse Existing Users to the Course to Add to Adobe Connect Meeting

### Add a New User to Your Moodle Account

In the **Administration** navigation on the left side, open the **Add a new user** page. The page is located at the following path: Administration -> Site administration -> Users -> Accounts -> Add a new user.

Populate the following form and click on the Create user button to finish the process.

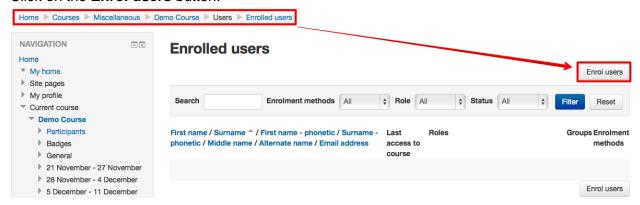


### **Enroll Users to the Course**

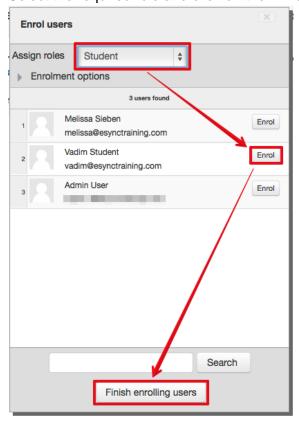
Navigate to the *Home* screen and select the course.



In the **Administration** navigation on the left side, open the **Enrolled users** page. The page is located at the following path: Administration -> Course administration -> Users -> Enrolled user. Click on the **Enrol users** button.



Select the required role and click on the Enrol button next to the required user..



Click on the Finish enrolling users button to close the Enrol users window.

### Create a New Adobe Connect Meeting

Navigate to the *Home* screen and select the course.



Click on the previously added Adobe Connect activity.



## Click on the **Add Meeting** button.

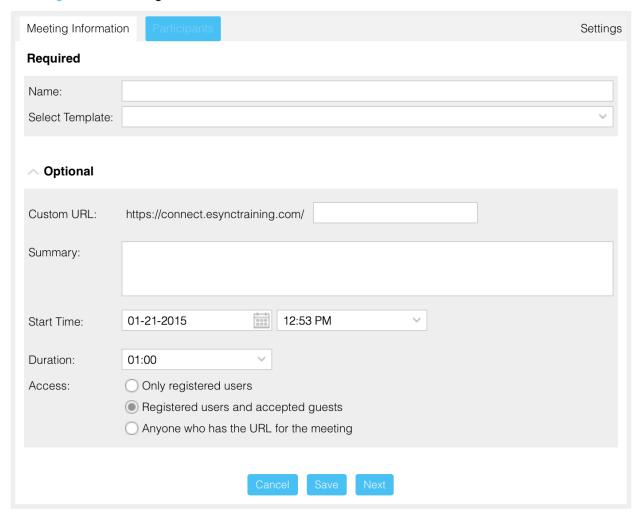
#### Meetings List



Populate the following form and click on the **Next** button.

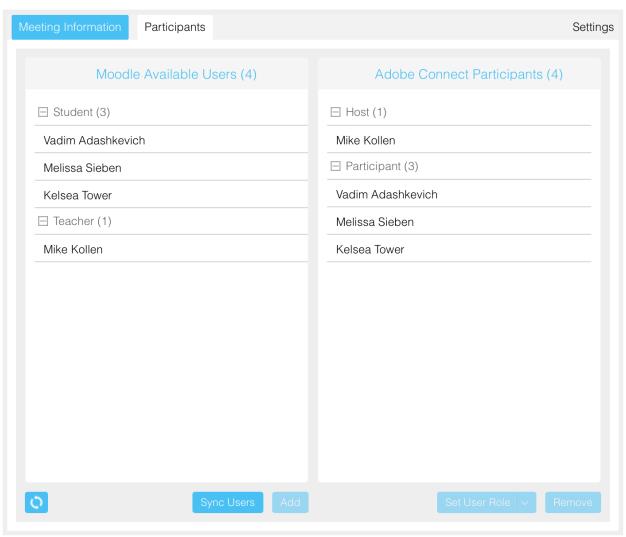
### \*NOTE: Optional section is collapsed by default.

**Meetings List** > **Meeting Information** 



Map Moodle users to Adobe Connect roles. Select any user in the right section and input the required AC role by selecting it from the **Set User Role** drop-down menu.

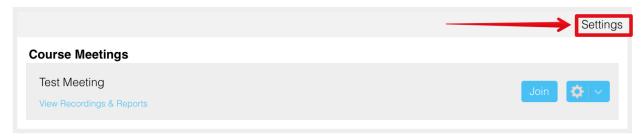
Meetings List > Participants



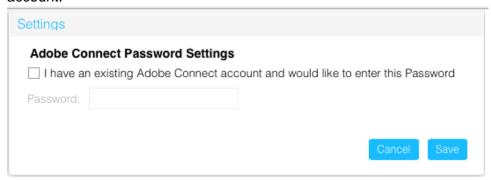
Click on the **Finish** button to complete the process.

Each Moodle user has a possibility to set Adobe Connect Password rule clicking on **Settings** link.

### **Meetings List**



Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Moodle, enter your Adobe Connect password and click Save button to use this account.



In case you don't have an Adobe Connect account and want to generate a random password every time you join Adobe Connect meeting click Save button and it will be done automatically.

If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

### Meetings List



Click on the  $\operatorname{\it Gear}$  icon and select  $\operatorname{\bf Edit}$  from the dropdown list.

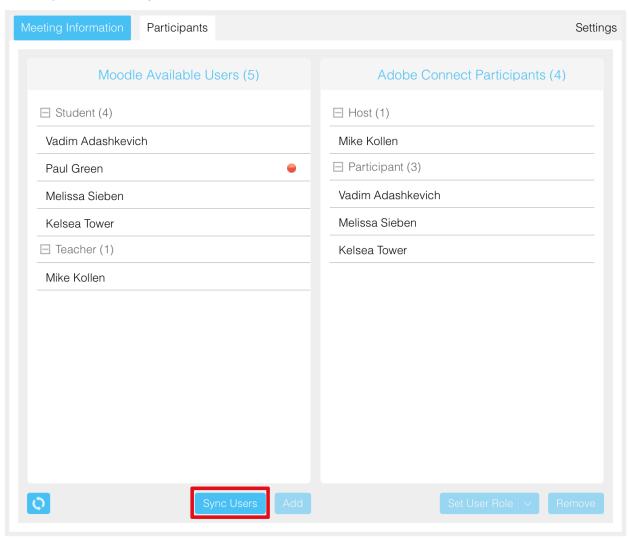
### **Meetings List**



Navigate to the **Participants** tab and observe the **Moodle Available Users** list. New students should be marked with *Red Dot* icon.

Click on the Sync Users to add all new user to Adobe Connect meeting.

**Meetings List** > Participants



Select the user in the right section and input the required AC role by selecting it from the **Set User Role** drop-down menu.

Refresh the Moodle Available Users list by clicking on the Refresh button.

To navigate back to the *Start screen* click on the **Meetings List** link.



# Create an Office Hours Meeting (Optional)

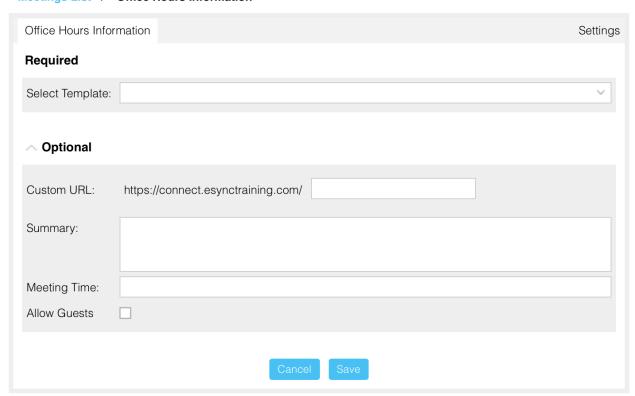
Click on the Add Meeting button in the Office Hours section.

### **Meetings List**



Populate the following form and click on the Save button.

Meetings List > Office Hours Information



\*NOTE: One common **Office Hours** meeting is created for all courses. When user creates Office Hours meeting in different course, it would be mapped to the same meeting, that was created before.

All students in the course will have access to the Office Hours meeting.

# Create a Study Group Meeting (Optional)

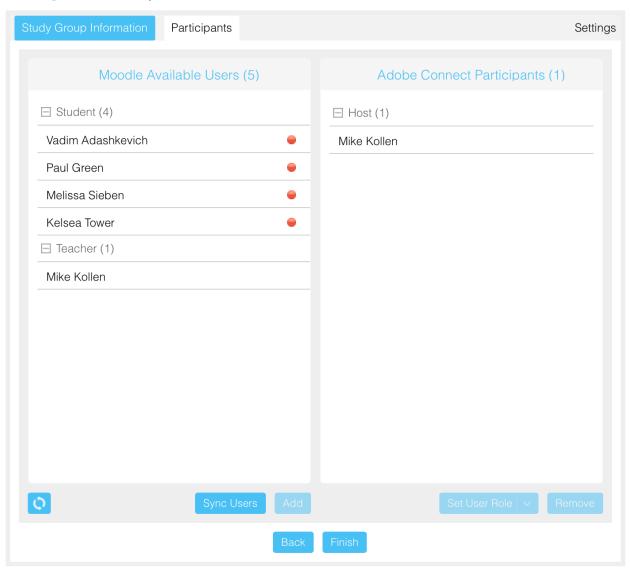
Click on the Add Meeting button in the Study Group section.

### **Meetings List**



Add Moodle users manually to Adobe Connect roles. Select any user in the right section and input the required AC role by selecting it from the **Set User Role** drop-down menu.

**Meetings List** > **Participants** 



Click on the **Finish** button to complete the process.

Click on **Leave** button if you want to delete the invitation to someone's study group.

Meetings List



# **Adobe Connect Recordings**

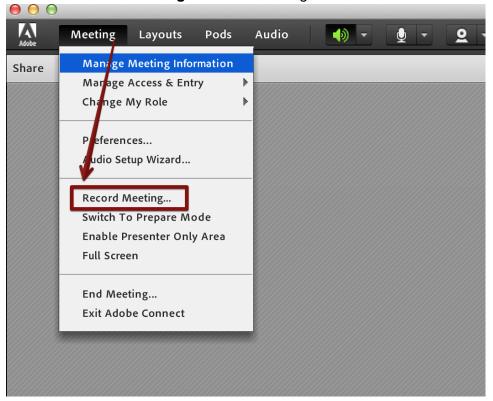
### **Record the Meeting**

Join the meeting.

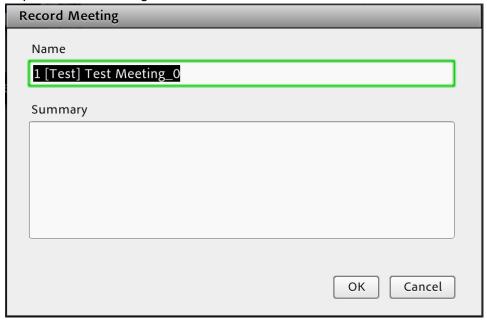
**Meetings List** 



Select the **Record Meeting** under the *Meeting* menu in the Adobe Connect room.



Populate the following form and click on the **OK** button to start the recording.



When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



### **View / Watch Recordings**

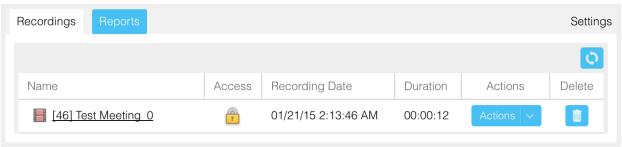
Navigate back to Adobe Connect application in Moodle page and click on the **View Recordings** & **Reports** link.

**Meetings List** 



Open the **Recordings** tab and click on the **Refresh** icon to get the latest list of the recordings for this meeting.

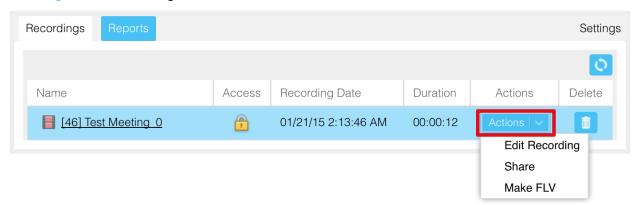




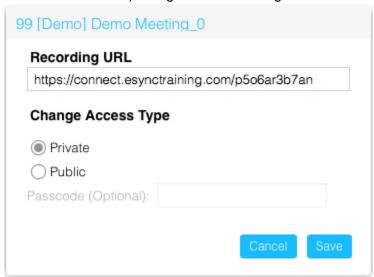
Click on the recording's name to watch the meeting recording.

**Actions** drop-down menu located next to each recording allows you to *Edit Recording*, *Share* it and *Make FLV*.

Meetings List > Recordings



- 1) **Edit Recording** option allows to open the selected recording on Adobe Connect and modify it using Adobe Connect tools.
- 2) Clicking **Share** option you can set the Access Type: Public or Private (optionally setting a Passcode) and get the Recording URL.



3) Selecting **Make FLV** option you will be asked to choose a place on your hard drive and the recording will be saved in FLV.

To delete the recording click on the **Delete** button (Trashcan icon).

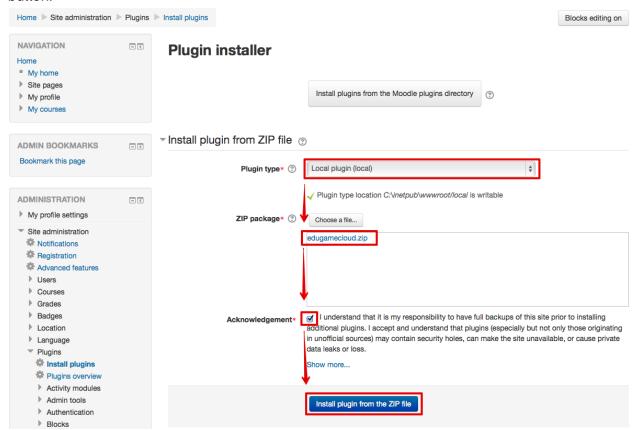
### EduGameCloud in Adobe Connect

### EduGameCloud Plugin Installation

In the **Administration** navigation on the left side, open the **Install plugins** page. The page is located at the following path: Administration -> Site administration -> Plugins -> Install plugins. Select the *Local plugin (local)* in the **Plugin type** drop-down list.

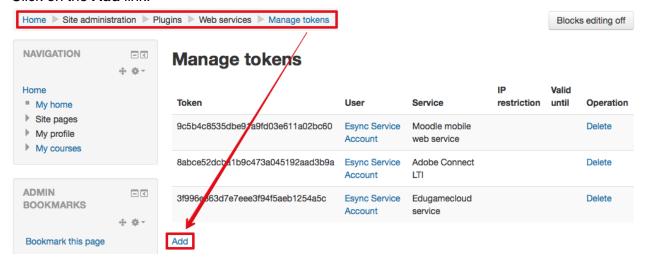
Upload the edugameclod.zip plugin file.

Select the **Acknowledgement** checkbox and click on the **Install plugin from the ZIP file** button.

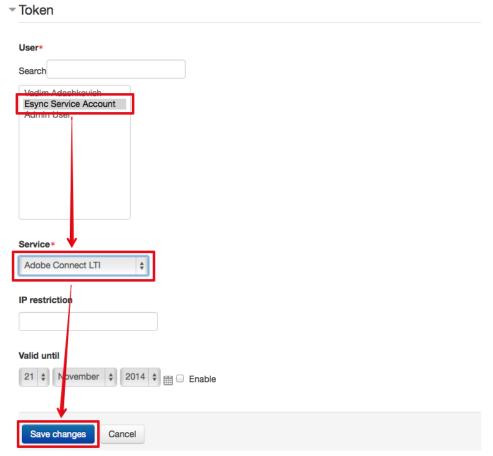


In the **Administration** navigation on the left side, open the **Manage tokens** page. The page is located at the following path: Administration -> Site administration -> Plugins -> Web services -> Manage tokens.

Click on the Add link.

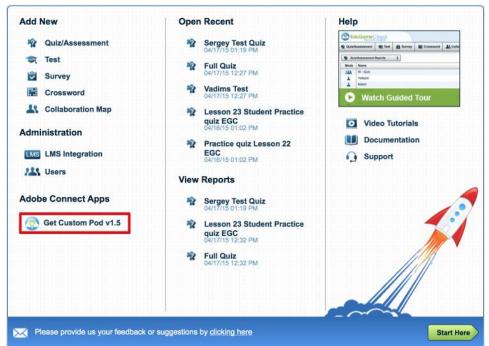


Select the admin **User**, select the **Service** from the drop-down list that was created in the previous step and click on **Save changes** button.

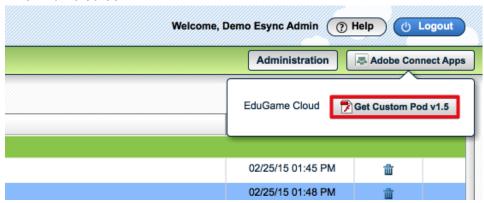


### Import Moodle Quiz/Survey to EduGameCloud

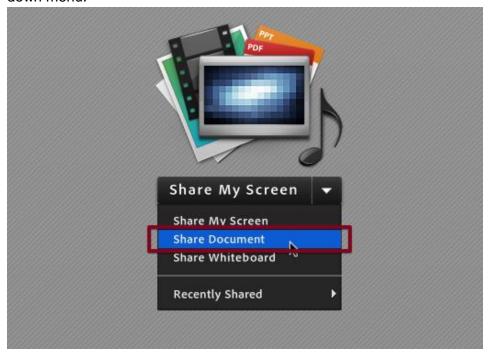
Navigate to <a href="mailto:app.edugamecloud.com">app.edugamecloud.com</a> page and download the latest EduGame Cloud public build from the <a href="mailto:welcome">Welcome</a> screen...



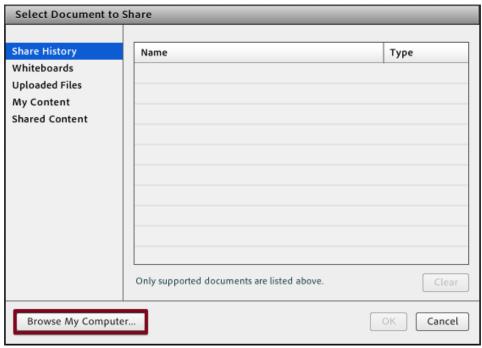
#### ... or Home screen:



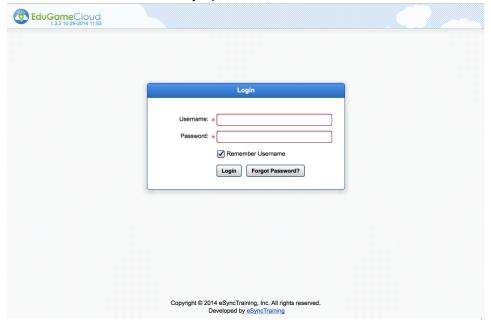
Navigate to Adobe Connect room and select the **Share Document** option from the *Share* drop-down menu.



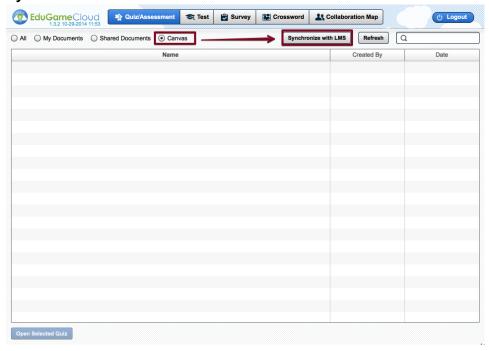
Click on **Browse My Computer** button, select the appropriate file and upload the build to Adobe Connect room.



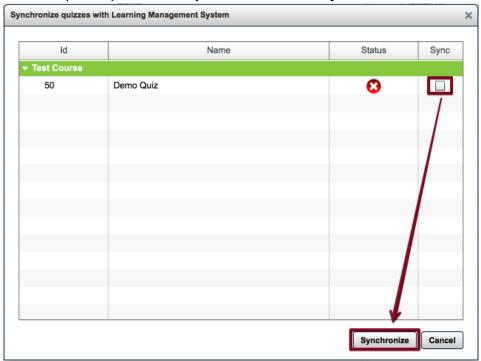
Once the build is successfully uploaded, enter valid EduGameCloud credentials.



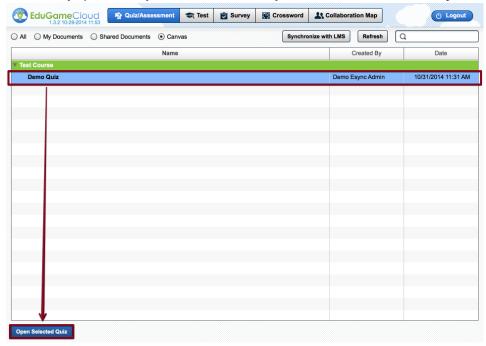
Navigate to *Quiz/Assessment* or *Survey* tab and select the **Moodle** radio-button and click on the **Synchronize with LMS** button.



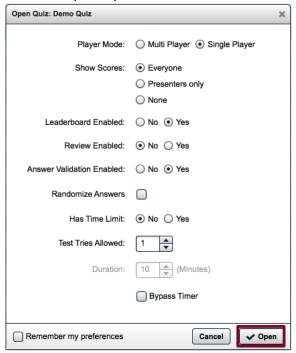
### Select required quizzes/surveys and click on the **Synchronize** button.



Synchronized quizzes/surveys should appear under the *Moodle* list in EduGameCloud. Select any quiz/survey and click on the **Open Selected Quiz/Survey** button.



Set the required preferences and click on the **Open** button



All participants should now see the quiz/survey.

### **View Meeting Reports**

Navigate back to Adobe Connect application in Moodle page and click on the **View Recordings** & **Reports** link.

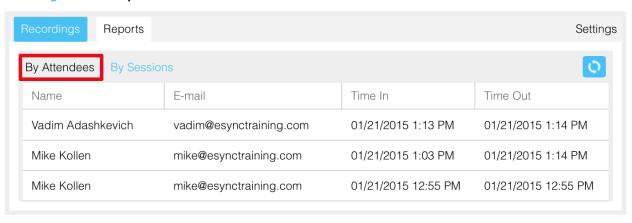
**Meetings List** 



Open the **Reports** tab and click on the **Refresh** icon to get the latest list of the reports for this meeting.

Teacher can obtain the information about each individual student who has participated in the meeting.

Meetings List > Reports



Teacher can obtain the session information by clicking on the **By Sessions** link.

Meetings List > Reports

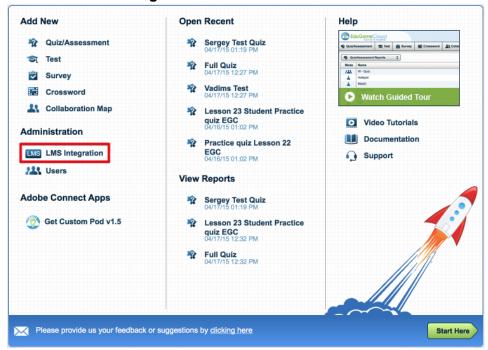


# Moodle Account Administrator Guide

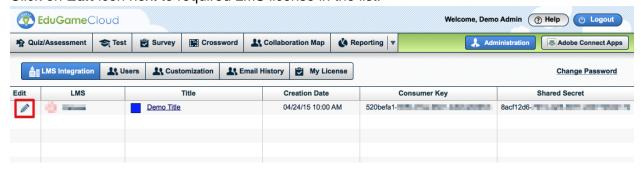
### EduGame Cloud Administration

### Configure LMS License in EduGame Cloud

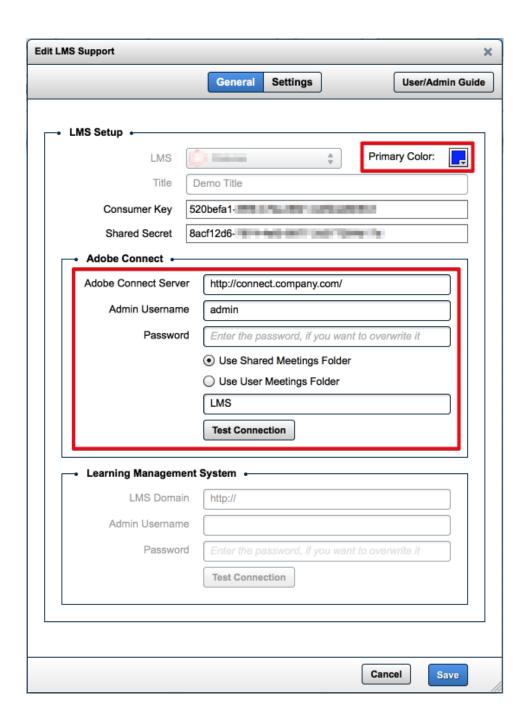
Navigate to <u>app.edugamecloud.com</u> and login using your Admin credentials. Click on the **LMS Integration** link on the *Welcome* screen.



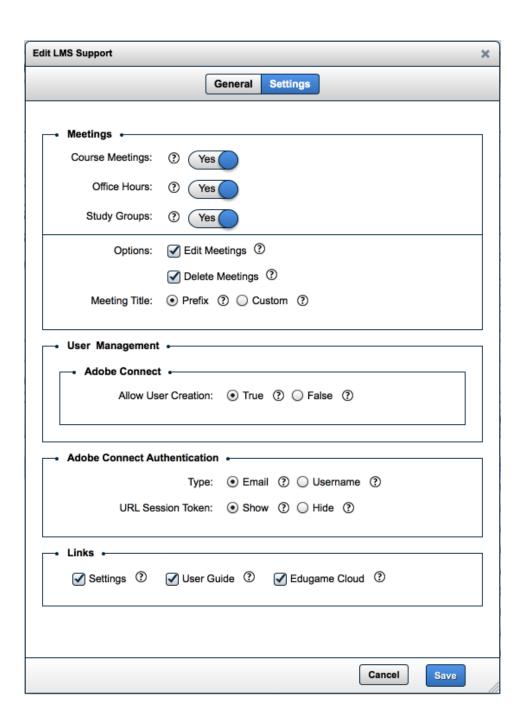
Click on **Edit** icon next to required LMS license in the list.



On the *General* tab admin user can edit the *Adobe Connect Server* and *credentials*, select the *Primary Color* for Adobe Connect LTI and view the *User/Admin Guide*.



On the Settings tab admin user can adjust the following settings:



### **Course Meetings**

Allow teachers to create course meetings

#### Office Hours

Allow teachers to create office hours that can be reused across multiple courses

#### **Study Groups**

Allow all participants to create study group Adobe Connect meetings. This user has similar privileges as an instructor in managing their study group

### **Edit Meetings**

Allow teachers to edit the meetings

#### **Delete Meetings**

Allow teachers to delete the meetings

### **Meeting Title**

#### **Prefixed**

Prefix LMS Course ID to custom meeting name to guarantee the uniqueness of the name **Custom** 

Use custom meeting name (Name duplication is not allowed: Please be careful)

#### **Allow User Creation**

### True

Create a new Adobe Connect user when synchronizing with the active LMS course roster **False** 

Do not create new Adobe Connect users. Notify teachers that user does not exist in Adobe Connect and needs to be created manually

#### **Adobe Connect Authentication Type**

#### **Fmail**

Course participants should be authenticated first by email address and if the email address does not exist then try to use the username

#### **Username**

Course participants should be authenticated first by username and if the username does not exist then try to use the email address

URL Session Token Show

Show Session Token in the URL when joining the Adobe Connect room. This is less secure, but does not requires cookies to be enabled

#### Hide

Hide Session Token in the URL when joining the Adobe Connect room. This is more secure, but requires cookies to be enabled

### **Settings**

Allow all course attendees to use their own passwords to enter the Adobe Connect room

#### **User Guide**

Show LMS user guide link. Shown for teachers only

#### **EduGame Cloud**

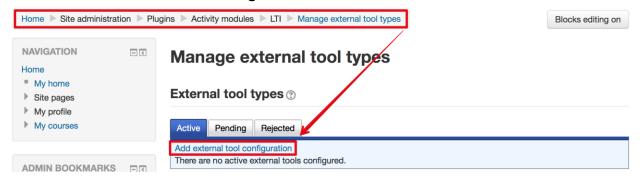
Show EduGame Cloud user guide link

### Configure Adobe Connect LTI for Your Moodle Account

In the **Administration** navigation on the left side, open the **Manage external tool types** page.

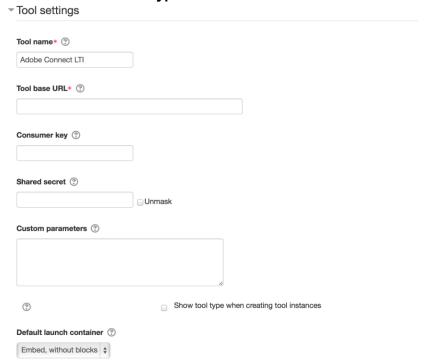
The page is located at the following path: Administration -> Site administration -> Plugins -> Activity modules -> LTI -> Manage external tool types.

Click on the Add external tool configuration link.



### Enter the Tool Name, Tool Base URL, Consumer Key and Shared Secret.

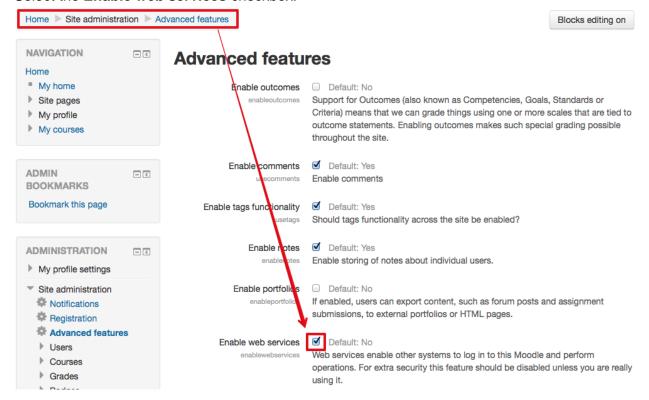
You will find your *Consumer Key* and *Shared Secret* in EduGame Cloud Administration. Use the following *Tool base URL*: <a href="https://app.edugamecloud.com/lti/moodle-login">https://app.edugamecloud.com/lti/moodle-login</a> Select the **Show tool type...** checkbox.



Click on the **Save Changes** button to finish the process.

In the **Administration** navigation on the left side, open the **Advanced features** page. The page is located at the following path: Administration -> Site administration -> Advanced features.

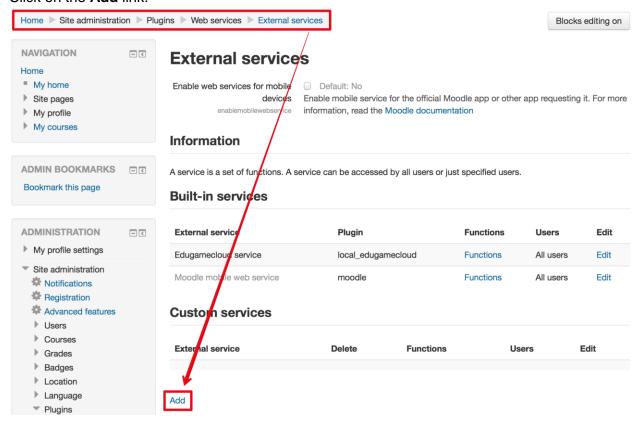
#### Select the Enable web services checkbox.



Click on **Save changes** button to store the changes.

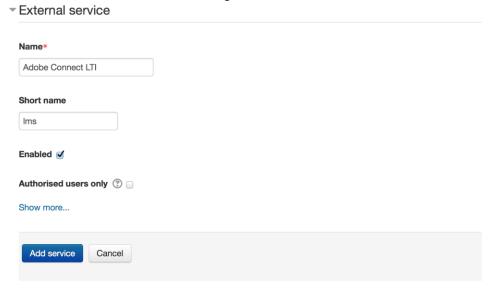
In the **Administration** navigation on the left side, open the **External Services** page. The page is located at the following path: Administration -> Site administration -> Plugins -> Web services -> External Services.

Click on the Add link.



Enter Name, Short Name, select Enabled checkbox and click on the Add service button.

\*NOTE: Please enter the following Short Name: Ims



#### Click on the Add functions link.



### Search for the following function: core\_enrol\_get\_enrolled\_users

Name\*

Search core\_enrol\_get\_enrolled\_users

Core\_enrol\_get\_enrolled\_users:Get enrolled users by course id.

core\_enrol\_get\_enrolled\_users\_with\_capability:For each course and capability specified, return a list of the users that are moodle\_enrol\_get\_enrolled\_users:DEPRECATED: this deprecated function will be removed in a future version. Please use moodle\_user\_get\_users\_by\_courseid:DEPRECATED: this deprecated function will be removed in a future version. This fur

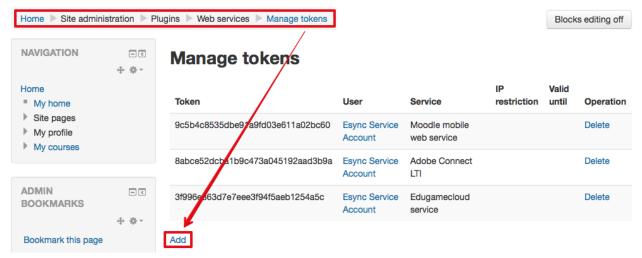
Add functions

Cancel

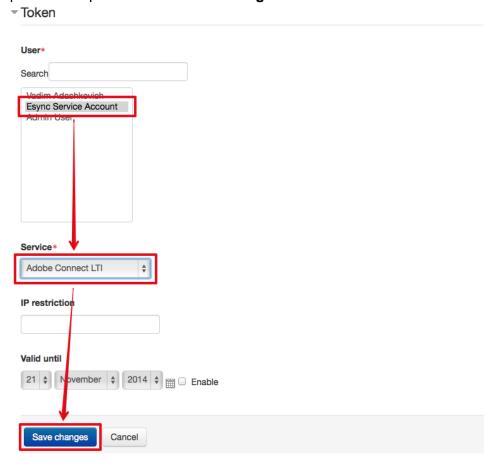
Click on the **Add functions** button to finish the process.

In the **Administration** navigation on the left side, open the **Manage tokens** page. The page is located at the following path: Administration -> Site administration -> Plugins -> Web services -> Manage tokens.

Click on the Add link.



Select the admin **User**, select the **Service** from the drop-down list that was created in the previous step and click on **Save changes** button.



# **Getting Support**

### **Email Support, please contact:**

support@esynctraining.com and cc: qa@esynctraining.com

### **Emergency Phone Support:**

714.979.4444