



&



Adobe Connect

## LTI Integration

**User Guide (Version 1.5.1)**



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User Guide  
Version 1.5.1

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## What's New In v1.5.1?

### Adding Support/Instructions Text

EGC Admin should be able to add any *Support Information/Instructions* in the **Support** tab that will be shown for all users accessing the Adobe Connect LTI.

The screenshot shows a user interface for managing support information. At the top, there is a navigation bar with tabs: General, Settings, **Support**, Roles, Downloads, and Reporting. The Support tab is currently selected. Below the navigation bar is a section titled "Your Support Information (Optional)". Inside this section, there is a text area containing the placeholder text "Support Information for participants.". Below the text area is a toolbar with various editing options: font selection (Helvetica), font size (13), bold (B), italic (I), underline (U), color (color swatch), and alignment (left, center, right, justify). There is also a link input field containing "http://". At the bottom of the support information section is a blue "Save" button.

All LTI participants will see *Support Information/Instructions* in the following way:  
Adobe Connect

**Meetings List**

The screenshot shows the Adobe Connect 'Meetings List' interface. At the top right is a 'Settings' button. Below it, under 'Course Meetings', there is a list item 'Test Meeting 101' with a 'Recordings' link and a blue 'Join' button. Under 'Office Hours', a message says 'Currently there are no meetings. Please add.' In the 'Instructions/Support' section, which is highlighted with a red border, the text 'Support Information for participants.' is displayed.

## Downloading User Guide and Complementary Files

EGC Admin should be able to download User Guide and other complementary files from the **Downloads** tab.

Shared		General	Settings	Support	Roles	Downloads	Reporting
Title	Filename	Size	Last Modified				Download
User Guide	canvas.pdf	4.58 MB	04/08/2015 0:16:13 PM				

## Downloading Attendees/Sessions Reports

Teachers are able to download reports as PDF and/or Excel files.

Open the **Reports** page and click on the *Download* icon. Select the required file format to be downloaded.

Adobe Connect

Help: User Guide | EduGame Cloud

Meetings List > Reports

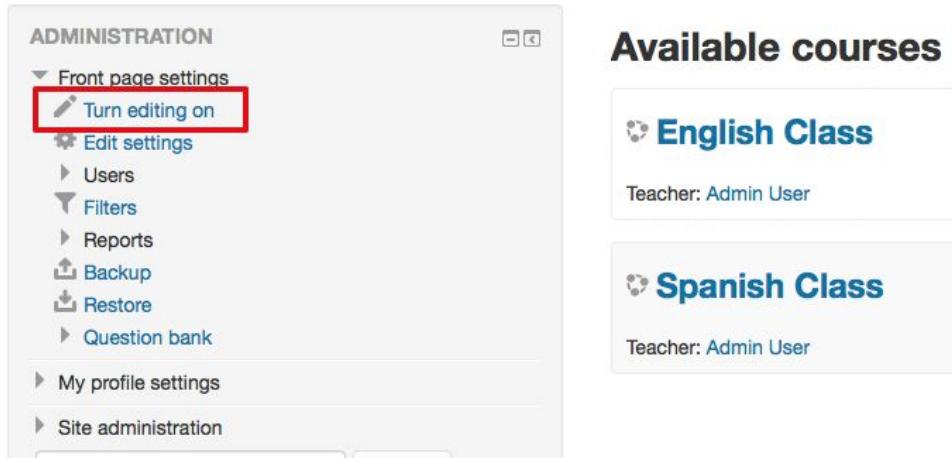
The screenshot shows the 'Reports' section of the Adobe Connect interface. At the top, there are tabs for 'Recordings' and 'Reports'. Below that, there are two filtering options: 'By Attendees' and 'By Sessions'. The main area displays a list of attendees with their names and the number of sessions they attended. The first entry is 'Mike Kollen, mike@esynctraining.com (1)'. Underneath this entry are the session details: '07/29/2015 10:45 AM', '07/29/2015 10:47 AM', and '0:02:36'. To the right of the list is a 'Settings' button. A dropdown menu is open from the 'Settings' button, showing three options: 'PDF' (with a red box highlighting the icon), 'Excel', and a refresh/circular arrow icon.

Time In	Time Out	Duration
07/29/2015 10:45 AM	07/29/2015 10:47 AM	0:02:36

# Course Administrator Guide

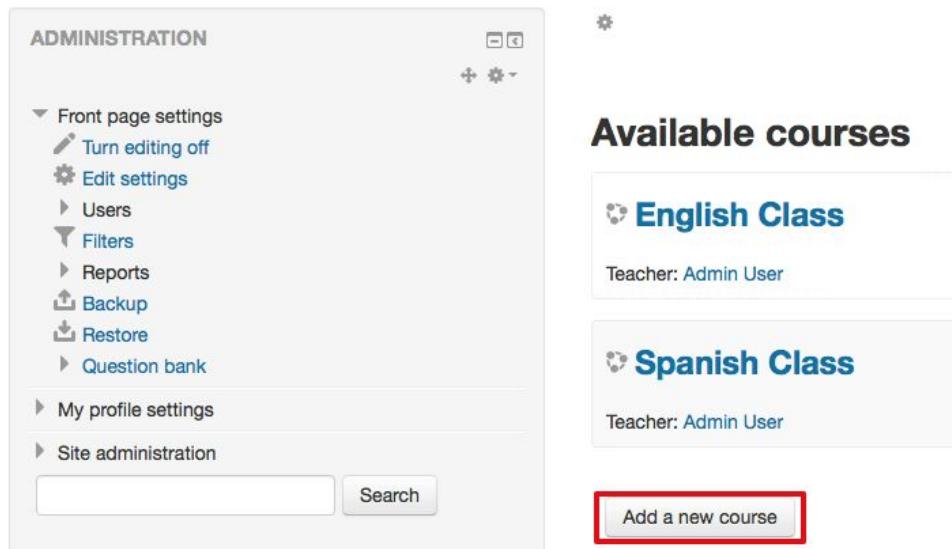
## Add the Adobe Connect LTI Link to the Course

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



The screenshot shows the Moodle Administration panel. On the left, there is a sidebar with various links: Front page settings (with 'Turn editing on' highlighted), Edit settings, Users, Filters, Reports, Backup, Restore, Question bank, My profile settings, and Site administration. To the right, under 'Available courses', there are two course cards: 'English Class' and 'Spanish Class'. Both courses are taught by 'Admin User'.

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



The screenshot shows the Moodle Administration panel. The sidebar is identical to the previous one. On the right, under 'Available courses', there are two course cards: 'English Class' and 'Spanish Class'. Both courses are taught by 'Admin User'. At the bottom of the page, there is a red box highlighting the 'Add a new course' button.

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

▼ General

Course full name\* ⓘ

Course short name\* ⓘ

Course category ⓘ

 Miscellaneous

Visible ⓘ

 Show

Course start date ⓘ

 21 November 2014

Course ID number ⓘ

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

The screenshot shows the Moodle Administration interface. On the left, there is a sidebar with the following menu items:

- Front page settings
  - Turn editing off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Backup
  - Restore

On the right, under "Available courses", there are two course cards:

- Demo Course** (highlighted with a red box)
- English Class**

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

The screenshot shows the Moodle course editing interface for the "Demo Course". At the top, there is a breadcrumb navigation bar:

Home ▶ Courses ▶ Miscellaneous ▶ Demo Course

Below the navigation bar, there is a "NAVIGATION" sidebar with the following links:

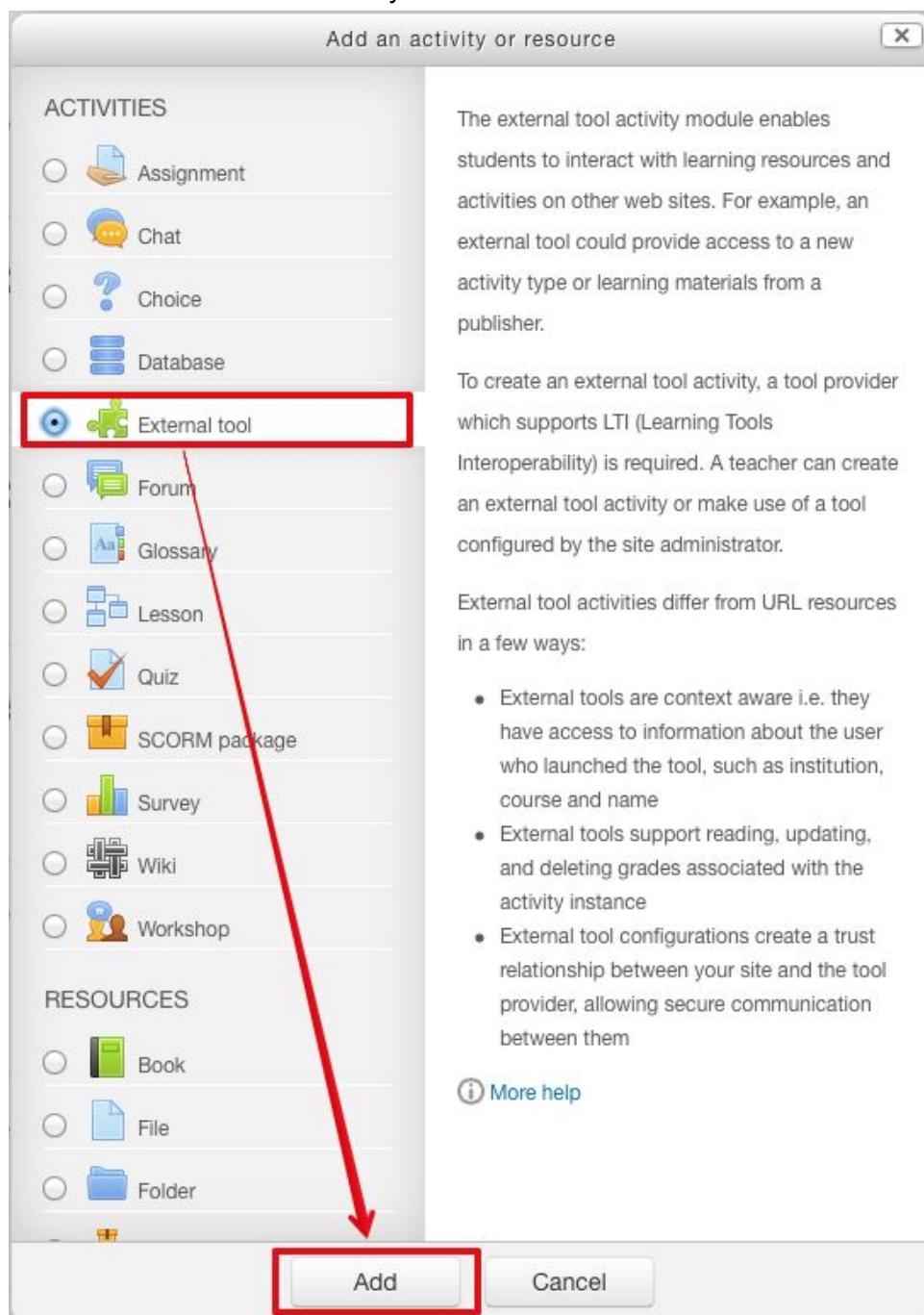
- Home
  - My home
  - Site pages

On the right side of the screen, there is a toolbar with various icons and a link:

News forum Edit + Add an activity or resource

The "Add an activity or resource" link is highlighted with a red box.

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.

▼ General

Activity name\*

External tool type  Adobe Connect LTI + ⚙ ✕

Launch URL

Launch container  Default ↕

Show more...

▶ Privacy

▶ Grade

▶ Common module settings

Save and return to course Save and display Cancel

# 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.

Home > Site administration > Users > Accounts > Add a new user

Blocks editing off

Expand all

NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
  - My courses
- ADMIN BOOKMARKS
- ADMINISTRATION
  - My profile settings
  - Site administration
    - Notifications
    - Registration
    - Advanced features
    - Users

General

Username\* test user

Choose an authentication method Manual accounts

Suspended account

Generate password and notify user

New password   Unmask

Force password change

First name\*

Surname\*

Email address\*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

## Enroll Users to the Course

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

ADMINISTRATION

- Front page settings
  - Turn editing off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Backup
  - Restore

Available courses

Demo Course

English Class

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.

The screenshot shows the 'Enrolled users' page in Moodle. The URL in the browser is: Home > Courses > Miscellaneous > Demo Course > Users > Enrolled users. On the left, there's a navigation sidebar with 'Demo Course' selected. In the main area, there's a search bar and filter options for 'First name / Surname' and 'Role'. A red box highlights the 'Enrol users' button in the top right. Below it, a table lists users with columns for 'First name / Surname', 'Last access to course', 'Roles', and 'Groups Enrolment methods'. At the bottom right of the table is another 'Enrol users' button.

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

The screenshot shows the 'Enrol users' dialog window. It has a dropdown for 'Assign roles' set to 'Student'. Below it is a section for 'Enrolment options'. A list of three users is shown: 1. Melissa Sieben (melissa@esynctraining.com), 2. Vadim Student (vadim@esynctraining.com), and 3. Admin User. Each user has an 'Enrol' button next to their name. A red box highlights the 'Enrol' button for 'Vadim Student'. At the bottom of the dialog, there's a 'Search' field and a large red box highlights the 'Finish enrolling users' button.

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.

The screenshot shows the Moodle home page. On the left, the 'ADMINISTRATION' sidebar includes options like 'Front page settings', 'Edit settings', 'Users', 'Filters', 'Reports', 'Backup', and 'Restore'. In the center, under 'Available courses', there are two course cards: 'Demo Course' (highlighted with a red border) and 'English Class'.

Click on the previously added *Adobe Connect* activity.

The screenshot shows the course navigation bar for 'Demo Course'. The breadcrumb trail 'Home > My courses > Miscellaneous > Demo Course' is highlighted with a red box. Below it, the 'NAVIGATION' sidebar lists 'My home', 'Site pages', 'My profile', and 'Current course'. To the right, a list of activities includes 'News forum' and 'Adobe Connect' (highlighted with a red box). A red arrow points from the breadcrumb trail to the 'Adobe Connect' activity.

Click on the **Add Meeting** button.

## Meetings List

The screenshot shows the 'Course Meetings' list. It displays a message 'Currently there are no meetings. Please add.' and a blue 'Add Meeting' button. The top right corner has a 'Settings' link.

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

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

[Meetings List](#) > **Meeting Information**

Meeting Information Participants Settings

**Required**

Name:

Select Template:

**Optional**

Custom URL:

Summary:

Start Time:

Duration:

Access:

Only registered users  
 Registered users and accepted guests  
 Anyone who has the URL for the meeting

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](#)

The screenshot shows a web-based application for mapping Moodle users to Adobe Connect roles. The interface is divided into two main sections: 'Moodle Available Users' on the left and 'Adobe Connect Participants' on the right. Both sections are currently showing 4 items each.

**Moodle Available Users (4):**

- Student (3)
  - Vadim Adashkevich
  - Melissa Sieben
  - Kelsea Tower
- Teacher (1)
  - Mike Kollen

**Adobe Connect Participants (4):**

- Host (1)
  - Mike Kollen
- Participant (3)
  - Vadim Adashkevich
  - Melissa Sieben
  - Kelsea Tower

At the bottom of the interface are several buttons: a refresh icon, 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), and 'Remove'.

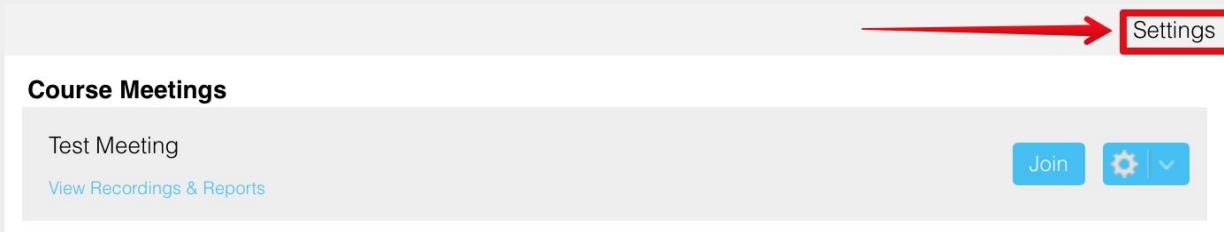
Default LMS to Adobe Connect roles mapping:

LMS	Adobe Connect
Teacher	Host
Student	Participant
Site administrator	Host
Non-editing teacher	Host
Manager	Participant
Guest	Participant
Course creator	Participant
Authenticated user on the front page role	Participant
Authenticated user	Participant

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

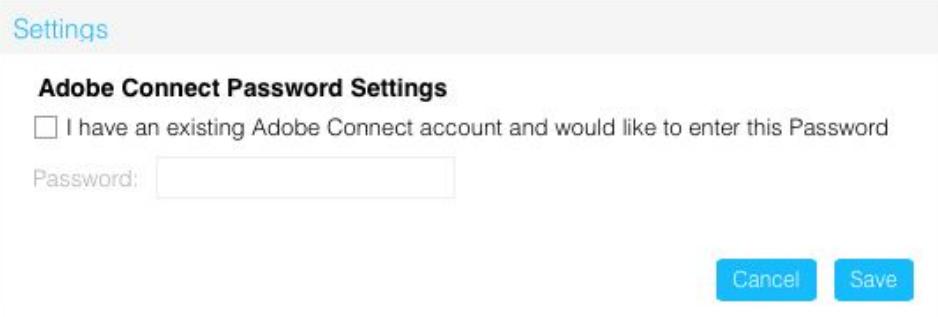
Each Moodle user has a possibility to set Adobe Connect Password rule clicking on **Settings** link.

### Meetings List



The screenshot shows the 'Meetings List' section of a Moodle course. It displays a single meeting titled 'Test Meeting' with options to 'Join' or view 'Recordings & Reports'. A red arrow points from the left towards the top right corner where the 'Settings' button is located.

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.

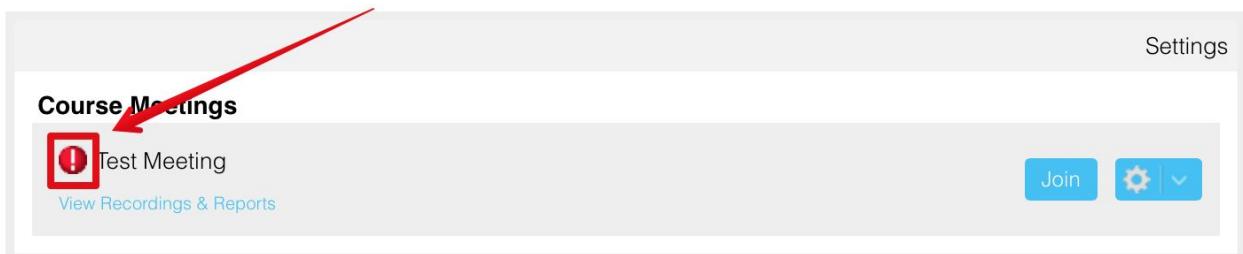


The screenshot shows a 'Settings' dialog box for 'Adobe Connect Password Settings'. It contains a checkbox labeled 'I have an existing Adobe Connect account and would like to enter this Password' and a password input field. At the bottom are 'Cancel' and 'Save' buttons.

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.

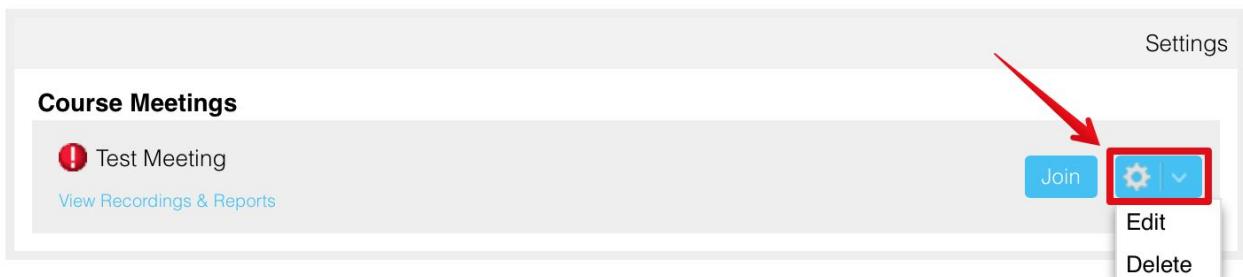
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**Meetings List**



Click on the Gear icon and select **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](#)

The screenshot shows the Moodle Participants page. At the top, there are tabs for 'Meeting Information', 'Participants', and 'Settings'. The 'Participants' tab is selected. Below the tabs, there are two main sections:

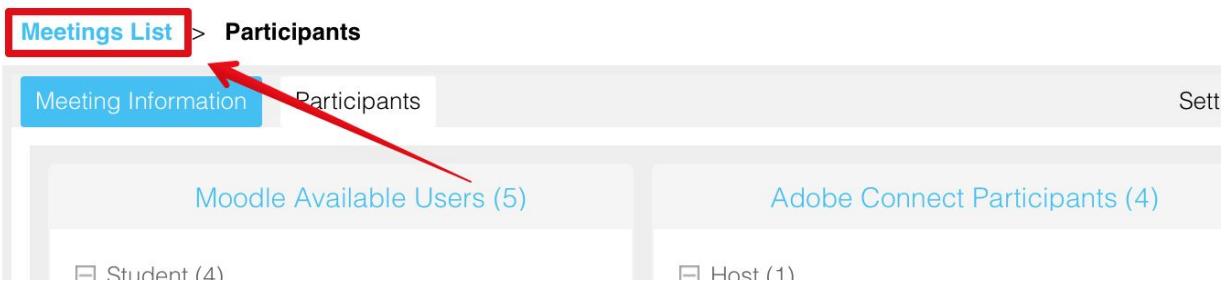
- Moodle Available Users (5)**
  - Student (4)
    - Vadim Adashkevich
    - Paul Green ●
    - Melissa Sieben
    - Kelsea Tower
  - Teacher (1)
    - Mike Kollen
- Adobe Connect Participants (4)**
  - Host (1)
    - Mike Kollen
  - Participant (3)
    - Vadim Adashkevich
    - Melissa Sieben
    - Kelsea Tower

At the bottom of the page, there are several buttons: a refresh icon, a red-bordered 'Sync Users' button, an 'Add' button, a 'Set User Role' dropdown menu, and a 'Remove' button.

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.



## Adding Guests to Meeting

Open the *Adobe Connect LTI* and click on the **Gear** icon and select **Edit** from the dropdown list.

**Meetings List**



Navigate to the **Participants** tab and click on the **Add Guest** button.

**Meetings List > Participants**

A screenshot of the 'Participants' tab. At the top, there are tabs for 'Meeting Information' and 'Participants', with 'Participants' being the active tab. On the far right is a 'Settings' button. The main area is divided into two sections: 'LMS Available Users (4)' on the left and 'Adobe Connect Participants (4)' on the right. Both sections show lists of users with small profile icons. At the bottom of each section is a 'Search' input field. Below the search fields are several buttons: a refresh icon, 'Sync Users', 'Add', 'Add Guest' (which is highlighted with a red box), 'Set User Role', and 'Remove'. A large red arrow points from the text above down to the 'Add Guest' button.

Teachers can add guest either by *Creating a New User* or by *Searching for an Existing User* in Adobe Connect.

To add a *New User* fill in all the required information on the **Add Guest** tab and click on the **Save** button.

New user will be created in Adobe Connect and added to the meeting.

**Add Guest**

Please either create a New User or search for an Existing User

**Add Guest | Add Existing User**

**New User Information**

First Name:

Last Name:

E-mail:

User Role:  ▼

**Login and Password**

Login:

New Password:

Retype Password:

E-mail the new user account information, login and password

Cancel Save



To add an *Existing User* in Adobe Connect search for the user on the **Add Existing User** tab, select the required user from the list and click on **Save with Role** button and select the required role for this user.

Selected user from Adobe Connect will be added to the meeting.

The screenshot shows the 'Add Guest' interface in Adobe Connect. At the top, there is a search bar with the text 'Stan'. Below the search bar, there are two tabs: 'Add Guest' (highlighted in blue) and 'Add Existing User'. A list of users is displayed, with one user, 'Stan Student', highlighted by a red box. This user has the email 'stan+student@esynctraining.com'. Below the list, there is a 'Save with Role' button with a dropdown arrow, and a red box surrounds the dropdown menu itself. The menu contains three options: 'Participant', 'Presenter', and 'Host'.

Guest users should be marked with *Green Dot* icon in the *Adobe Connect Participants* list.

[Meetings List](#) > [Participants](#)

Meeting Information Participants Settings

LMS Available Users (4)	Adobe Connect Participants (5)
<input type="checkbox"/> Students (3) User icons: Kelsea Tower, Melissa Sieben, Paul Green <input type="checkbox"/> Teacher (1) User icon: Mike Kollen	<input type="checkbox"/> Host (1) User icon: Mike Kollen <input type="checkbox"/> Participants (4) User icons: Kelsea Tower, Melissa Sieben, Paul Green User icon: Stan Student (with green dot)

Search

 Sync Users Add Add Guest Set User Role Remove

## Create an Office Hours Meeting (Optional)

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

### Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a single meeting entry: "Test Meeting". To its right are "Join" and "Settings" buttons.
- Office Hours:** Displays the message "Currently there are no meetings. Please add." To the right is a prominent blue "Add Meeting" button, which is outlined in red in the image.
- Study Groups:** Displays the message "Currently there are no meetings. Please add." To the right is a blue "Add Meeting" button.

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

[Meetings List](#) > **Office Hours Information**

Office Hours Information Settings

**Required**

Select Template:

**Optional**

Custom URL:

Summary:

Meeting Time:

Allow Guests

Cancel Save

\*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)

**Study Groups** option should be activated on the EduGame Cloud LMS license Settings page.



Open the *Adobe Connect LTI* and observe the *Study Groups* section.

Teachers can create multiple *Study Groups* as well as **Edit / Delete** student's *Study Groups* regardless of whether they are participants in the meeting or not.

### Meetings List

The screenshot shows the 'Meetings List' interface. It includes sections for 'Course Meetings' (with a 'Test Meeting' entry) and 'Study Groups' (listing 'Paul's Study Group' and 'Vadim's Study Group'). Each study group entry has a context menu with 'Edit' and 'Delete' options, which is highlighted with a red box and pointed to by a red arrow. Buttons for 'Add Meeting', 'Join', and settings are also visible.

To create a Study Group meeting click on the **Add Meeting** button in the *Study Group* section.

#### Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a single entry: "Test Meeting". To its right are "Join" and "Settings" buttons.
- Office Hours:** Contains a single entry: "Mike Kollen's Office Hours (6pm-8pm)". To its right are "Join" and "Settings" buttons.
- Study Groups:** Displays the message "Currently there are no meetings. Please add." To its right is a prominent blue "Add Meeting" button, which is outlined in red in the screenshot.

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**

The screenshot shows a software interface for managing meeting participants. At the top, there are tabs: 'Study Group Information' (highlighted in blue), 'Participants', and 'Settings'. Below the tabs, there are two main sections: 'Moodle Available Users (5)' on the left and 'Adobe Connect Participants (1)' on the right.

**Moodle Available Users (5):**

- Student (4):
  - Vadim Adashkevich
  - Paul Green
  - Melissa Sieben
  - Kelsea Tower
- Teacher (1):
  - Mike Kollen

**Adobe Connect Participants (1):**

- Host (1):
  - Mike Kollen

At the bottom of the interface are several buttons: a refresh icon, 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), 'Remove', 'Back', and 'Finish'.

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

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a "Test Meeting" entry with "View Recordings & Reports" and "Join" buttons.
- Office Hours:** Contains "Mike Kollen's Office Hours (6pm-8pm)" with "View Recordings & Reports" and "Join" buttons.
- Study Groups:** Contains two entries:
  - "Test Study Group" with "View Recordings & Reports" and "Join" buttons.
  - "Student's Study Group" with "View Recordings & Reports" and "Join" and "Leave" buttons. The "Leave" button is highlighted with a red border.

# Adobe Connect Recordings

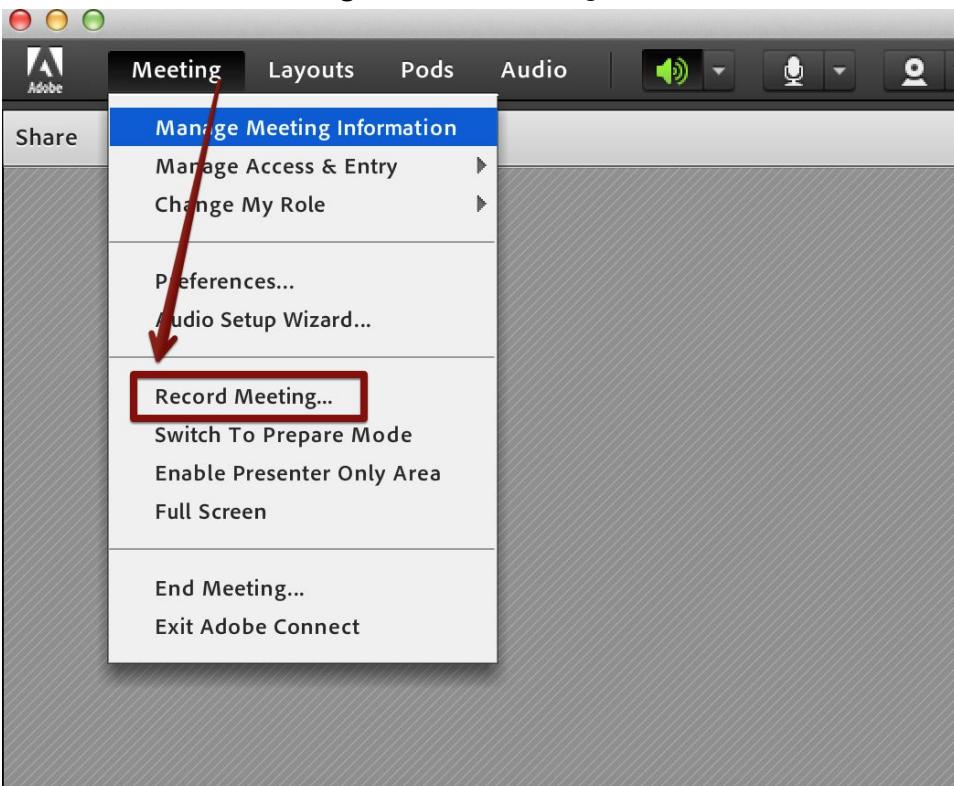
## Record the Meeting

Join the meeting.

Meetings List

The screenshot shows the 'Meetings List' section of the Adobe Connect interface. At the top right is a 'Settings' button. Below it, under 'Course Meetings', is a listing for 'Test Meeting'. To the right of the meeting name are 'Join' and 'Settings' buttons. Below the meeting listing is a link 'View Recordings & Reports'.

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



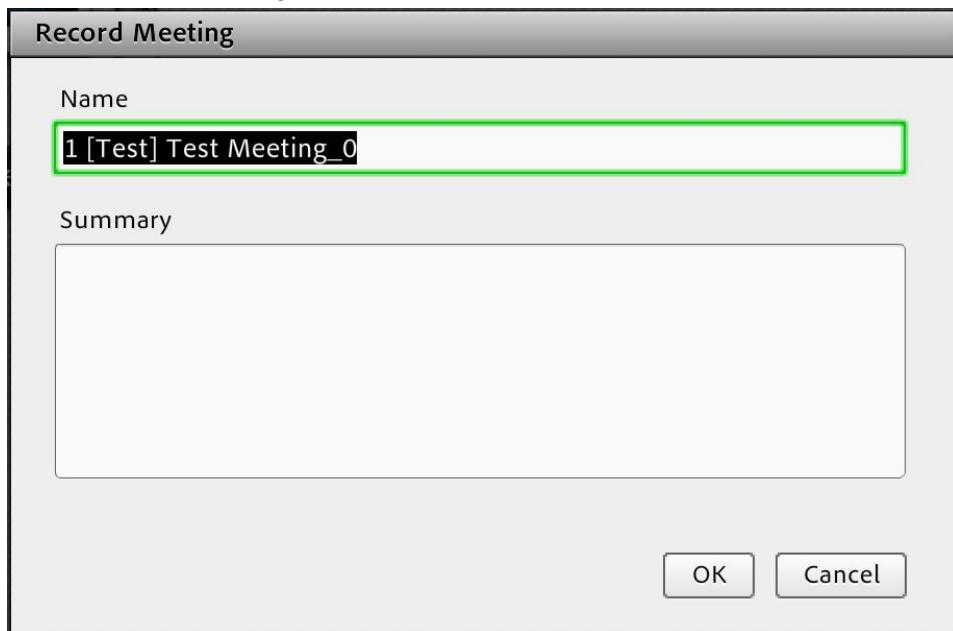
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



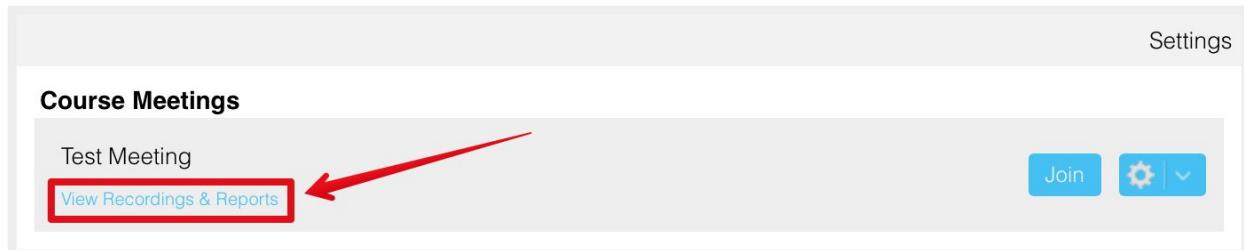
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



## View / Watch Recordings

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

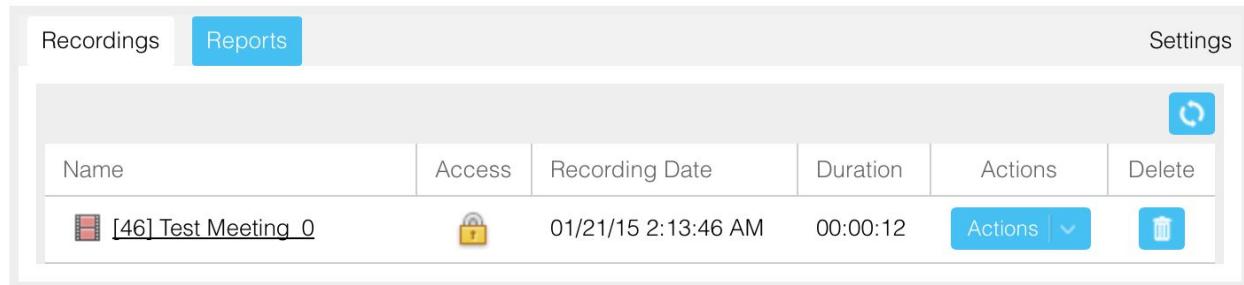
Meetings List



The screenshot shows the 'Meetings List' interface. At the top right is a 'Settings' icon. Below it, under 'Course Meetings', is a list item 'Test Meeting'. To the right of 'Test Meeting' are three buttons: 'Join', a gear icon, and a dropdown menu. A red arrow points from the text above to the 'View Recordings & Reports' button, which is highlighted with a red box.

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

Meetings List > Recordings



The screenshot shows the 'Recordings' tab. At the top left are tabs for 'Recordings' and 'Reports', with 'Recordings' selected. At the top right is a 'Settings' icon. Below the tabs is a table with the following data:

Name	Access	Recording Date	Duration	Actions	Delete
[46] Test Meeting_0	🔒	01/21/15 2:13:46 AM	00:00:12	Actions   ▾	Delete

A refresh icon is located at the top right of the table area.

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*, *Make FLV* and *Make MP4*.

[Meetings List](#) > [Recordings](#)

The screenshot shows a table of recordings. One recording is selected, highlighted with a blue background. The columns are labeled: Name, Access, Recording Date, Duration, Actions, and Delete. The 'Actions' column for the selected recording has a dropdown menu open, which is highlighted with a red box. The menu contains three options: 'Edit Recording', 'Share', and 'Make FLV'. The 'Edit Recording' option is the first item in the list.

- 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.

This dialog box displays the details for a recording named '99 [Demo] Demo Meeting\_0'. It includes a 'Recording URL' field containing the URL <https://connect.esynctraining.com/p5o6ar3b7an>. Below it is a 'Change Access Type' section with two radio buttons: 'Private' (selected) and 'Public'. There is also a 'Passcode (Optional)' input field. At the bottom are 'Cancel' and 'Save' buttons.

- 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.
- 4) Selecting **Make MP4** option you will be asked to choose a place on your hard drive and the recording will be saved in MP4.

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.

The screenshot shows the 'Plugin installer' page in Moodle. The left sidebar shows the 'ADMINISTRATION' menu with 'Plugins' selected, and the 'Install plugins' option is highlighted. The main area has a heading 'Plugin installer' and a sub-section 'Install plugin from ZIP file'. A red box highlights the 'Plugin type' dropdown set to 'Local plugin (local)'. Another red box highlights the 'ZIP package' input field containing 'edugamecloud.zip'. A third red box highlights the 'Acknowledgement' checkbox, which is checked. A fourth red box highlights the 'Install plugin from the ZIP file' button at the bottom.

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.

The screenshot shows the 'Manage tokens' page. At the top, there is a breadcrumb navigation: Home > Site administration > Plugins > Web services > Manage tokens. To the right of the breadcrumb is a button labeled 'Blocks editing off'. On the left, there are two panels: 'NAVIGATION' and 'ADMIN BOOKMARKS'. The 'NAVIGATION' panel includes links for Home, My home, Site pages, My profile, and My courses. The 'ADMIN BOOKMARKS' panel includes a 'Bookmark this page' link. In the center, the title 'Manage tokens' is displayed above a table. The table has columns for Token, User, Service, IP restriction, Valid until, and Operation. Three rows of data are shown:

Token	User	Service	IP restriction	Valid until	Operation
9c5b4c8535dbe97a9fd03e611a02bc60	Esync Service Account	Moodle mobile web service			Delete
8abce52dcb1b9c473a045192aad3b9a	Esync Service Account	Adobe Connect LTI			Delete
3f996e363d7e7eee3f94f5aeb1254a5c	Esync Service Account	Edugamecloud service			Delete

A red arrow points from the 'Add' button in the 'ADMIN BOOKMARKS' panel down to the 'Add' button in the 'Manage tokens' table.

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.

▼ Token

The screenshot shows the 'Add Token' form. It has several fields: 'User\*' (with a search input and a dropdown menu showing 'Esync Service Account' selected), 'Service\*' (a dropdown menu showing 'Adobe Connect LTI' selected), 'IP restriction' (an input field), 'Valid until' (a date picker set to November 21, 2014), and 'Save changes' and 'Cancel' buttons at the bottom. Red arrows highlight the 'User' dropdown, the 'Service' dropdown, and the 'Save changes' button.

User\*

Search

Vadim Adachkovich  
Esync Service Account  
Admin User

Service\*

Adobe Connect LTI

IP restriction

Valid until  
21 November 2014 Enable

Save changes Cancel

## Import Moodle Quiz/Survey to EduGameCloud

Navigate to [app.edugamecloud.com](http://app.edugamecloud.com) page and download the latest EduGame Cloud public build from the *Welcome* screen...

The screenshot shows the EduGameCloud 'Welcome' screen. On the left, there's a sidebar with 'Add New' (Quiz/Assessment, Test, Survey, Crossword, Collaboration Map), 'Administration' (LMS Integration, Users), and 'Adobe Connect Apps' (Get Custom Pod v1.5). The central area has 'Open Recent' with items like 'Sergey Test Quiz', 'Full Quiz', 'Vadims Test', etc., and 'View Reports' with similar items. On the right, there's a 'Help' section with links to 'Watch Guided Tour', 'Video Tutorials', 'Documentation', and 'Support'. A large graphic of a rocket launching is in the background. At the bottom, there's a feedback link and a 'Start Here' button.

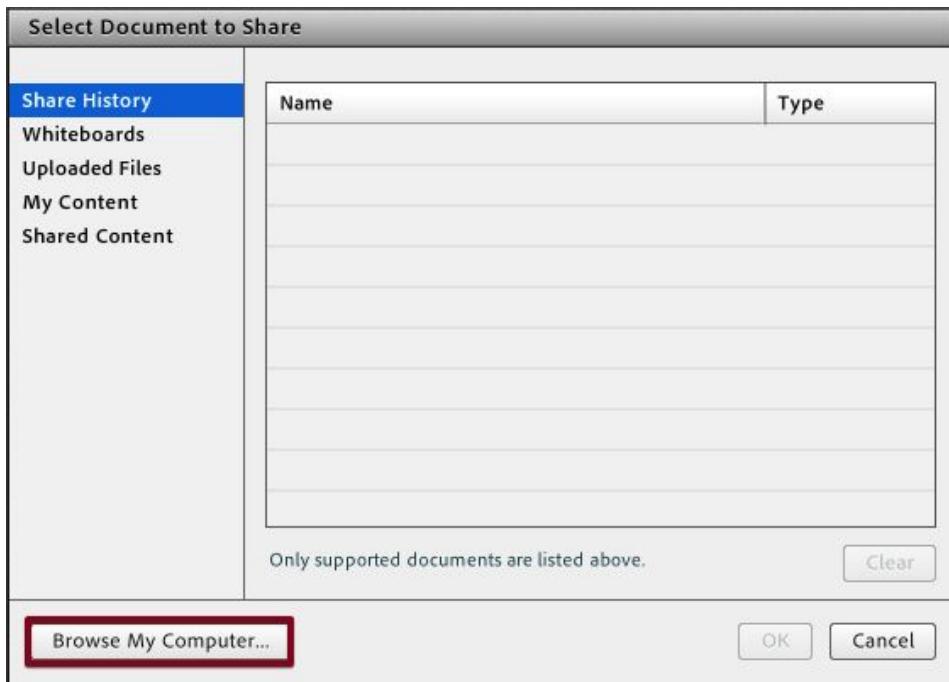
... or *Home* screen:

The screenshot shows the EduGameCloud 'Home' screen. At the top, it says 'Welcome, Demo Esync Admin' with 'Help' and 'Logout' buttons. Below that is a green navigation bar with 'Administration' and 'Adobe Connect Apps' buttons. The main area has a box for 'EduGame Cloud' with a 'Get Custom Pod v1.5' button (which is highlighted with a red rectangle). At the bottom, there's a table showing recent activity: '02/25/15 01:45 PM' and '02/25/15 01:48 PM', each with a trash can icon.

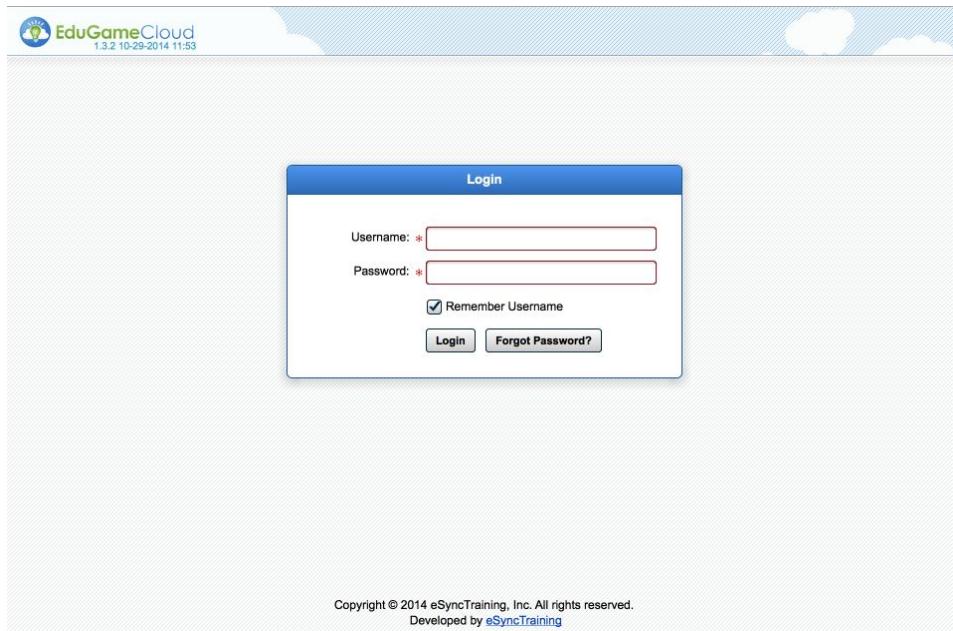
Navigate to Adobe Connect room and select the **Share Document** option from the *Share* drop-down menu.



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

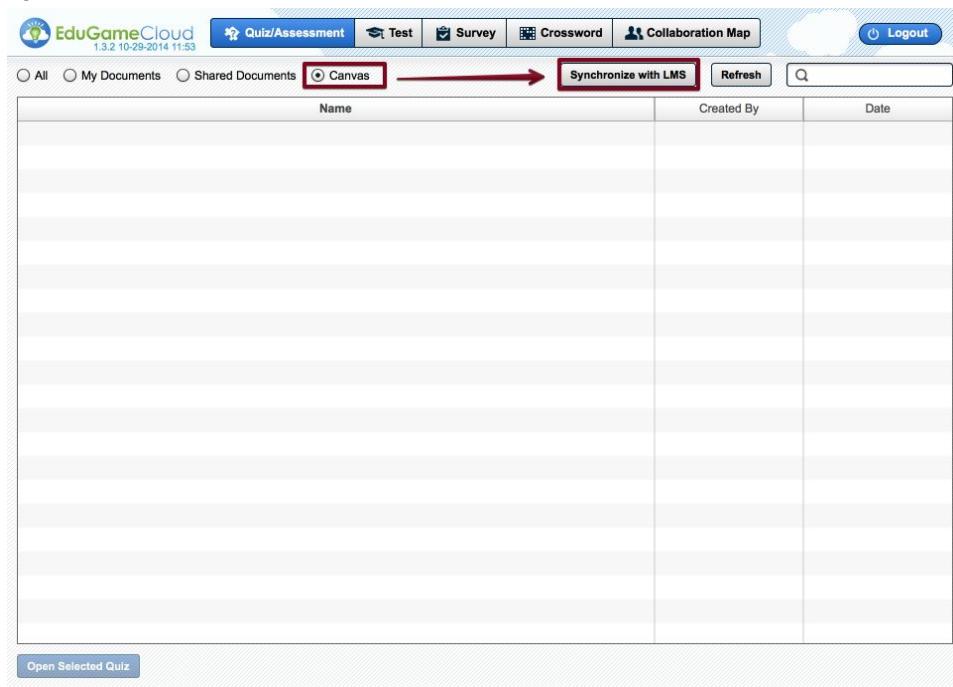


Once the build is successfully uploaded, enter valid EduGameCloud credentials.



The screenshot shows the EduGameCloud login interface. At the top left is the logo and the text "EduGameCloud 1.3.2 10-29-2014 11:53". Below it is a "Login" form with fields for "Username" and "Password", a "Remember Username" checkbox, and "Login" and "Forgot Password?" buttons. At the bottom of the page, there is copyright information: "Copyright © 2014 eSyncTraining, Inc. All rights reserved." and "Developed by eSyncTraining".

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



The screenshot shows the EduGameCloud document management interface. At the top, there is a navigation bar with links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, and Logout. Below the navigation bar, there is a search bar with filters for "All", "My Documents", "Shared Documents", and "Canvas" (which is selected). A red arrow points from the "Canvas" filter to the "Synchronize with LMS" button. The main area displays a table with columns for Name, Created By, and Date. At the bottom, there is a button labeled "Open Selected Quiz".

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

Id	Name	Status	Sync
50	Demo Quiz	<span style="color: red;">X</span>	<input type="checkbox"/>

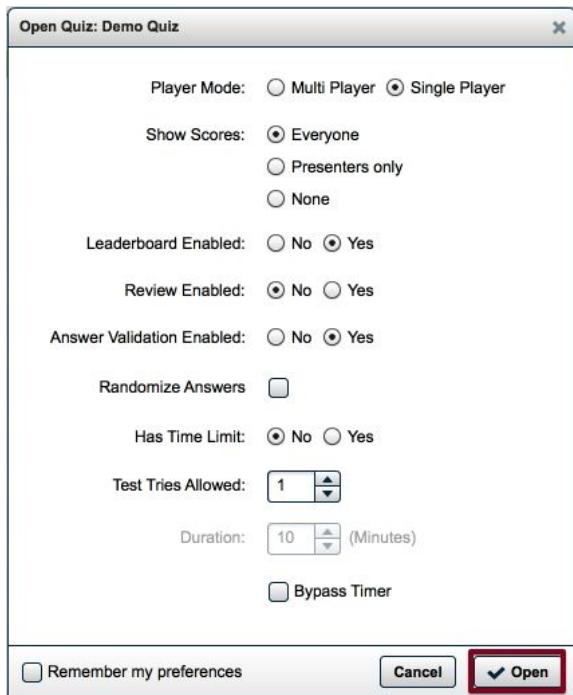
**Synchronize**   **Cancel**

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

Name	Created By	Date
Demo Quiz	Demo Esync Admin	10/31/2014 11:31 AM

**Open Selected Quiz**

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**

The screenshot shows the 'Meetings List' interface. At the top, there's a 'Course Meetings' section with a 'Test Meeting'. Below it is a button labeled 'View Recordings & Reports' which is highlighted with a red box and has a red arrow pointing to it. To the right of this button are 'Join' and 'Settings' buttons. The entire interface is enclosed in a light gray border.

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**

The screenshot shows the 'Reports' interface. It has tabs for 'Recordings' (selected) and 'Reports'. Below these are two buttons: 'By Attendees' (highlighted with a red box) and 'By Sessions'. To the right is a refresh icon. The main area displays a table of participant information:

Name	E-mail	Time In	Time Out
Vadim Adashkevich	vadim@esynctraining.com	01/21/2015 1:13 PM	01/21/2015 1:14 PM
Mike Kollen	mike@esynctraining.com	01/21/2015 1:03 PM	01/21/2015 1:14 PM
Mike Kollen	mike@esynctraining.com	01/21/2015 12:55 PM	01/21/2015 12:55 PM

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

**Meetings List** > **Reports**

The screenshot shows the 'Reports' interface with the 'By Sessions' tab selected. It has tabs for 'Recordings' (selected) and 'Reports'. Below these are two buttons: 'By Attendees' and 'By Sessions' (highlighted with a red box). To the right is a refresh icon. The main area displays a table of session information:

Session ↓	Start Time	End Time	Number of Attendees
1	01/21/2015 12:55 PM	01/21/2015 1:14 PM	2

# Moodle Account Administrator Guide

## EduGame Cloud Administration

### Configure LMS License in EduGame Cloud

Navigate to [app.edugamecloud.com](http://app.edugamecloud.com) and login using your Admin credentials.

Click on the **LMS Integration** link on the *Welcome* screen.

The screenshot shows the EduGame Cloud interface. On the left, there's a sidebar with links for 'Add New' (Quiz/Assessment, Test, Survey, Crossword, Collaboration Map), 'Administration' (LMS Integration, highlighted with a red box, and Users), and 'Adobe Connect Apps' (Get Custom Pod v1.5). The main area has sections for 'Open Recent' (listing 'Sergey Test Quiz', 'Full Quiz', 'Vadims Test', 'Lesson 23 Student Practice quiz EGC', 'Practice quiz Lesson 22 EGC'), 'View Reports' (listing 'Sergey Test Quiz', 'Lesson 23 Student Practice quiz EGC', 'Full Quiz'), and a 'Help' section with links to Video Tutorials, Documentation, and Support. A large rocket ship graphic is in the background. At the bottom, there's a feedback link ('Please provide us your feedback or suggestions by clicking here') and a 'Start Here' button.

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

The screenshot shows the 'LMS Integration' page. At the top, there's a navigation bar with 'EduGameCloud', 'Welcome, Demo Admin', 'Help', 'Logout', and links for 'Quiz/Assessment', 'Test', 'Survey', 'Crossword', 'Collaboration Map', 'Reporting', 'Administration', and 'Adobe Connect Apps'. Below that is a sub-navigation bar with 'LMS Integration' (highlighted with a red box), 'Users', 'Customization', 'Email History', and 'My License'. A 'Change Password' link is also present. The main content area is a table with one row:

Edit	LMS	Title	Creation Date	Consumer Key	Shared Secret
		Demo Title	04/24/15 10:00 AM	520befa1- <span style="background-color: #cccccc;">XXXXXXXXXX</span>	8acf12d6- <span style="background-color: #cccccc;">XXXXXXXXXX</span>

On the *General* tab admin user can edit the *Adobe Connect Server* and *credentials* and select the *Primary Color* for Adobe Connect LTI.

**Edit LMS Support**

**General**   **Settings**   **Support**   **Roles**   **Downloads**

**LMS Setup**

LMS	dropdown	Primary Color: <span style="background-color: #0070C0; color: white; padding: 2px;"> </span> <input type="button" value="▼"/>
Title	Adobe Connect	
Consumer Key	8dec4bc-[REDACTED]	
Shared Secret	4fbf260d-[REDACTED]	
<b>Learning Management System</b>		
LMS Domain	http://[REDACTED]	
Admin Username	[REDACTED]	
Password	Enter the password, if you want to overwrite it	
<input type="button" value="Test Connection"/>		

**Adobe Connect**

Adobe Connect Server	https://[REDACTED]	
Admin Username	[REDACTED]	
Password	Enter the password, if you want to overwrite it	
<input type="radio"/> Use Shared Meetings Folder		
<input checked="" type="radio"/> Use User Meetings Folder		
Canvas Meetings		
<input type="button" value="Test Connection"/>		

**Buttons:** Cancel   **Save**

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

**Add LMS Support**

**General** **Settings** **Support** **Roles** **Downloads**

**Meetings**

Course Meetings:  Yes  No  
Study Groups:  Yes  No

Office Hours:  Yes  No

Name Format: **[Meeting Title]**

Options:  
 Send Announcements [?](#)  
 Edit Meetings [?](#)  Delete Meetings [?](#)

**User Management**

Participant List Synchronization:  Auto [?](#)  Manual [?](#)

**Adobe Connect Settings**

Allow User Creation:  True [?](#)  False [?](#)

**Adobe Connect Authentication**

Type:  Email [?](#)  Username [?](#)

URL Session Token:  Show [?](#)  Hide [?](#)

**Links**

Settings [?](#)  User Guide [?](#)  Edugame Cloud [?](#)

**Recordings**

Use FLV [?](#)  Use MP4 [?](#)

**Cancel** **Save**

### 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

### **Send Announcements**

Send a LMS announcements to the students when the meeting is created

### **Edit Meetings**

Allow teachers to edit the meetings

### **Delete Meetings**

Allow teachers to delete the meetings

### **Participant List Synchronization**

#### **Auto**

All course participants should be automatically synchronized with Adobe Connect users

#### **Manual**

Allow teachers to manually synchronize course participants with Adobe Connect users

### **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**

#### **Email**

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 require 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

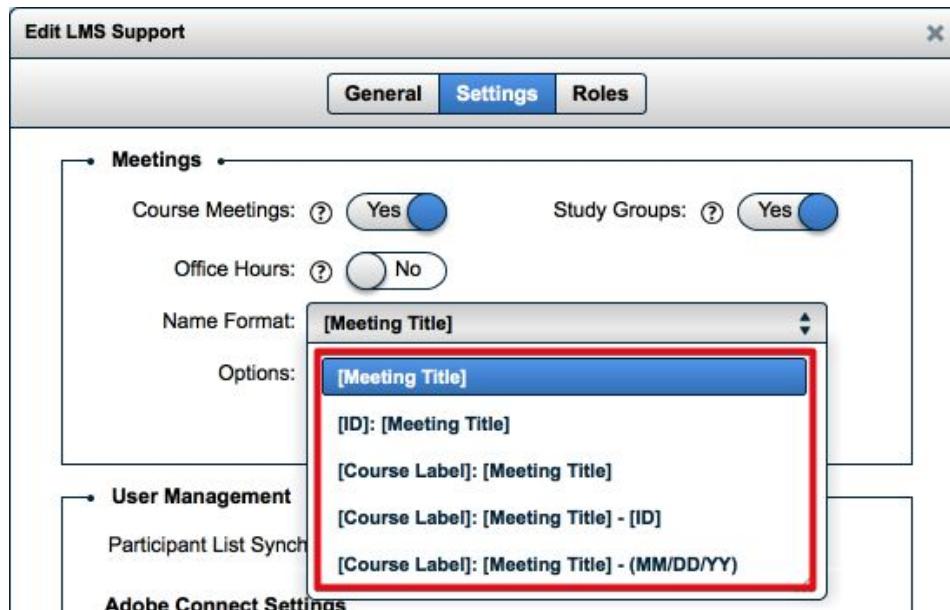
### Use FLV

Create an offline recording as an FLV file

### Use MP4

Create an offline recording as an FLV file

User can select one of the following *Meeting Name* templates:



When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

On the *Roles* page user can specify the mapping rules for default and custom LMS roles.

**Edit LMS Support**

General    Settings    **Roles**    Edit:  No

• Default Roles •

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	Presenter
Designer	Presenter
Observer	Participant

• Custom Roles •

Role	AC Roles

**Cancel**    **Save**

In order to change *Default Roles* mapping change the **Edit** toggle to Yes, select any default LMS Role and pick the required AC Role from the dropdown.

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	Host
Designer	Presenter
Observer	Participant

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

In order to specify *Custom Roles* mapping change the **Edit** toggle to Yes, click on the **Add Custom Role** button, enter the required *Role Name* and pick the required AC Role from the dropdown.

Role	AC Roles	Delete
Backup Teacher	Presenter	(Delete)

(?) Any custom role not defined in this list will be mapped to the participant in Adobe Connect.

**Add Custom Role**

**Cancel** **Save**

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

Open the *Adobe Connect LTI* and click on the *Gear* icon and create a new meeting. Observe the **Participants** tab. Custom roles should be properly mapped.

[Meetings List](#) > **Participants**

The screenshot shows the 'Participants' tab in the Adobe Connect LTI interface. It displays two panels: 'LMS Available Users (4)' on the left and 'Adobe Connect Participants (4)' on the right. A red arrow points from the 'Backup Teacher (1)' role in the LMS panel to the 'Presenter (1)' role in the Adobe Connect panel, indicating the mapping process. Both panels include search fields and buttons for Sync Users, Add, Add Guest, Set User Role, and Remove.

LMS Available Users (4)	Adobe Connect Participants (4)
Backup Teacher (1) Kelsea Tower	Host (1) Mike Kollen
Students (2) Melissa Sieben Paul Green	Participants (2) Melissa Sieben Paul Green
Teacher (1) Mike Kollen	Presenter (1) Kelsea Tower

Search      Search

Sync Users    Add    Add Guest    Set User Role    Remove

Back    Finish

## 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.

The screenshot shows the 'Manage external tool types' page. At the top, there is a breadcrumb trail: Home > Site administration > Plugins > Activity modules > LTI > Manage external tool types. To the right of the breadcrumb, a button says 'Blocks editing on'. On the left, there is a navigation sidebar with 'Home' (My home, Site pages, My profile, My courses) and 'ADMIN BOOKMARKS'. The main area is titled 'Manage external tool types' and contains a section for 'External tool types'. Below this are three buttons: 'Active' (highlighted with a red box), 'Pending', and 'Rejected'. A red arrow points from the text above to the 'Add external tool configuration' button, which is also highlighted with a red box. Below it, a message says 'There are no active external tools configured.'

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*: <https://app.edugamecloud.com/lti/moodle-login>

Select the **Show tool type...** checkbox.

▼ Tool settings

Tool name\* ⓘ

Adobe Connect LTI

Tool base URL\* ⓘ

Consumer key ⓘ

Shared secret ⓘ

Unmask

Custom parameters ⓘ

ⓘ

Show tool type when creating tool instances

Default launch container ⓘ

Embed, without blocks

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.

**NAVIGATION**

- Home
  - My home
  - Site pages
  - My profile
  - My courses

**ADMIN BOOKMARKS**

Bookmark this page

**ADMINISTRATION**

- My profile settings
- Site administration
  - Notifications
  - Registration
  - Advanced features**
    - Users
    - Courses
    - Grades
    - ...

## Advanced features

- Enable outcomes  Default: No  
Support for Outcomes (also known as Competencies, Goals, Standards or Criteria) means that we can grade things using one or more scales that are tied to outcome statements. Enabling outcomes makes such special grading possible throughout the site.
- Enable comments  Default: Yes  
Enable comments
- Enable tags functionality  Default: Yes  
Should tags functionality across the site be enabled?
- Enable notes  Default: Yes  
Enable storing of notes about individual users.
- Enable portfolios  Default: No  
If enabled, users can export content, such as forum posts and assignment submissions, to external portfolios or HTML pages.
- Enable web services  Default: No  
Web services enable other systems to log in to this Moodle and perform operations. For extra security this feature should be disabled unless you are really using it.

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

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

Enable the *REST protocol*.

The screenshot shows the 'Manage protocols' page with the following navigation path: Home > Site administration > Plugins > Web services > Manage protocols. The main content area is titled 'Manage protocols' and contains a table titled 'Active web service protocols'. The table has columns: Protocol, Version, Enable, and Settings. The 'Enable' column for the REST protocol row is highlighted with a red arrow pointing to it. The table data is as follows:

Protocol	Version	Enable	Settings
AMF protocol	2014111000	∅	
REST protocol	2014111000	⊕ (highlighted)	
SOAP protocol	2014111000	∅	
XML-RPC protocol	2014111000	∅	

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.

The screenshot shows the Moodle 'External services' page. At the top, a breadcrumb navigation bar is visible: Home > Site administration > Plugins > Web services > External services. To the right of the breadcrumb is a button labeled 'Blocks editing on'. On the far left is the standard Moodle sidebar with sections like Navigation, Admin Bookmarks, and Administration. The main content area has a heading 'External services'. Below it, there's a section for enabling mobile web services with a checkbox labeled 'Default: No' and a note about the official Moodle app. A large red arrow points from the 'Administration' section of the sidebar down to the 'Add' button in the 'Custom services' table. The 'Custom services' table has columns for External service, Plugin, Functions, Users, and Edit. It lists two entries: 'Edugamecloud service' (Plugin: local\_edugamecloud, Functions: Functions, Users: All users, Edit) and 'Moodle mobile web service' (Plugin: moodle, Functions: Functions, Users: All users, Edit). A second red arrow points from the 'Administration' sidebar down to the 'Add' button in the 'Custom services' table.

External service	Plugin	Functions	Users	Edit
Edugamecloud service	local_edugamecloud	Functions	All users	Edit
Moodle mobile web service	moodle	Functions	All users	Edit

External service	Delete	Functions	Users	Edit
<a href="#">Add</a>				

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

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

▼ External service

Name\*

Short name

Enabled

Authorised users only 

Show more...

**Add service** **Cancel**

Click on the **Add functions** link.

Home ▶ Site administration ▶ Plugins ▶ Web services ▶ External services ▶ Functions Blocks editing on

**NAVIGATION**  

Home  
■ My home  
▶ Site pages

## Add functions to the service "Adobe Connect LTI"

This service has no functions.

**Add functions**

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

▼ Add functions

Name\*

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.

\*NOTE: For Moodle version 2.6 please add the shortname manually in the DB.

Navigate to *mdl\_external\_services* table and add *lms* to shortname field of the recently added web service.

id	name	enabled	requiredcapability	restrictedusers	component	timecreated	timemodified	shortname	downloadfiles	uploadfiles
1	Moodle mobile web service	0	NULL	0	moodle	1438687245	NULL	moodle_mobile_app	1	1
2	AC LTI	1	NULL	0	NULL	1438687837	NULL	lms	0	0

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.

The screenshot shows the 'Manage tokens' page. At the top, there is a breadcrumb navigation: Home > Site administration > Plugins > Web services > Manage tokens. To the right of the breadcrumb is a button labeled 'Blocks editing off'. On the left, there are two panels: 'NAVIGATION' and 'ADMIN BOOKMARKS'. The 'NAVIGATION' panel includes links for Home, My home, Site pages, My profile, and My courses. The 'ADMIN BOOKMARKS' panel includes a 'Bookmark this page' link. In the center, the title 'Manage tokens' is displayed above a table. The table has columns for Token, User, Service, IP restriction, Valid until, and Operation. Three rows of data are shown:

Token	User	Service	IP restriction	Valid until	Operation
9c5b4c8535dbe97a9fd03e611a02bc60	Esync Service Account	Moodle mobile web service			Delete
8abce52dcb1b9c473a045192aad3b9a	Esync Service Account	Adobe Connect LTI			Delete
3f996e363d7e7eee3f94f5aeb1254a5c	Esync Service Account	Edugamecloud service			Delete

A red arrow points from the 'Add' button in the 'ADMIN BOOKMARKS' panel down to the 'Add' button in the 'Manage tokens' table.

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.

▼ Token

The screenshot shows the 'Add Token' form. It has several input fields and dropdown menus:

- User\***: A dropdown menu with a search bar. An entry 'Esync Service Account' is selected and highlighted with a red box. A red arrow points from this selection down to the 'Service\*' field.
- Service\***: A dropdown menu showing 'Adobe Connect LTI' as the selected option, also highlighted with a red box.
- IP restriction**: A text input field.
- Valid until**: A date picker showing '21 November 2014'. A red arrow points from this field down to the 'Save changes' button.
- Save changes**: A blue button at the bottom left of the form.

## Getting Support

**Email Support, please contact:**  
[support@esynctraining.com](mailto:support@esynctraining.com) and cc: [qa@esynctraining.com](mailto:qa@esynctraining.com)

**Emergency Phone Support:**  
714.979.4444