Sakai

User Guide (Version 1.7.3)

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Sakai

& Adobe Connect

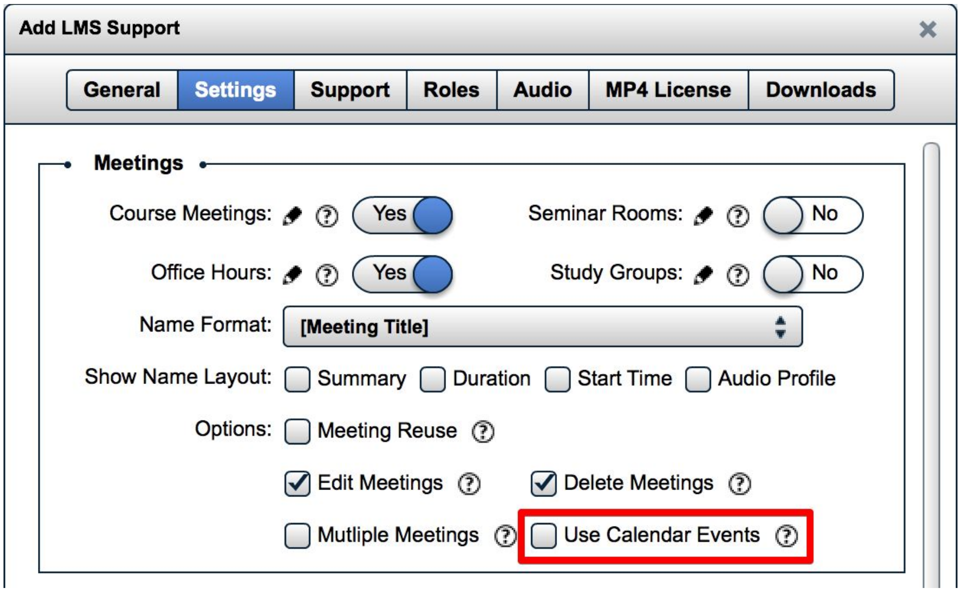
User Guide

Version 1.7.3

What's New In v1.7.3?

Sakai Calendar Events

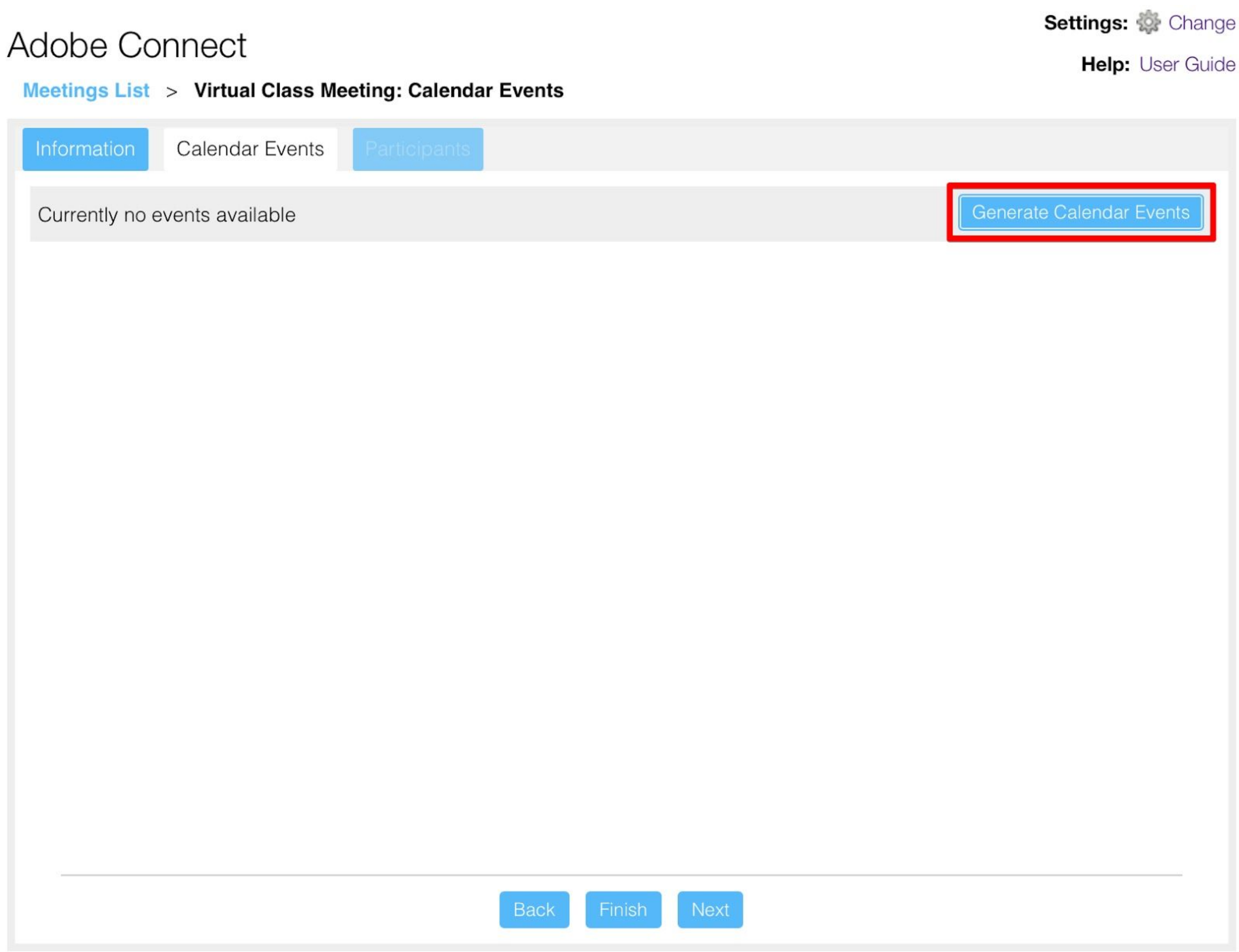
On the EduGame Cloud LMS license *Settings* page user can enable the **Use Calendar Events** option.



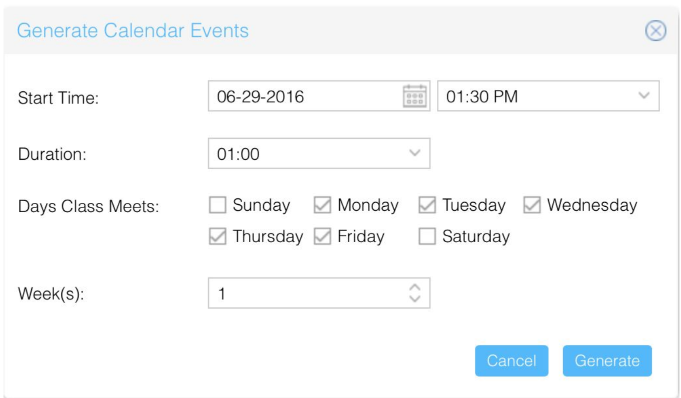
This setting allows teachers to schedule *Calendar Events* in Sakai.

Open the *Adobe Connect* LTI and click on the **Add Meeting** button, fill in all the required information to go to the next *Calendar Events* tab.

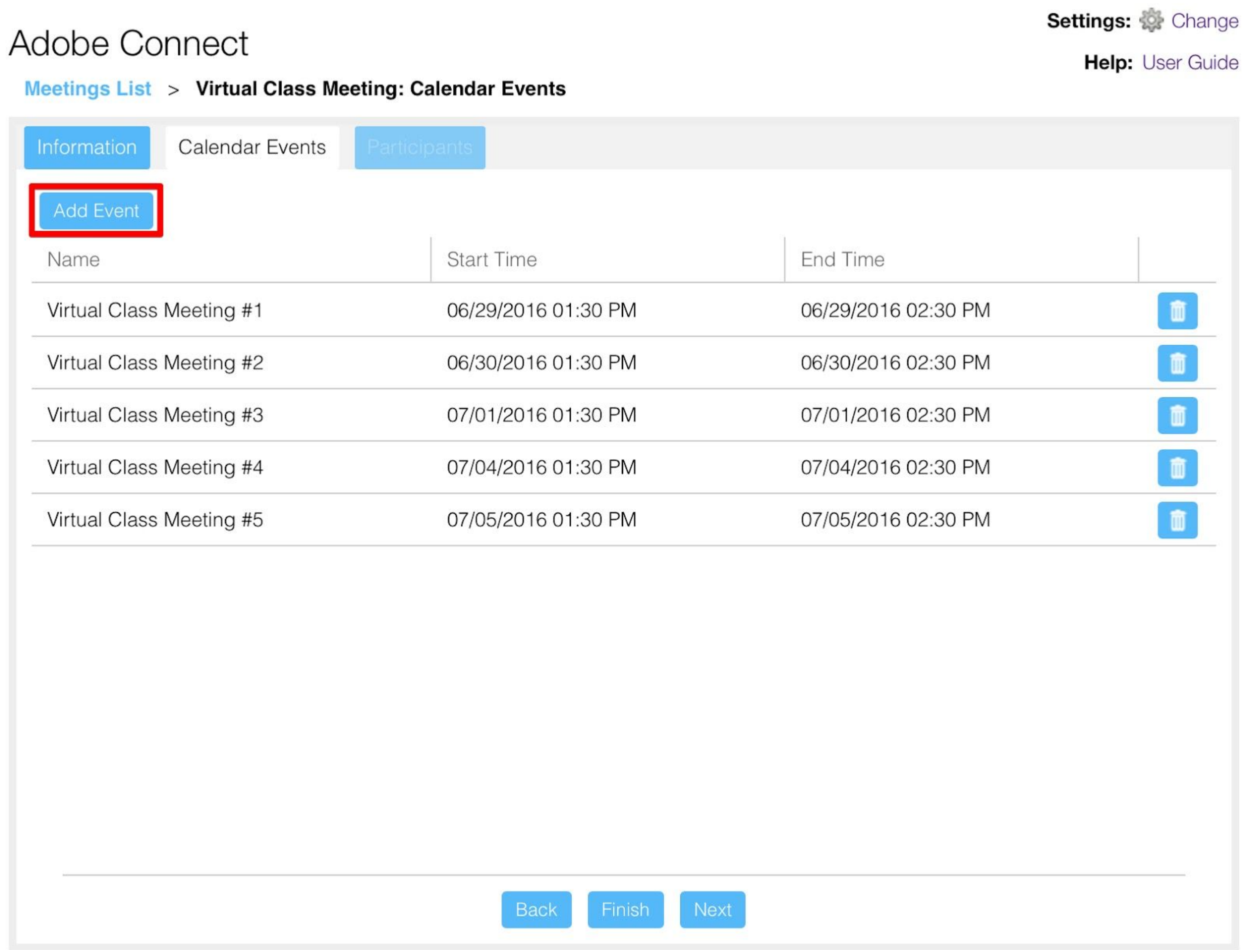
When first time scheduling events for the meeting **Generate Calendar Events** button is available.



Teacher is able to set *Start Time*, *Duration* and frequency of the Event.

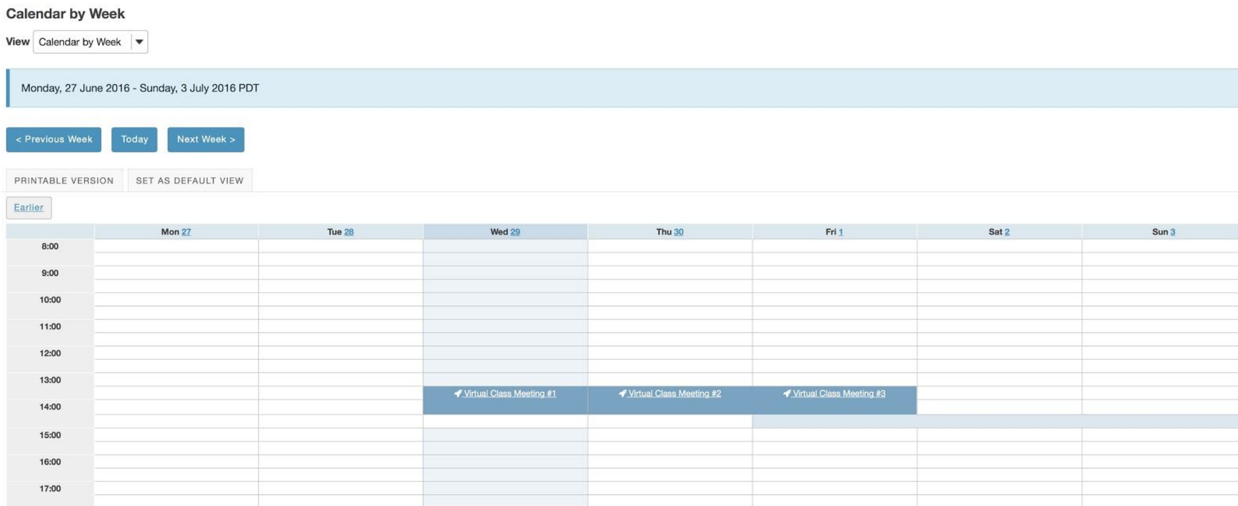


Thereafter, new Events can be added by editing the Meeting and selecting the **Add Event** button on the *Calendar Events* tab.

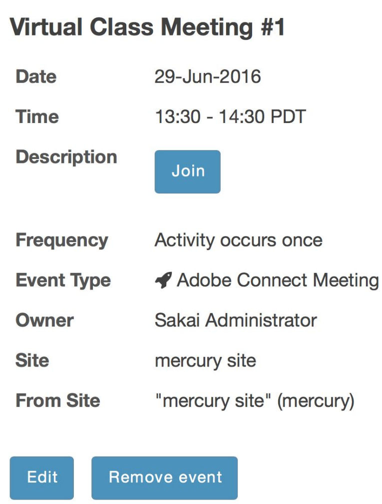


New Event entries will appear in the list which can be edited by clicking on appropriate field (*Name*, *Start/End Time*.)

Navigate to *Calendar* view and observe the events.

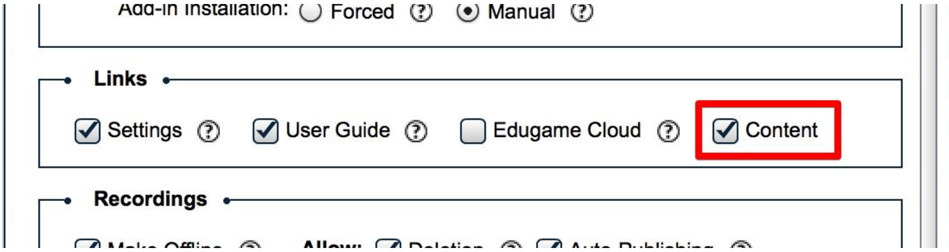


Select any event.
Users can **Remove**, **Edit** and **Join** the event from the Calendar view.



Content Management

On the EduGame Cloud LMS license *Settings* page user can enable the **Content** option.

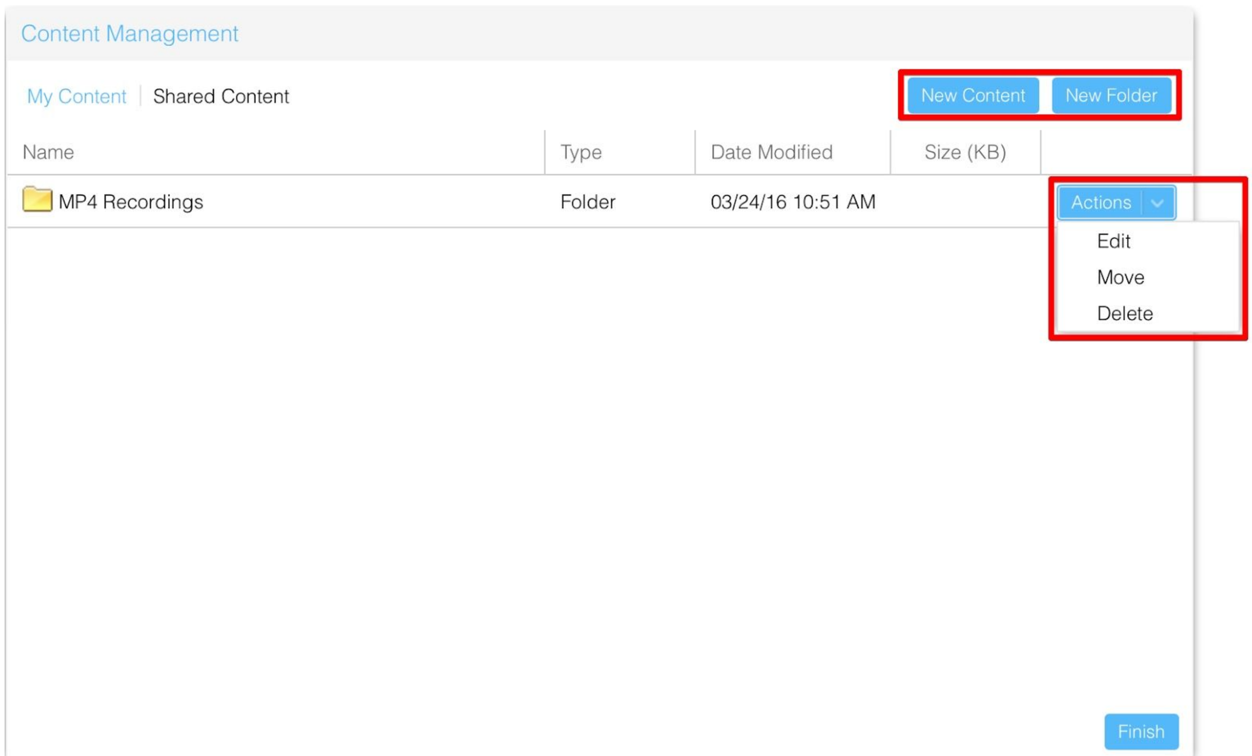


This setting allows users to manage My/Shared Content within the *Adobe Connect* LTI.

Open the *Adobe Connect* LTI and click on the **Content** link.

Inside the *Content Management* window user can perform the following actions:

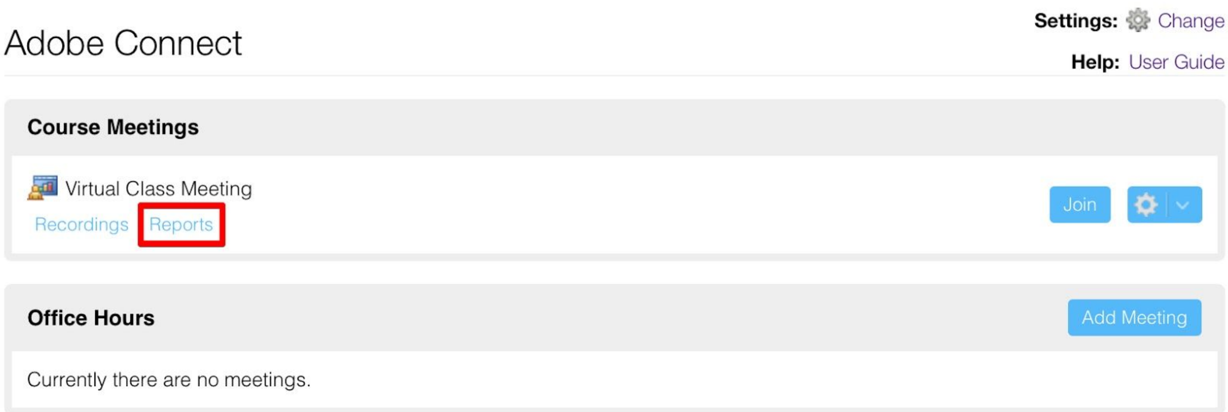
- Create New Folder
- Upload files supported by Adobe Connect
- Edit/Move/Delete files and folders



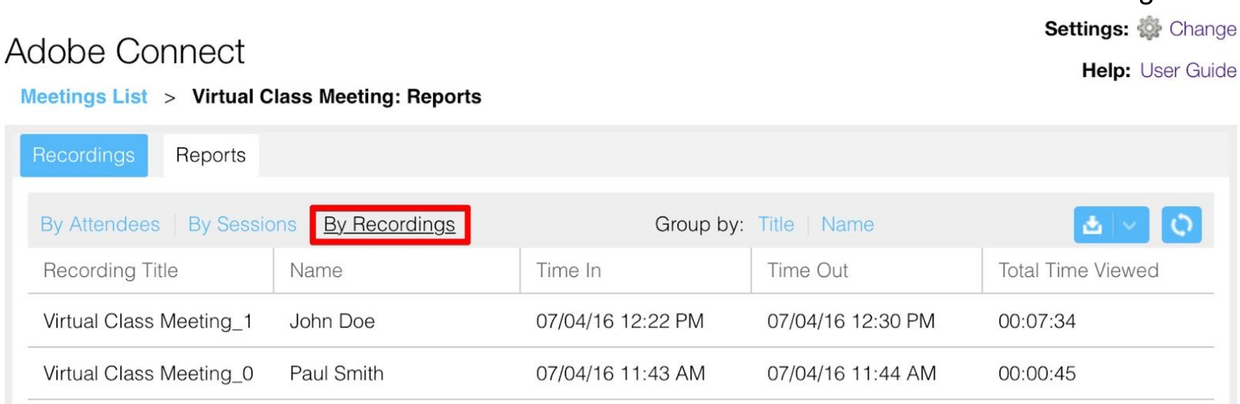
User can switch between My Content and Shared Content by selecting the appropriate tab link.

Reports by Recordings

Navigate to *Adobe Connect* LTI and click on the **Reports** link.



Information is available about each individual user who has viewed/watched the recording.



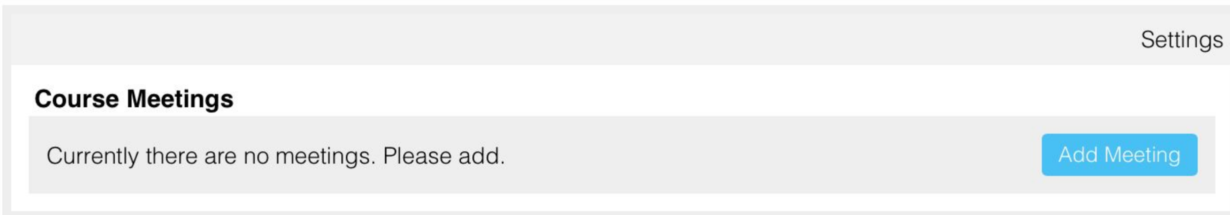
Results can be grouped by recording *Title* or *Name*.

Course Administrator Guide

Create a New Adobe Connect Meeting

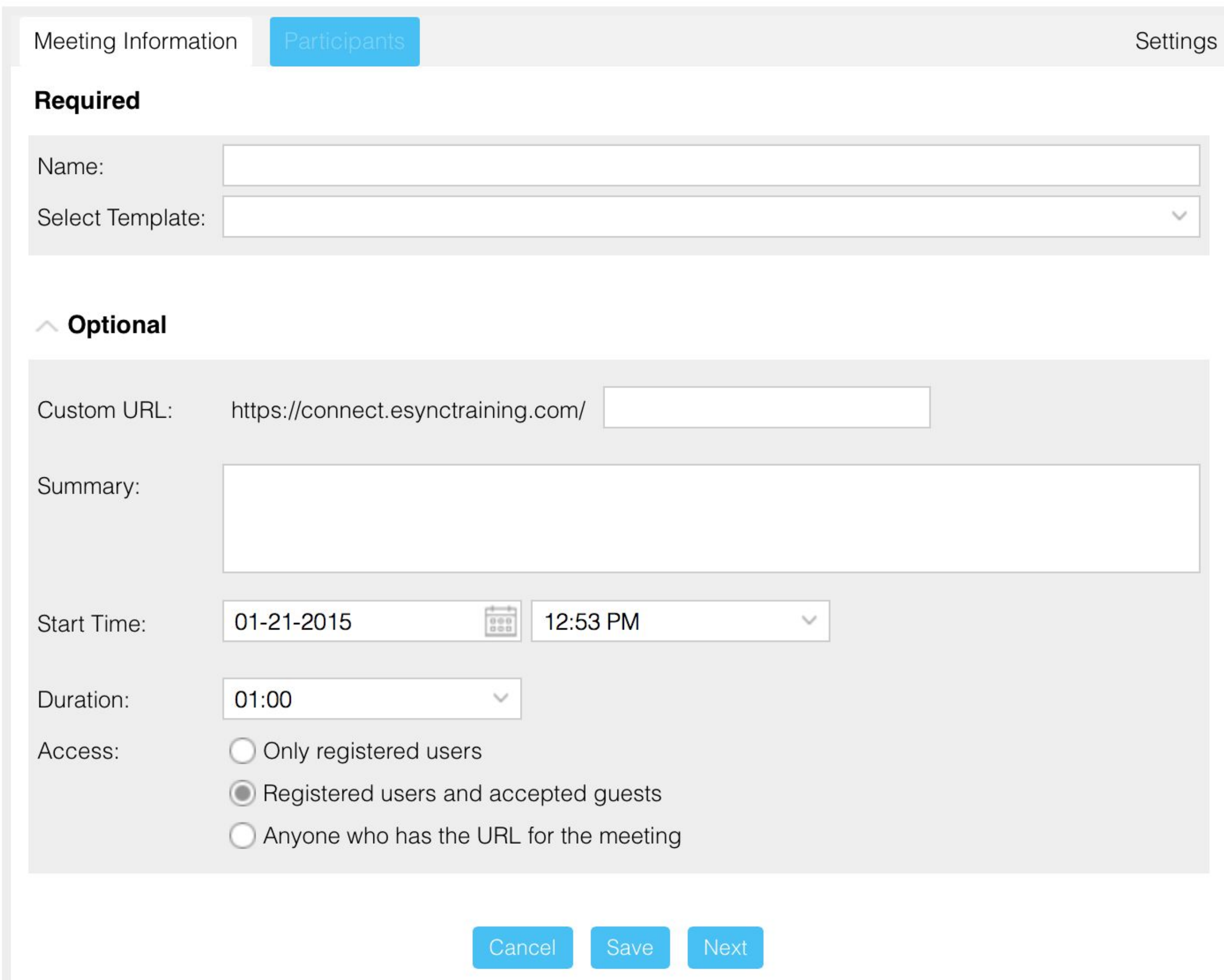
Click on the **Add Meeting** button.

Meetings List

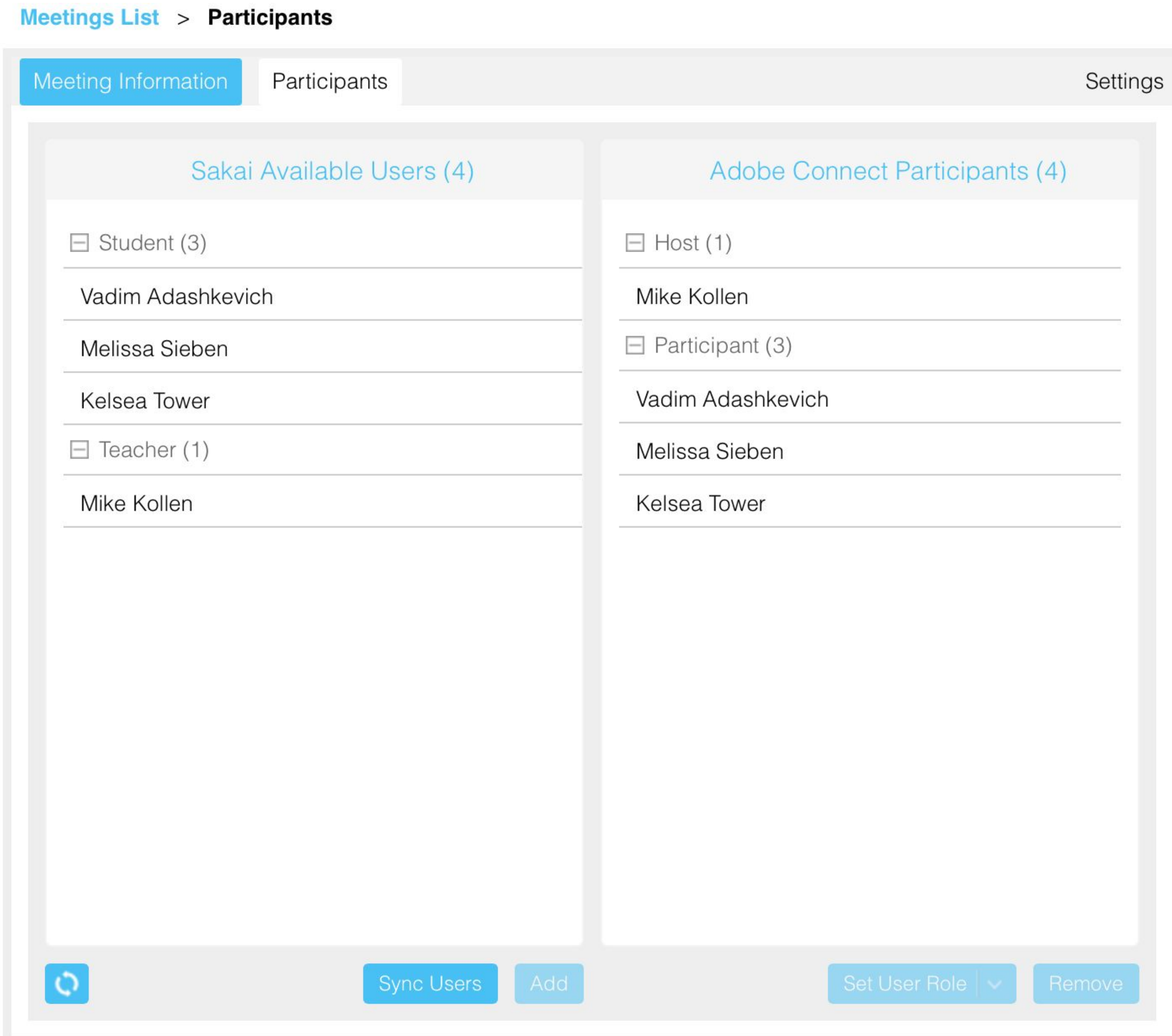


Populate the following form and click on the **Next** button.
*NOTE: **Optional** section is collapsed by default.

Meetings List > **Meeting Information**

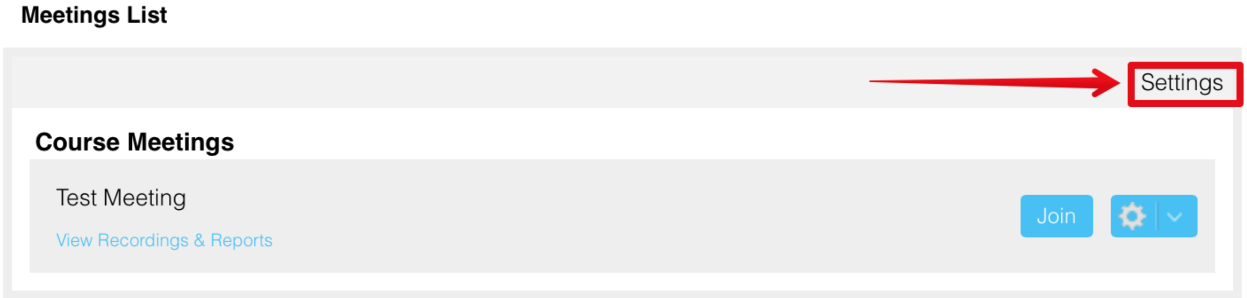


Map Sakai users to Adobe Connect roles. Select any user in the right section and input the required AC role by selecting it from the **Set User Role** drop-down menu.

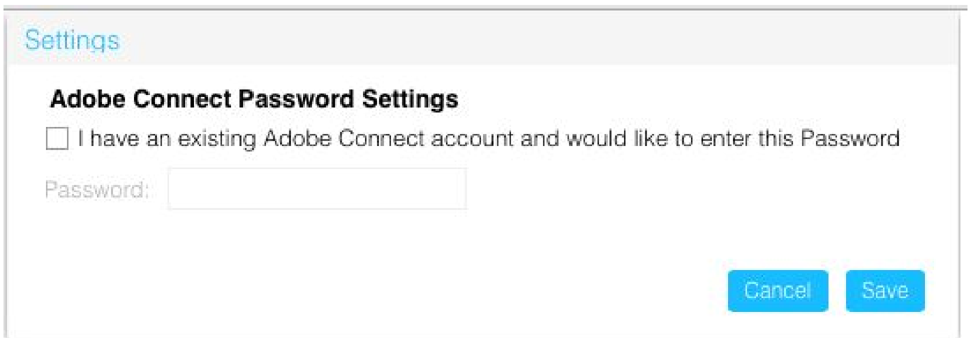


Click on the **Finish** button to complete the process.

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

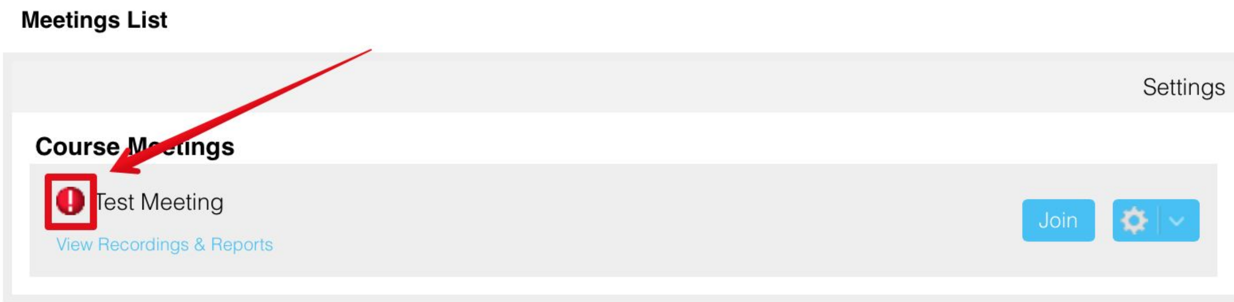


Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.

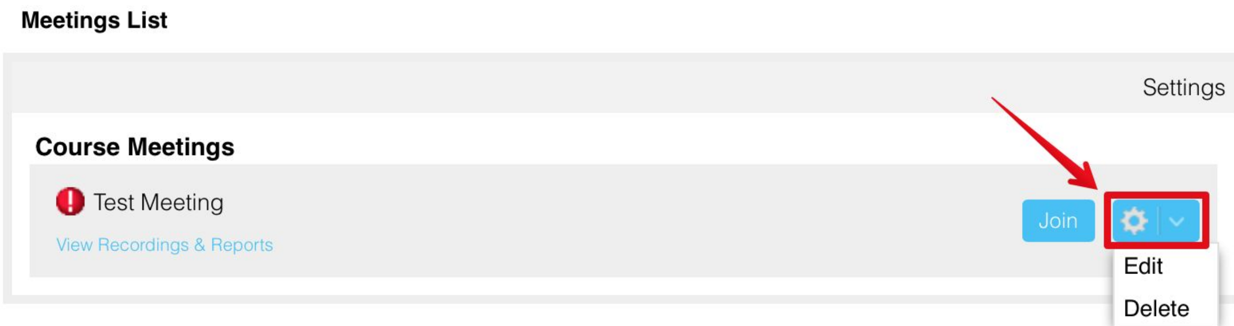


In case you don't have an Adobe Connect account and want to generate a random password every time you join Adobe Connect meeting click Save button and it will be done automatically.

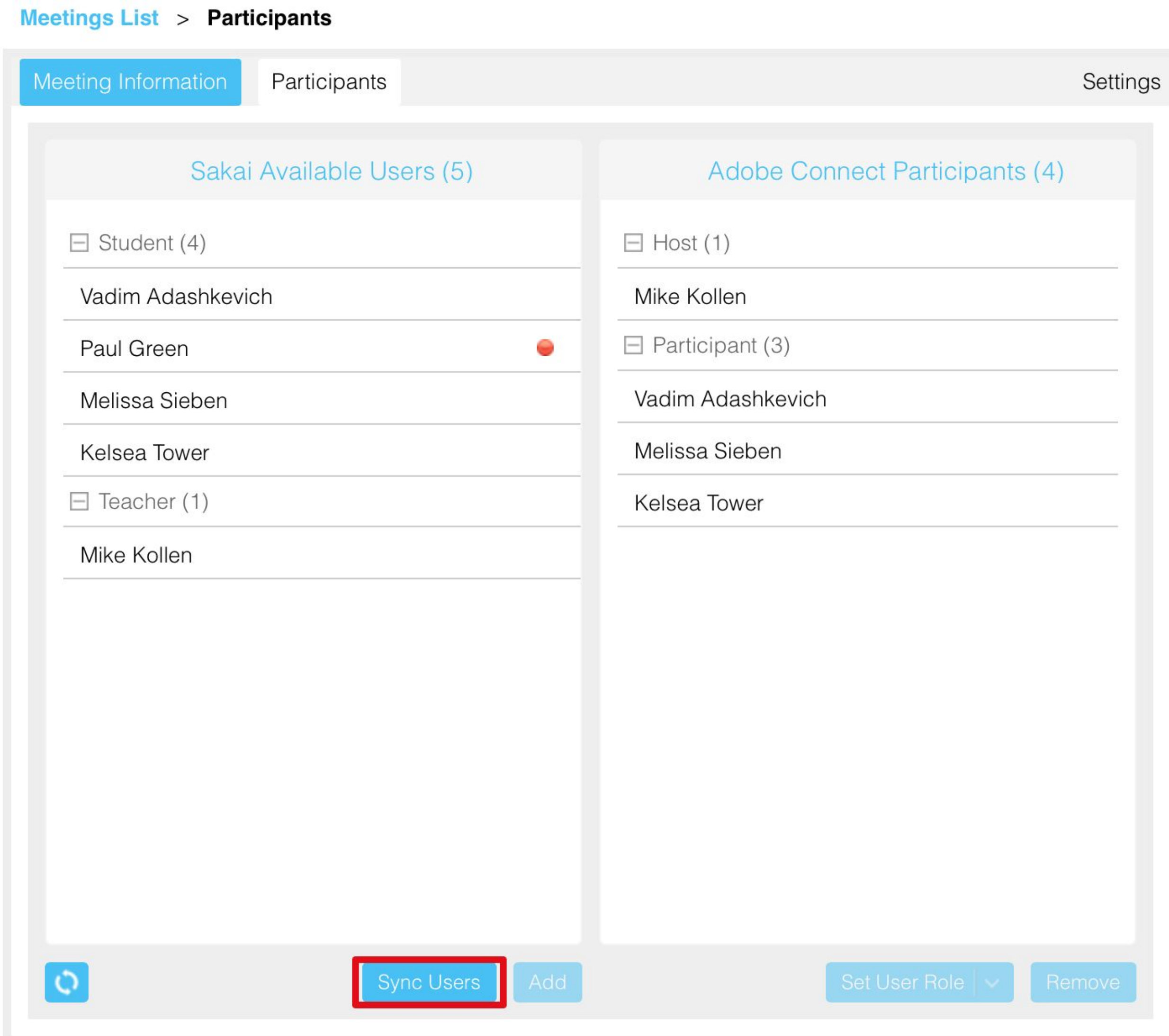
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.



Click on the *Gear* icon and select **Edit** from the dropdown list.



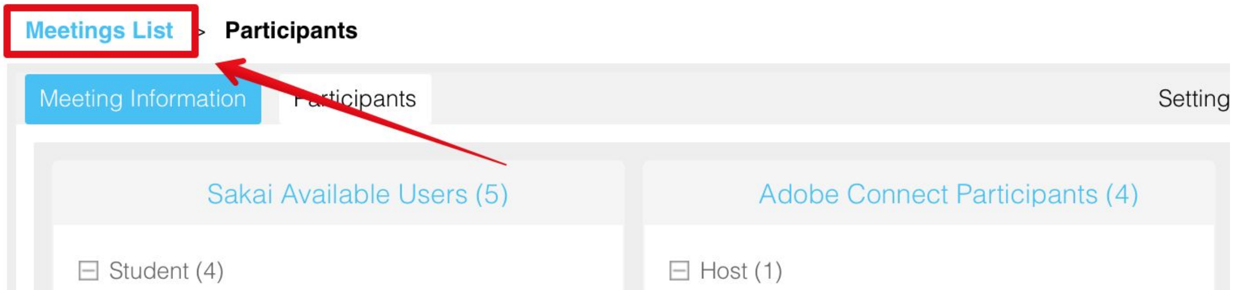
Navigate to the **Participants** tab and observe the **Sakai Available Users** list. New students should be marked with *Red Dot* icon.
Click on the **Sync Users** to add all new user to Adobe Connect meeting.



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

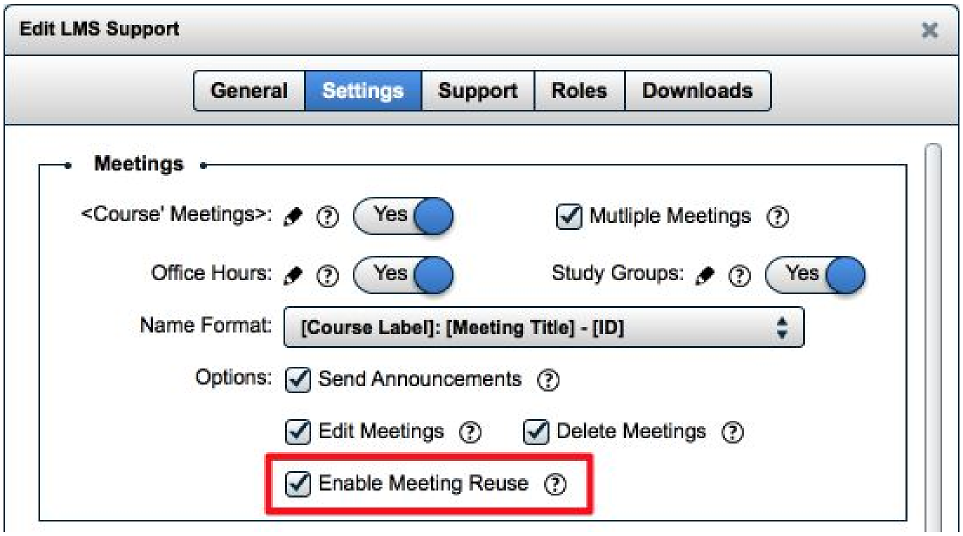
Refresh the Sakai Available Users list by clicking on the **Refresh** button.

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



Meeting Reuse (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Meeting Reuse** option.

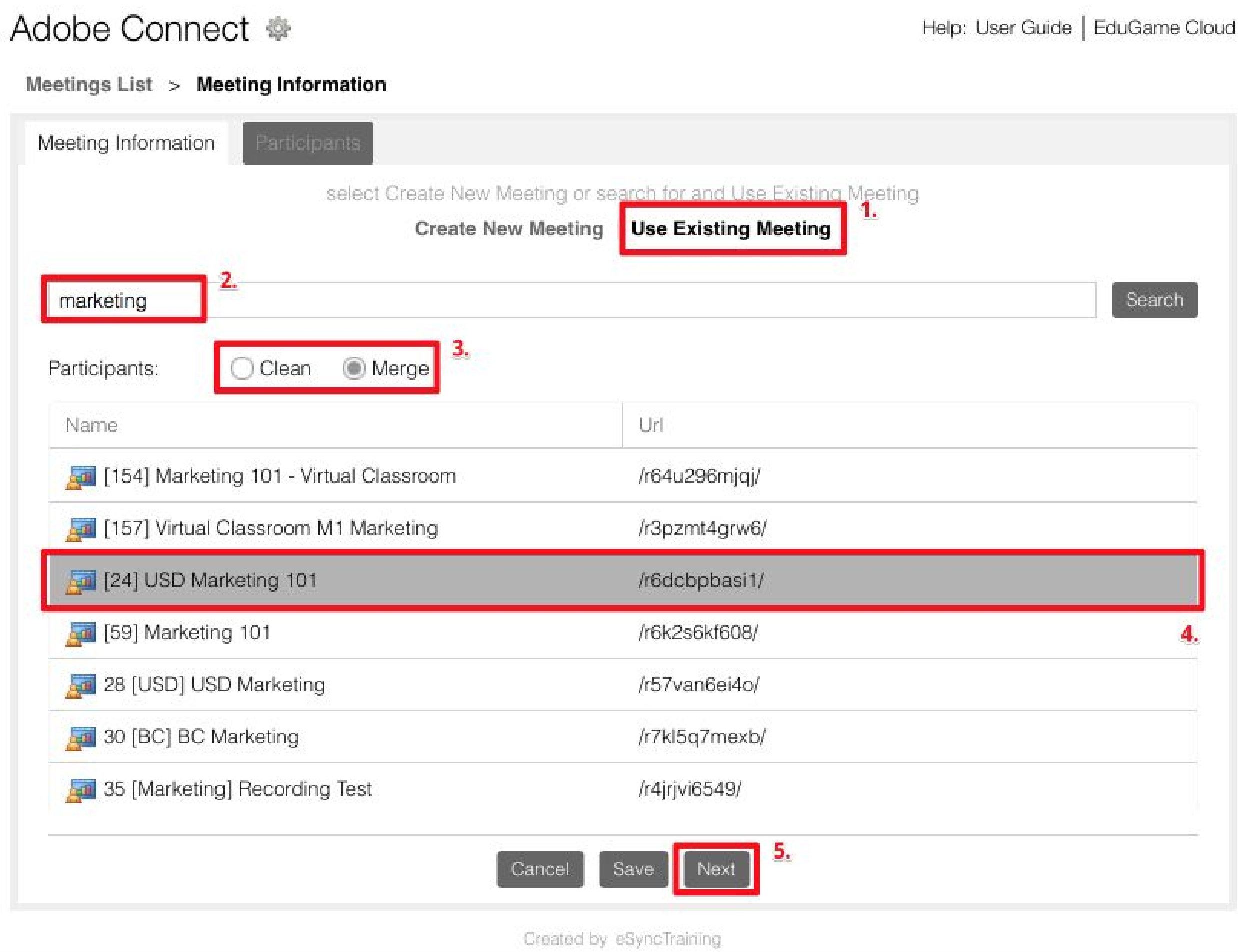


This setting allows teacher to reuse meetings that already exist in Adobe Connect.

Open the *Adobe Connect* LTI and click on the **Add Meeting** button, open the **Use Existing Meeting** tab and search for the required meeting.
Select the required meeting from the list, choose the how you want to add participants:

- **Clean** option will overwrite existing participants in the meeting with users enrolled in the current course
- **Merge** option will add users enrolled in the current course to existing participants in the meeting

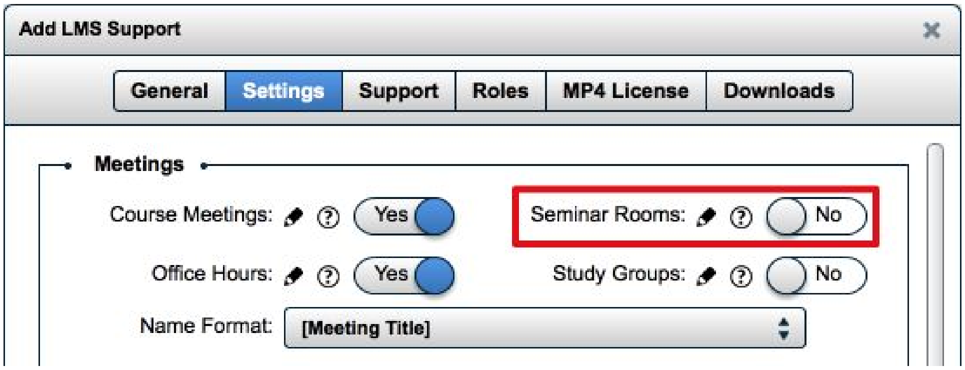
Click on the **Next** button.



Review the participants and click on the **Save** button to complete the process.

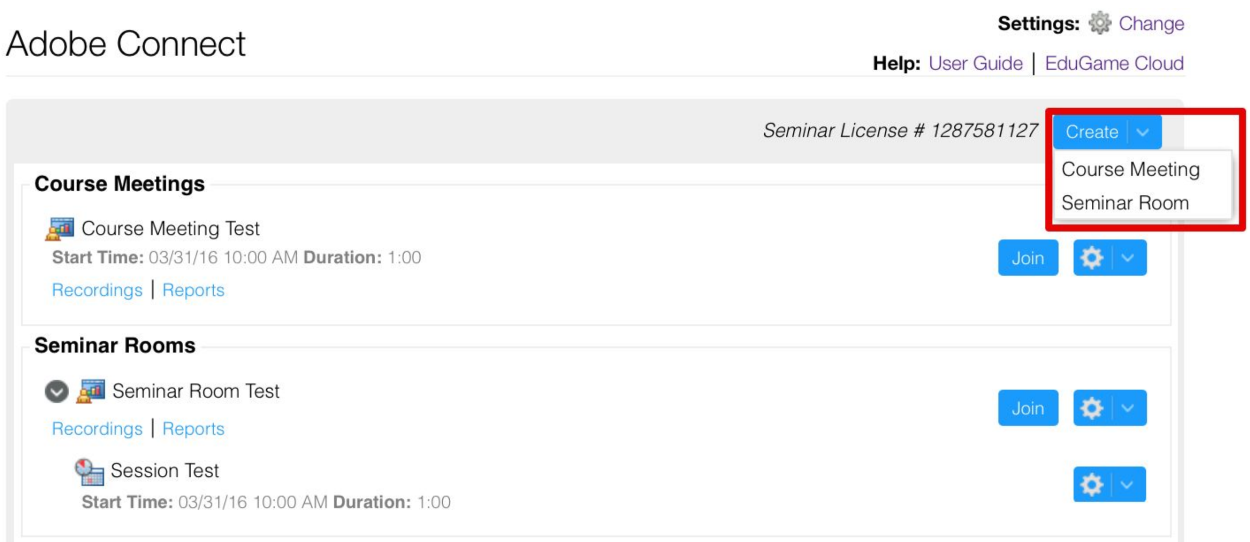
Seminars Support (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Seminar Rooms** (default label, can be edited) option.

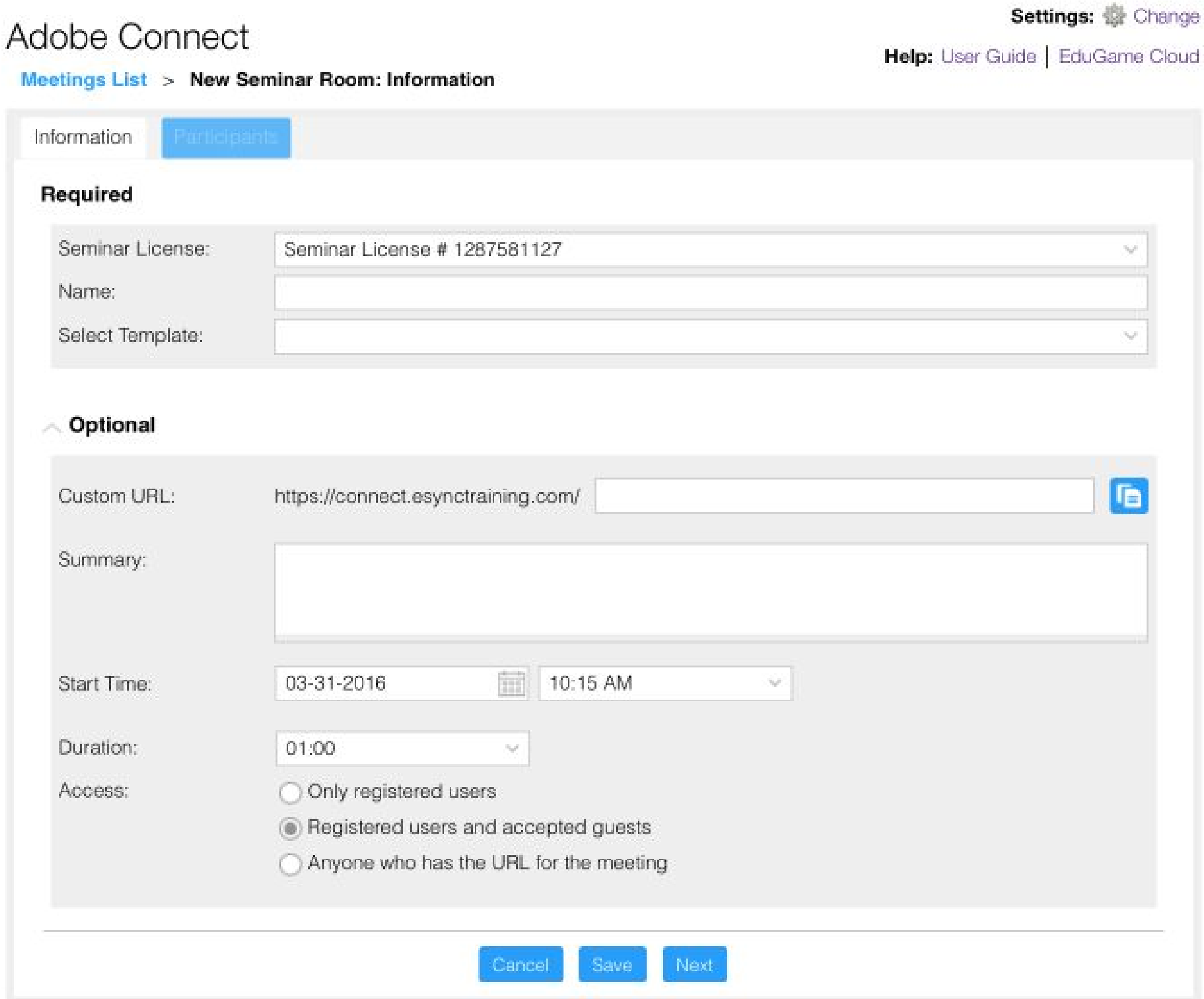


This setting allows teachers to create *Seminar Rooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect* LTI and observe the application.
To create a seminar room open the **Create** dropdown menu and select **Seminar Room** option.

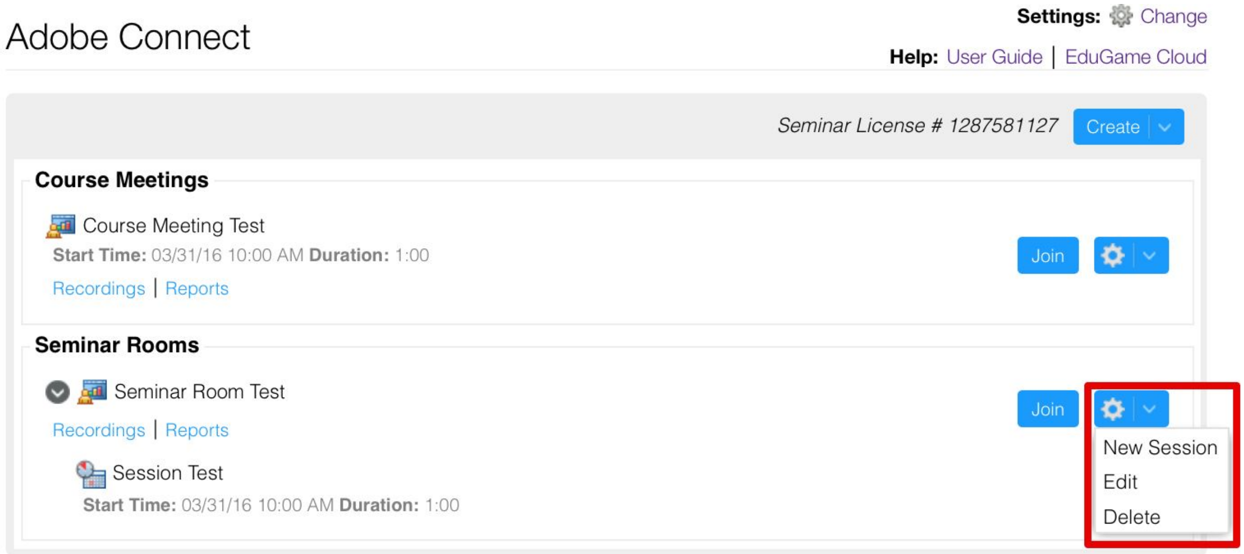


Select the appropriate **Seminar License** from the dropdown menu, populate other required information and click on the **Next** button.
*NOTE: **Optional** section is collapsed by default.

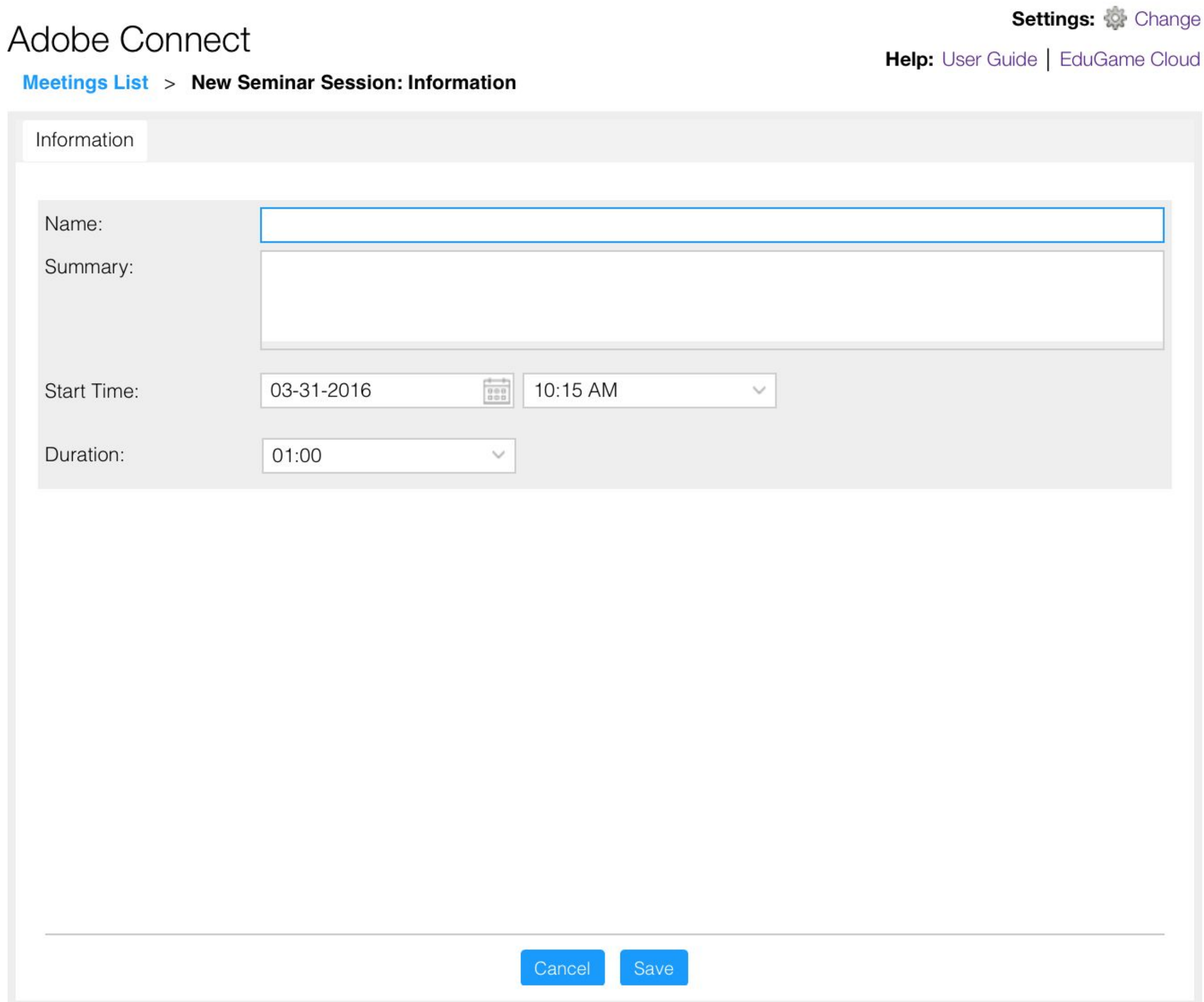


Review the participants and click on the **Save** button to complete the process.

To create a session click on the **Gear** icon to open dropdown menu next to appropriate seminar room and select **New Session** option.



Populate the required information and click on the **Save** button.

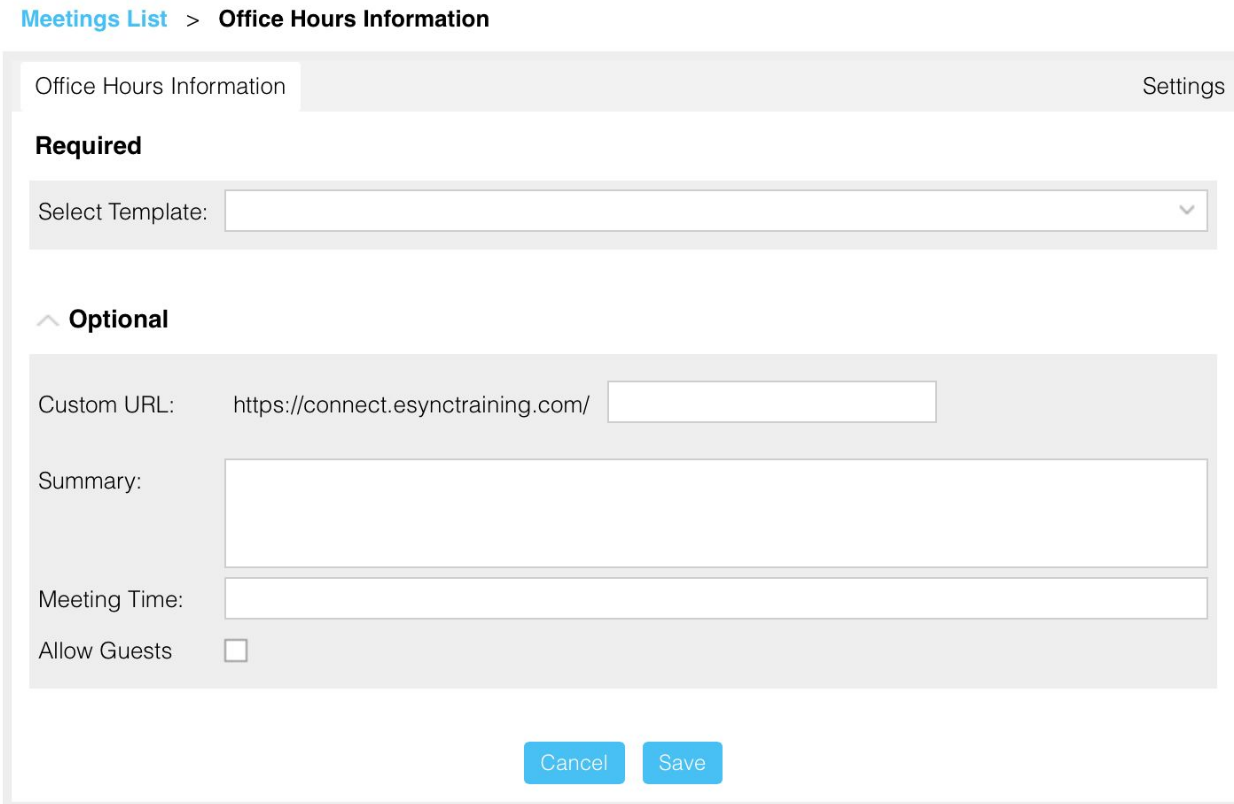


***NOTE:** Error message will occur in case when the selected *Start Time* is already in use by another session.

Create an Office Hours Meeting (Optional)

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

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



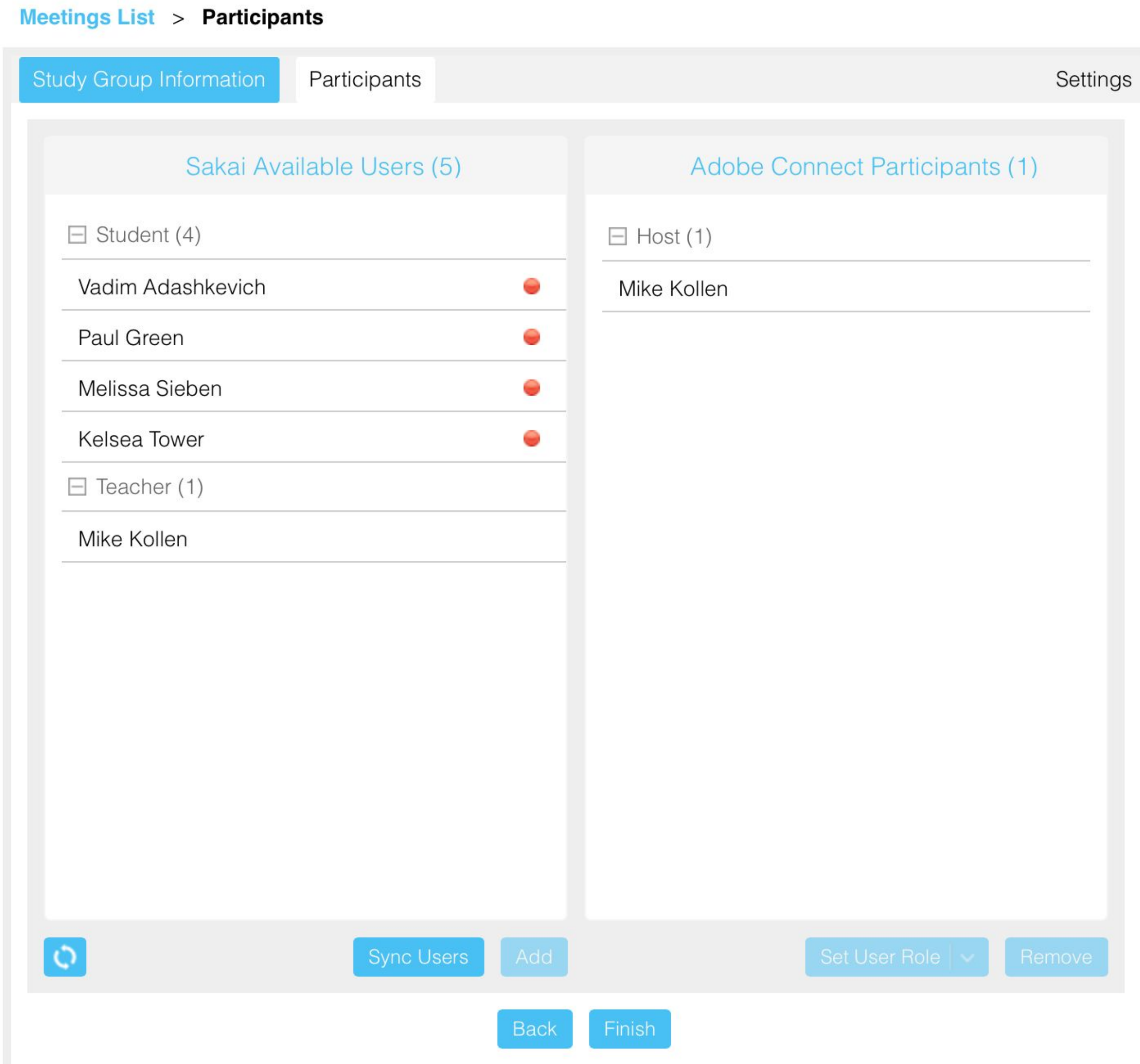
*NOTE: One common **Office Hours** meeting is created for all courses. When user creates Office Hours meeting in different course, it would be mapped to the same meeting, that was created before.

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.

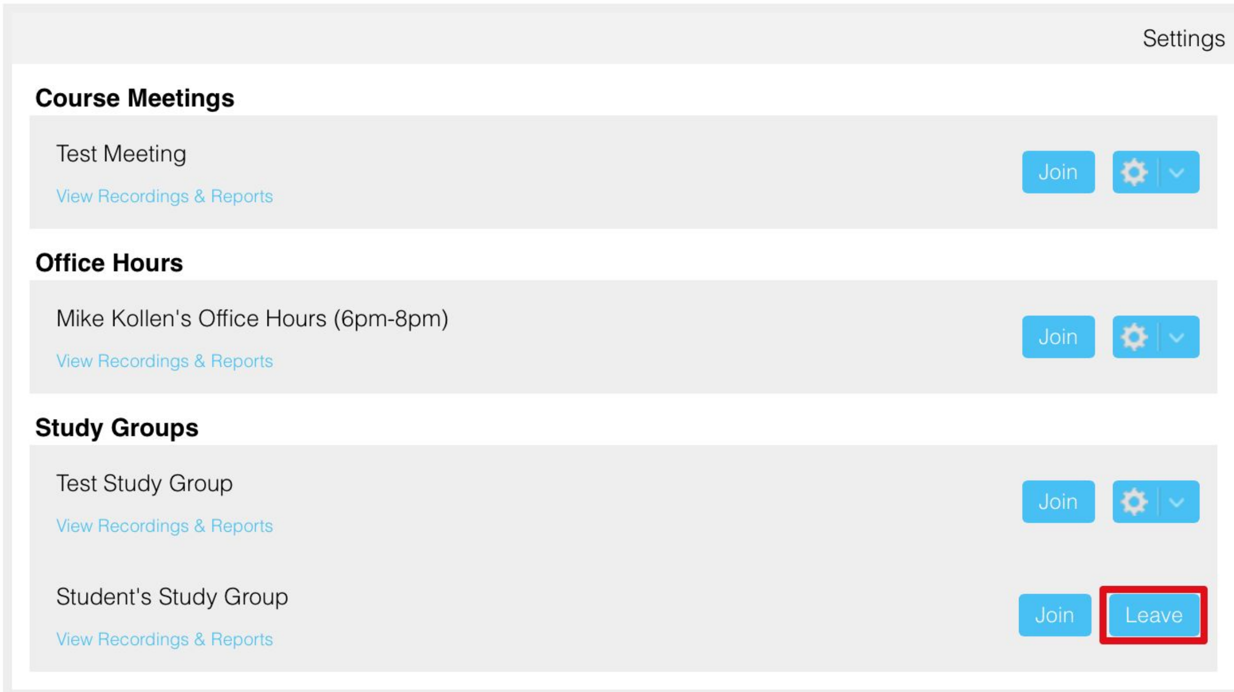
Add Sakai users manually to Adobe Connect roles. Select any user in the right section and input the required AC role by selecting it from the **Set User Role** drop-down menu.



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

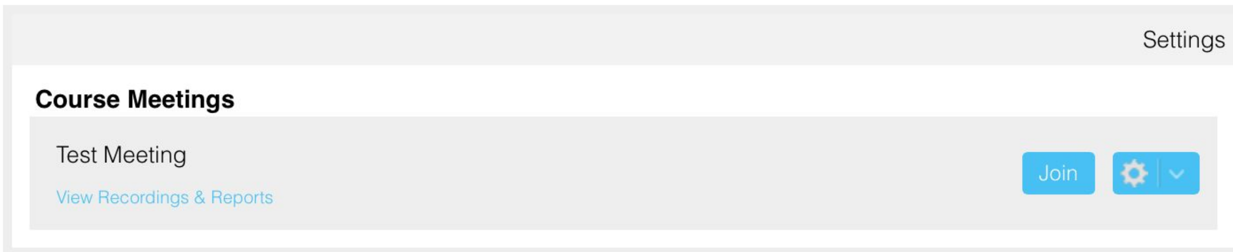


Adobe Connect Recordings

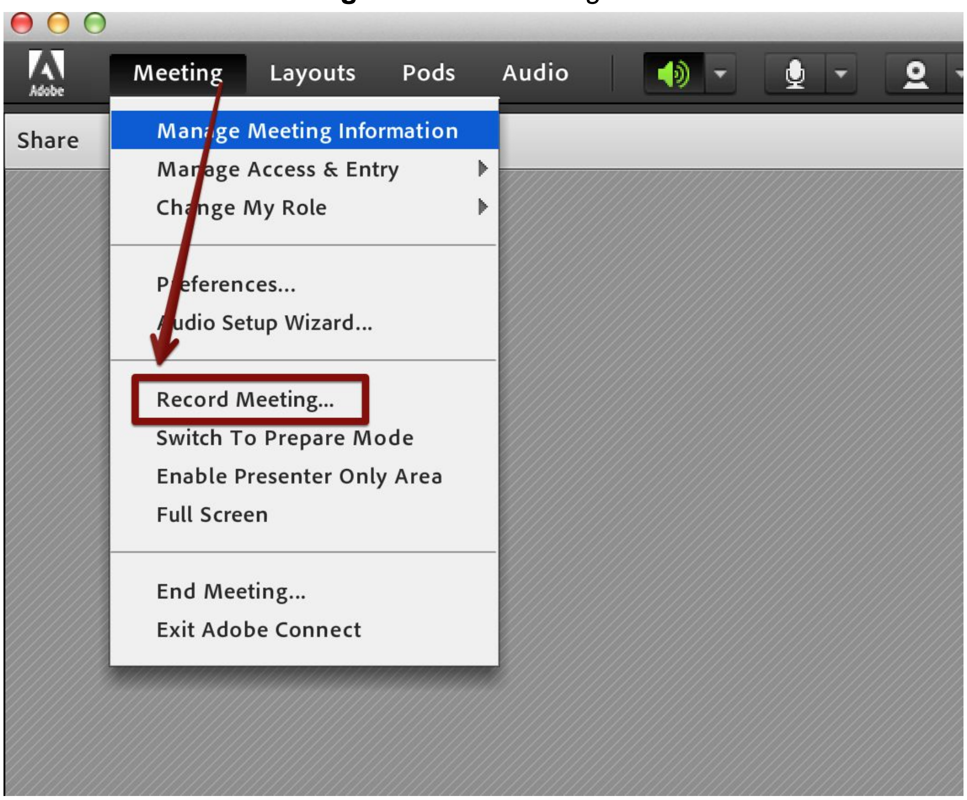
Record the Meeting

Join the meeting.

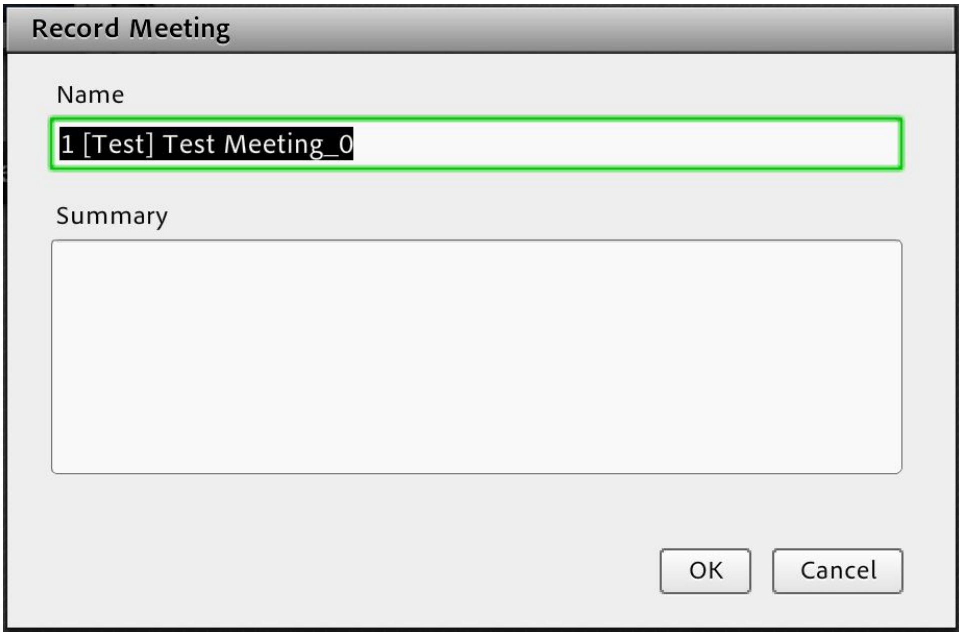
Meetings List



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



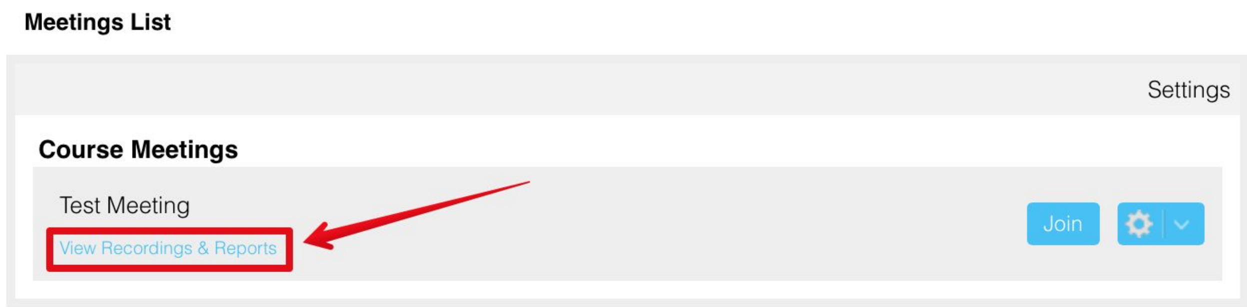
Populate the following form and click on the **OK** button to start the recording.



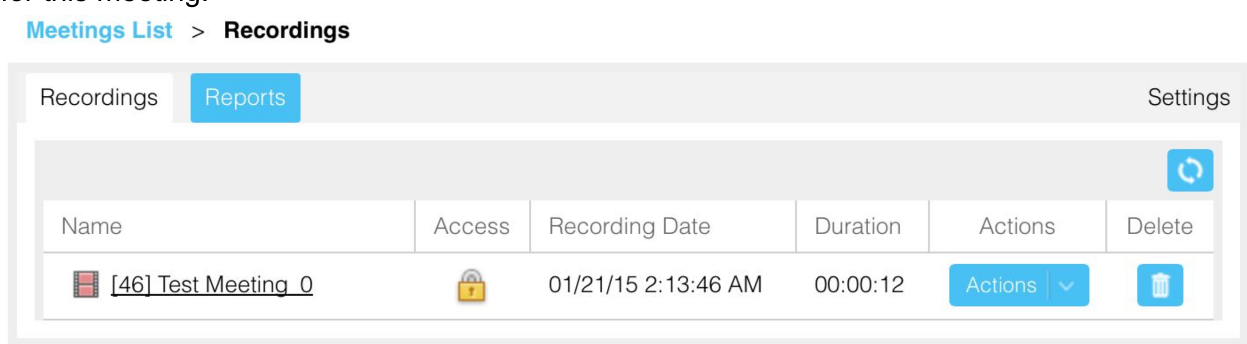
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.

View / Watch Recordings

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

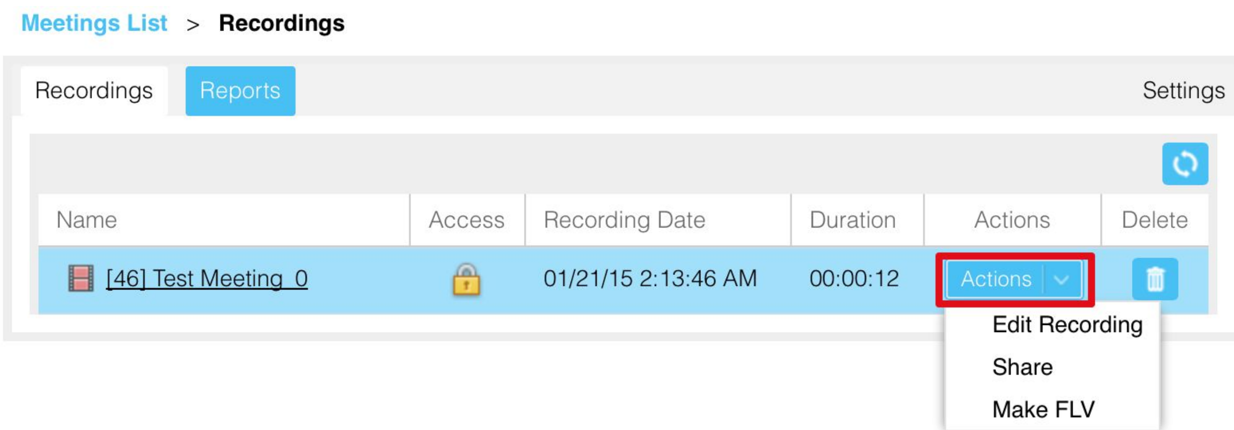


Open the **Recordings** tab and click on the **Refresh** icon to get the latest list of the recordings for this meeting.

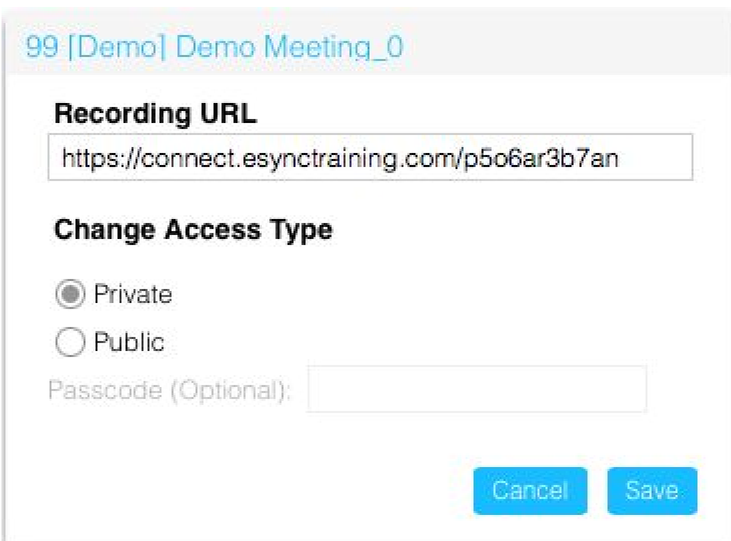


Click on the recording's name to watch the meeting recording.

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



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.



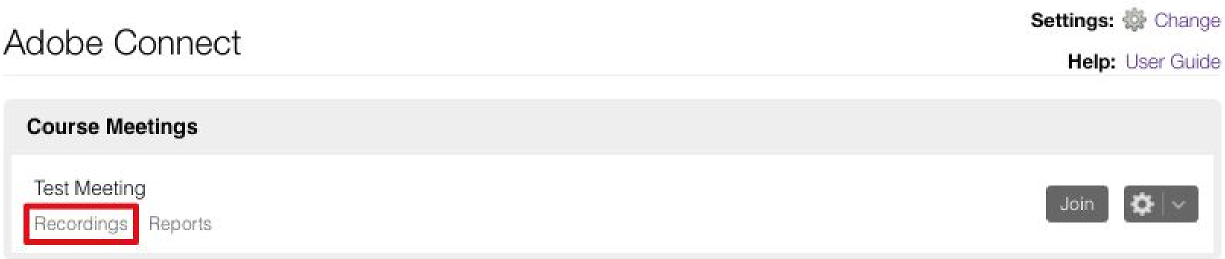
3) Selecting **Make FLV** option you will be asked to choose a place on your hard drive and the recording will be saved in FLV.

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

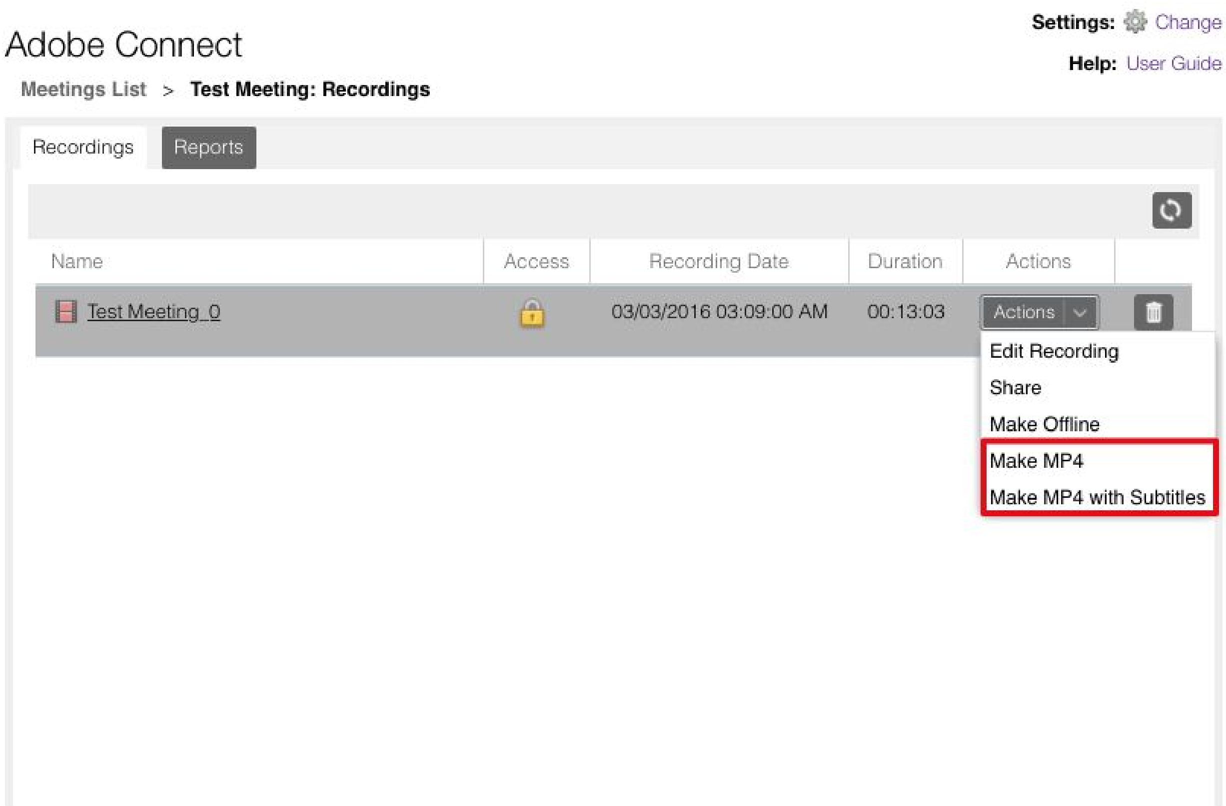
MP4 Conversion

*****This is an add-on feature, and a license must be purchased separately*****

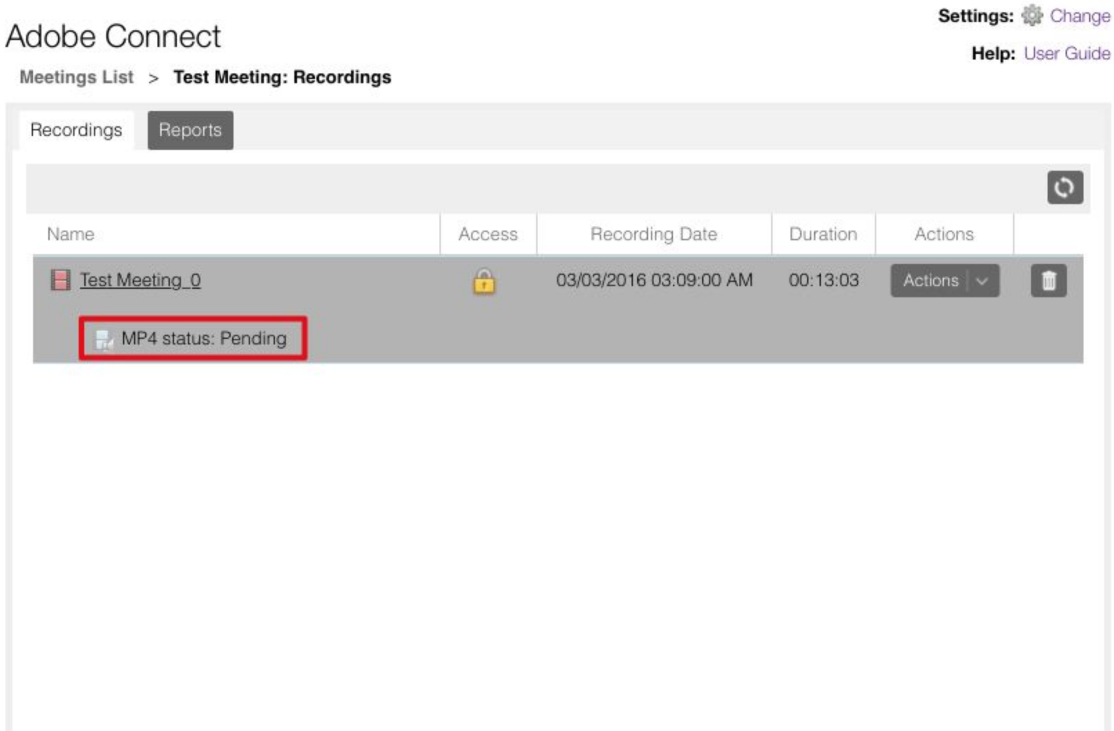
Navigate to **Adobe Connect LTI** application and click on the *Recordings* link.



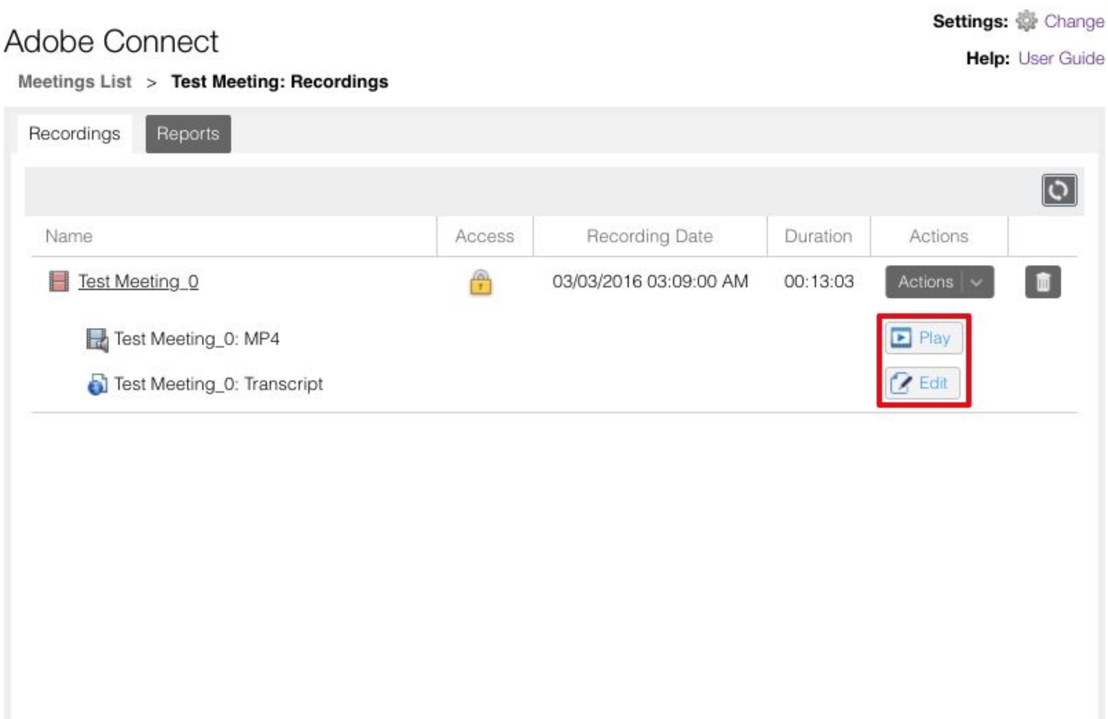
Open the **Actions** drop-down menu located next to required recording and select one of the options: *Make MP4* or *Make MP4 with Subtitles*.



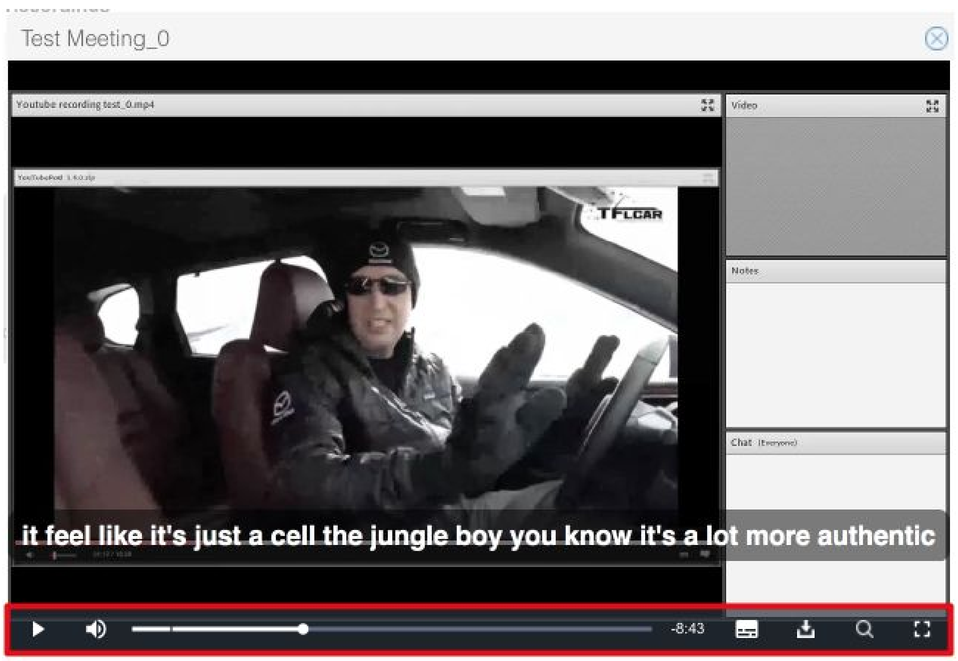
MP4 Status should be shown at the time the job passes through different stages of conversion.



Once the job is done *Play* and *Edit* buttons should appear.



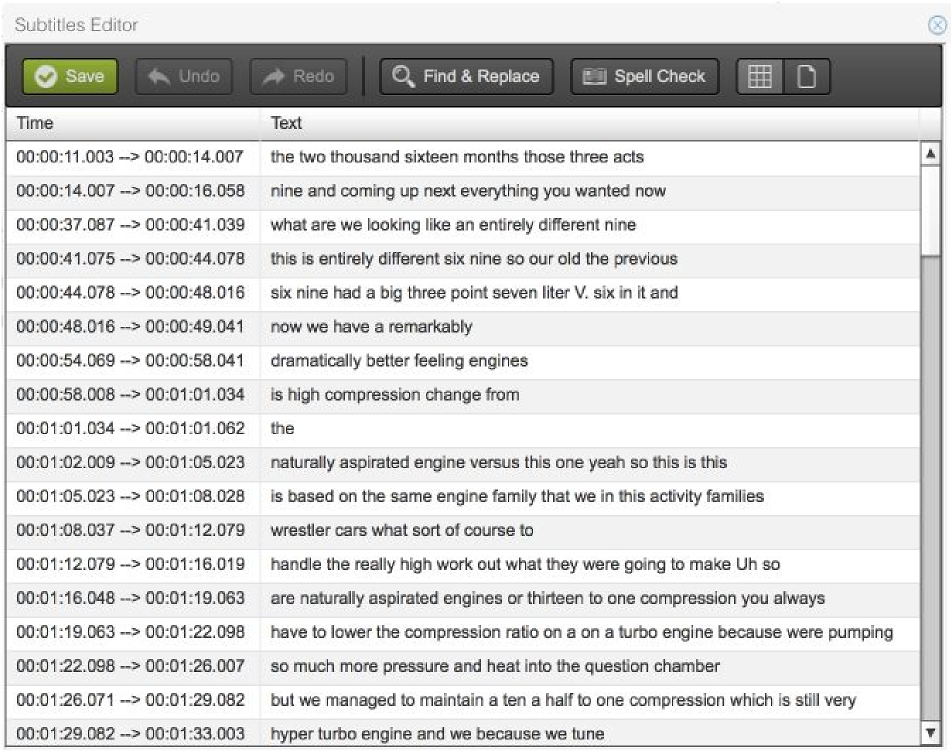
Click on the *Play* button next to appropriate MP4 file to view it in **Player** application.



Available functionality:

- Play/Pause
- Volume control
- Subtitles On/Off
- Download MP4/Subtitles
- Search within the subtitles
- Full Screen mode

Click on the *Edit* button next to appropriate Transcript file to view/edit it in **CC Editor** application.



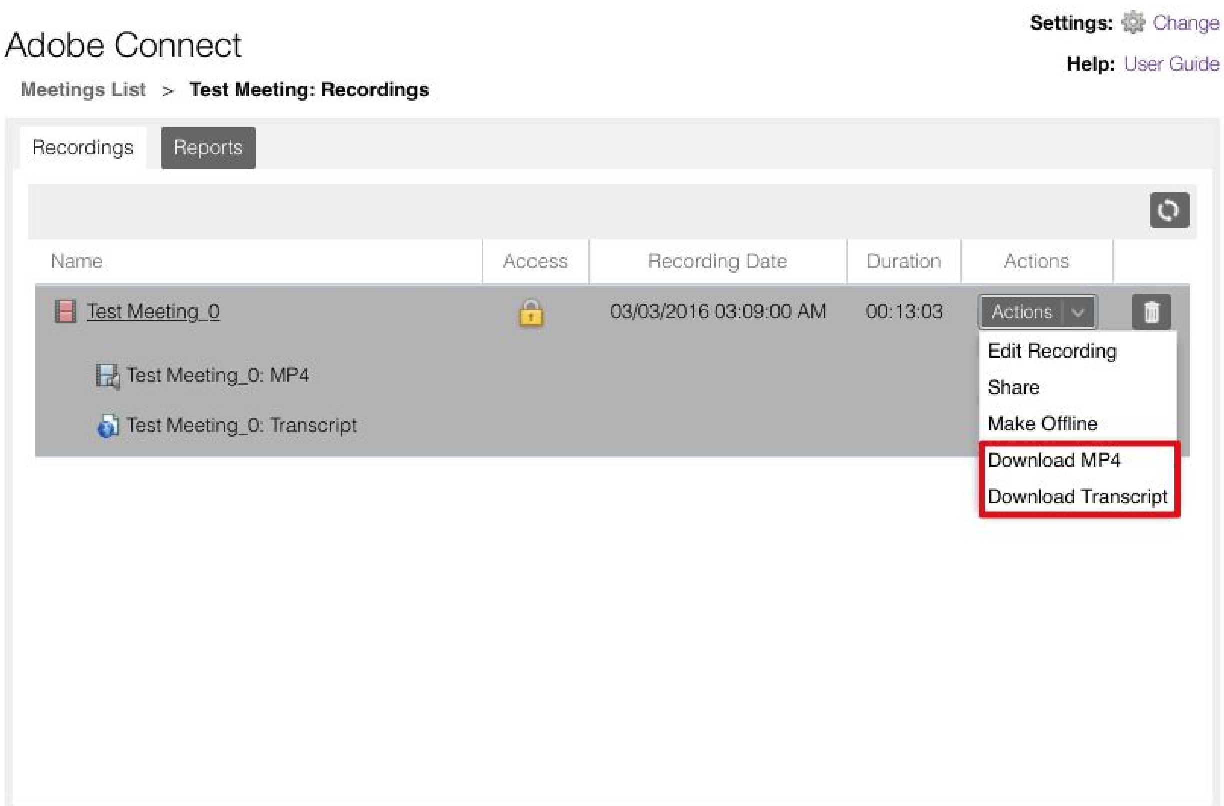
Time	Text
00:00:11.003 --> 00:00:14.007	the two thousand sixteen months those three acts
00:00:14.007 --> 00:00:16.058	nine and coming up next everything you wanted now
00:00:37.087 --> 00:00:41.039	what are we looking like an entirely different nine
00:00:41.075 --> 00:00:44.078	this is entirely different six nine so our old the previous
00:00:44.078 --> 00:00:48.016	six nine had a big three point seven liter V. six in it and
00:00:48.016 --> 00:00:49.041	now we have a remarkably
00:00:54.069 --> 00:00:58.041	dramatically better feeling engines
00:00:58.008 --> 00:01:01.034	is high compression change from
00:01:01.034 --> 00:01:01.062	the
00:01:02.009 --> 00:01:05.023	naturally aspirated engine versus this one yeah so this is this
00:01:05.023 --> 00:01:08.028	is based on the same engine family that we in this activity families
00:01:08.037 --> 00:01:12.079	wrestler cars what sort of course to
00:01:12.079 --> 00:01:16.019	handle the really high work out what they were going to make Uh so
00:01:16.048 --> 00:01:19.063	are naturally aspirated engines or thirteen to one compression you always
00:01:19.063 --> 00:01:22.098	have to lower the compression ratio on a on a turbo engine because were pumping
00:01:22.098 --> 00:01:26.007	so much more pressure and heat into the question chamber
00:01:26.071 --> 00:01:29.082	but we managed to maintain a ten a half to one compression which is still very
00:01:29.082 --> 00:01:33.003	hyper turbo engine and we because we tune

Available functionality:

- Undo/Redo changes
- Find and Replace text within the transcript
- Spelling check
- Table/Page view

Edit required lines and click on the *Save* button to store the changes.

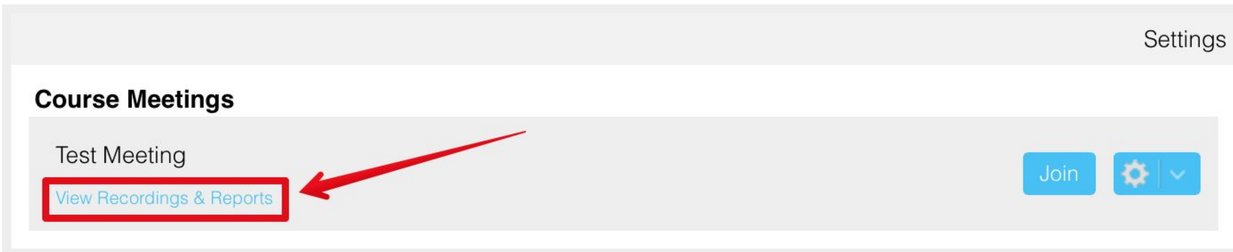
In order to download MP4 or Transcript files, open the **Actions** drop-down menu located next to required recording and select one of the options: *Download MP4* or *Download Transcript*.



View Meeting Reports

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

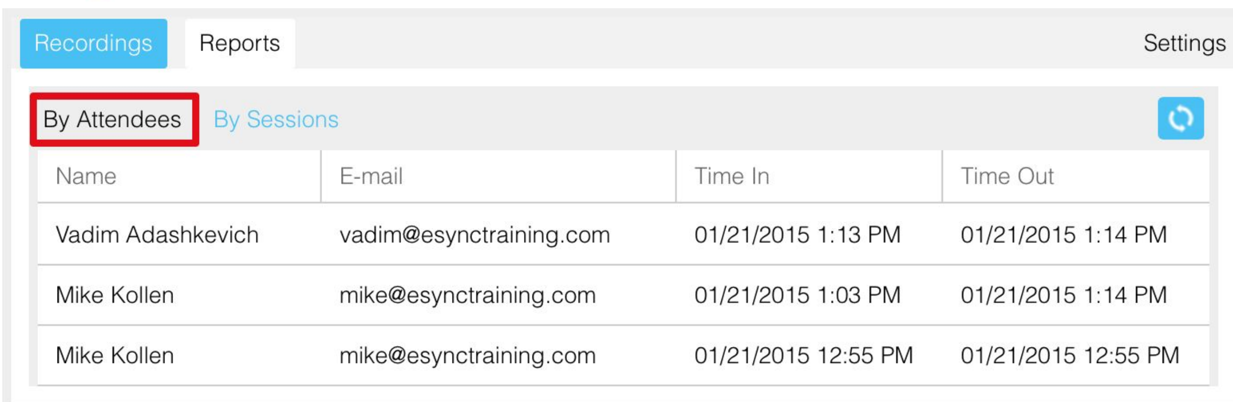
Meetings List



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

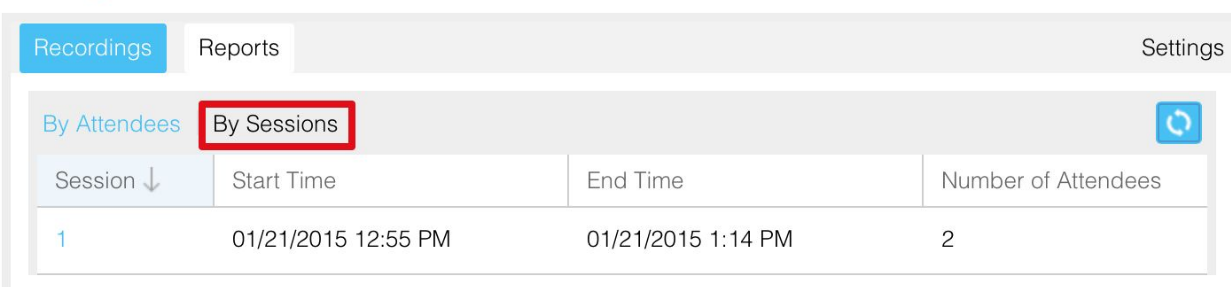
Teacher can obtain the information about each individual student who has participated in the meeting.

Meetings List > **Reports**

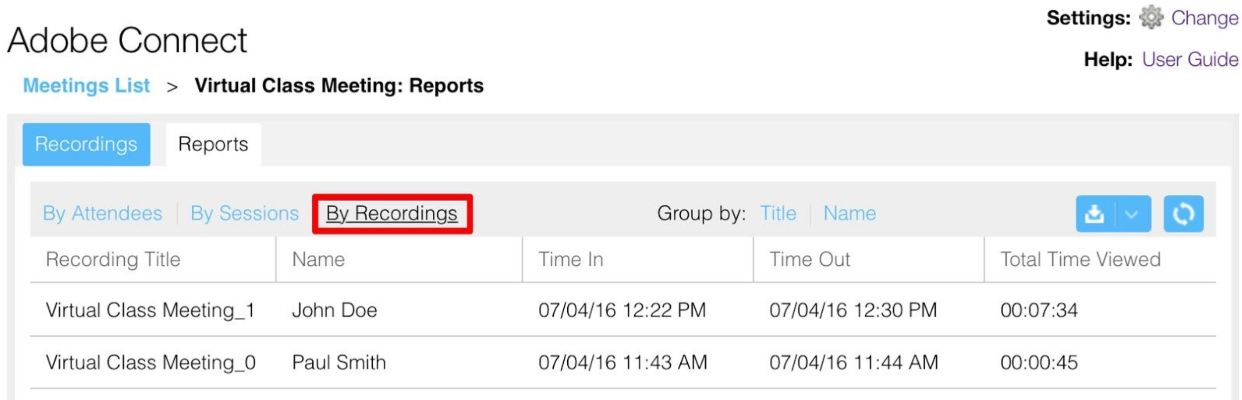


Teacher can obtain the session information by clicking on the **By Sessions** link.

Meetings List > **Reports**

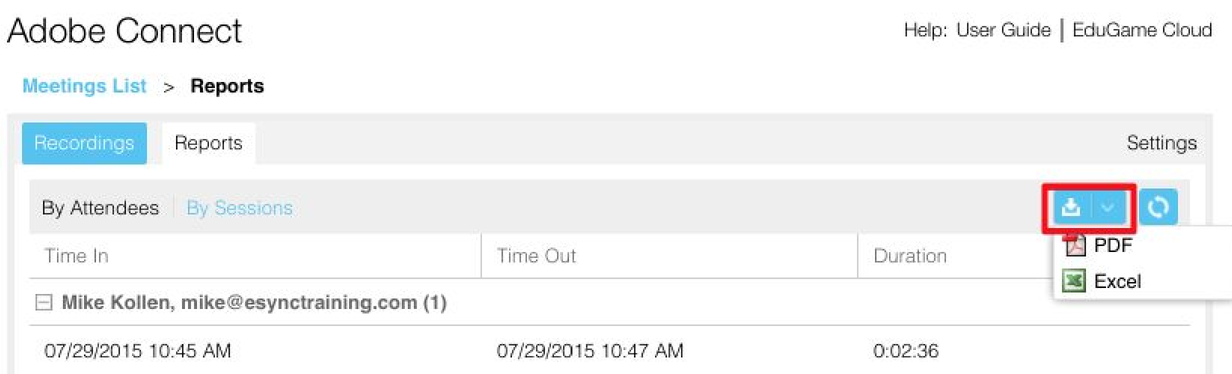


Information is available about each individual user who has viewed/watched the recording.



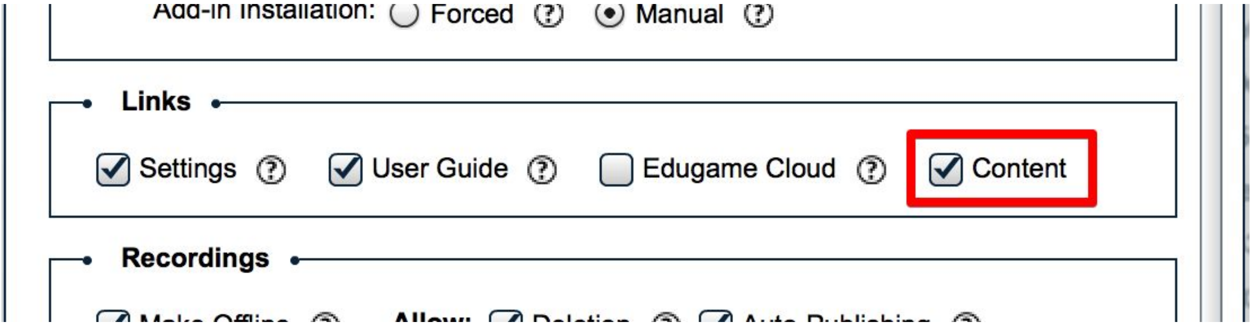
Results can be grouped by recording *Title* or *Name*.

Teachers are able to download reports as PDF and/or Excel files.
Click on the *Download* icon. Select the required file format to be downloaded.



Content Management

On the EduGame Cloud LMS license *Settings* page user can enable the Content option.

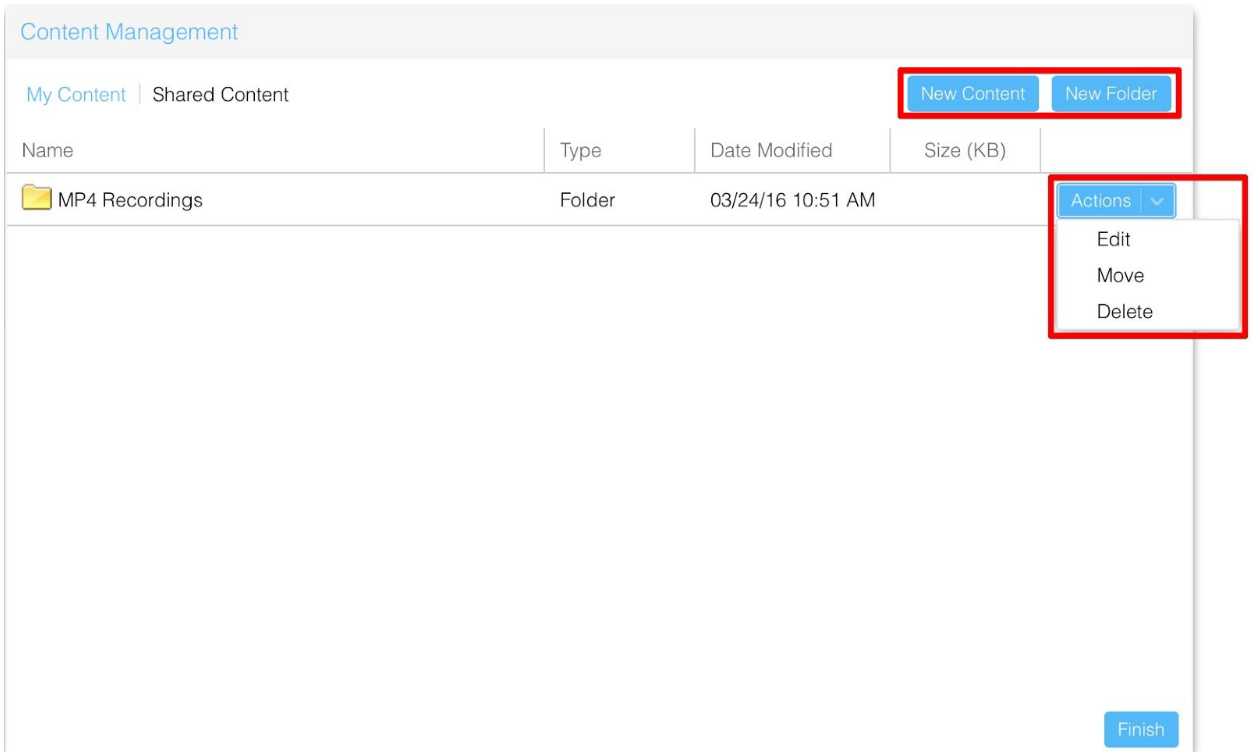


This setting allows users to manage My/Shared Content within the *Adobe Connect* LTI.

Open the *Adobe Connect* LTI and click on the Content link.

Inside the *Content Management* window user can perform the following actions:

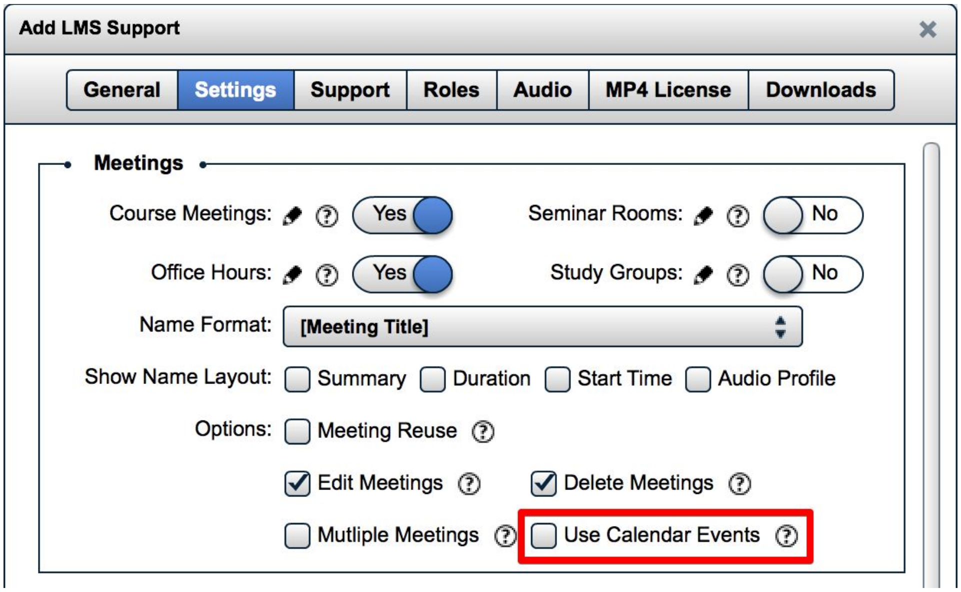
- Create New Folder
- Upload files supported by Adobe Connect
- Edit/Move/Delete files and folders



User can switch between My Content and Shared Content by selecting the appropriate tab link.

Sakai Calendar Events

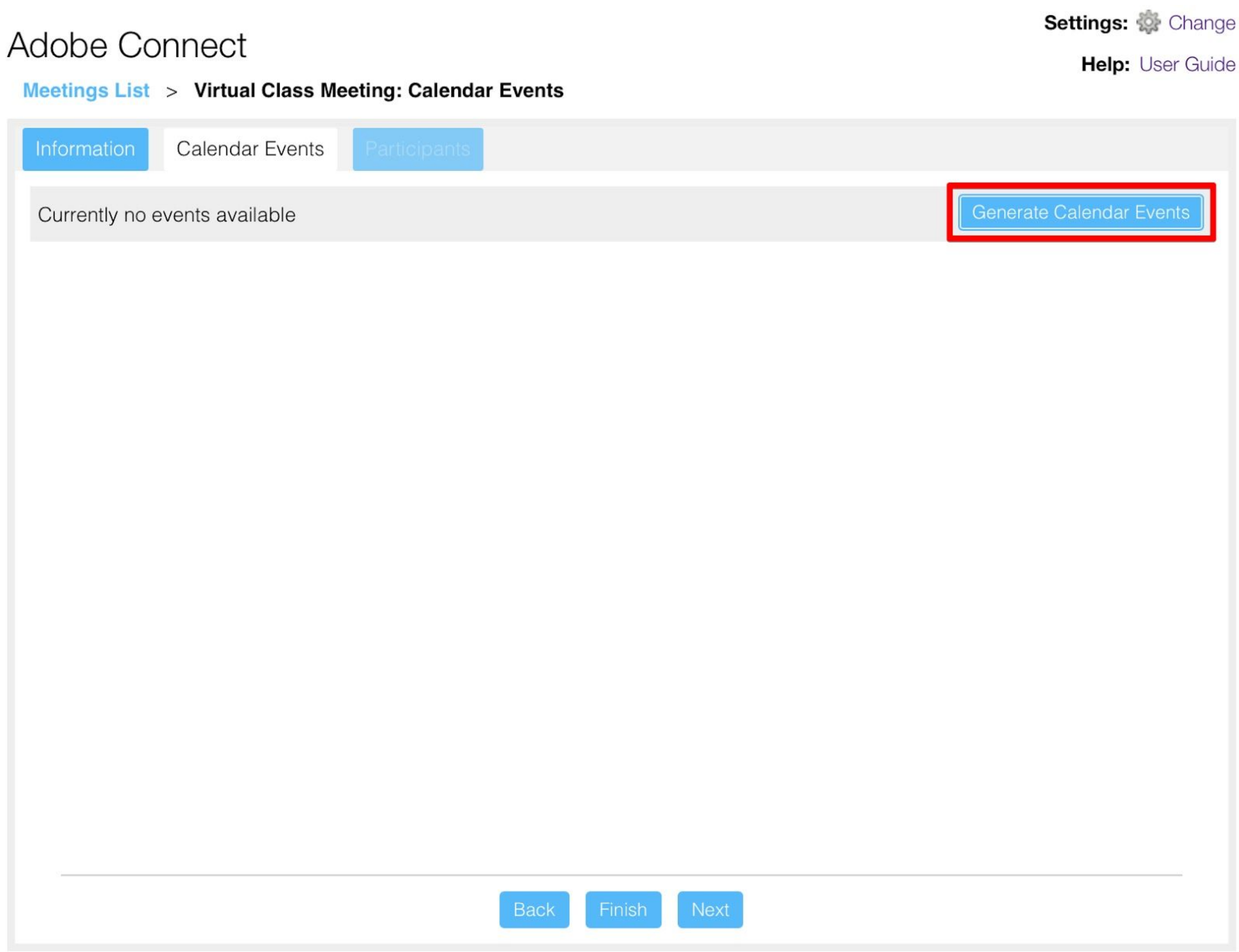
On the EduGame Cloud LMS license *Settings* page user can enable the **Use Calendar Events** option.



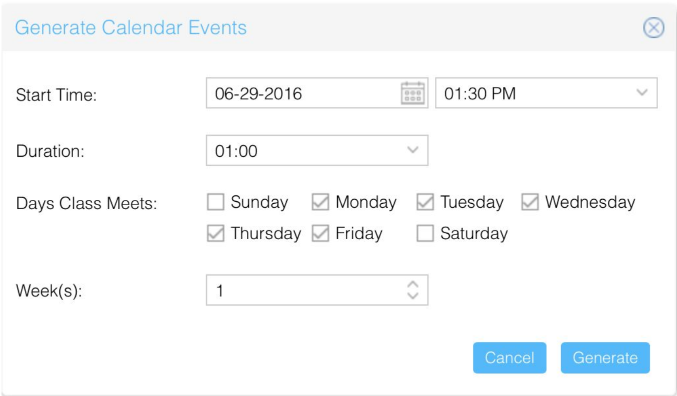
This setting allows teachers to schedule *Calendar Events* in Sakai.

Open the *Adobe Connect* LTI and click on the **Add Meeting** button, fill in all the required information to go to the next *Calendar Events* tab.

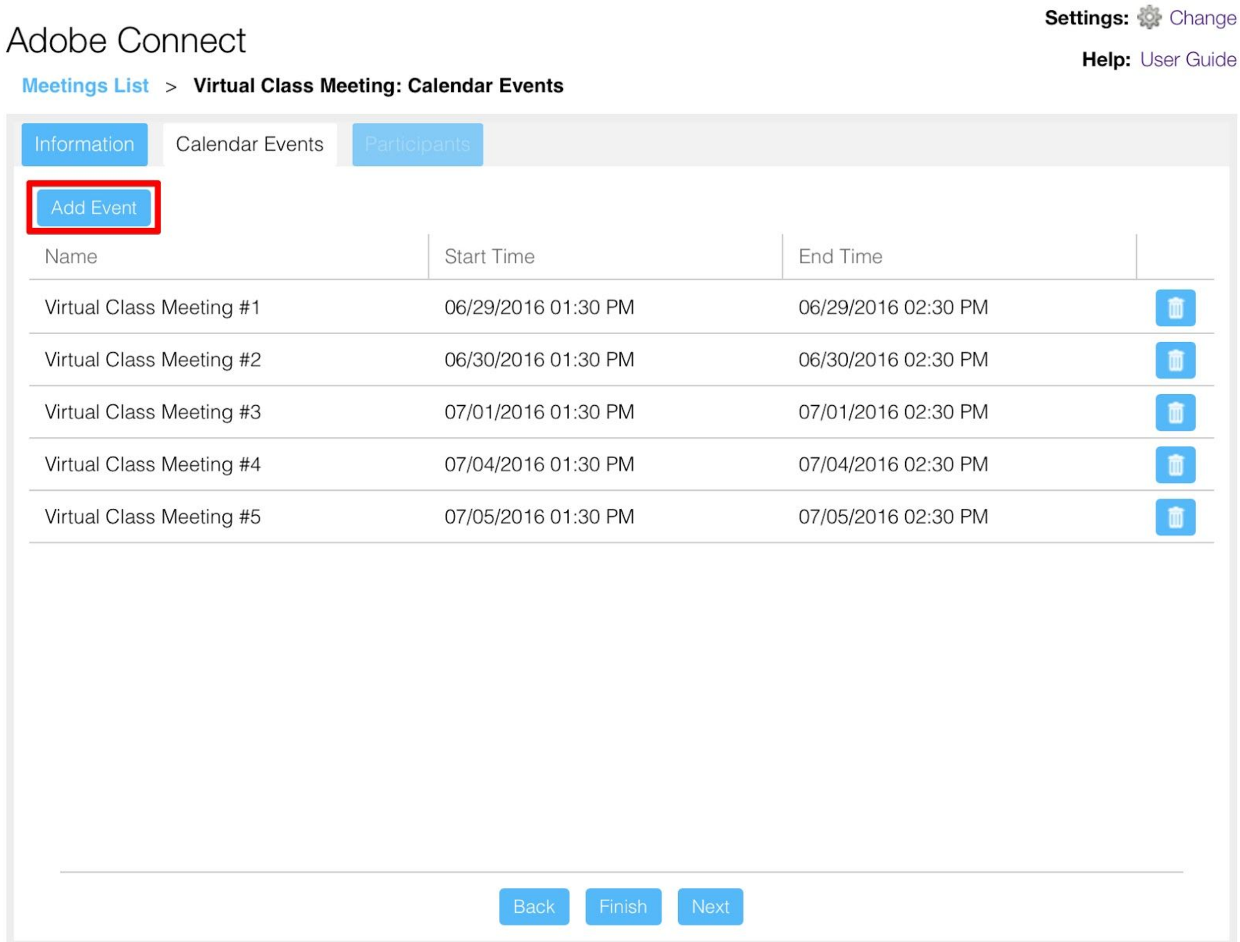
When first time scheduling events for the meeting **Generate Calendar Events** button is available.



Teacher is able to set *Start Time*, *Duration* and frequency of the Event.

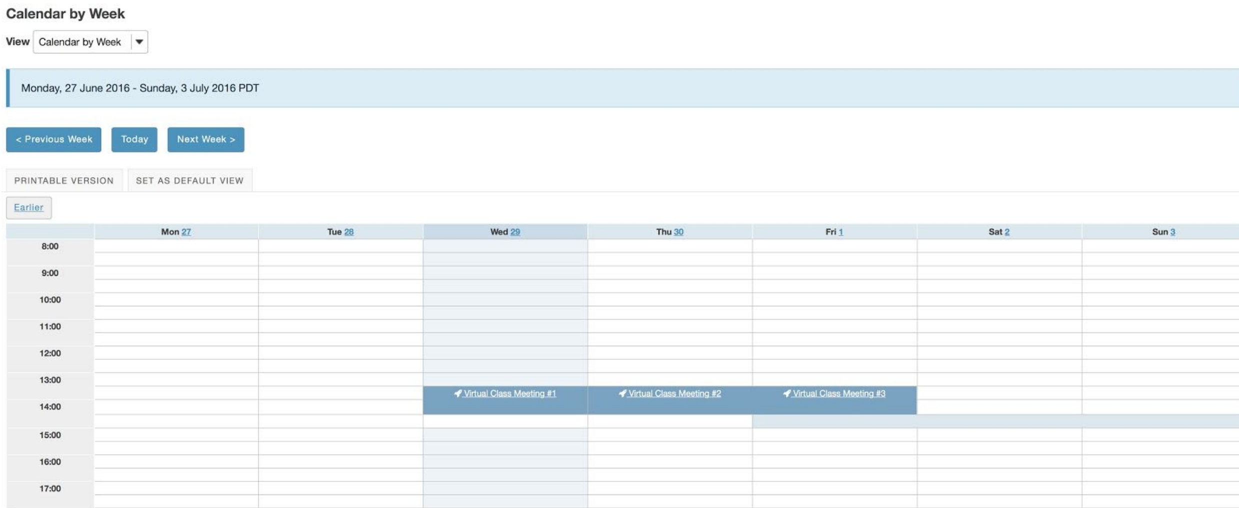


Thereafter, new Events can be added by editing the Meeting and selecting the **Add Event** button on the *Calendar Events* tab.

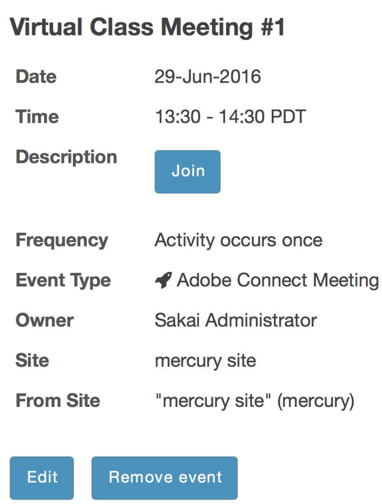


New Event entries will appear in the list which can be edited by clicking on appropriate field (*Name*, *Start/End Time*.)

Navigate to *Calendar* view and observe the events.



Select any event.
Users can **Remove**, **Edit** and **Join** the event from the Calendar view.

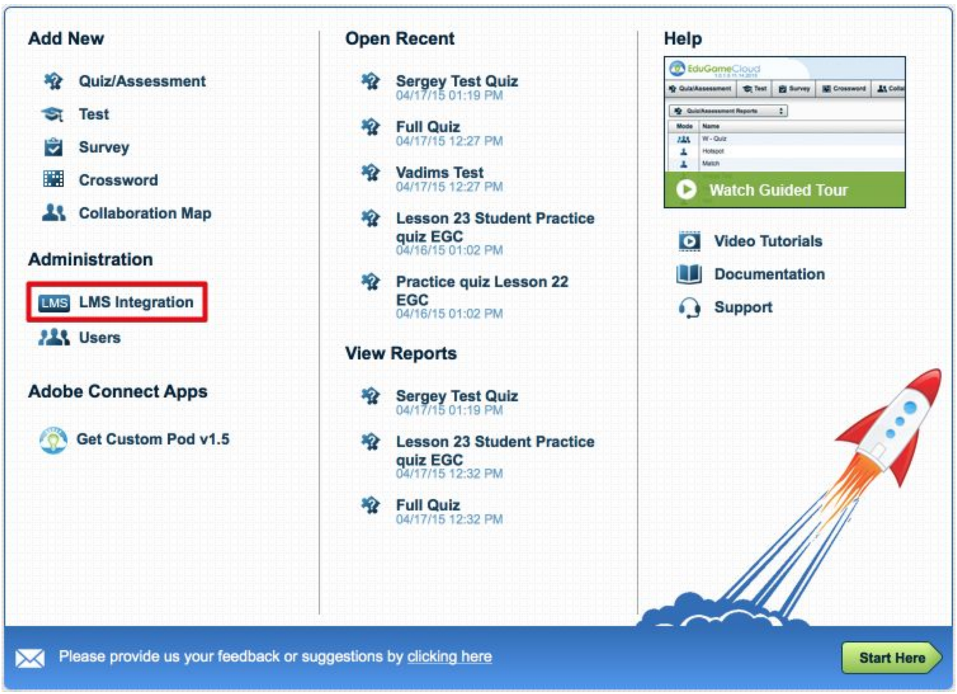


Sakai Account Administrator Guide

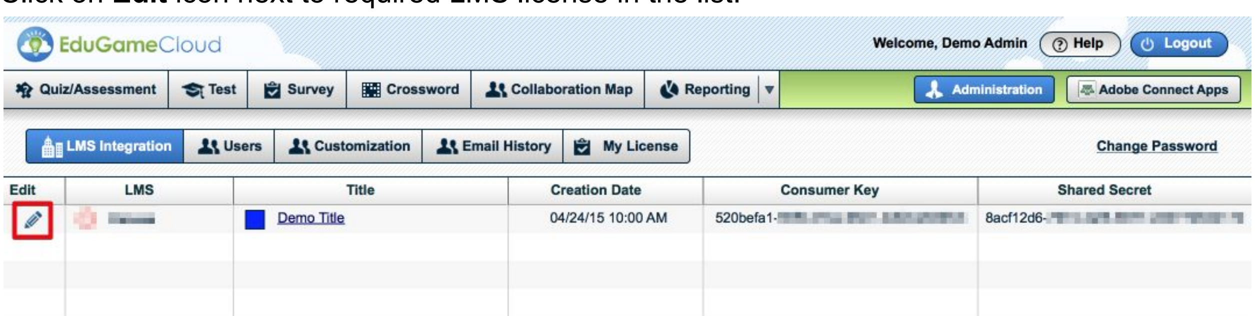
EduGame Cloud Administration

Configure LMS License in EduGame Cloud

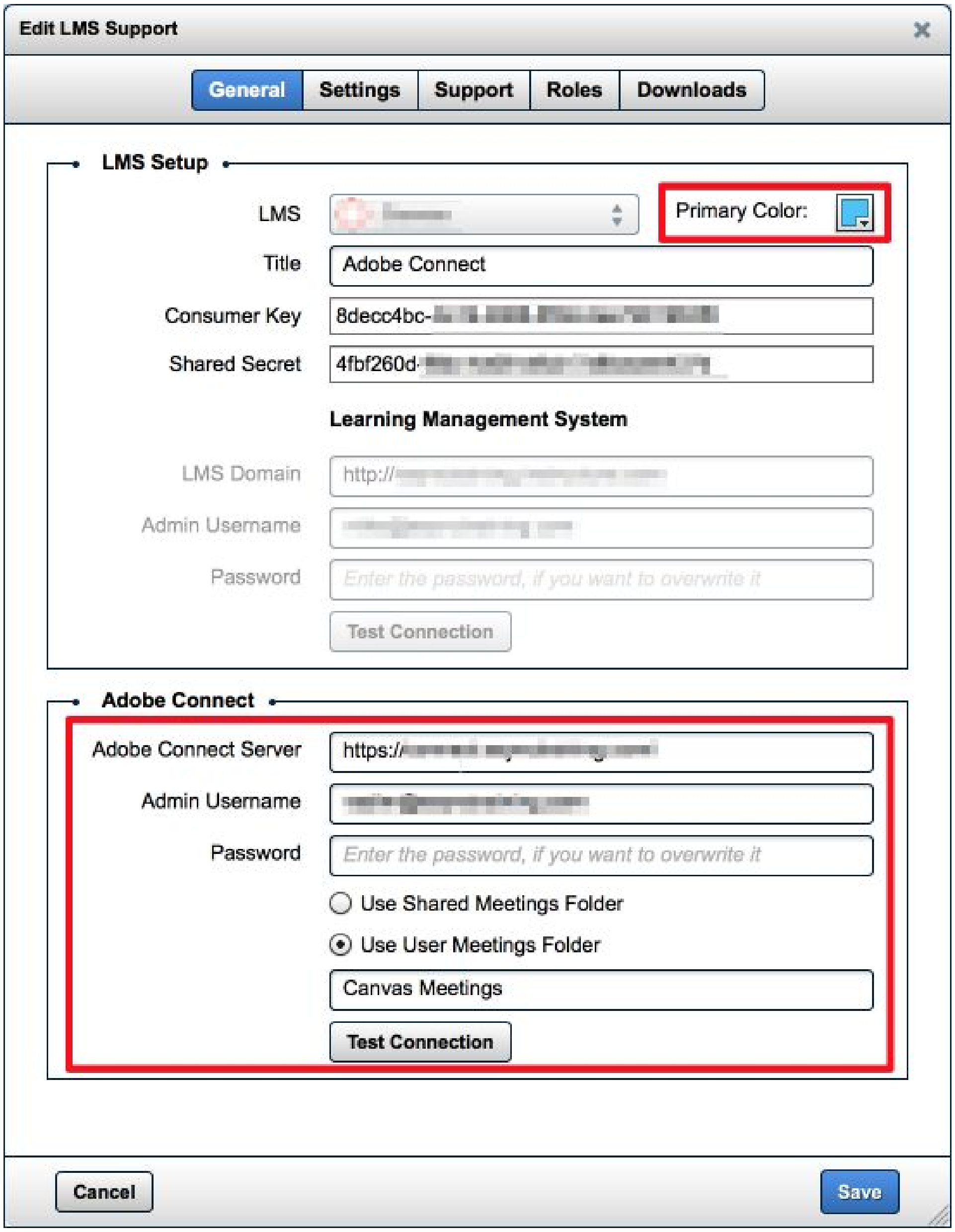
Navigate to app.edugamecloud.com and login using your Admin credentials.
Click on the **LMS Integration** link on the *Welcome* screen.



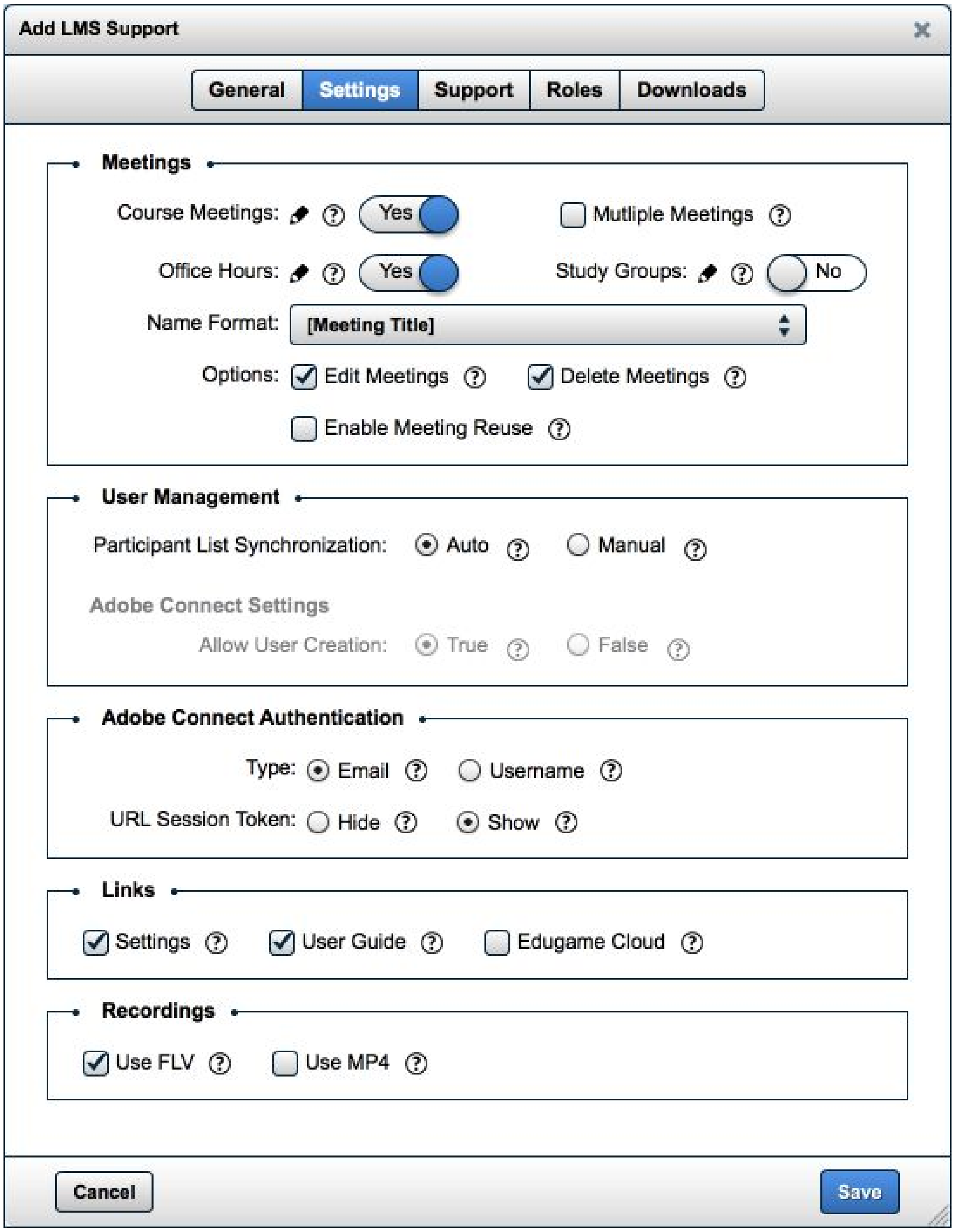
Click on **Edit** icon next to required LMS license in the list.



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



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

Multiple Meetings
Allow teachers to create multiple meetings in one course

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 (retrieved from Adobe Connect login policy settings)
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 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

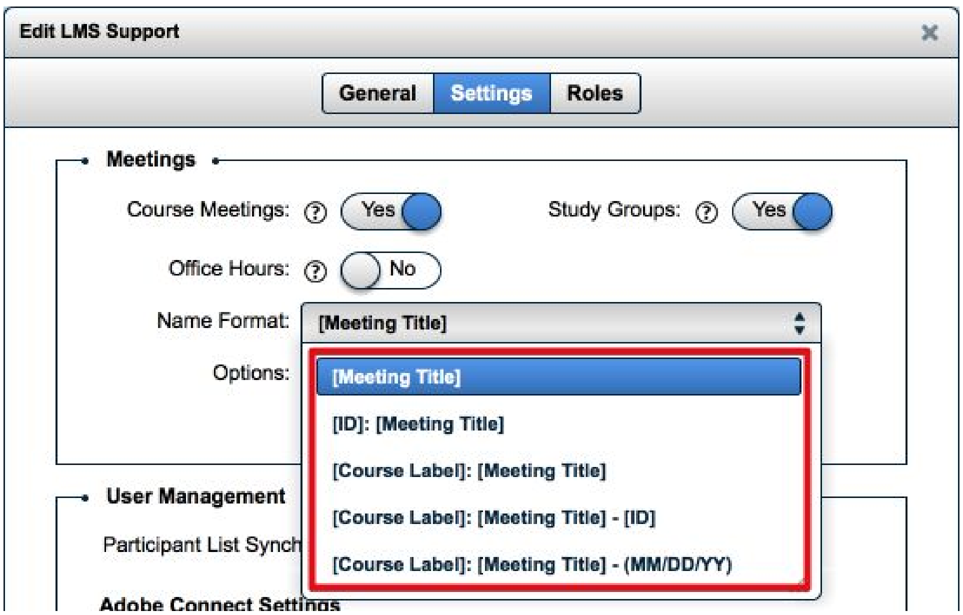
Settings
Allow all course attendees to use their own passwords to enter the Adobe Connect room

User Guide
Show LMS user guide link. Shown for teachers only
EduGame Cloud
Show EduGame Cloud user guide link

Use FLV
Create an offline recording as an FLV file

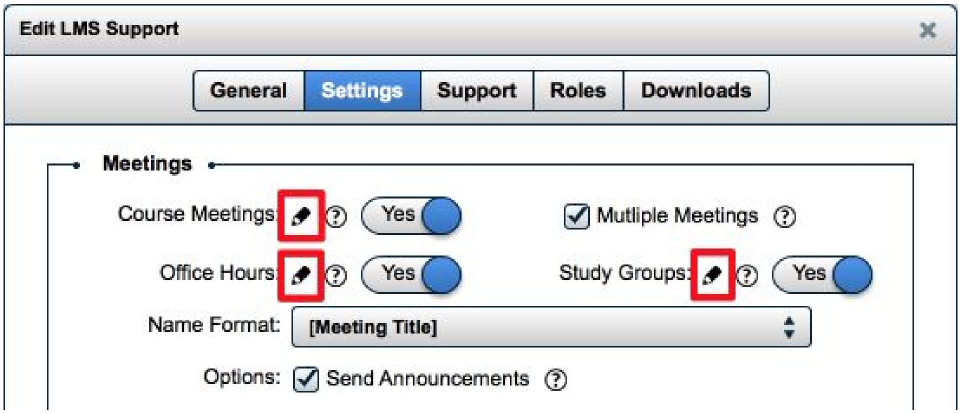
Use MP4
Create an offline recording as an FLV file

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

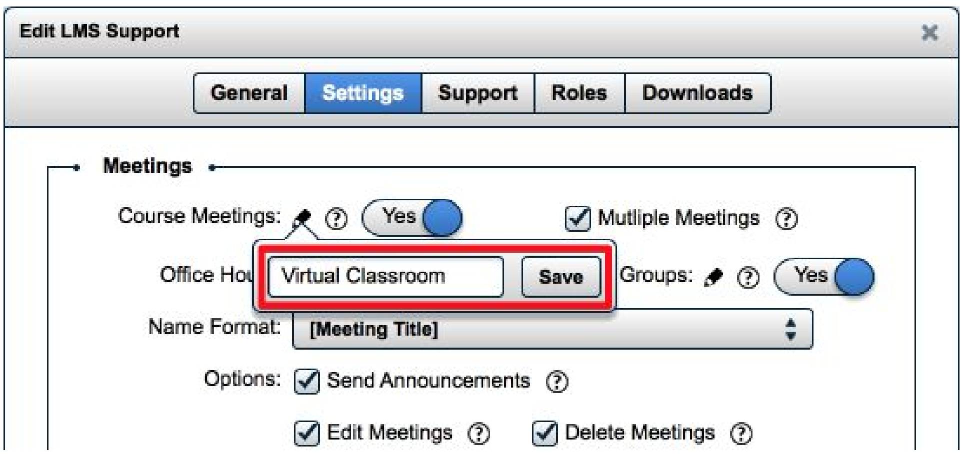


When user creates a meeting in the **Adobe Connect** LTI, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

On the EduGame Cloud LMS license *Settings* page user can edit the **Meeting Labels**. Click on **Edit** icon next to required meeting type.

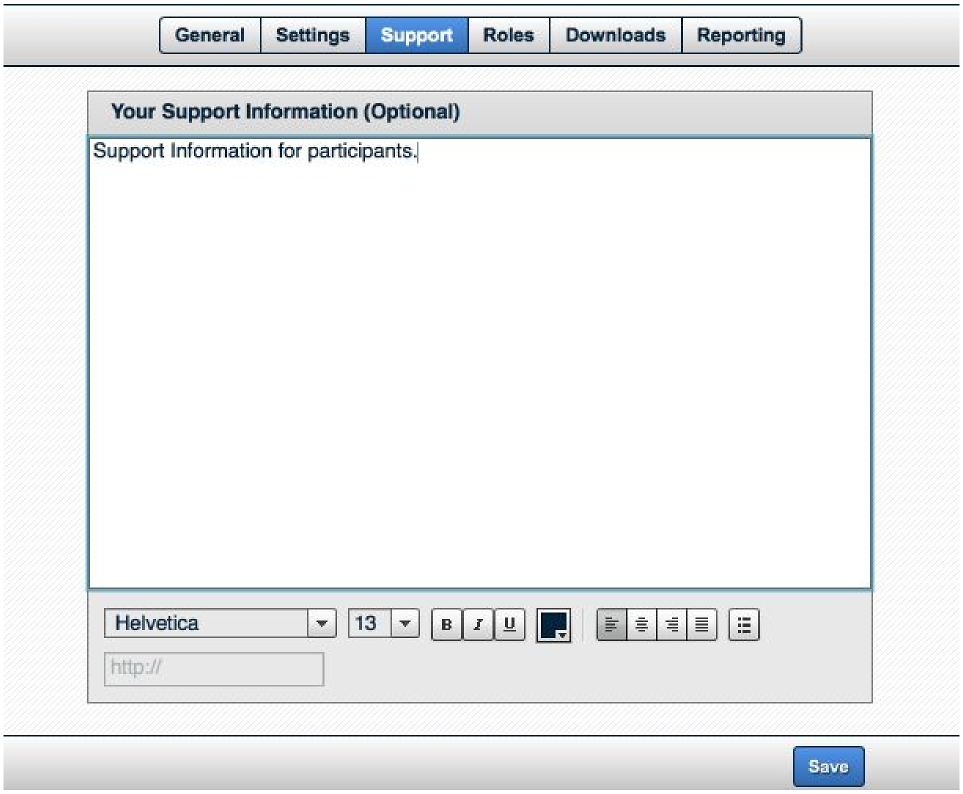


Enter desired label and click on **Save** button.

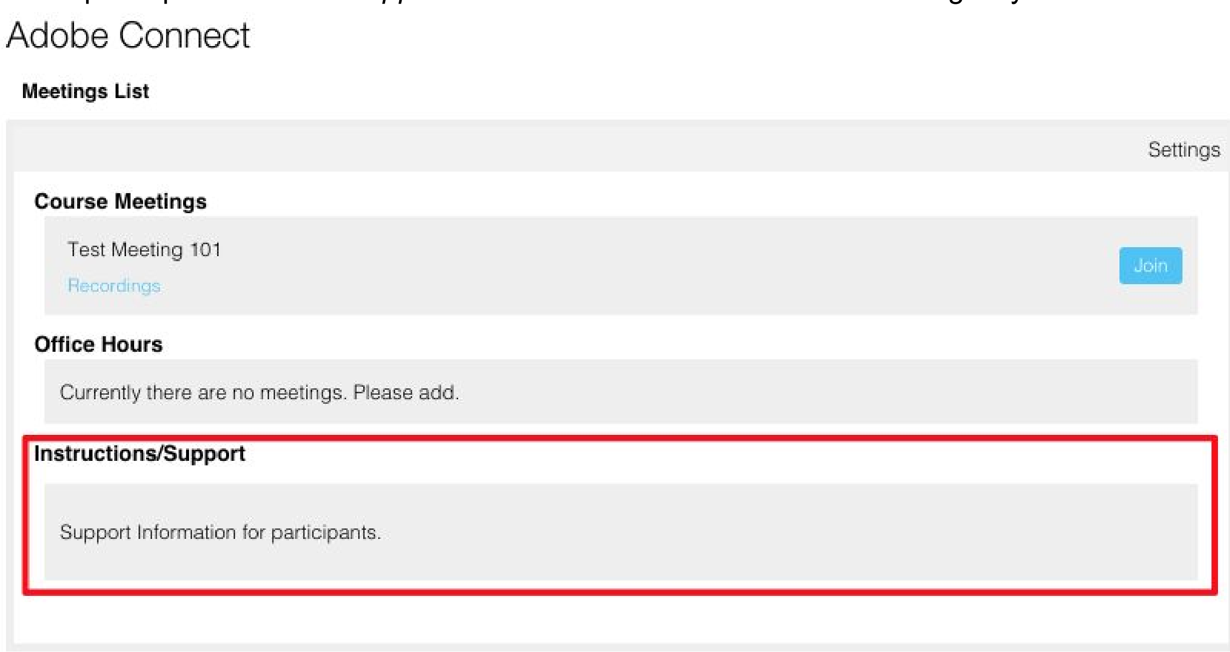


Save the license and observe the **Adobe Connect LTI**. New Meeting Label should appear.

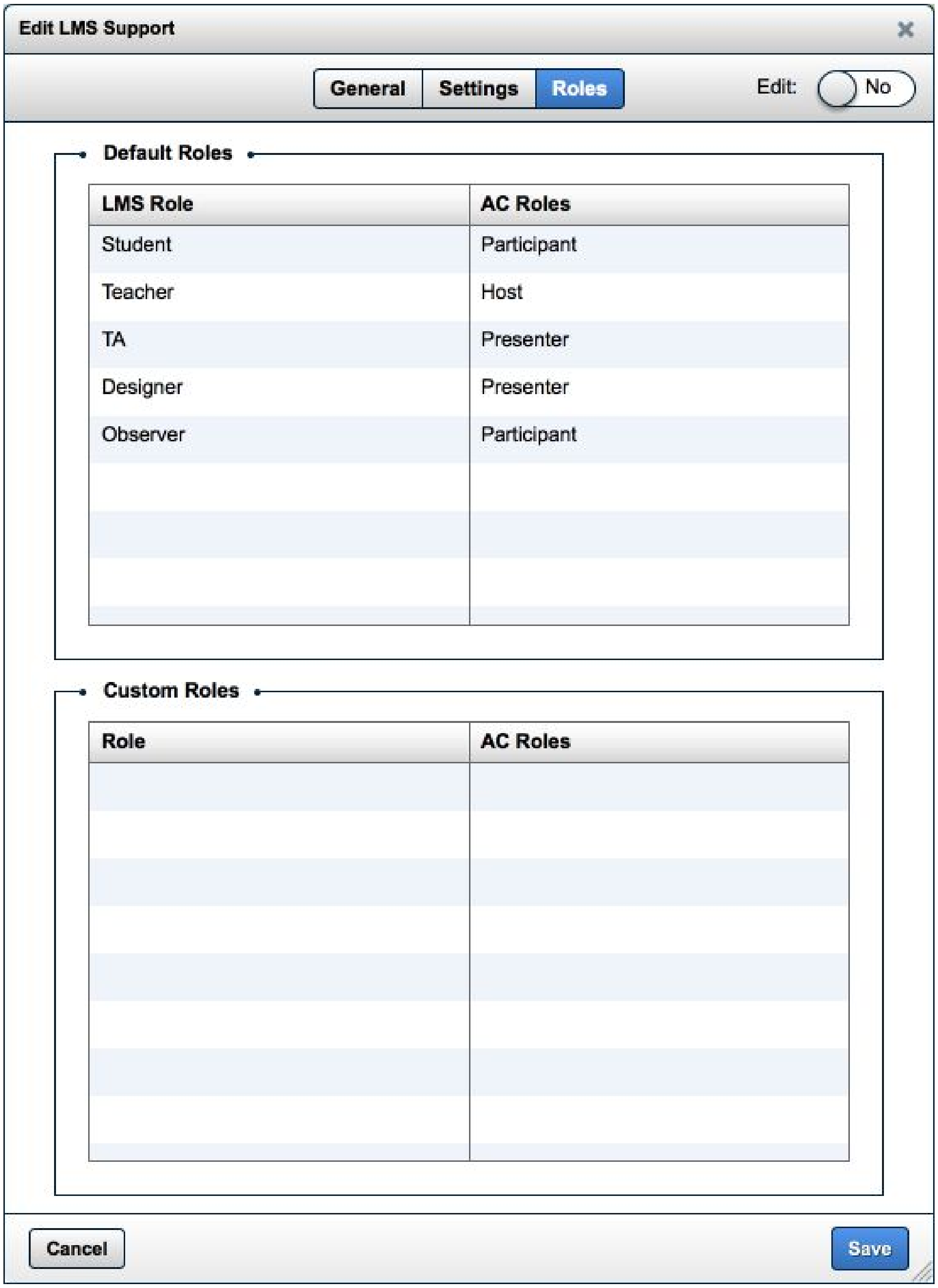
On the *Support* tab admin user can add any *Support Information/Instructions* that will be shown for all users accessing the Adobe Connect LTI.



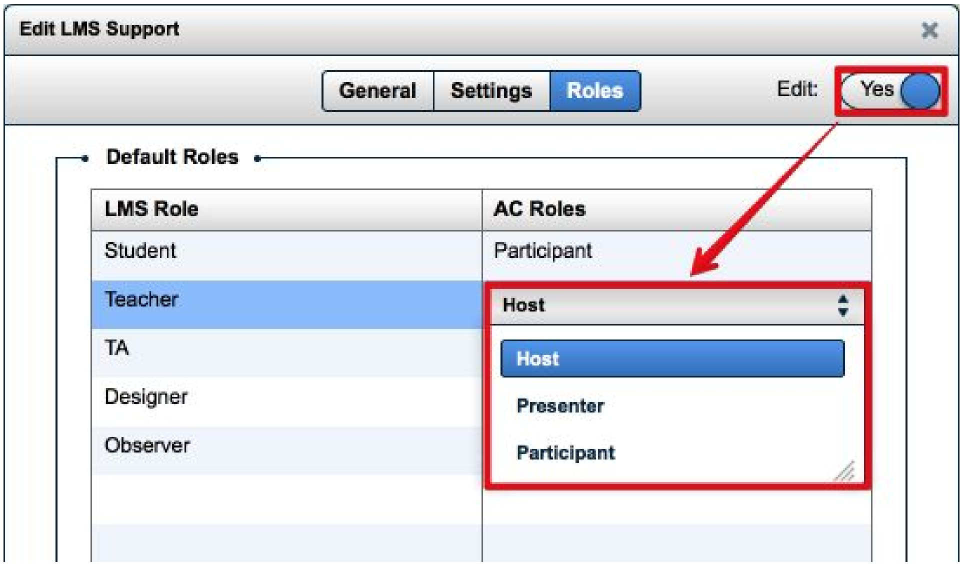
All LTI participants will see *Support Information/Instructions* in the following way:



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

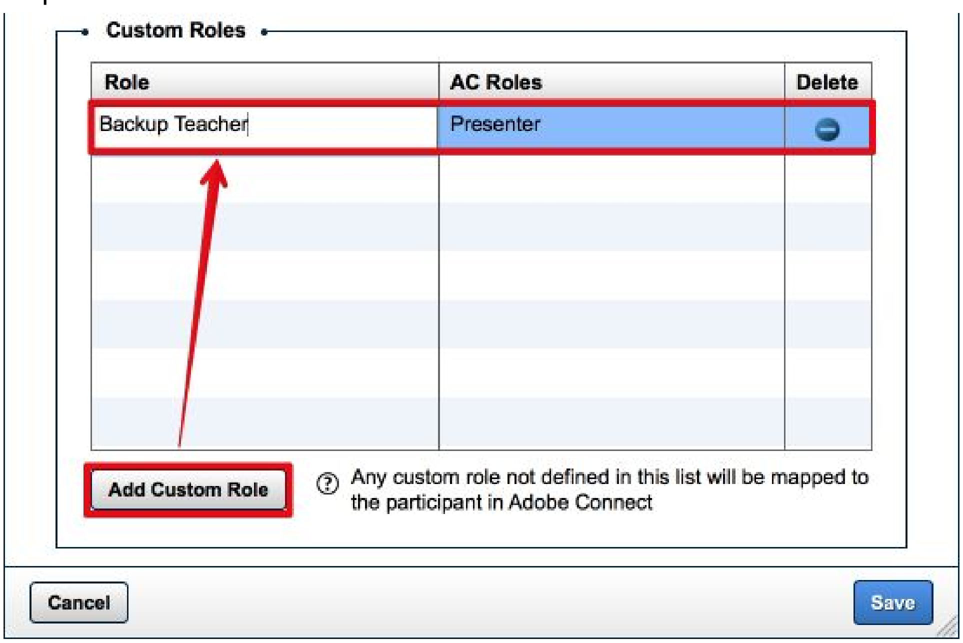


In order to change *Default Roles* mapping change the **Edit** toggle to *Yes*, select any default *LMS Role* and pick the required *AC Role* from the dropdown.



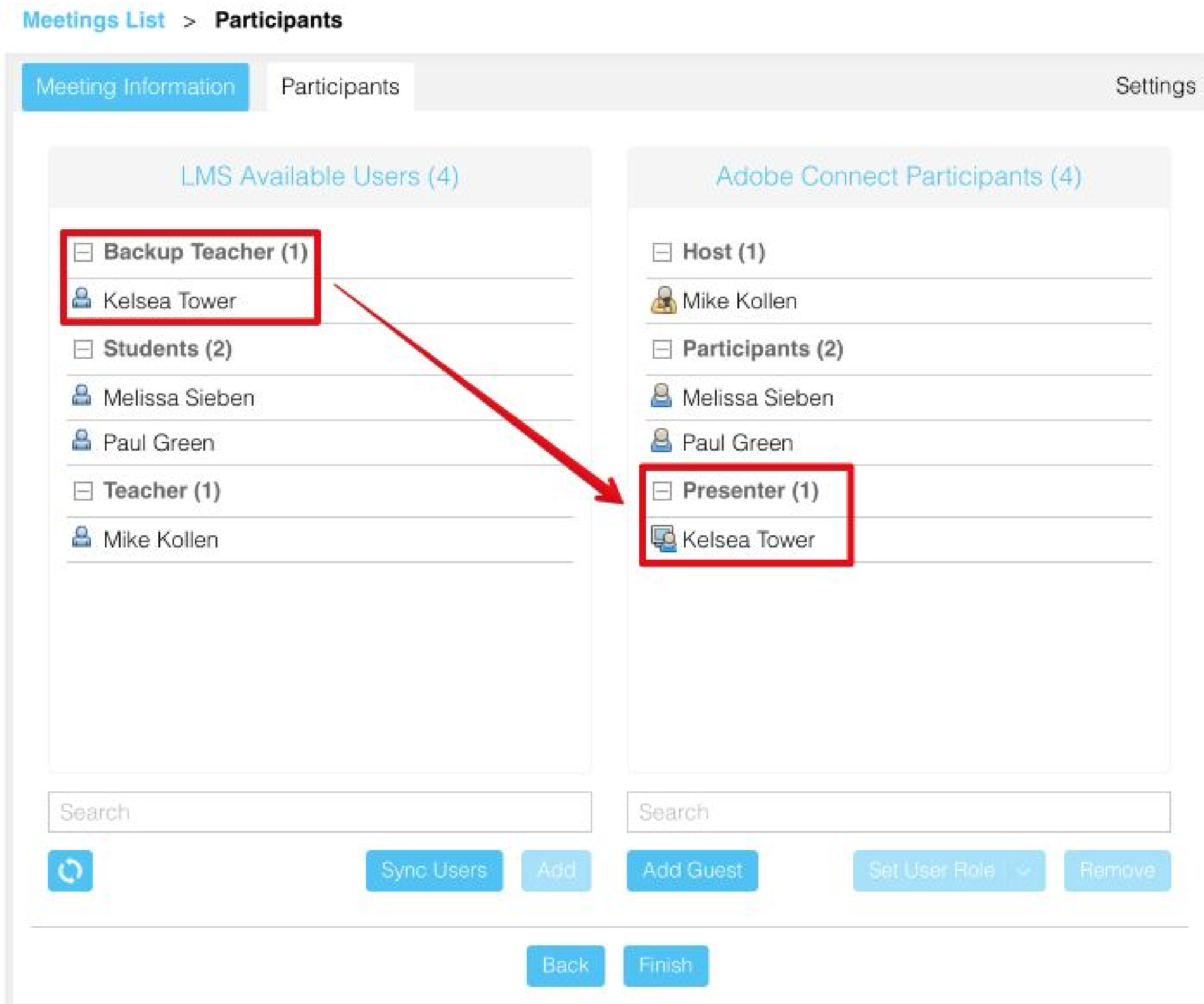
Click on the **Save** button to store the changes.

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.

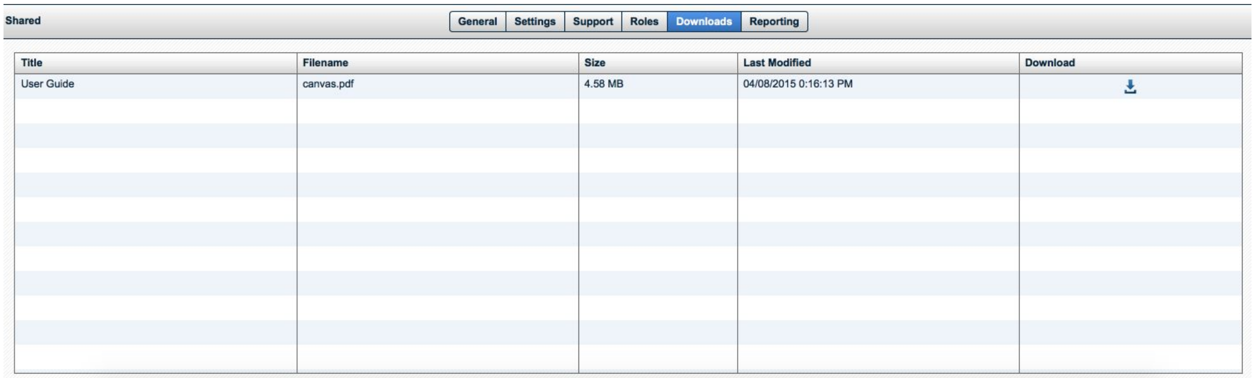


Click on the **Save** button to store the changes.

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.



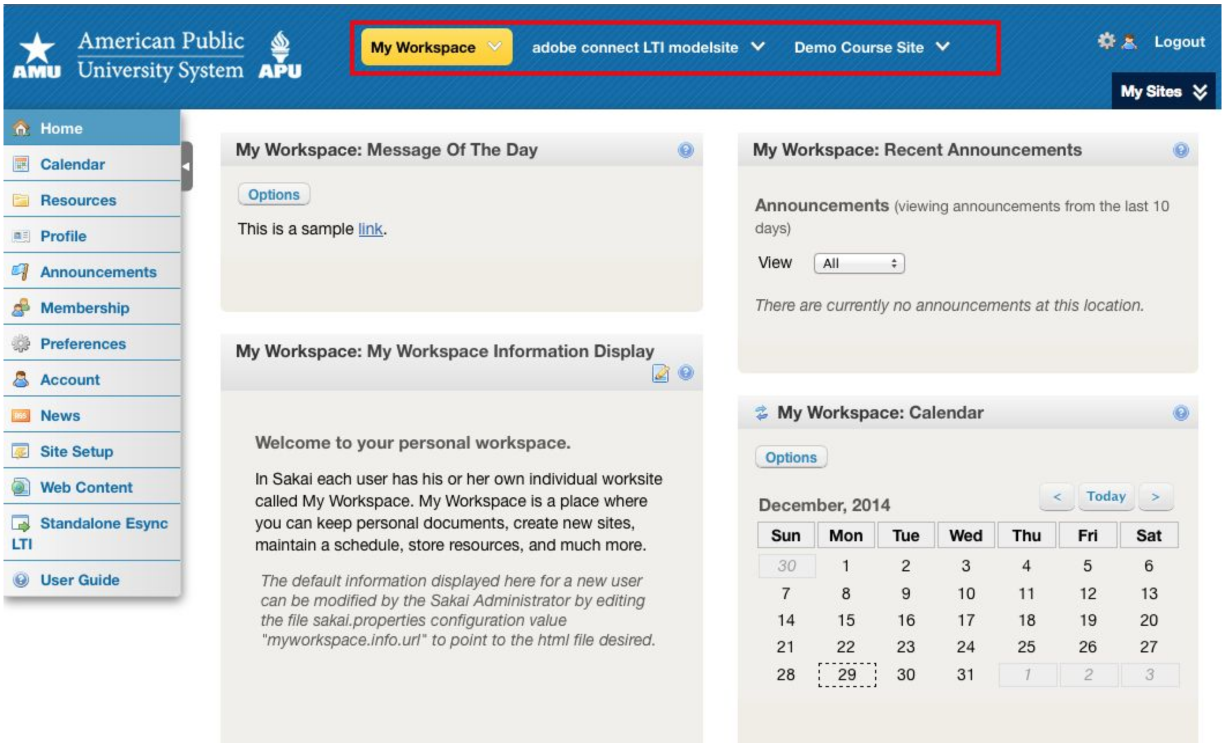
On the *Downloads* tab admin user can download User Guide and other complementary files.



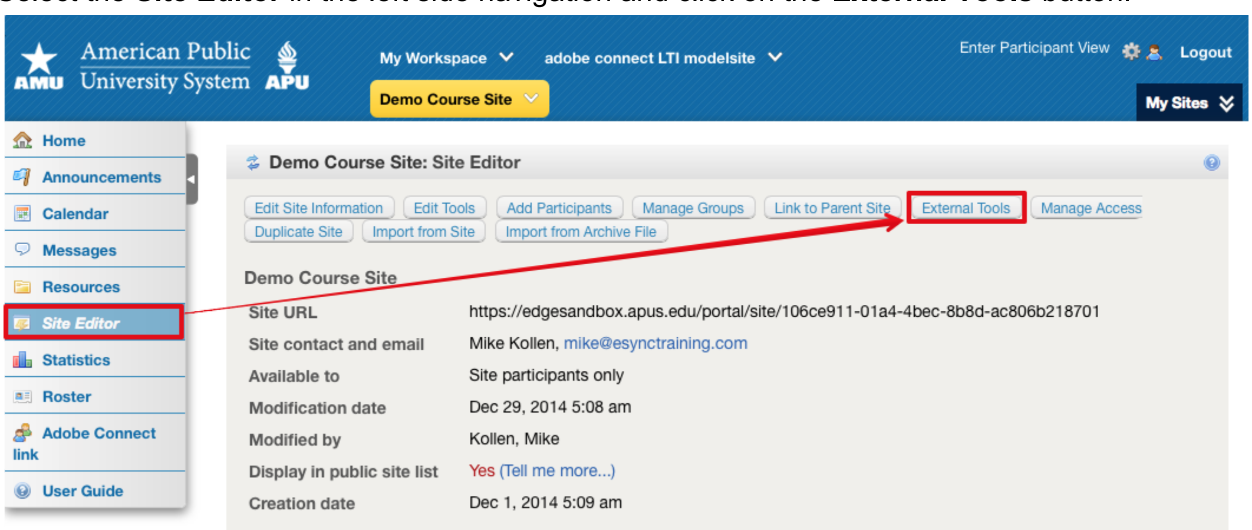
External App Configuration

Configure LTI Adobe Connect for Your Sakai Account

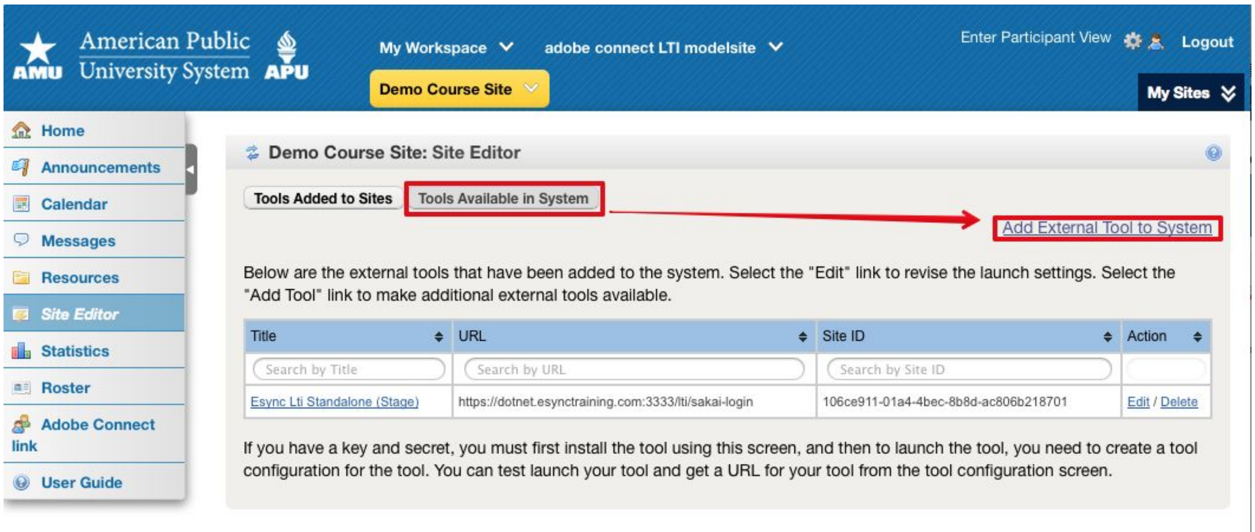
Login to Sakai account and select the required *Site* in the header site navigation.



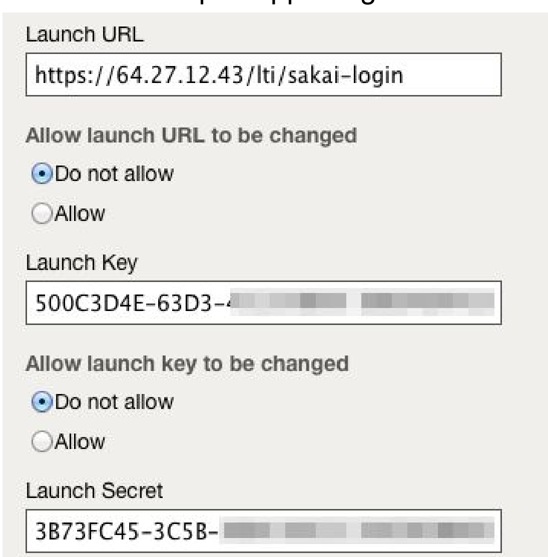
Select the **Site Editor** in the left side navigation and click on the **External Tools** button.



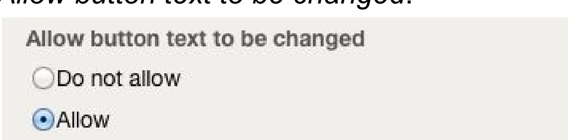
Click on the **Tools Available In System** button and select the **Add External Tool to System** link.



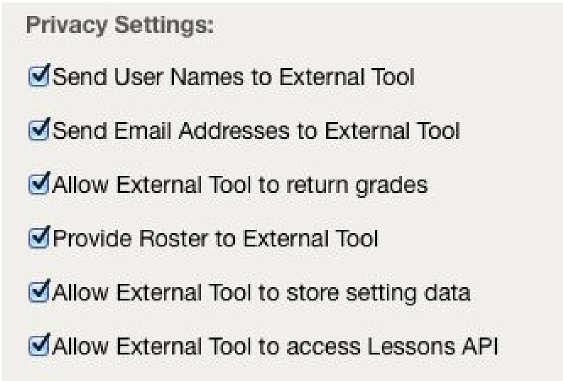
Fill in all mandatory fields, enter the **Launch URL**, **Launch Key** and **Launch Secret** values. **Launch Key** and **Launch Secret** values should be copied from the *dbo.CompanyLms* table.
Launch URL: https://app.edugamecloud.com/lti/sakai-login



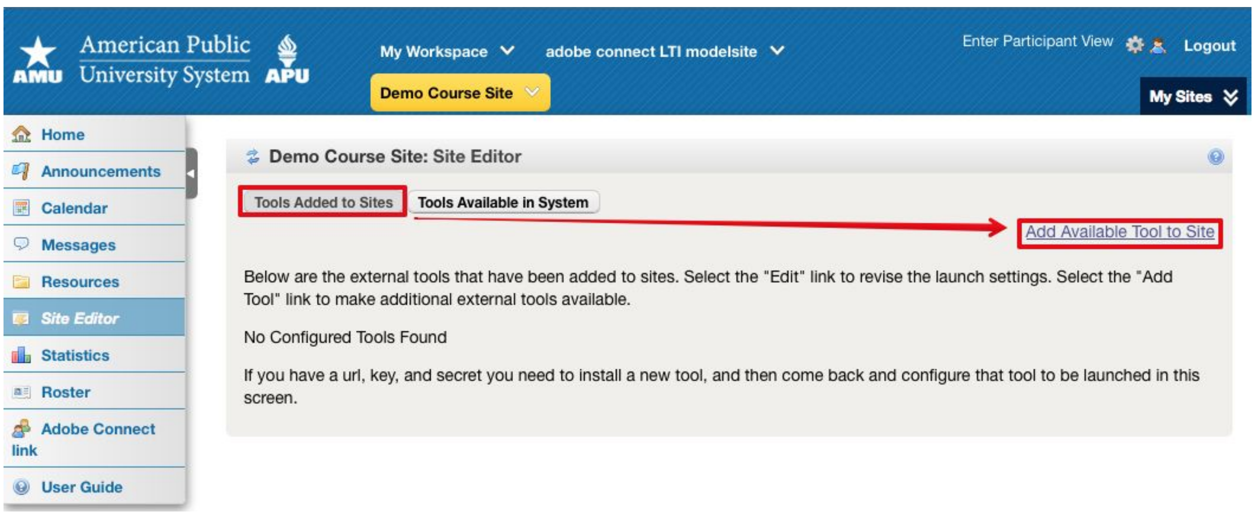
Allow button text to be changed.



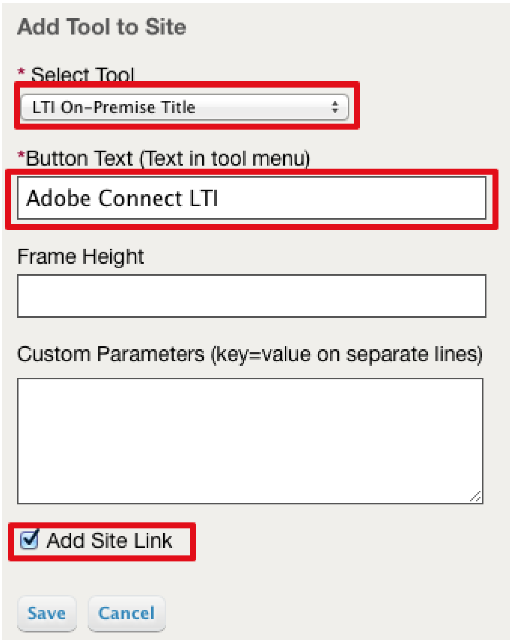
Enable the *Privacy Settings* and click on the **Save** button.



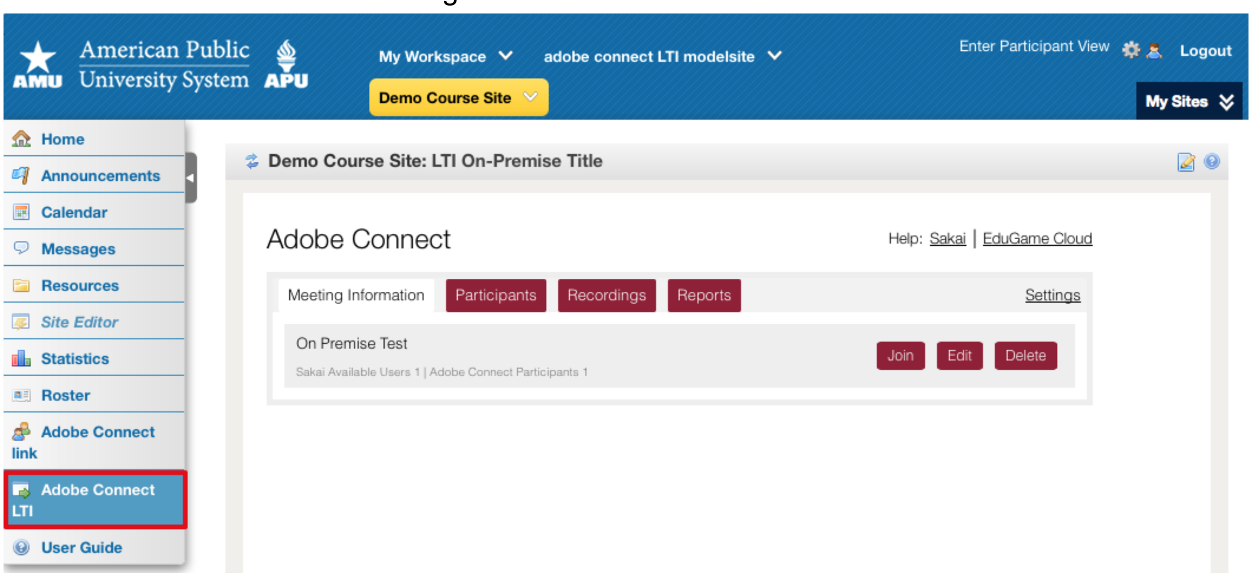
Click on the **Tools Added to Sites** button and select the **Add Available Tool to Site** link.



Select the proper *Tool*, enter the *Button Text*, check the **Add Site Link** option and click on the **Save** button.



Select the Tool in the left side navigation.



Getting Support

Email Support, please contact:
support@esynctraining.com and cc: qa@esynctraining.com

Emergency Phone Support:
714.979.4444