



**User Guide (Version 1.8.2)**



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User Guide  
Version 1.8.2

[What's New In v1.8.2?](#)

[Virtual Classrooms Support \(Optional\)](#)

[Create a New Adobe Connect Meeting](#)

[Meeting Reuse \(Optional\)](#)

[Virtual Classrooms Support \(Optional\)](#)

[Seminars Support \(Optional\)](#)

[Create an Office Hours Meeting \(Optional\)](#)

[Create a Study Group Meeting \(Optional\)](#)

[Student's Study Group](#)

[Meetings Sessions Support](#)

[Adobe Connect Recordings](#)

[Record the Meeting](#)

[View / Watch Recordings](#)

[MP4 Conversion](#)

[View Meeting Reports](#)

[Content Management](#)

[Audio Provider Support](#)

[MeetingOne](#)

[Sakai Calendar Events](#)

[EduGame Cloud Administration](#)

[Configure LMS License in EduGame Cloud](#)

[External App Configuration](#)

[Configure LTI Adobe Connect for Your Sakai Account](#)

[Getting Support](#)

## What's New In v1.8.2?

Note: please clear your cache and restart your browser to apply latest features.

### Virtual Classrooms Support (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Virtual Classrooms** (is disabled by default, can be edited) option.

Edit LMS Support

General Settings Support Roles Audio MP4 License Downloads

Meetings

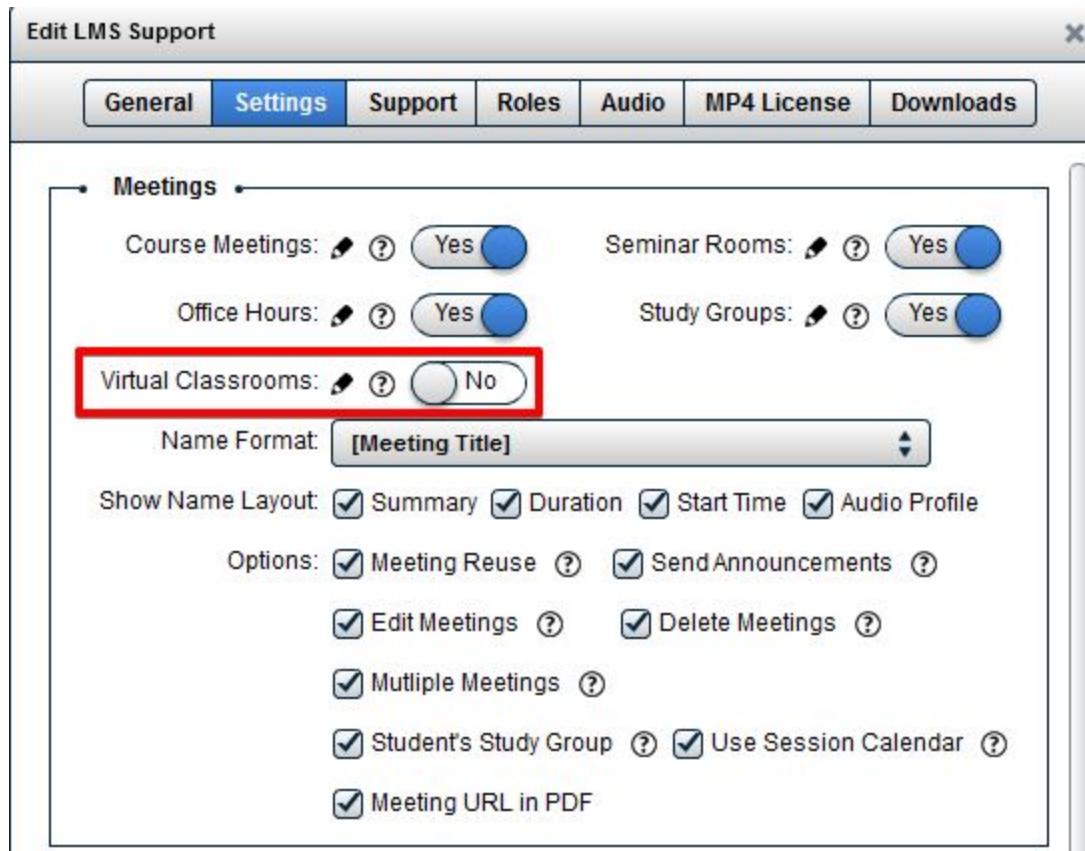
Course Meetings: Yes Seminar Rooms: Yes  
Office Hours: Yes Study Groups: Yes  
Virtual Classrooms: No

Name Format: [Meeting Title]

Show Name Layout:  Summary  Duration  Start Time  Audio Profile

Options:

Meeting Reuse  Send Announcements  
 Edit Meetings  Delete Meetings  
 Multiple Meetings  
 Student's Study Group  Use Session Calendar  
 Meeting URL in PDF



This setting allows teachers to create *Virtual Classrooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect LTI* and observe the application.

To create a *Virtual Classroom* open the **Create** dropdown menu and select **Virtual Classroom** option.

The screenshot shows the Adobe Connect LTI interface. At the top right, there is a dropdown menu labeled "Create" with a downward arrow. A sub-menu is displayed, showing "Course Meeting", "Seminar Room", and "Virtual Classroom". The "Virtual Classroom" option is highlighted with a purple background and a mouse cursor is hovering over it. The main content area is divided into several sections:

- Course Meetings**: Shows a list of meetings. One meeting is expanded: "March2017 course meeting" with sub-options "Recordings | Reports | Manage Sessions". Below it is another meeting: "March2017 course meeting #1" with details "Start Time: 03/10/17 01:00 AM Duration: 01:00".
- Virtual Classrooms**: Displays the message "Currently there are no meetings."
- Seminar Rooms**: Shows a seminar room: "March2017 Seminar Room" with start time "03/10/17 02:15 AM Duration: 1:00". It includes "Recordings | Reports" links and "Join" and "Settings" buttons.
- Office Hours**: Shows "March2017 Teacher: Office Hours (15:00)" with "Recordings | Reports" links and "Join" and "Settings" buttons.
- Study Groups**: Shows "March2017 Study Group" with "Recordings | Reports" links and "Join" and "Settings" buttons. It also has an "Add Meeting" button.

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

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

Information Participants Sessions

select Create New Meeting or search for and Use Existing Meeting  
[Create New Meeting](#) | [Use Existing Meeting](#)

**Required**

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

**Optional**

Classroom ID:

Custom URL: <https://connectstage.esynctraining.com/> 

Summary:

Start Time: 03-10-2017  06:30 PM 

Duration: 01:00 

Access:

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

**Cancel** **Next** **Save**

Map Canvas 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 **Next** button.

[Meetings List](#) > [March2017 Virtual Classroom: Participants](#)

Information Participants Sessions

Canvas Available Users (2)

- Student (1)  
yura+march2017
- Teacher (1)  
Mike Kollen

Search

Add Add Guest Set User Role Remove

Adobe Connect Participants (2)

- Host (1)  
Mike Kollen
- Participant (1)  
yura+march2017

Search

Back Next Finish

Turn on Generate Sessions option, populate the following form and click on the **Finish** button to complete the process.

[Meetings List](#) > [March2017 Virtual Classroom: Sessions](#)

Information Participants Sessions

Generate Sessions

Start Time: 03-10-2017  02:00 PM

Duration: 01:00

Days Class Meets:  Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Week(s): 1

Back Finish

As a result the new **Virtual Classroom** will appear on Meeting List view under **Virtual Classrooms** area.

The screenshot shows a user interface for managing meetings. At the top right, there is a "Seminar License # [REDACTED]" field and a "Create" button. Below this, the "Course Meetings" section lists two entries: "March2017 course meeting" and "March2017 course meeting #1". Each entry has a "Join" button and a settings icon. Underneath these, the "Virtual Classrooms" section contains one entry: "March2017 Virtual Classroom", which is highlighted with a red box. This entry includes a "Start Time: 03/10/17 06:45 PM Duration: 1:00" and links for "Recordings | Reports | Manage Sessions". It also features a "Join" button and a settings icon. The "Seminar Rooms" section lists one entry: "March2017 Seminar Room", which includes a "Start Time: 03/10/17 02:15 AM Duration: 1:00" and links for "Recordings | Reports". It also features a "Join" button and a settings icon.

# Course Administrator Guide

## Create a New Adobe Connect Meeting

Click on the **Add Meeting** button.

### Meetings List

The screenshot shows a 'Course Meetings' section. It displays a message: 'Currently there are no meetings. Please add.' To the right of the message is a blue rectangular button labeled 'Add Meeting'. In the top right corner of the main container, there is a smaller 'Settings' link.

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

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

### Meetings List > Meeting Information

The screenshot shows the 'Meeting Information' form. The 'Participants' tab is selected. The 'Required' section contains fields for 'Name' (text input) and 'Select Template' (dropdown menu). The 'Optional' section is collapsed, showing fields for 'Custom URL' (text input with value 'https://connect.esynctraining.com/'), 'Summary' (text area), 'Start Time' (date and time inputs set to '01-21-2015 12:53 PM'), 'Duration' (dropdown menu set to '01:00'), and 'Access' (radio buttons: 'Only registered users' (unchecked), 'Registered users and accepted guests' (checked), and 'Anyone who has the URL for the meeting' (unchecked)). At the bottom are three buttons: 'Cancel', 'Save', and 'Next'.

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.

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

Meeting Information Participants Settings

Sakai Available Users (4)

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

Adobe Connect Participants (4)

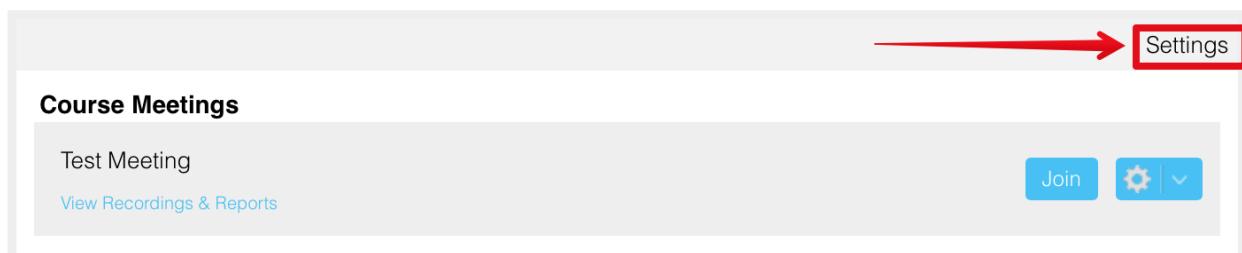
- Host (1)
  - Mike Kollen
- Participant (3)
  - Vadim Adashkevich
  - Melissa Sieben
  - Kelsea Tower

Sync Users Add Set User Role Remove

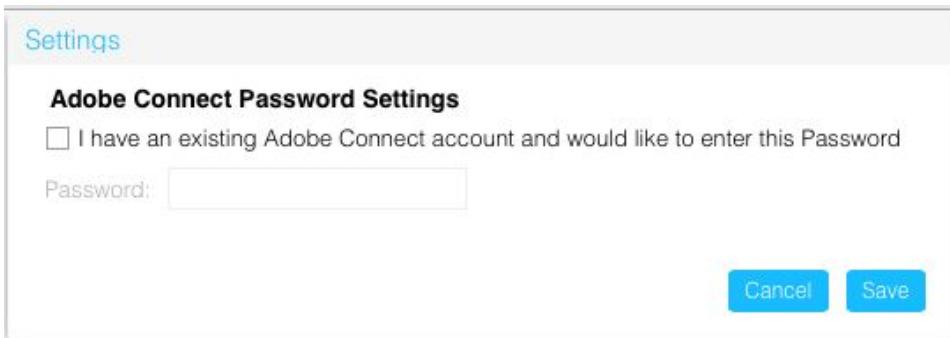
Click on the **Finish** button to complete the process.

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

**Meetings List**



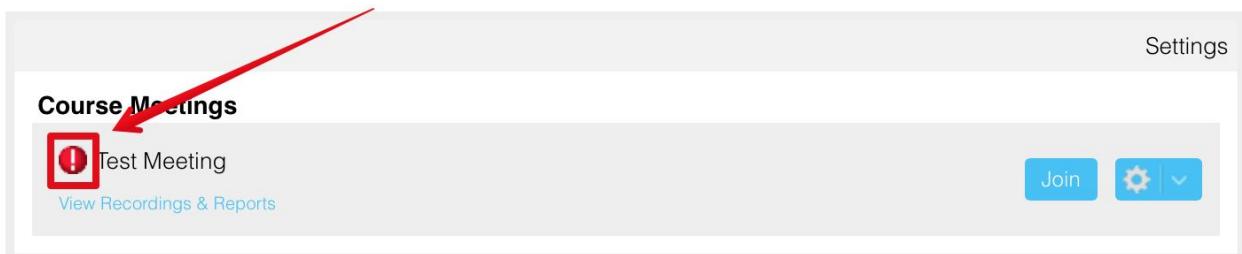
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.



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.

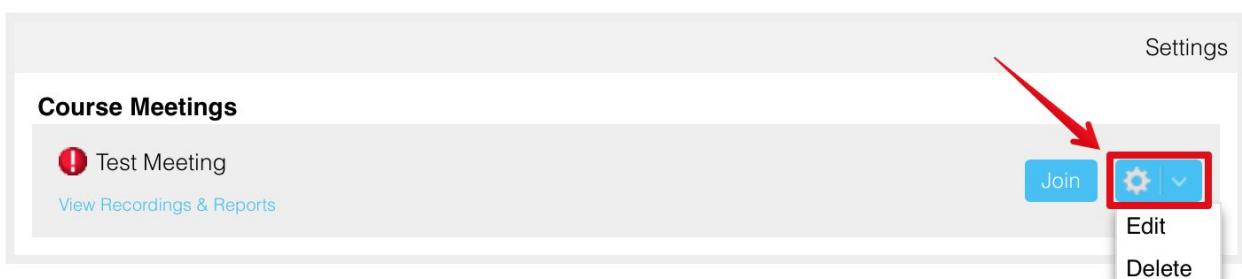
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**Meetings List**



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

**Meetings 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.

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

The screenshot shows the 'Participants' tab in the 'Meetings List'. At the top, there are three tabs: 'Meeting Information' (highlighted in blue), 'Participants' (selected), and 'Settings'. The 'Participants' section is divided into two main sections: 'Sakai Available Users (5)' on the left and 'Adobe Connect Participants (4)' on the right.

**Sakai Available Users (5):**

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

**Adobe Connect Participants (4):**

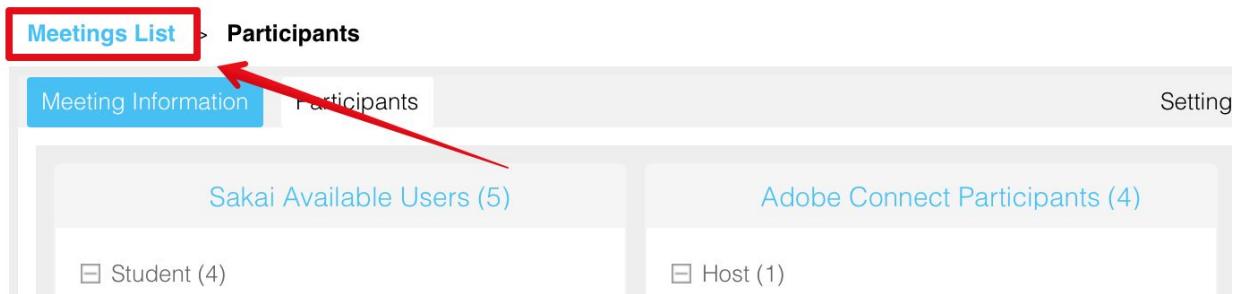
- Host (1)
  - Mike Kollen
- Participant (3)
  - Vadim Adashkevich
  - Melissa Sieben
  - Kelsea Tower

At the bottom of the interface, there are several buttons: a Refresh icon, a 'Sync Users' button (which is highlighted with a red box), 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.

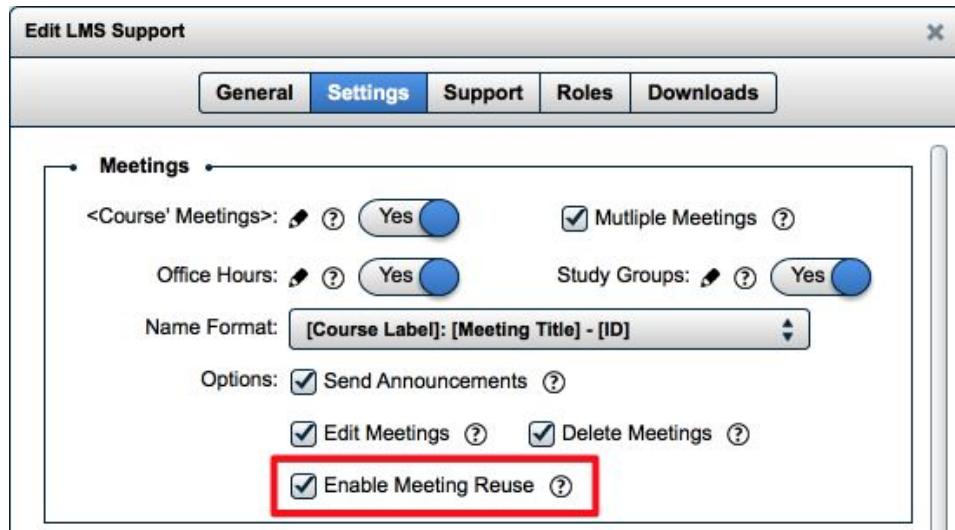
Refresh the Sakai Available Users list by clicking on the **Refresh** button.

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.

The screenshot shows the 'Meeting Information' tab selected in the Adobe Connect interface. A search bar contains the term 'marketing'. The 'Participants' section includes radio buttons for 'Clean' and 'Merge' (which is selected). A list of meetings is shown, with one meeting highlighted: '[24] USD Marketing 101'. At the bottom, there are 'Cancel', 'Save', and 'Next' buttons, with 'Next' being highlighted with a red box. Red numbers 1 through 5 are overlaid on the interface to indicate specific steps: 1 points to the 'Use Existing Meeting' button, 2 points to the search bar, 3 points to the 'Merge' radio button, 4 points to the highlighted meeting in the list, and 5 points to the 'Next' button.

Name	Url
[154] Marketing 101 - Virtual Classroom	/r64u296mjqj/
[157] Virtual Classroom M1 Marketing	/r3pzmt4grw6/
[24] USD Marketing 101	/r6dcbpbasi1/
[59] Marketing 101	/r6k2s6kf608/
28 [USD] USD Marketing	/r57van6ei4o/
30 [BC] BC Marketing	/r7kl5q7mexb/
35 [Marketing] Recording Test	/r4jrjvi6549/

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

## Virtual Classrooms Support (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Virtual Classrooms** (default disabled, can be edited) option.

The screenshot shows the 'Edit LMS Support' dialog with the 'Settings' tab selected. Under the 'Meetings' section, the 'Virtual Classrooms' setting is highlighted with a red box around its toggle switch, which is set to 'No'. Other settings shown include Course Meetings, Seminar Rooms, Office Hours, Study Groups, Name Format (Meeting Title), Show Name Layout (Summary, Duration, Start Time, Audio Profile checked), Options (Meeting Reuse, Send Announcements, Edit Meetings, Delete Meetings, Multiple Meetings, Student's Study Group, Use Session Calendar, Meeting URL in PDF checked).

This setting allows teachers to create *Virtual Classrooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect LTI* and observe the application.

To create a *Virtual Classroom* open the **Create** dropdown menu and select **Virtual Classroom** option.

The screenshot shows the Adobe Connect LTI interface. At the top right, there is a dropdown menu labeled "Create" with a downward arrow. A sub-menu is displayed, showing "Course Meeting", "Seminar Room", and "Virtual Classroom". The "Virtual Classroom" option is highlighted with a purple background and a mouse cursor is hovering over it. The main content area is divided into several sections:

- Course Meetings**: Shows a list of meetings:
  - March2017 course meeting (with a "Join" button and a gear icon)
  - March2017 course meeting #1 (with a "Join" button and a gear icon)
- Virtual Classrooms**: Shows a message: "Currently there are no meetings."
- Seminar Rooms**: Shows a list of rooms:
  - March2017 Seminar Room (with a "Join" button and a gear icon)
- Office Hours**: Shows a list of office hours:
  - March2017 Teacher: Office Hours (15:00) (with a "Join" button and a gear icon)
- Study Groups**: Shows a list of study groups:
  - March2017 Study Group (with a "Join" button and a gear icon)

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

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

Information Participants Sessions

select Create New Meeting or search for and Use Existing Meeting  
[Create New Meeting](#) | [Use Existing Meeting](#)

**Required**

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

**Optional**

Classroom ID:

Custom URL: <https://connectstage.esynctraining.com/> 

Summary:

Start Time: 03-10-2017  06:30 PM 

Duration: 01:00 

Access:

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

**Cancel** **Next** **Save**

Map Canvas 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 **Next** button.

[Meetings List](#) > [March2017 Virtual Classroom: Participants](#)

The screenshot shows the 'Participants' tab selected in a three-tab interface. On the left, under 'Canvas Available Users (2)', there are two entries: 'Student (1)' with user 'yura+march2017' and 'Teacher (1)' with user 'Mike Kollen'. On the right, under 'Adobe Connect Participants (2)', there are two entries: 'Host (1)' with user 'Mike Kollen' and 'Participant (1)' with user 'yura+march2017'. Below each list is a search bar. At the bottom are buttons for 'Add', 'Add Guest', 'Set User Role', and 'Remove'. Navigation buttons 'Back' and 'Next' are at the bottom left, and a 'Finish' button is at the bottom right.

Turn on Generate Sessions option, populate the following form and click on the **Finish** button to complete the process.

[Meetings List](#) > [March2017 Virtual Classroom: Sessions](#)

The screenshot shows the 'Sessions' tab selected in a three-tab interface. The 'Generate Sessions' checkbox is checked. The 'Start Time' is set to 03-10-2017 at 02:00 PM. The 'Duration' is set to 01:00. Under 'Days Class Meets', the days Monday, Tuesday, Wednesday, Thursday, and Friday are selected. The 'Week(s)' dropdown is set to 1. At the bottom are 'Back' and 'Finish' buttons.

As a result the new **Virtual Classroom** will appear on Meeting List view under **Virtual Classrooms** area.

The screenshot shows a user interface for managing meetings. At the top right, there is a "Seminar License # [REDACTED]" field and a "Create" button. Below this, the "Course Meetings" section lists two entries: "March2017 course meeting" and "March2017 course meeting #1". Each entry includes a "Join" button and a settings icon. Underneath these, the "Virtual Classrooms" section contains one entry: "March2017 Virtual Classroom", which is highlighted with a red box. This entry also includes a "Join" button and a settings icon. The "Seminar Rooms" section lists one entry: "March2017 Seminar Room", which includes a "Join" button and a settings icon. Navigation links "Recordings | Reports | Manage Sessions" are present in each section.

Section	Meeting/Room Name	Start Time	Duration	Actions
Course Meetings	March2017 course meeting			Join   Settings
	March2017 course meeting #1	03/10/17 01:00 AM	01:00	Join   Settings
Virtual Classrooms	March2017 Virtual Classroom	03/10/17 06:45 PM	1:00	Join   Settings
	Recordings   Reports   Manage Sessions			
Seminar Rooms	March2017 Seminar Room	03/10/17 02:15 AM	1:00	Join   Settings
	Recordings   Reports			

## 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.

Note: user should have editable seminar licence to be able to create Seminar Rooms.

To create a seminar room open the **Create** dropdown menu and select **Seminar Room** option.

The screenshot shows the Adobe Connect interface. At the top right, there are 'Settings' and 'Help' links. The main area displays 'Course Meetings' and 'Seminar Rooms' sections. In the top right corner, there is a 'Create' dropdown menu with options: 'Create' (selected), 'Course Meeting', and 'Seminar Room'. The 'Seminar Room' option is highlighted with a red box. Below the sections, there are 'Join' and 'Settings' buttons for each meeting/session entry.

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.

## Adobe Connect

[Settings: Change](#)  
[Help: User Guide | EduGame Cloud](#)

[Meetings List](#) > [New Seminar Room: Information](#)

Information Participants

**Required**

Seminar License: Seminar License # 1287581127

Name:

Select Template:

**Optional**

Custom URL: <https://connect.esynctraining.com/> 

Summary:

Start Time: 03-31-2016  10:15 AM 

Duration: 01:00 

Access:

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

[Cancel](#) [Save](#) [Next](#)

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.

## Adobe Connect

Settings: Change

Help: User Guide | EduGame Cloud

Seminar License # 1287581127 [Create](#) |

**Course Meetings**

Course Meeting Test  
Start Time: 03/31/16 10:00 AM Duration: 1:00  
[Recordings](#) | [Reports](#)

**Seminar Rooms**

Seminar Room Test  
Start Time: 03/31/16 10:00 AM Duration: 1:00  
[Recordings](#) | [Reports](#)

New Session  
Edit  
Delete

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

## Adobe Connect

[Meetings List](#) > **New Seminar Session: Information**

**Settings:**  Change

**Help:** [User Guide](#) | [EduGame Cloud](#)

Information

Name:			
Summary:			
Start Time:	03-31-2016		10:15 AM
Duration:	01:00		

---

[Cancel](#) [Save](#)

**\*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.

### 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 its 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 its 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)

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 for "Test Meeting". To its right are "Join" and "Settings" buttons.
- Office Hours:** Contains a single entry for "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.

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.

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

The screenshot shows a user interface for managing meeting participants. At the top, there are tabs for 'Study Group Information' (selected), 'Participants' (current view), and 'Settings'. The 'Participants' section is divided into two main areas: 'Sakai Available Users' on the left and 'Adobe Connect Participants' on the right.

**Sakai 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, there 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' icon. Below it, under 'Course Meetings', there is a 'Test Meeting' entry with a 'Join' button and a gear-and-down arrow icon. Under 'Office Hours', there is an entry for 'Mike Kollen's Office Hours (6pm-8pm)' with a 'Join' button and a gear-and-down arrow icon. Under 'Study Groups', there are two entries: 'Test Study Group' and 'Student's Study Group'. For the 'Test Study Group', there is a 'Join' button and a gear-and-down arrow icon. For the 'Student's Study Group', there is a 'Join' button and a 'Leave' button, which is highlighted with a red rectangular box.

Settings

**Course Meetings**

Test Meeting [Join](#) [Settings](#)

[View Recordings & Reports](#)

**Office Hours**

Mike Kollen's Office Hours (6pm-8pm) [Join](#) [Settings](#)

[View Recordings & Reports](#)

**Study Groups**

Test Study Group [Join](#) [Settings](#)

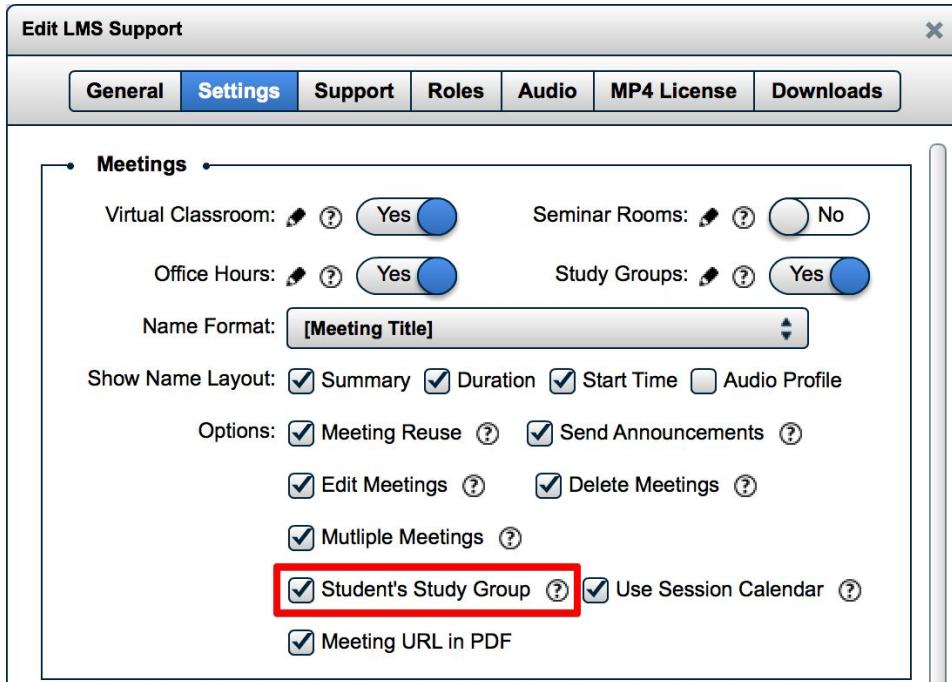
[View Recordings & Reports](#)

Student's Study Group [Join](#) [Leave](#)

[View Recordings & Reports](#)

## Student's Study Group

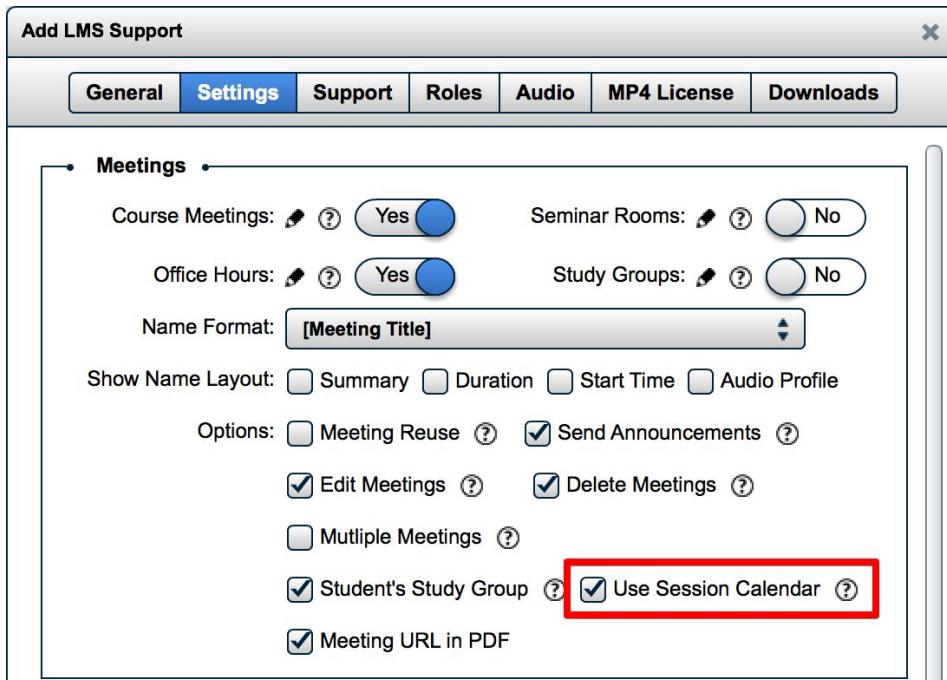
On the EduGame Cloud LMS license *Settings* page user can enable the *Student's Study Group* option.



This setting allows/prohibits students to create Study Groups in the Adobe Connect LTI. Teachers aren't affected by this setting.

## Meetings Sessions Support

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



This setting allows teachers to create *Meetings Sessions*.

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 creating a meeting select the **Generate Sessions** checkbox. Teacher is able to set *Start Time*, *Duration* and frequency of the Sessions.

Adobe Connect

Settings: Change  
Help: User Guide | EduGame Cloud

Meetings List > Virtual Classroom 102: Meeting Sessions

Information Meeting Sessions Participants

**Generate Sessions**

Start Time: 10-24-2016 01:30 PM

Duration: 01:00

Days Class Meets:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Week(s): 1

---

Back Finish Next

Thereafter, new **Session** can be added by selecting the **New Session** link from the **Gear icon** menu next to the meeting.

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

The screenshot shows the 'Course Meetings' section of the Adobe Connect interface. It lists two recordings: 'Virtual Classroom 102' and 'Virtual Classroom 102 #1'. A gear icon menu is open over the second recording, with the 'New Session' option highlighted by a red box. Other options in the menu include 'Join', 'Edit', and 'Delete'.

Teacher can add *Name*, *Summary* and set *Start/End Time* of the Session.

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

[Meetings List](#) > **New Meeting Session: Information**

The screenshot shows the 'Information' tab of the 'New Meeting Session: Information' form. It contains fields for 'Name' (empty), 'Summary' (empty), 'Start Time' (set to 10/24/2016 at 01:30 PM), and 'End Time' (set to 10/24/2016 at 02:30 PM). At the bottom are 'Cancel' and 'Save' buttons.

# Adobe Connect Recordings

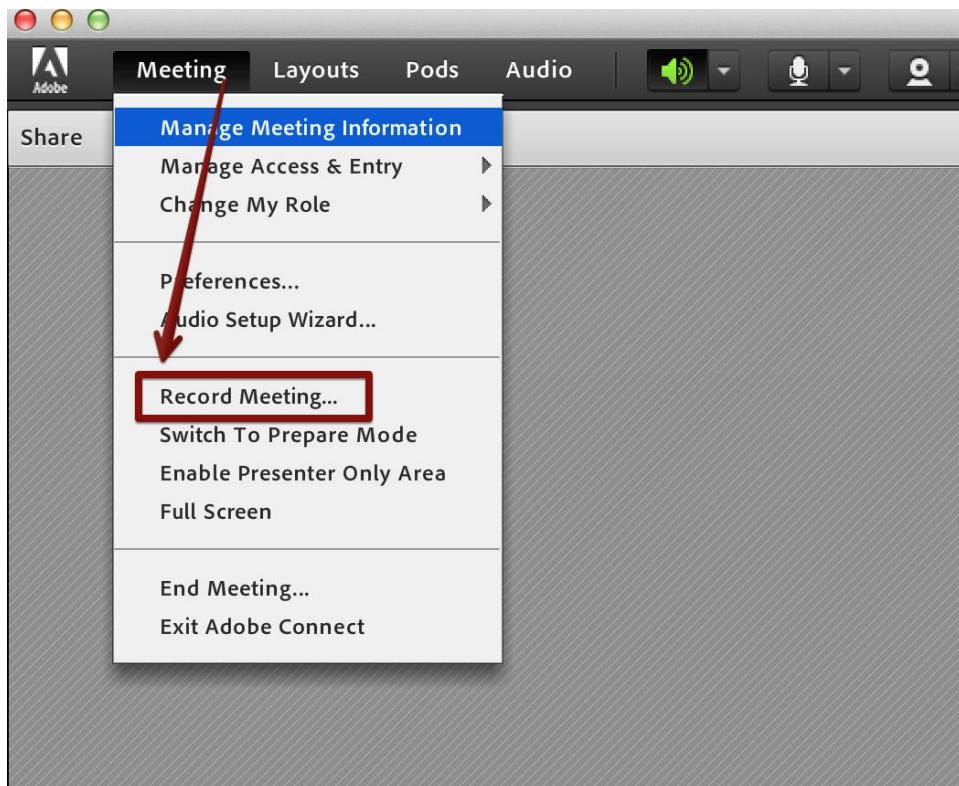
## Record the Meeting

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 list item for 'Test Meeting'. To the right of this list item are two buttons: 'Join' and a gear icon with a dropdown arrow. Below the list item is a link labeled 'View Recordings & Reports'.

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



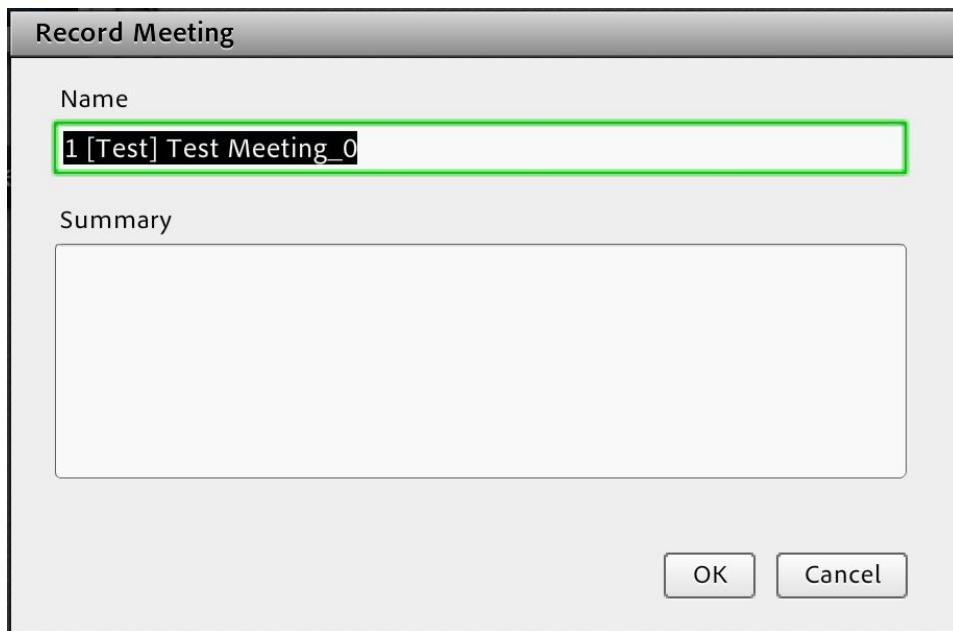
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



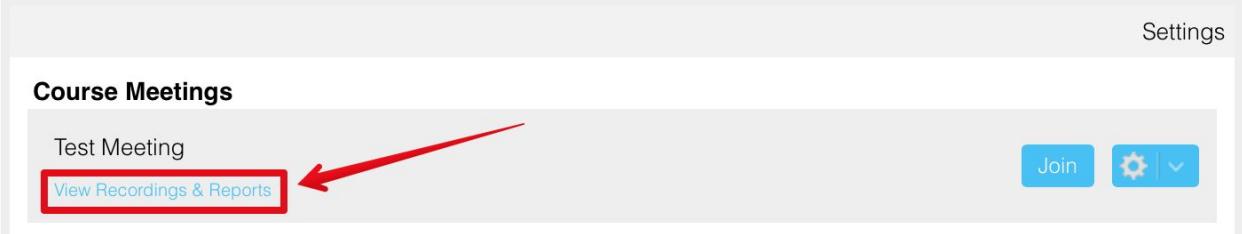
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



## **View / Watch Recordings**

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

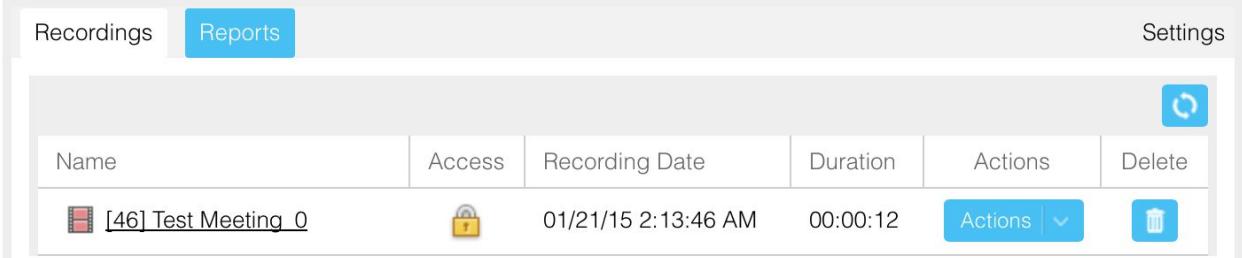
**Meetings List**



The screenshot shows the 'Meetings List' interface. At the top right is a 'Settings' icon. Below it, under 'Course Meetings', is a list for a 'Test Meeting'. On the left of the meeting entry is a 'View Recordings & Reports' button, which is highlighted with a red box and has a red arrow pointing to it from the left.

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 of the 'Meetings List' interface. At the top are tabs for 'Recordings' and 'Reports', with 'Recordings' selected. On the right is a 'Settings' icon. Below 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   ▾	trash

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

The screenshot shows a list of recordings. One recording is selected, highlighted with a blue background. To the right of the selected recording, there is a 'Actions' button with a dropdown menu open. The dropdown menu contains three options: 'Edit Recording', 'Share', and 'Make FLV'. The 'Actions' button and its dropdown menu are highlighted with a red box.

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

- 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 is a modal dialog box titled '99 [Demo] Demo Meeting\_0'. It contains the following fields:

- Recording URL:** <https://connect.esynctraining.com/p5o6ar3b7an>
- Change Access Type:** A radio button group where 'Private' is selected, and 'Public' is unselected.
- Passcode (Optional):** An empty input field.
- Buttons:** 'Cancel' and 'Save'.

- 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.

Adobe Connect

Settings: Change

Help: User Guide

### Course Meetings

Test Meeting

Recordings Reports

Join



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

Adobe Connect

Settings: Change

Help: User Guide

Meetings List > Test Meeting: Recordings

Recordings

Reports

Name

Access

Recording Date

Duration

Actions

Test Meeting\_0



03/03/2016 03:09:00 AM

00:13:03

Actions



Edit Recording

Share

Make Offline

Make MP4

Make MP4 with Subtitles

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

Adobe Connect

Settings: Change

Help: User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows a table with one row of data. The columns are labeled: Name, Access, Recording Date, Duration, and Actions. The 'Name' column contains 'Test Meeting\_0'. The 'Access' column has a lock icon. The 'Recording Date' column shows '03/03/2016 03:09:00 AM'. The 'Duration' column shows '00:13:03'. The 'Actions' column contains a dropdown menu and a trash can icon. Below the table, there is a message: 'MP4 status: Pending' with a red box around it.

Name	Access	Recording Date	Duration	Actions
Test Meeting_0	🔒	03/03/2016 03:09:00 AM	00:13:03	Actions   <input type="button" value="Delete"/>

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

Adobe Connect

Settings: Change

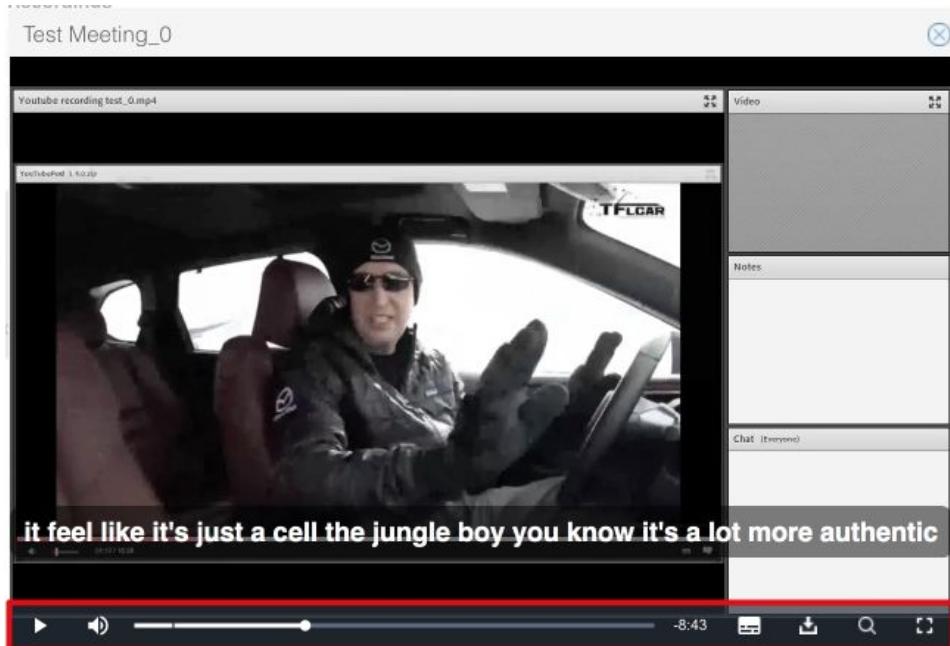
Help: User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows a table with two rows of data. The columns are labeled: Name, Access, Recording Date, Duration, and Actions. The first row has the same data as the previous screenshot: 'Test Meeting\_0', lock icon, '03/03/2016 03:09:00 AM', '00:13:03', and a dropdown/actions menu. The second row contains 'Test Meeting\_0: MP4' and 'Test Meeting\_0: Transcript' under the 'Name' column. The 'Access' column has a lock icon. The 'Recording Date' column shows '03/03/2016 03:09:00 AM'. The 'Duration' column shows '00:13:03'. The 'Actions' column contains a dropdown menu and a trash can icon. To the right of the second row, there are two buttons: 'Play' and 'Edit', both with red boxes around them.

Name	Access	Recording Date	Duration	Actions
Test Meeting_0	🔒	03/03/2016 03:09:00 AM	00:13:03	Actions   <input type="button" value="Delete"/>
Test Meeting_0: MP4	🔒	03/03/2016 03:09:00 AM	00:13:03	<input type="button" value="Play"/> <input type="button" value="Edit"/>
Test Meeting_0: Transcript	🔒	03/03/2016 03:09:00 AM	00:13:03	Actions   <input type="button" value="Delete"/>

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*.

## Adobe Connect

**Settings:** Change

**Help:** [User Guide](#)

Meetings List > **Test Meeting: Recordings**

The screenshot shows the 'Recordings' tab selected in the Adobe Connect interface. A list of recordings is displayed in a table with columns: Name, Access, Recording Date, Duration, and Actions. The first recording in the list is 'Test Meeting\_0'. An 'Actions' dropdown menu is open for this recording, listing: Edit Recording, Share, Make Offline, Download MP4, and Download Transcript. The 'Download MP4' and 'Download Transcript' options are highlighted with a red box.

Name	Access	Recording Date	Duration	Actions
Test Meeting_0		03/03/2016 03:09:00 AM	00:13:03	

- Edit Recording
- Share
- Make Offline
- Download MP4**
- Download Transcript**

## 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' section of the Adobe Connect application. It displays a list of meetings under the heading 'Course Meetings'. One meeting, 'Test Meeting', is listed. Below the meeting name is a blue button labeled 'View Recordings & Reports'. A red arrow points from the left towards this button, indicating it should be clicked. To the right of the button are two other buttons: 'Join' and a settings icon.

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' section of the Adobe Connect application. At the top, there are tabs for 'Recordings' (which is selected) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' (which is highlighted with a red box) and 'By Sessions'. A blue refresh icon is located to the right of these buttons. 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' section of the Adobe Connect application, similar to the previous one but with the 'By Sessions' tab selected. At the top, there are tabs for 'Recordings' (selected) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' and 'By Sessions' (which is highlighted with a red box). A blue refresh icon is located to the right of these buttons. 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

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

## Adobe Connect

Settings: Change

Help: User Guide

[Meetings List](#) > [Virtual Class Meeting: Reports](#)

Recordings		Reports		
By Attendees		By Sessions		By Recordings
				Group by: Title   Name
Recording Title	Name	Time In	Time Out	Total Time Viewed
Virtual Class Meeting_1	John Doe	07/04/16 12:22 PM	07/04/16 12:30 PM	00:07:34
Virtual Class Meeting_0	Paul Smith	07/04/16 11:43 AM	07/04/16 11:44 AM	00:00:45

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.

## Adobe Connect

Help: User Guide | EduGame Cloud

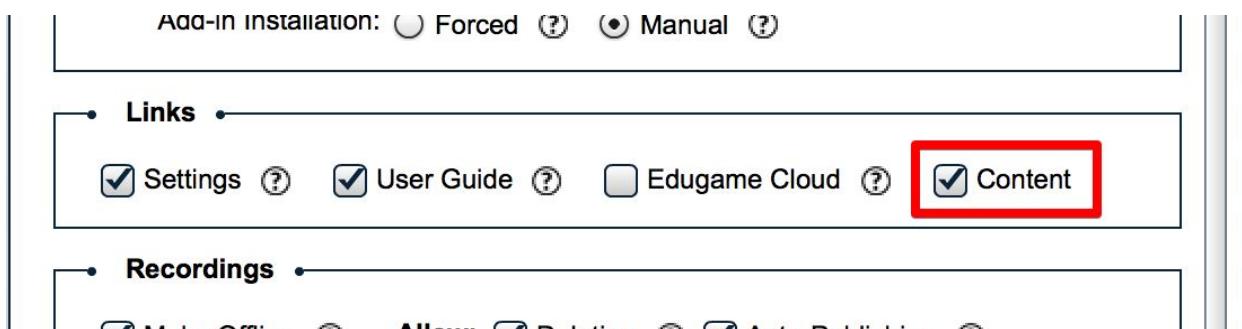
[Meetings List](#) > [Reports](#)

Recordings		Reports		
By Attendees		By Sessions		Settings
Time In	Time Out	Duration		
<input type="checkbox"/> Mike Kollen, mike@esynctraining.com (1)				
07/29/2015 10:45 AM	07/29/2015 10:47 AM	0:02:36		

  
 PDF  
 Excel

## 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.

The screenshot shows the Adobe Connect interface. At the top, there are 'Settings' and 'Help' links. Below them, there are sections for 'Use Meetings' (Virtual Class Meeting, Recordings, Reports, Join, Settings) and 'Office Hours' (Add Meeting). The 'Content' link is located in the top right corner of the main interface area.

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

The screenshot shows the 'Content Management' interface. At the top, there are two tabs: 'My Content' (highlighted in blue) and 'Shared Content'. Below the tabs are four buttons: 'New Content' (blue), 'New Folder' (red), 'Edit' (blue), 'Move' (blue), and 'Delete' (blue). A red box highlights the 'New Content' and 'New Folder' buttons. Another red box highlights the 'Actions' dropdown menu and its options: 'Edit', 'Move', and 'Delete'. A table below lists a single item: 'MP4 Recordings' (Folder) last modified on '03/24/16 10:51 AM'. At the bottom right is a 'Finish' button.

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

The screenshot shows the 'Content Management' interface with the 'My Content' tab selected (highlighted in blue). Below the tabs is a table with columns: Name, Type, and Date. A single item, 'MP4 Recordings' (Folder), is listed with the date '03/24'. A red box highlights the 'My Content' tab.

# Audio Provider Support

## MeetingOne

MeetingOne provider option can be enabled on the EduGame Cloud LMS license *Audio* tab.

The screenshot shows the 'Edit LMS Support' dialog box with the 'Audio' tab selected. The 'Provider' dropdown is set to 'MeetingOne'. The 'Information' section contains fields for 'Username' (provisioning@esynctraining.com), 'Account Number' (1234567890), and 'Secret Hash Key' (FFEDSFREDFFFFSGGFREERFFSS). The 'Options' section contains three dropdown menus for 'Course Meeting', 'Office Hours', and 'Study Group', all set to 'Generate New Profile'.

User should provide to eSyncTraining administrator valid *Username*, *Account Number* and *Secret Hash Key* information that will be further added in the LMS license.

The following *Audio Profile* options are available for **MeetingOne** provider selected:

- Course Meetings
  - Turn Off (*Audio Profiles* are not used)
  - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)
- Office Hours
  - Turn Off (*Audio Profiles* are not used)
  - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)
  - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Study Group
  - Turn Off (*Audio Profiles* are not used)
  - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)

**None** provider can be selected.



The following *Audio Profile* options are available when **None** provider selected:

- Course Meetings
  - Turn Off (*Audio Profiles* are not used)
  - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Office Hours
  - Turn Off (*Audio Profiles* are not used)
  - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Study Group
  - Turn Off (*Audio Profiles* are not used)
  - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)

Navigate to *Adobe Connect LTI* and click on the *Add Meeting* button, expand the **Optional** section and observe the *Audio Conference Settings*.

In case when *Generate New Profile* option selected user will see the following message:

Optional

Custom URL:	http://cert.connect.meetingone.com/	
Summary:		
Start Time:	08-24-2016	02:15 PM
Duration:	01:00	
Access:	<input type="radio"/> Only registered users <input checked="" type="radio"/> Registered users and accepted guests <input type="radio"/> Anyone who has the URL for the meeting	
Audio Conference Settings:	Your Audio Profile will be automatically generated during the meeting creation	

After the meeting has been created, user can *Edit* the meeting and see the additional information provided by MeetingOne.

Audio Conference Settings:

Audio Profile Name: IT Training  
Conference Room Number: 6134440  
Host Access Code: 651711

In case when *Reuse Existing Profile* option selected user will see the following option:

Optional

Custom URL: http://cert.connect.meetingone.com/

Summary:

Start Time: 08-25-2016  12:30 PM

Duration: 01:00

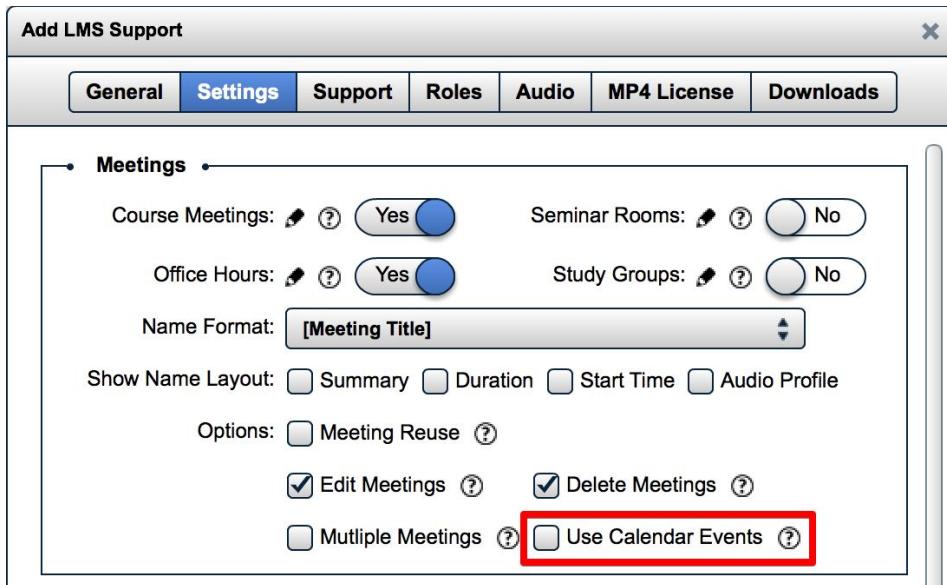
Access:  Only registered users  
 Registered users and accepted guests  
 Anyone who has the URL for the meeting

Audio Conference Settings:  Include this audio conference with this meeting:

User can select the checkbox and choose from the list of the existing Audio Profiles.

## Sakai Calendar Events

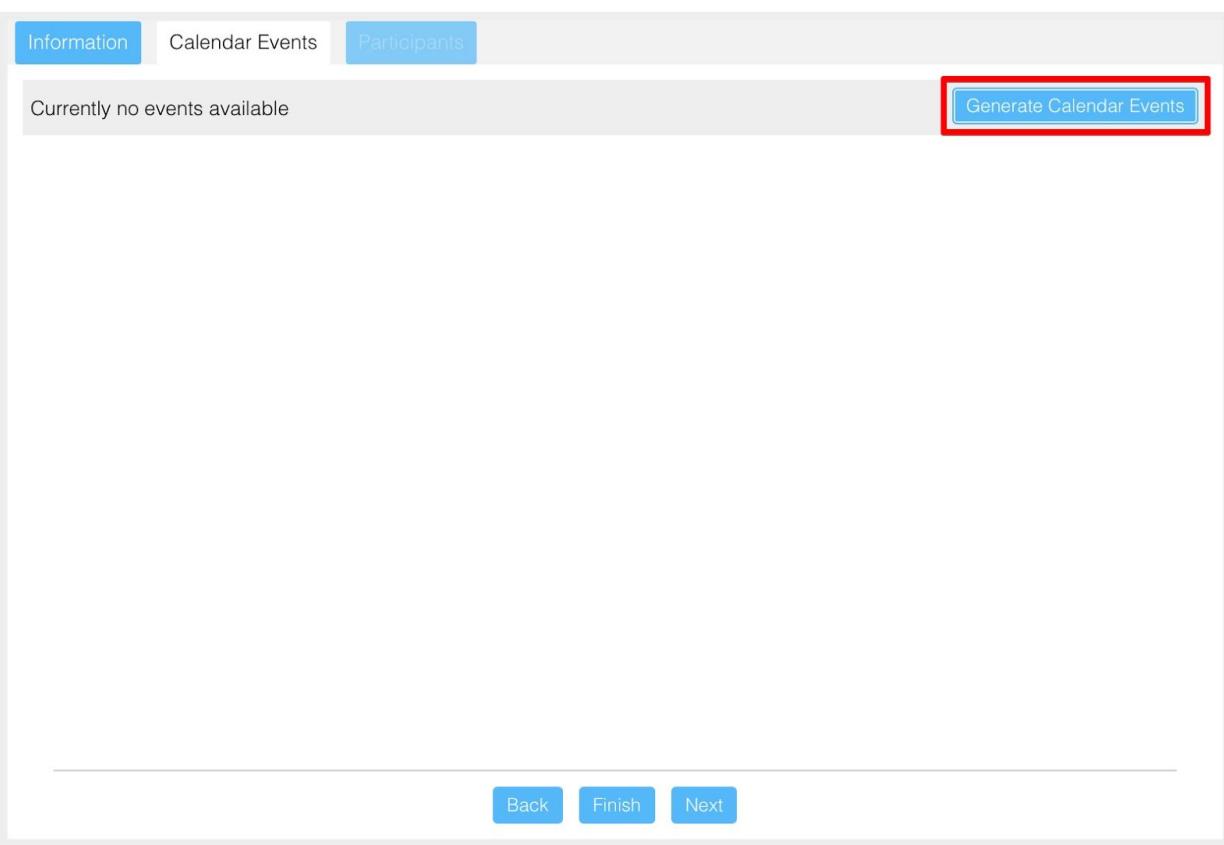
On the EduGame Cloud LMS license *Settings* page user can enable the **Use Calendar Events** option.



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

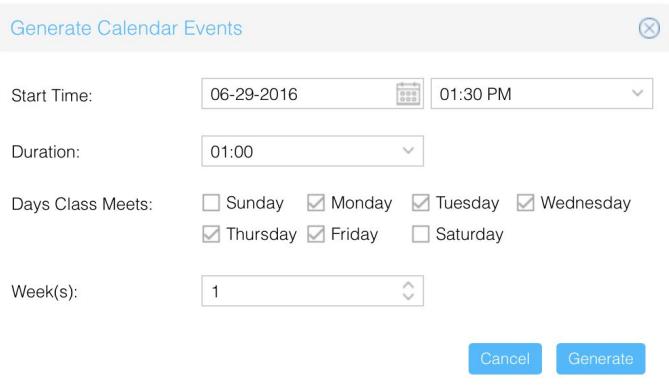
Open the *Adobe Connect LTI* and click on the **Add Meeting** button, fill in all the required information to go to the next *Calendar Events* tab.

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



The screenshot shows the 'Virtual Class Meeting: Calendar Events' page in Adobe Connect. At the top right, there are 'Settings' and 'Help' links. Below the header, there are three tabs: 'Information' (selected), 'Calendar Events', and 'Participants'. A message 'Currently no events available' is displayed. On the right side, a blue button labeled 'Generate Calendar Events' is highlighted with a red box. At the bottom, there are 'Back', 'Finish', and 'Next' buttons.

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



The dialog box has the following settings:

- Start Time: 06-29-2016, 01:30 PM
- Duration: 01:00
- Days Class Meets:
  - Sunday
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
- Week(s): 1

At the bottom are 'Cancel' and 'Generate' buttons.

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

## Adobe Connect

[Settings:](#) Change

[Help:](#) User Guide

[Meetings List](#) > **Virtual Class Meeting: Calendar Events**

The screenshot shows a user interface for managing calendar events. At the top, there are three tabs: 'Information' (selected), 'Calendar Events' (highlighted in blue), and 'Participants'. Below the tabs is a large table with columns for 'Name', 'Start Time', and 'End Time'. Five rows of data are listed, each representing a 'Virtual Class Meeting' with a specific date and time. To the right of each row is a small blue trash can icon. At the bottom of the table area are three buttons: 'Back', 'Finish', and 'Next'.

Name	Start Time	End Time
Virtual Class Meeting #1	06/29/2016 01:30 PM	06/29/2016 02:30 PM
Virtual Class Meeting #2	06/30/2016 01:30 PM	06/30/2016 02:30 PM
Virtual Class Meeting #3	07/01/2016 01:30 PM	07/01/2016 02:30 PM
Virtual Class Meeting #4	07/04/2016 01:30 PM	07/04/2016 02:30 PM
Virtual Class Meeting #5	07/05/2016 01:30 PM	07/05/2016 02:30 PM

[Back](#) [Finish](#) [Next](#)

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.

Calendar by Week

View [Calendar by Week](#) ▾

Monday, 27 June 2016 - Sunday, 3 July 2016 PDT

< Previous Week [Today](#) Next Week >

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

[Earlier](#)

	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2	Sun 3
8:00							
9:00							
10:00							
11:00							
12:00							
13:00				 Virtual Class Meeting #1	 Virtual Class Meeting #2	 Virtual Class Meeting #3	
14:00							
15:00							
16:00							
17:00							

Select any event.

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

### Virtual Class Meeting #1

Date 29-Jun-2016

Time 13:30 - 14:30 PDT

Description [Join](#)

Frequency Activity occurs once

Event Type  Adobe Connect Meeting

Owner Sakai Administrator

Site mercury site

From Site "mercury site" (mercury)

[Edit](#) [Remove event](#)

# Sakai 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' (Sergey Test Quiz, Full Quiz, Vadims Test, Lesson 23 Student Practice quiz EGC, Practice quiz Lesson 22 EGC) and 'View Reports' (Sergey Test Quiz, Lesson 23 Student Practice quiz EGC, Full Quiz). To the right is a 'Help' section with links for Video Tutorials, Documentation, and Support, and a 'Watch Guided Tour' button. 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 are navigation links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below that is a toolbar with LMS Integration, Users, Customization, Email History, and My License. A 'Change Password' link is also present. The main content area displays a table with one row of data:

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>
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	
<b>Test Connection</b>		

• **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		
<b>Test Connection</b>		

**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       Multiple Meetings  Yes

Office Hours:  Yes  No      Study Groups:  Yes  No

Name Format:

Options:  Edit Meetings  Delete Meetings  
 Enable Meeting Reuse

**User Management**

Participant List Synchronization:  Auto  Manual

Adobe Connect Settings

Allow User Creation:  True  False

**Adobe Connect Authentication**

Type:  Email  Username

URL Session Token:  Hide  Show

**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

### **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 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

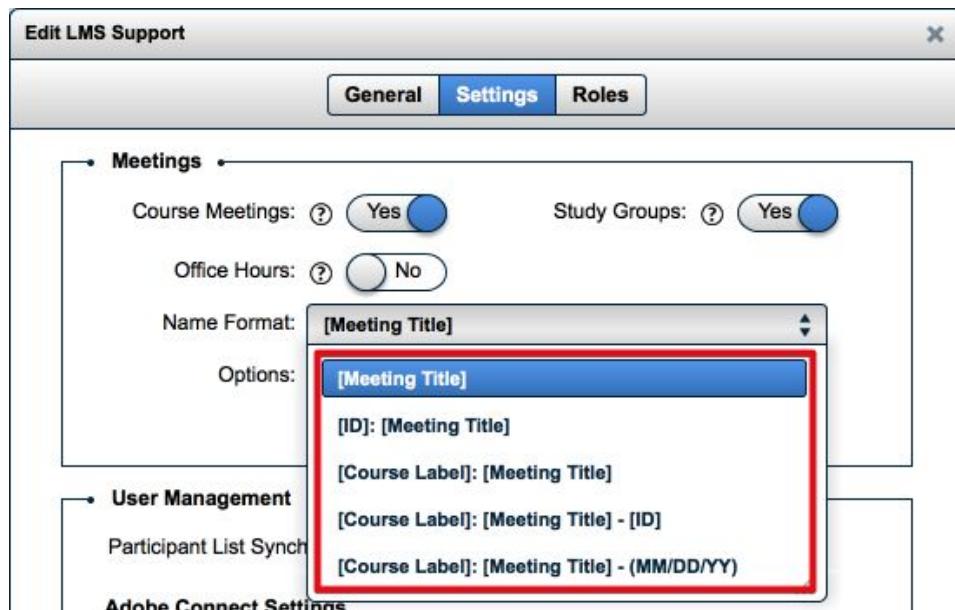
## Use FLV

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:

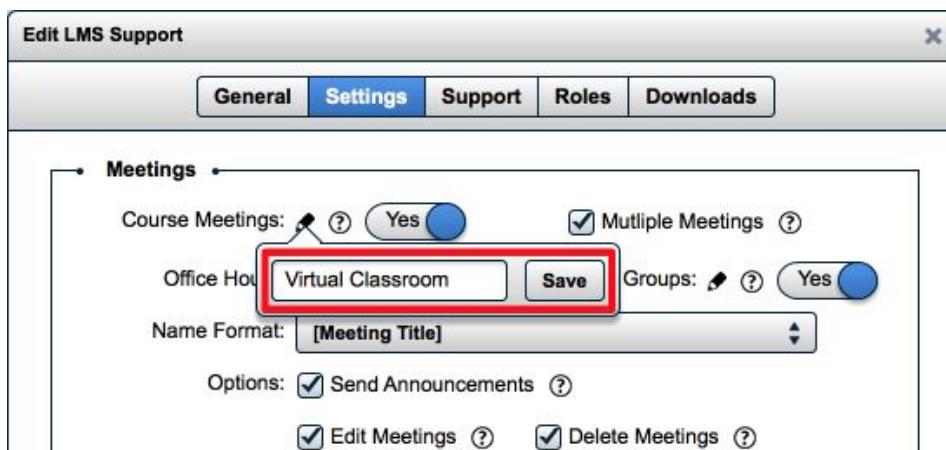


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

On the 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.

Adobe Connect

Help: User Guide | EduGame Cloud

#### Meetings List

Virtual Classroom

Currently there are no meetings. Please add.

Add Meeting

Office Hours

Currently there are no meetings. Please add.

Add Meeting

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

The screenshot shows the 'Support' tab selected in a navigation bar. Below it is a section titled 'Your Support Information (Optional)' containing a text area with placeholder text 'Support Information for participants.' and a rich text editor toolbar below it. A 'Save' button is located at the bottom right of the form.

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

Adobe Connect

**Meetings List**

The screenshot shows the 'Meetings List' page in Adobe Connect. It includes sections for 'Course Meetings' (listing 'Test Meeting 101' with a 'Join' button) and 'Office Hours' (noting 'Currently there are no meetings. Please add.'). A red box highlights the 'Instructions/Support' section, which contains the previously entered support information: 'Support Information for participants.'

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	

(?) 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 'Kelsea Tower' entry in the LMS panel to the 'Presenter (1)' entry in the Adobe Connect panel, indicating the mapping process.

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

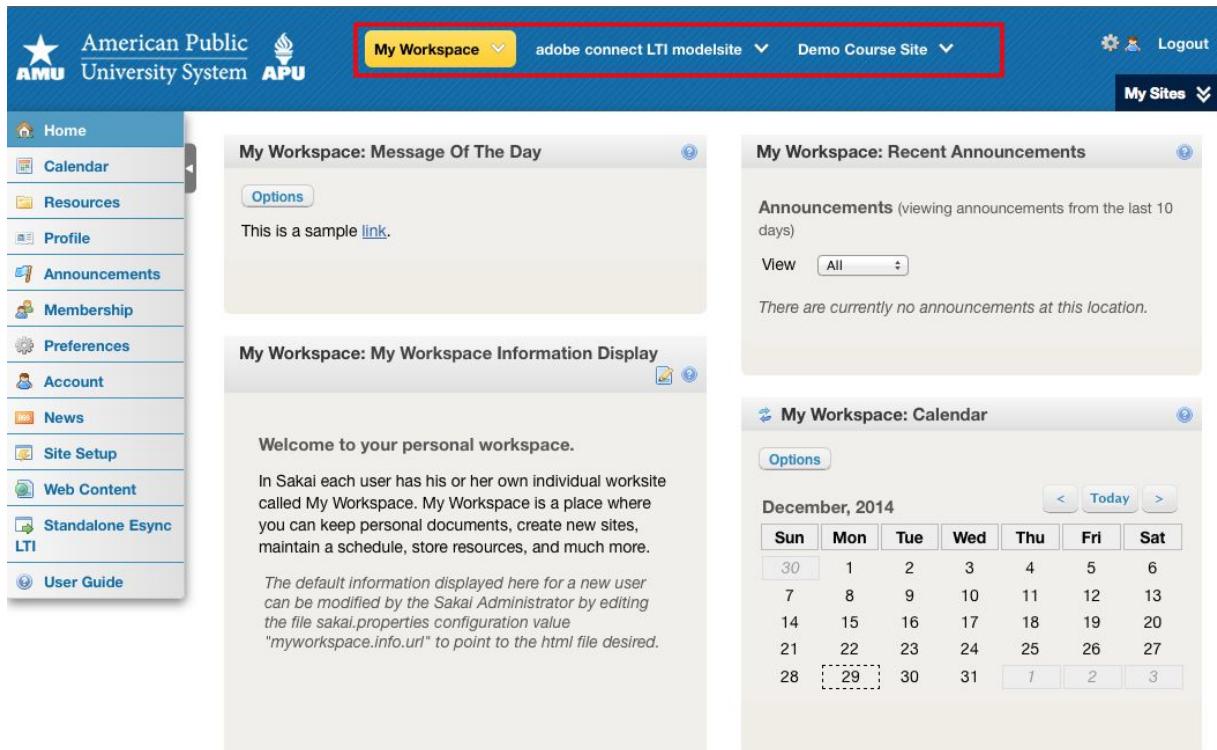
Below the panels are search fields and action buttons: Sync Users, Add, Add Guest, Set User Role, Remove, Back, and Finish.

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

# External App Configuration

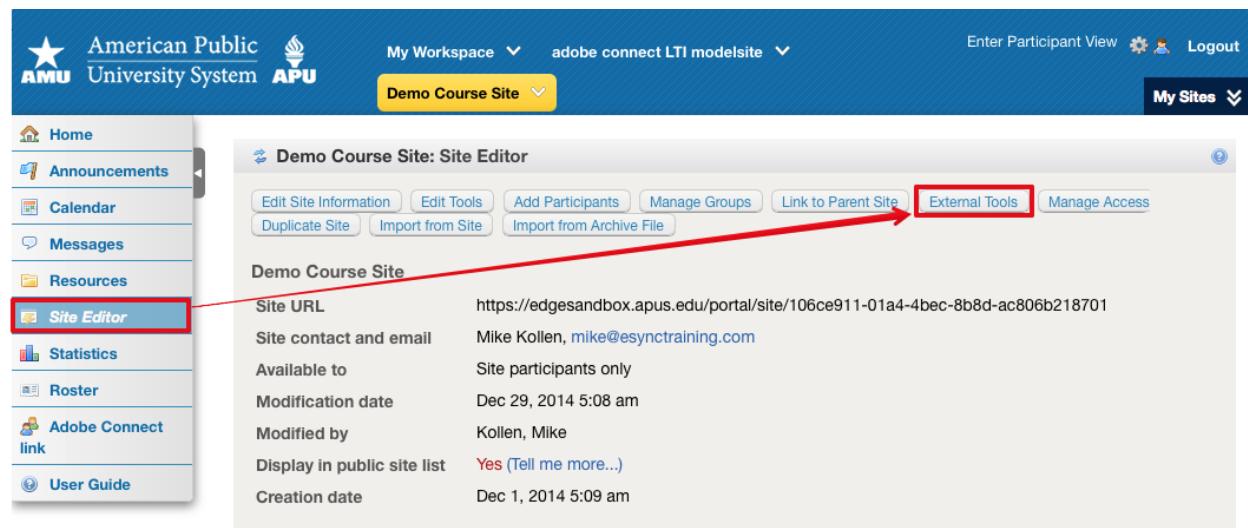
## Configure LTI Adobe Connect for Your Sakai Account

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



The screenshot shows the Sakai interface. At the top, there's a header bar with the AMU University System logo, the APU (American Public University) name, and a dropdown menu labeled "My Workspace" which is currently active. Below the header is a vertical sidebar with various navigation links: Home, Calendar, Resources, Profile, Announcements, Membership, Preferences, Account, News, Site Setup, Web Content, Standalone Esync LTI, and User Guide. The main content area displays four cards: "My Workspace: Message Of The Day" (with a sample link), "My Workspace: Recent Announcements" (empty), "My Workspace: My Workspace Information Display" (welcoming new users and explaining the workspace concept), and "My Workspace: Calendar" (showing a monthly calendar for December 2014).

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



This screenshot shows the "Demo Course Site: Site Editor" page. The left sidebar has the "Site Editor" link highlighted with a red box. The main content area shows site details like Site URL (https://edgesandbox.apus.edu/portal/site/106ce911-01a4-4bec-8b8d-ac806b218701), Site contact and email (Mike Kollen, mike@esynctraining.com), and creation date (Dec 1, 2014 5:09 am). At the top of the content area, there's a toolbar with several buttons: Edit Site Information, Edit Tools, Add Participants, Manage Groups, Link to Parent Site, **External Tools** (which is highlighted with a red arrow), Import from Site, Import from Archive File, and Manage Access.

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

AMERICAN PUBLIC UNIVERSITY SYSTEM

My Workspace adobe connect LTI modelsite

Enter Participant View Logout

Demo Course Site My Sites

Home Announcements Calendar Messages Resources Site Editor Statistics Roster Adobe Connect link User Guide

**Demo Course Site: Site Editor**

Tools Added to Sites Tools Available in System

Add External Tool to System

Below are the external tools that have been added to the system. Select the "Edit" link to revise the launch settings. Select the "Add Tool" link to make additional external tools available.

Title	URL	Site ID	Action
Search by Title	Search by URL	Search by Site ID	
Esync Lti Standalone (Stage)	https://dotnet.esynctraining.com:3333/lti/sakai-login	106ce911-01a4-4bec-8b8d-ac806b218701	Edit / Delete

If you have a key and secret, you must first install the tool using this screen, and then to launch the tool, you need to create a tool configuration for the tool. You can test launch your tool and get a URL for your tool from the tool configuration screen.

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>

Launch URL

Allow launch URL to be changed  
 Do not allow  
 Allow

Launch Key

Allow launch key to be changed  
 Do not allow  
 Allow

Launch Secret

*Allow button text to be changed.*

Allow button text to be changed  
 Do not allow  
 Allow

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

**Privacy Settings:**

- Send User Names to External Tool
- Send Email Addresses to External Tool
- Allow External Tool to return grades
- Provide Roster to External Tool
- Allow External Tool to store setting data
- Allow External Tool to access Lessons API

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

The screenshot shows the APU website interface. At the top, there's a navigation bar with the AMU logo, 'American Public University System', and APU. It includes links for 'My Workspace', 'adobe connect LTI modelsite', 'Enter Participant View', 'Logout', and 'My Sites'. On the left, a sidebar menu lists: Home, Announcements, Calendar, Messages, Resources, Site Editor (which is selected and highlighted in blue), Statistics, Roster, Adobe Connect link, and User Guide. The main content area is titled 'Demo Course Site: Site Editor'. It has two tabs: 'Tools Added to Sites' (which is currently selected and highlighted in red) and 'Tools Available in System'. A red arrow points from the 'Tools Available in System' tab to the 'Add Available Tool to Site' button, which is also highlighted in red. Below these tabs, there's a message: 'Below are the external tools that have been added to sites. Select the "Edit" link to revise the launch settings. Select the "Add Tool" link to make additional external tools available.' It also says 'No Configured Tools Found' and provides instructions for adding new tools.

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

**Add Tool to Site**

\* Select Tool

\* Button Text (Text in tool menu)

Frame Height

Custom Parameters (key=value on separate lines)

Add Site Link

**Save** **Cancel**

Select the Tool in the left side navigation.

The screenshot shows the APU Sakai environment. The top navigation bar includes the AMU logo, 'American Public University System' text, and 'APU' logo. It also features 'My Workspace', 'adobe connect LTI modelsite', 'Enter Participant View', 'Logout', and 'My Sites'. The left sidebar contains links for Home, Announcements, Calendar, Messages, Resources, Site Editor, Statistics, Roster, Adobe Connect link, and Adobe Connect LTI (which is highlighted with a red box). The main content area is titled 'Demo Course Site: LTI On-Premise Title' and displays the 'Adobe Connect' tool. The tool interface includes tabs for Meeting Information, Participants, Recordings, Reports, and Settings. Under the Participants tab, it shows 'On Premise Test' and 'Sakai Available Users 1 | Adobe Connect Participants 1'. There are 'Join', 'Edit', and 'Delete' buttons.

## **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