



&



Adobe Connect

## LTI Integration

**User Guide (Version 1.7.0)**



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## & Adobe Connect

User Guide  
Version 1.7.0

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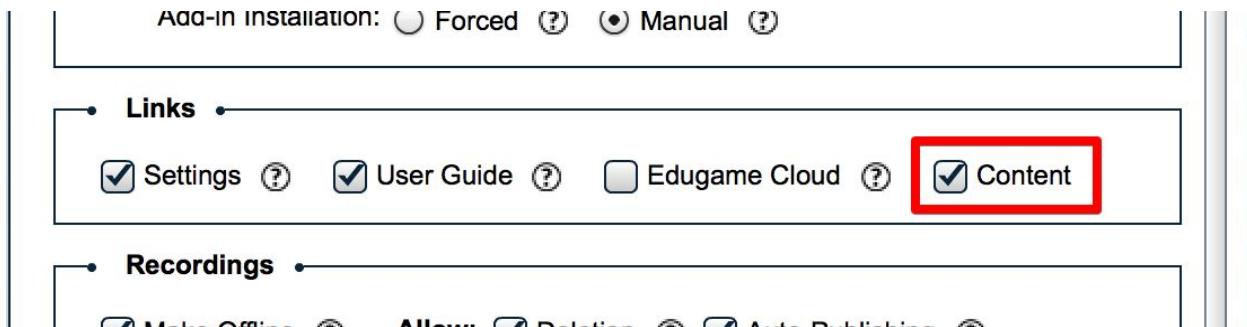
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# What's New In v1.7.0?

## 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 right, there are 'Settings: Change' and a 'Content' link, which is also highlighted with a red box. Below that is a 'Help: User Guide' link. The main area has sections for 'Use Meetings' (Virtual Class Meeting, Recordings, Reports) and 'Office Hours' (Add Meeting). A message at the bottom states 'Currently there are no meetings.'

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 is a toolbar with 'New Content' and 'New Folder' buttons, both of which are highlighted with a red box. A table follows, displaying a single item: 'MP4 Recordings' (Folder), modified on '03/24/16 10:51 AM'. To the right of this item is an 'Actions' dropdown menu with three options: 'Edit', 'Move', and 'Delete', all enclosed in a red box. In the bottom right corner of the main area is a 'Finish' button.

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

This screenshot shows the 'Content Management' window with the 'My Content' tab selected (highlighted with a red box). The interface includes a toolbar with 'New Content' and 'New Folder' buttons, and a table listing a single item: 'MP4 Recordings' (Folder), modified on '03/24/16 10:51 AM'. The table has columns for Name, Type, and Date.

## Reports by Recordings

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

Adobe Connect

Settings: Change

Help: [User Guide](#)

### Course Meetings

Virtual Class Meeting  
Recordings **Reports**

[Join](#)

### Office Hours

[Add Meeting](#)

Currently there are no meetings.

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*.

# Course Administrator Guide

## Add the Adobe Connect LTI Link to the Course

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

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

- Front page settings
  - Turn editing on** (highlighted with a red box)
  - Edit settings
  - Users
  - Filters
  - Reports
  - Backup
  - Restore
  - Question bank
- My profile settings
- Site administration

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

- English Class**  
Teacher: Admin User
- Spanish Class**  
Teacher: Admin User

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

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

- Front page settings
  - Turn editing off** (highlighted with a red box)
  - Edit settings
  - Users
  - Filters
  - Reports
  - Backup
  - Restore
  - Question bank
- My profile settings
- Site administration

At the bottom of the sidebar, there is a search bar and a "Search" button. To the right, under "Available courses", there are two course cards:

- English Class**  
Teacher: Admin User
- Spanish Class**  
Teacher: Admin User

A red box highlights the "Add a new course" button at the bottom of the page.

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

▼ General

Course full name\* ⓘ

Course short name\* ⓘ

Course category ⓘ

 Miscellaneous

Visible ⓘ

 Show

Course start date ⓘ

 21 November 2014

Course ID number ⓘ

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

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

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

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

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

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

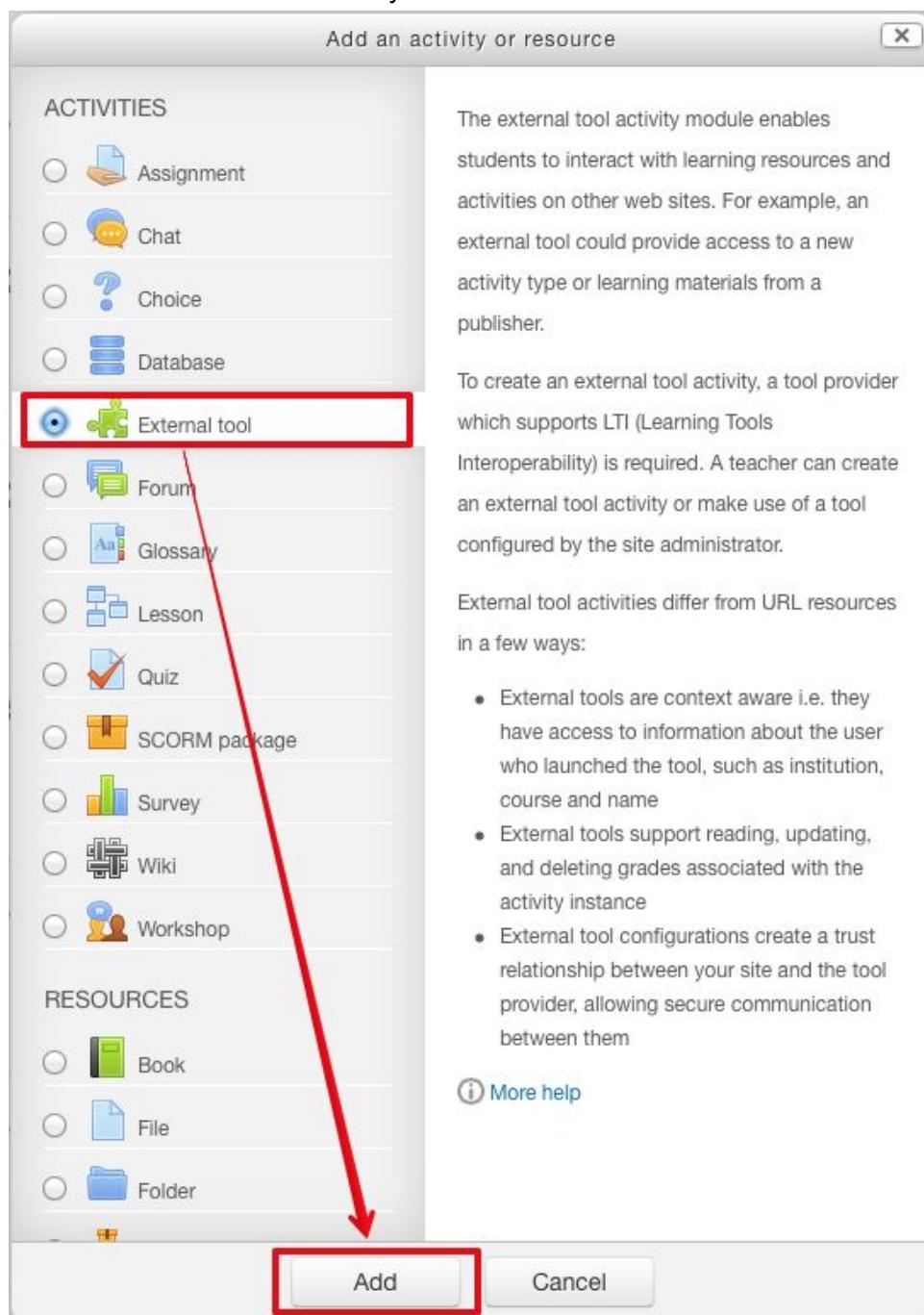
The screenshot shows the Moodle course editing interface. At the top, there is a breadcrumb navigation bar:

Home ▶ Courses ▶ Miscellaneous ▶ Demo Course

The "Demo Course" page has the following structure:

- NAVIGATION** sidebar with links: Home, My home, Site pages.
- Main content area with a "News forum" item.
- A red box highlights the "Edit" button and the "Add an activity or resource" link.

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



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

▼ General

Activity name\*

External tool type  

Launch URL

Launch container  

Show more...

▶ Privacy

▶ Grade

▶ Common module settings



**Save and return to course**  **Save and display** **Cancel**

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

## Add a New User to Your Moodle Account

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

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

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

Blocks editing off

Expand all

NAVIGATION

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

General

Username\* test user

Choose an authentication method Manual accounts

Suspended account

Generate password and notify user

New password   Unmask

Force password change

First name\*

Surname\*

Email address\*

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

## Enroll Users to the Course

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

ADMINISTRATION

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

Available courses

Demo Course

English Class

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

The screenshot shows the 'Enrolled users' page in Moodle. The URL bar at the top shows: Home > Courses > Miscellaneous > Demo Course > Users > Enrolled users. On the left, there's a navigation sidebar with 'Demo Course' expanded, showing 'Participants', 'Badges', 'General', and three date ranges: '21 November - 27 November', '28 November - 4 December', and '5 December - 11 December'. The main area is titled 'Enrolled users' and contains a search bar and filter options for 'First name / Surname', 'Enrolment methods', 'Role', 'Status', and 'Groups'. A red box highlights the 'Enrol users' button in the top right corner. Below the search bar, there are columns for 'First name / Surname', 'Enrolment methods', 'Last access to course', 'Roles', and 'Groups'. At the bottom right of the main area is another 'Enrol users' button.

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

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

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

## Create a New Adobe Connect Meeting

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

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

Click on the previously added *Adobe Connect* activity.

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

Click on the **Add Meeting** button.

**Meetings List**

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

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

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

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

Meeting Information Participants Settings

**Required**

Name:

Select Template:

**Optional**

Custom URL:

Summary:

Start Time:

Duration:

Access:

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

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

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

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

**Moodle Available Users (4):**

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

**Adobe Connect Participants (4):**

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

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

Default LMS to Adobe Connect roles mapping:

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

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

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

### Meetings List

The screenshot shows the 'Meetings List' section of a Moodle course. It displays a single meeting titled 'Test Meeting' with a 'View Recordings & Reports' link. In the top right corner of the list area, there is a 'Join' button and a 'Settings' button, which is highlighted with a red rectangular box and a red arrow pointing to it from the left.

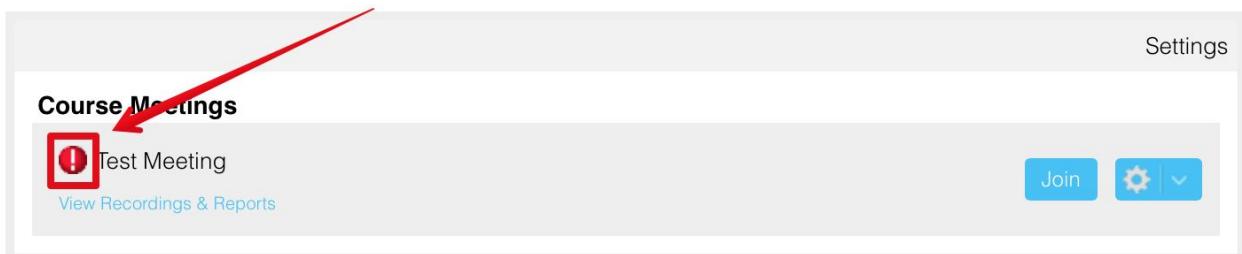
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Moodle, enter your Adobe Connect password and click Save button to use this account.

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

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

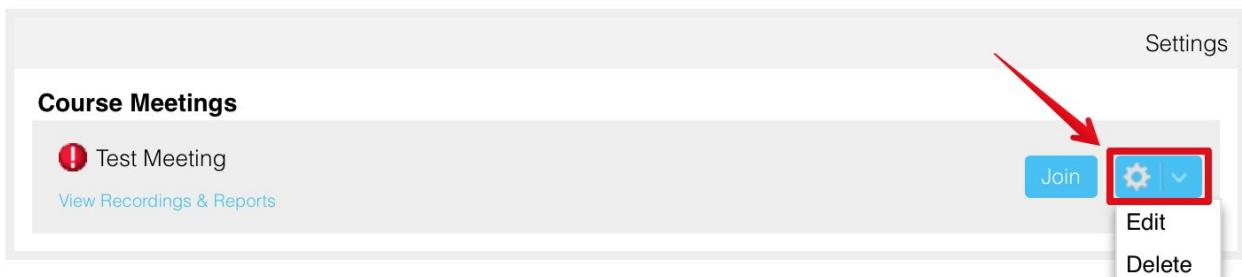
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**Meetings List**



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

**Meetings List**



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

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

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

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

**Moodle Available Users (5):**

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

**Adobe Connect Participants (4):**

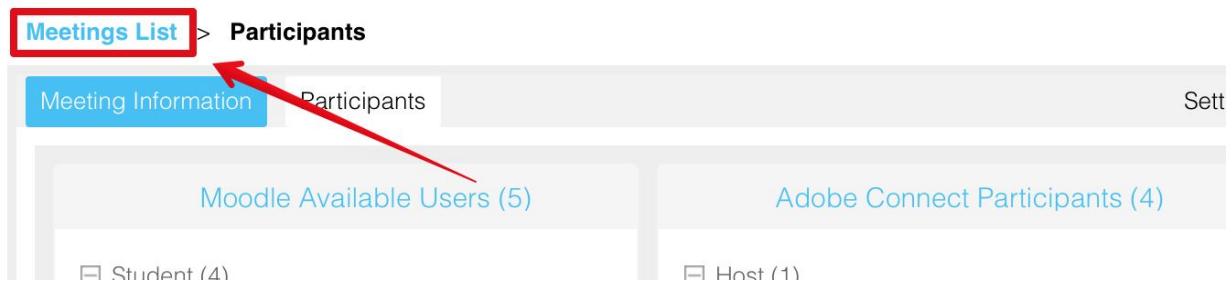
- Host (1):
  - Mike Kollen
- Participant (3):
  - Vadim Adashkevich
  - Melissa Sieben
  - Kelsea Tower

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

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

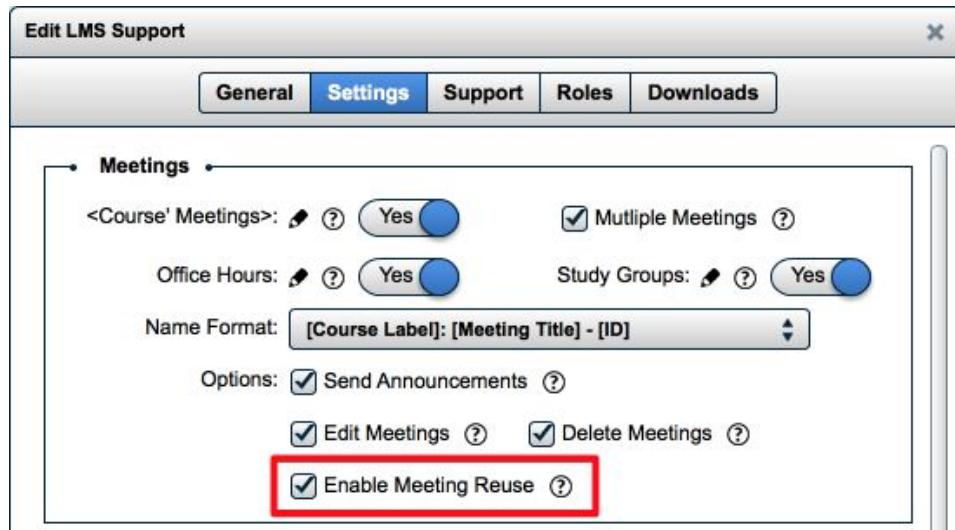
Refresh the Moodle Available Users list by clicking on the **Refresh** button.

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



## 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 top navigation bar. A search bar contains the text 'marketing'. The 'Participants' section shows a list of meetings. The 'Merge' radio button is selected. The 'Next' button at the bottom is 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 'USD Marketing 101' meeting in the list, and 5 points to the 'Next' button.

Meetings List > Meeting Information

Meeting Information Participants

select Create New Meeting or search for and Use Existing Meeting

Create New Meeting Use Existing Meeting 1.

marketing 2.

Participants: Clean Merge 3.

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/

Cancel Save Next 5.

Created by eSyncTraining

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

## Adding Guests to Meeting

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

**Meetings List**



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

**Meetings List > Participants**

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

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

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

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

**Add Guest**

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

**Add Guest | Add Existing User**

**New User Information**

First Name:

Last Name:

E-mail:

User Role:  ▼

**Login and Password**

Login:

New Password:

Retype Password:

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

Cancel Save



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

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

The screenshot shows the 'Add Guest' dialog in Adobe Connect. At the top, there are two tabs: 'Add Guest' (highlighted in blue) and 'Add Existing User'. Below the tabs, a search bar contains the name 'Stan'. A 'Search' button is to the right of the search bar. The main area displays a list of users found in the search results. One user, 'Stan Student' (stan+student@esynctraining.com), is highlighted with a red box. A large red arrow points from this highlighted user to a dropdown menu labeled 'Save with Role'. This dropdown menu is also enclosed in a red box and lists three roles: 'Participant', 'Presenter', and 'Host'. At the bottom of the dialog, there are buttons for 'Cancel' and 'Save with Role' (which has a dropdown arrow).

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

Meetings List > Participants

Meeting Information Participants Settings

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

Search  Search

 Sync Users  Add  Add Guest  Set User Role  Remove

## Seminars Support

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.

The screenshot shows the Adobe Connect interface. At the top right, there are 'Settings' and 'Help' links. Below the header, there are sections for 'Course Meetings' and 'Seminar Rooms'. In the 'Create' dropdown menu (which is open and highlighted with a red box), the 'Seminar Room' option is selected. The 'Course Meeting' option is also visible in the dropdown.

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

Meetings List > New Seminar Room: Information

Settings: Change Help: User Guide | EduGame Cloud

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

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 	

---

**\*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' icon. Below it, under 'Course Meetings', there is a single entry for 'Test Meeting' with 'View Recordings & Reports' and 'Join' and settings buttons. The 'Office Hours' section displays a message: 'Currently there are no meetings. Please add.' with an 'Add Meeting' button highlighted by a red box. The 'Study Groups' section also shows 'Currently there are no meetings. Please add.' with its own 'Add Meeting' button.

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

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

Office Hours Information Settings

**Required**

Select Template:

**Optional**

Custom URL:

Summary:

Meeting Time:

Allow Guests

Cancel Save

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

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

## Create a Study Group Meeting (Optional)

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



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

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

### Meetings List

The screenshot shows the 'Meetings List' interface. It includes sections for 'Course Meetings' (with a 'Test Meeting' entry) and 'Study Groups' (listing 'Paul's Study Group' and 'Vadim's Study Group'). Each study group entry has a context menu with 'Edit' and 'Delete' options, which is highlighted with a red box and pointed to by a red arrow. Other buttons in the menu include 'Join', a gear icon, and a dropdown.

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

#### Meetings List

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

- Course Meetings:** Contains a "Test Meeting" entry with "View Recordings & Reports" and "Join" buttons.
- Office Hours:** Contains "Mike Kollen's Office Hours (6pm-8pm)" with "View Recordings & Reports" and "Join" buttons.
- Study Groups:** Displays the message "Currently there are no meetings. Please add." and features a prominent "Add Meeting" button, which is highlighted with a red border.

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

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

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

**Moodle Available Users (5):**

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

**Adobe Connect Participants (1):**

- Host (1):
  - Mike Kollen

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

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

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

#### Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a 'Settings' link. Below it, under 'Course Meetings', there is a 'Test Meeting' entry with a 'Join' button and a gear icon. Under 'Office Hours', there is an entry for 'Mike Kollen's Office Hours (6pm-8pm)' with a 'Join' button and a gear 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 icon. For the 'Student's Study Group', there is a 'Join' button and a 'Leave' button, which is highlighted with a red rectangular box.

Category	Meeting Name	Action Buttons
Course Meetings	Test Meeting	Join, Gear
		View Recordings & Reports
Office Hours	Mike Kollen's Office Hours (6pm-8pm)	Join, Gear
		View Recordings & Reports
Study Groups	Test Study Group	Join, Gear
	Student's Study Group	Join, Leave

# Adobe Connect Recordings

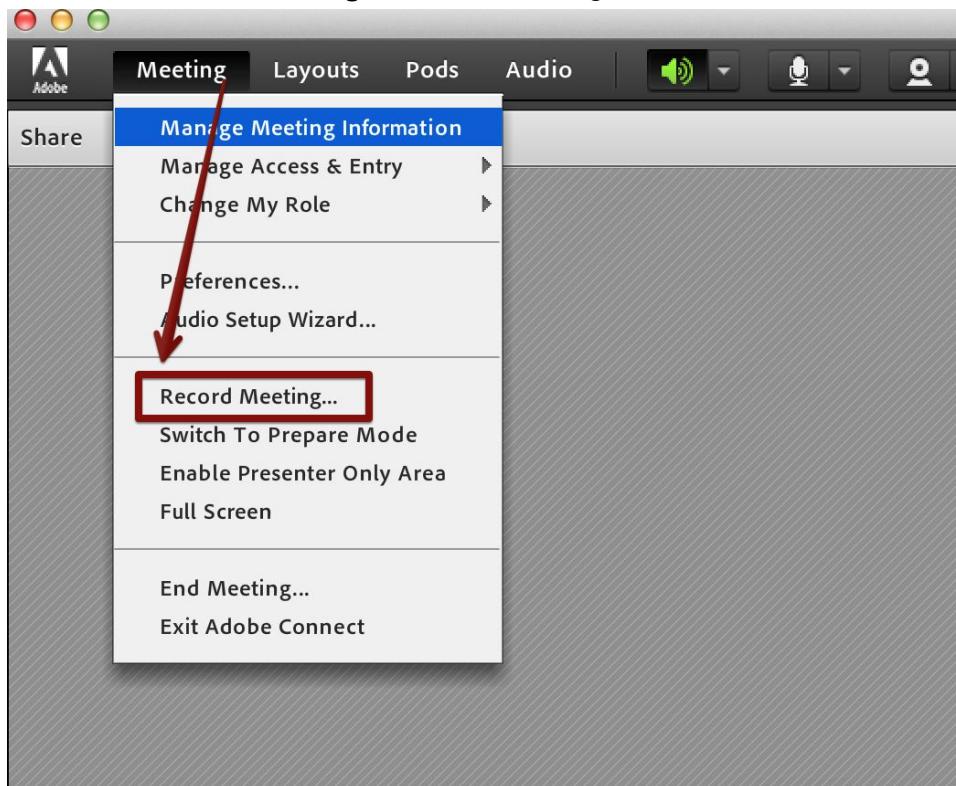
## Record the Meeting

Join the meeting.

Meetings List

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

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



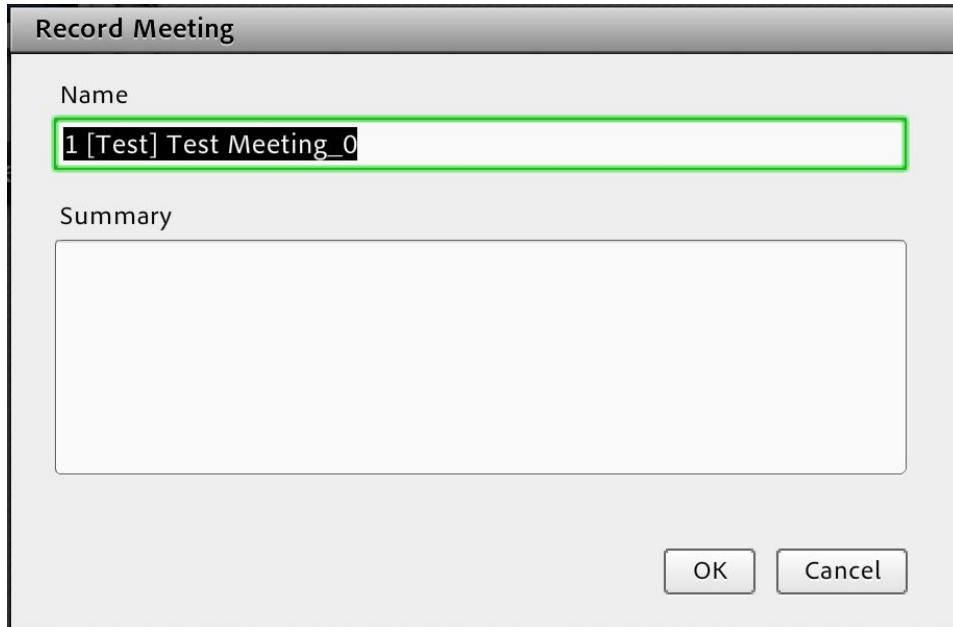
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



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



## View / Watch Recordings

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

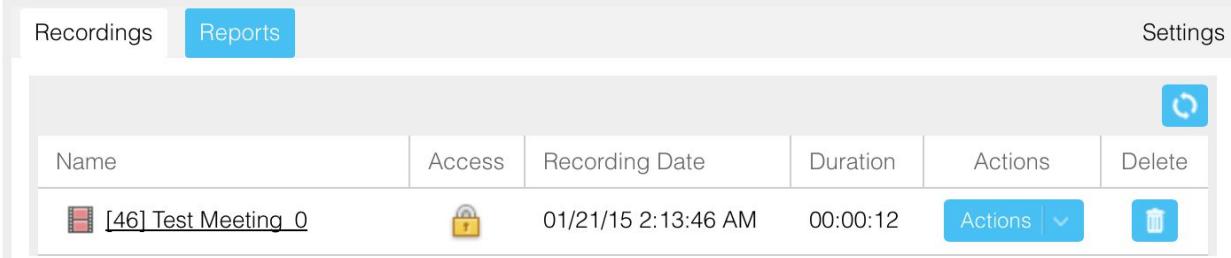
Meetings List



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

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

Meetings List > Recordings



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

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

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

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

**Actions** drop-down menu located next to each recording allows you to *Edit Recording*, *Share it*, *Make FLV* and *Make MP4*.

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

The screenshot shows a table of recordings. The columns are: Name, Access, Recording Date, Duration, Actions, and Delete. A recording titled "[46] Test Meeting\_0" is selected. An "Actions" button with a dropdown arrow is highlighted with a red box. A context menu is open, listing: Edit Recording, Share, and Make FLV.

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

Actions ▾

- Edit Recording
- Share
- 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.

This dialog box is titled "99 [Demo] Demo Meeting\_0". It contains the following fields:  
Recording URL: <https://connect.esynctraining.com/p5o6ar3b7an>  
Change Access Type:  
 Private  
 Public  
Passcode (Optional):   
Buttons: Cancel, 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.
- 4) Selecting **Make MP4** option you will be asked to choose a place on your hard drive and the recording will be saved in MP4.

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

## 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.

The screenshot shows the 'Course Meetings' section of the Adobe Connect LTI interface. At the top, there is a navigation bar with 'Settings: Change' and 'Help: User Guide'. Below the navigation bar, the 'Course Meetings' heading is displayed. Underneath it, there is a list item 'Test Meeting' followed by two buttons: 'Recordings' and 'Reports'. The 'Recordings' button is highlighted with a red box. To the right of these buttons are 'Join' and 'Settings' icons.

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

The screenshot shows the 'Meetings List' page for the 'Test Meeting'. The title 'Meetings List > Test Meeting: Recordings' is at the top. Below it is a table with columns: Name, Access, Recording Date, Duration, and Actions. A single row is visible, showing 'Test Meeting\_0' with a lock icon in the Access column, '03/03/2016 03:09:00 AM' in the Recording Date column, '00:13:03' in the Duration column, and an 'Actions' button in the Actions column. A context menu is open over the 'Actions' button, listing several options: 'Edit Recording', 'Share', 'Make Offline', 'Make MP4' (which is highlighted with a red box), and '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**

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

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

## Adobe Connect

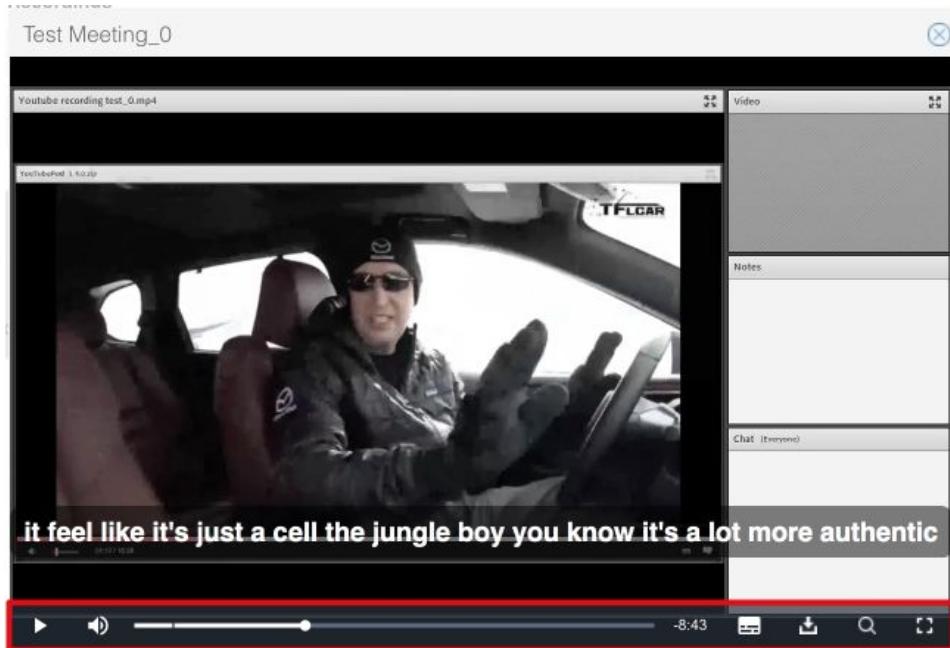
**Settings:** Change

**Help:** User Guide

Meetings List > **Test Meeting: Recordings**

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

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*.

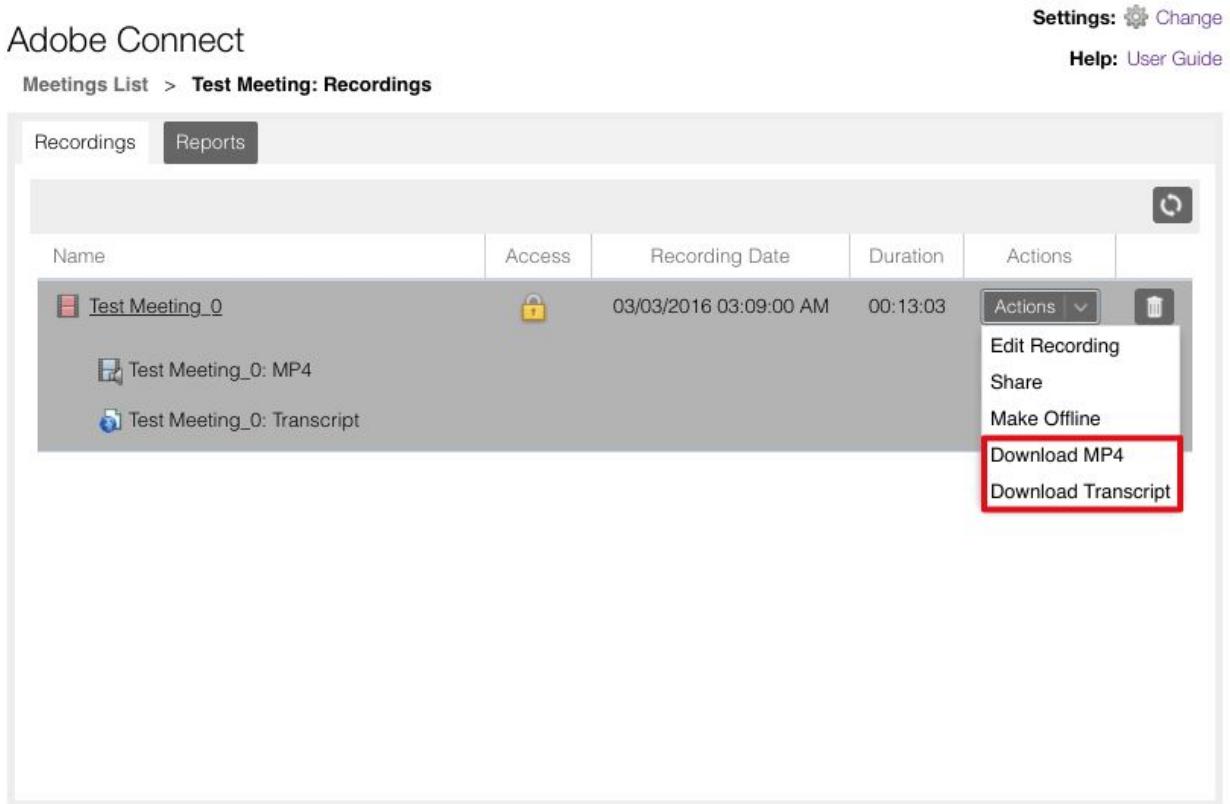
Adobe Connect

Meetings List > **Test Meeting: Recordings**

Recordings Reports

Settings: Change Help: User Guide

Name	Access	Recording Date	Duration	Actions
Test Meeting_0		03/03/2016 03:09:00 AM	00:13:03	<b>Actions</b> ▾
Test Meeting_0: MP4				<a href="#">Edit Recording</a>
Test Meeting_0: Transcript				<a href="#">Share</a>
				<a href="#">Make Offline</a>
				<a href="#">Download MP4</a>
				<a href="#">Download Transcript</a>



## View Meeting Reports

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, there's a 'Course Meetings' section with a 'Test Meeting'. Below it is a button labeled 'View Recordings & Reports'. To the right of this button are 'Join' and 'Settings' buttons. A red arrow points from the left towards the 'View Recordings & Reports' button.

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' page with two tabs: 'Recordings' (selected) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' (highlighted with a red box) and 'By Sessions'. A refresh icon is located to the right of the 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' page with the 'By Sessions' tab selected. Below the tabs, there are two buttons: 'By Attendees' and 'By Sessions' (highlighted with a red box). A refresh icon is located to the right of the 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

# EduGameCloud in Adobe Connect

## EduGameCloud Plugin Installation

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

Upload the edugameclod.zip plugin file.

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

The screenshot shows the 'Plugin installer' page in Moodle. The left sidebar shows the 'ADMINISTRATION' menu with 'Install plugins' selected. The main area has a heading 'Plugin installer' and a sub-section 'Install plugin from ZIP file'. It includes fields for 'Plugin type' (set to 'Local plugin (local)'), 'ZIP package' (with a file input field containing 'edugamecloud.zip'), and an 'Acknowledgement' checkbox. A large red arrow points from the 'ZIP package' field down to the 'Acknowledgement' checkbox. Another red box highlights the 'Install plugin from the ZIP file' button at the bottom.

NAVIGATION  
Home  
My home  
Site pages  
My profile  
My courses

ADMIN BOOKMARKS  
Bookmark this page

ADMINISTRATION  
My profile settings  
Site administration  
Notifications  
Registration  
Advanced features  
Users  
Courses  
Grades  
Badges  
Location  
Language  
Plugins  
Install plugins  
Plugins overview  
Activity modules  
Admin tools  
Authentication  
Blocks

Plugin installer

Install plugins from the Moodle plugins directory

Install plugin from ZIP file

Plugin type\* Local plugin (local)

ZIP package\* Choose a file...  
edugamecloud.zip

Acknowledgement\*  I understand that it is my responsibility to have full backups of this site prior to installing additional plugins. I accept and understand that plugins (especially but not only those originating in unofficial sources) may contain security holes, can make the site unavailable, or cause private data leaks or loss.  
Show more...

Install plugin from the ZIP file

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

Click on the **Add** link.

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

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

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

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

▼ Token

The screenshot shows the 'Add Token' form. It has several fields:

- User\***: A dropdown menu with 'Search' input. An item 'Esync Service Account' is selected and highlighted with a red box. A red arrow points from this box down to the 'Service' field.
- Service\***: A dropdown menu currently showing 'Adobe Connect LTI'.
- IP restriction**: A text input field.
- Valid until**: A date/time selector showing '21 November 2014' with a checkbox 'Enable'.
- Save changes**: A blue button at the bottom left. A red box highlights this button.
- Cancel**: A button next to 'Save changes'.

## Import Moodle Quiz/Survey to EduGameCloud

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

The screenshot shows the EduGameCloud 'Welcome' screen. On the left, there's a sidebar with 'Add New' sections for Quiz/Assessment, Test, Survey, Crossword, and Collaboration Map. Below that is the 'Administration' section with LMS Integration and Users. Under 'Adobe Connect Apps', there's a button labeled 'Get Custom Pod v1.5' which is highlighted with a red box. The central area shows 'Open Recent' items like 'Sergey Test Quiz', 'Full Quiz', and 'Vadims Test'. To the right is a 'Help' section with links to Video Tutorials, Documentation, and Support, along with a 'Watch Guided Tour' button. A large graphic of a rocket launching is positioned in the center-right. At the bottom, there's a feedback invitation and a 'Start Here' button.

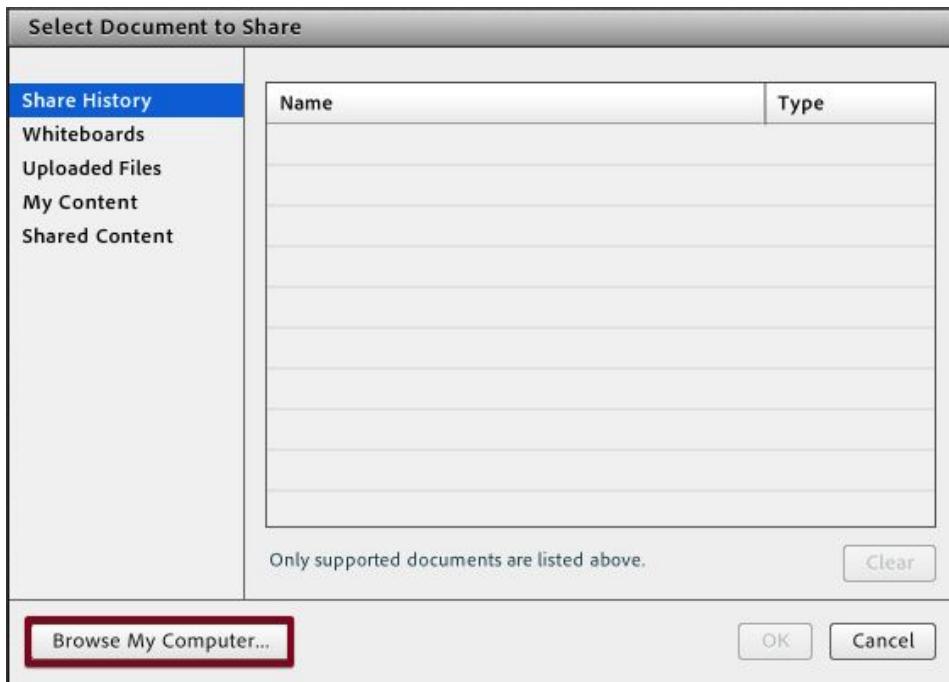
... or *Home* screen:

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

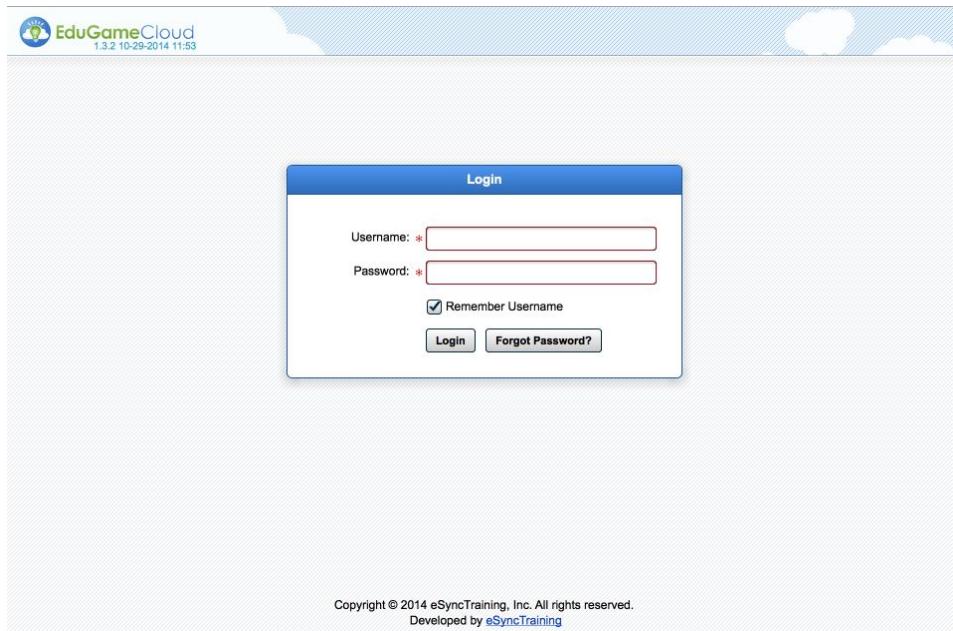
Navigate to Adobe Connect room and select the **Share Document** option from the *Share* drop-down menu.



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

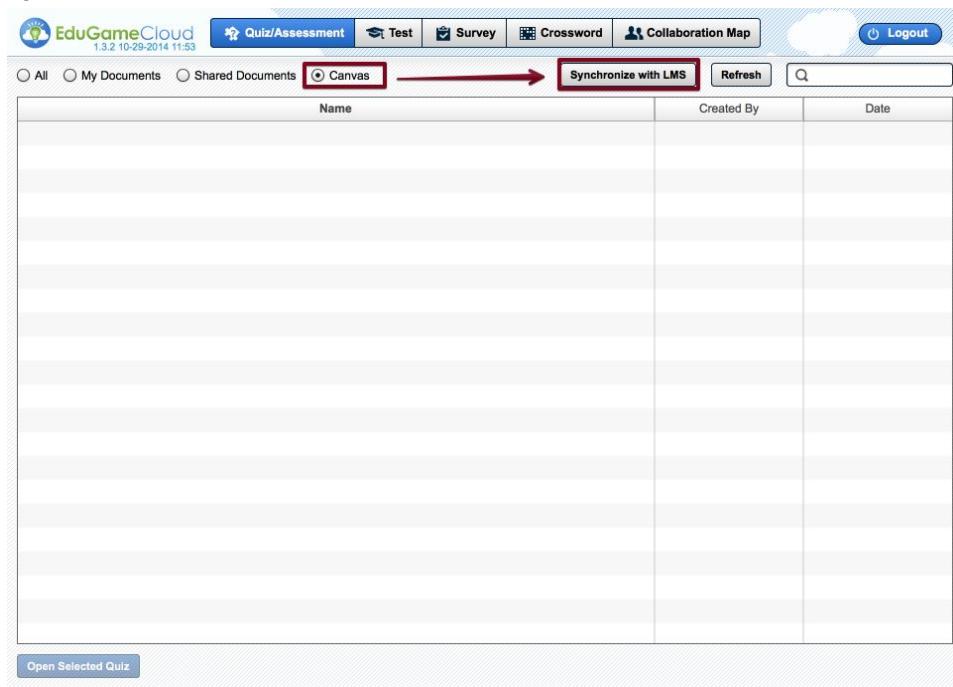


Once the build is successfully uploaded, enter valid EduGameCloud credentials.



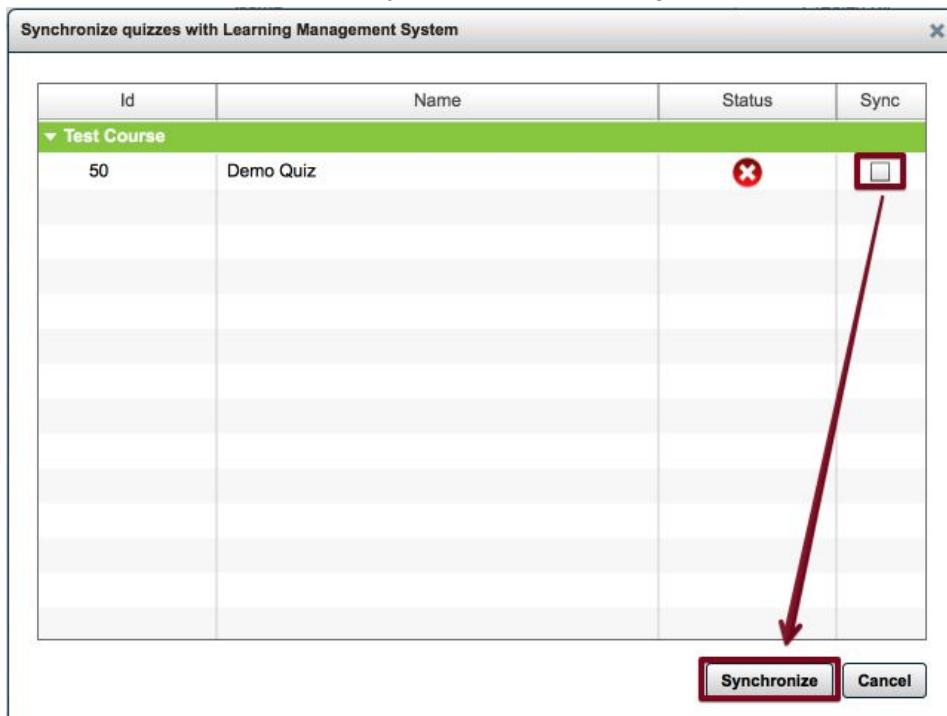
The image shows the EduGameCloud login interface. At the top left is the logo and the text "EduGameCloud 1.3.2 10-29-2014 11:53". Below it is a "Login" form with fields for "Username" and "Password", a "Remember Username" checkbox, and "Login" and "Forgot Password?" buttons. At the bottom of the page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

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



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

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



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

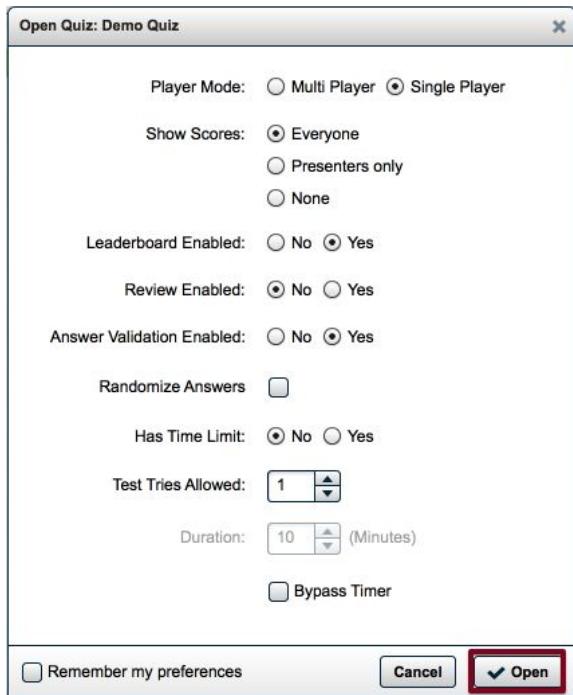
The screenshot shows the EduGameCloud interface. At the top, there is a navigation bar with links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Logout, and a search bar. Below the navigation bar, there are filter options: All, My Documents, Shared Documents, and Canvas, with Canvas selected. There are also buttons for Synchronize with LMS, Refresh, and a search icon.

The main content area displays a table with columns: Name, Created By, and Date. A red box highlights the first row, which corresponds to the "Demo Quiz" listed in the previous screenshot. At the bottom of the page, a red box highlights the "Open Selected Quiz" button.

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

**Open Selected Quiz**

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



All participants should now see the quiz/survey.

## View Meeting Reports

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

**Meetings List**

The screenshot shows the 'Meetings List' section of the Adobe Connect interface. At the top, there's a 'Course Meetings' header. Below it, a meeting titled 'Test Meeting' is listed. To the right of the meeting title are three buttons: 'Join', a gear icon, and a dropdown menu. A red box highlights the 'View Recordings & Reports' link, which is located just below the meeting title. An arrow points from the text above to this highlighted link.

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 interface. At the top, there are two tabs: 'Recordings' (which is active) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' (which is highlighted with a red box) and 'By Sessions'. A refresh icon is also present. 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 interface, similar to the previous one but with the 'By Sessions' tab selected. The table data is as follows:

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

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

The screenshot shows the Adobe Connect 'Reports' section. At the top, there are tabs for 'Recordings' and 'Reports', with 'Reports' being the active tab. Below the tabs, there are two filtering options: 'By Attendees' and 'By Sessions'. A search bar is present above a list of recordings. The list includes a recording by 'Mike Kollen' from 'mike@esynctraining.com' (1 attendee). The details for this recording are shown: Time In - 07/29/2015 10:45 AM, Time Out - 07/29/2015 10:47 AM, Duration - 0:02:36. To the right of the list is a 'Settings' button. A dropdown menu is open next to it, with a red box highlighting the download icon (a downward arrow). The menu also contains options for 'PDF' (with a PDF icon) and 'Excel' (with an Excel icon).

# Moodle Account Administrator Guide

## EduGame Cloud Administration

### Configure LMS License in EduGame Cloud

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

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

The screenshot shows the EduGame Cloud interface. On the left, there's a sidebar with links for 'Add New' (Quiz/Assessment, Test, Survey, Crossword, Collaboration Map), 'Administration' (LMS Integration, highlighted with a red box; 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). A large graphic of a rocket launching is in the center-right. 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: Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below that is a sub-menu with LMS Integration, Users, Customization, Email History, and My License. The main content area is 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	Adobe Connect	Primary Color:
Title	Adobe Connect	
Consumer Key	8decc4bc-[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

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

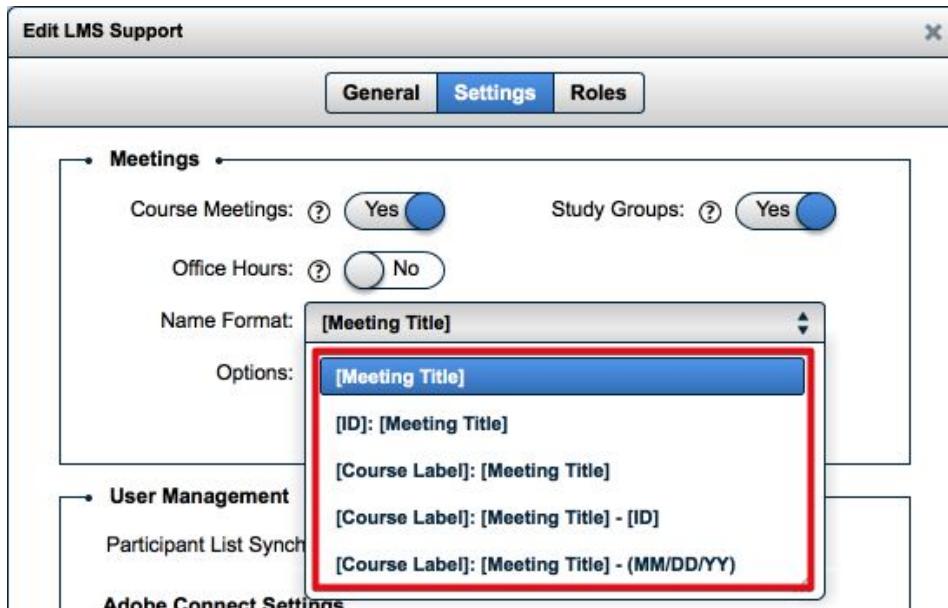
## Use FLV

Create an offline recording as an FLV file

## Use MP4

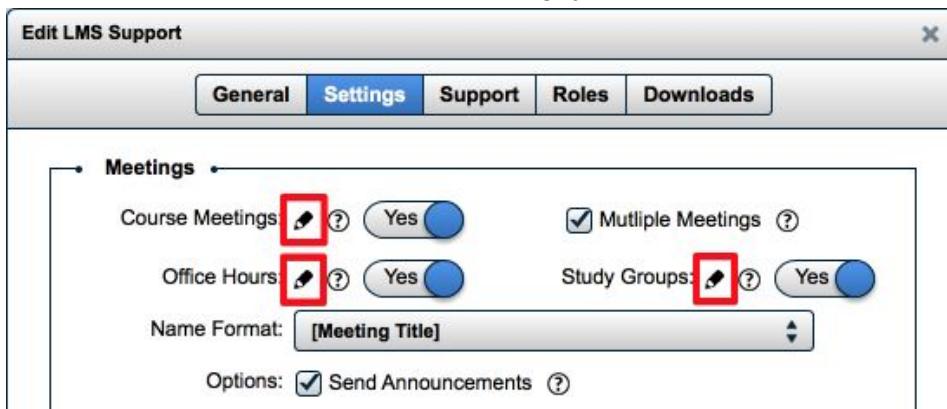
Create an offline recording as an FLV file

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

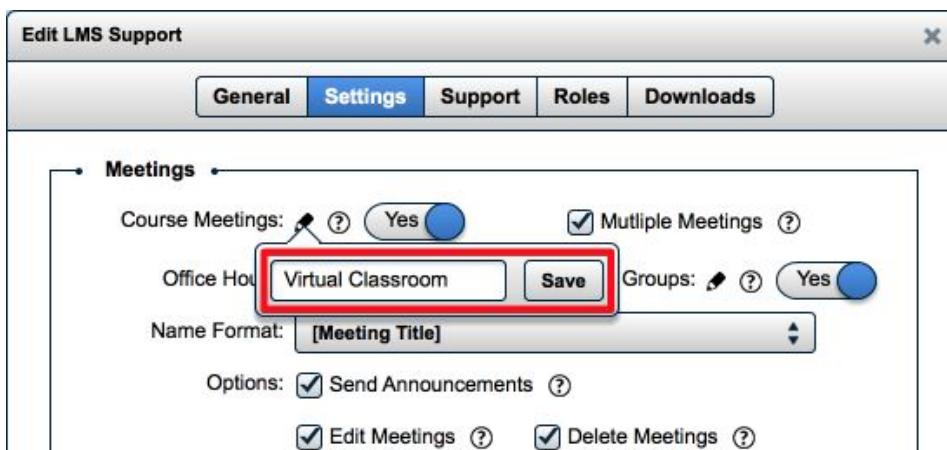


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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

Settings

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. At the bottom right is a blue 'Save' button.

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

Adobe Connect

**Meetings List**

The screenshot shows the 'Meetings List' interface. 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 text '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	Presenter
Designer	
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 'Backup Teacher (1)' role in the LMS panel to the 'Presenter (1)' role in the Adobe Connect panel, indicating the mapping process. Both panels include search bars and buttons for Sync Users, Add, Add Guest, Set User Role, and Remove.

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

Search      Search

Sync Users    Add    Add Guest    Set User Role    Remove

Back    Finish

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

## Configure Adobe Connect LTI for Your Moodle Account

In the **Administration** navigation on the left side, open the **Manage external tool types** page. The page is located at the following path: Administration -> Site administration -> Plugins -> Activity modules -> LTI -> Manage external tool types.

Click on the **Add external tool configuration** link.

The screenshot shows the 'Manage external tool types' page in Moodle. The navigation bar at the top includes links for Home, Site administration, Plugins, Activity modules, LTI, and Manage external tool types. A red box highlights the 'Manage external tool types' link. On the left, there's a navigation sidebar with Home, My home, Site pages, My profile, and My courses. Below it is an admin bookmarks section. The main content area is titled 'Manage external tool types' and shows 'External tool types'. It has tabs for Active, Pending, and Rejected, with 'Active' selected. A red box highlights the 'Add external tool configuration' button. A message below the tabs says 'There are no active external tools configured.' A red arrow points from the 'Add external tool configuration' link in the navigation bar down to the 'Add external tool configuration' button on the page.

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

You will find your *Consumer Key* and *Shared Secret* in EduGame Cloud Administration.

Use the following *Tool base URL*: <https://app.edugamecloud.com/lti/moodle-login>

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

▼ Tool settings

Tool name\* ⓘ

Tool base URL\* ⓘ

Consumer key ⓘ

Shared secret ⓘ

  Unmask  
Custom parameters ⓘ  

>Show tool type when creating tool instances

Default launch container ⓘ

Embed, without blocks

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

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

The screenshot shows the 'Advanced features' page in Moodle. The navigation path is Home > Site administration > Advanced features. A red arrow points from the 'Administration' sidebar to the 'Enable web services' checkbox. The 'Enable web services' checkbox is checked (indicated by a red border) and has the label 'Default: No'. The page also lists other features like 'Enable outcomes', 'Enable comments', 'Enable tags functionality', 'Enable notes', and 'Enable portfolios'.

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

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

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

Enable the *REST protocol*.

The screenshot shows the 'Manage protocols' page with the following structure:

**NAVIGATION**  
Home  
■ My home  
▶ Site pages  
▶ My profile  
▶ My courses

**ADMIN BOOKMARKS**  
Bookmark this page

**Manage protocols**

**Active web service protocols**

Protocol	Version	Enable	Settings
AMF protocol	2014111000	✓	⊕
REST protocol	2014111000	✗	⊕
SOAP protocol	2014111000	✓	⊕
XML-RPC protocol	2014111000	✓	⊕

A red arrow points from the text above to the 'Enable' column of the 'REST protocol' row in the table.

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

Click on the **Add** link.

The screenshot shows the Moodle 'External services' page. At the top, there is a breadcrumb navigation: Home > Site administration > Plugins > Web services > External services. To the right of the breadcrumb is a button labeled 'Blocks editing on'. On the left, there is a vertical 'ADMINISTRATION' sidebar with sections like My profile settings, Site administration (Notifications, Registration, Advanced features), Courses, Grades, Badges, Location, Language, and Plugins. The main content area has a heading 'External services'. Below it, there is a section titled 'Information' with a description: 'A service is a set of functions. A service can be accessed by all users or just specified users.' Underneath this is a section titled 'Built-in services' with a table:

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

Below this is a section titled 'Custom services' with a table:

External service	Delete	Functions	Users	Edit

A red arrow points from the 'Administration' sidebar down to the 'Add' button in the 'Custom services' table. The 'Add' button is highlighted with a red box.

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

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

▼ External service

Name\*

Short name

Enabled

Authorised users only

Show more...

**Add service** **Cancel**

Click on the **Add functions** link.

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

**NAVIGATION**

- Home
  - My home
  - ▶ Site pages

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

This service has no functions.

**Add functions**

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

▼ Add functions

Name\*

Search

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

**Add functions** **Cancel**

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

\*NOTE: For Moodle versions older than 2.7 please add the shortname manually in the DB.  
 Navigate to *mdl\_external\_services* table and add *lms* to shortname field of the recently added web service.

The screenshot shows the MySQL Workbench interface with the 'mdl\_external\_services' table selected. The table has the following columns: id, name, enabled, requiredcapability, restrictedusers, component, timecreated, timemodified, shortname, downloadfiles, and uploadfiles. There are two rows in the table:

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

A red box highlights the 'mdl\_external\_services' schema in the left sidebar, and a red arrow points from the 'shortname' column of the second row to the 'shortname' column of the first row.

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

Click on the **Add** link.

The screenshot shows the 'Manage tokens' page with the following structure:

- NAVIGATION:** Home, My home, Site pages, My profile, My courses.
- ADMIN BOOKMARKS:** Bookmark this page.
- Manage tokens:** Title.
- Table:** Displays three tokens with columns: Token, User, Service, IP restriction, Valid until, and Operation.
- Buttons:** A red box highlights the 'Add' button at the bottom left of the table.

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

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

▼ Token

The screenshot shows the 'Add Token' form with the following fields:

- User\***: A dropdown menu with 'Vadim Adachkovich' and 'Esync Service Account' selected. A red box highlights 'Esync Service Account'.
- Service\***: A dropdown menu with 'Adobe Connect LTI' selected. A red box highlights 'Adobe Connect LTI'.
- IP restriction**: An empty input field.
- Valid until**: A date picker set to '21 November 2014'. A red box highlights the date input field.
- Buttons:** 'Save changes' (highlighted with a red box) and 'Cancel'.

## 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