



LTI Integration

User Guide

Version 1.0



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User Guide

Version 1.0

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Description

eSyncTraining's Zoom LTI integration tool can be easily added to your LMS Canvas. You will get a seamless and customizable Zoom experience utilizing innovative technology. With Zoom LTI integration tool developed by eSyncTraining you will empower your teachers and course administrators and enhance students' user experience.

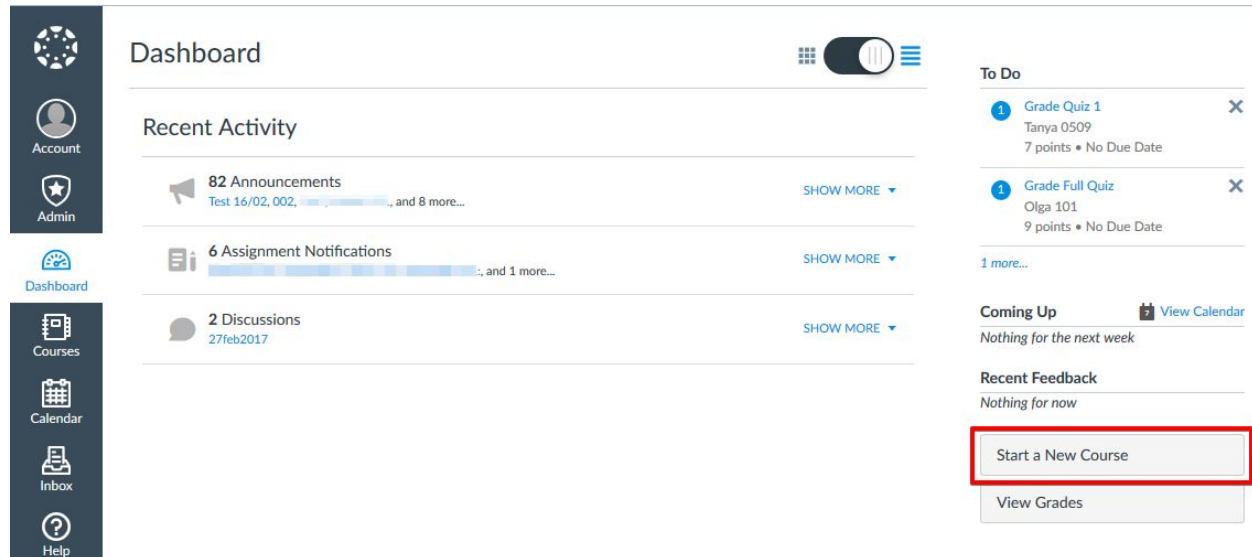
Key Features

- **SEAMLESS SETUP:** easy to set up and leverage a range of custom branding options. Our Zoom LTI is available as an on-premise solution.
- **MEETING CREATION:** a single click adds a new Zoom meeting directly within your LMS, where you can schedule courses, deliver custom support and better engage your students' questions.
- **OFFICE HOURS:** host separate Zoom sessions for office hours across courses. Allow participants to submit questions, book available time slots and send notifications.
- **ENHANCED SECURITY:** map your LMS Course Roster with Zoom to ensure only registered users are able to access an associated Zoom session via Single Sign-On. You can also map users and roles from your LMS and Zoom.
- **RECORDING MANAGEMENT:** display your newly created cloud-based Zoom recordings back to your course within the LMS automatically. Play, download or delete audio and video recordings.
- **REPORTING & STATISTICS:** analyze Zoom session attendance reports directly within your LMS. Download attendance reports in Excel or PDF and access valuable user metrics.

I Course Administrator Guide

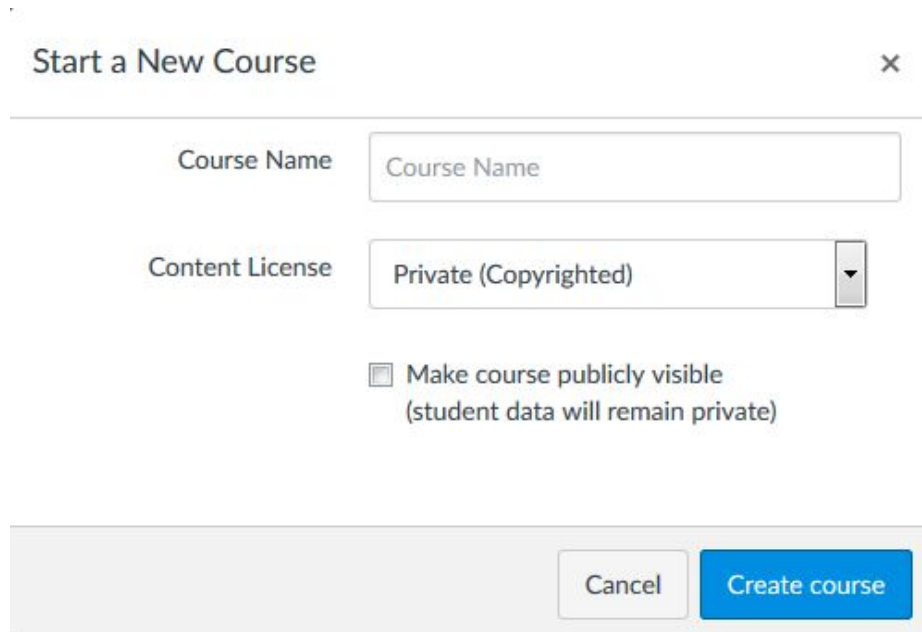
Create a New Course

On the Dashboard page click on the **Start a New Course** button.



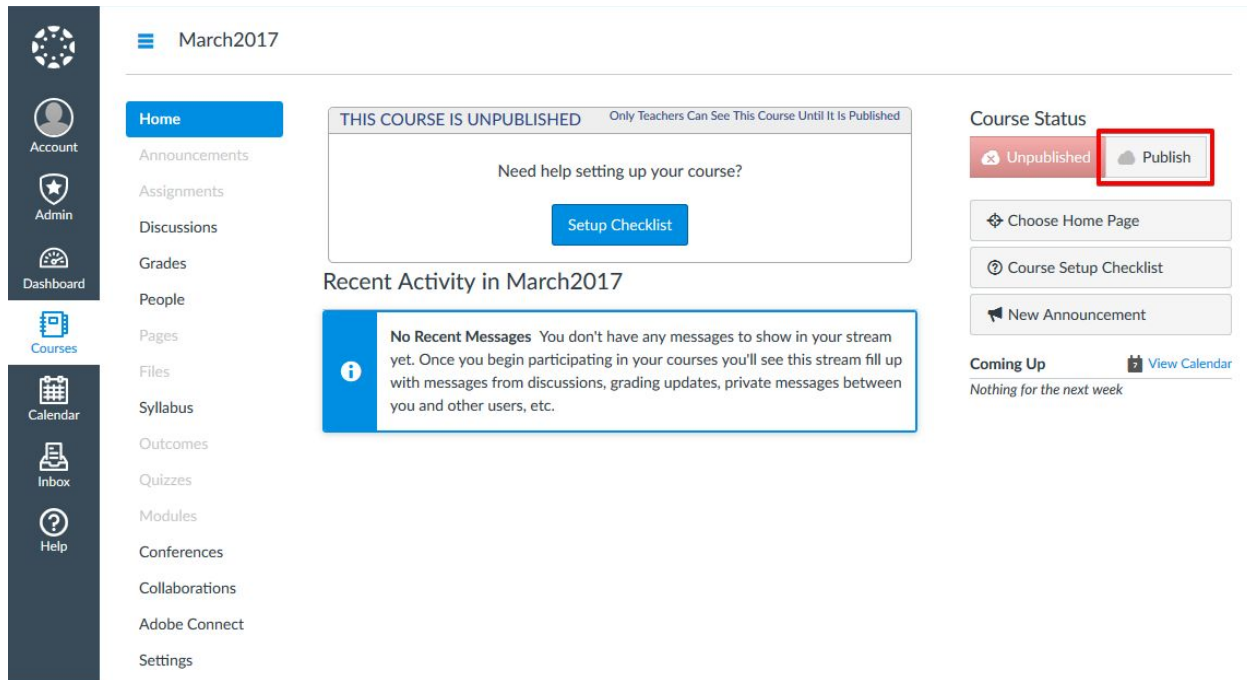
The screenshot shows the Dashboard interface. On the left is a vertical sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Dashboard' and features a 'Recent Activity' section with three items: '82 Announcements', '6 Assignment Notifications', and '2 Discussions'. On the right side, there are three sections: 'To Do' with two items ('Grade Quiz 1' and 'Grade Full Quiz'), 'Coming Up' with a 'View Calendar' link, and 'Recent Feedback'. At the bottom of the right sidebar, there is a button labeled 'Start a New Course' which is highlighted with a red rectangular border, and a button labeled 'View Grades' below it.

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



The screenshot shows the 'Start a New Course' form. It has a title bar with a close button (X). The form contains two main input fields: 'Course Name' with a text box containing the placeholder 'Course Name', and 'Content License' with a dropdown menu currently set to 'Private (Copyrighted)'. Below these fields is a checkbox labeled 'Make course publicly visible (student data will remain private)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Create course'.

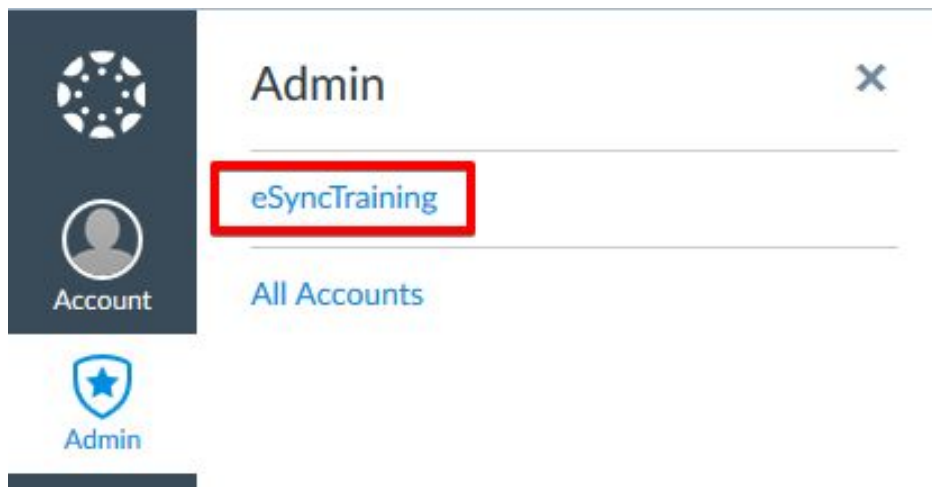
On the Courses page click on the **Publish** button to publish the course.




Add or Reuse Existing Users to the Course to Add to Zoom Meeting

Add a New User to Your Canvas Account

On the pop-up left side menu click on the **Admin** menu item and click on the name of your account.



In Account Navigation, click on the **Users** link.
On the All Users page Click on the **+ New User** button.



Account

Admin

Dashboard

eSyncTraining > Users

Courses

Users

Statistics

Permissions

Outcomes

Rubrics

All Users

← Previous 1 2 3 4 5 Next →

- 1, Tanya
- 1, Tanya
- 2, Tanya
- 2, Vadim

View User Groups

Find A User

Go

+ New User

Populate the following form and click on the **Add User** button to finish the process.

*NOTE: Fields may vary depending on your account settings.

Add a New User

Full Name:*

This name will be used by teachers for grading.

Display Name:

People will see this name in discussions, messages and comments.

Sortable Name:

This name appears in sorted lists.

Email: *

☒ Email the user about this account creation

[View Privacy Policy](#)

Cancel

Add User

Add Users to the Course

On the pop-up left side menu click on the **Courses** menu item and click on the name of the required course.


Courses


Account


Admin


Dashboard


Courses

Courses

April2017 course

June2017 course

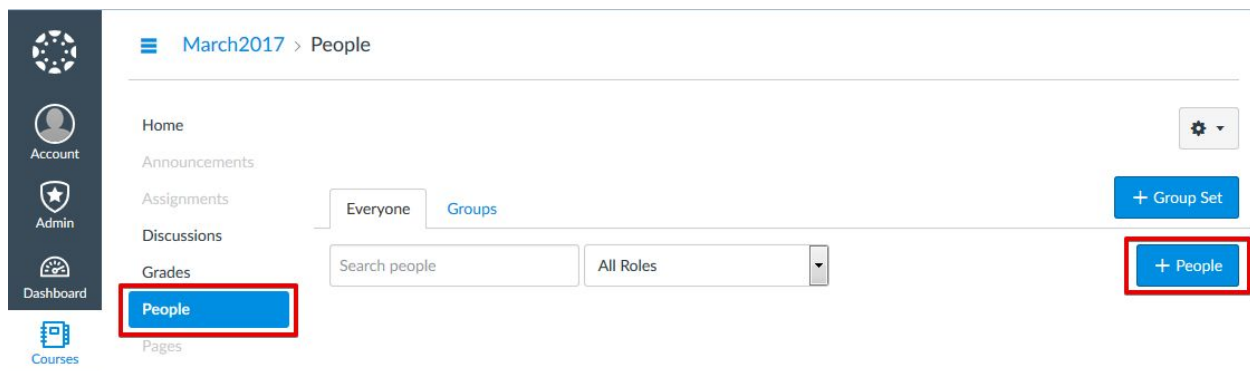
March2017 course

May2017 course

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

In *Course Navigation*, click on the **People** link.
On the People page click on the **+ People** button.



Type or paste Emails / Names / IDs of existing users and click on the **Next** button.

A screenshot of the 'Add People' dialog box. At the top is the title 'Add People' and a close button (X). Below is the section 'Add user(s) by' with three radio buttons: 'Email Address' (selected), 'Login ID', and 'SIS ID'. An example text shows 'Example: lsmith@myschool.edu, mfooster@myschool.edu'. A large text input field is provided for entering user information. Below this are two dropdown menus: 'Role' (set to 'Student') and 'Section' (set to 'March2017 course'). A checkbox labeled 'Can interact with users in their section only' is checked. At the bottom, there is a user icon, the text 'Add user by Email Address, Login ID, or SIS ID. Use a ";" or new line between for adding multiple users.', and two buttons: 'Cancel' and 'Next'.

Verify the list of the Users and click on the **Add Users** button to finish the process.

Add People

The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
yura+march2017	yura+march2017@esynctraining.com			eSyncTraining

Cancel

Start Over

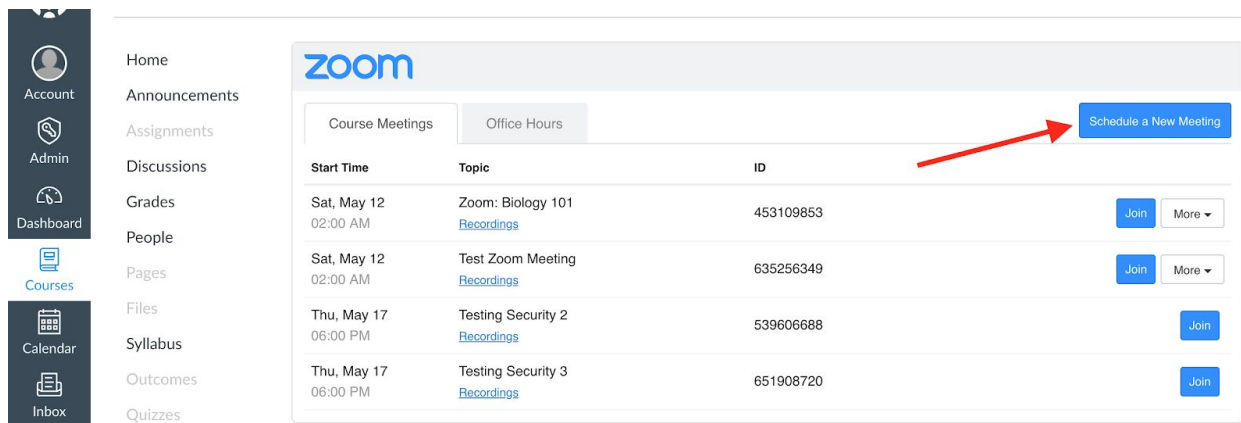
Add Users

Create a New Zoom Meeting


On the pop-up left side menu click on the **Courses** menu item and click on the name of the required course.



In Course Navigation, click on the **Zoom** link.
Click on the **Schedule a new Meeting**



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



Schedule a Meeting

Topic

Description (Optional)

When

Duration

hr
 min

Meeting Options

☒ Enable class roster security
 ☐ Require meeting password

☐ Enable participant video
 ☐ Enable join before host

☐ Mute participants upon entry
 ☐ Enable host video

Audio

☐ Telephone
 ☒ Computer Audio
 ☐ Both

Alternative Hosts

Meeting Options

Topic: Choose a topic/name for your meeting.

Description: Enter your meeting description (optional).

When: Select a date and time for your meeting.

Duration: Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.

Enable Class Roster Security: While in the meeting room, hosts can invite and handle people to attend a meeting. If **Enable Class Roster Security** option is checked, the following events will be flagged:


1. Users (except Host) who are in the People section have emails, and their accounts are associated with the Zoom Administration Account, will receive the invitation letters and will be automatically approved by Host.

Announcements

Assignments Everyone Groups + Group Set

Discussions All Roles + People

Grades

People 

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Adobe Connect

Zoom Dev

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Student @mytraining	developer@e		Zoom Demo Playground	Teacher	May 18 at 4:28am	29:12:19
Mike Kollen	mike@e		Zoom Demo Playground	Teacher	May 18 at 4:38am	63:44:55
Ivan R	ivanr@e	1q	Zoom Demo Playground	Student	Apr 27 at 6:01am	
Ivan Z	ivanr+zoom@e		Zoom Demo Playground	Student	Apr 27 at 6:02am	
Ivan Z2	ivanr+zoom2@e		Zoom Demo Playground	Student	Apr 30 at 11:07pm	15:36

- Users who are in the People section, but their accounts are not associated with the Zoom Administration Account, will not get an access to attend the meeting without Host's approval. To become a meeting participant, user should perform the registration into the meeting, then he can be approved by Host manually. In addition, the following use-case will be also possible: if the user has been registered in Zoom after the meeting was created, and after that Host edited&saved any details of the meeting, the user will be automatically approved to the meeting since his account has already been associated with the Zoom account.
- Technically, **Enable Class Roster Security** option means that Zoom's registration is required

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES [SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING ▾](#)

My Meeting Settings

My Meetings

My Recordings

My Webinars

Room Management

Zoom Rooms

Calendar Integration

Digital Signage Content

Cisco/Polycom Rooms

User Management

Users

Group Management

Role Management

Account Management

Account Profile

Schedule a Meeting

Topic


Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required 

and Manual Approval has been 'received' in advance:

Registration

Registration Questions Custom Questions

Approval

☐ Automatically Approve
Registrants will automatically receive information on how to join the meeting.

☒ Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

☐ Send an email to host when someone registers

Other options

☐ Close registration after event date

☒ Show social share buttons on registration page

Save All Cancel

Enable Participant Video: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

Mute Participants Upon Entry: If join before host is not enabled, this will mute all participants as they join the meeting.

Require Meeting Password: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Enable Join Before Host: Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.

Enable Host Video: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

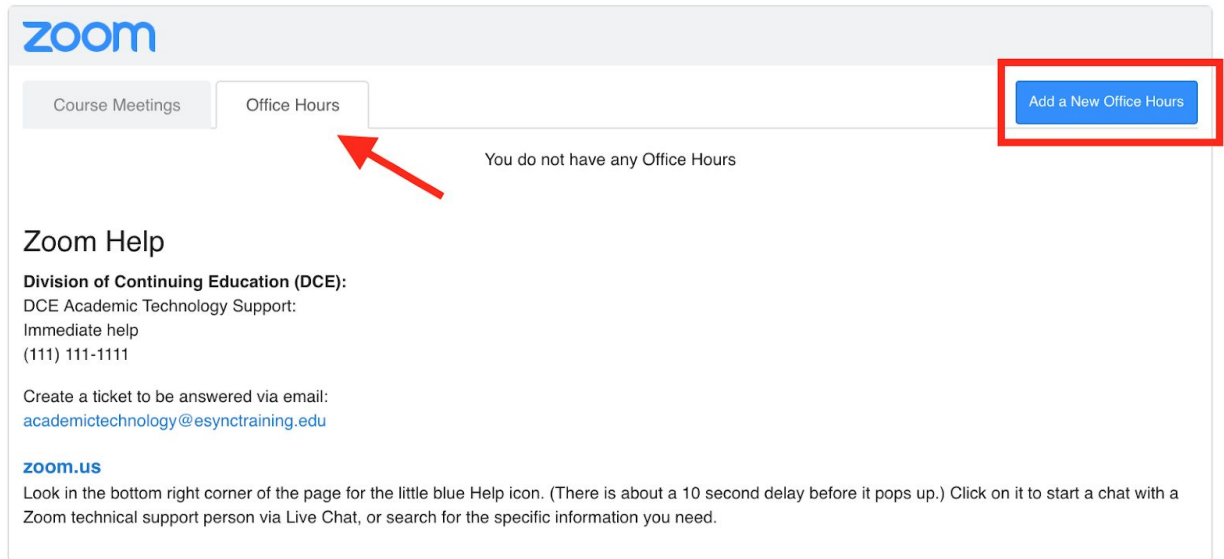
Audio Options: choose whether to allow users to call in via Telephone Only , VOIP Only (computer audio), both, or 3rd Party Audio (if enabled for your account).

Alternative Hosts: Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

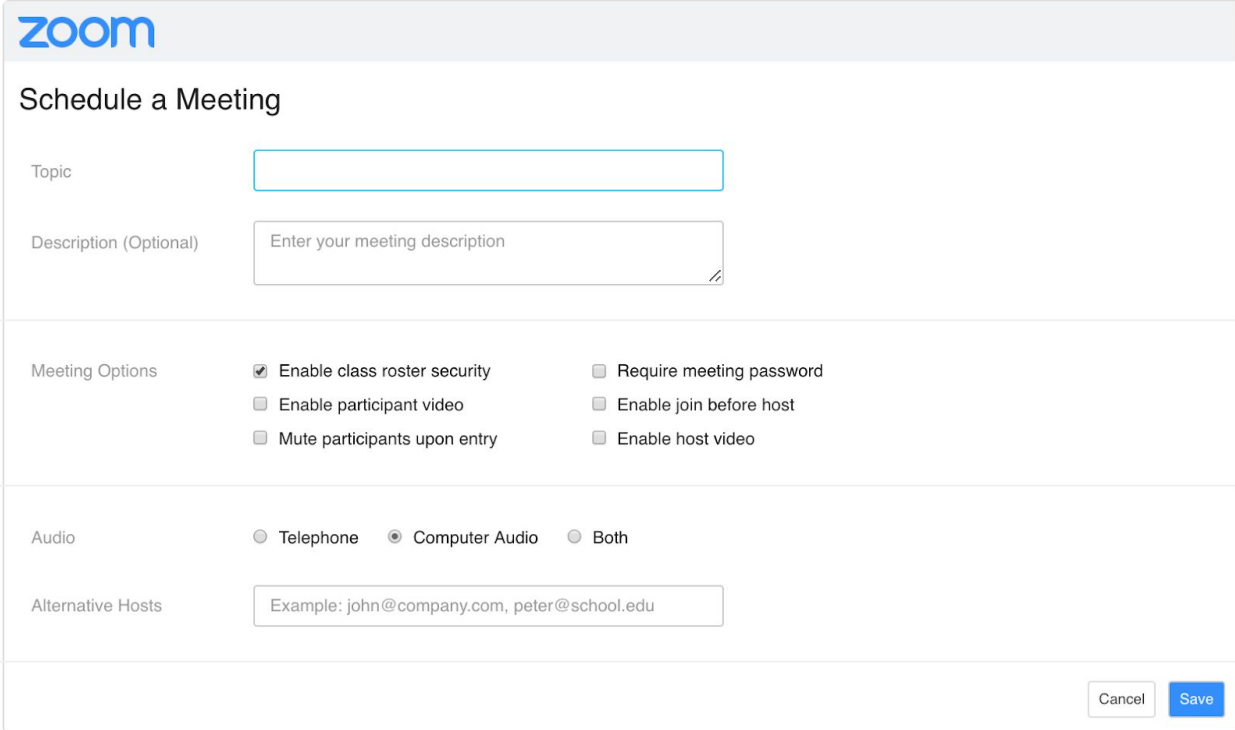
Create an Office Hours Meeting

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

Click on the **Add a New Office Hours** button in the *Office Hours* tab.



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



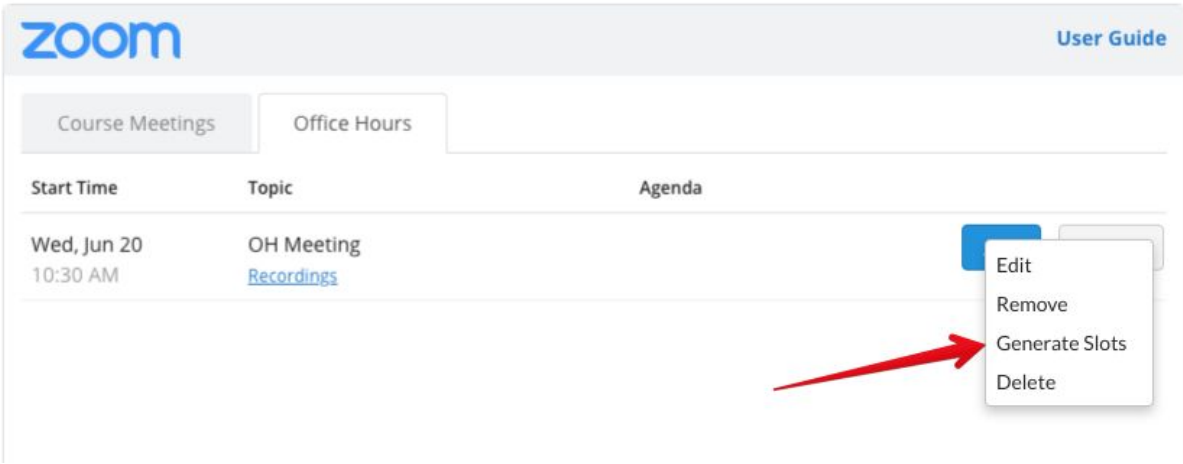
The image shows the Zoom 'Schedule a Meeting' form. It includes fields for 'Topic' and 'Description (Optional)'. Under 'Meeting Options', there are checkboxes for 'Enable class roster security' (checked), 'Require meeting password', 'Enable participant video', 'Enable join before host', 'Mute participants upon entry', and 'Enable host video'. The 'Audio' section has radio buttons for 'Telephone', 'Computer Audio' (selected), and 'Both'. The 'Alternative Hosts' field contains the example text 'Example: john@company.com, peter@school.edu'. At the bottom right are 'Cancel' and 'Save' buttons.

*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.

Office Hours Slots

Once the Office Hours meeting is created, Teacher can generate Slots and manage the sessions calendar.



The image shows the Zoom 'Office Hours' interface. It has tabs for 'Course Meetings' and 'Office Hours'. Below the tabs is a table with columns 'Start Time', 'Topic', and 'Agenda'. The table contains one entry: 'Wed, Jun 20 10:30 AM' for 'OH Meeting' with a link to 'Recordings'. A blue button is next to the 'OH Meeting' row. A red arrow points to a context menu that appears when the button is clicked. The menu has four options: 'Edit', 'Remove', 'Generate Slots', and 'Delete'.

Start Time	Topic	Agenda
Wed, Jun 20 10:30 AM	OH Meeting Recordings	

Click the 'Generate Slots' button, fill in all the required information. Teacher is able to set *Time*, *Duration* and frequency of the Sessions.

Generate Slots for Office Hours

Available time	<div>10:00</div> <div>AM</div> <div>—</div> <div>12:00</div> <div>PM</div>
----------------	--

Duration	<div>15 m</div>
----------	-----------------

Available days	<div><input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday</div> <div><input type="checkbox"/> Saturday</div>
----------------	--

Date Range	<div>07/3/2018</div> <div>—</div> <div>07/17/2018</div>
------------	---

Generate

Close

Once the Slots are generated, Teacher can:

1. Review the calendar and Manage free and booked slots.
2. Generate More Slots.
3. Cancel User Session (in case student has no access to his dashboard to cancel it by himself).
4. Delete slot/all slots (in case Teacher is Not Available by any reason).
5. Reschedule the session (to any free date/time).

zoom

User Guide

Course Meetings

Office Hours

Start Time

Topic

Agenda

Wed, Jun 20

OH Meeting

Join

More

10:30 AM

[Recordings](#)

Filter

Selected Date

All Date

June 2018

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

☒ Booked

☒ Unbooked

☐ Canceled

Sessions on 14 June 2018

TIME

STATUS

09:00 AM - 09:30 AM

Gabriel Hicks

Chemistry

09:30 AM - 10:00 AM

Mathilda Floyd

Mathematics

10:00 AM - 10:30 AM

Not Booked

10:30 AM - 11:00 AM

Ralph Stanley

Biology

11:00 AM - 11:30 AM

Cora Barnes

Mathematics

Cancel User Session

Edit Time

Delete

Zoom Recordings

Zoom supports 2 types of recordings: local and cloud.

Record the Meeting

1. Join the meeting.

zoom

Course Meetings

Office Hours

Schedule a New Meeting

Start Time

Topic

ID

Sat, May 12

Zoom: Biology 101

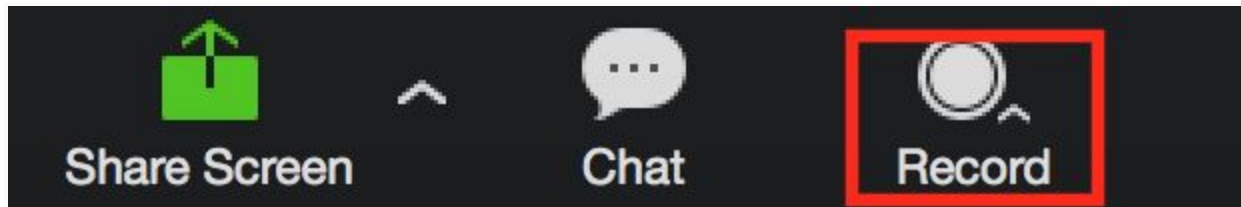
453109853

02:00 AM

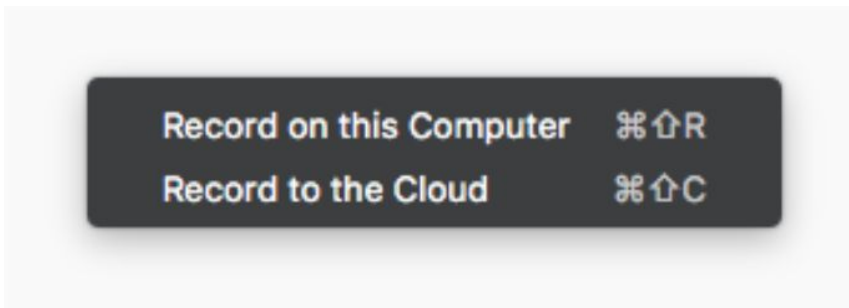
[Recordings](#)

Join

2. Click the option to Record.



3. If there is a menu prompt, select the required option: Record on this Computer or Record to the Cloud. Otherwise, ignore this step.



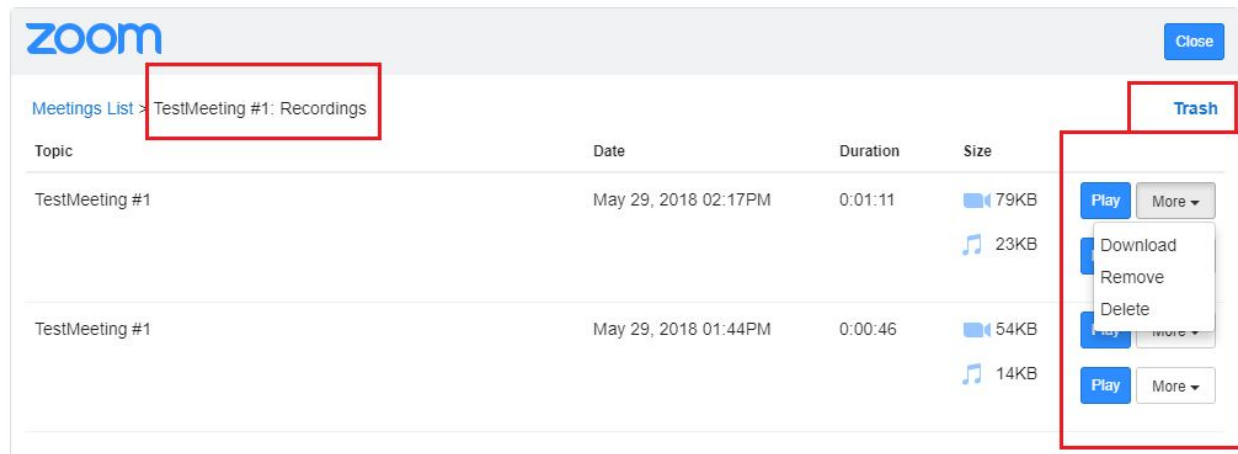
4. When the recording is done click on the **Stop Recording** button.

View / Watch Recordings

Navigate back to Zoom application in Canvas page and click on the **Recordings** link.

zoom			
Course Meetings		Office Hours	Schedule a New Meeting
Start Time	Topic	ID	
Sat, May 12 02:00 AM	Zoom: Biology 101 Recordings	453109853	Join
Sat, May 12 02:00 AM	Test Zoom Meeting Recordings	635256349	Join
Fri, May 18 04:00 PM	For Test Recordings	247555724	Join
Thu, May 17 06:00 PM	Testing Security 2 Recordings	539606688	Join More ▾
Thu, May 17 06:00 PM	Testing Security 3 Recordings	651908720	Join More ▾

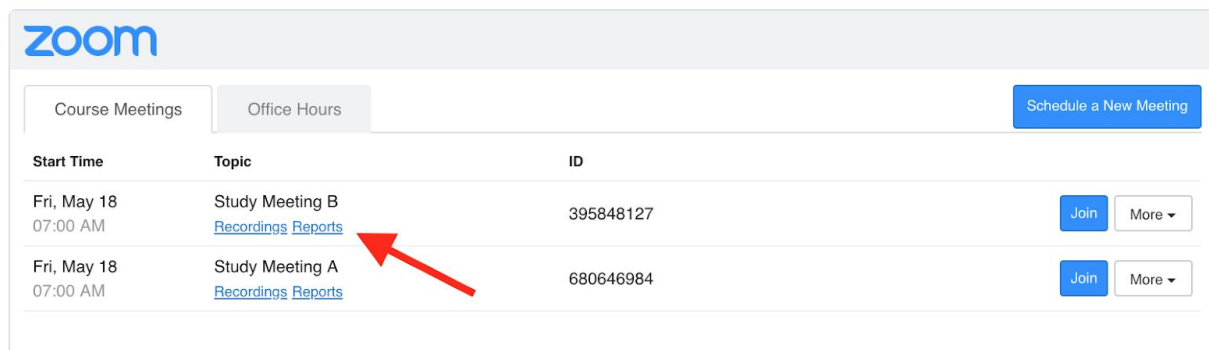
Open the **Recordings** page and see the latest list of the recordings for this meeting.



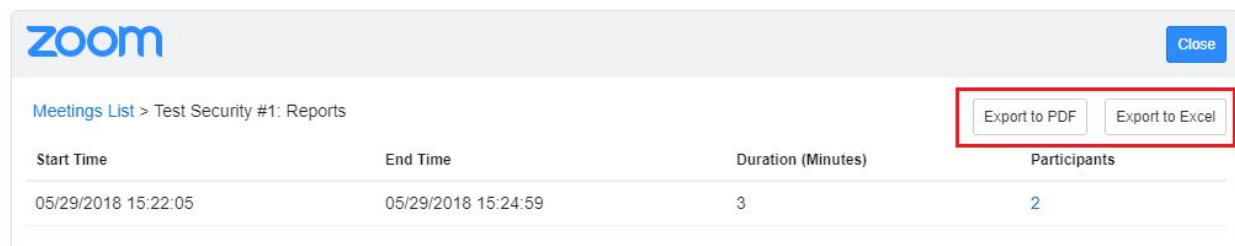
1. **Play** button allows user to watch the meeting recording.
2. Clicking **Download** button you will get a file to your computer.
3. To delete the recording click on the **Delete** button.
4. **Remove** functionality means, that recording will be moved to Trash.
5. Clicking **Trash** button user will be redirected to the Trash-basket page.

View Meeting Reports

Navigate to Zoom application in Canvas page and click on the **Reports** link.



Open the **Reports** page and get the latest list of the reports for this meeting.



Teacher can obtain the information about people who has participated in the meeting and export report to **Excel** or **PDF** format. Also Export to **CSV** function is available to download information about participants from the report to your local computer.

Meeting Participants

Export to CSV

Name	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Mike Kollen	developer@██████████	05/29/2018 15:22:05	05/29/2018 15:24:58	3	100.0%
Device:	Mac				
IP Address:	31.204.150.241				
Location:					
Network Type:	Wifi				
Mike Kollen	mike@██████████	05/29/2018 15:22:47	05/29/2018 15:23:14	1	100.0%
Device:	Windows				
IP Address:	64.27.20.86				
Location:	Los Angeles (US)				
Network Type:	Wired				

Close

The report displays information for meetings that ended at least 30 minutes ago.

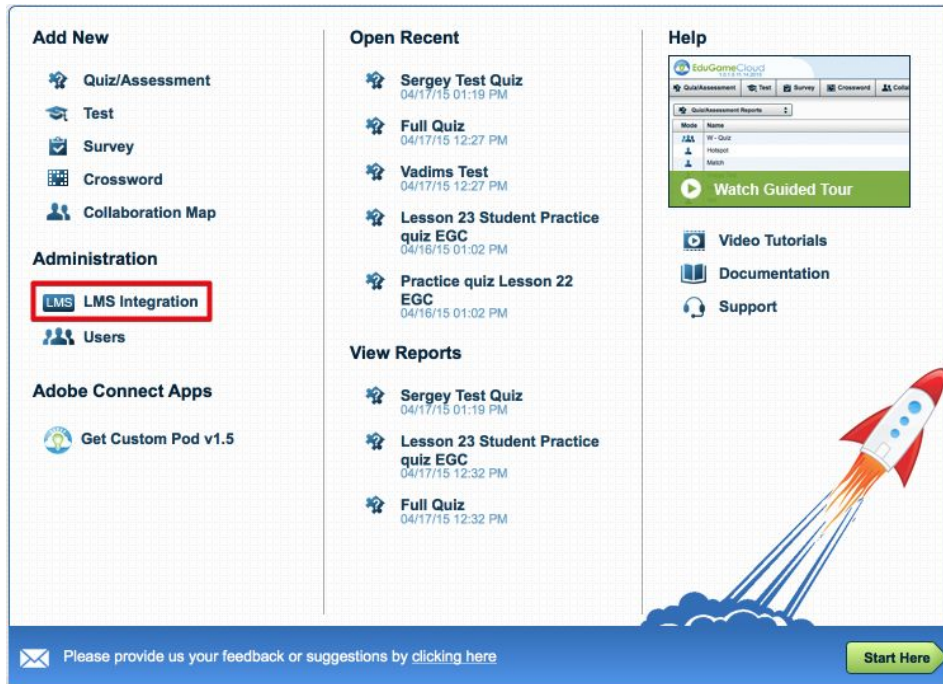
II Canvas Account Administrator Guide

EduGame Cloud Administration






Configure LMS License in EduGame Cloud

Navigate to stage.edugamecloud.com and login using your Admin credentials.

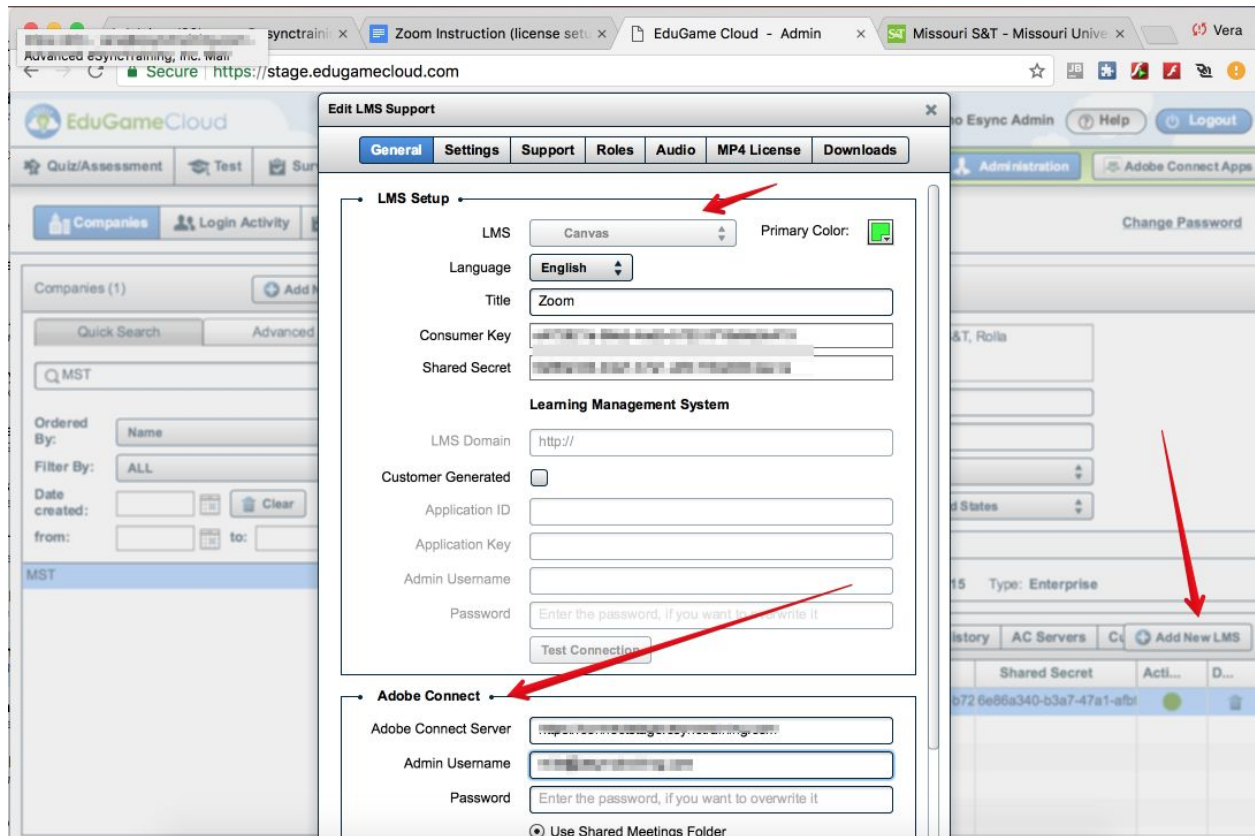
Click on the **LMS Integration** link on the *Welcome* screen.



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

EduGameCloud		Welcome, Demo Admin				Help	Logout
Quiz/Assessment	Test	Survey	Crossword	Collaboration Map	Reporting	Administration	Adobe Connect Apps
LMS Integration	Users	Customization	Email History	My License	Change Password		
Edit	LMS	Title	Creation Date	Consumer Key	Shared Secret		
		 Demo Title	04/24/15 10:00 AM	520befa1- 	8acf12d6- 		

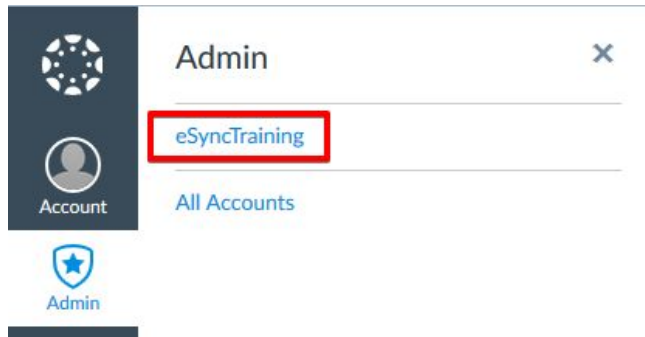
On the *General* tab admin user can edit the *license* and select the *Primary Color* for Adobe Connect LTI.



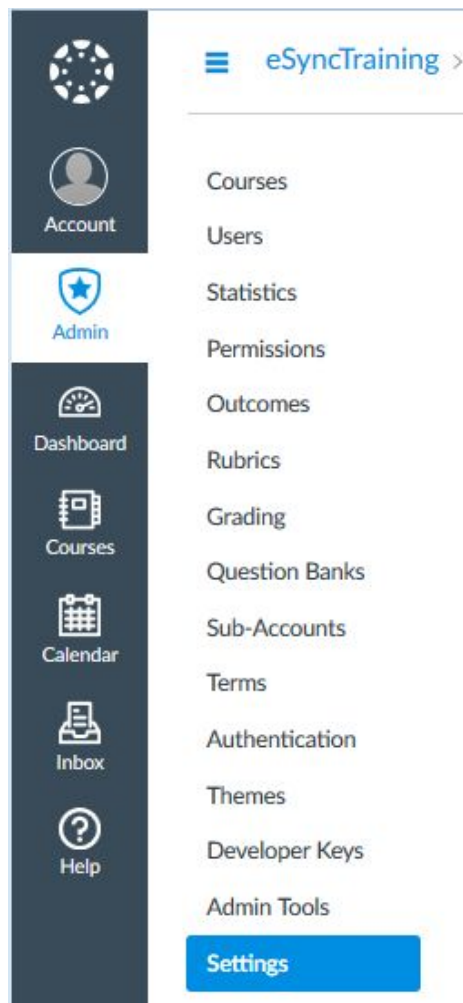
External App Configuration

Configure LTI Zoom for Your Zoom Account

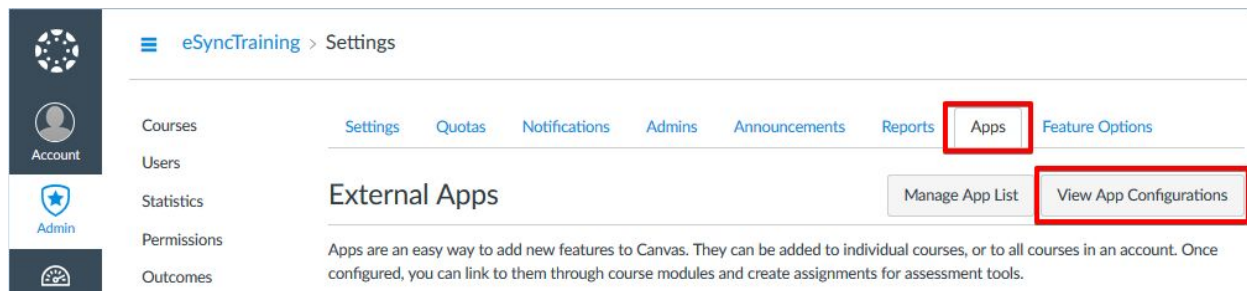
On the pop-up left side menu click on the **Admin** menu item and click on the name of your account.



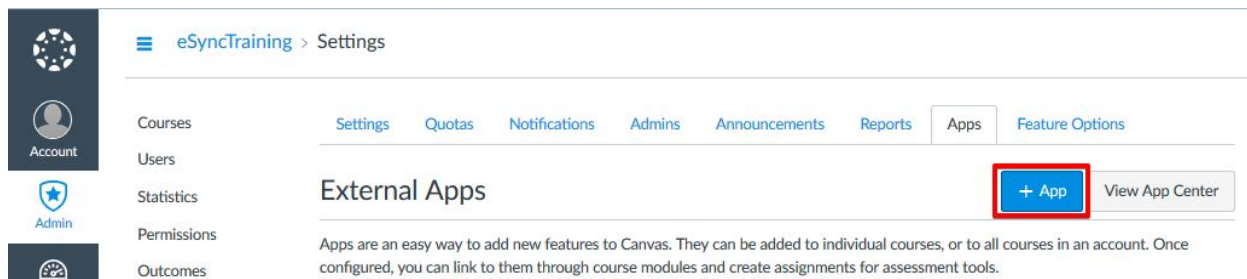
In Account Navigation, click on the **Settings** link.



Select the **Apps** tab and click on the **View App Configurations** button.



Click on the **+ App** button.



Select the **Configuration Type** drop-down menu and set the configuration type to **By XML**.

Enter the **Name** of the App, **Consumer Key**, **Shared Secret** and **Paste XML**.

*NOTE: You will find your Consumer Key, Shared Secret and XML in EduGameCloud Administration.

Add App



Configuration Type

Paste XML

Name

Zoom

Consumer Key

Consumer Key

Shared Secret

Shared Secret

XML Configuration

XML Configuration

Cancel

Submit

Click on the **Submit** button to finish the process.

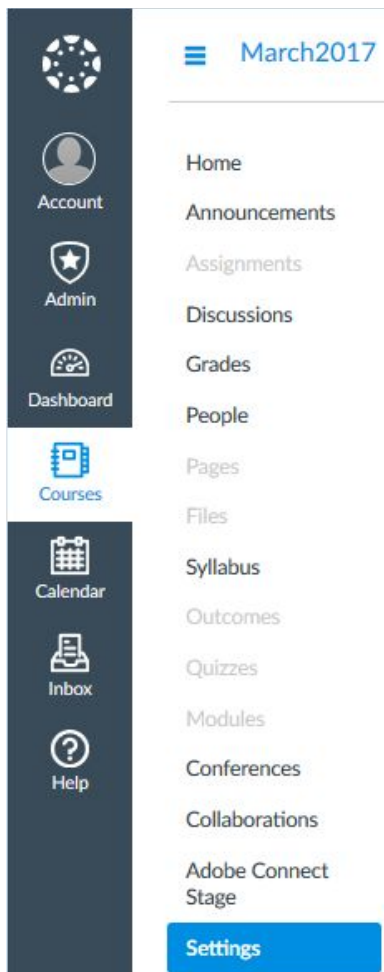
NOTE: Zoom LTI must be launched for the first time by a user that has admin permissions in your Canvas instance.

Configure LTI Zoom for a Specific Course

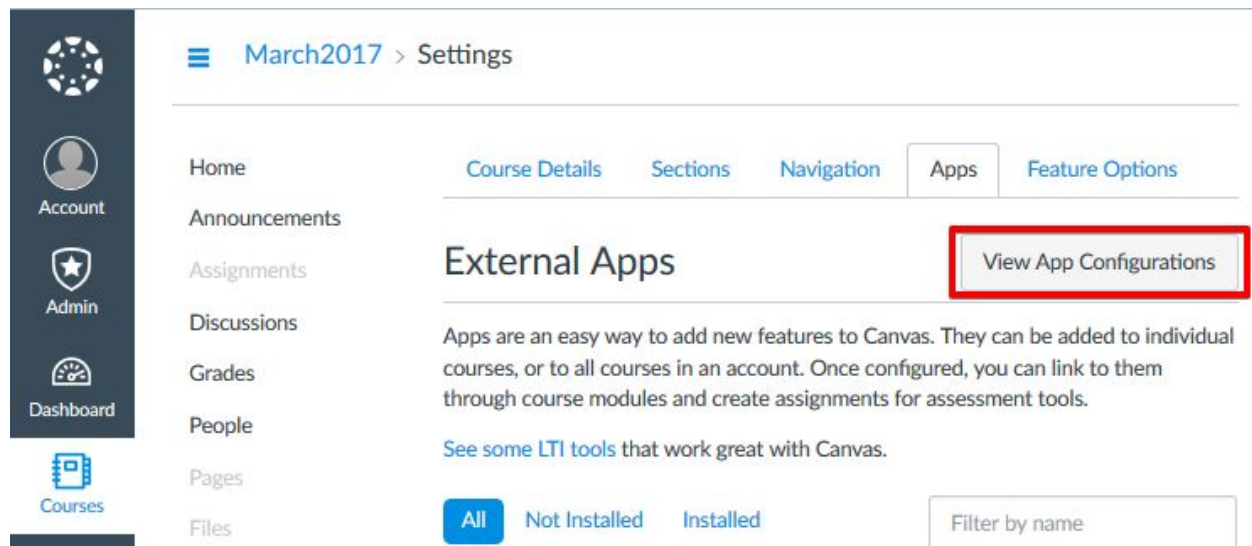
On the pop-up left side menu click on the **Courses** menu item and click on the name of the required course.



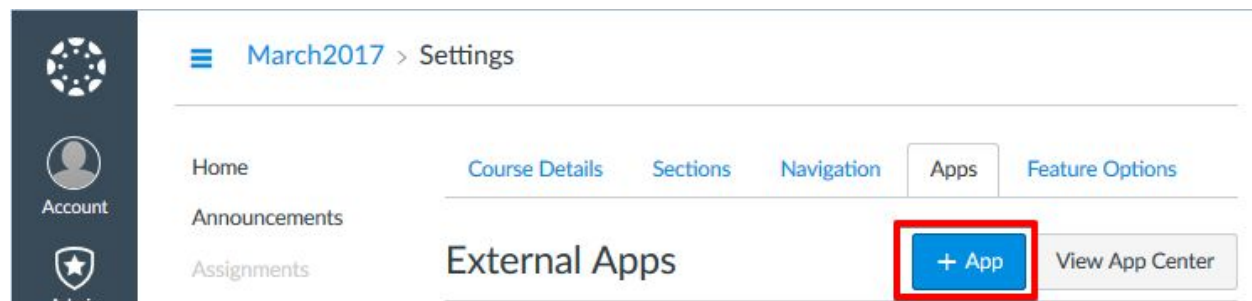
In Account Navigation, click on the **Settings** link.



Select the **Apps** tab and click on the **View App Configurations** button.



Click on the **+ App** button.



Select the **Configuration Type** drop-down menu and set the configuration type to **By XML**.

Enter the **Name** of the App, **Consumer Key**, and **Shared Secret**.

*NOTE: You will find your Consumer Key, Shared Secret and XML in EduGameCloud Administration.

Add App

✕

Configuration Type

Paste XML

Name

Zoom

Consumer Key

Consumer Key

Shared Secret

Shared Secret

XML Configuration

XML Configuration

Cancel

Submit

Click on the **Submit** button to finish the process.

NOTE: Zoom LTI must be launched for the first time by a user that has admin permissions in your Canvas instance.

Getting Support

Email Support, please contact:

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

Emergency Phone Support:

714.979.4444