



&



Adobe Connect

## LTI Integration

User Guide (Version 1.7.6)



eSyncTraining

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# & Adobe Connect

User Guide  
Version 1.7.6

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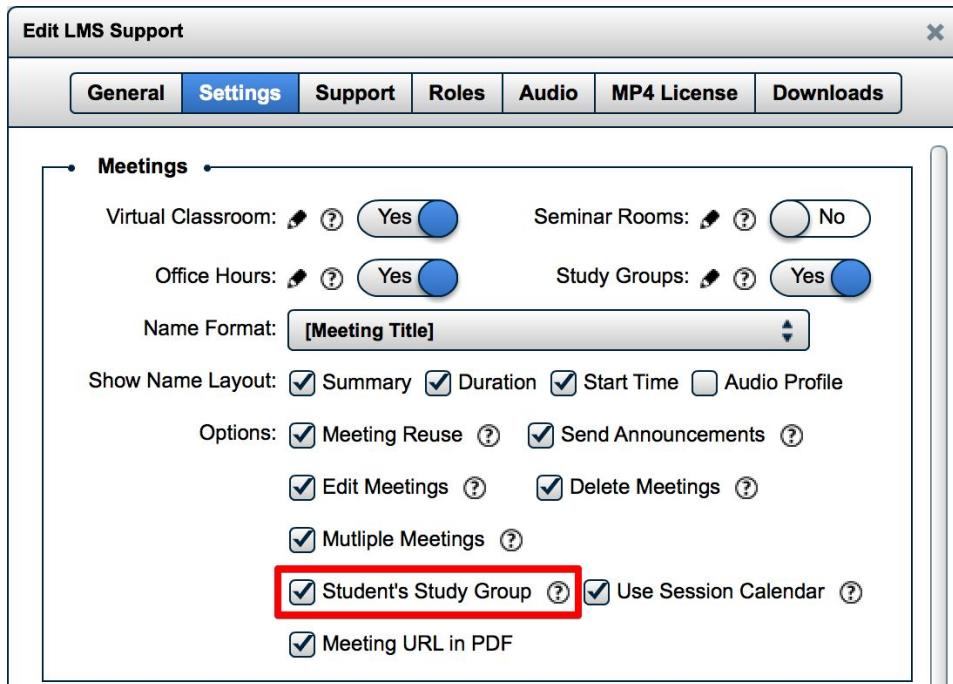
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## What's New In v1.7.5?

### Student's Study Group

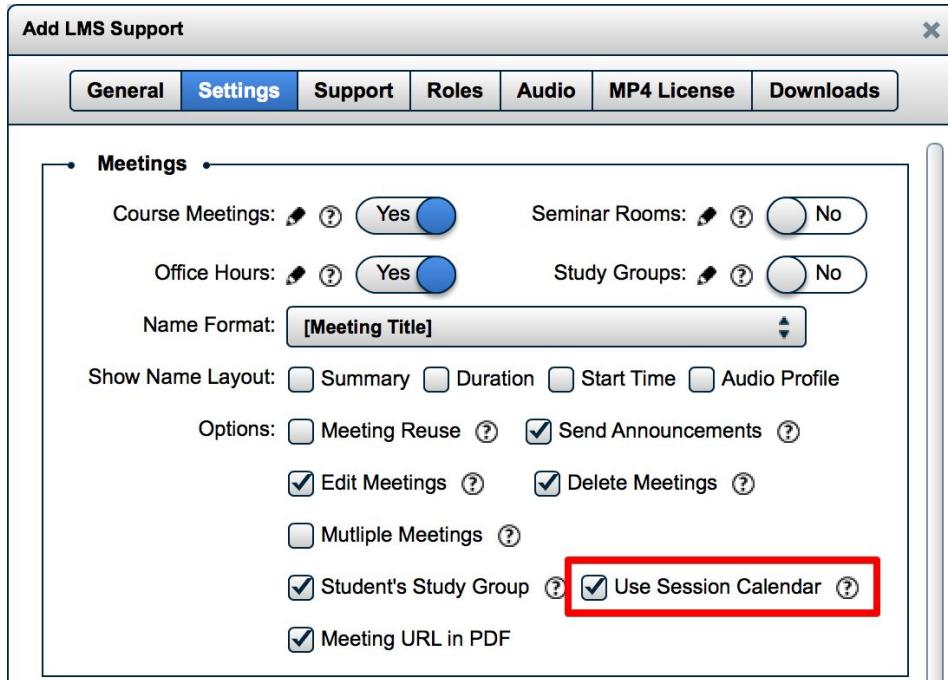
On the EduGame Cloud LMS license *Settings* page user can enable the *Student's Study Group* option.



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

## Meetings Sessions Support

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



This setting allows teachers to create *Meetings Sessions*.

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

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

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

[Meetings List](#) > **Virtual Classroom 102: Meeting Sessions**

Information    Meeting Sessions    Participants

**Generate Sessions**

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

Duration: 01:00

Days Class Meets:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Week(s): 1

---

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

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

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

The screenshot shows the 'Course Meetings' section of the Adobe Connect interface. It lists two previous sessions: 'Virtual Classroom 102' and 'Virtual Classroom 102 #1'. Below these, there are two more entries: 'Virtual Classroom 102 #2' and another partially visible entry. To the right of the list is a context menu with options: 'Join', 'Settings' (with a gear icon), 'New Session' (which is highlighted with a red box), 'Edit', and 'Delete'. A blue button labeled 'Add Meeting' is located at the top right of the list area.

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

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

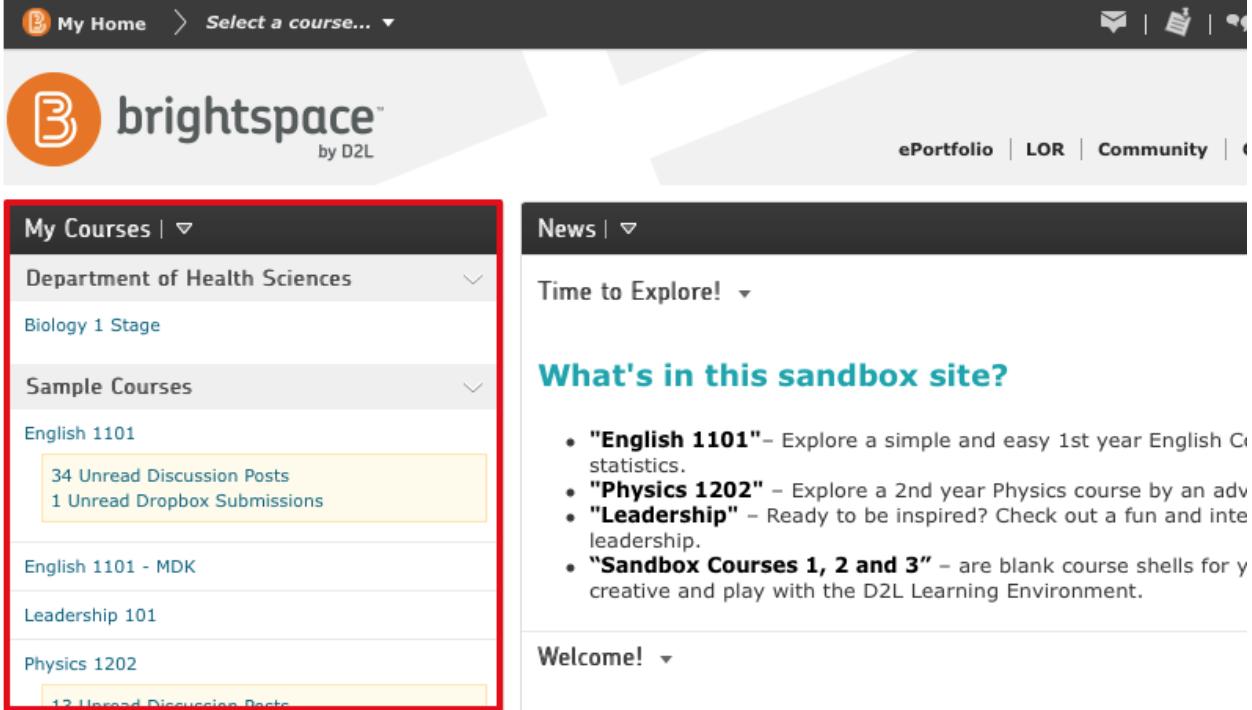
[Meetings List](#) > **New Meeting Session: Information**

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

# Course Administrator Guide

## Add Adobe Connect LTI Link to the Course

On the *Home* screen select the required course from the list.



The screenshot shows the Brightspace by D2L home page. At the top, there is a navigation bar with 'My Home' and 'Select a course...'. Below the navigation bar is the Brightspace logo. On the left, there is a sidebar titled 'My Courses' with a dropdown menu set to 'Department of Health Sciences'. Under this dropdown, 'Biology 1 Stage' is listed. Another dropdown menu titled 'Sample Courses' is open, showing 'English 1101' which has '34 Unread Discussion Posts' and '1 Unread Dropbox Submissions'. Other courses listed are 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202'. On the right side of the page, there is a 'News' section with a heading 'Time to Explore!'. Below it is a section titled 'What's in this sandbox site?' listing several course shells: 'English 1101', 'Physics 1202', 'Leadership', and 'Sandbox Courses 1, 2 and 3'. At the bottom of the right sidebar, there is a 'Welcome!' message.

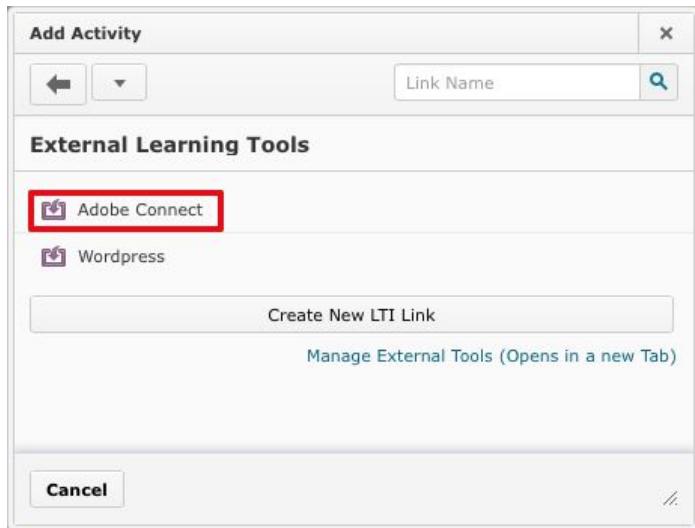
On the **Course Home Page** select the **Content** tab and **Add a module** (or use existing modules).

The screenshot shows the 'Biology 1 Stage' course home page. At the top, there's a navigation bar with 'My Home' and 'Biology 1 Stage'. Below it is a search bar and some links for 'ePortfolio', 'LOR', and 'Community'. The main area has tabs for 'Content' (which is highlighted with a red box), 'Classlist', 'Grades', and 'Co'. A 'Table of Contents' sidebar on the left lists 'Overview', 'Bookmarks', and 'Upcoming Events'. In the center, there's a 'Welcome to your course.' message with 'Import/Export' and 'Bulk Edit' buttons. A large red arrow points from the 'Content' tab at the top to the 'Add a module...' button in the 'Table of Contents' sidebar.

On the selected module click on the **Add Existing Activities** button and select the **External Learning Tools** link from the dropdown list.

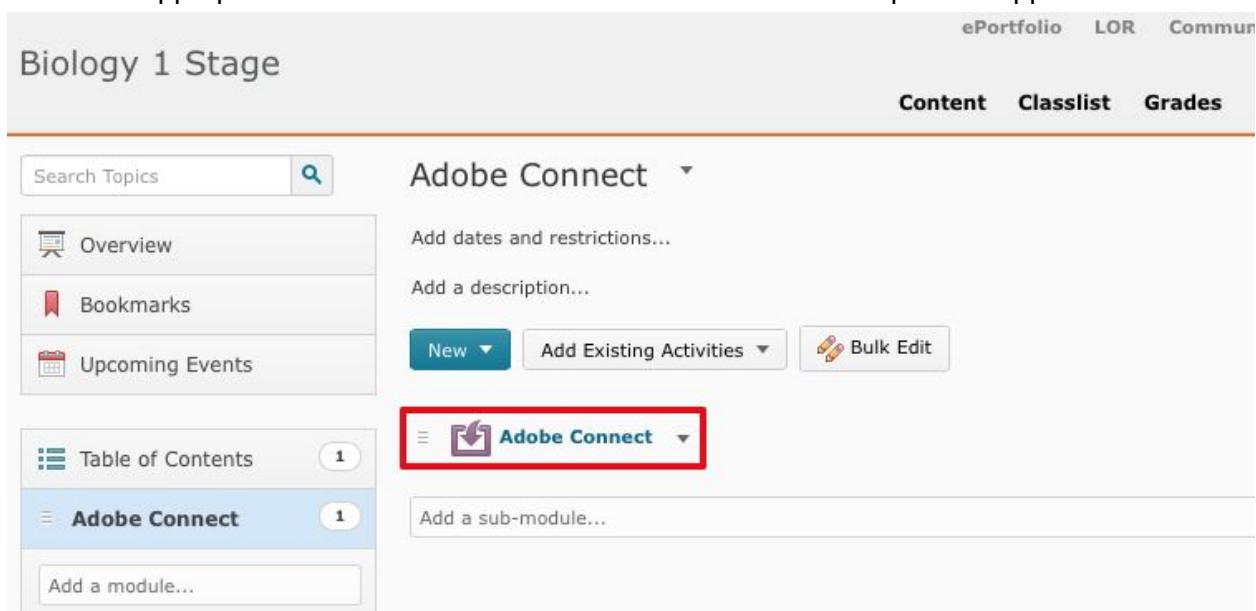
The screenshot shows the 'Adobe Connect' module settings. On the left, the 'Table of Contents' sidebar has 'Adobe Connect' selected (highlighted with a red box). In the main area, there are buttons for 'New' (blue) and 'Add Existing Activities' (which is highlighted with a red box). A dropdown menu is open, showing options like 'Chat', 'Checklist', 'Discussions', 'Dropbox', 'ePortfolio Item', and 'External Learning Tools' (which is also highlighted with a red box). Red arrows point from the 'New' button to the 'Add Existing Activities' button, and from the 'Add Existing Activities' button to the 'External Learning Tools' link in the dropdown menu.

Select the **Adobe Connect** tool from the list.



The screenshot shows a modal window titled "Add Activity". At the top right is a close button ("X"). Below it are two buttons: a left arrow and a down arrow. To the right of the arrows is a search bar with the placeholder "Link Name" and a magnifying glass icon. Underneath the search bar is a section titled "External Learning Tools". Inside this section, there are two items: "Adobe Connect" and "Wordpress". The "Adobe Connect" item has a small icon to its left and is highlighted with a red rectangular box. Below these items is a button labeled "Create New LTI Link". At the bottom of the modal are two buttons: "Cancel" on the left and a "Create" button on the right.

Select the appropriate module and click on **Adobe Connect** link to open the application.

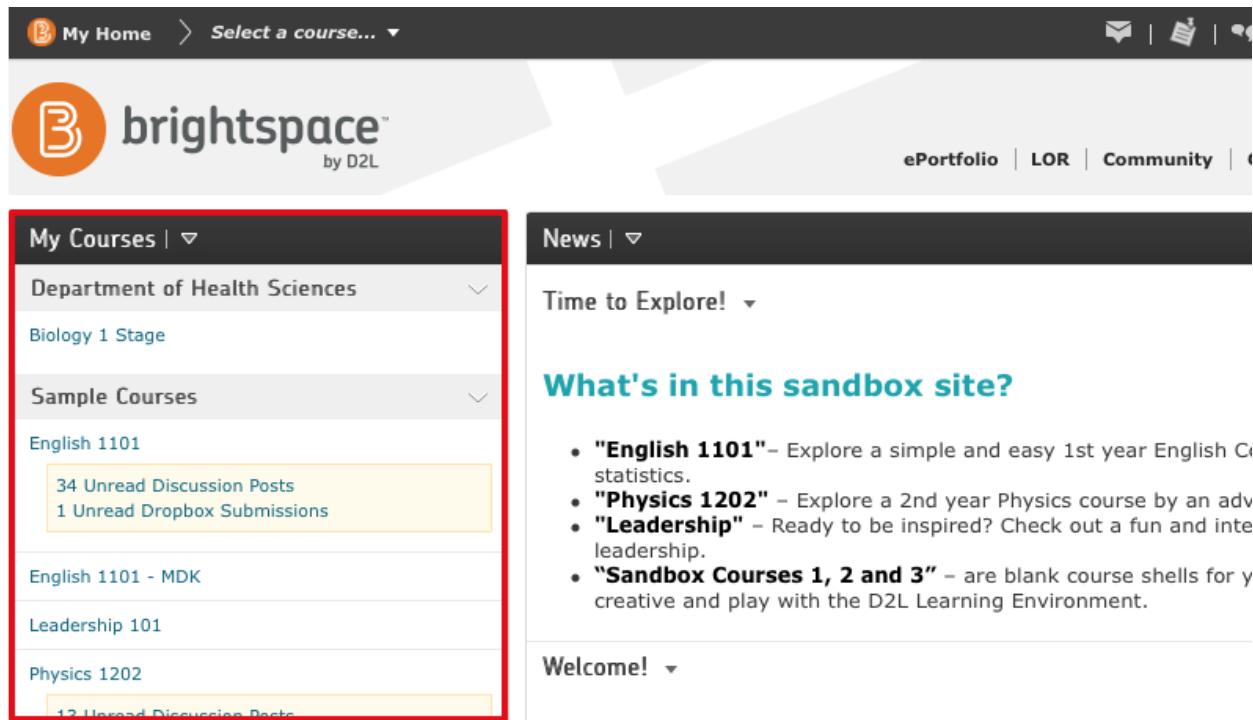


The screenshot shows a Moodle course page for "Biology 1 Stage". At the top, there are navigation links: "ePortfolio", "LOR", and "Commun". Below them are three tabs: "Content" (which is selected), "Classlist", and "Grades". The main content area has a search bar with "Search Topics" and a magnifying glass icon. Below the search bar is a section titled "Adobe Connect" with a dropdown arrow. Underneath this section are two input fields: "Add dates and restrictions..." and "Add a description...". Below these fields are three buttons: "New" (with a dropdown arrow), "Add Existing Activities" (with a dropdown arrow), and "Bulk Edit". On the left side, there is a sidebar with a "Table of Contents" section. Under "Table of Contents", there is a list: "Overview", "Bookmarks", "Upcoming Events", "Table of Contents" (with a count of 1), and "Adobe Connect" (which is highlighted with a red box). Below "Table of Contents" is a button "Add a module...".

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

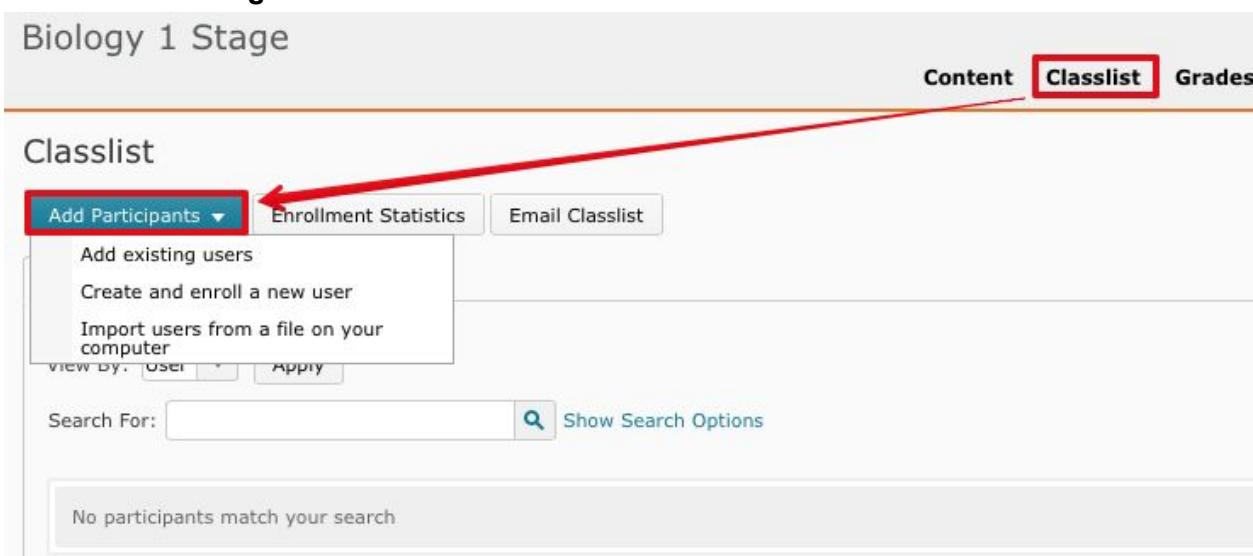
## Enroll Users to the Course

On the *Home* screen select the required course from the list.



The screenshot shows the Brightspace by D2L home page. On the left, under 'My Courses', there is a dropdown menu set to 'Department of Health Sciences'. Below it, 'Biology 1 Stage' is listed. Under 'Sample Courses', 'English 1101' is selected, showing '34 Unread Discussion Posts' and '1 Unread Dropbox Submissions'. Other courses listed include 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202'. On the right, there's a 'News' section with a 'Time to Explore!' dropdown and a 'What's in this sandbox site?' section listing various course shells like English 1101, Physics 1202, Leadership, and Sandbox Courses 1, 2, and 3.

On the *Course Home Page* select the **Content** tab and click on the **Add Participants** button. Select **Add existing users** link.



The screenshot shows the 'Biology 1 Stage' course home page. At the top, there are tabs for 'Content' (which is selected), 'Classlist' (highlighted with a red box and an arrow pointing to it), and 'Grades'. In the 'Classlist' section, there is a 'Add Participants' button with a dropdown menu. The dropdown menu contains three options: 'Add existing users' (selected), 'Create and enroll a new user', and 'Import users from a file on your computer'. Below the dropdown is a search bar with the placeholder 'Search For:' and a 'Show Search Options' link. A message at the bottom states 'No participants match your search'.

Enter the required **Username**, select the user from the list, pick the required role and click on the **Enroll Selected Users** button.

Add Existing Users

**Enrollment Options**

Set all roles to:

Send:  Send Enrollment email

**Add Existing Users**

Search For: mike kollen  Hide Search Options

Search In:  First Name  Last Name  Email

1 Search Result  20 per

Last Name, First Name	Email	Role
<input checked="" type="checkbox"/> Kollen, Mike	mike+d2l@esynctraining.com	<input checked="" type="checkbox"/> -- Select a Role -- Administrator Instructor Student Super Admin Teaching Assistant Advisor

Search For: mike kollen  Hide Search Options

Search In:  First Name  Last Name  Email

1 Search Result  20 per

Last Name, First Name	Email	Role
<input checked="" type="checkbox"/> Kollen, Mike	mike+d2l@esynctraining.com	<input checked="" type="checkbox"/> -- Select a Role -- Administrator Instructor Student Super Admin Teaching Assistant Advisor

# Create a New Adobe Connect Meeting

On the *Home* screen select the required course from the list.

The screenshot shows the Brightspace D2L Home page. On the left, under 'My Courses', there is a red box around the 'Department of Health Sciences' section, which includes 'Biology 1 Stage', 'Sample Courses' (with 'English 1101' highlighted), 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202'. On the right, under 'News', it says 'Time to Explore!' and 'What's in this sandbox site?' with a list of course shells: English 1101, Physics 1202, Leadership, and Sandbox Courses 1, 2 and 3.

Select the appropriate module and click on **Adobe Connect** link to open the application.

The screenshot shows the 'Biology 1 Stage' course page. On the left, there is a sidebar with 'Search Topics' and links for 'Overview', 'Bookmarks', 'Upcoming Events', 'Table of Contents' (1 item), and 'Adobe Connect' (1 item). The 'Adobe Connect' link is highlighted with a red box. On the right, there is a main area for managing Adobe Connect meetings, with fields for 'Add dates and restrictions...', 'Add a description...', buttons for 'New', 'Add Existing Activities', and 'Bulk Edit', and a sub-module addition field 'Add a sub-module...'. The 'Content', 'Classlist', and 'Grades' tabs are visible at the top of the main area.

Click on the **Add Meeting** button.

**Meetings List**

The screenshot shows a 'Meetings List' interface. At the top right is a 'Settings' link. Below it, a section titled 'Course Meetings' displays the message 'Currently there are no meetings. Please add.' In the bottom right corner of this section is a blue 'Add Meeting' button.

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

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

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

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

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

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

Meeting Information Participants Settings

Desire2Learn Available Users (4)

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

Adobe Connect Participants (4)

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

Sync Users Add Set User Role Remove

Back Finish

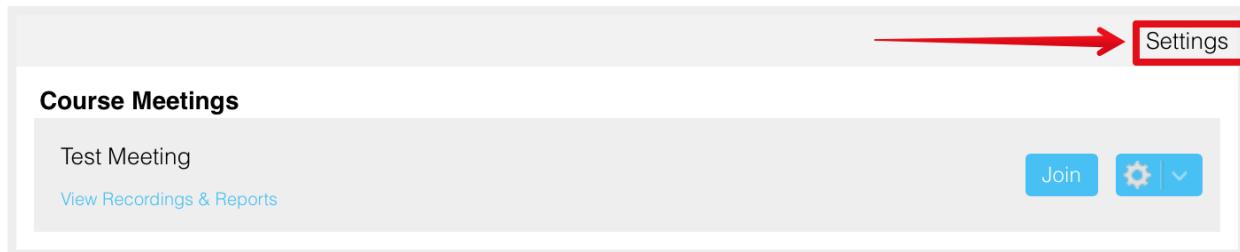
Default LMS to Adobe Connect roles mapping:

LMS	Adobe Connect
Administrator	Host
Instructor	Host
Student	Participant
Super Admin	Host
Teaching Assistant	Presenter
Advisor	Presenter

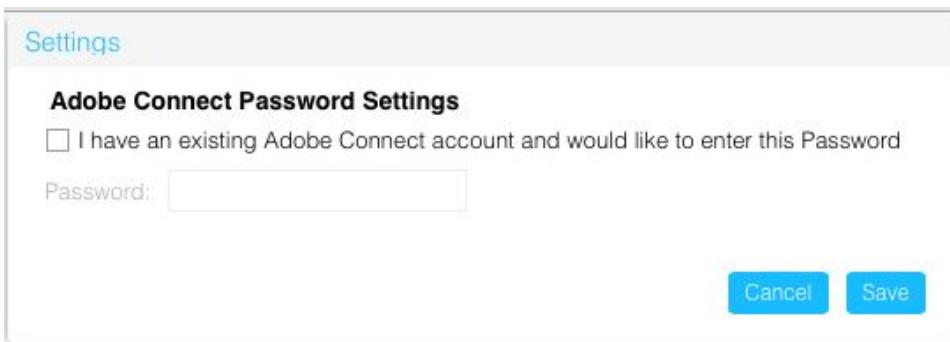
Click on the **Finish** button to complete the process.

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

**Meetings List**



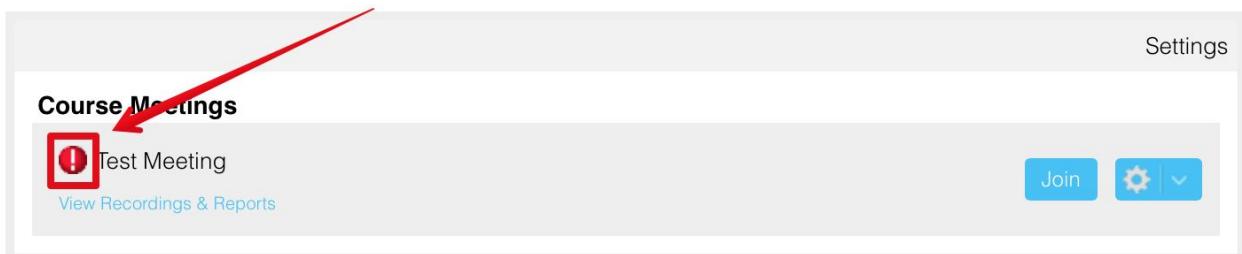
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Brightspace, enter your Adobe Connect password and click Save button to use this account.



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

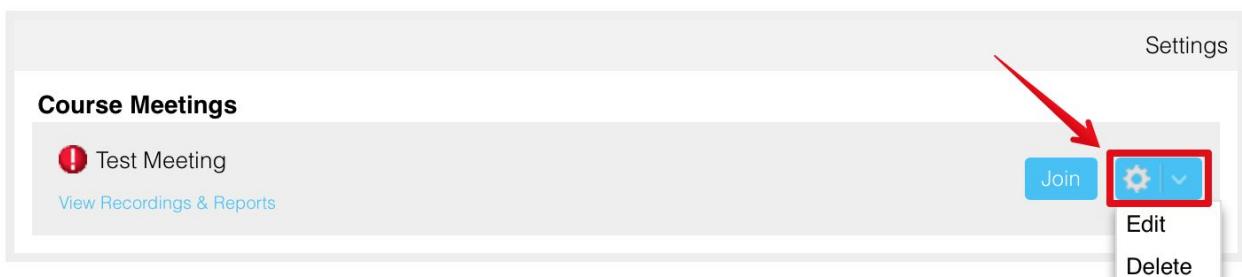
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**Meetings List**



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

**Meetings List**



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

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

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

The screenshot shows the 'Participants' tab in the 'Meetings List'. At the top, there are three tabs: 'Meeting Information' (highlighted in blue), 'Participants' (highlighted in grey), and 'Settings'. Below these tabs are two main sections:

- Desire2Learn Available Users (5)**
  - Student (4)
    - Vadim Adashkevich
    - Paul Green ●
    - Melissa Sieben
    - Kelsea Tower
  - Teacher (1)
    - Mike Kollen
- Adobe Connect Participants (4)**
  - Host (1)
    - Mike Kollen
  - Participant (3)
    - Vadim Adashkevich
    - Melissa Sieben
    - Kelsea Tower

At the bottom of the page are several buttons: Refresh, Sync Users (highlighted with a red box), Add, Set User Role (with a dropdown arrow), and Remove.

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

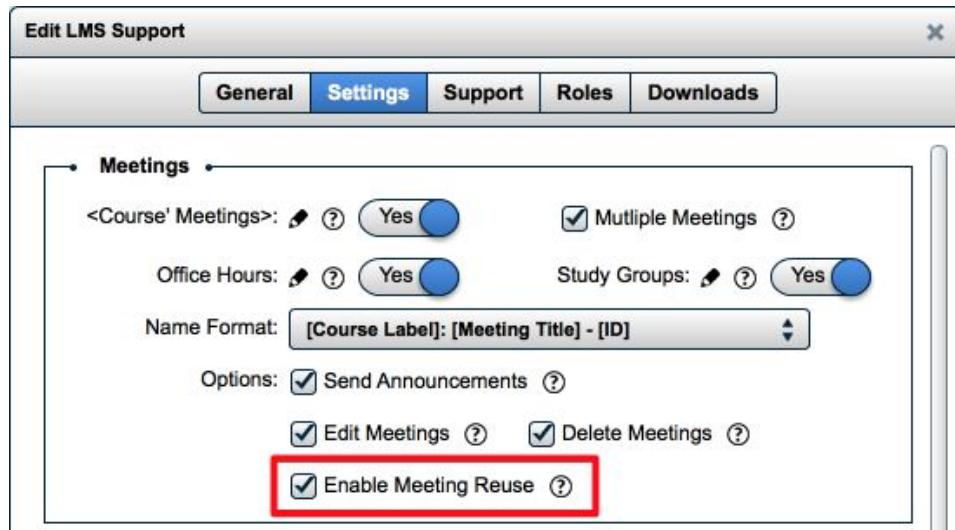
Refresh the Brightspace Available Users list by clicking on the **Refresh** button.

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

The screenshot shows a software interface with a navigation bar at the top. The first item in the bar, 'Meetings List', is highlighted with a red box and has a red arrow pointing to it from the left. To the right of the arrow, the word 'Participants' is written. Below the navigation bar, there are two sections: 'Desire2Learn Available Users (5)' and 'Adobe Connect Participants (4)'. The 'Desire2Learn' section contains a 'Student (4)' category, and the 'Adobe Connect' section contains a 'Host (1)' category. On the far right of the interface, the word 'Setting' is partially visible.

## Meeting Reuse (Optional)

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



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

Open the *Adobe Connect LTI* and click on the **Add Meeting** button, open the **Use Existing Meeting** tab and search for the required meeting.

Select the required meeting from the list, choose the how you want to add participants:

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

Click on the **Next** button.

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

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

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

## Adding Guests to Meeting

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

**Meetings List**



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

**Meetings List > Participants**

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

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

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

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

**Add Guest**

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

**Add Guest | Add Existing User**

**New User Information**

First Name:

Last Name:

E-mail:

User Role:  ▼

**Login and Password**

Login:

New Password:

Retype Password:

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

Cancel Save



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

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

The screenshot shows the 'Add Guest' 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) <ul style="list-style-type: none"><li> Kelsea Tower</li><li> Melissa Sieben</li><li> Paul Green</li></ul>	<input type="checkbox"/> Host (1) <ul style="list-style-type: none"><li> Mike Kollen</li></ul>
<input type="checkbox"/> Teacher (1) <ul style="list-style-type: none"><li> Mike Kollen</li></ul>	<input type="checkbox"/> Participants (4) <ul style="list-style-type: none"><li> Kelsea Tower</li><li> Melissa Sieben</li><li> Paul Green</li><li> Stan Student </li></ul>

Search

Sync Users Add Add Guest Set User Role Remove

## Seminars Support (optional)

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



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

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

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

The screenshot shows the Adobe Connect interface. At the top right, there are 'Settings' and 'Help' links. Below them is a 'Create' dropdown menu with options: 'Create' (highlighted with a red box), 'Course Meeting', and 'Seminar Room' (also highlighted with a red box). The main area displays 'Course Meetings' and 'Seminar Rooms' sections. Under 'Course Meetings', there is a listing for 'Course Meeting Test'. Under 'Seminar Rooms', there are two entries: 'Seminar Room Test' and 'Session Test'.

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		

---

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

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

## Create an Office Hours Meeting (Optional)

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

### Meetings List

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

- Course Meetings:** Contains a single meeting entry: "Test Meeting". To its right are "Join" and "Settings" buttons.
- Office Hours:** Displays the message "Currently there are no meetings. Please add." To its right is a prominent "Add Meeting" button, which is highlighted with a red border.
- Study Groups:** Displays the message "Currently there are no meetings. Please add." To its right is an "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 a 'Course Meetings' section with a 'Test Meeting' entry and a 'Study Groups' section listing 'Paul's Study Group' and 'Vadim's Study Group'. Each study group entry has 'Recordings | Reports' links and a context menu with 'Join', 'Settings', 'Edit', and 'Delete' options. A red arrow points to the 'Edit' option in the context menu for 'Vadim's Study Group'.

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 a 'Join' button and a gear icon with a dropdown arrow. Below it is a link 'View Recordings & Reports'.  
**Office Hours:** Contains an entry for 'Mike Kollen's Office Hours (6pm-8pm)' with a 'Join' button and a gear icon with a dropdown arrow. Below it is a link 'View Recordings & Reports'.  
**Study Groups:** Displays the message 'Currently there are no meetings. Please add.' followed by a prominent blue 'Add Meeting' button, which is outlined in red to indicate it is the target of the instruction.

Add Brightspace 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 the 'Participants' page with two main sections: 'Desire2Learn Available Users (5)' and 'Adobe Connect Participants (1)'.  
**Desire2Learn Available Users (5):**

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

**Adobe Connect Participants (1):**

- Host (1)
  - Mike Kollen

At the bottom, there are buttons for Sync Users, Add, Set User Role (dropdown), 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

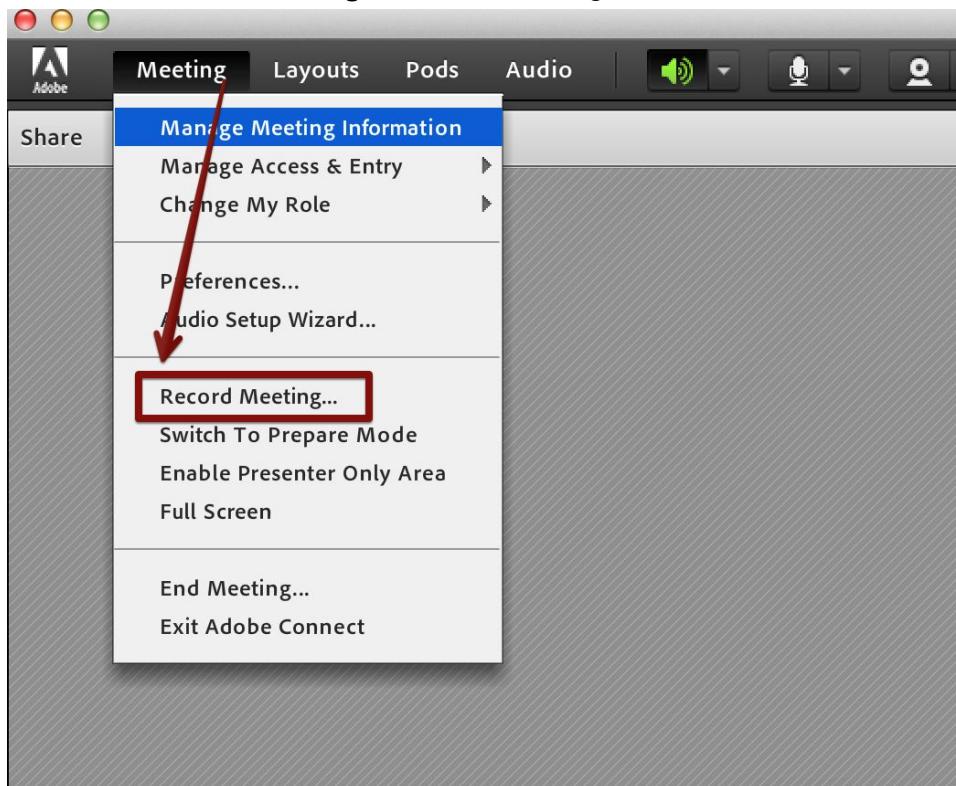
## Record the Meeting

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.



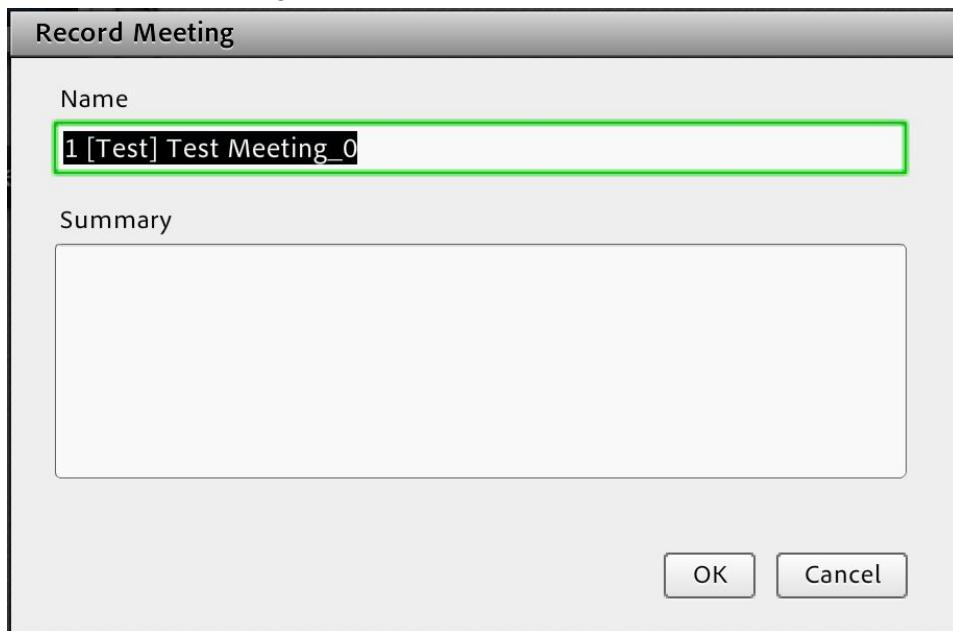
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



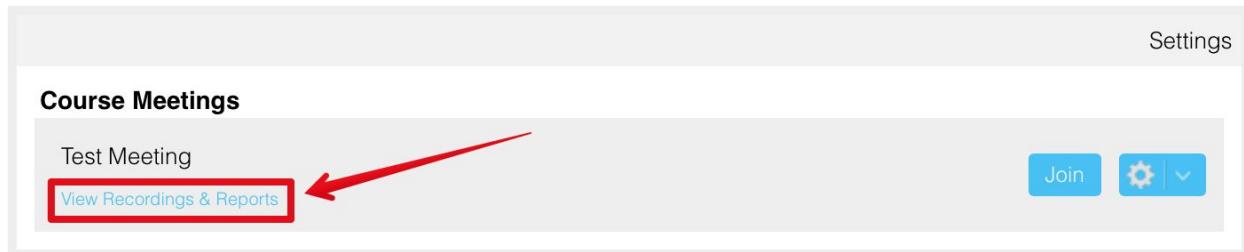
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



## View / Watch Recordings

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

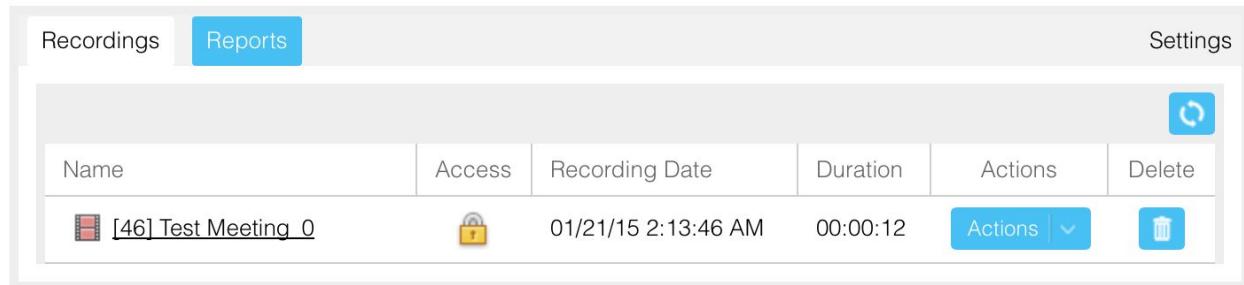
Meetings List



The screenshot shows the 'Meetings List' interface. In the 'Course Meetings' section, there is a listing for 'Test Meeting'. Below the meeting name, there is a blue button labeled 'View Recordings & Reports'. A red arrow points from the left towards this button, and a red box highlights it. To the right of the button are three icons: 'Join', a gear icon, and a dropdown arrow icon. In the top right corner of the interface, there is a 'Settings' icon.

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 selected in the 'Meetings List' interface. A table displays the following information for a single recording:

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

At the top right of the table, there is a blue refresh icon. To the right of the table, there are two more buttons: 'Actions' with a dropdown arrow and a trash can icon.

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> ▾	

Recordings Reports Settings

- 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:** A radio button for "Private" is selected.  
- **Passcode (Optional):** An empty input field.  
- **Buttons:** "Cancel" and "Save".

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

Adobe Connect

Settings: Change

Help: User Guide

### Course Meetings

Test Meeting

Recordings Reports

Join



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

Adobe Connect

Settings: Change

Help: User Guide

Meetings List > Test Meeting: Recordings

Recordings

Reports

Name

Access

Recording Date

Duration

Actions

Test Meeting\_0



03/03/2016 03:09:00 AM

00:13:03

Actions



Edit Recording

Share

Make Offline

Make MP4

Make MP4 with Subtitles

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

## Adobe Connect

**Settings:** Change

**Help:** User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows a list of recordings. One entry is highlighted with a red box around its status indicator. The entry details are as follows:

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

Below the table, the status "MP4 status: Pending" is displayed, also enclosed in a red box.

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

## Adobe Connect

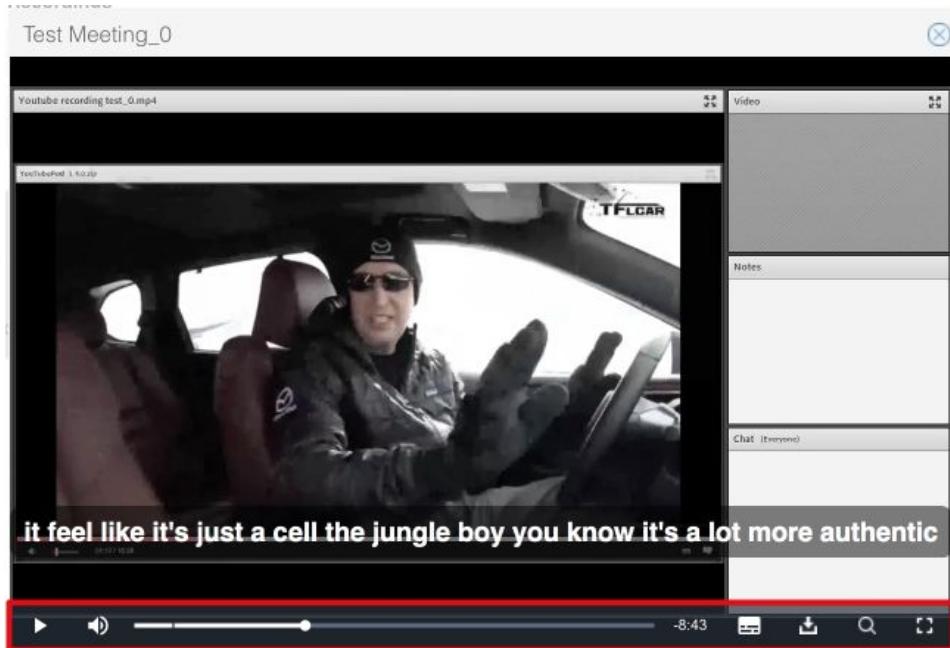
**Settings:** Change

**Help:** User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows the same list of recordings. The same meeting entry from the previous screenshot now has "Play" and "Edit" buttons next to the "Actions" button. These buttons are highlighted with a red box.

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*.

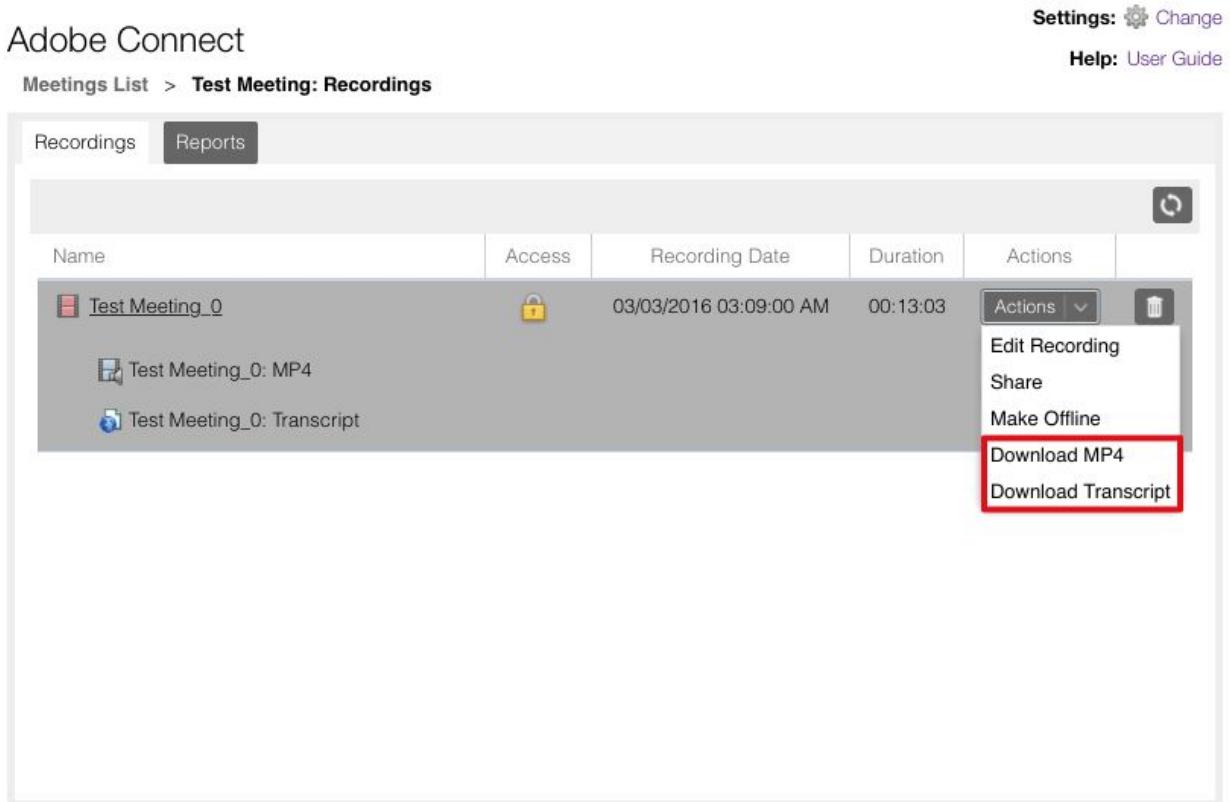
Adobe Connect

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				Edit Recording
Test Meeting_0: Transcript				Share Make Offline <b>Download MP4</b> <b>Download Transcript</b>



## 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' (selected) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' (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. At the top, there are two tabs: 'Recordings' (selected) and 'Reports'. Below the tabs, there are two buttons: 'By Attendees' and 'By Sessions' (highlighted with a red box). A refresh icon is also present. The main area displays a table of session information:

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

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

## Adobe Connect

Settings: Change

Help: [User Guide](#)

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

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

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

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

Click on the *Download* icon. Select the required file format to be downloaded.

## Adobe Connect

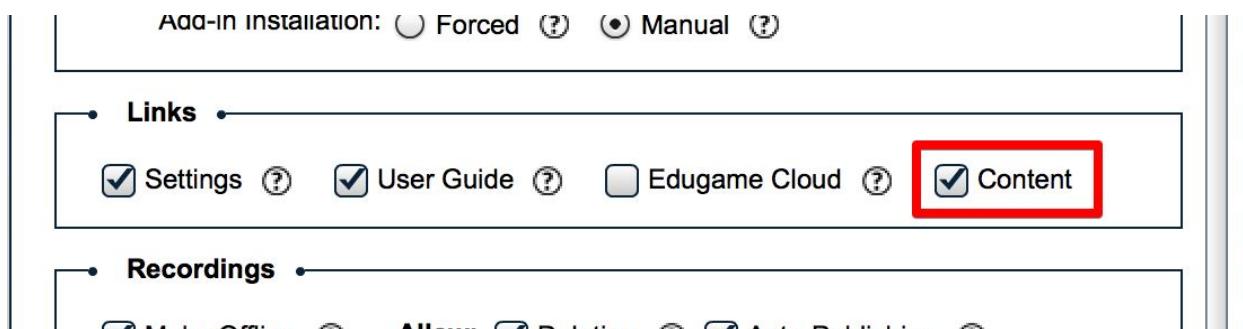
Help: [User Guide](#) | [EduGame Cloud](#)

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

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

## Content Management

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



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

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

The screenshot shows the Adobe Connect LTI interface. At the top, there is a navigation bar with 'Settings: Change' and 'Content' (which is highlighted with a red box). Below the navigation bar, there are two main sections: 'Use Meetings' and 'Office Hours'. The 'Use Meetings' section contains a 'Virtual Class Meeting' card with a 'Join' button and a settings icon. The 'Office Hours' section displays a message stating 'Currently there are no meetings.' and features an 'Add Meeting' button.

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. The main area displays a table with columns: Name, Type, Date Modified, and Size (KB). A single row is visible, showing 'MP4 Recordings' as a Folder modified on 03/24/16 at 10:51 AM. To the right of this row is an 'Actions' dropdown menu with options: 'Edit', 'Move', and 'Delete', all enclosed in a red box. In the bottom right corner of the window is a 'Finish' button.

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

The screenshot shows the 'Content Management' interface with the 'My Content' tab selected (highlighted with a red box). The table below has columns: Name, Type, and Date. One row is visible, showing 'MP4 Recordings' as a Folder from 03/24/16. The 'Shared Content' tab is also visible but not selected.

# Audio Provider Support

## MeetingOne

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

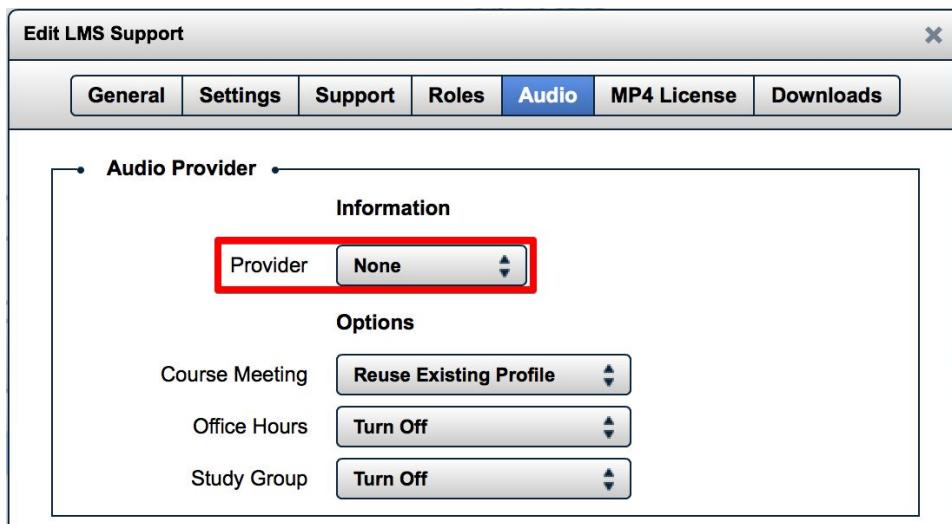
The screenshot shows the 'Edit LMS Support' dialog box with the 'Audio' tab selected. The 'Provider' dropdown is set to 'MeetingOne'. The 'Username', 'Account Number', and 'Secret Hash Key' fields are populated with specific values. Below these, there are three sections labeled 'Options' with dropdown menus for 'Course Meeting', 'Office Hours', and 'Study Group', each with a 'Generate New Profile' option.

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

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

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

**None** provider can be selected.



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

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

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

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

Optional

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

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

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

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

Optional

Custom URL:	http://cert.connect.meetingone.com/	
Summary:	<input type="text"/>	
Start Time:	08-25-2016	12:30 PM
Duration:	01:00	
Access:	<input type="radio"/> Only registered users <input checked="" type="radio"/> Registered users and accepted guests <input type="radio"/> Anyone who has the URL for the meeting	
Audio Conference Settings:	<input type="checkbox"/> Include this audio conference with this meeting: <input type="text" value="Test 1"/>	

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

# Brightspace Account Administrator Guide

## EduGame Cloud Administration

### Configure LMS License in EduGame Cloud

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

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

The screenshot shows the EduGame Cloud interface. On the left, there's a sidebar with links for 'Add New' (Quiz/Assessment, Test, Survey, Crossword, Collaboration Map), 'Administration' (LMS Integration, highlighted with a red box, and Users), and 'Adobe Connect Apps' (Get Custom Pod v1.5). The main area has sections for 'Open Recent' (Sergey Test Quiz, Full Quiz, Vadims Test, Lesson 23 Student Practice quiz EGC, Practice quiz Lesson 22 EGC) and 'View Reports' (Sergey Test Quiz, Lesson 23 Student Practice quiz EGC, Full Quiz). To the right is a 'Help' section with links for Video Tutorials, Documentation, and Support, and a 'Watch Guided Tour' button. A large rocket ship graphic is in the 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. The top navigation bar includes 'Welcome, Demo Admin', 'Help', 'Logout', and links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below the navigation is a sub-menu with 'LMS Integration' (highlighted with a red box), 'Users', 'Customization', 'Email History', and 'My License'. A 'Change Password' link is also present. The main content area is a table with columns: Edit, LMS, Title, Creation Date, Consumer Key, and Shared Secret. There is one entry: 'Demo Title' with a creation date of '04/24/15 10:00 AM', consumer key '520befa1...', and shared secret '8acf12d6...'. The 'Edit' column for this row has a red box around its icon.

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

**Edit LMS Support**

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

• **LMS Setup** •

LMS	dropdown	Primary Color: 
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

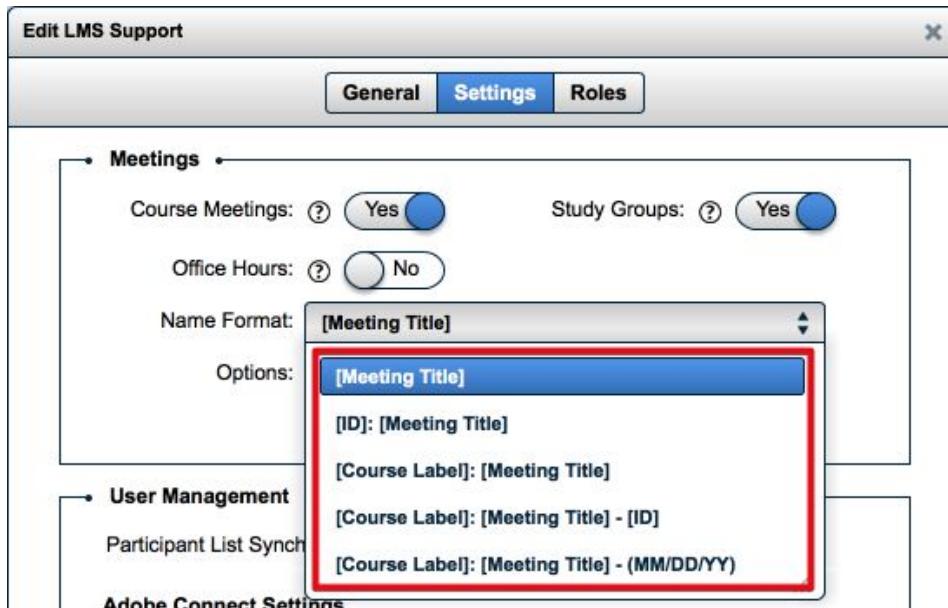
## Use FLV

Create an offline recording as an FLV file

## Use MP4

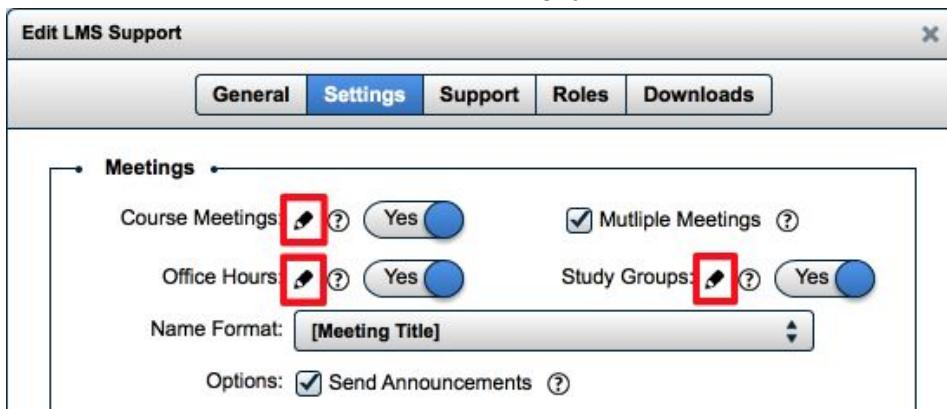
Create an offline recording as an FLV file

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

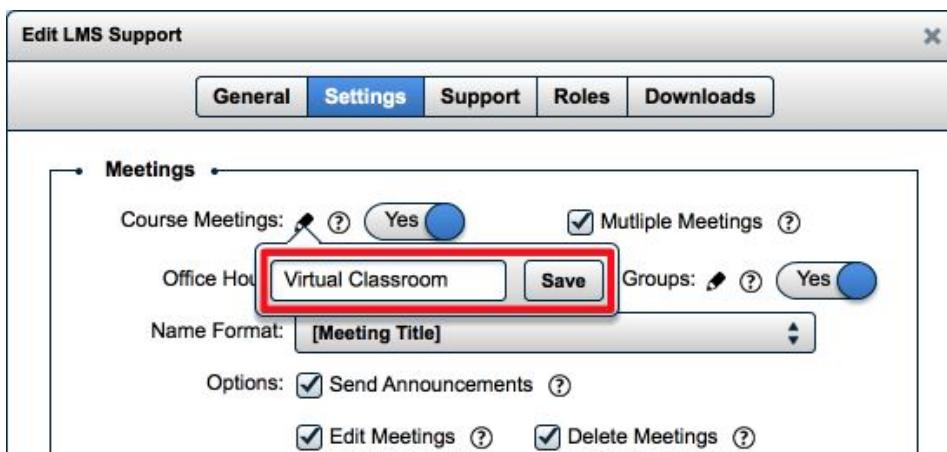


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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 large text area titled 'Your Support Information (Optional)' containing the text 'Support Information for participants.' At the bottom of this area is a rich text editor toolbar with font size dropdown (13), bold (B), italic (I), underline (U), and other icons. Below the toolbar is a URL input field containing 'http://'. A 'Save' button is located at the bottom right of the main content area.

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

Adobe Connect

**Meetings List**

The screenshot shows the 'Meetings List' section of Adobe Connect. It includes a 'Course Meetings' section with a 'Test Meeting 101' entry and a 'Join' button. Below it is an 'Office Hours' section stating 'Currently there are no meetings. Please add.' At the bottom is a red-bordered 'Instructions/Support' section containing 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 Brightspace Account

On the **Home** screen click on the **Admin Tools** icon and select the **External Learning Tools** link.

The screenshot shows the Brightspace Admin Tools menu. A red arrow points from the text "Select the External Learning Tools link" to the "External Learning Tools" option in the list, which is highlighted with a red box. The "Admin Tools" icon in the top right corner is also highlighted with a red box.

- User Related
- Users
- Organization Related
- Broken Links
- Competency Service Jobs
- Config Variable Browser
- External FAQs
- External Learning Tools**
- External Links
- Form Elements
- Global News
- Google Apps Administration
- Homepage Management
- Import/Export/Copy Components
- IMS Configuration
- Language Management
- Locale Management
- Locations
- Mail Template Management
- Manage Extensibility
- Manage Workflow Sessions
- Metadata Administration
- Minibar Settings
- Mobile Brand Administration
- Mobile Carrier Management
- Navigation & Themes
- Org Unit Editor
- Org Unit Type Editor
- Organization Files
- Organization Tools
- Picture Library
- Registration Forms
- Remote Plugins
- Reporting
- Shared Files
- System Log
- Video Note Data Purge
- Video Note Usage Report
- Course Related
- Attendance Schemes
- Classlist Tab Management
- Competencies
- Course Content Feedback
- Course Management
- Grade Schemes
- Learning Activity Library
- Rubrics
- ePortfolio
- Forms
- Sharing Groups
- Tag Management
- Themes

Click on the **New Link** button.

The screenshot shows the "Manage External Learning Tool Links" page. A red box highlights the "New Link" button. Below it is a table with two rows:

Title	Url
Adobe Connect	<a href="https://app.edugamecloud.com/lti/desire2learn-l">https://app.edugamecloud.com/lti/desire2learn-l</a>
Book List launch	<a href="https://contentresolver.cloud.desire2learn.com/B">https://contentresolver.cloud.desire2learn.com/B</a>

Enter the **Title** and **URL**.

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

Select the **Allow users...** checkbox in *Visibility*.

Select the **Link key/secret** radio button and enter appropriate **Key** and **Secret**.

You will find your **Key** and **Secret** in EduGameCloud Administration.

## New Link

### Properties

**Title \***

**URL \***

### Description



A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, and other text formats. Below the toolbar is a large text area for entering content, which is currently empty. At the bottom of the editor are additional small icons for font style, alignment, and other editing functions.

### Visibility

 Allow users to view this link

### Key/Secret

#### Signature

- Sign messages with key/secret with  
 Tool consumer key/secret  
 Link key/secret

#### Key

#### Secret

Select all option in **Security Settings** section.  
Click on **Add Org Units** button.

**Security Settings**

Send tool consumer information to tool provider  
 Send context information to tool provider  
 Send user ID to tool provider  
 Send user name to tool provider  
 Send user email to tool provider  
 Send link title to tool provider  
 Send link description to tool provider

**Make link available to:**  
 Current Org Unit: **HE Brightspace**

**Add Org Units**

Select the appropriate organisation from the list and insert it for **All descendants**.

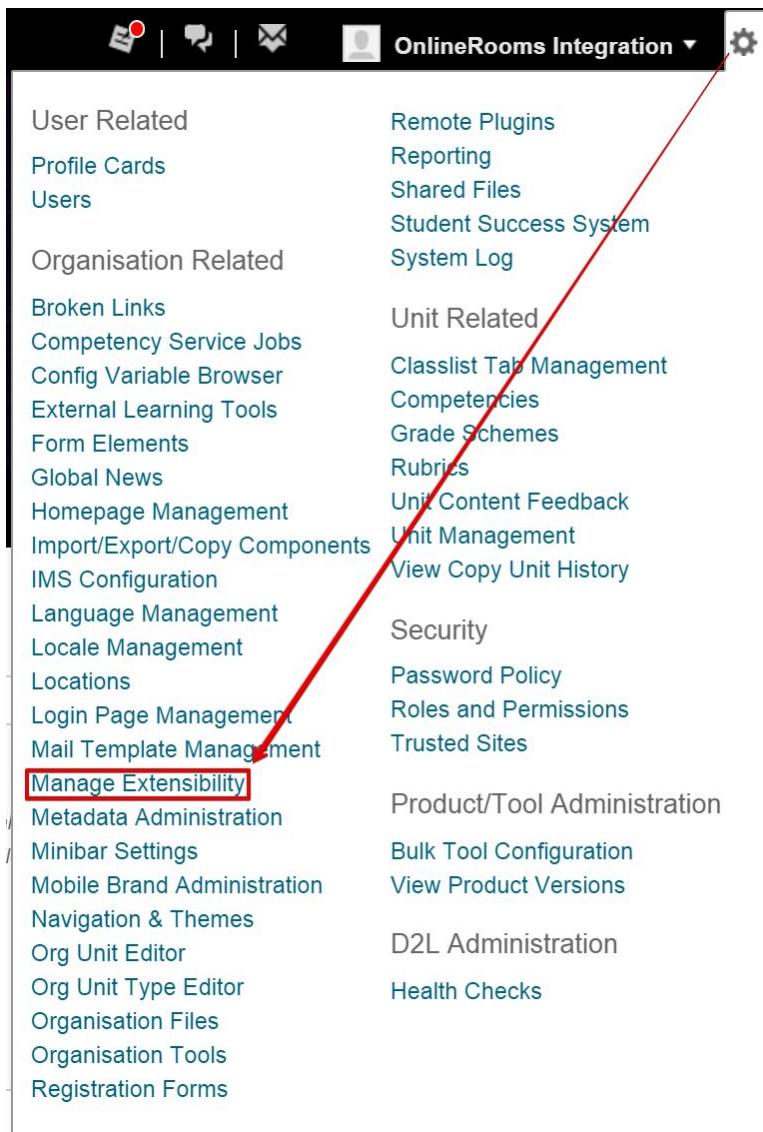
**Add Org Units**

Org Unit	Type	Action
<input type="checkbox"/> ENG Master Template, 1101EngMaster	Course Template	<input type="radio"/> All descendants <input type="radio"/> All descendants of type: Course Offering
<input type="checkbox"/> English 1101, 1101ENG	Course Offering	
<input type="checkbox"/> English 1101 - MDK, 1101ENG	Course Offering	
<input checked="" type="checkbox"/> HE Brightspace, HF		<input type="radio"/> This org unit <input checked="" type="radio"/> All descendants <input type="radio"/> All descendants of type: Course Offering
<input type="checkbox"/> Leadership, Inspire101	Course Template	<input type="radio"/> This org unit <input type="radio"/> All descendants <input type="radio"/> All descendants of type: Course Offering
<input type="checkbox"/> Leadership 101, 101LEAD	Course Offering	<input type="radio"/> This org unit

**Insert** **Cancel**

Click on the **Save** button to store the new external learning tool link.

On the *Home* screen click on the **Admin Tools** icon and select the **Manage Extensibility** link



Select the **Register an App** button

**Register an App**

For the *Application Name*, enter any name of your choice

For the *Trusted URL* field, enter the following:

[https://app.edugamecloud.com/lti/oauth-callback?\\_provider\\_=brightspace](https://app.edugamecloud.com/lti/oauth-callback?_provider_=brightspace)

**NOTE: Replace *https://app.edugamecloud.com* with dedicated LTI domain if not hosted on EGC website**

Accept the *Non-Commercial Developer Agreement* and select the **Register Application** button

**Register an Application**

Application Name \*

Trusted URL \*

*This is where we will send credentials when the application asks for them. No other destination will be allowed.*

Major Version \*   Minor Version \*

Description

Enable this application

I accept the Non-Commercial Developer Agreement

**Register Application**

**Cancel**

Select the **Show** button to view the Application Key

Adobe Connect LTI v1.0

Edit Delete

Trusted URL: https://app.edugamecloud.com/lti/oauth-callback?provider=brightspace

Application ID: [REDACTED]

Application Key: [REDACTED] **Show**

This application is enabled

Log into the EduGame Cloud website to edit the LMS license

Select the *Customer Generated* checkbox and enter the **Application ID** and **Application Key** in the corresponding fields

Select the **Save** button

Edit LMS Support

General Settings Support Roles MP4 License Downloads

LMS Setup

LMS: Brightspace Primary Color:

Language: English

Title: [REDACTED]

Consumer Key: [REDACTED]

Shared Secret: [REDACTED]

Learning Management System

LMS Domain: [REDACTED]

**Customer Generated:**

**Application ID:** [REDACTED]

**Application Key:** [REDACTED]

Admin Username: [REDACTED]

Password: Enter the password, if you want to overwrite it

Test Connection

Adobe Connect

Adobe Connect Server: [REDACTED]

Admin Username: [REDACTED]

Password: Enter the password, if you want to overwrite it

Use Shared Meetings Folder

Cancel Save

**NOTE:** Adobe Connect LTI must be launched for the first time by a user that has admin permissions in your Brightspace instance.

## 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