



&



Adobe Connect

## LTI Integration

User Guide (Version 1.8.2)



eSyncTraining

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## & Adobe Connect

User Guide  
Version 1.8.2

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## What's New In v1.8.2?

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

### Virtual Classrooms Support (Optional)

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

Edit LMS Support

General Settings Support Roles Audio MP4 License Downloads

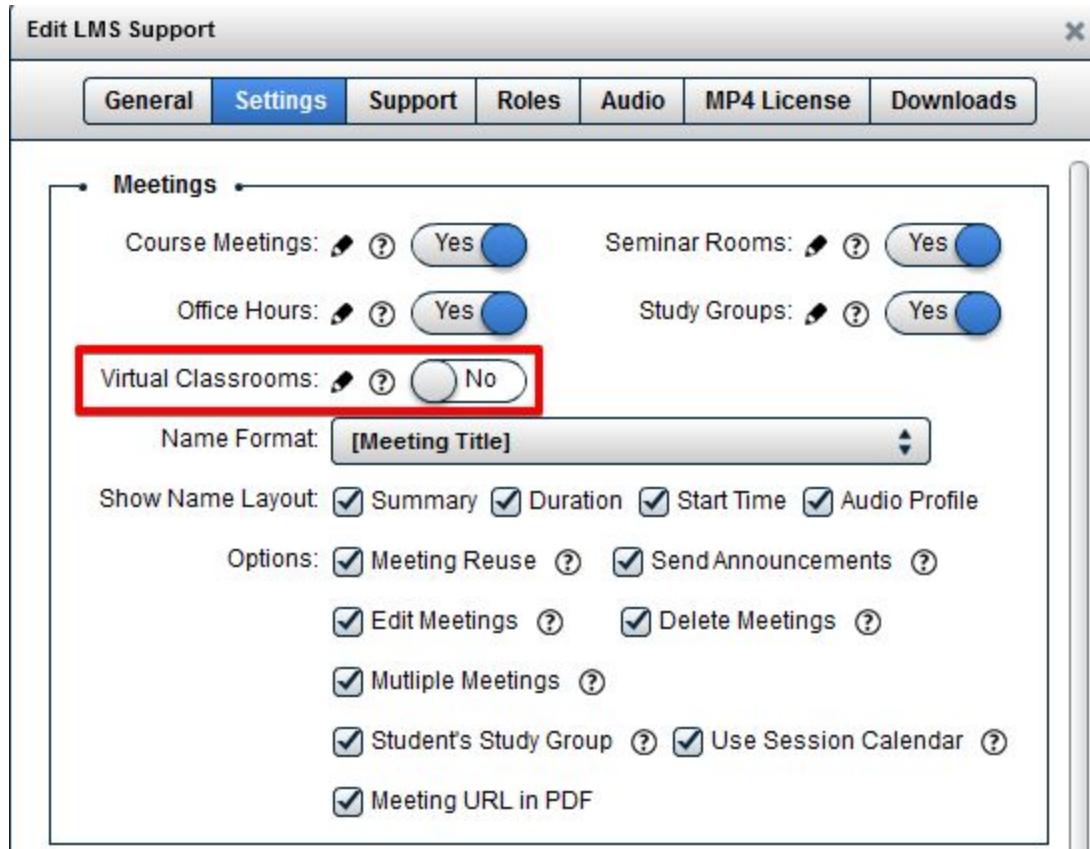
Meetings

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

Name Format: [Meeting Title]

Show Name Layout:  Summary  Duration  Start Time  Audio Profile

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



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

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

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

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

- Course Meetings**: Shows a list of meetings, including "March2017 course meeting" and "March2017 course meeting #1". Each meeting has a "Join" button and a gear icon with a dropdown arrow.
- Virtual Classrooms**: Shows a message: "Currently there are no meetings."
- Seminar Rooms**: Shows a list, including "March2017 Seminar Room". Each item has a "Join" button and a gear icon with a dropdown arrow.
- Office Hours**: Shows a list, including "March2017 Teacher: Office Hours (15:00)". Each item has a "Join" button and a gear icon with a dropdown arrow.
- Study Groups**: Shows a list, including "March2017 Study Group". Each item has a "Join" button and a gear icon with a dropdown arrow. There is also a blue "Add Meeting" button at the top right of this section.

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

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

Information Participants Sessions

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

**Required**

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

**Optional**

Classroom ID:

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

Summary:

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

Duration: 01:00 

Access:

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

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

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

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

Information Participants Sessions

Canvas Available Users (2)

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

Search

Add Add Guest Set User Role Remove

Adobe Connect Participants (2)

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

Search

Back Next Finish

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

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

Information Participants Sessions

Generate Sessions

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

Duration: 01:00

Days Class Meets:  Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Week(s): 1

Back Finish

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

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

Seminar License # [REDACTED] Create

**Course Meetings**

- March2017 course meeting
- March2017 course meeting #1

Recordings | Reports | Manage Sessions

**Virtual Classrooms**

- March2017 Virtual Classroom

Start Time: 03/10/17 06:45 PM Duration: 1:00

Recordings | Reports | Manage Sessions

**Seminar Rooms**

- March2017 Seminar Room

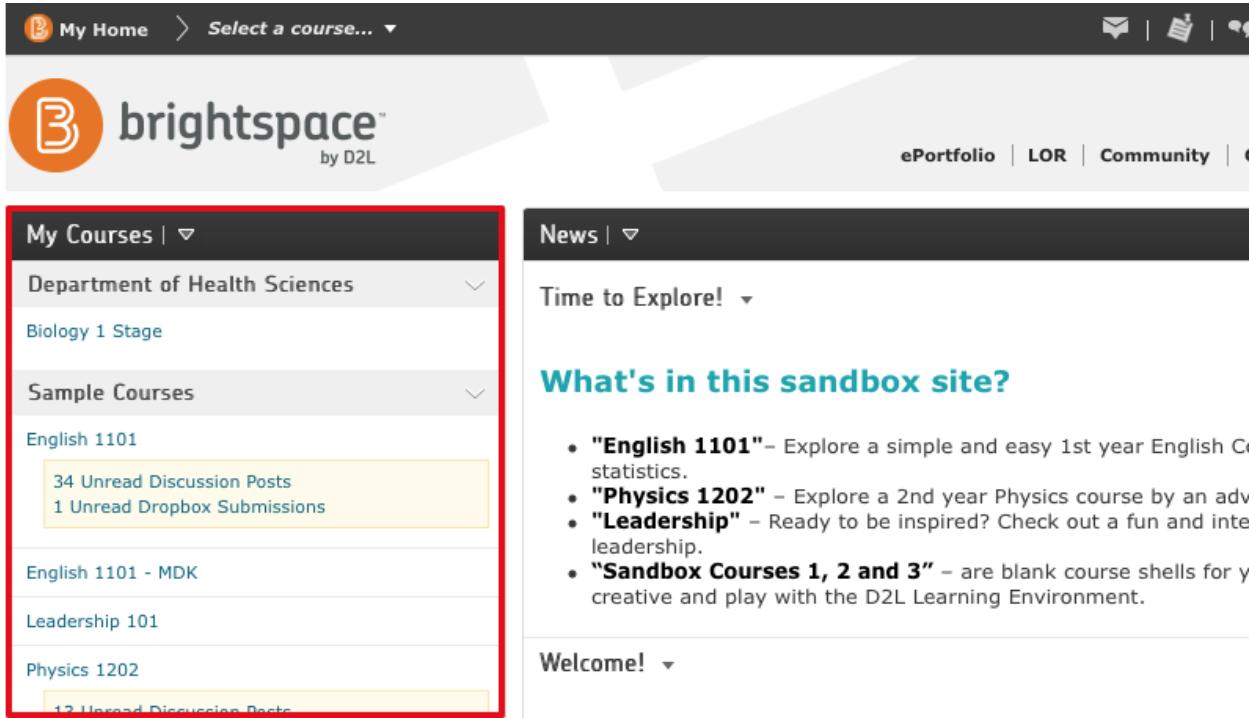
Start Time: 03/10/17 02:15 AM Duration: 1:00

Recordings | Reports

# 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. Below it is another dropdown menu titled 'Sample Courses' with 'English 1101' selected. Under 'English 1101', there are two notifications: '34 Unread Discussion Posts' and '1 Unread Dropbox Submissions'. Other courses listed include '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 this is a section titled 'What's in this sandbox site?' which lists several course shells: 'English 1101', 'Physics 1202', 'Leadership', and 'Sandbox Courses 1, 2 and 3'. At the bottom of the page, there is a 'Welcome!' message.

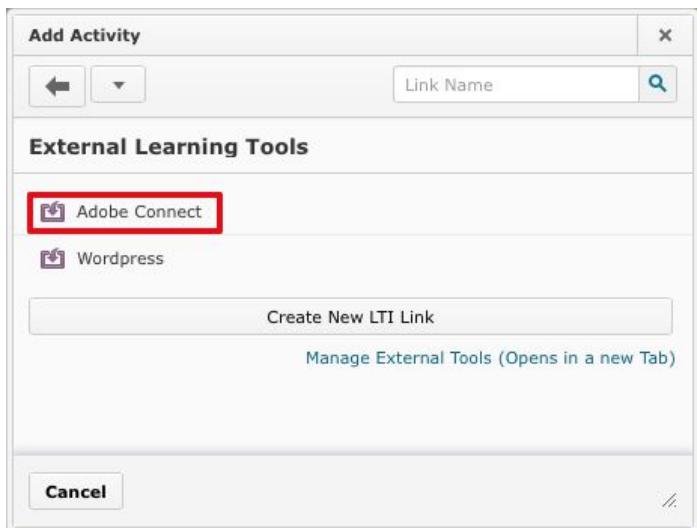
On the **Course Home Page** select the **Content** tab and **Add a module** (or use existing modules).

The screenshot shows the Moodle Course Home Page for "Biology 1 Stage". At the top, there's a navigation bar with "My Home" and "Biology 1 Stage". On the right, there are links for "ePortfolio", "LOR", and "Community". Below the navigation is the course title "Biology 1 Stage". A red box highlights the "Content" tab in the top navigation bar. In the center, there's a "Table of Contents" section with a search bar. To the left is a sidebar with "Overview", "Bookmarks", and "Upcoming Events". A red box highlights the "Table of Contents" link in the sidebar. Below the sidebar is a button labeled "Add a module...". A red arrow points from this button to another "Add a module..." button located below the main content area. The main content area features a "Welcome to your course." message with icons for files, images, and video, and instructions for importing or adding modules.

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

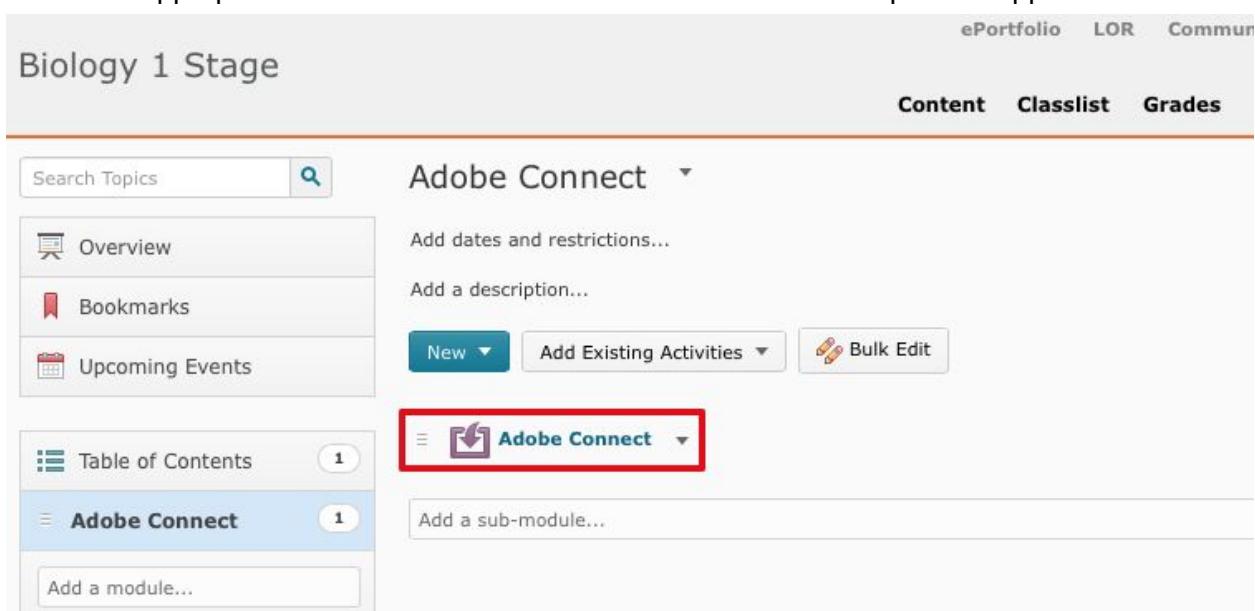
The screenshot shows the "Adobe Connect" module settings page. At the top, there's a "Search Topics" bar and a "New" button with a dropdown menu. The dropdown menu is open, showing various activity types: Chat, Checklist, Discussions, Dropbox, ePortfolio Item, and External Learning Tools. The "External Learning Tools" option is highlighted with a red box and a red arrow pointing to it from the previous screenshot. Other options like "Form Templates", "Online Rooms", "Quizzes", "Self Assessments", and "Surveys" are also listed. The sidebar on the left shows the "Table of Contents" and the "Adobe Connect" module, which is also highlighted with a red box. There are also "Add a sub-module" and "Add a module..." buttons.

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. The main content area is titled "External Learning Tools". It contains two items: "Adobe Connect" and "Wordpress", each preceded by a small icon. A red box highlights the "Adobe Connect" item. Below these items are two buttons: "Create New LTI Link" and "Manage External Tools (Opens in a new Tab)". At the bottom left is a "Cancel" button, and at the bottom right is a small "X" icon.

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

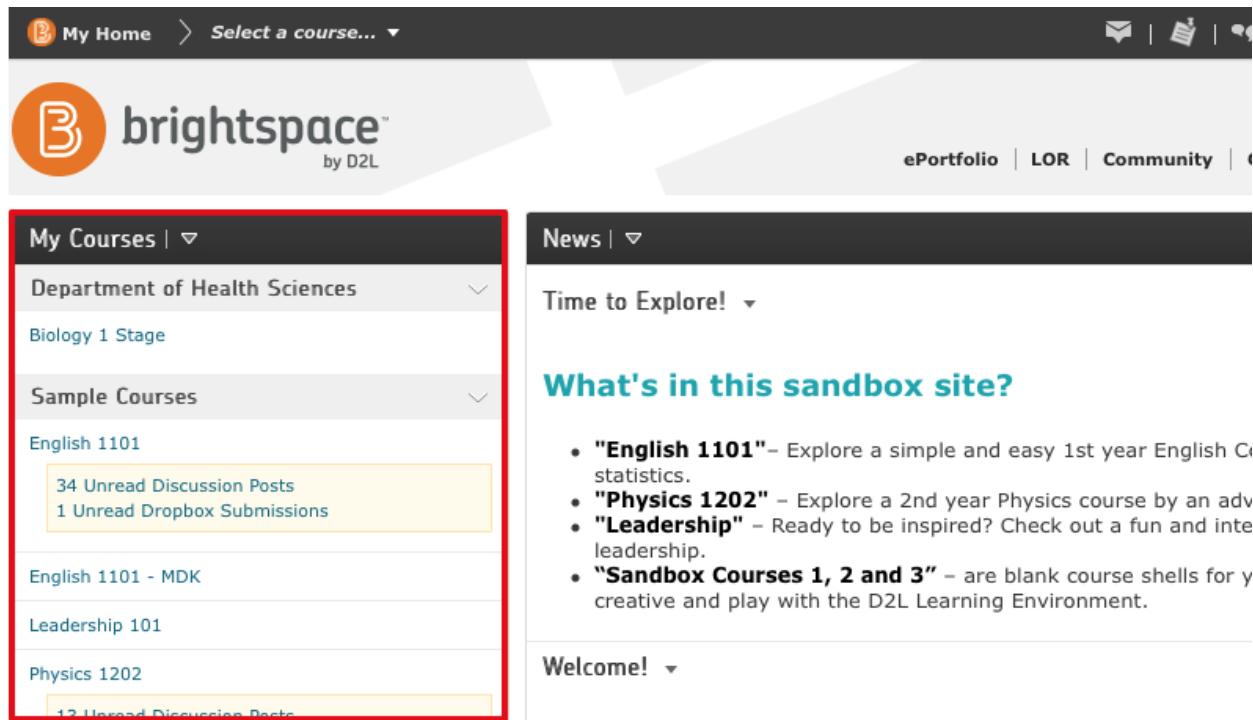


The screenshot shows a Moodle course page titled "Biology 1 Stage". At the top right are three navigation links: "ePortfolio", "LOR", and "Commun". Below them is a horizontal menu with "Content", "Classlist", and "Grades". The main content area has a search bar with "Search Topics" and a magnifying glass icon. Below the search bar is a section titled "Adobe Connect" with a dropdown arrow. Underneath are two input fields: "Add dates and restrictions..." and "Add a description...". Below these are three buttons: "New", "Add Existing Activities", 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 "1" badge), and "Adobe Connect" (which is highlighted with a blue background and has a "1" badge). Below this is a button "Add a module...". A red box highlights the "Adobe Connect" link in the sidebar.

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

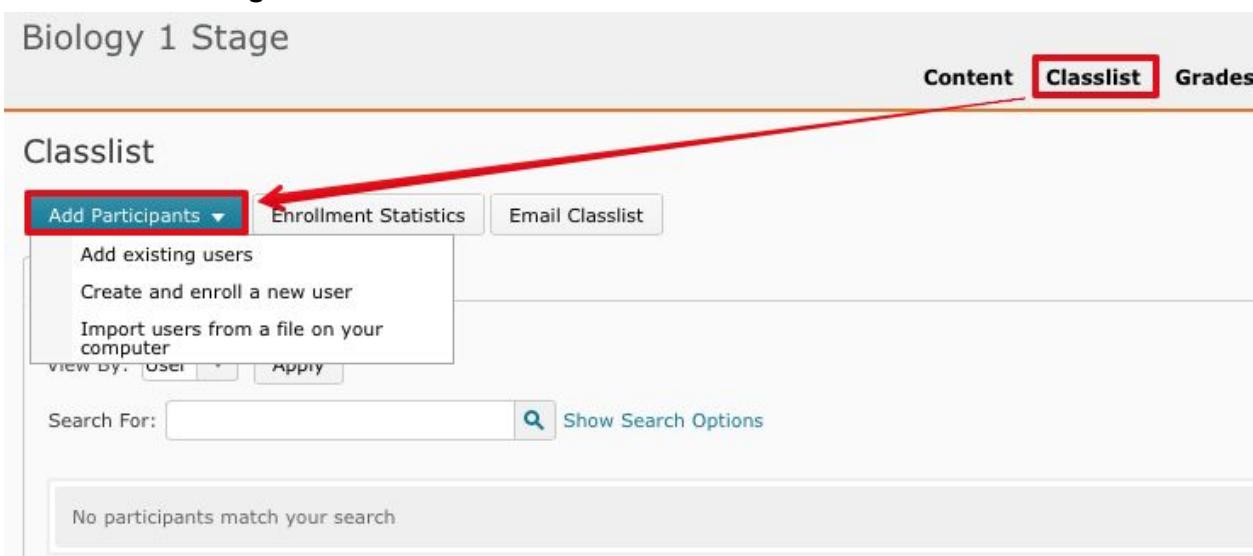
## Enroll Users to the Course

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'. A red box highlights the 'My Courses' section, and a red arrow points from the 'Add Participants' button on the Classlist tab to the 'Add existing users' link in the dropdown menu.

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 a red arrow pointing to it), and 'Grades'. In the 'Classlist' section, there is a 'Add Participants' button with a dropdown menu. The 'Add existing users' option is highlighted with a red box. Below the dropdown are links for 'Create and enroll a new user' and 'Import users from a file on your computer'. There are also 'View By' and 'Apply' buttons, a search bar with 'Search For:' and 'Show Search Options', and a message stating '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

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?' followed by 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. Under the 'Content' tab, there is a 'Table of Contents' section with 'Adobe Connect' listed (marked with a red box). To the right, there is an 'Adobe Connect' module with options to 'Add dates and restrictions...', 'Add a description...', 'New', 'Add Existing Activities', 'Bulk Edit', and 'Adobe Connect' (which is also marked with a red box). Below this is a 'Table of Contents' section with 'Add a sub-module...'.

Click on the **Add Meeting** button.

**Meetings List**

The screenshot shows a user interface for managing course meetings. At the top right is a 'Settings' link. Below it is a section titled 'Course Meetings' which contains the text 'Currently there are no meetings. Please add.' and a prominent 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 detailed view of the 'Meeting Information' form. At the top, there are tabs for 'Meeting Information' and 'Participants', with 'Participants' being the active tab. A 'Settings' link is also at the top right. The form is divided into sections:

- Required:** Fields for 'Name:' (text input) and 'Select Template:' (dropdown).
- Optional:** Fields for 'Custom URL:' (text input with value 'https://connect.esynctraining.com/'), 'Summary:' (text area), and 'Start Time:' (date and time inputs showing '01-21-2015' and '12:53 PM').
- Duration:** A dropdown menu set to '01:00'.
- Access:** Radio button options: 'Only registered users' (unchecked), 'Registered users and accepted guests' (checked), and 'Anyone who has the URL for the meeting' (unchecked).

At the bottom are three buttons: 'Cancel', 'Save', and 'Next'.

Map 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**

The screenshot shows a mapping interface for participants between two systems. At the top, there are tabs for 'Meeting Information' (selected), 'Participants' (current view), and 'Settings'. The left panel, titled 'Desire2Learn Available Users (4)', lists users categorized by role: 'Student (3)' (Vadim Adashkevich, Melissa Sieben, Kelsea Tower) and 'Teacher (1)' (Mike Kollen). The right panel, titled 'Adobe Connect Participants (4)', lists users categorized by role: 'Host (1)' (Mike Kollen) and 'Participant (3)' (Vadim Adashkevich, Melissa Sieben, Kelsea Tower). Below the panels are buttons for 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), and 'Remove'. At the bottom are 'Back' and 'Finish' buttons.

Desire2Learn Available Users (4)		Adobe Connect Participants (4)	
Student (3)		Host (1)	
Vadim Adashkevich		Mike Kollen	
Melissa Sieben			Participant (3)
Kelsea Tower		Vadim Adashkevich	
Teacher (1)		Melissa Sieben	
Mike Kollen		Kelsea Tower	

Sync Users   Add   Set User Role ▾   Remove

Back   Finish

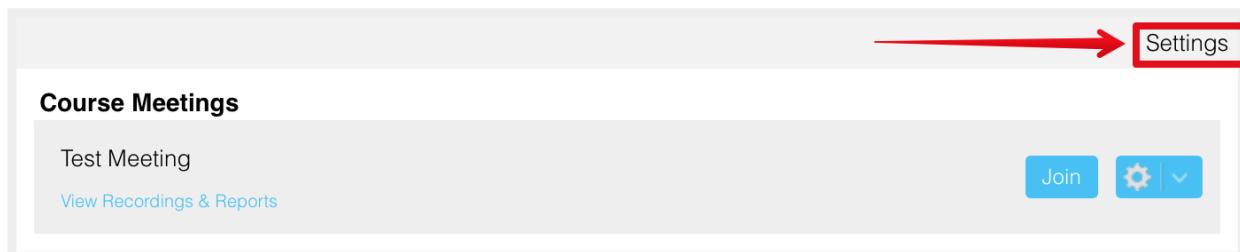
Default LMS to Adobe Connect roles mapping:

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

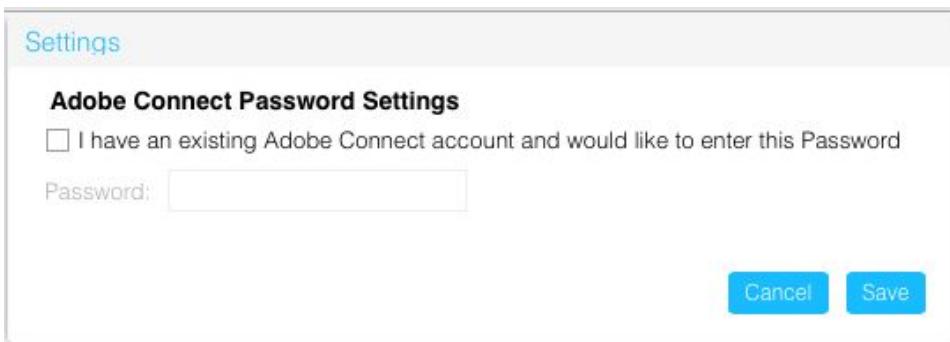
Click on the **Finish** button to complete the process.

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

**Meetings List**



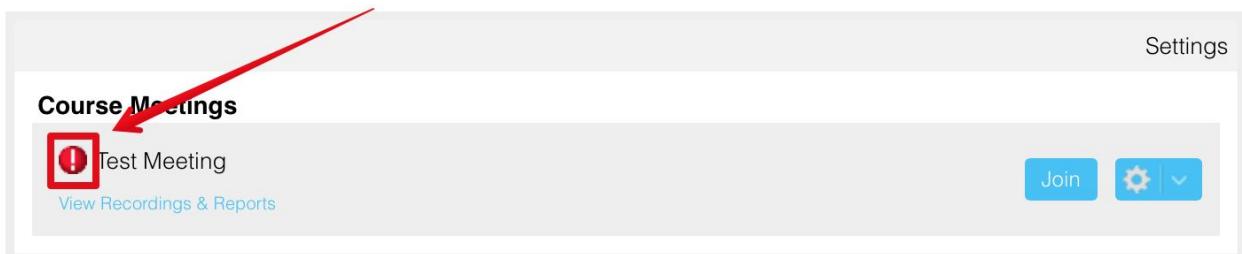
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Brightspace, enter your Adobe Connect password and click Save button to use this account.



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.

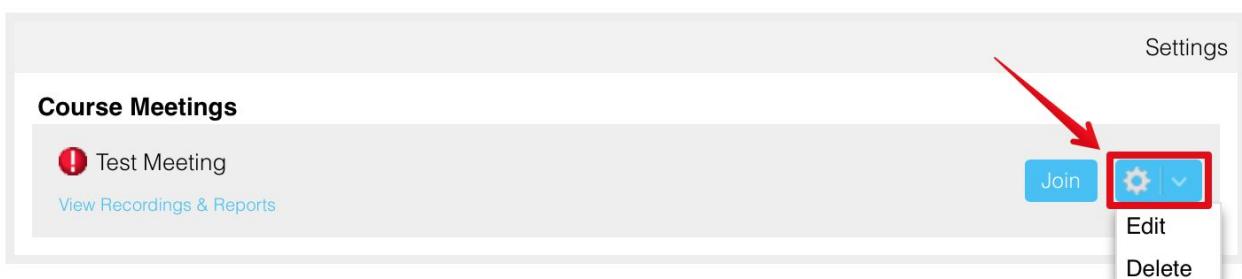
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**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:

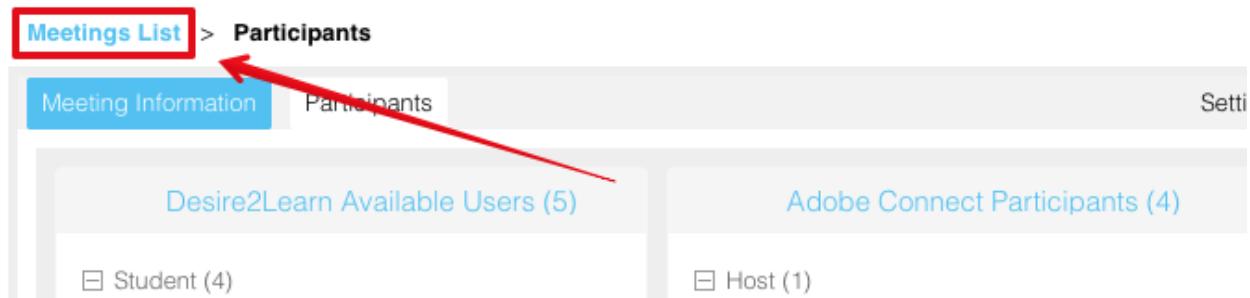
- Desire2Learn Available Users (5)**:
  - Student (4):
    - Vadim Adashkevich
    - Paul Green (red dot)
    - Melissa Sieben
    - Kelsea Tower (red dot)
  - Teacher (1):
    - Mike Kollen
- Adobe Connect Participants (4)**:
  - Host (1): Mike Kollen
  - Participant (3):
    - Vadim Adashkevich
  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

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

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

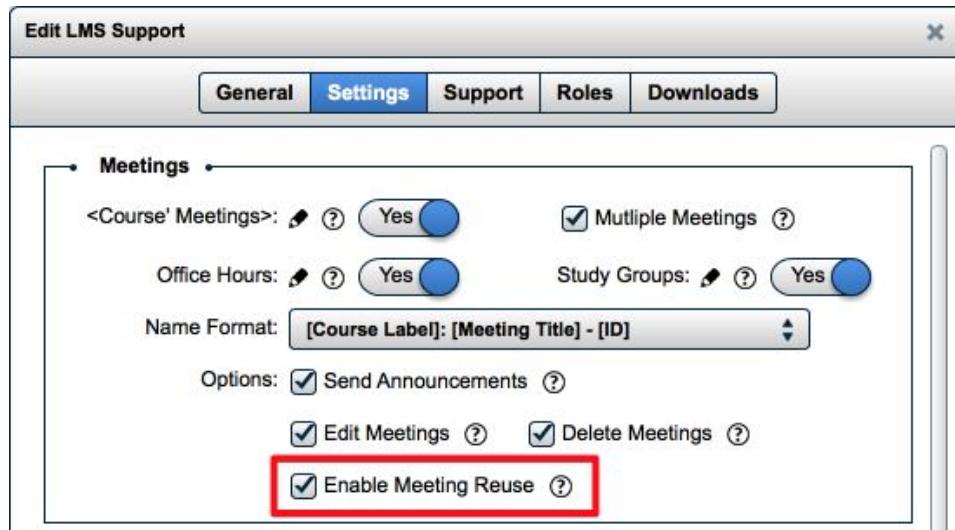
Refresh the Brightspace Available Users list by clicking on the **Refresh** button.

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



## Meeting Reuse (Optional)

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



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

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

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

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

Click on the **Next** button.

The screenshot shows the 'Meeting Information' tab selected in the Adobe Connect interface. A search bar contains the text 'marketing'. The 'Participants' section has two radio buttons: 'Clean' (unchecked) and 'Merge' (checked). A list of meetings is shown, with one meeting highlighted: '[24] USD Marketing 101'. At the bottom, there are 'Cancel', 'Save', and 'Next' buttons, with 'Next' being highlighted by 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

The screenshot shows the 'Participants' tab. It has tabs for 'Meeting Information' and 'Participants'. The 'Participants' tab is active. On the left, there's a list titled 'LMS Available Users (4)' with sections for 'Students (3)' (Kelsea Tower, Melissa Sieben, Paul Green) and 'Teacher (1)' (Mike Kollen). On the right, there's a list titled 'Adobe Connect Participants (4)' with sections for 'Host (1)' (Mike Kollen) and 'Participants (3)' (Kelsea Tower, Melissa Sieben, Paul Green). At the bottom, there are search fields for 'Search' (with placeholder 'Search') and 'Sync Users' (with a refresh icon), an 'Add' button, an 'Add Guest' button (which is highlighted with a red box), a 'Set User Role' dropdown, and a 'Remove' 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:

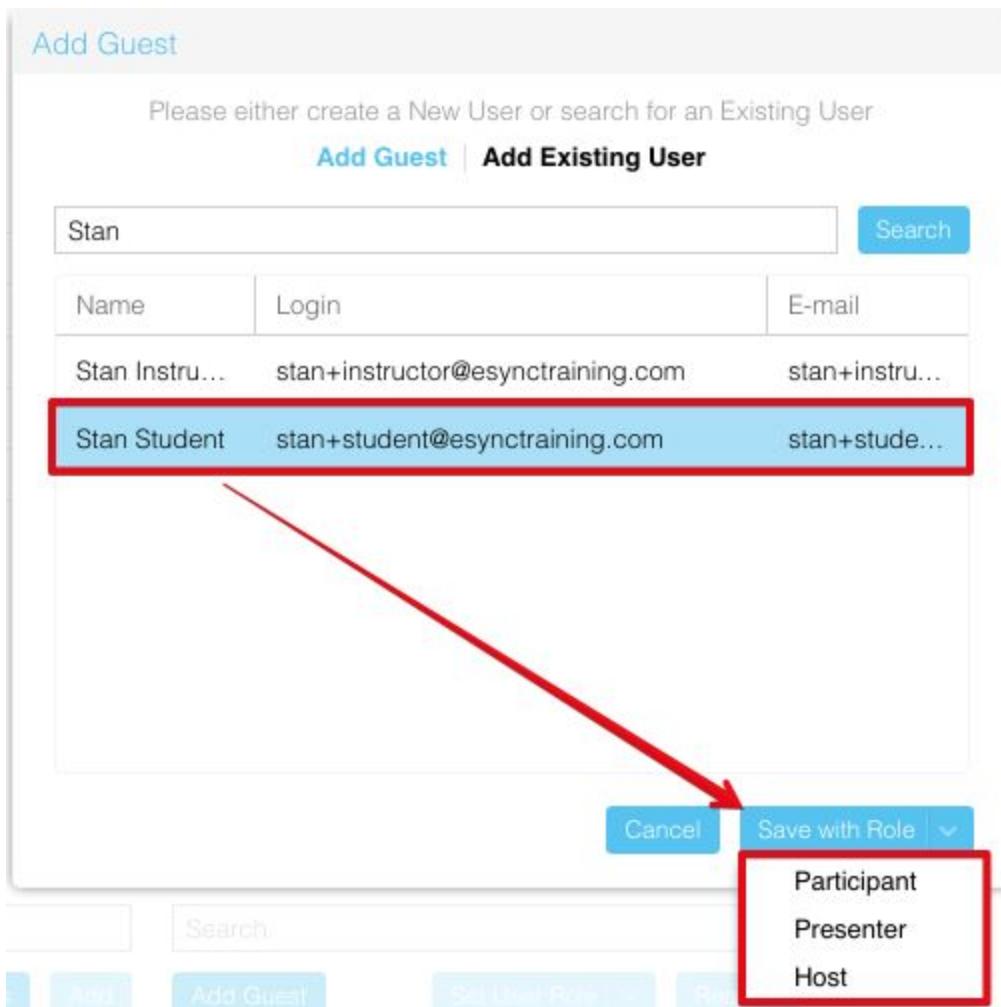
Retype Password:

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



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.



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

Meetings List > Participants

The screenshot shows the 'Participants' tab of the 'Meetings List' interface. It displays two main sections: 'LMS Available Users (4)' and 'Adobe Connect Participants (5)'. In the 'LMS Available Users' section, there are three 'Students' (Kelsea Tower, Melissa Sieben, Paul Green) and one 'Teacher' (Mike Kollen). In the 'Adobe Connect Participants' section, there is one 'Host' (Mike Kollen) and four 'Participants' (Kelsea Tower, Melissa Sieben, Paul Green, Stan Student). A red arrow points to the green dot next to 'Stan Student' in the 'Participants' list, indicating that guest users should be marked with this icon. Below the lists are search bars and action buttons: Sync Users, Add, Add Guest, Set User Role, and Remove.

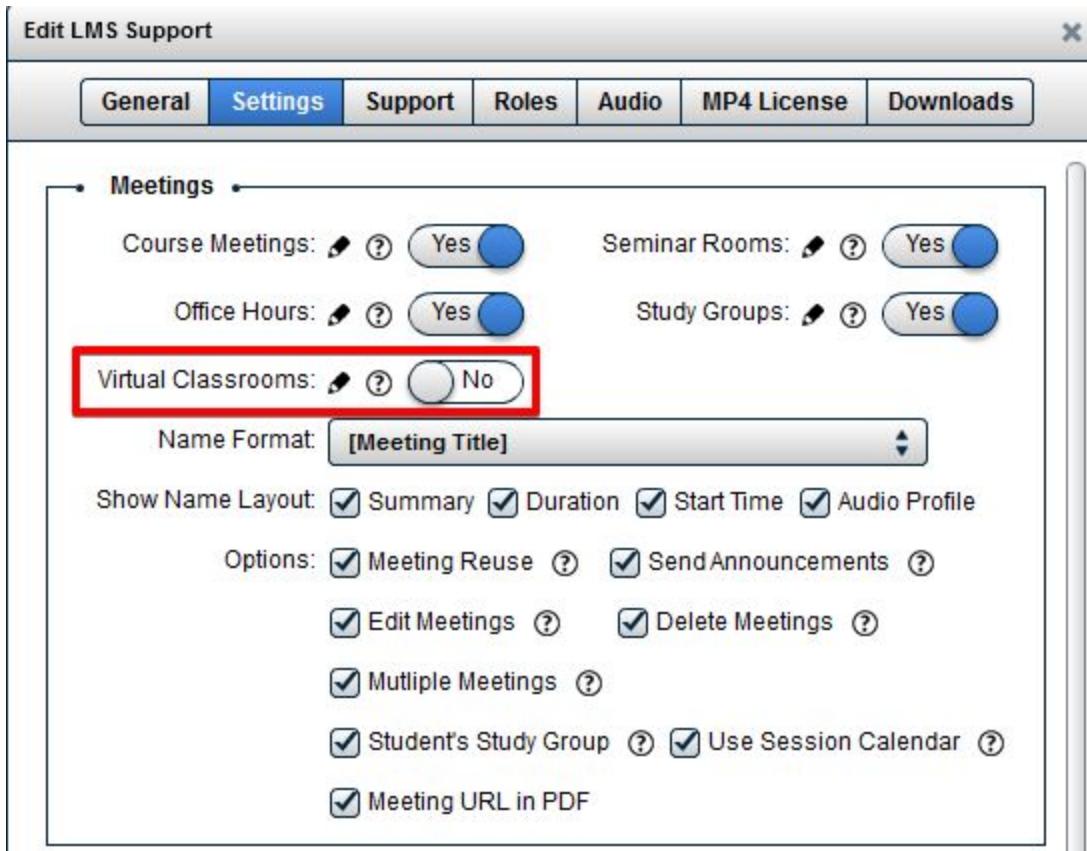
LMS Available Users (4)		Adobe Connect Participants (5)	
<input type="checkbox"/> Students (3)		<input type="checkbox"/> Host (1)	
	Kelsea Tower		Mike Kollen
	Melissa Sieben	<input type="checkbox"/> Participants (4)	
	Paul Green		Kelsea Tower
<input type="checkbox"/> Teacher (1)			Melissa Sieben
	Mike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

Search  Search

Sync Users Add Add Guest Set User Role Remove

## Virtual Classrooms Support (Optional)

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



The screenshot shows the 'Edit LMS Support' dialog with the 'Settings' tab selected. Under the 'Meetings' section, there is a group of settings for 'Course Meetings', 'Seminar Rooms', 'Office Hours', and 'Study Groups', each with a 'Yes' toggle switch. Below these is a setting for 'Virtual Classrooms' with a 'No' toggle switch, which is highlighted with a red rectangle. Further down are sections for 'Name Format' (set to '[Meeting Title]'), 'Show Name Layout' (with checkboxes for Summary, Duration, Start Time, and Audio Profile), and 'Options' (with checkboxes for Meeting Reuse, Send Announcements, Edit Meetings, Delete Meetings, Multiple Meetings, Student's Study Group, Use Session Calendar, and Meeting URL in PDF).

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

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

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

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

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

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

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

Information Participants Sessions

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

**Required**

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

**Optional**

Classroom ID:

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

Summary:

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

Duration: 01:00 

Access:

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

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

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

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

Information Participants Sessions

Canvas Available Users (2)

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

Search

Adobe Connect Participants (2)

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

Search

Add Add Guest Set User Role Remove

Back Next Finish

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

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

Information Participants Sessions

Generate Sessions

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

Duration: 01:00

Days Class Meets:  Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Week(s): 1

Back Finish

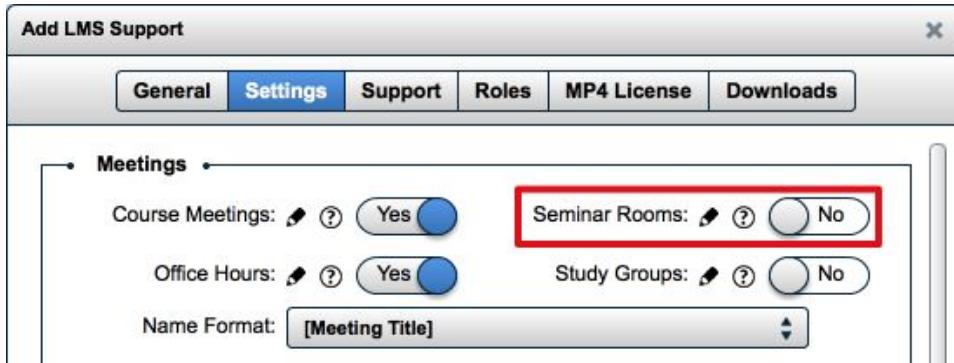
As a result the new **Virtual Classroom** will appear on Meeting List view under **Virtual Classrooms** area.

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

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

## Seminars Support (Optional)

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



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

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

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

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

The screenshot shows the Adobe Connect interface. At the top right, there is a 'Settings' link and a 'Help: User Guide | EduGame Cloud' link. Below the header, the 'Create' dropdown menu is open, showing 'Create' (selected), 'Course Meeting', and 'Seminar Room'. The 'Seminar Room' option is highlighted with a red box. The main content area displays 'Course Meetings' and 'Seminar Rooms' sections, each with a list of recordings and reports. There are 'Join' and settings buttons for each section.

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

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

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

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

## Adobe Connect

Settings: Change

Help: User Guide | EduGame Cloud

Seminar License # 1287581127 [Create](#) |

**Course Meetings**

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

**Seminar Rooms**

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

Seminar Test  
Start Time: 03/31/16 10:00 AM Duration: 1:00

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:	<input type="text"/>	
Summary:	<input type="text"/>	
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' button. Below it are three main sections: 'Course Meetings', 'Office Hours', and 'Study Groups'. The 'Course Meetings' section contains one entry: 'Test Meeting' with a 'View Recordings & Reports' link and buttons for 'Join' and 'Settings'. The 'Office Hours' section displays the message 'Currently there are no meetings. Please add.' with a prominent blue 'Add Meeting' button highlighted by a red rectangle. The 'Study Groups' section also displays the same message with its own 'Add Meeting' button.

Settings

**Course Meetings**

Test Meeting

[View Recordings & Reports](#)

Join | |

**Office Hours**

Currently there are no meetings. Please add.

**Add Meeting**

**Study Groups**

Currently there are no meetings. Please add.

**Add Meeting**

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'. The 'Study Groups' section lists 'Paul's Study Group' and 'Vadim's Study Group', each with 'Recordings | Reports' links. To the right of the 'Study Groups' list is a context menu with 'Add Meeting', 'Join', and 'Edit' (which is highlighted with a red box). Another red arrow points from the text above to the 'Edit' button in this menu. Below the 'Edit' button is a 'Delete' option.

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" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a single entry: "Test Meeting". To its right are "Join" and "Settings" buttons.
- Office Hours:** Contains a single entry: "Mike Kollen's Office Hours (6pm-8pm)". To its right are "Join" and "Settings" buttons.
- Study Groups:** Displays the message: "Currently there are no meetings. Please add." To its right is a prominent blue "Add Meeting" button, which is outlined in red in the image.

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 of a meeting setup. On the left, under 'Desire2Learn Available Users (5)', there are two sections: 'Student (4)' with four entries (Vadim Adashkevich, Paul Green, Melissa Sieben, Kelsea Tower) each with a red circular icon, and 'Teacher (1)' with one entry (Mike Kollen). On the right, under 'Adobe Connect Participants (1)', there is one entry 'Host (1)' with 'Mike Kollen'. At the bottom, there are buttons for 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), 'Remove', 'Back', and 'Finish'.

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

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.

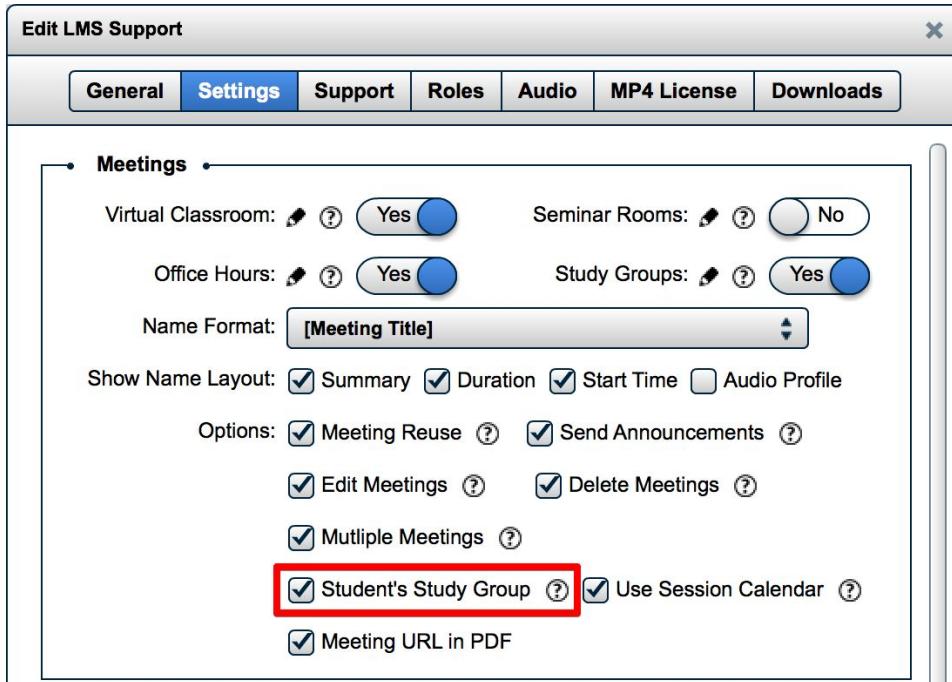
#### Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. 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:** Contains two entries:
  - "Test Study Group" with "View Recordings & Reports" and "Join" buttons.
  - "Student's Study Group" with "View Recordings & Reports" and "Join" and "Leave" buttons. The "Leave" button is highlighted with a red border.

## Student's Study Group

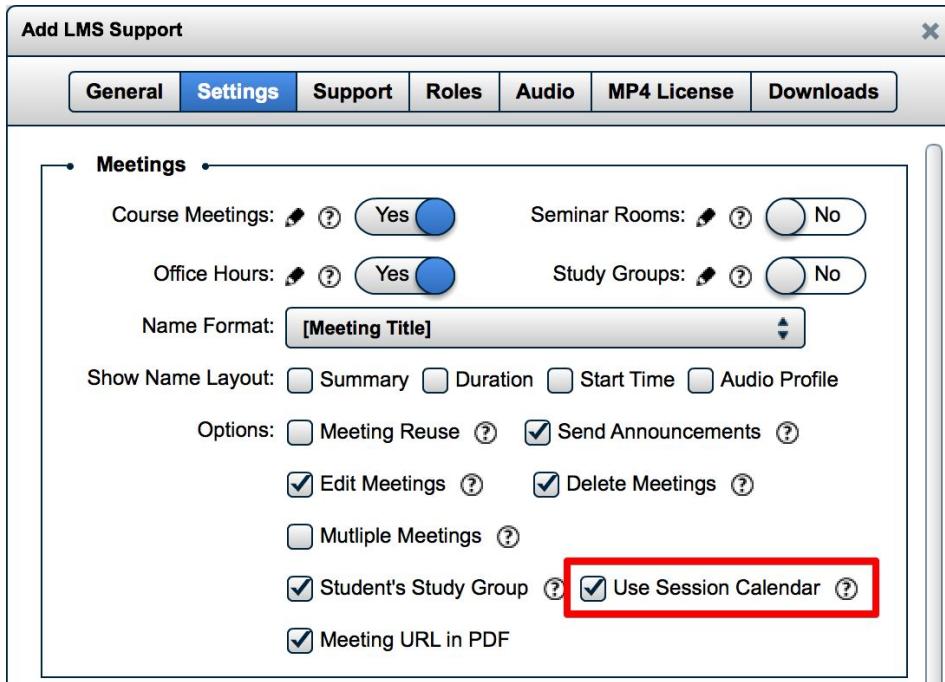
On the EduGame Cloud LMS license *Settings* page user can enable the *Student's Study Group* option.



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 three meetings: 'Virtual Classroom 102', 'Virtual Classroom 102 #1', and 'Virtual Classroom 102 #2'. A context menu is open over the first meeting, with the 'New Session' option highlighted by a red box. Other options in the menu include 'Join', 'Edit', and 'Delete'.

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

## Adobe Connect

**Settings:** Change

**Help:** User Guide | EduGame Cloud

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

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

# Adobe Connect Recordings

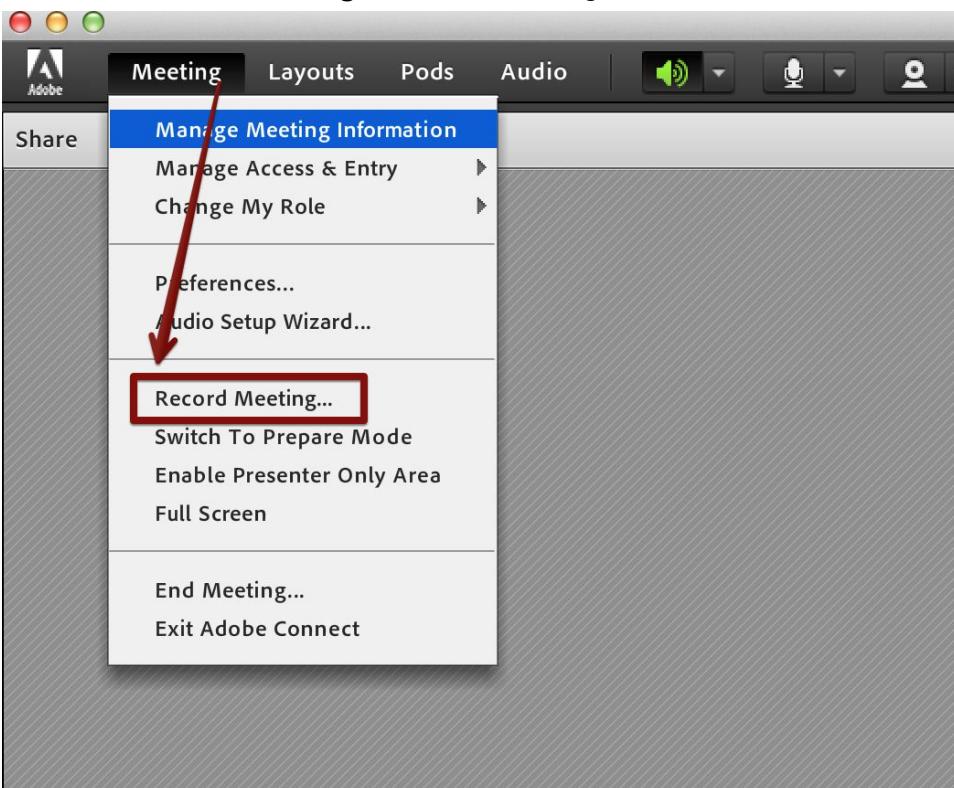
## Record the Meeting

Join the meeting.

### Meetings List

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

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



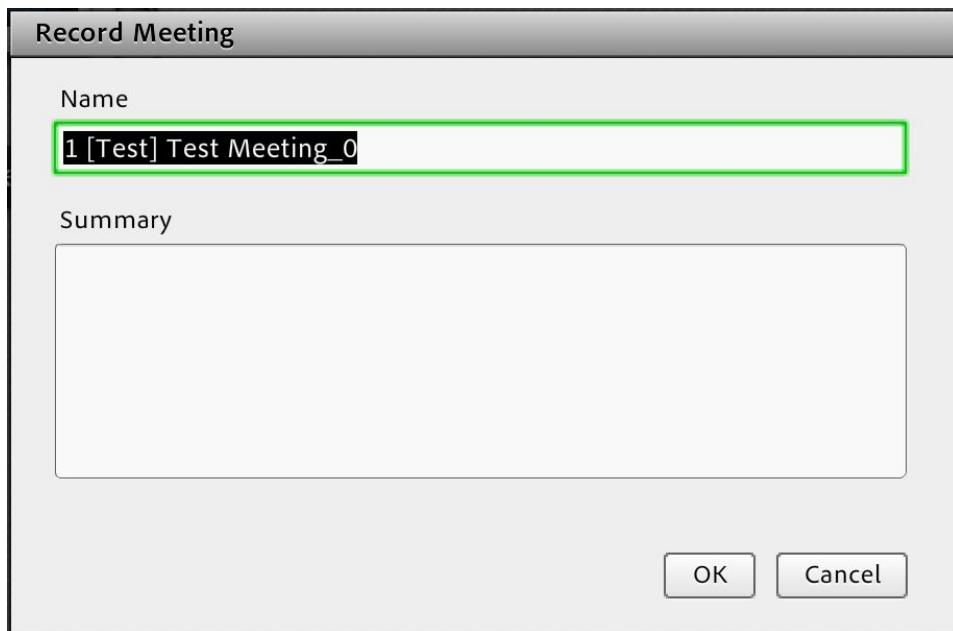
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



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



## View / Watch Recordings

Navigate back to Adobe Connect application in Brightspace 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 for 'Test Meeting'. To the right of this item 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 of the 'Meetings List' interface. At the top right is a 'Settings' icon. Below it is a table with columns: Name, Access, Recording Date, Duration, Actions, and Delete. The first row shows a recording named '[46] Test Meeting\_0' with a lock icon and a refresh icon. To the right of the table are 'Actions' and 'Delete' buttons.

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

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 list of recordings. The first recording, '[46] Test Meeting\_0', is selected. To its right is an 'Actions' button with a dropdown menu. The menu contains three options: 'Edit Recording', 'Share', and 'Make FLV'. The 'Edit Recording' option is highlighted with a red box.

- 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 screenshot shows a modal dialog box for a recording titled '99 [Demo] Demo Meeting\_0'. The dialog has a section for 'Recording URL' with the value 'https://connect.esynctraining.com/p5o6ar3b7an'. Below that is a 'Change Access Type' section with two radio buttons: 'Private' (selected) and 'Public'. There is also a field for 'Passcode (Optional)' with an empty input field. At the bottom are 'Cancel' and 'Save' buttons.

- 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 message. 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 message "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

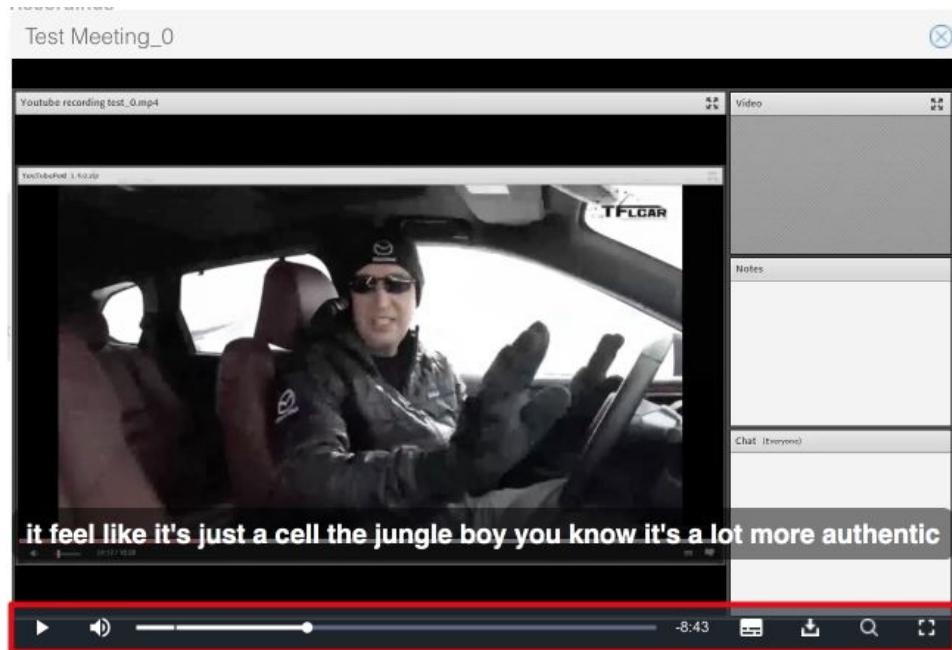
Meetings List > **Test Meeting: Recordings**

The screenshot shows the same list of recordings. The same meeting entry is selected, but now the "Actions" button has been clicked, revealing a dropdown menu. Two buttons are highlighted with red boxes: "Play" and "Edit".

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

Below the table, the status message "Test Meeting\_0: MP4" and "Test Meeting\_0: Transcript" are listed, with the "Edit" button for the transcript highlighted in the dropdown menu.

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*.

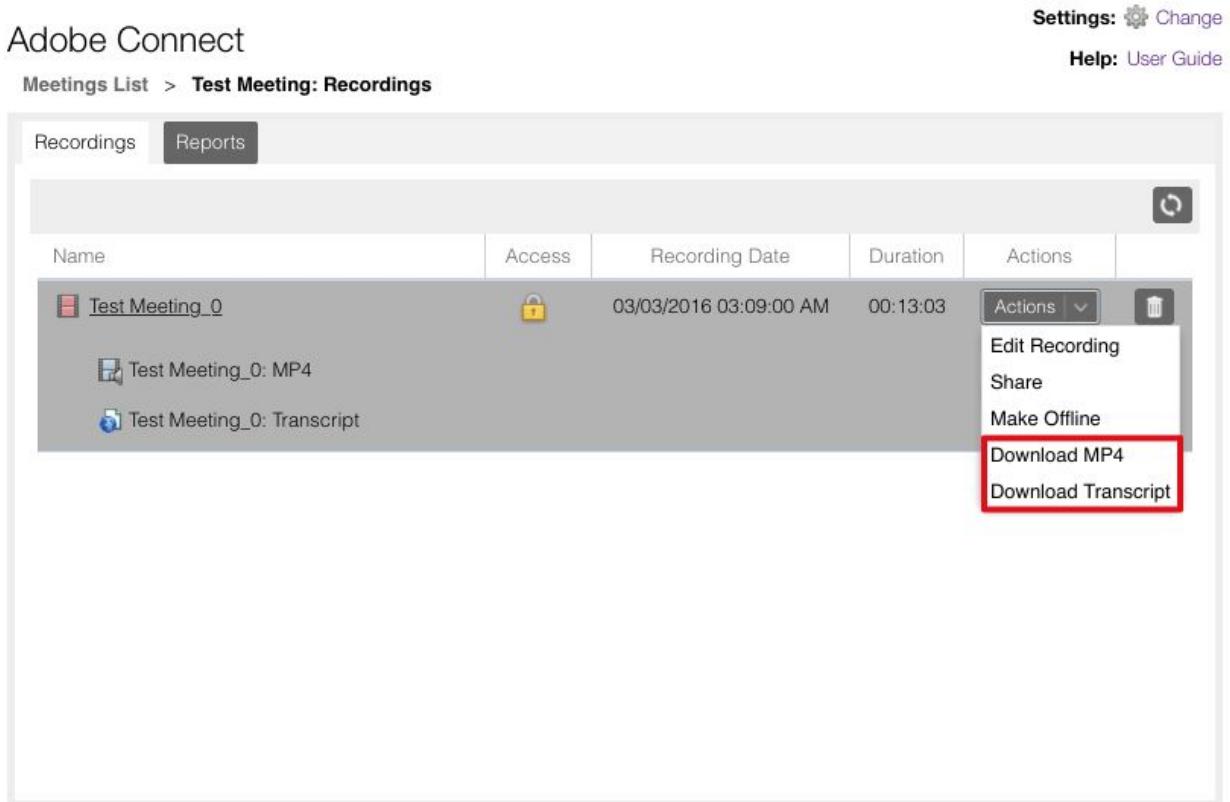
Adobe Connect

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' interface. At the top, there's a 'Course Meetings' section with a 'Test Meeting'. Below it is a button labeled 'View Recordings & Reports' which is highlighted with a red box and has a red arrow pointing to it. To the right of this button are 'Join' and 'Settings' buttons. The entire interface is enclosed in a light gray border.

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' interface under the 'By Attendees' tab. It displays a table of participants with columns for Name, E-mail, Time In, and Time Out. The table contains four rows of data. A refresh icon is located at the top right of the table area. The entire interface is enclosed in a light gray border.

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' interface under the 'By Sessions' tab. It displays a table with columns for Session, Start Time, End Time, and Number of Attendees. The table contains one row of data. A refresh icon is located at the top right of the table area. The entire interface is enclosed in a light gray border.

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](#)

The screenshot shows a table titled "By Recordings" with the following data:

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](#)

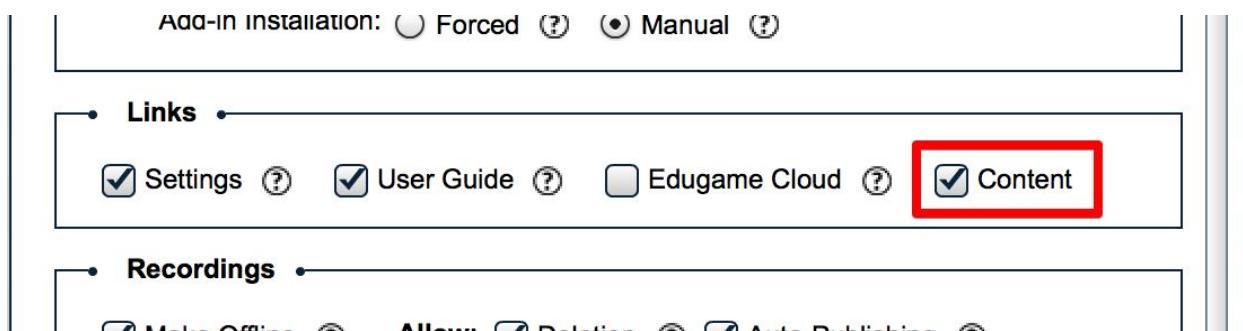
The screenshot shows a table titled "By Attendees" with the following data:

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

A dropdown menu is open next to the download icon, showing options for PDF and Excel.

## Content Management

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



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

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

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

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

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

The screenshot shows the 'Content Management' interface. At the top, there are two tabs: 'My Content' (highlighted in blue) and 'Shared Content'. Below the tabs are four buttons: 'New Content' (blue), 'New Folder' (red), 'Edit' (blue), 'Move' (blue), and 'Delete' (blue). A red box highlights the 'New Content' and 'New Folder' buttons. Another red box highlights the 'Actions' dropdown menu and its options: 'Edit', 'Move', and 'Delete'. A 'Finish' button is located at the bottom right.

Name	Type	Date Modified	Size (KB)
MP4 Recordings	Folder	03/24/16 10:51 AM	

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

The screenshot shows the 'Content Management' interface with the 'My Content' tab selected (highlighted in blue). The table below lists one item: 'MP4 Recordings' which is a 'Folder' last modified on '03/24'. A red box highlights the 'My Content' tab.

Name	Type	Date
MP4 Recordings	Folder	03/24

# Audio Provider Support

## MeetingOne

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

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

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

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

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

**None** provider can be selected.



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

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

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

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

Optional

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

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

Audio Conference Settings:

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

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

Optional

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

Summary:

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

Duration: 01:00

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

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

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

# 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; Users), and 'Adobe Connect Apps' (Get Custom Pod v1.5). The main area has sections for 'Open Recent' (Sergey Test Quiz, Full Quiz, Vadims Test, Lesson 23 Student Practice quiz EGC, Practice quiz Lesson 22 EGC) and 'View Reports' (Sergey Test Quiz, Lesson 23 Student Practice quiz EGC, Full Quiz). To the right is a 'Help' section with links for Video Tutorials, Documentation, and Support, and a 'Watch Guided Tour' button. A large rocket ship graphic is in the background. At the bottom, there's a feedback link ('Please provide us your feedback or suggestions by clicking here') and a 'Start Here' button.

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

The screenshot shows the 'LMS Integration' page. At the top, there are navigation links: Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below that is a sub-navigation bar with LMS Integration, Users, Customization, Email History, and My License. A 'Change Password' link is also present. The main content area displays a table with one row of data:

Edit	LMS	Title	Creation Date	Consumer Key	Shared Secret
		Demo Title	04/24/15 10:00 AM	520befa1- <span style="background-color: #cccccc;">XXXXXXXXXX</span>	8acf12d6- <span style="background-color: #cccccc;">XXXXXXXXXX</span>

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

**Edit LMS Support**

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

• **LMS Setup** •

LMS	<input type="text" value="https://[REDACTED]"/>	Primary Color:	<input type="color" value="#0070C0"/>
Title	Adobe Connect		
Consumer Key	8dec4bc-[REDACTED]		
Shared Secret	4fbf260d-[REDACTED]		
<b>Learning Management System</b>			
LMS Domain	<input type="text" value="http://[REDACTED]"/>		
Admin Username	<input type="text" value="[REDACTED]"/>		
Password	<input type="text" value="Enter the password, if you want to overwrite it"/>		
<input type="button" value="Test Connection"/>			

• **Adobe Connect** •

Adobe Connect Server	<input type="text" value="https://[REDACTED]"/>		
Admin Username	<input type="text" value="[REDACTED]"/>		
Password	<input type="text" value="Enter the password, if you want to overwrite it"/>		
<input type="radio"/> Use Shared Meetings Folder			
<input checked="" type="radio"/> Use User Meetings Folder			
<input type="text" value="Canvas Meetings"/>			
<input type="button" value="Test Connection"/>			

**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

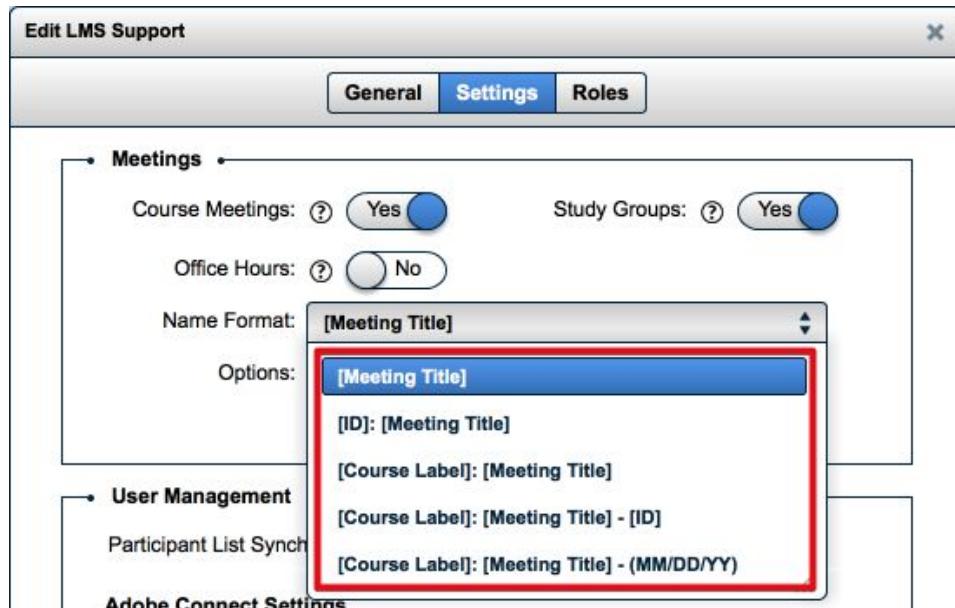
## Use FLV

Create an offline recording as an FLV file

## Use MP4

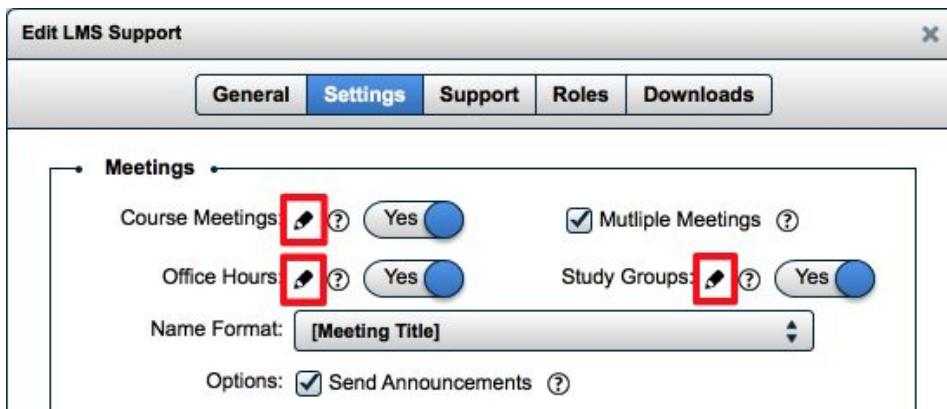
Create an offline recording as an FLV file

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

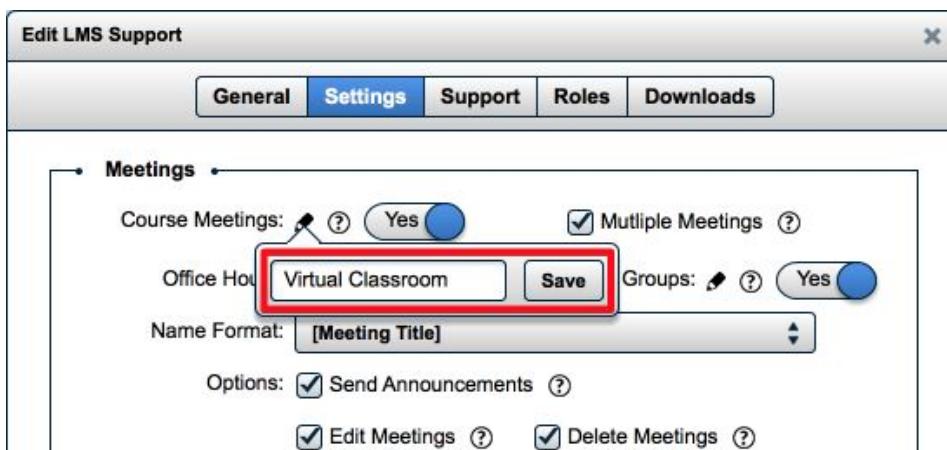


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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

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

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

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

Adobe Connect

**Meetings List**

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

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

**Edit LMS Support**

General    Settings    **Roles**    Edit:  No

• Default Roles •

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	Presenter
Designer	Presenter
Observer	Participant

• Custom Roles •

Role	AC Roles

**Cancel**    **Save**

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

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	
Designer	
Observer	

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	(Delete)

(?) Any custom role not defined in this list will be mapped to the participant in Adobe Connect.

**Add Custom Role**

**Cancel** **Save**

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

Open the *Adobe Connect LTI* and click on the *Gear* icon and create a new meeting. Observe the **Participants** tab. Custom roles should be properly mapped.

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

The screenshot shows the 'Participants' tab in the Adobe Connect LTI interface. It displays two panels: 'LMS Available Users (4)' on the left and 'Adobe Connect Participants (4)' on the right. A red arrow points from the 'Kelsea Tower' entry in the LMS panel to the 'Presenter (1)' entry in the Adobe Connect panel, indicating the mapping process.

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

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

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

## 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 showing a toolbar with icons for bold, italic, underline, and other text styles. Below the toolbar is a large text area with a placeholder 'Type or paste your text here'. At the bottom of the text area are additional small icons for font size, 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**.

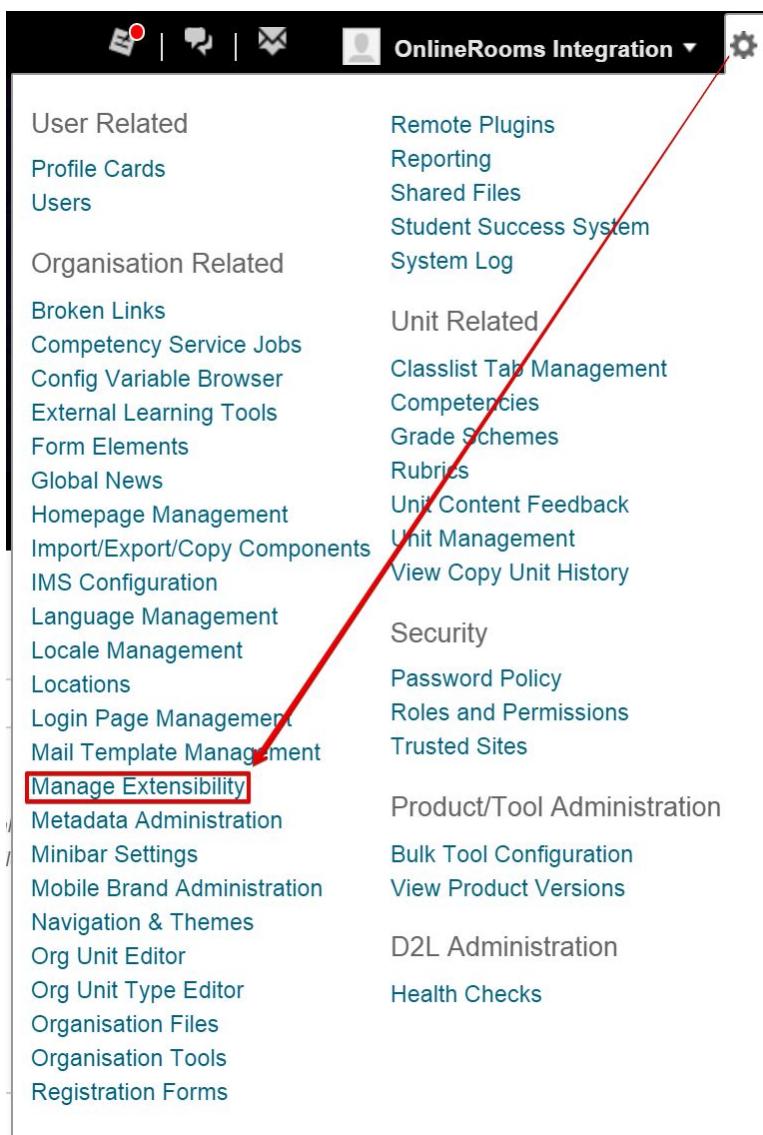
**Add Org Units**

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, 101LEP	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

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**

**Application Key**

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