



&



Adobe Connect

## LTI Integration

**User Guide (Version 1.8.1)**



**eSyncTraining**

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# & Adobe Connect

User Guide

Version 1.8.1

## What's New In v1.8.0?

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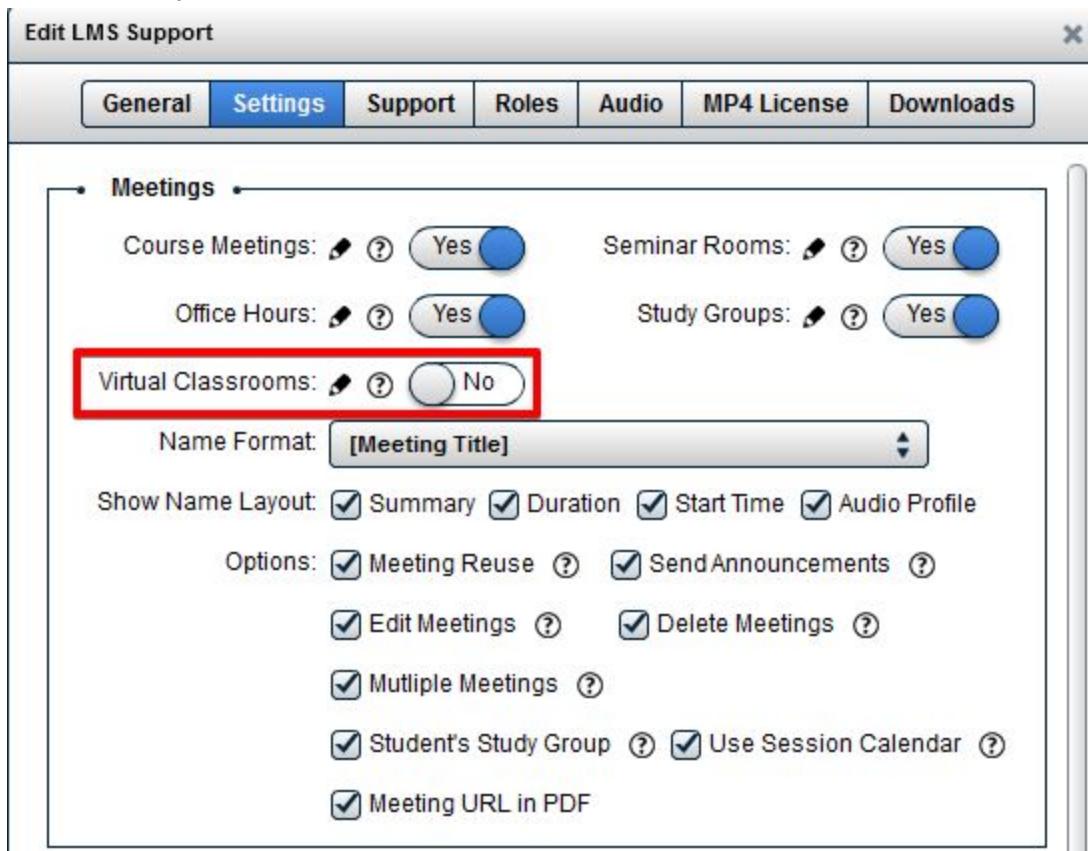
[Configure Adobe Connect LTI for Your Brightspace Account](#)

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## What's New In v1.8.1?

### 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.



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 'Create' dropdown menu with options: 'Course Meeting', 'Seminar Room', and 'Virtual Classroom'. The 'Virtual Classroom' option is highlighted with a purple background and a mouse cursor pointing at it. Below the dropdown, there are several sections: 'Course Meetings' (listing 'March2017 course meeting' and 'March2017 course meeting #1'), 'Virtual Classrooms' (showing 'Currently there are no meetings.'), 'Seminar Rooms' (listing 'March2017 Seminar Room'), 'Office Hours' (listing 'March2017 Teacher: Office Hours (15:00)'), and 'Study Groups' (listing 'March2017 Study Group'). Each section has 'Join' and 'Settings' buttons.

Seminar License # [REDACTED]

**Create** ▾

- Course Meeting
- Seminar Room
- Virtual Classroom**

**Course Meetings**

- March2017 course meeting  
Recordings | Reports | Manage Sessions
- March2017 course meeting #1  
Start Time: 03/10/17 01:00 AM Duration: 01:00

**Virtual Classrooms**

Currently there are no meetings.

**Seminar Rooms**

- March2017 Seminar Room  
Start Time: 03/10/17 02:15 AM Duration: 1:00

[Recordings](#) | [Reports](#)

**Office Hours**

- March2017 Teacher: Office Hours (15:00)  
[Recordings](#) | [Reports](#)

**Study Groups**

[Add Meeting](#)

- March2017 Study Group  
[Recordings](#) | [Reports](#)

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 software 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 this, the "Seminar Rooms" section lists one entry: "March2017 Seminar Room", which includes a "Join" button and a settings icon. At the bottom left of the interface, there is a small number "7".

Seminar License # [REDACTED] Create

**Course Meetings**

- March2017 course meeting  
Recordings | Reports | Manage Sessions
- March2017 course meeting #1  
Start Time: 03/10/17 01:00 AM Duration: 01:00

**Virtual Classrooms**

- March2017 Virtual Classroom  
Start Time: 03/10/17 06:45 PM Duration: 1:00  
Recordings | Reports | Manage Sessions

**Seminar Rooms**

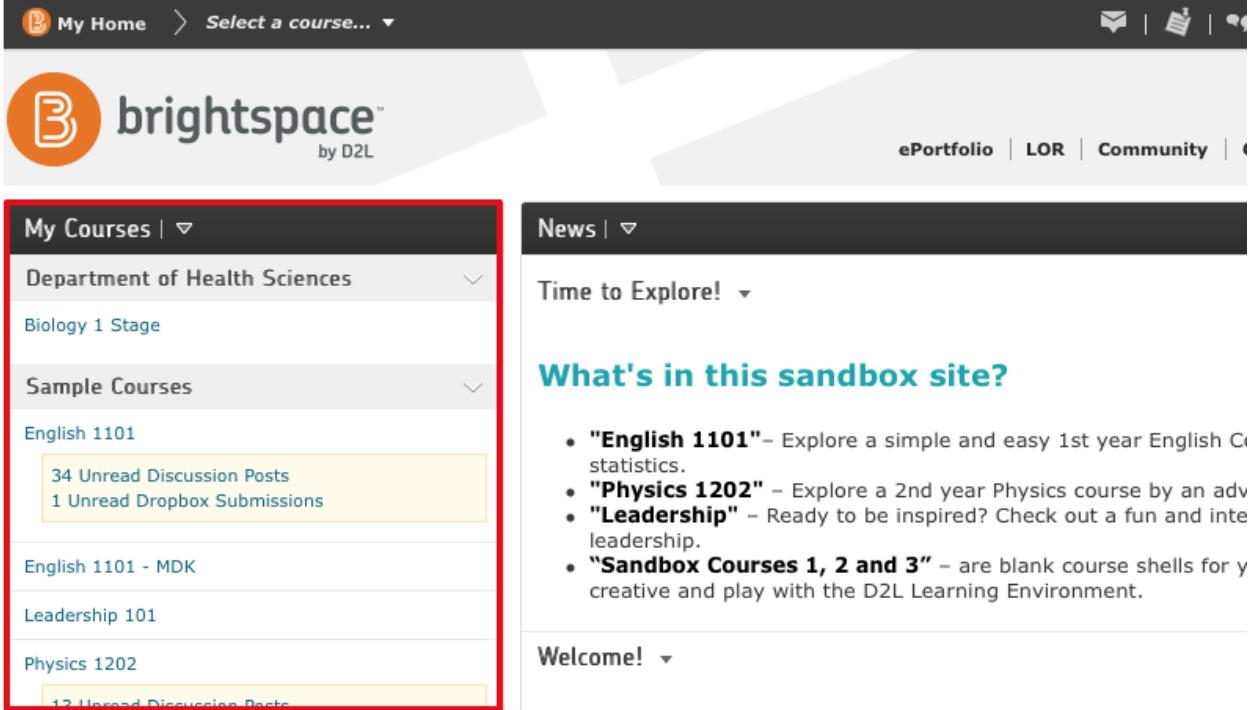
- March2017 Seminar Room  
Start Time: 03/10/17 02:15 AM Duration: 1:00  
Recordings | Reports

7

# 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 link to 'Time to Explore!'. Below that 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, there is a 'Welcome!' section.

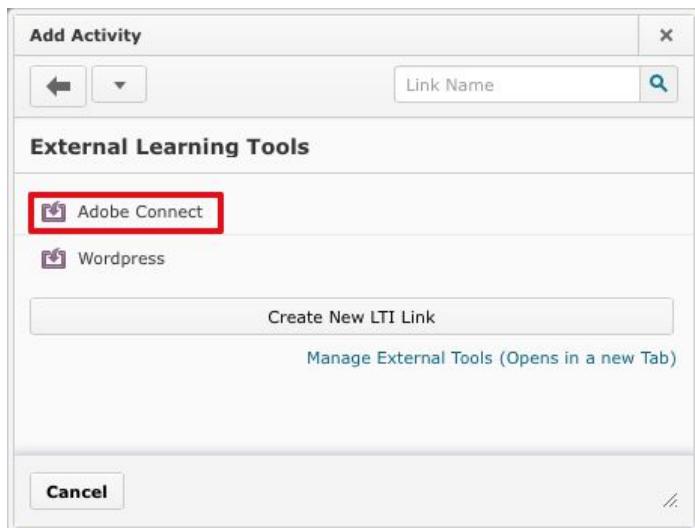
On the **Course Home Page** select the **Content** tab and **Add a module** (or use existing modules).

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. The main area is titled "Table of Contents" with a search bar. To the left is a sidebar with "Overview", "Bookmarks", and "Upcoming Events". A red box highlights the "Table of Contents" section. Below it is a button "Add a module...". A red arrow points from this button to another "Add a module..." button located below the main content area. The central content area includes a "Welcome to your course." message with icons for Import/Export, Bulk Edit, and Related Tools.

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

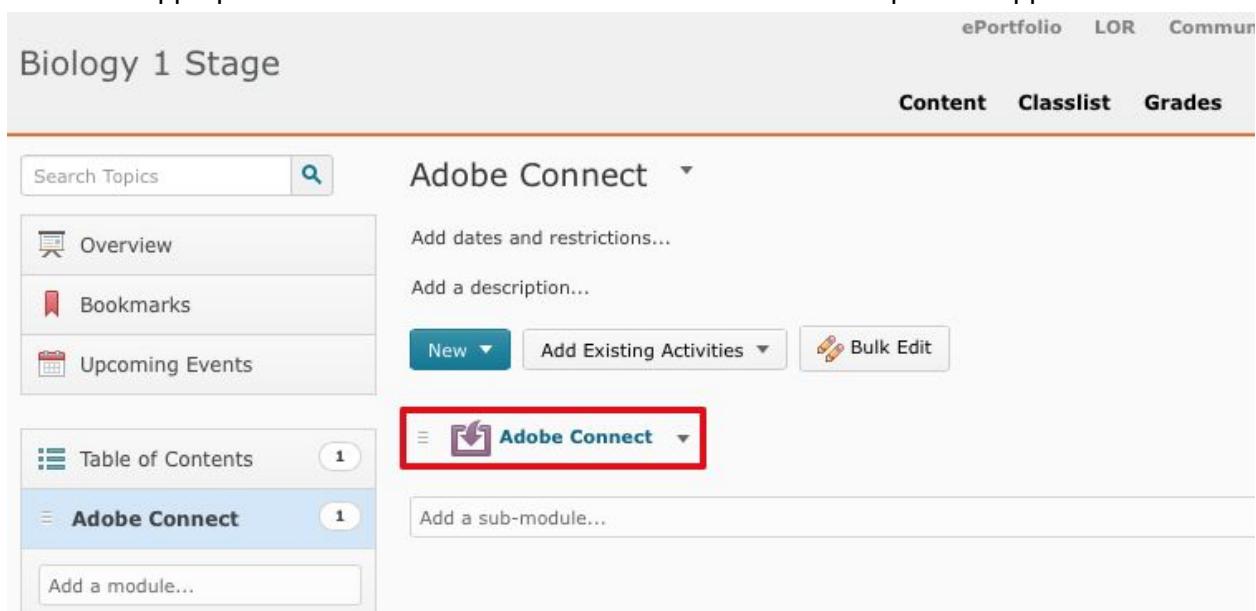
The screenshot shows the "Adobe Connect" module settings page. At the top, there's a search bar and a "New" button with a dropdown menu. The dropdown menu is open, showing various activity types: Chat, Checklist, Discussions, Dropbox, ePortfolio Item, and External Learning Tools. The "External Learning Tools" option is highlighted with a red box. A red arrow points from the "New" button to the "External Learning Tools" link. 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 labeled "Link Name" with 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", each preceded by a small icon. A red rectangular box highlights the "Adobe Connect" item. Below this list 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.

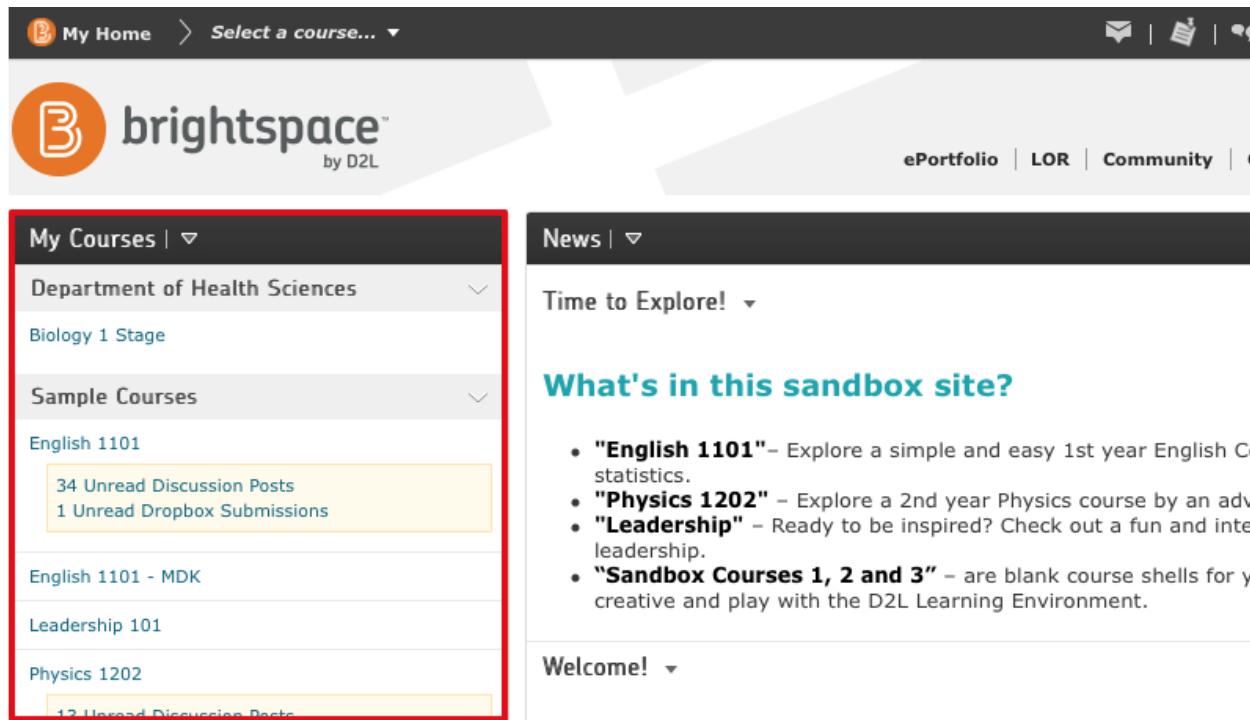


The screenshot shows a Moodle course navigation menu. At the top, there are three tabs: "ePortfolio", "LOR", and "Commun". Below them are three buttons: "Content", "Classlist", and "Grades". The main area has a search bar labeled "Search Topics" with a magnifying glass icon. To the right of the search bar is a dropdown menu titled "Adobe Connect" with a red box around it. Below this are two input fields: "Add dates and restrictions..." and "Add a description...". At the bottom of this section are three buttons: "New", "Add Existing Activities", and "Bulk Edit". On the left side, there is a sidebar with several items: "Overview", "Bookmarks", "Upcoming Events", "Table of Contents" (with a "1" badge), and "Adobe Connect" (which is highlighted with a blue background and a red box around its name). Below these is a button "Add a module...".

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

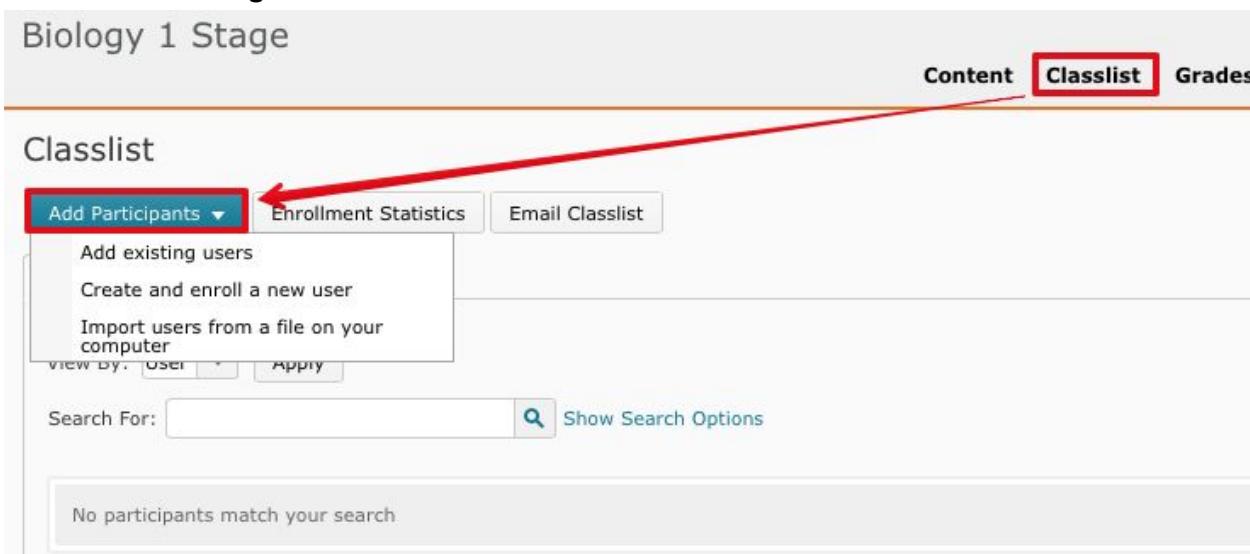
## Enroll Users to the Course

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



The screenshot shows the Brightspace D2L interface. At the top, there's a navigation bar with 'My Home' and 'Select a course...'. Below it is the Brightspace logo. On the left, the 'My Courses' section is highlighted with a red box. It lists 'Department of Health Sciences' and 'Sample Courses'. 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'. To the right, there's a 'News' section with 'Time to Explore!' and a link to 'What's in this sandbox site?'. This section lists several sample courses: English 1101, Physics 1202, Leadership, and Sandbox Courses 1, 2 and 3. Below that is a 'Welcome!' section.

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'. Below the tabs, there's a 'Classlist' section with buttons for 'Add Participants' (highlighted with a red box), 'Enrollment Statistics', and 'Email Classlist'. A dropdown menu under 'Add Participants' offers options: 'Add existing users' (selected), 'Create and enroll a new user', and 'Import users from a file on your computer'. There are also 'View by' and 'Apply' buttons. Below this is a search bar with 'Search For:' and 'Show Search Options'. At the bottom, a message says '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

# Create a New Adobe Connect Meeting

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

The screenshot shows the Brightspace D2L Home screen. 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' expanded), 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202'. 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. In the sidebar, under 'Adobe Connect', there is a red box around the 'Adobe Connect' link. The main area shows options to 'Add dates and restrictions...', 'Add a description...', 'New', 'Add Existing Activities', 'Bulk Edit', and 'Add a sub-module...'.

Click on the **Add Meeting** button.

**Meetings List**

The screenshot shows a user interface for managing meetings. At the top right is a 'Settings' link. Below it is a section titled 'Course Meetings' which displays the message 'Currently there are no meetings. Please add.' On the right side of this message is a blue 'Add Meeting' button. The entire interface is contained within a light gray box.

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 'Meeting Information' form. At the top, there are tabs for 'Meeting Information' (grayed out) and 'Participants' (highlighted in blue). On the far right is a 'Settings' link. The main area is divided into sections:

- Required**:
  - Name:
  - Select Template:
- Optional**:
  - Custom URL:  https://connect.esynctraining.com/
  - Summary:
  - Start Time:  01-21-2015  12:53 PM
  - Duration:  01:00
  - Access:
    - Only registered users
    - Registered users and accepted guests
    - Anyone who has the URL for the meeting

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

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 user interface for mapping Brightspace users to Adobe Connect roles. It features two main sections: 'Desire2Learn Available Users' on the left and 'Adobe Connect Participants' on the right. Both sections list four users: Vadim Adashkevich, Melissa Sieben, Kelsea Tower, and Mike Kollen. In the 'Adobe Connect Participants' section, a 'Set User Role' dropdown menu is open over the entry for Vadim Adashkevich. The interface includes navigation buttons at the bottom: Sync Users, Add, Set User Role, Remove, Back, and Finish.

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

Buttons at the bottom:

- Sync Users
- Add
- Set User Role
- Remove
- Back
- Finish

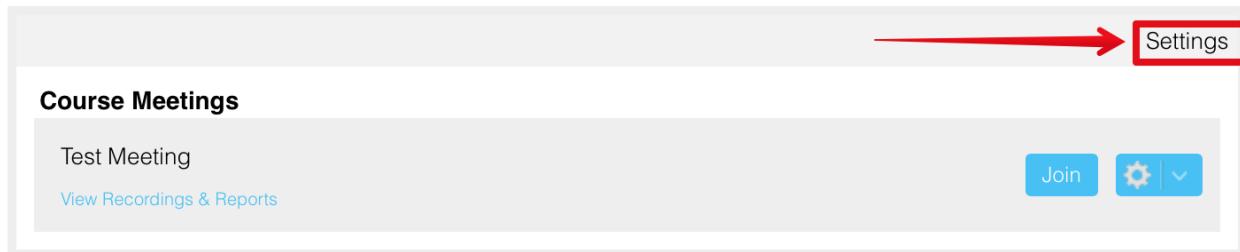
Default LMS to Adobe Connect roles mapping:

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

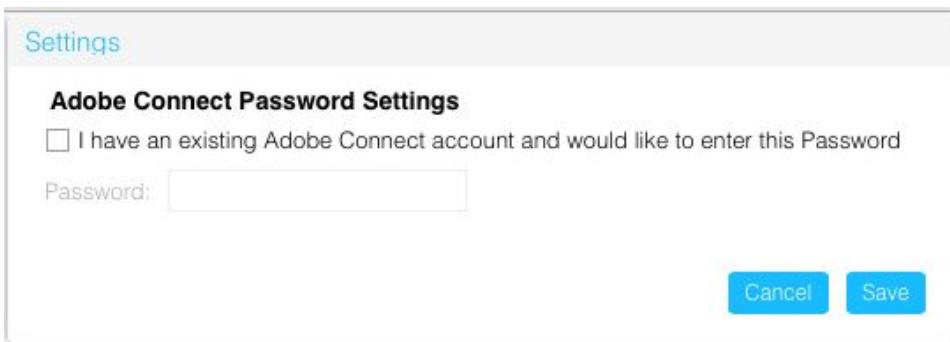
Click on the **Finish** button to complete the process.

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

**Meetings List**



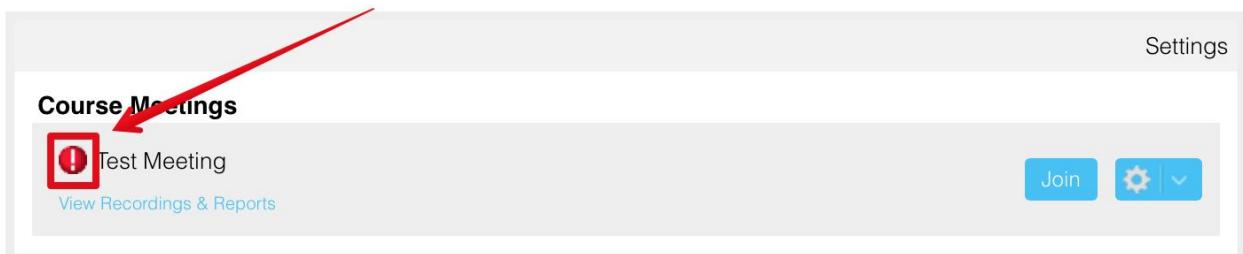
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Brightspace, enter your Adobe Connect password and click Save button to use this account.



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.

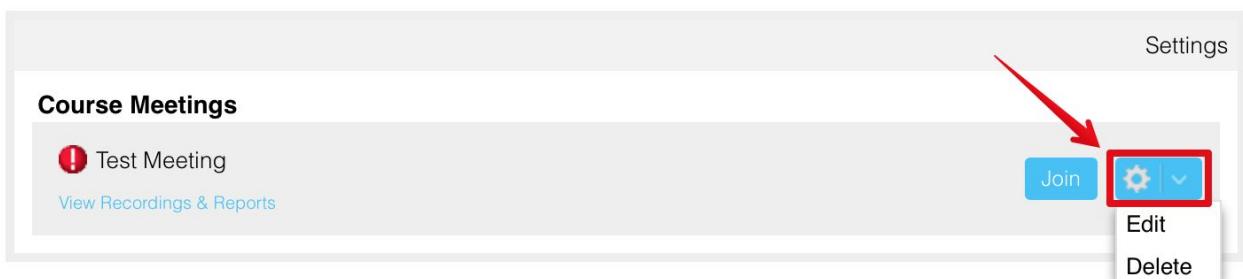
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

**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.

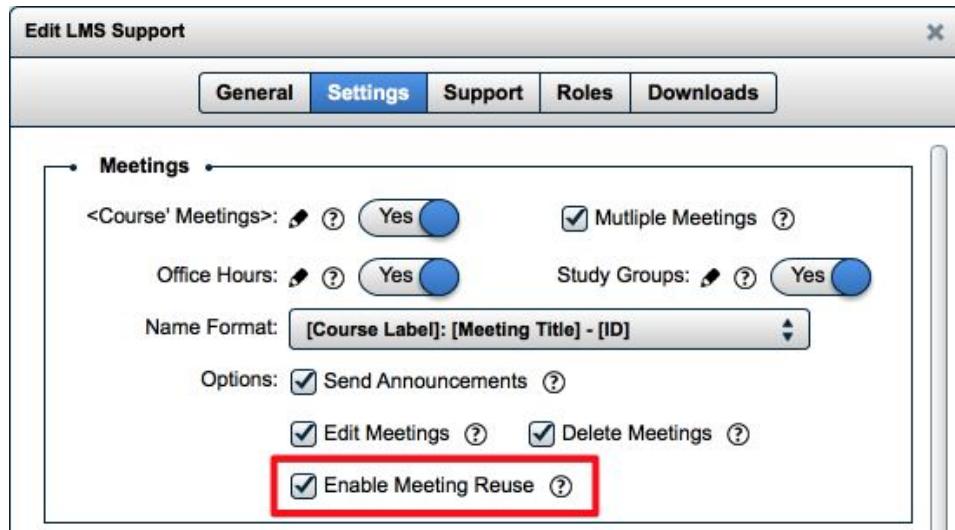
To navigate back to the *Start screen* click on the **Meetings List** link.

The screenshot shows a software interface with a navigation bar at the top. The 'Meetings List' link is highlighted with a red box and a red arrow points to the 'Participants' tab. Below the navigation bar, there are two sections: 'Desire2Learn Available Users (5)' which includes 'Student (4)', and 'Adobe Connect Participants (4)' which includes 'Host (1)'. On the far right, there is a 'Settings' button.

Category	Count
Desire2Learn Available Users	5
Students	4
Adobe Connect Participants	4
Hosts	1

## Meeting Reuse (Optional)

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



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

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

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

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

Click on the **Next** button.

The screenshot shows the 'Meeting Information' tab selected in the top navigation bar. A search bar contains the text 'marketing'. The 'Participants' section shows a list of meetings. The 'Merge' radio button is selected. The meeting '[24] USD Marketing 101' is highlighted with a red box and numbered 3. The 'Next' button at the bottom is also highlighted with a red box and numbered 5.

Meetings List > Meeting Information

Meeting Information Participants

select Create New Meeting or search for and Use Existing Meeting

Create New Meeting Use Existing Meeting 1.

marketing 2.

Participants: Clean Merge 3.

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

Cancel Save Next 5.

Created by eSyncTraining

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

## Adding Guests to Meeting

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

**Meetings List**



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

**Meetings List > Participants**

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

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

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

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

**Add Guest**

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

**Add Guest | Add Existing User**

**New User Information**

First Name:

Last Name:

E-mail:

User Role:  ▼

**Login and Password**

Login:

New Password:

Retype Password:

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

Cancel Save



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

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

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

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

Meetings List > Participants

Meeting Information Participants Settings

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

Search

 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.

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 'Create' dropdown menu with several options: 'Course Meeting', 'Seminar Room', and 'Virtual Classroom'. The 'Virtual Classroom' option is highlighted with a purple background and a mouse cursor pointing at it. Below the dropdown, there are sections for 'Course Meetings', 'Virtual Classrooms', 'Seminar Rooms', 'Office Hours', and 'Study Groups'. Each section contains a thumbnail image, a title, a start time, a duration, and links for 'Recordings | Reports' and 'Join' or 'Settings' buttons.

- Seminar License #** [dropdown]
- Create** [dropdown]
  - Course Meeting
  - Seminar Room
  - Virtual Classroom** [highlighted]

**Course Meetings**

- March2017 course meeting
  - Recordings | Reports | Manage Sessions
- March2017 course meeting #1
  - Start Time: 03/10/17 01:00 AM Duration: 01:00

**Virtual Classrooms**

Currently there are no meetings.

**Seminar Rooms**

- March2017 Seminar Room
  - Start Time: 03/10/17 02:15 AM Duration: 1:00
  - Recordings | Reports

**Office Hours**

- March2017 Teacher: Office Hours (15:00)
  - Recordings | Reports

**Study Groups**

- March2017 Study Group
  - Recordings | Reports

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

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

Information Participants Sessions

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

**Required**

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

**Optional**

Classroom ID:

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

Summary:

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

Duration: 01:00 

Access:

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

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

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

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

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

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

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

The screenshot shows the 'Sessions' tab selected in a navigation bar. A 'Generate Sessions' checkbox is checked. Below it, 'Start Time' is set to '03-10-2017 02:00 PM'. 'Duration' is set to '01:00'. Under 'Days Class Meets', several checkboxes are checked: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. 'Week(s)' is set to '1'. At the bottom are 'Back' and 'Finish' buttons.

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

The screenshot shows a user interface for managing meetings. At the top right, there is a "Seminar License # [REDACTED]" field and a "Create" button. Below this, the "Course Meetings" section lists a "March2017 course meeting" with a "Join" and "Settings" button. The "Virtual Classrooms" section contains a highlighted entry for "March2017 Virtual Classroom", which is also timestamped and has "Join" and "Settings" buttons. The "Seminar Rooms" section lists a "March2017 Seminar Room" with similar controls. A red box highlights the "March2017 Virtual Classroom" entry in the Virtual Classrooms section.

Seminar License # [REDACTED] Create

**Course Meetings**

March2017 course meeting  
Recordings | Reports | Manage Sessions

Join Settings

March2017 course meeting #1  
Start Time: 03/10/17 01:00 AM Duration: 01:00

**Virtual Classrooms**

March2017 Virtual Classroom  
Start Time: 03/10/17 06:45 PM Duration: 1:00  
Recordings | Reports | Manage Sessions

Join Settings

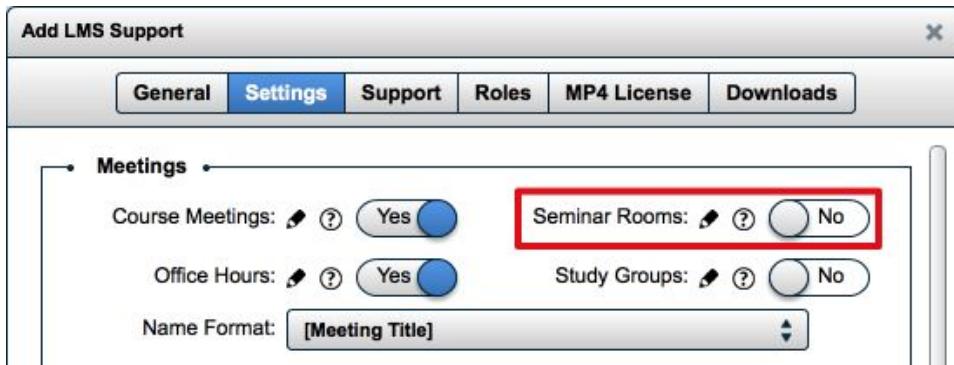
**Seminar Rooms**

March2017 Seminar Room  
Start Time: 03/10/17 02:15 AM Duration: 1:00  
Recordings | Reports

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.

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 that, the 'Seminar License # 1287581127' is displayed. On the right side, there 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 content area shows 'Course Meetings' and 'Seminar Rooms' sections. Under 'Course Meetings', there is a listing for 'Course Meeting Test' with a start time of '03/31/16 10:00 AM Duration: 1:00'. Under 'Seminar Rooms', there are two entries: 'Seminar Room Test' and 'Session Test', both with a start time of '03/31/16 10:00 AM Duration: 1:00'. Each entry has 'Recordings' and 'Reports' links.

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 the right is a prominent blue "Add Meeting" button, which is outlined in red in the image.
- Study Groups:** Displays the message "Currently there are no meetings. Please add." To the right is a blue "Add Meeting" button.

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

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

Office Hours Information Settings

**Required**

Select Template:

**Optional**

Custom URL:

Summary:

Meeting Time:

Allow Guests

Cancel Save

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

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

## Create a Study Group Meeting (Optional)

**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 bottom right towards the 'Edit' button. The 'Delete' option in the menu is also highlighted with a red box.

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

#### Meetings List

The screenshot displays a user interface for managing meetings. At the top right is a "Settings" button. Below it, the "Course Meetings" section lists a "Test Meeting" with a "Join" button and a "View Recordings & Reports" link. The "Office Hours" section lists "Mike Kollen's Office Hours (6pm-8pm)" with a "Join" button and a "View Recordings & Reports" link. The "Study Groups" section indicates "Currently there are no meetings. Please add." and features a prominent "Add Meeting" button, which is highlighted with a red border.

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 a web-based application interface for managing study group participants. At the top, there are tabs for 'Study Group Information' (selected), 'Participants', and 'Settings'. Below these, two main sections are displayed:

- Desire2Learn Available Users (5)**: This section lists users categorized by role:
  - Student (4)**: Vadim Adashkevich, Paul Green, Melissa Sieben, Kelsea Tower.
  - Teacher (1)**: Mike Kollen.
- Adobe Connect Participants (1)**: This section lists users categorized by role:
  - Host (1)**: Mike Kollen.

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

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

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

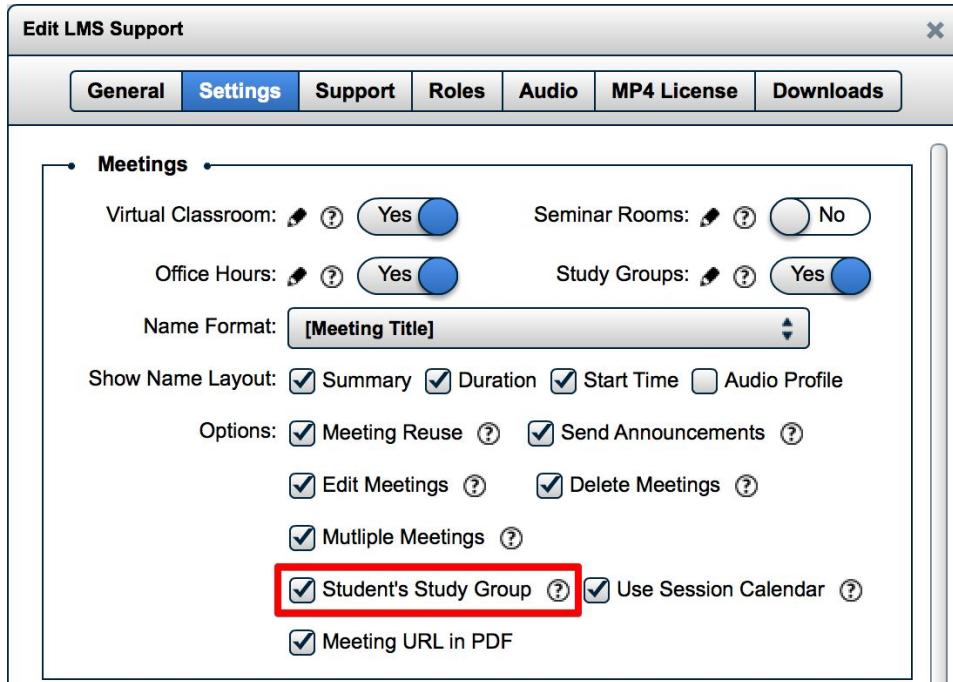
#### Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" 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

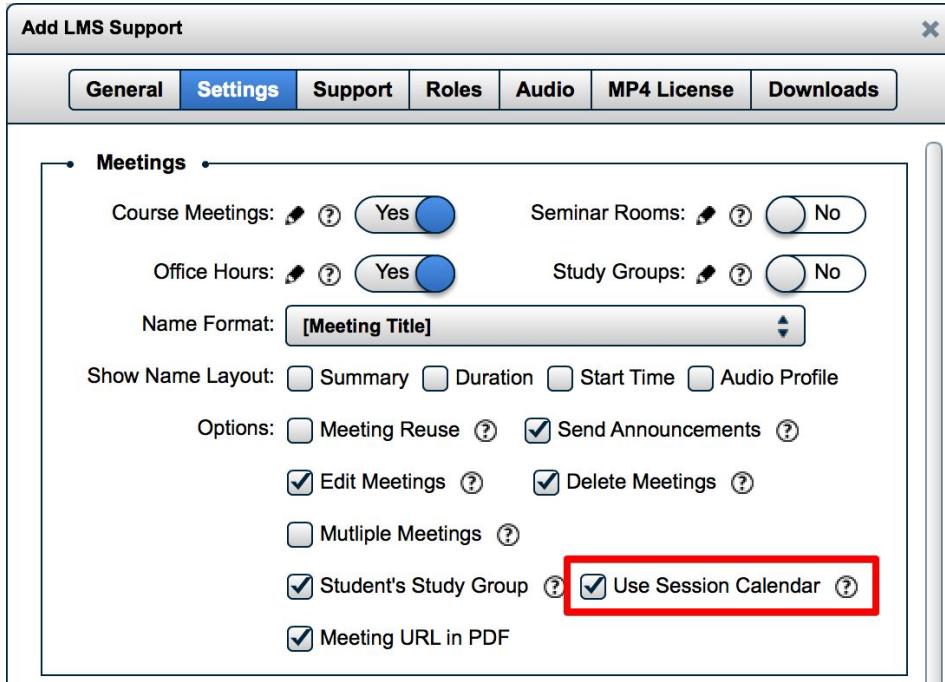
On the EduGame Cloud LMS license *Settings* page user can enable the *Student's Study Group* option.



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

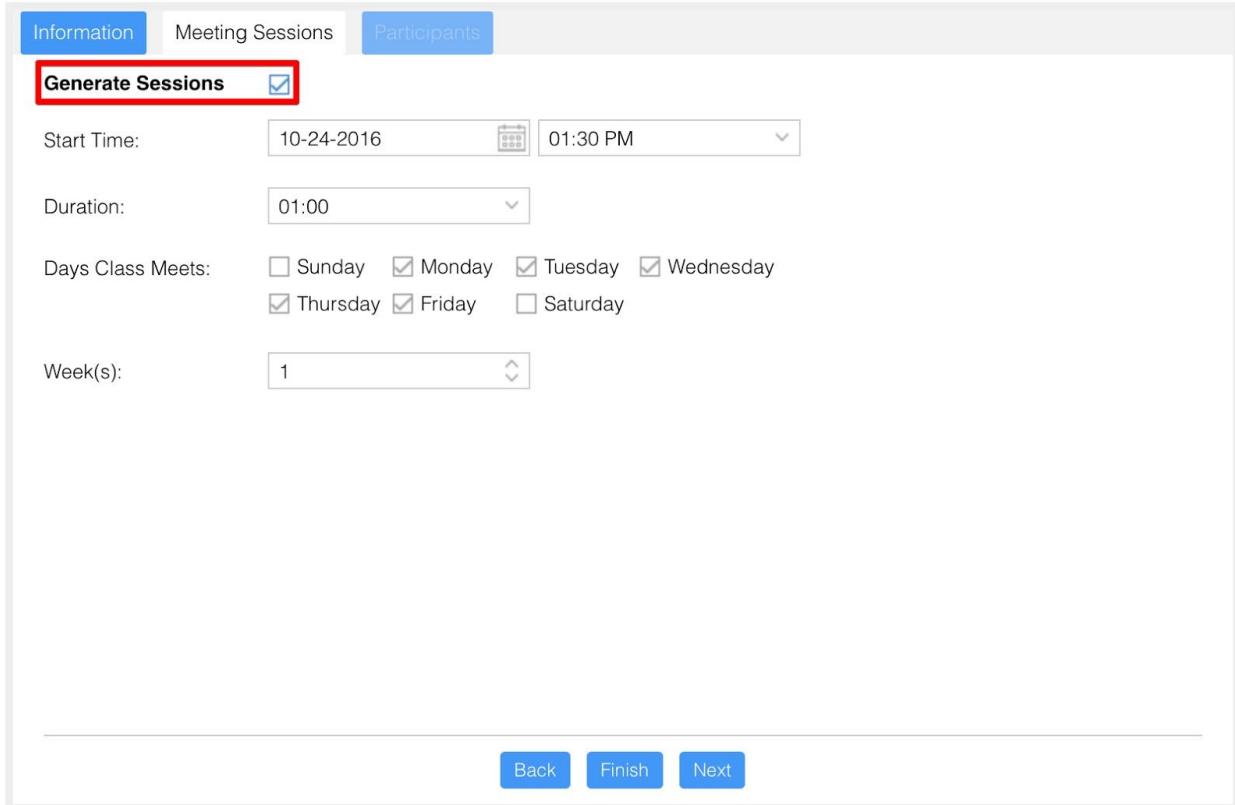
Days Class Meets:

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 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 toolbar with several icons: 'Join', 'Settings' (with a dropdown arrow), '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' dialog box. It contains four input fields: 'Name' (a simple text input field), 'Summary' (a larger text area), 'Start Time' (a date and time picker set to 10/24/2016 at 01:30 PM), and 'End Time' (another date and time picker set to 10/24/2016 at 02:30 PM). At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

# Adobe Connect Recordings

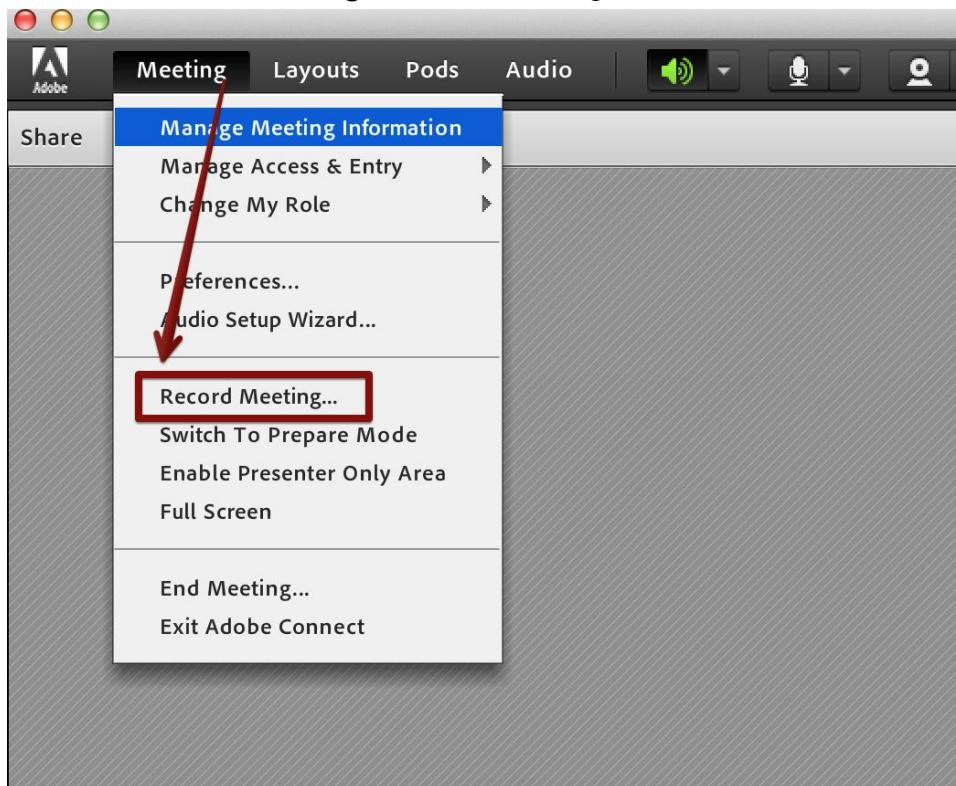
## Record the Meeting

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.



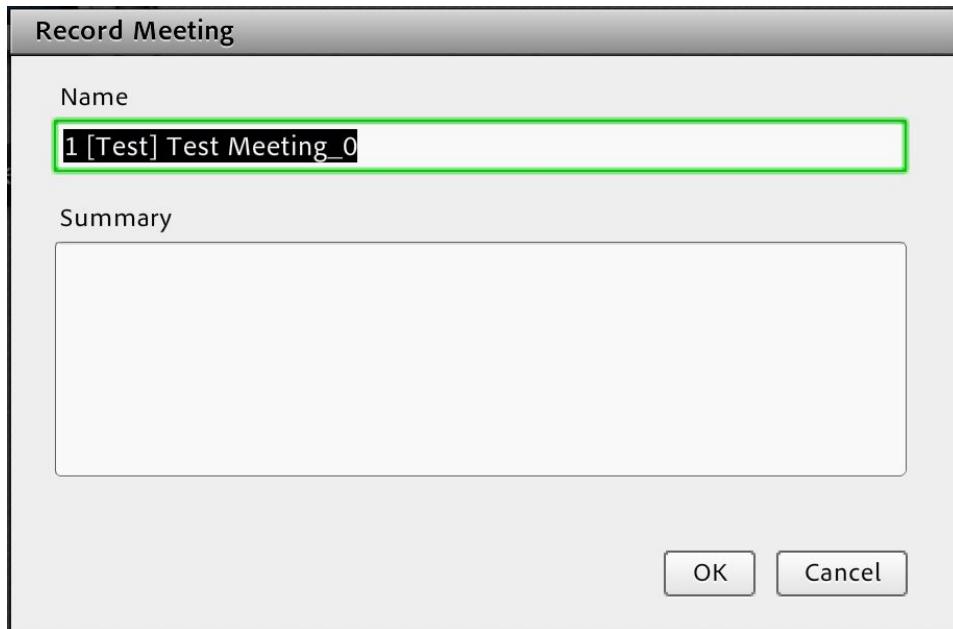
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name  
1 [Test] Test Meeting\_0

Summary

OK Cancel



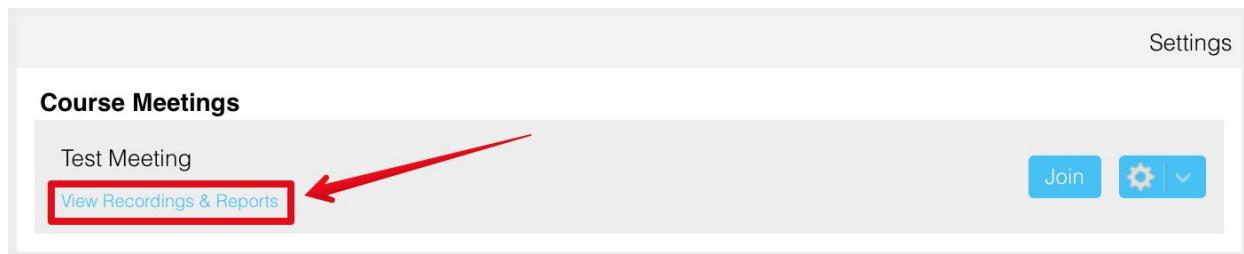
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



## View / Watch Recordings

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

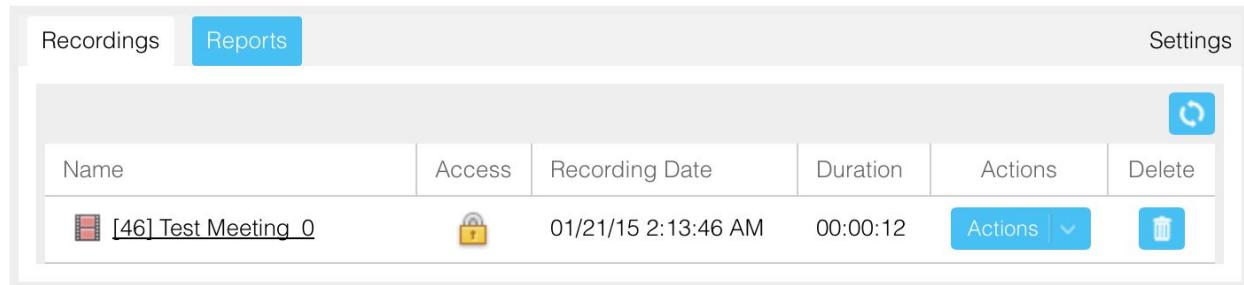
Meetings List



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:

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

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.

- 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 shows the recording URL and access type settings. It includes fields for changing access type (Private selected), entering a passcode, and buttons for 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 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

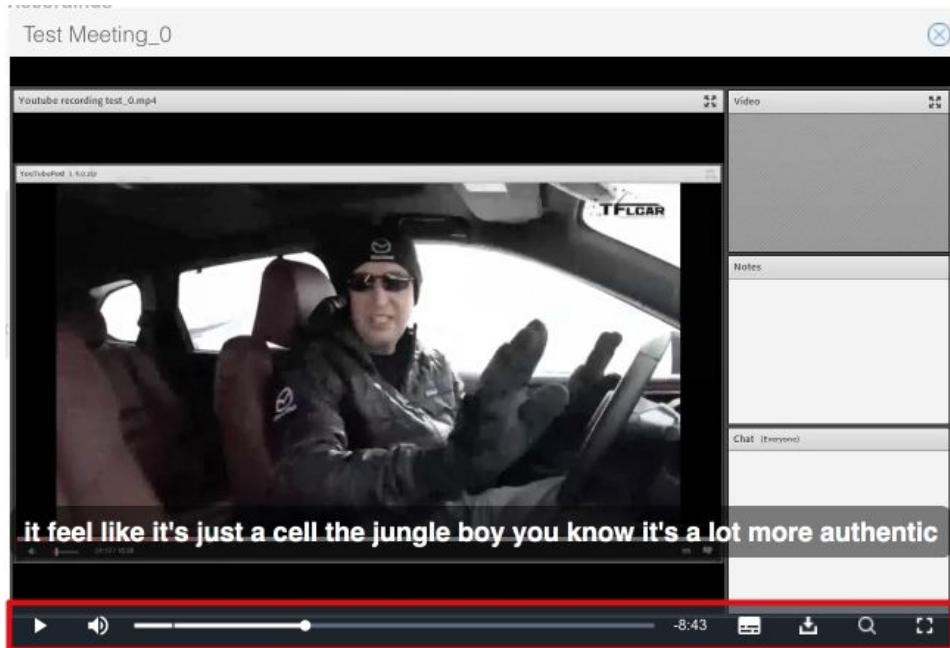
**Settings:** Change

**Help:** User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows the same list of recordings. The same meeting entry 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*.

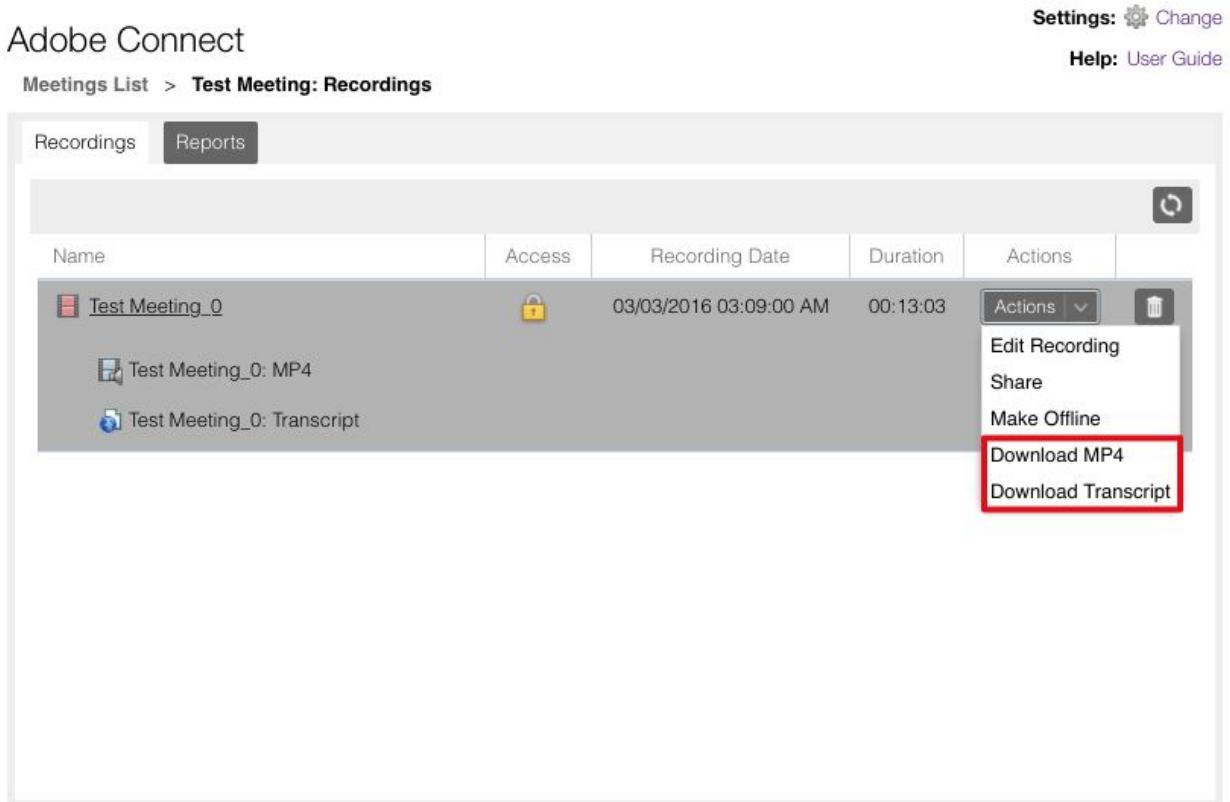
Adobe Connect

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' 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. It has tabs for 'Recordings' (selected) and 'Reports'. Below the tabs is a section with two buttons: 'By Attendees' (highlighted with a red box) and 'By Sessions'. To the right of these buttons is a blue refresh icon. Below this is a table with four columns: Name, E-mail, Time In, and Time Out. The table contains four rows of data. 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 again, with the 'Reports' tab selected. It has tabs for 'Recordings' (selected) and 'Reports'. Below the tabs is a section with two buttons: 'By Attendees' and 'By Sessions' (highlighted with a red box). To the right of these buttons is a blue refresh icon. Below this is a table with four columns: Session ↓, Start Time, End Time, and Number of Attendees. The table contains one row of data. 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**

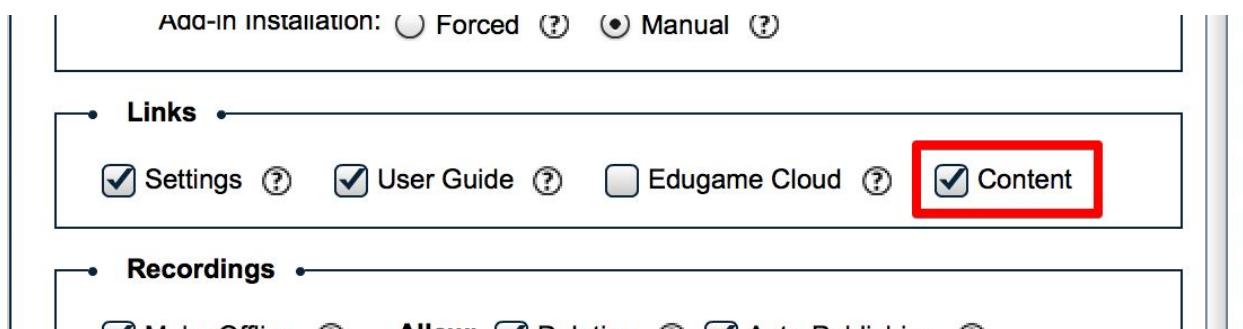
The screenshot shows a table titled "By Attendees" with the following data:

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 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' button, a 'Recordings' link, and a 'Reports' link. To the right of these links are 'Join' and 'Settings' buttons. 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 three 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.

This screenshot shows the 'Content Management' window with the 'My Content' tab selected (highlighted with a red box). The interface is similar to the previous one, featuring a toolbar with 'New Content' and 'New Folder' buttons, a table with a single row for 'MP4 Recordings', and an 'Actions' dropdown menu. The 'My Content' tab is explicitly labeled with a red box around it.

# Audio Provider Support

## MeetingOne

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

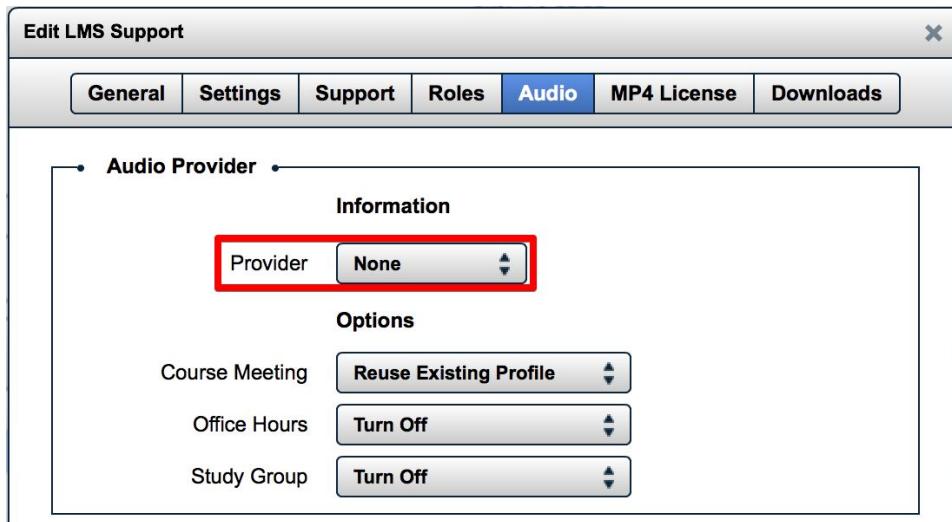
The screenshot shows a 'Edit LMS Support' dialog box with several tabs at the top: General, Settings, Support, Roles, Audio (which is highlighted with a red box), MP4 License, and Downloads. The 'Audio' tab is active. Below the tabs, there's a section titled 'Audio Provider' with two sections: 'Information' and 'Options'. In the 'Information' section, the 'Provider' dropdown is set to 'MeetingOne' (also highlighted with a red box). Other fields include 'Username' (provisioning@esynctraining.com), 'Account Number' (1234567890), and 'Secret Hash Key' (FFEDSFREDFFFFSGGFREERFFSS). In the 'Options' section, there are three dropdowns for 'Course Meeting', 'Office Hours', and 'Study Group', each with the option '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/	<input type="button" value=""/>
Summary:	<input type="text"/>	
Start Time:	08-25-2016 <input type="button" value=""/>	12:30 PM <input type="button" value=""/>
Duration:	01:00 <input type="button" value=""/>	
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="button" 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; 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. At the top, there are navigation links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below that is a sub-navigation bar with links for LMS Integration, Users, Customization, Email History, and My License. A 'Change Password' link is also present. The main content is a table with columns: Edit, LMS, Title, Creation Date, Consumer Key, and Shared Secret. One row is visible, showing 'Demo Title' with a red edit icon in the 'Edit' column. The 'Consumer Key' and 'Shared Secret' columns show partially obscured values.

Edit	LMS	Title	Creation Date	Consumer Key	Shared Secret
		Demo Title	04/24/15 10:00 AM	520befa1-	8acf12d6-

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

**Edit LMS Support**

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

• **LMS Setup** •

LMS	dropdown	Primary Color: <span style="background-color: #0070C0; color: white; padding: 2px;"> </span>
Title	Adobe Connect	
Consumer Key	8dec4bc-[REDACTED]	
Shared Secret	4fbf260d-[REDACTED]	
<b>Learning Management System</b>		
LMS Domain	http://[REDACTED]	
Admin Username	[REDACTED]	
Password	Enter the password, if you want to overwrite it	
<b>Test Connection</b>		

• **Adobe Connect** •

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

**Cancel**   **Save**

On the *Settings* tab admin user can adjust the following settings:

**Add LMS Support**

**General    Settings    Support    Roles    Downloads**

**Meetings**

Course Meetings:  Yes  No       Multiple Meetings

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

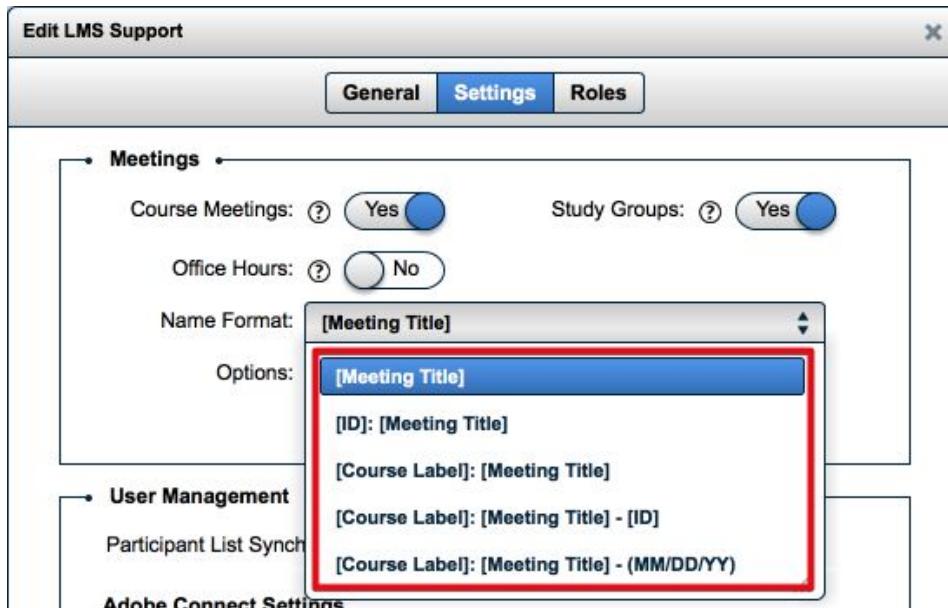
## Use FLV

Create an offline recording as an FLV file

## Use MP4

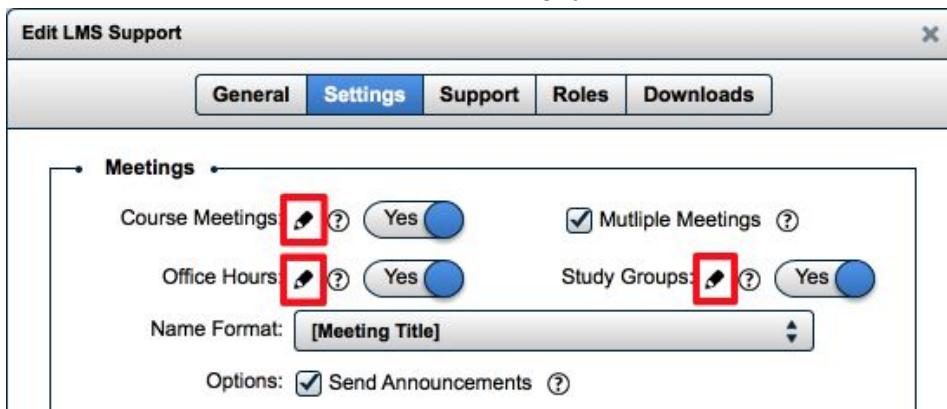
Create an offline recording as an FLV file

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

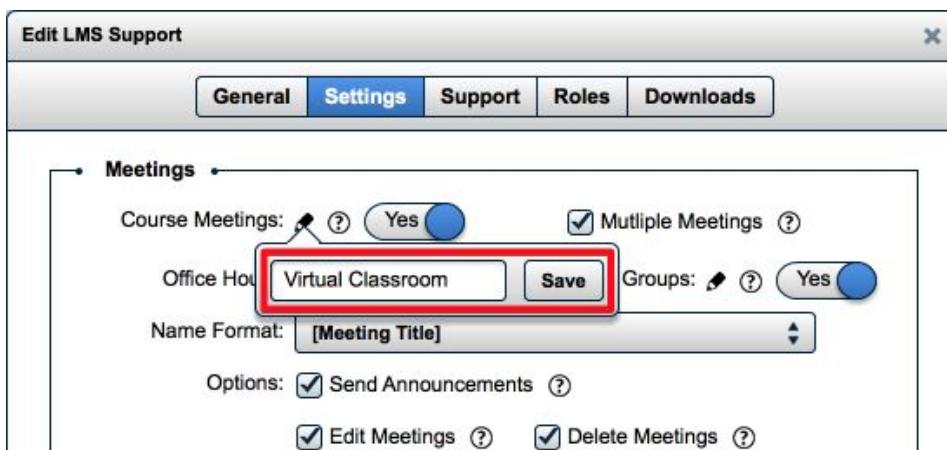


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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 (13), bold (B), italic (I), underline (U), and other styling options. 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 the Adobe Connect interface. It includes a 'Course Meetings' section with a 'Test Meeting 101' entry and a 'Join' button, and an 'Office Hours' section stating 'Currently there are no meetings. Please add.' Below these is a red-bordered 'Instructions/Support' section containing the text 'Support Information for participants.' This entire 'Instructions/Support' section is highlighted with a red border.

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' role in the LMS panel to the 'Presenter' role 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

- Learning Repository
- Manage Repositories
- Publish
- Search

- Security
- Roles and Permissions

- Product/Tool Administration
- View Product Versions

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**.

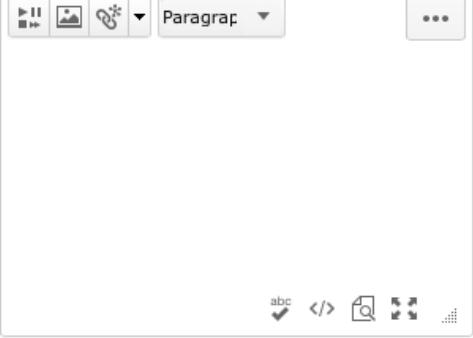
You will find your **Key** and **Secret** in EduGameCloud Administration.

New Link

**Properties**

**Title \***

**URL \***

**Description**  
A rich text editor toolbar with various icons for bold, italic, underline, etc. Below it is a larger text area with a similar set of icons at the bottom.

**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**.

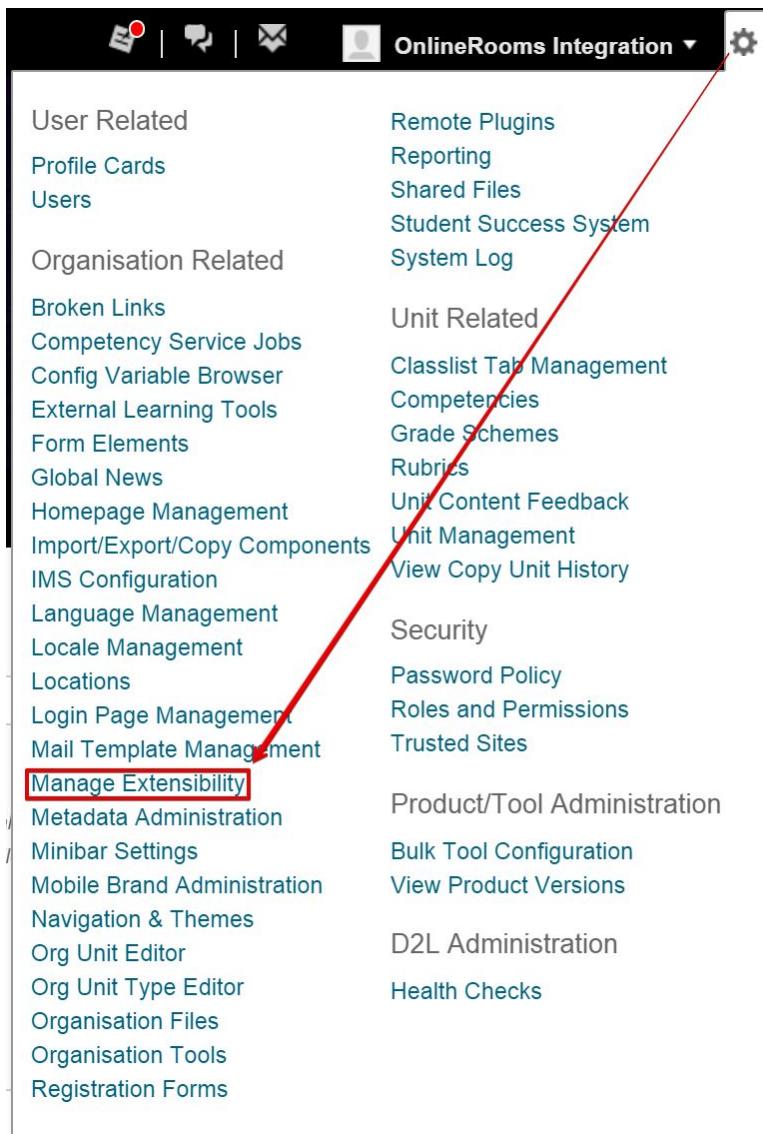
**Add Org Units**

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