Blackboard & Adobe Connect

LTI Integration

User Guide (Version 1.5.1)

eSyncTraining

Blackboard

& Adobe Connect

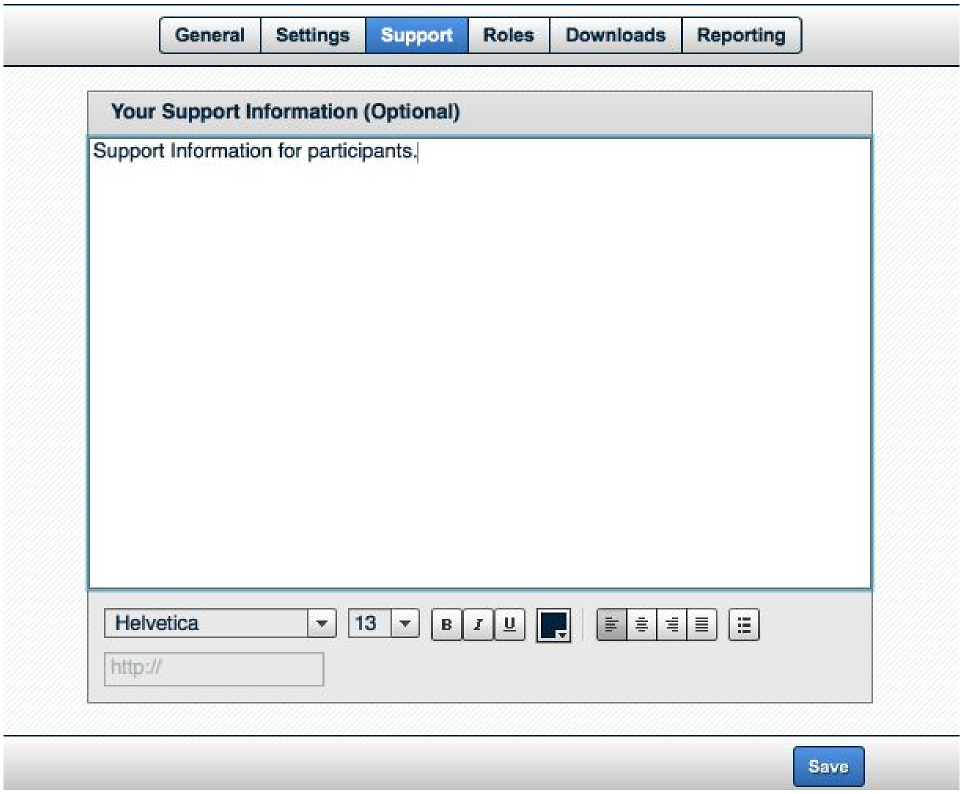
User Guide

Version 1.5.1

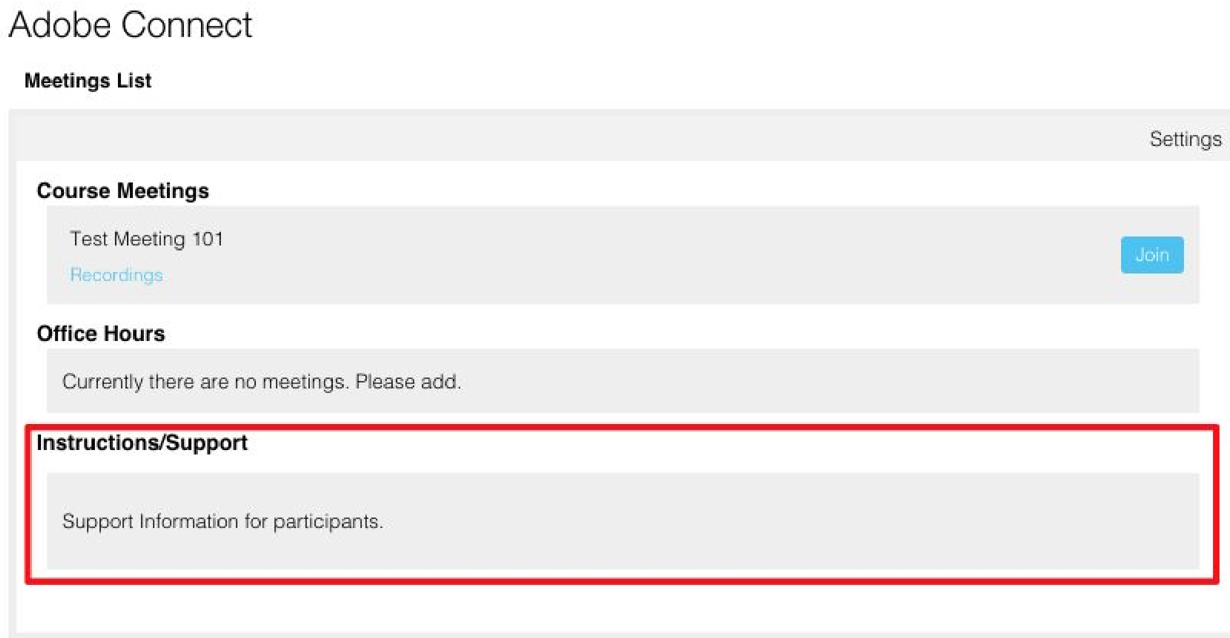
What's New In v1.5.1?

Adding Support/Instructions Text

EGC Admin should be able to add any *Support Information/Instructions* in the **Support** tab that will be shown for all users accessing the Adobe Connect LTI.

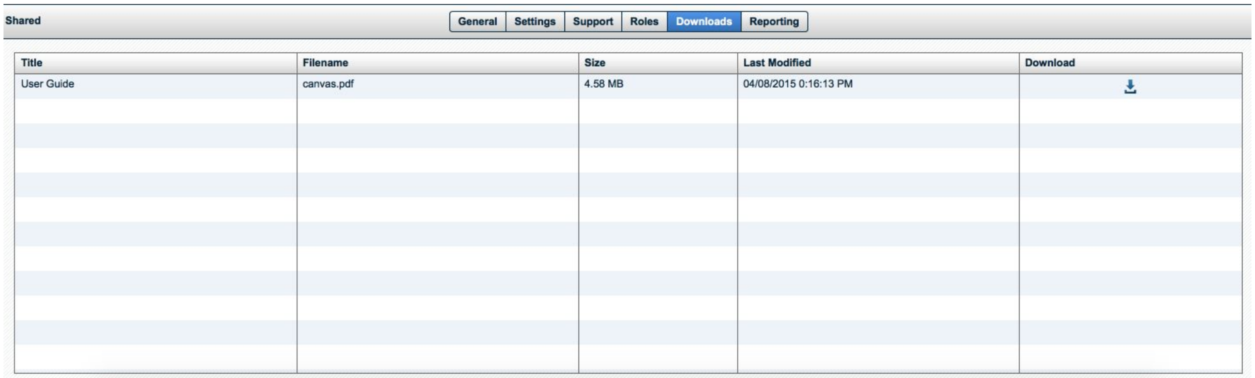


All LTI participants will see *Support Information/Instructions* in the following way:



Downloading User Guide and Complementary Files

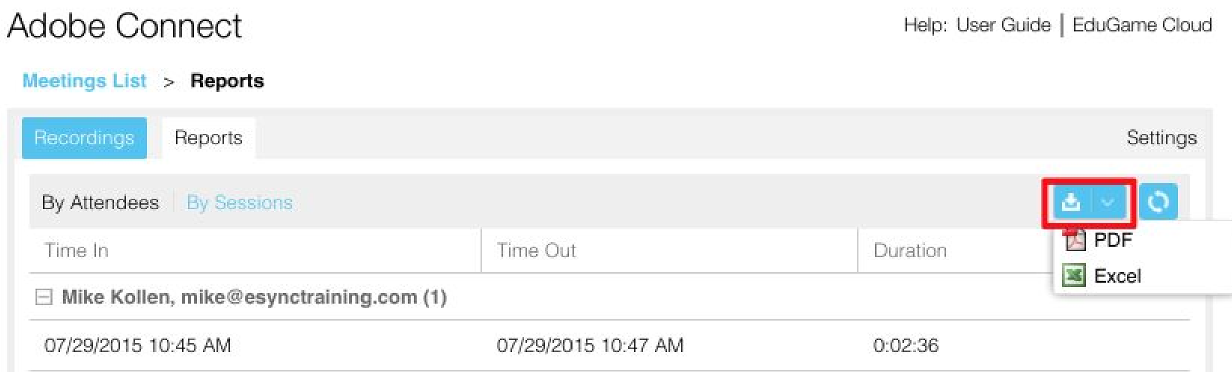
EGC Admin should be able to download User Guide and other complementary files from the **Downloads** tab.



Downloading Attendees/Sessions Reports

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

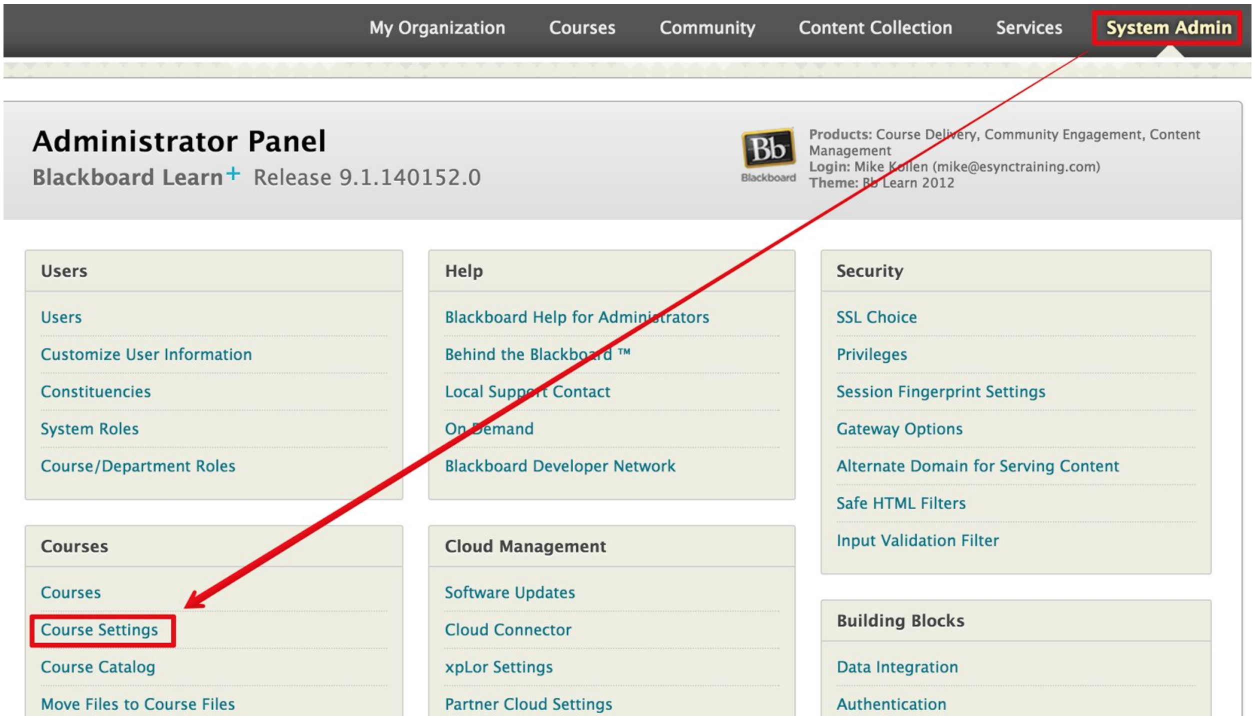
Open the **Reports** page and click on the *Download* icon. Select the required file format to be downloaded.



Course Administrator Guide

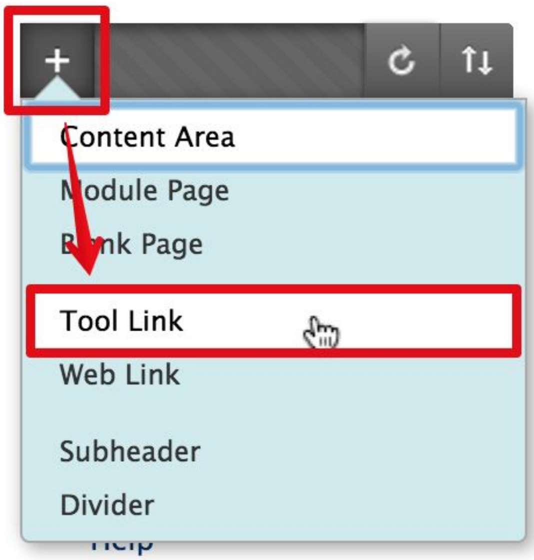
Add Adobe Connect LTI Link to the Course

On the *Home* screen navigate to **System Admin** tab.
Click on the **Course Settings** link.

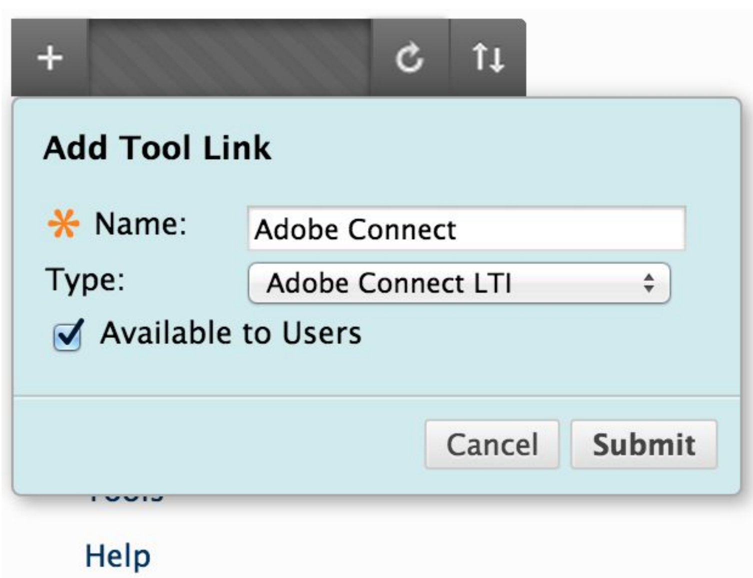


Click on the **Course Menu and Structures** link.

In the *Create Default Menu* section click on the **+** icon and select the **Tool Link** option.



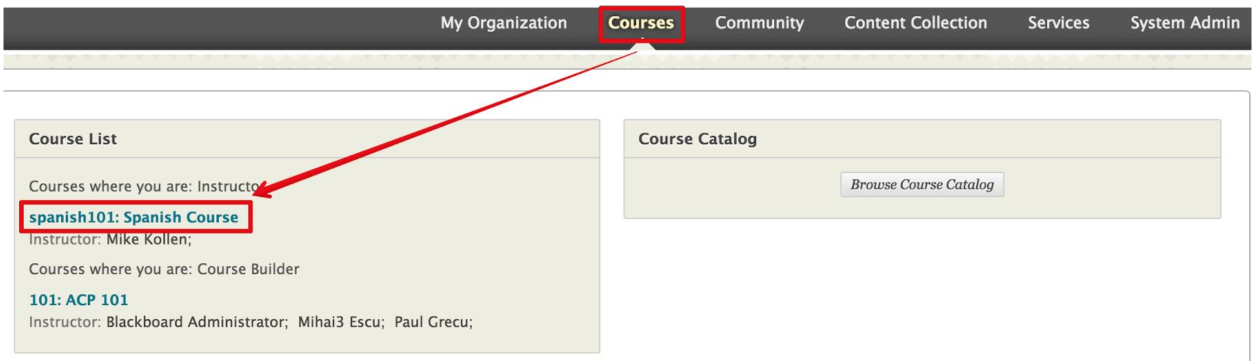
Enter the **Name**, select the correct **Type** from the drop-down menu, select the **Available to Users** checkbox and click on the **Submit** button.



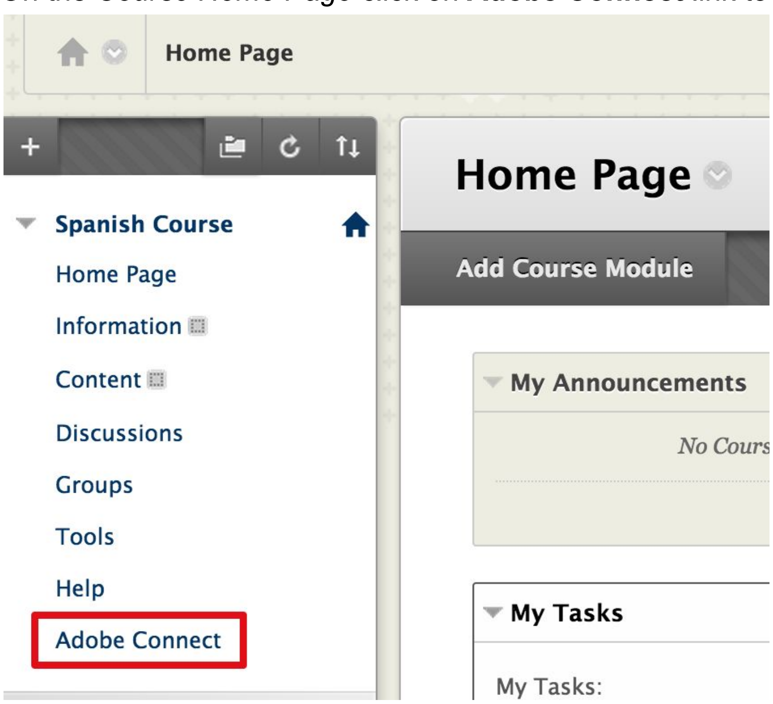
On the *Home* screen click on **Launch the Course Creation Wizard** link.

Run through the wizard and create a course.

On the *Home* screen navigate to **Courses** tab. Select the required course from the list.



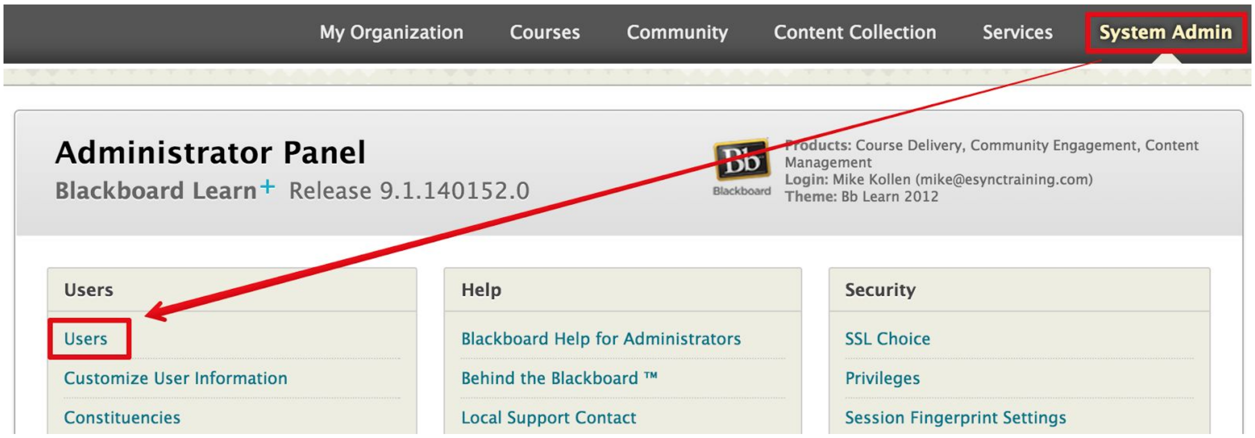
On the *Course Home Page* click on **Adobe Connect** link to open the application.



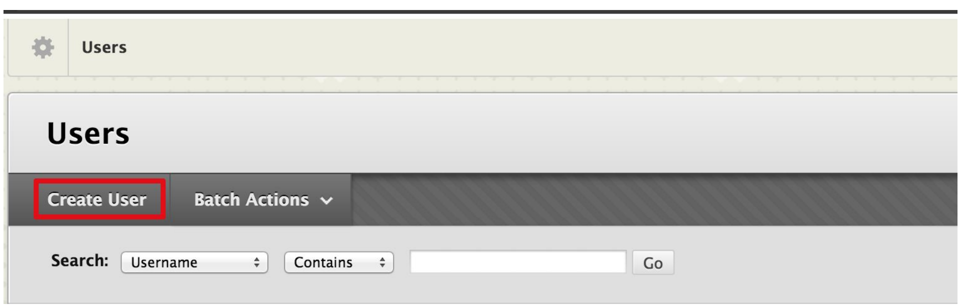
Add or Reuse Existing Users to the Course to Add to Adobe Connect Meeting

Add a New User to Your Blackboard Account

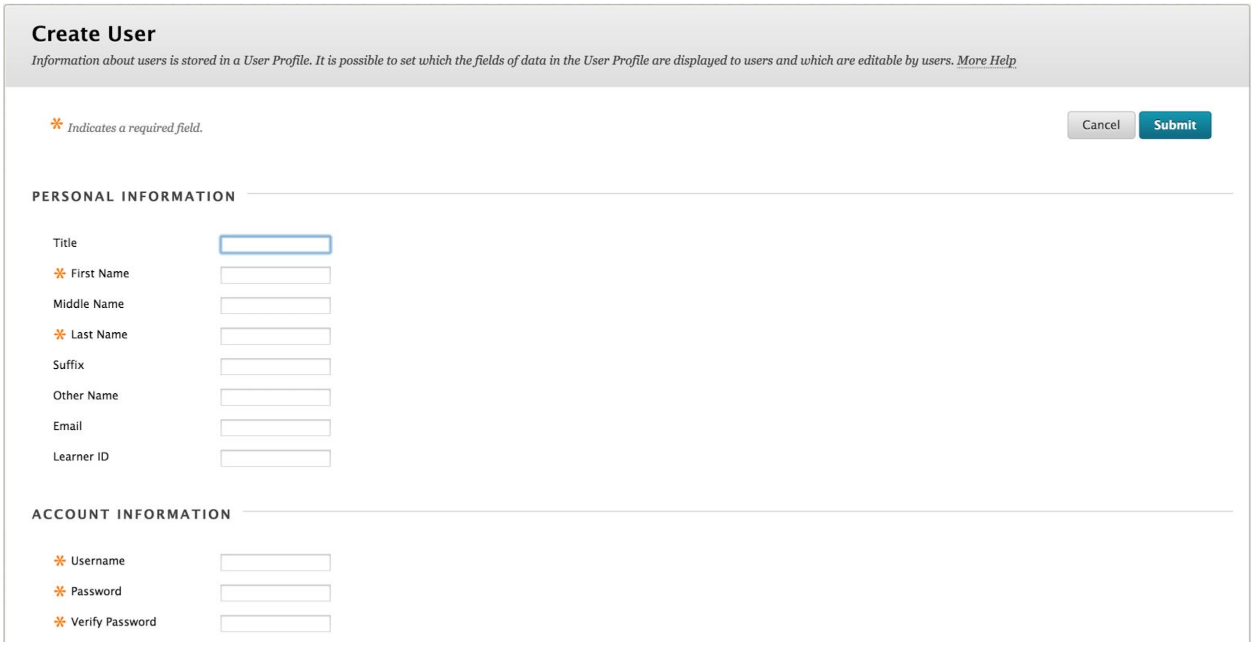
On the *Home* screen navigate to **System Admin** tab.
Click on the **Users** link.



Click on the **Create User** button.

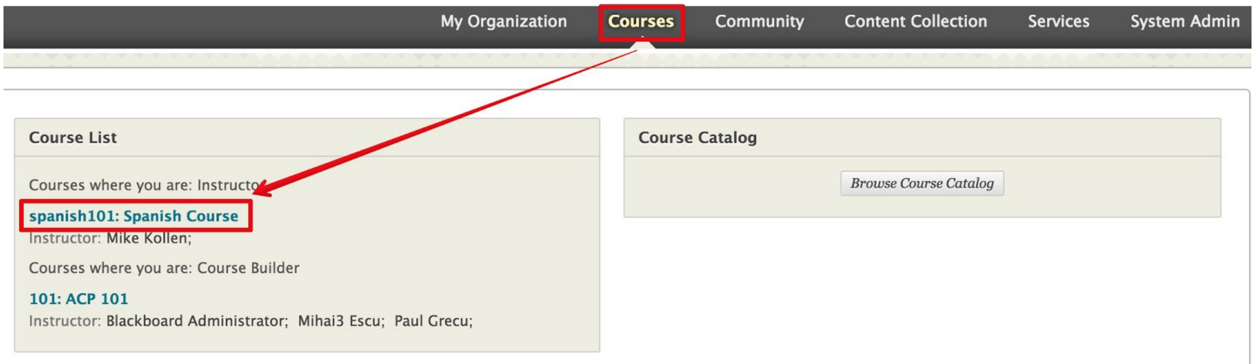


Populate the following form and click on the **Submit** button to finish the process.

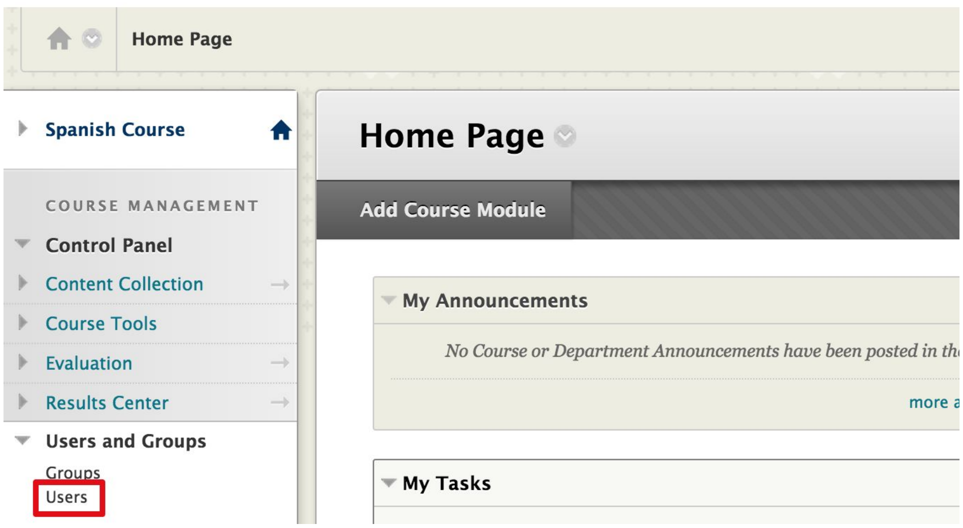


Enroll Users to the Course

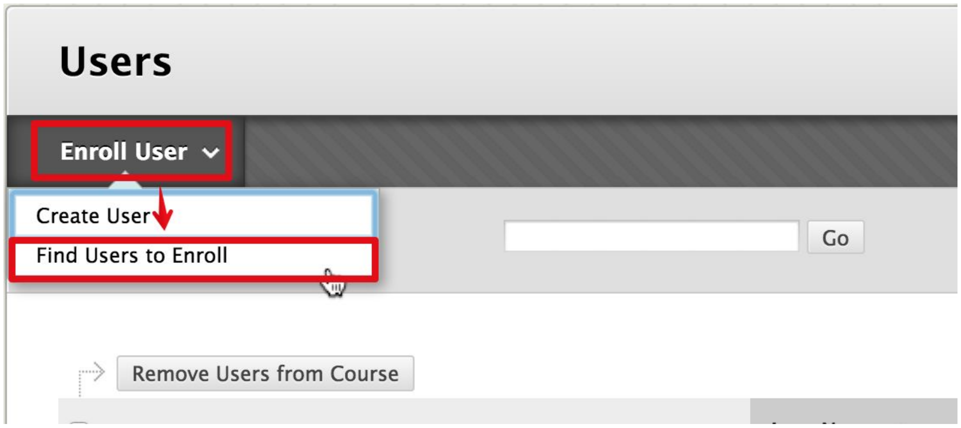
On the *Home* screen navigate to **Courses** tab. Select the required course from the list.



On the *Course Home Page* click on **Users** link.



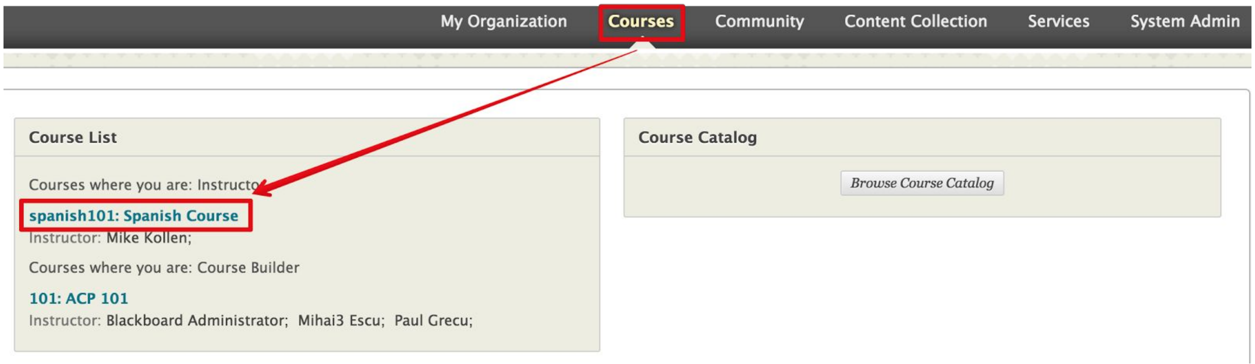
Click on the **Enroll User** button and from the drop-down menu select the **Find Users to Enroll** option.



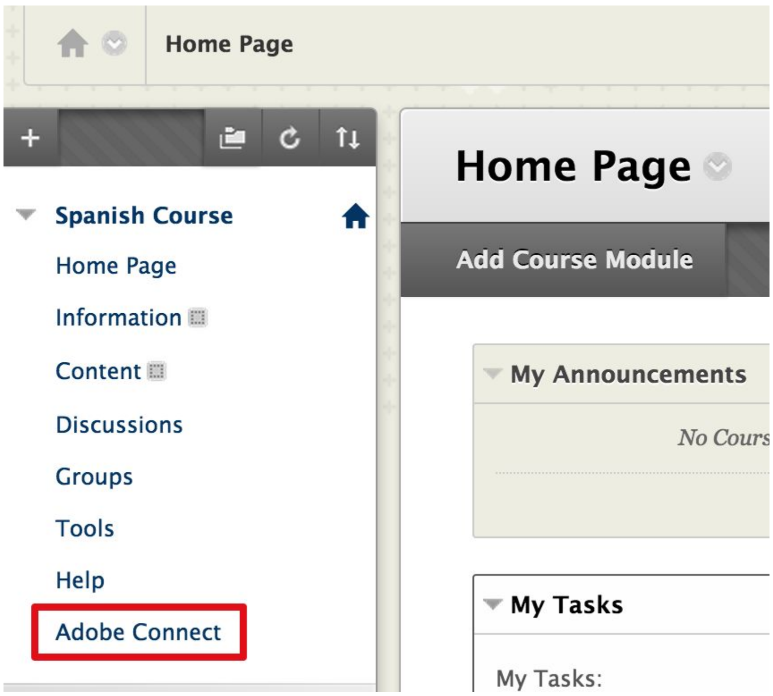
Enter the required **Username** and click on the **Submit** button.

Create a New Adobe Connect Meeting

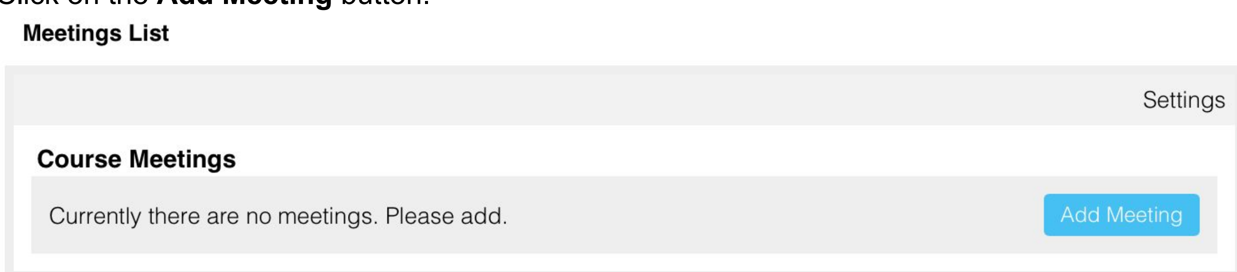
On the *Home* screen navigate to **Courses** tab. Select the required course from the list.



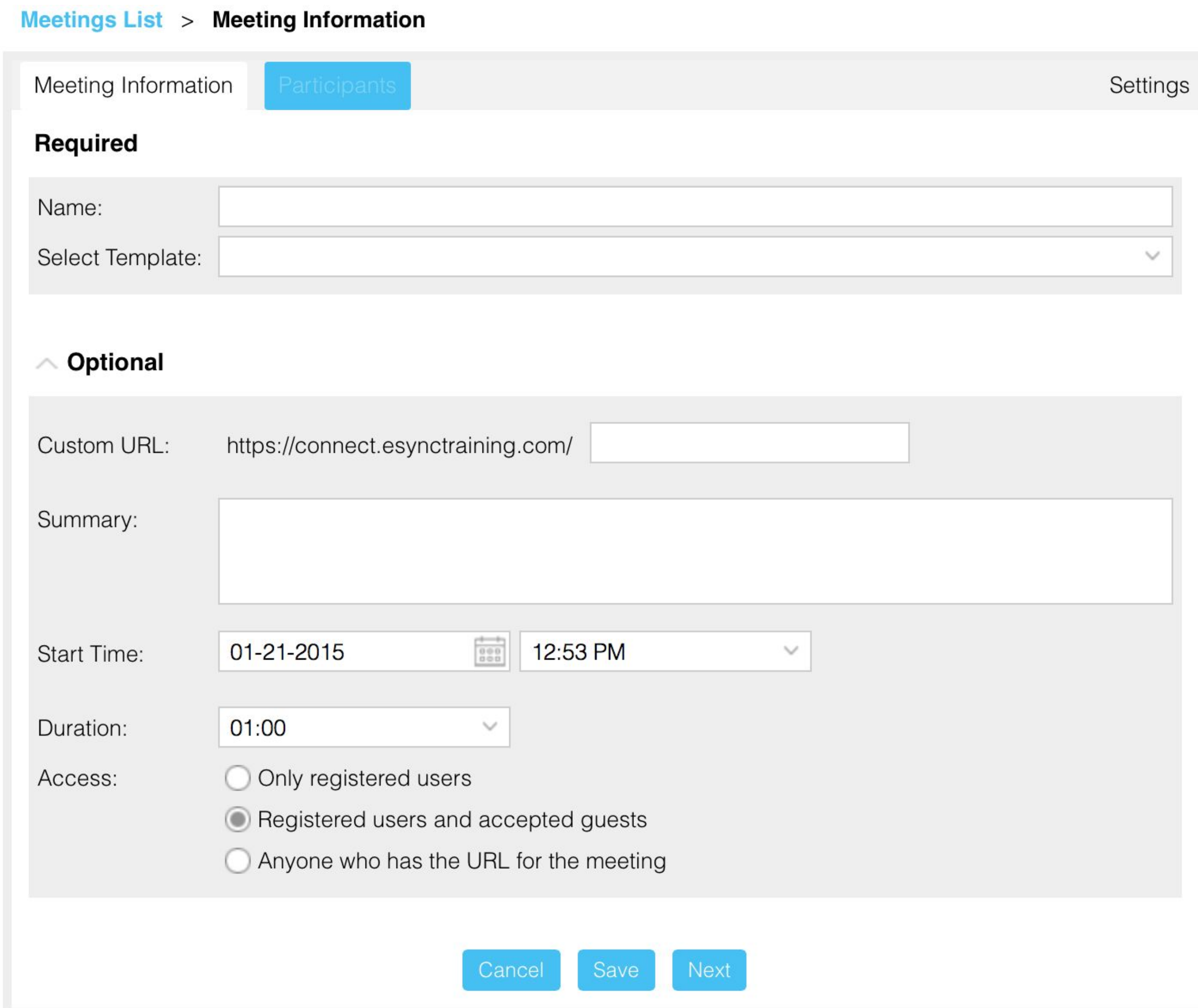
On the *Course Home Page* click on **Adobe Connect** link to open the application.



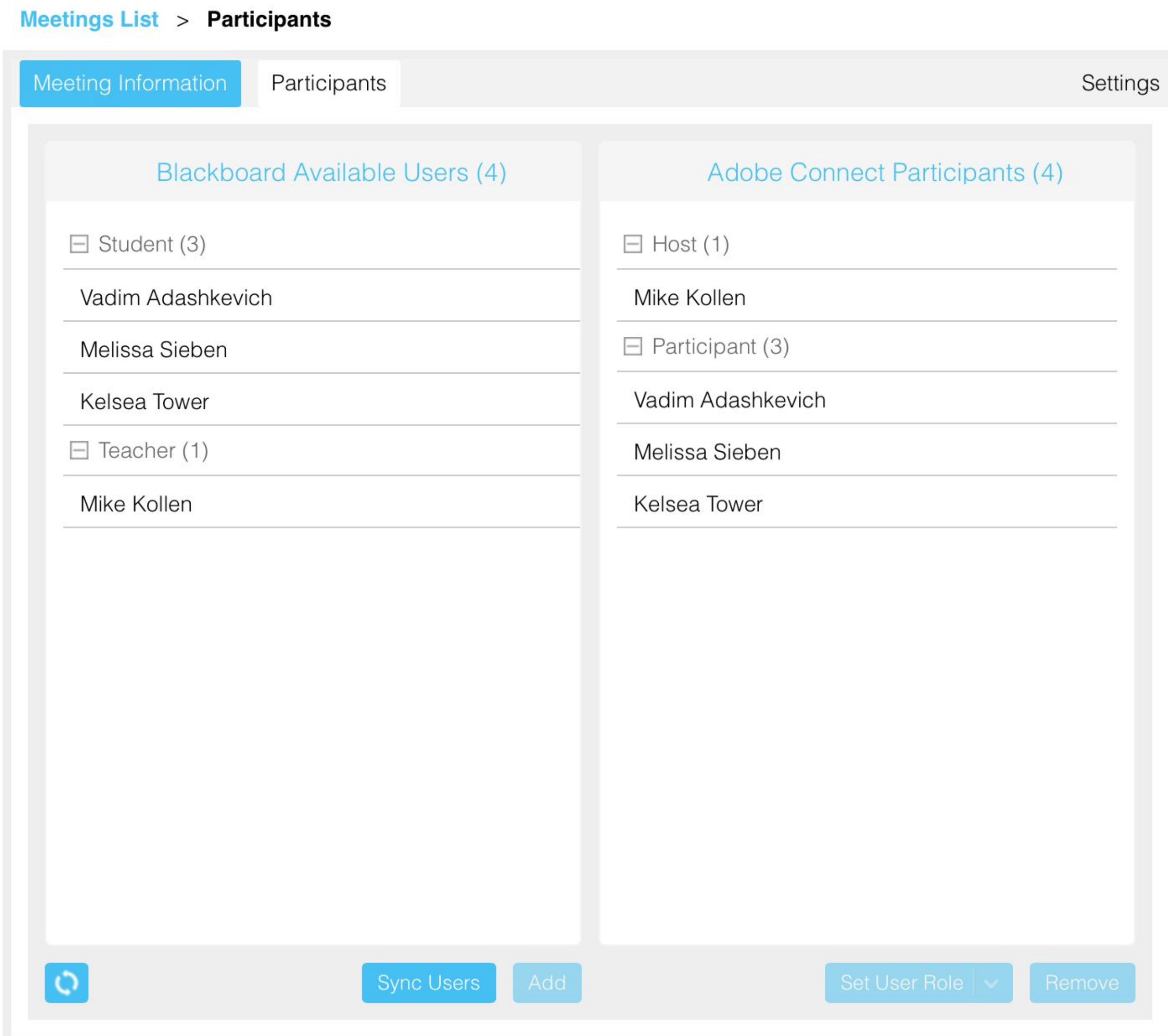
Click on the **Add Meeting** button.



Populate the following form and click on the **Next** button.
*NOTE: **Optional** section is collapsed by default.



Map Blackboard 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.

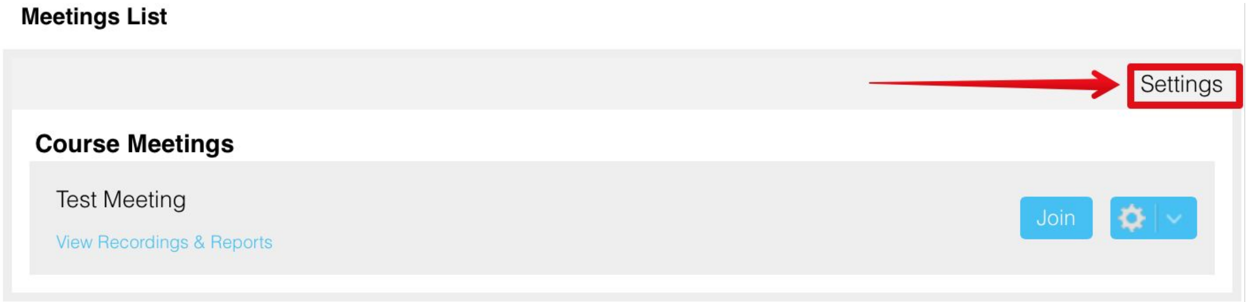


Default LMS to Adobe Connect roles mapping:

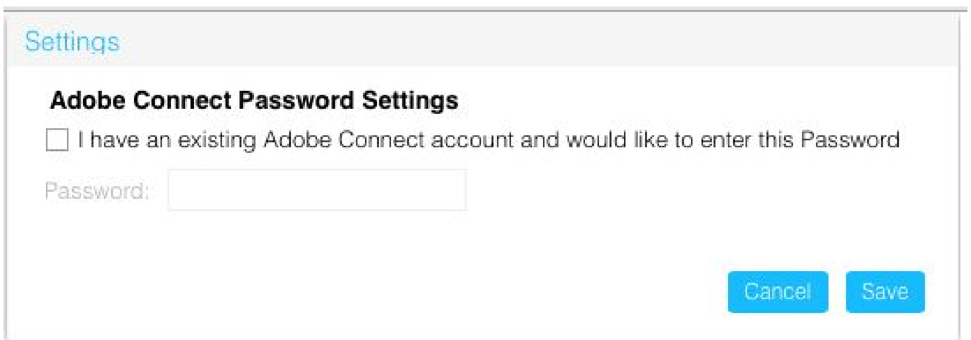
LMS	Adobe Connect
Course Builder	Presenter
Evaluator	Presenter
Instructor	Host
Learner	Participant
Teaching Assistant	Presenter
Guest	Participant

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

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



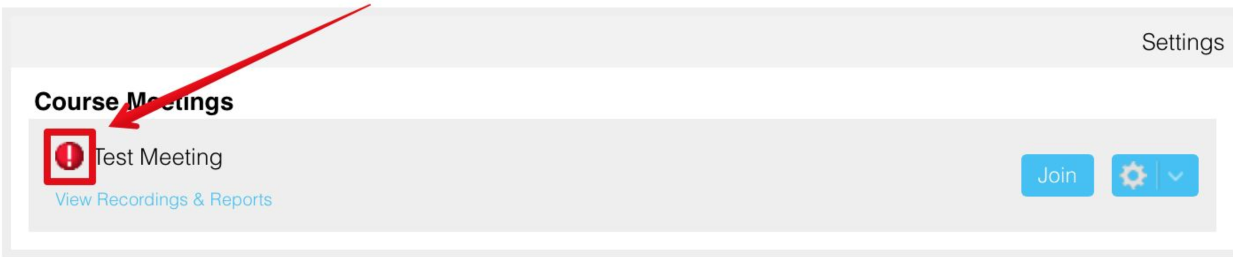
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Blackboard, enter your Adobe Connect password and click Save button to use this account.



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.

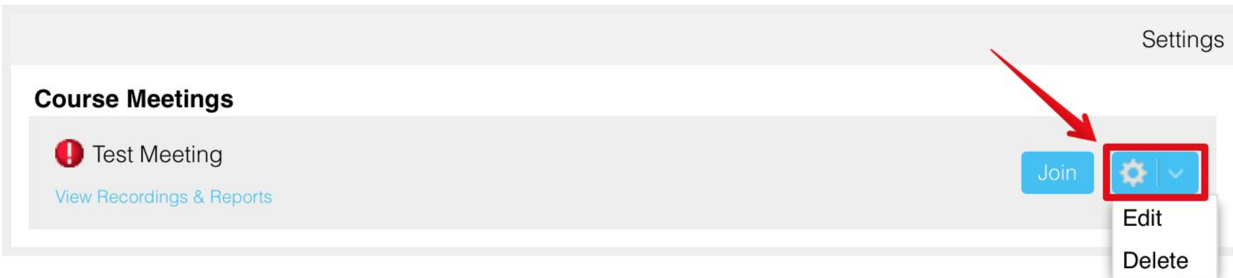
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

Meetings List

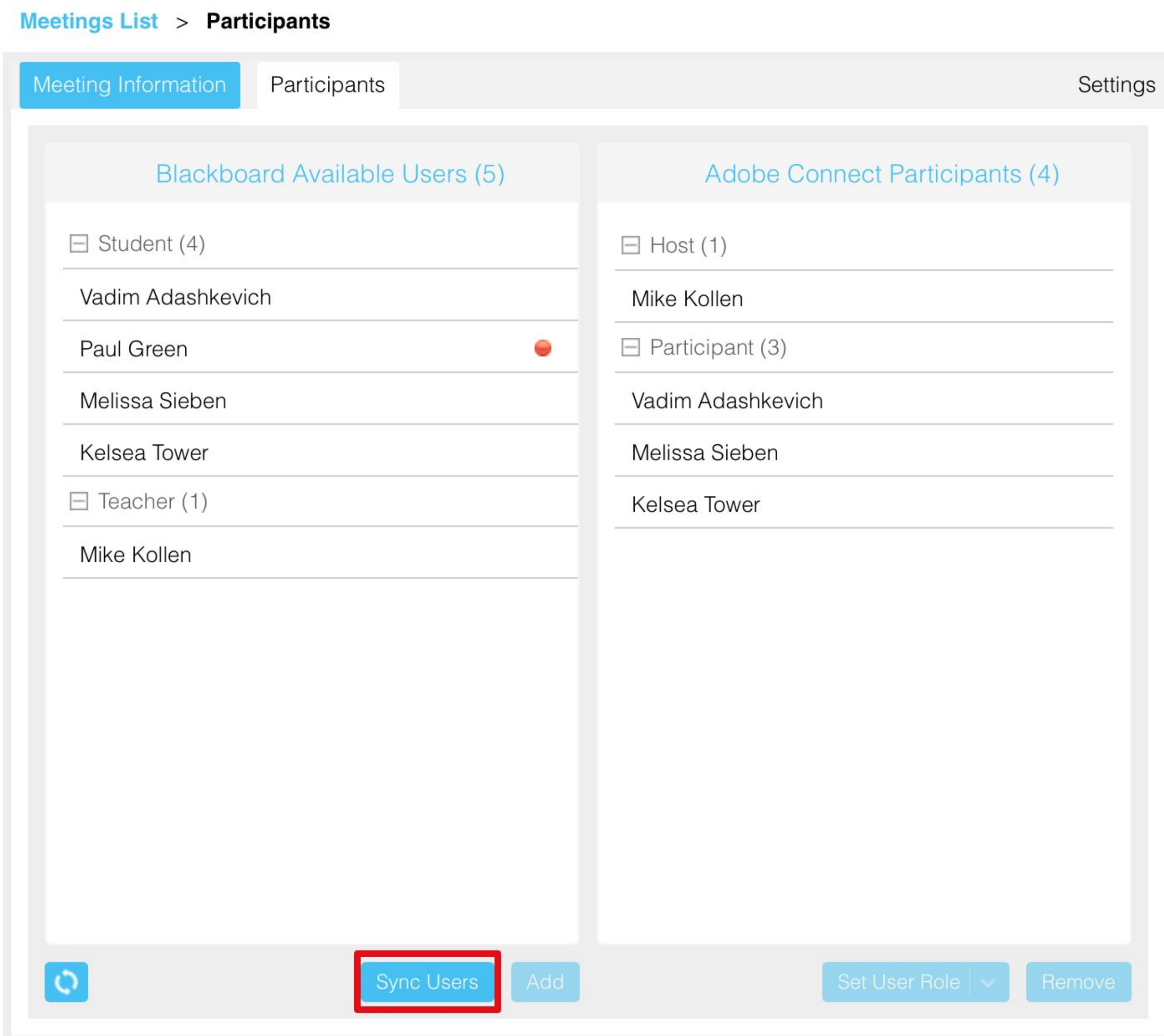


Click on the *Gear* icon and select **Edit** from the dropdown list.

Meetings List



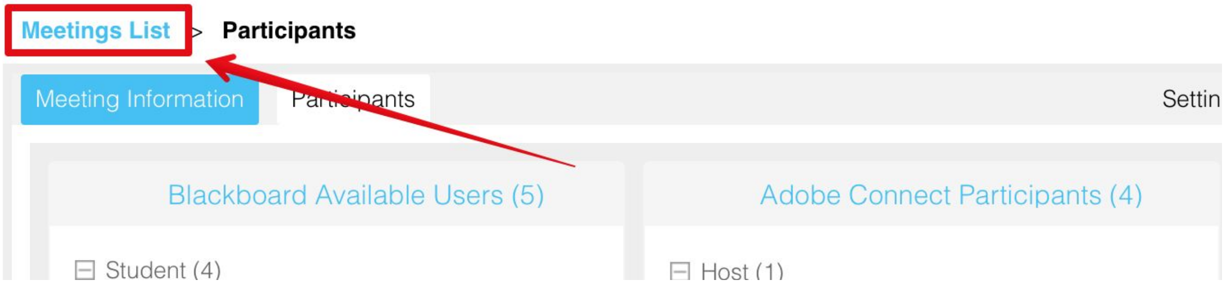
Navigate to the **Participants** tab and observe the **Blackboard Available Users** list. New students should be marked with *Red Dot* icon.
Click on the **Sync Users** to add all new user to Adobe Connect meeting.



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

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



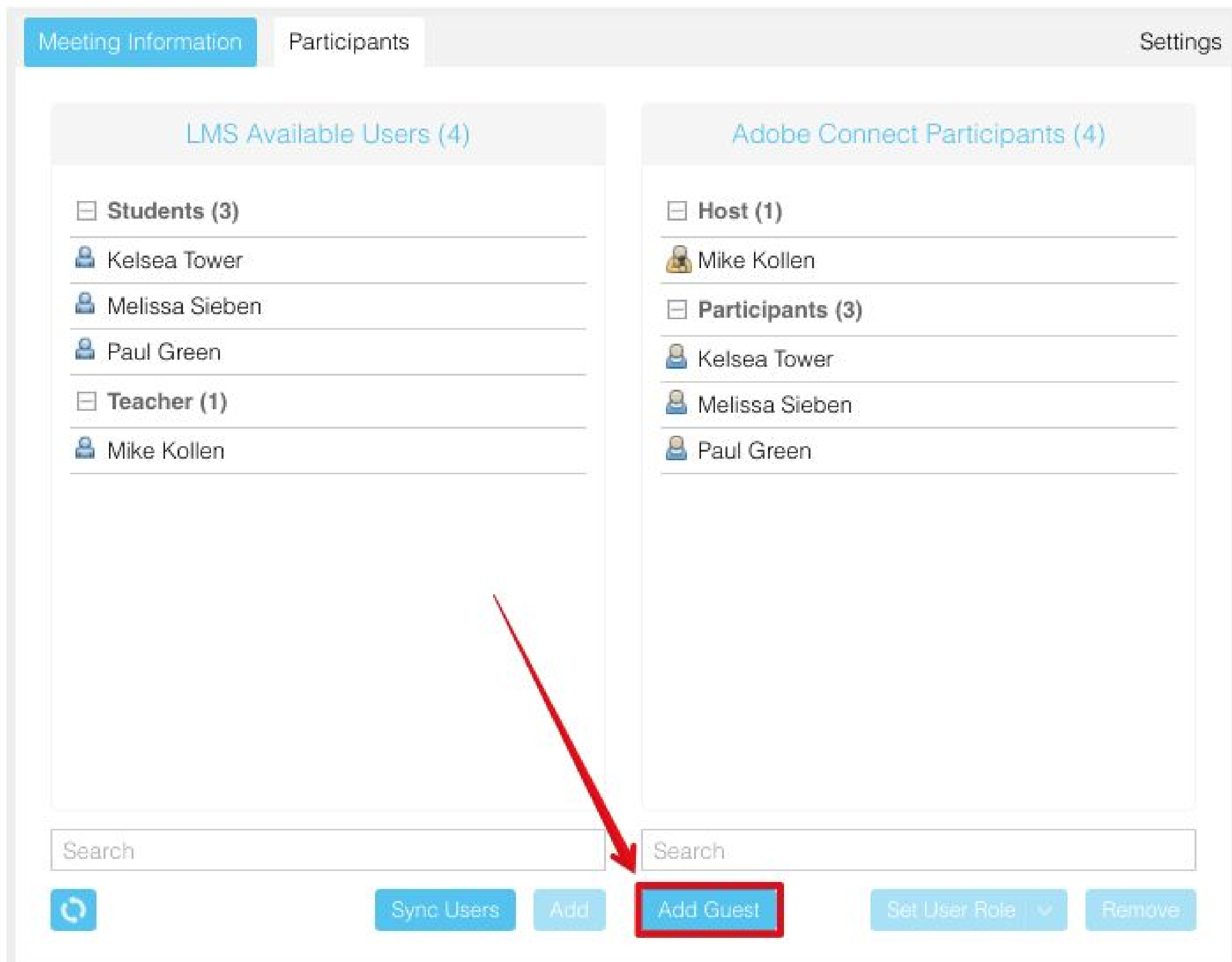
Adding Guests to Meeting

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

Meetings List

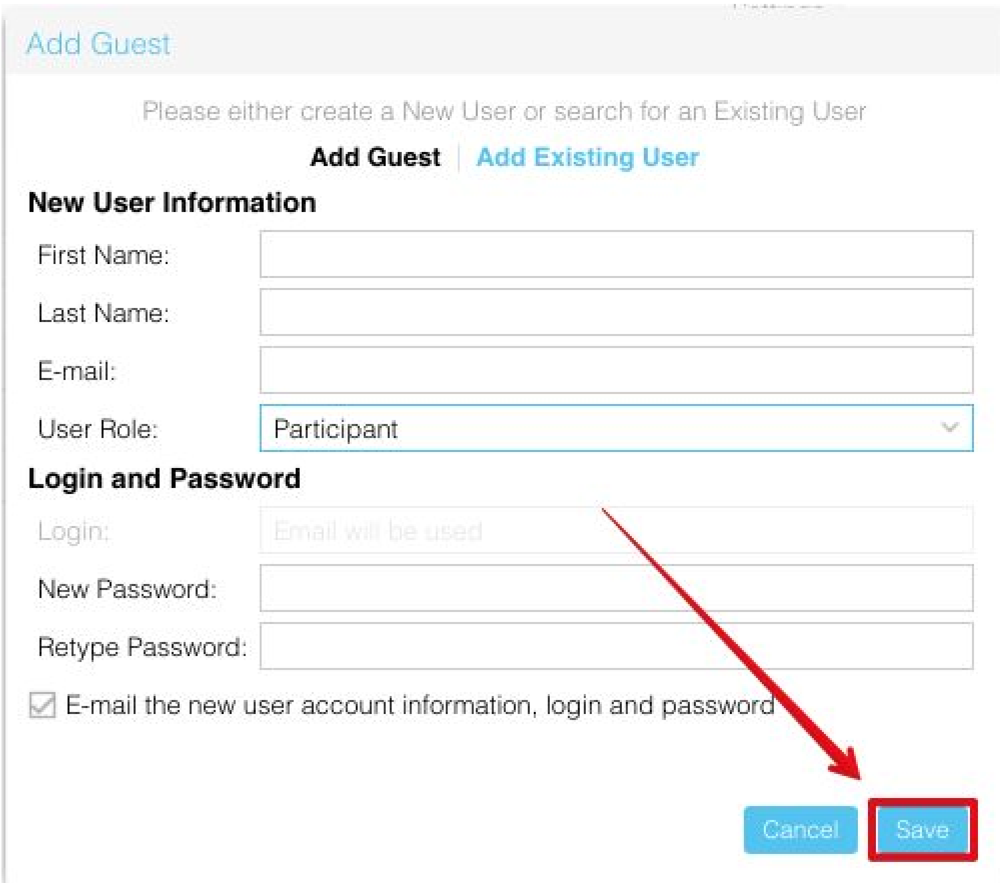
Navigate to the **Participants** tab and click on the **Add Guest** button.

Meetings List > **Participants**

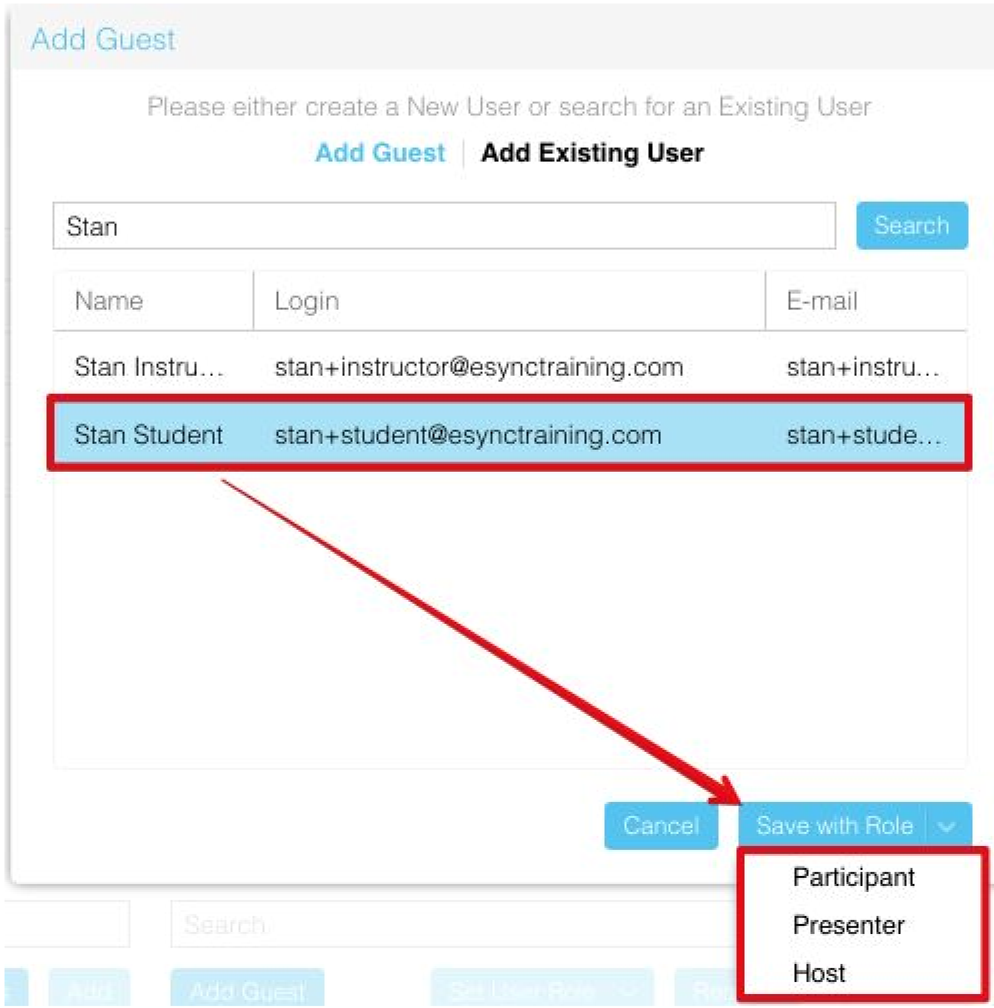


Teachers can add guest either by *Creating a New User* or by *Searching for an Existing User* in Adobe Connect.

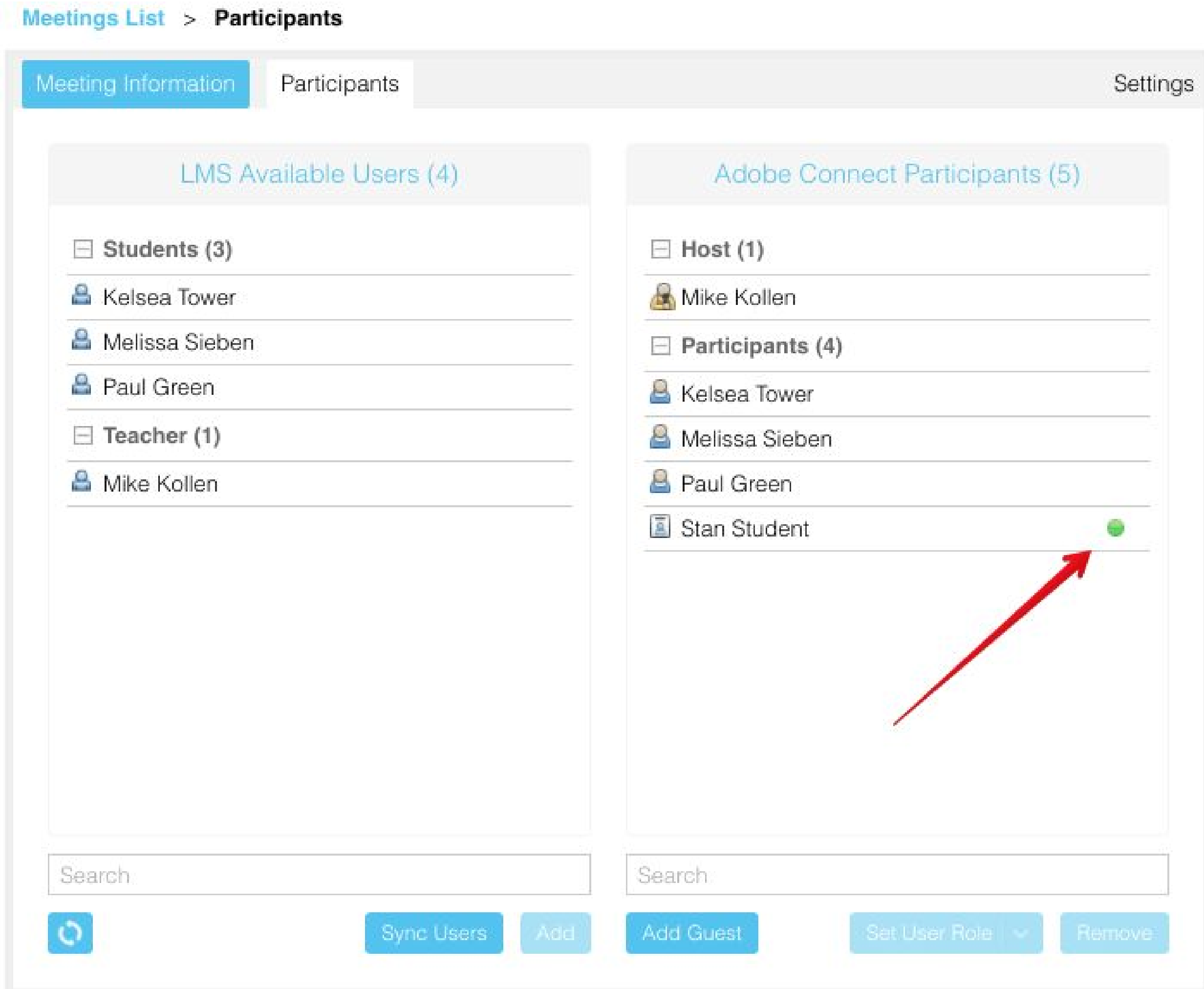
To add a *New User* fill in all the required information on the **Add Guest** tab and click on the **Save** button.
New user will be created in Adobe Connect and added to the meeting.



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.



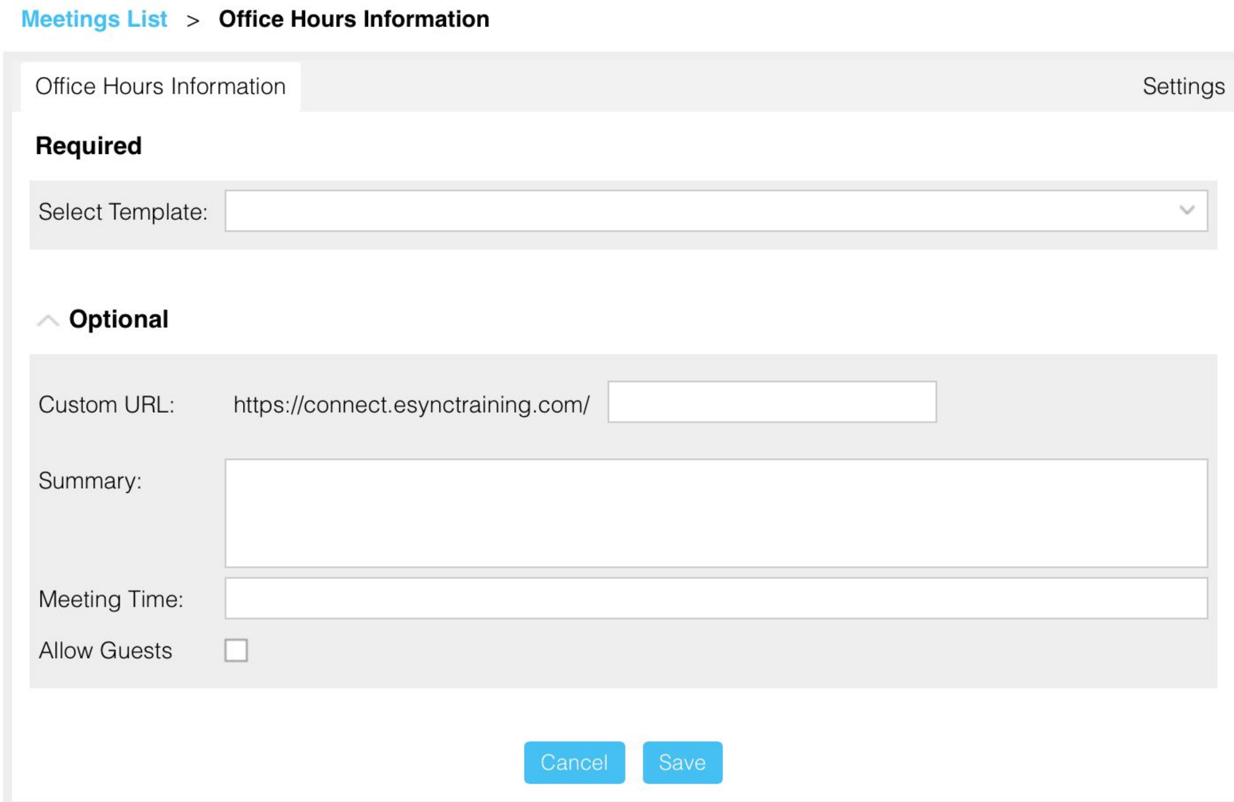
Guest users should be marked with *Green Dot* icon in the *Adobe Connect Participants* list.



Create an Office Hours Meeting (Optional)

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

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

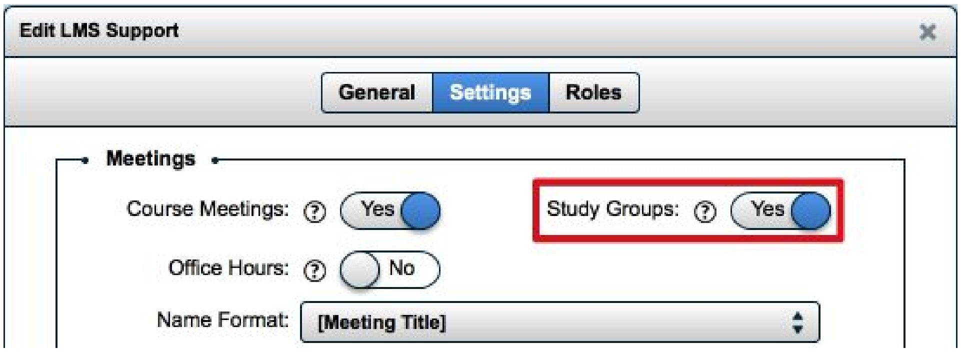


*NOTE: One common **Office Hours** meeting is created for all courses. When user creates Office Hours meeting in different course, it would be mapped to the same meeting, that was created before.

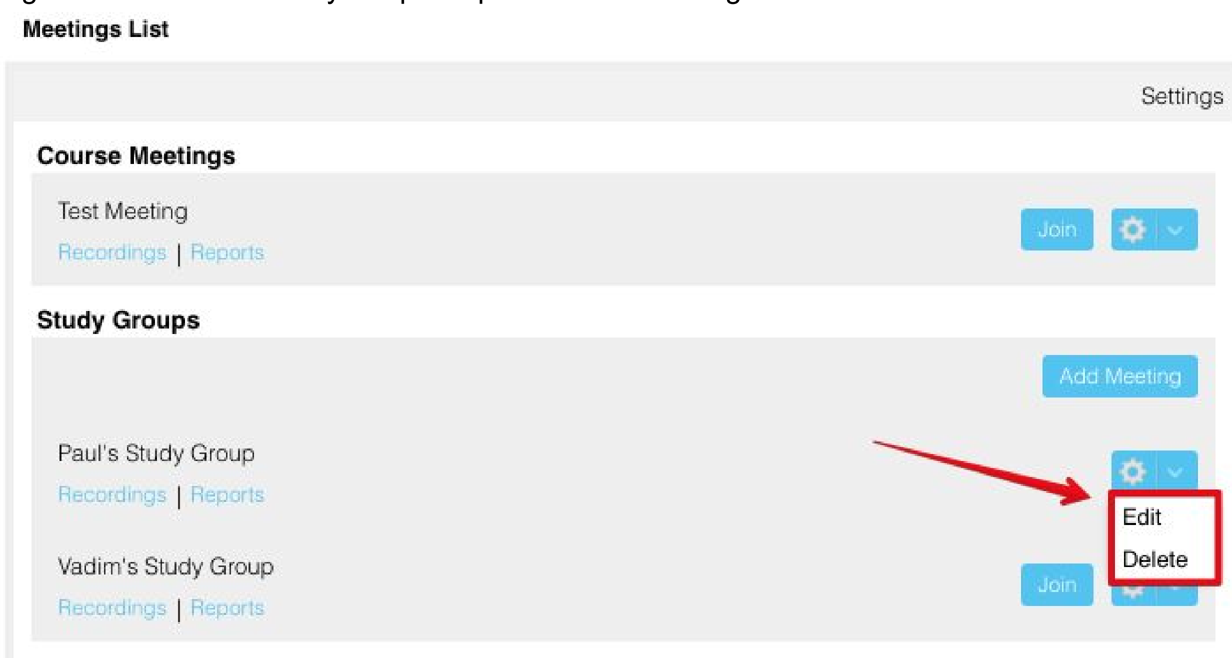
All students in the course will have access to the Office Hours meeting.

Create a Study Group Meeting (Optional)

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

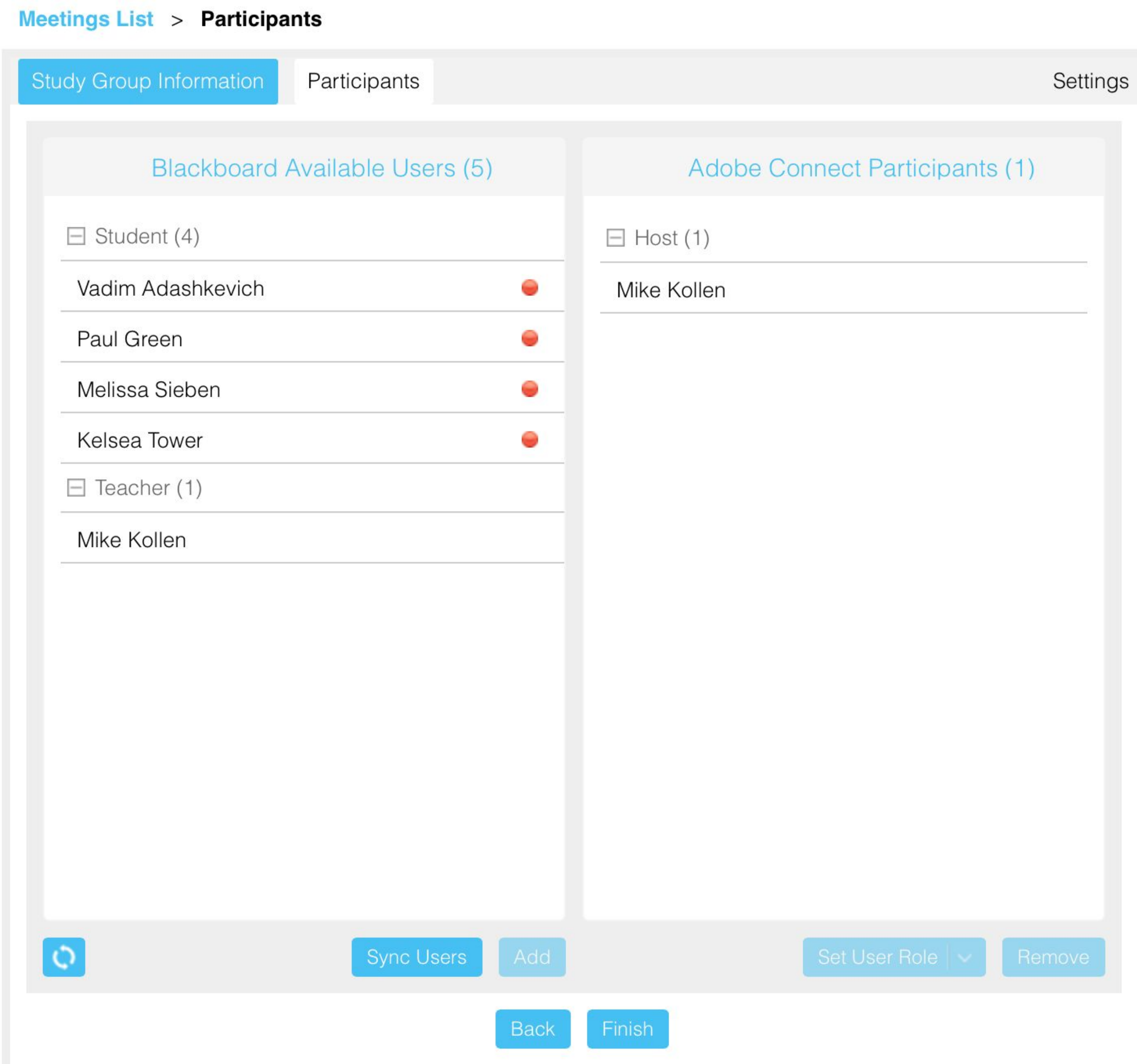


Open the *Adobe Connect* LTI and observe the *Study Groups* section.
Teachers can create multiple *Study Groups* as well as **Edit / Delete** student's *Study Groups* regardless of whether they are participants in the meeting or not.



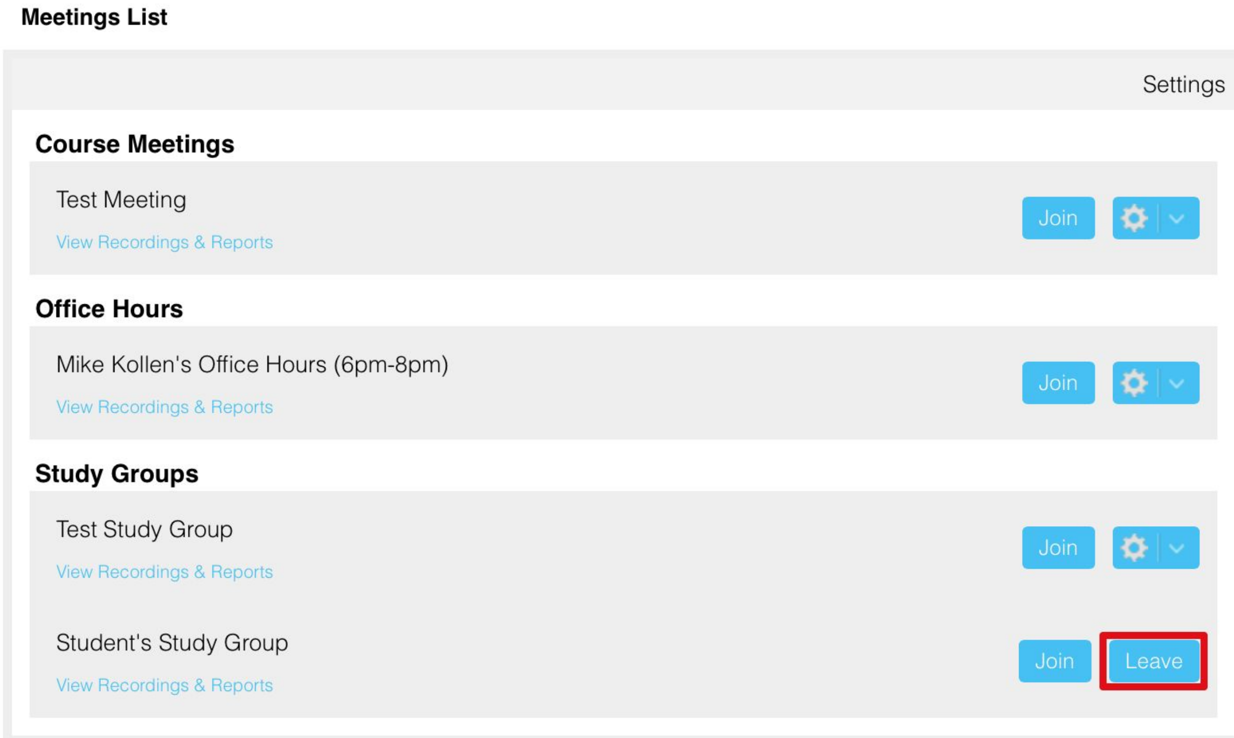
To create a Study Group meeting click on the **Add Meeting** button in the *Study Group* section.

Add Blackboard 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.



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.

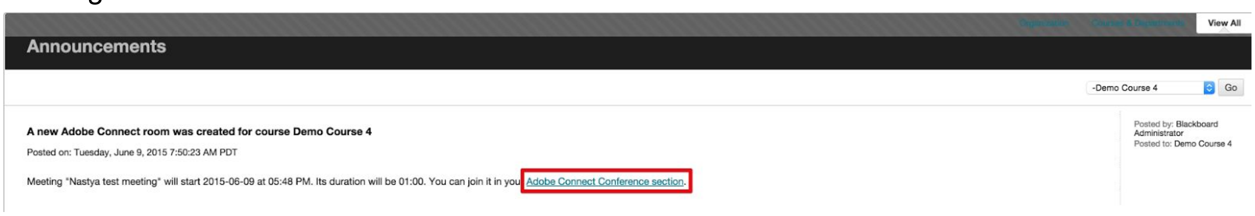


Blackboard Announcements

Announcements are used to communicate with students about the logistics of your course. As soon as you have created a Meeting, a new announcement will appear on the *Home page* for all attendees.

Click on the **Announcement** and you will be navigated to the Course Announcement page.

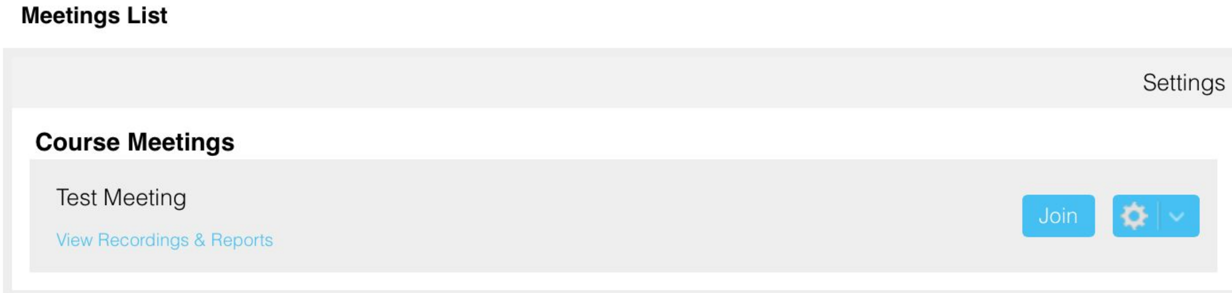
Click on the **Adobe Connect** link to navigate to the Adobe Connect LTI application to join the meeting.



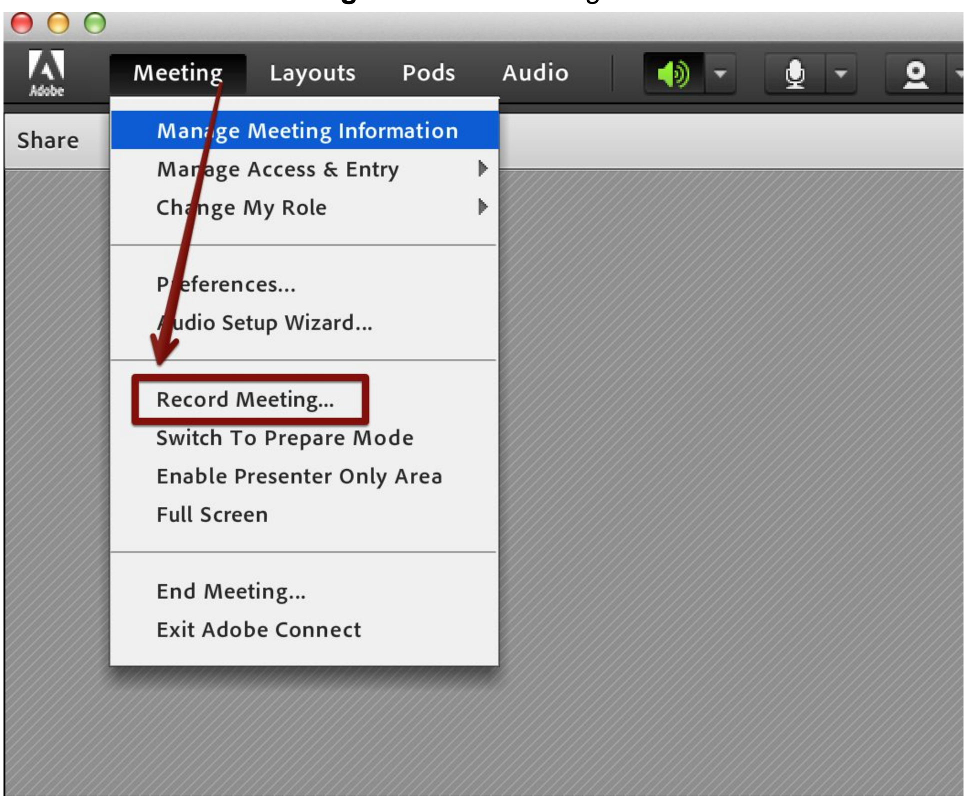
Adobe Connect Recordings

Record the Meeting

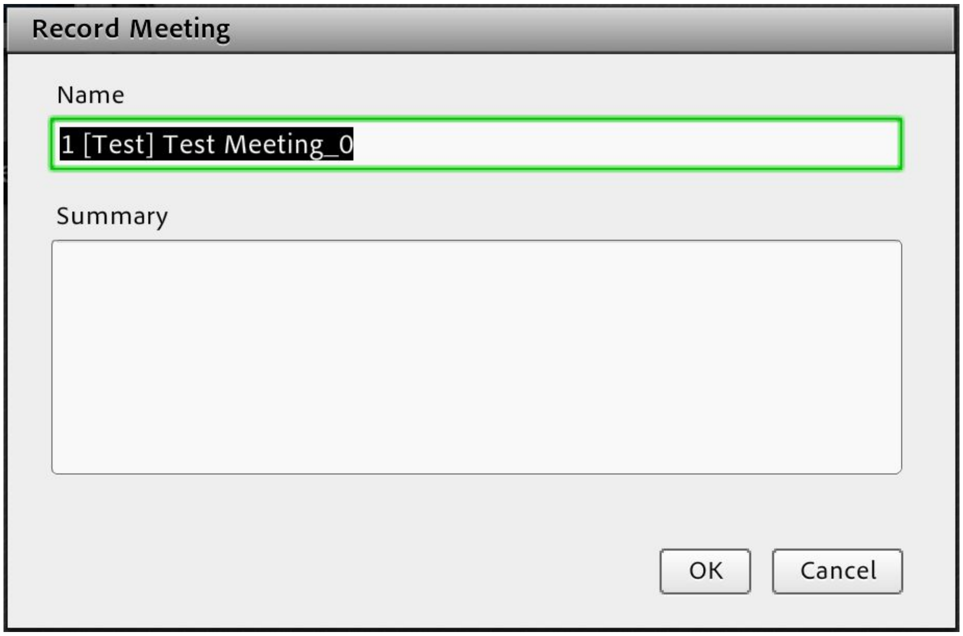
Join the meeting.



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.

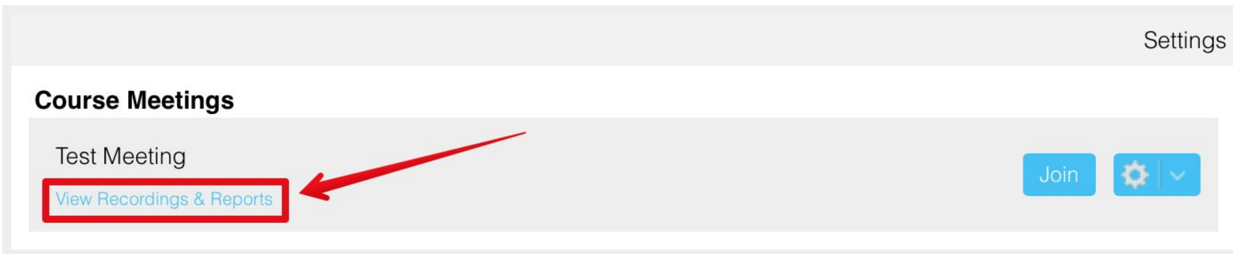


When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.

View / Watch Recordings

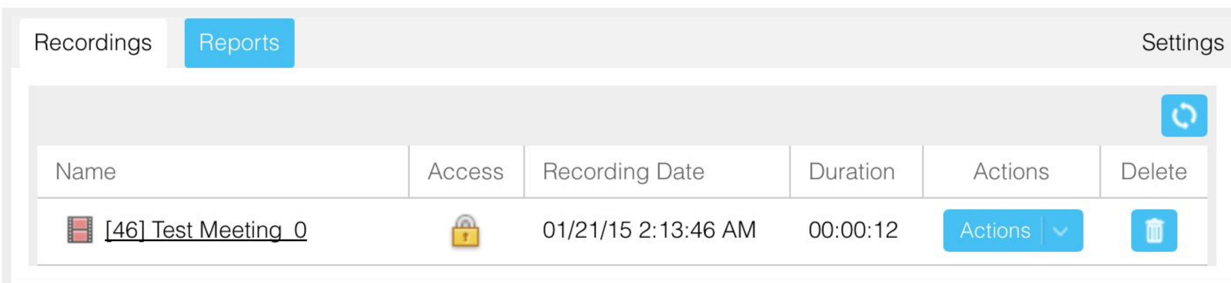
Navigate back to Adobe Connect application in Blackboard page and click on the **View Recordings & Reports** link.

Meetings List



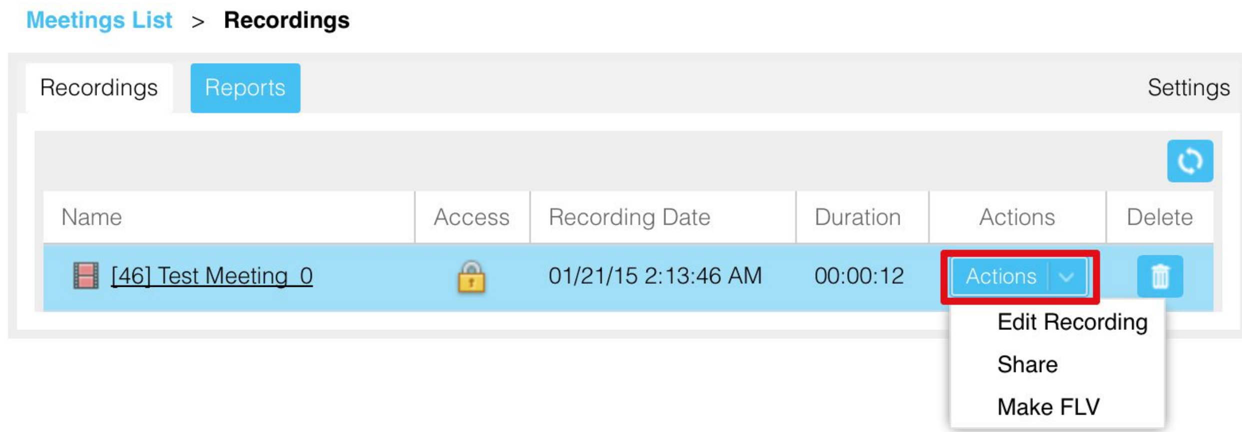
Open the **Recordings** tab and click on the **Refresh** icon to get the latest list of the recordings for this meeting.

Meetings List > **Recordings**

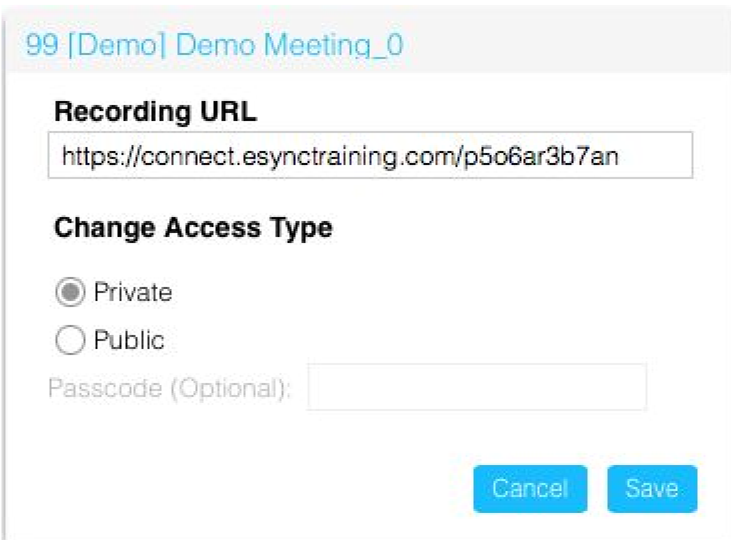


Click on the recording's name to watch the meeting recording.

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



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.



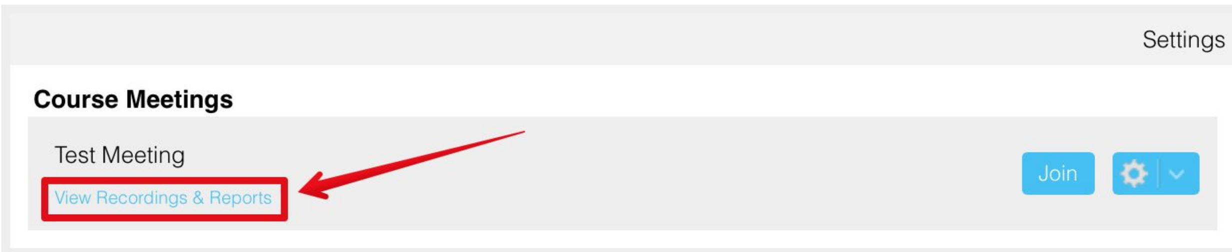
3) Selecting **Make FLV** option you will be asked to choose a place on your hard drive and the recording will be saved in FLV.
4) Selecting **Make MP4** option you will be asked to choose a place on your hard drive and the recording will be saved in MP4.

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

View Meeting Reports

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

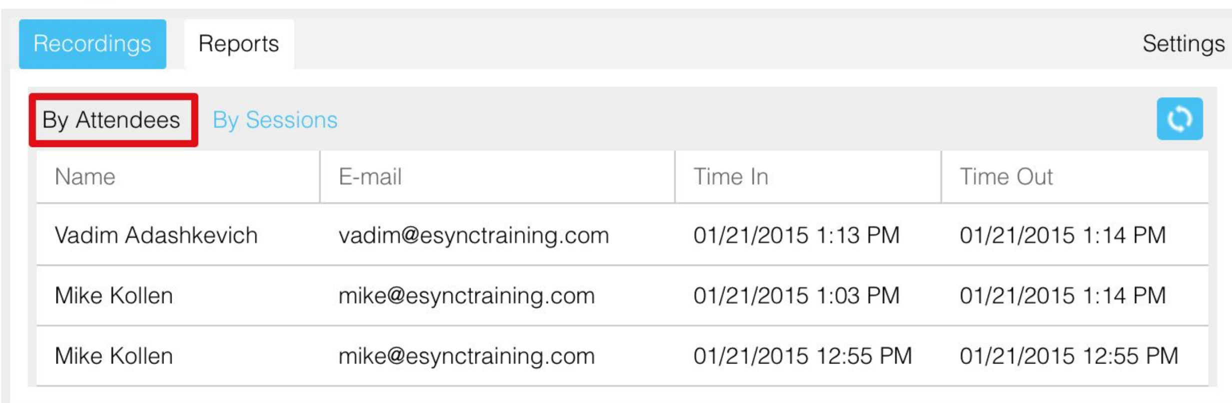
Meetings List



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

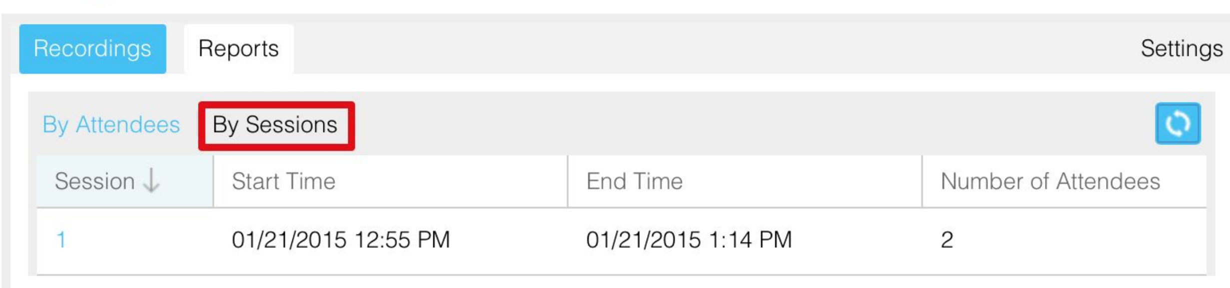
Teacher can obtain the information about each individual student who has participated in the meeting.

Meetings List > **Reports**



Teacher can obtain the session information by clicking on the **By Sessions** link.

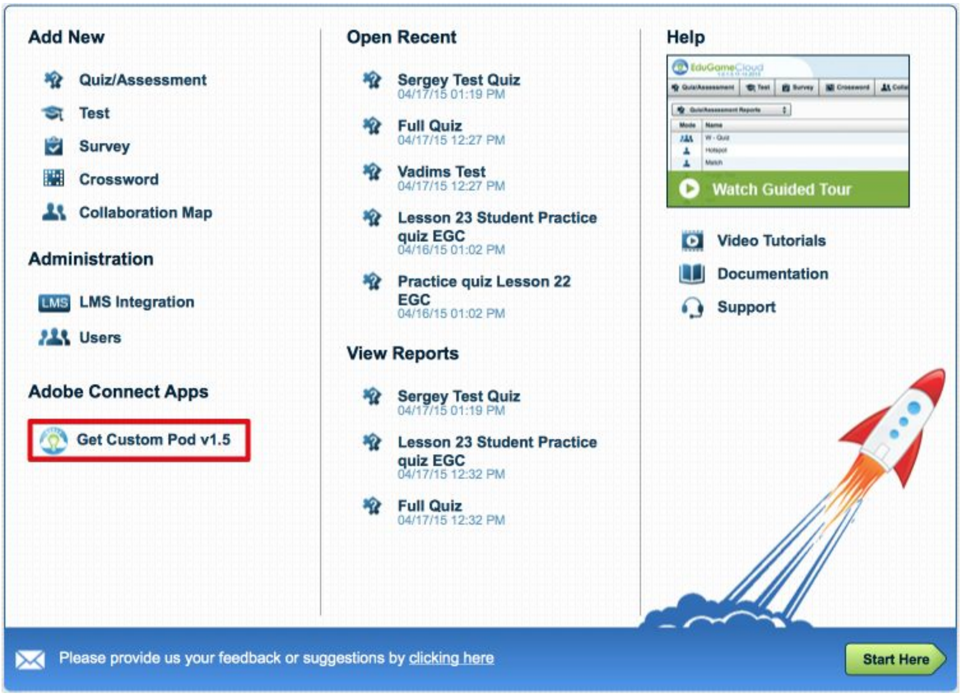
Meetings List > **Reports**



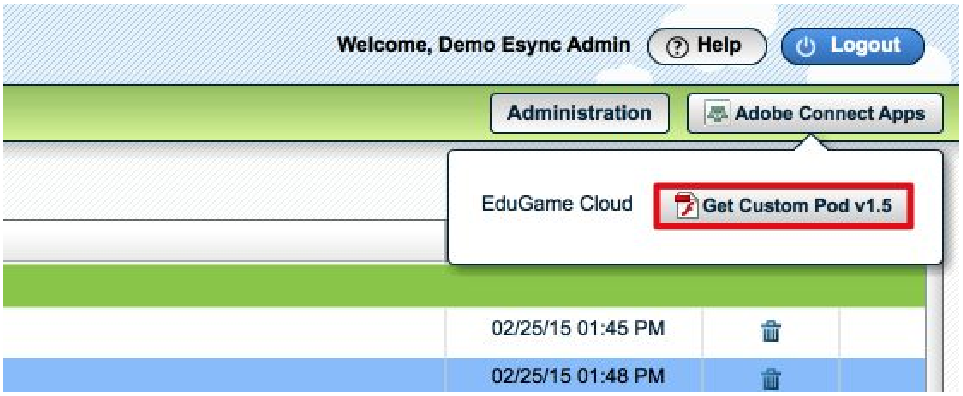
EduGameCloud in Adobe Connect

Import Blackboard Test/Survey to EduGameCloud

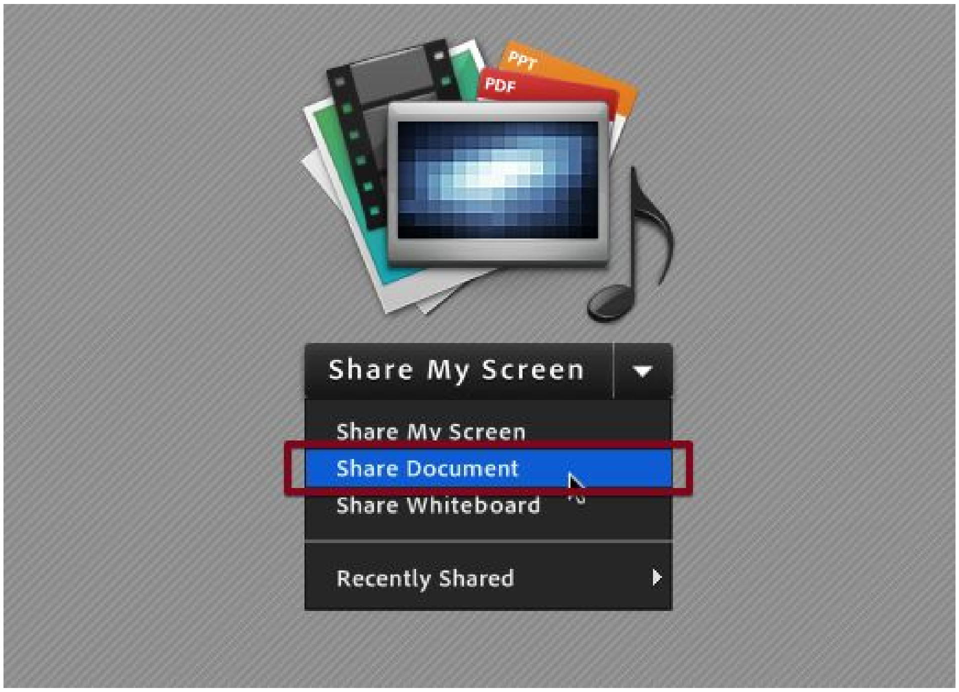
Navigate to app.edugamecloud.com page and download the latest EduGame Cloud public build from the *Welcome* screen...



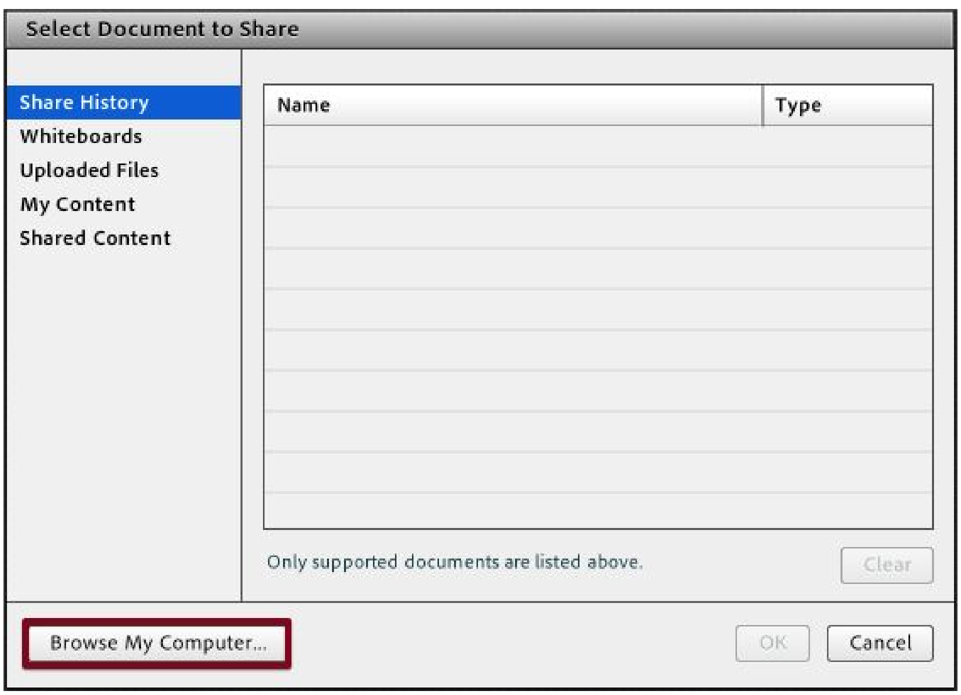
… or *Home* screen:



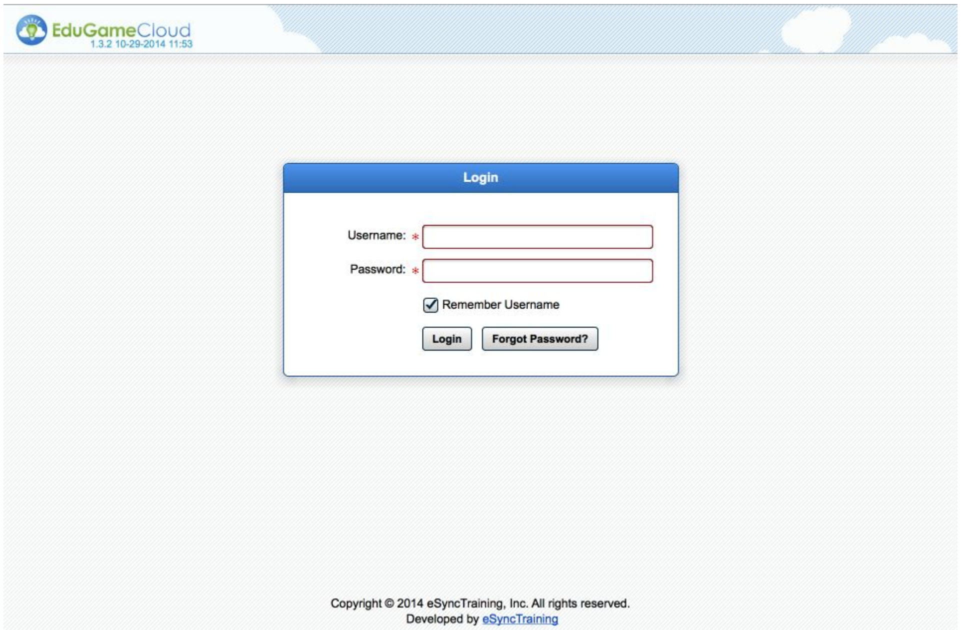
Navigate to Adobe Connect room and select the **Share Document** option from the *Share* drop-down menu.



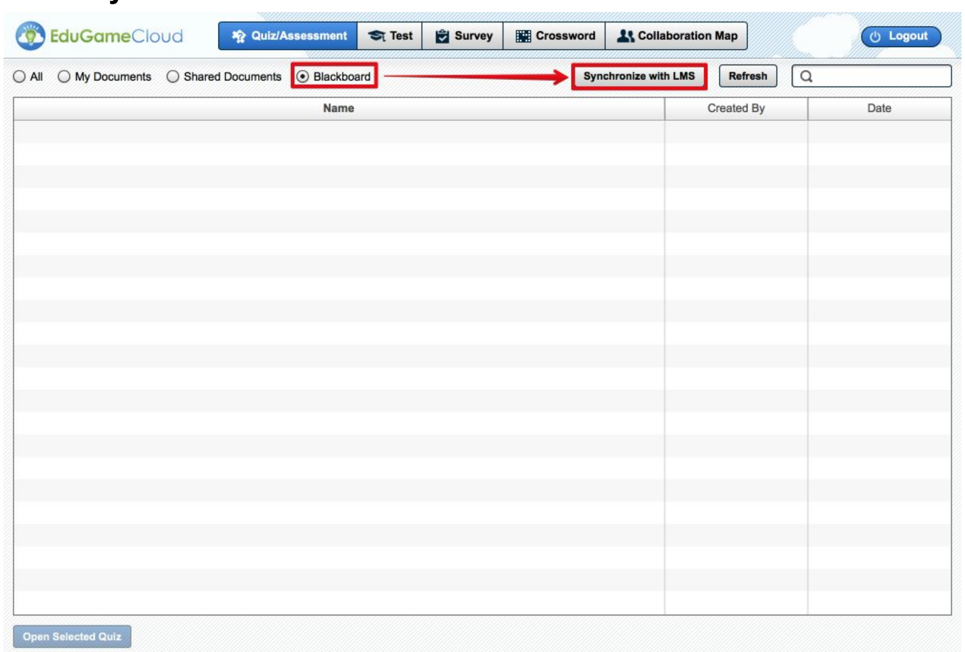
Click on **Browse My Computer** button, select the appropriate file and upload the build to Adobe Connect room.



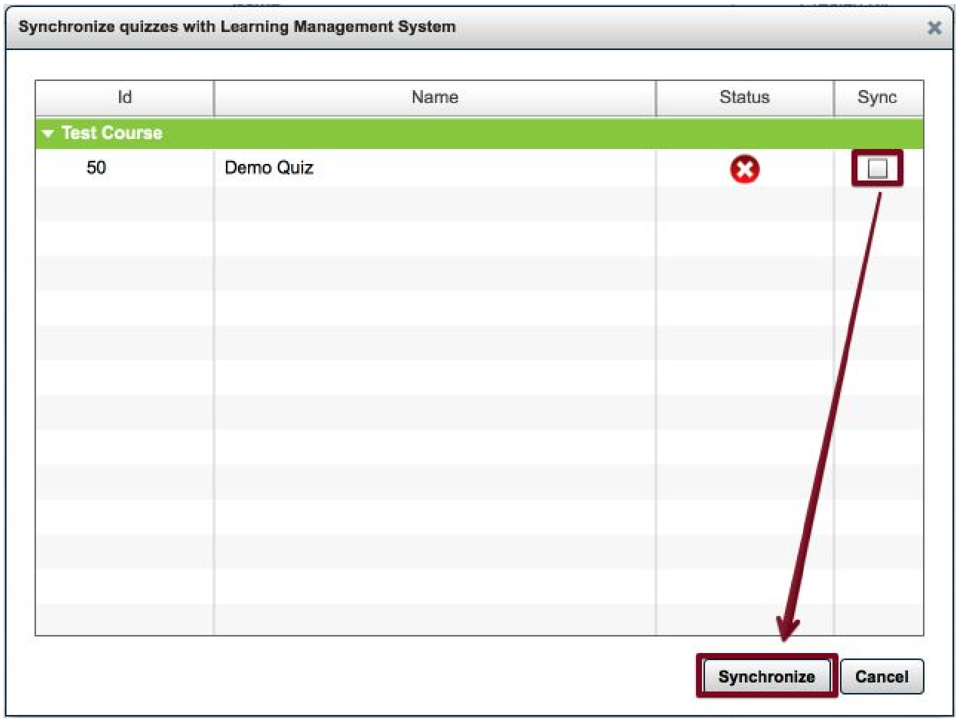
Once the build is successfully uploaded, enter valid EduGameCloud credentials.



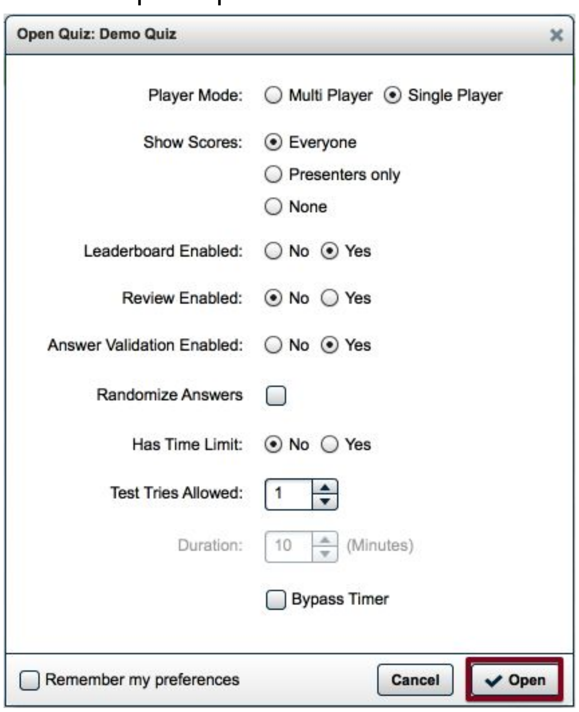
Navigate to *Quiz/Assessment* or *Survey* tab and select the **Blackboard** radio-button and click on the **Synchronize with LMS** button.



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



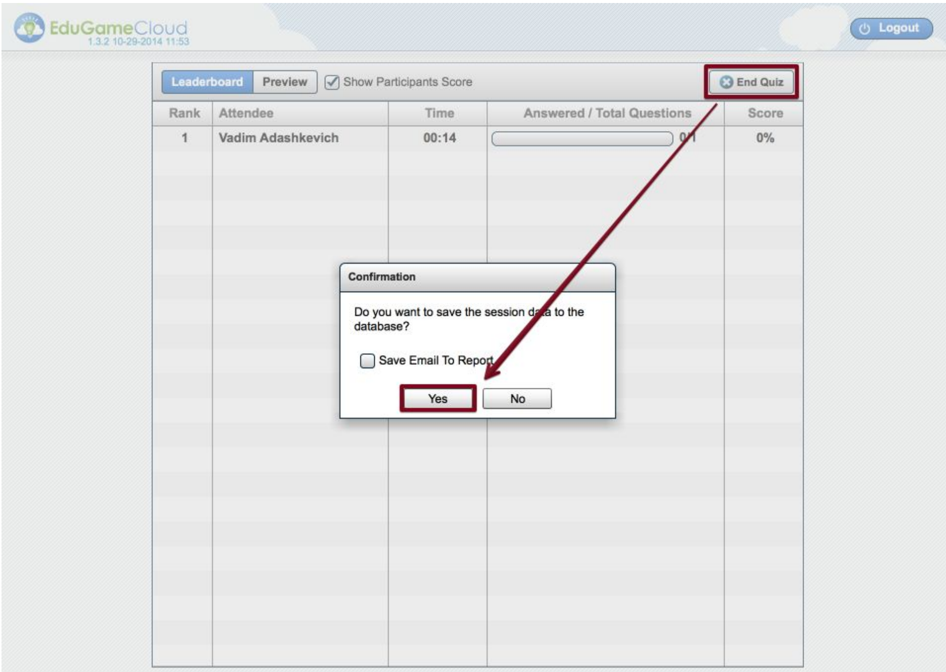
Synchronized quizzes/surveys should appear under the *Blackboard* list in EduGameCloud.
Select any quiz/survey and click on the **Open Selected Quiz/Survey** button.
Set the required preferences and click on the **Open** button



All participants should now see the quiz/survey.

View the Quiz/Survey Results in Blackboard

When all the participants have completed the Quiz/Survey click on **End Quiz/Survey** button and agree with saving the results to the database.



In Blackboard go to Course Navigation and click on the **Full Results Center** link.

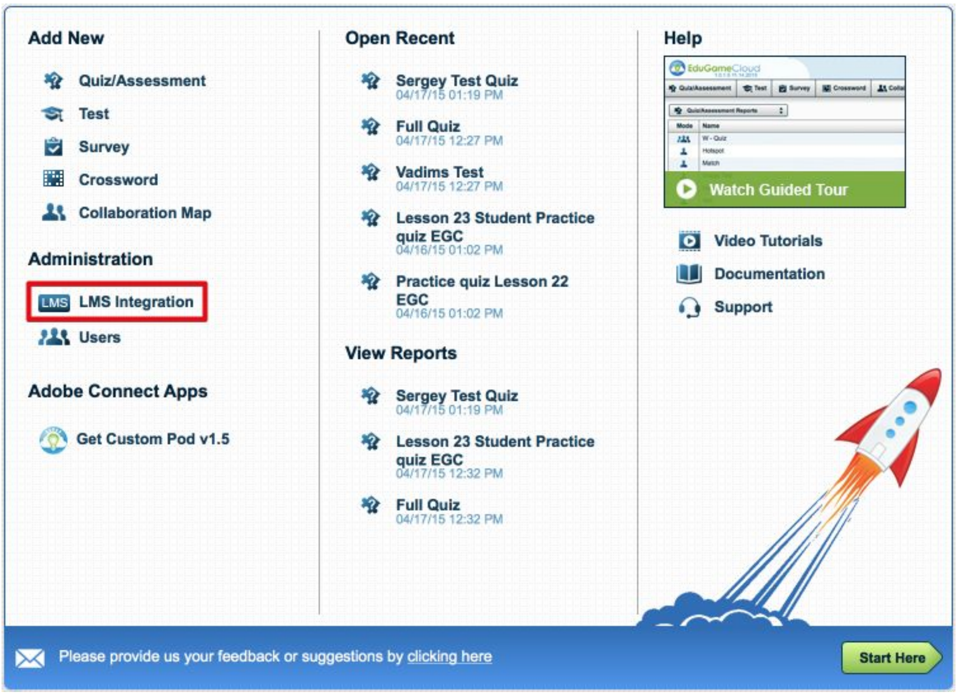
Observe the participants' scores.

Blackboard Account Administrator Guide

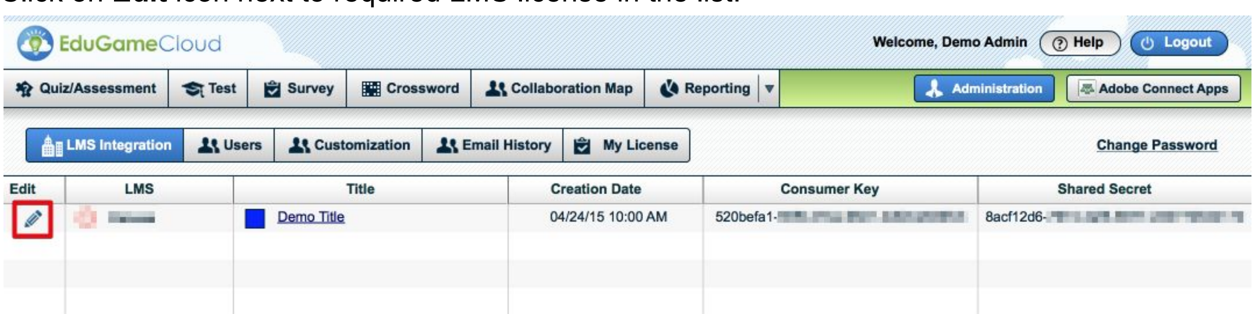
EduGame Cloud Administration

Configure LMS License in EduGame Cloud

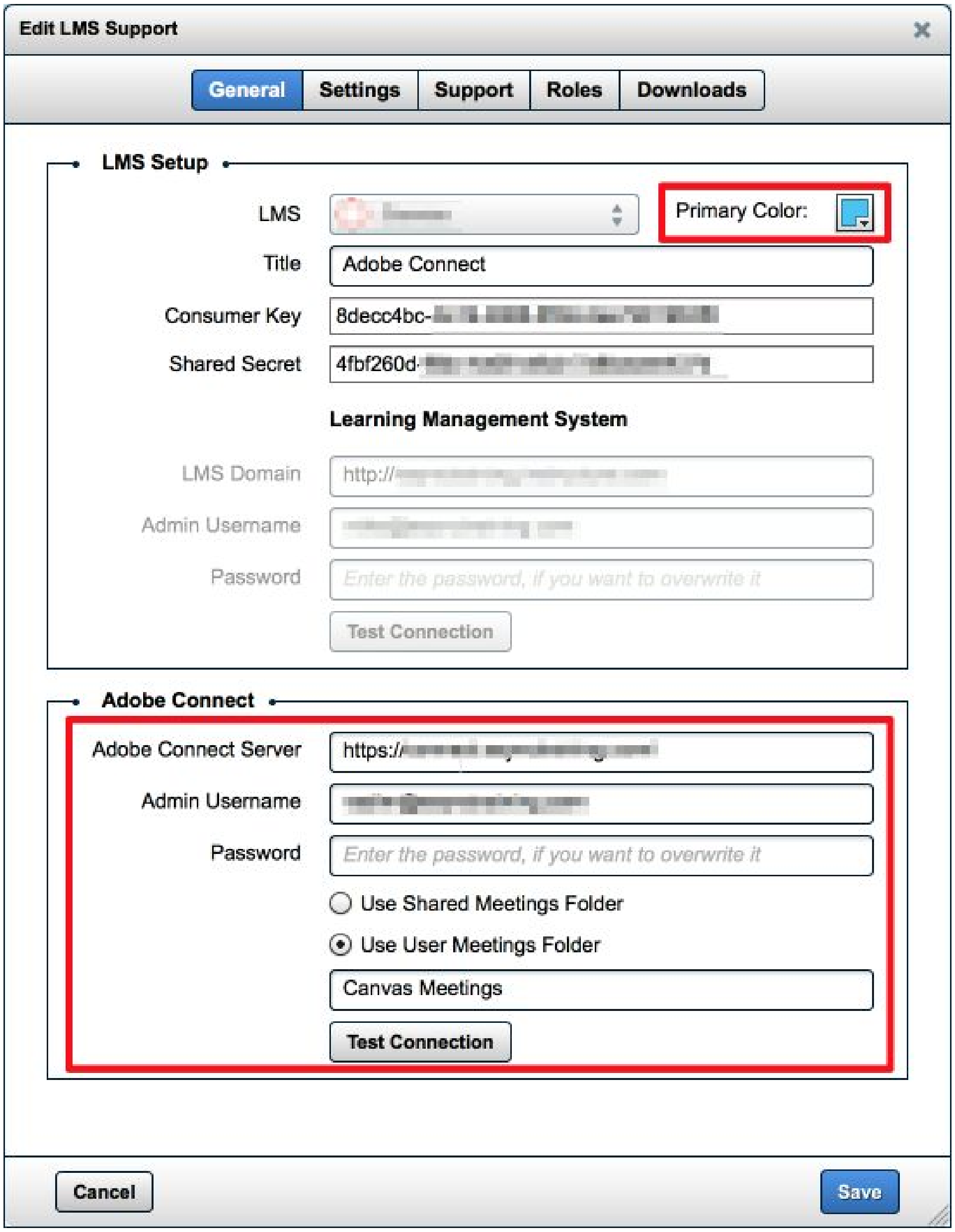
Navigate to app.edugamecloud.com and login using your Admin credentials.
Click on the **LMS Integration** link on the *Welcome* screen.



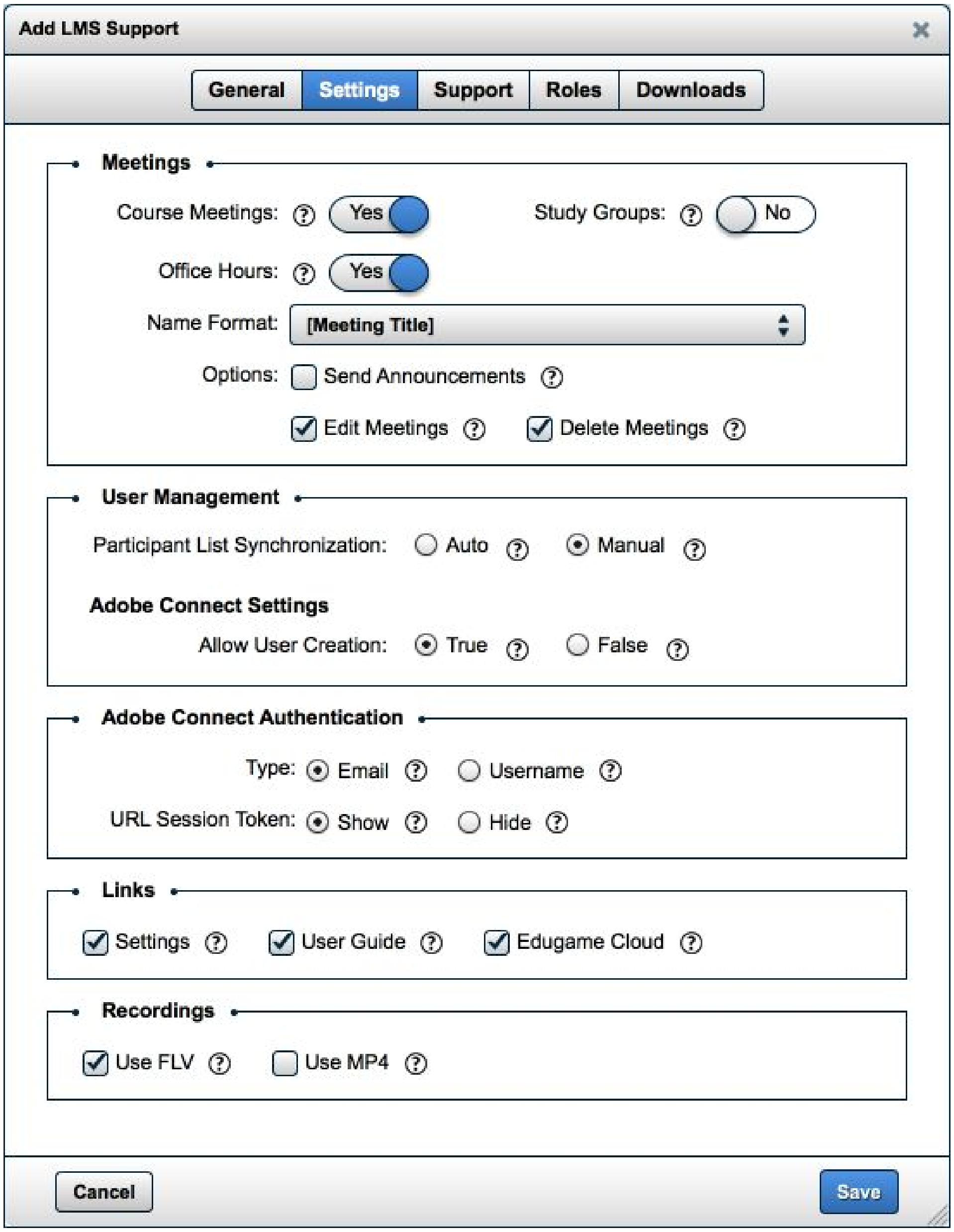
Click on **Edit** icon next to required LMS license in the list.



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



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



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

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
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 requires 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

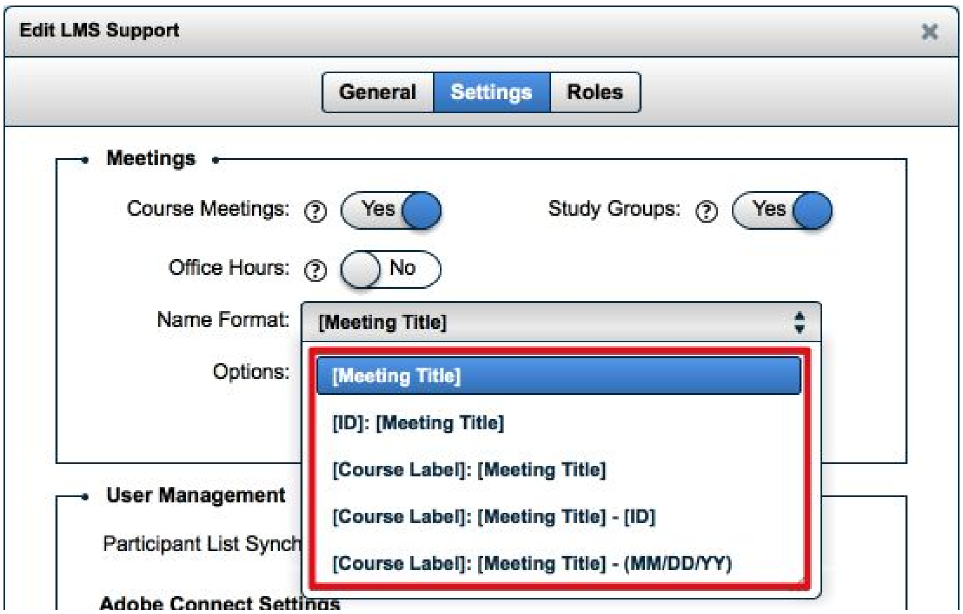
User Guide
Show LMS user guide link. Shown for teachers only

EduGame Cloud
Show EduGame Cloud user guide link

Use FLV
Create an offline recording as an FLV file

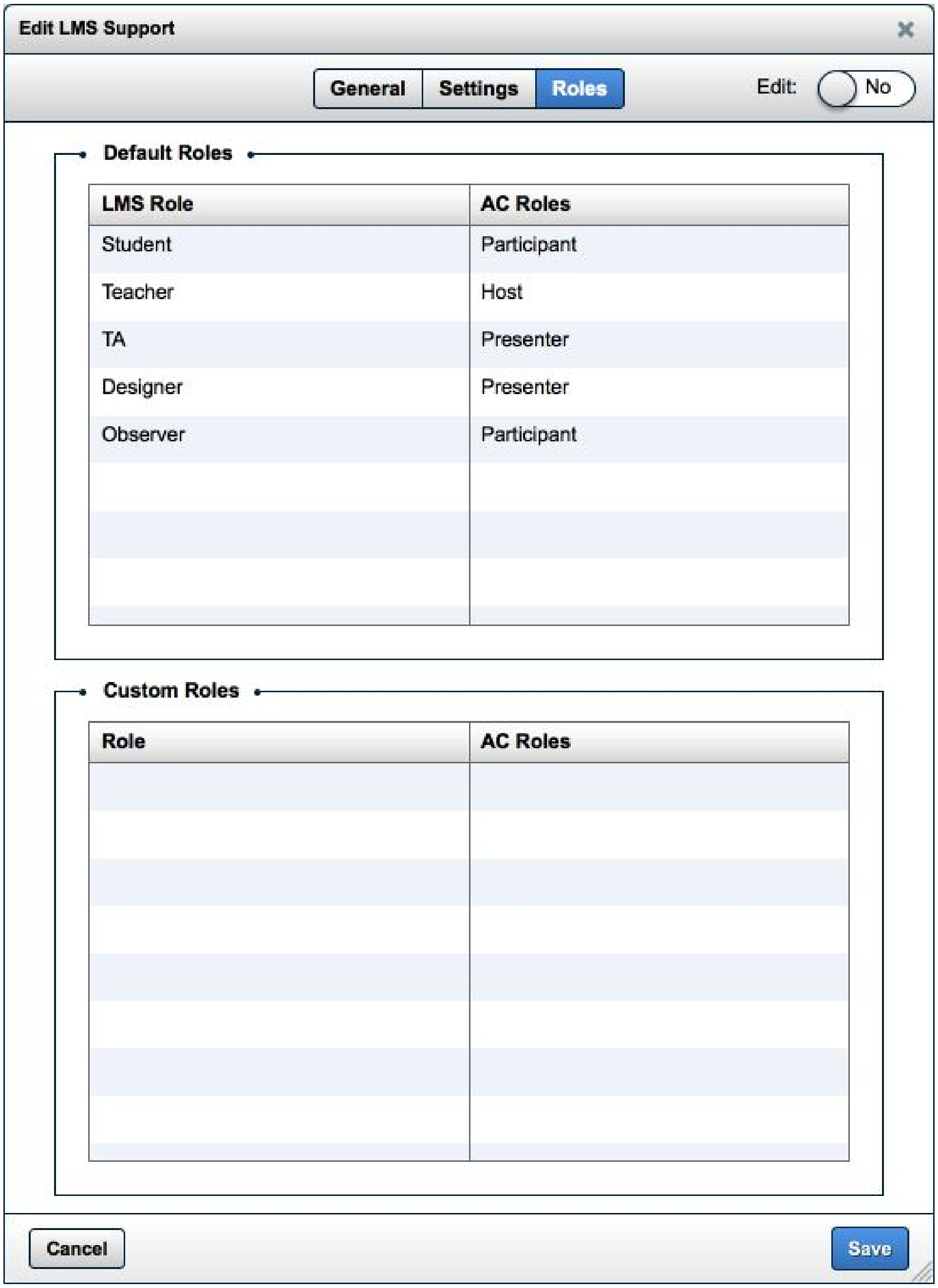
Use MP4
Create an offline recording as an FLV file

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

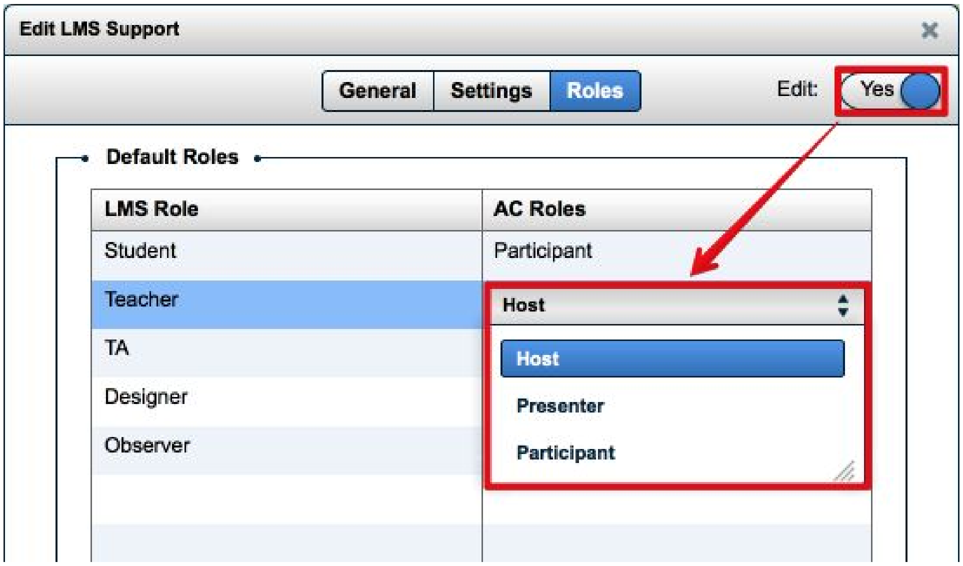


When user creates a meeting in the **Adobe Connect** LTI, only *Meeting Title* should specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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

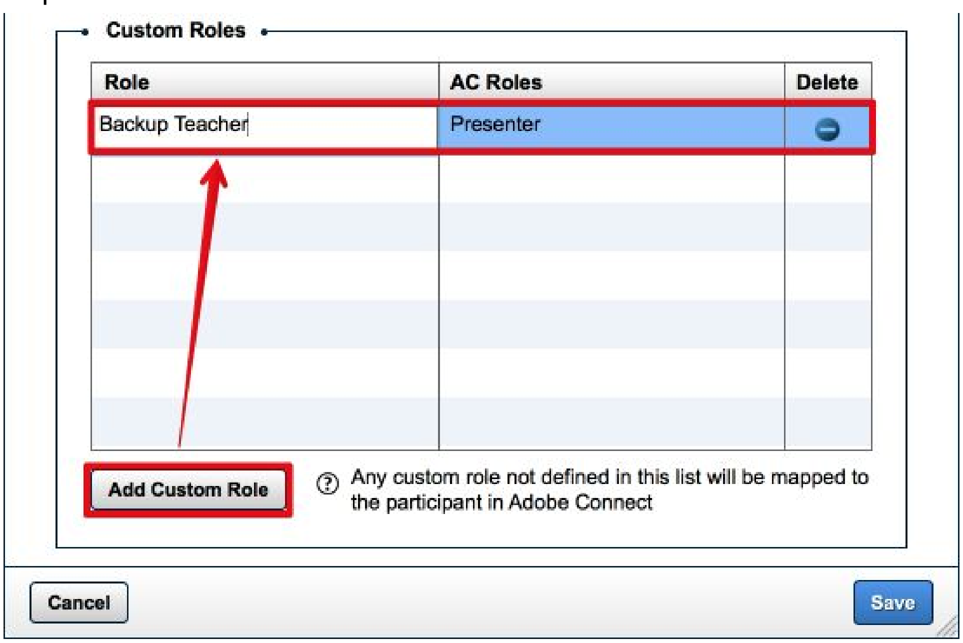


In order to change *Default Roles* mapping change the **Edit** toggle to *Yes*, select any default *LMS Role* and pick the required *AC Role* from the dropdown.



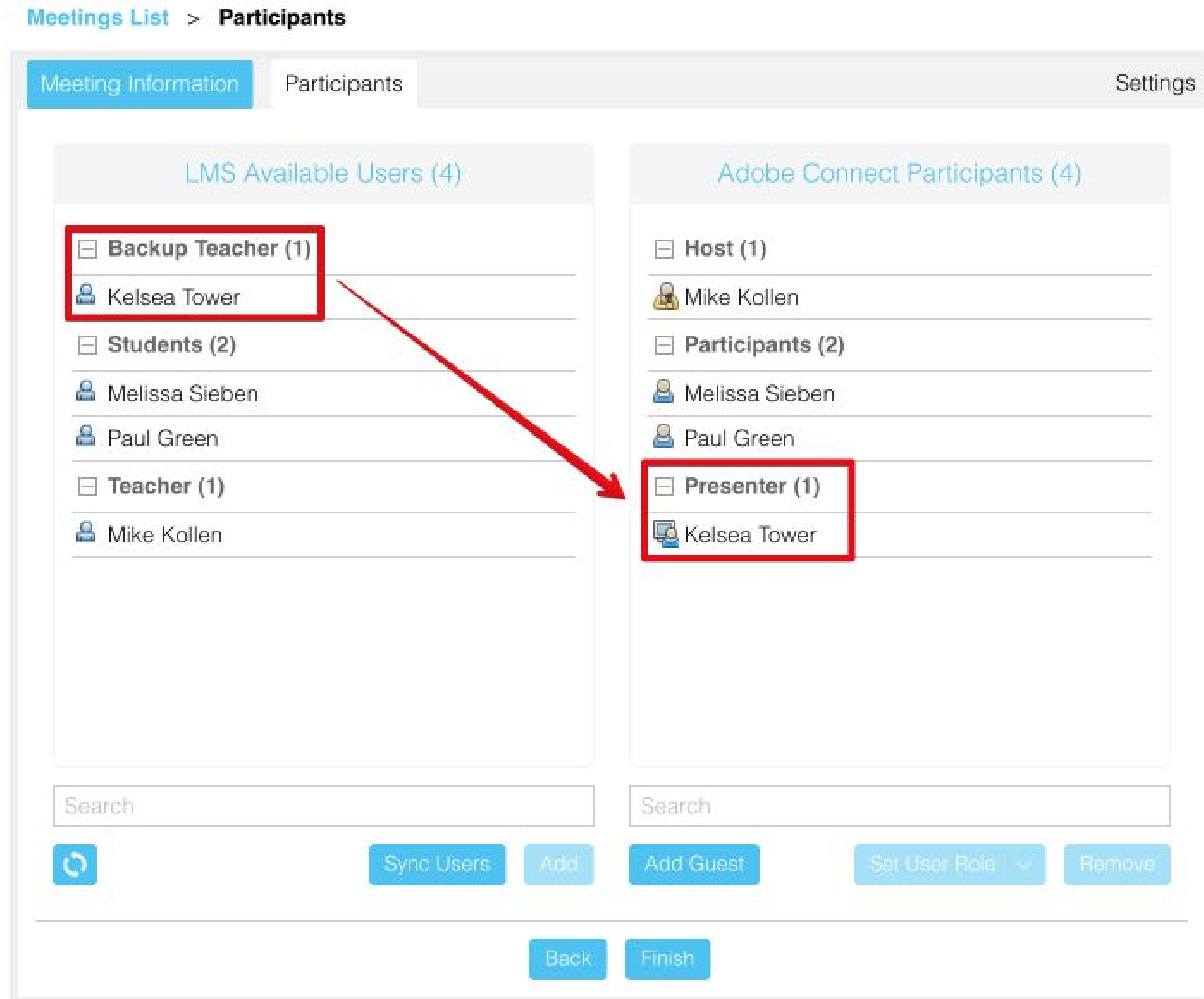
Click on the **Save** button to store the changes.

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.



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.



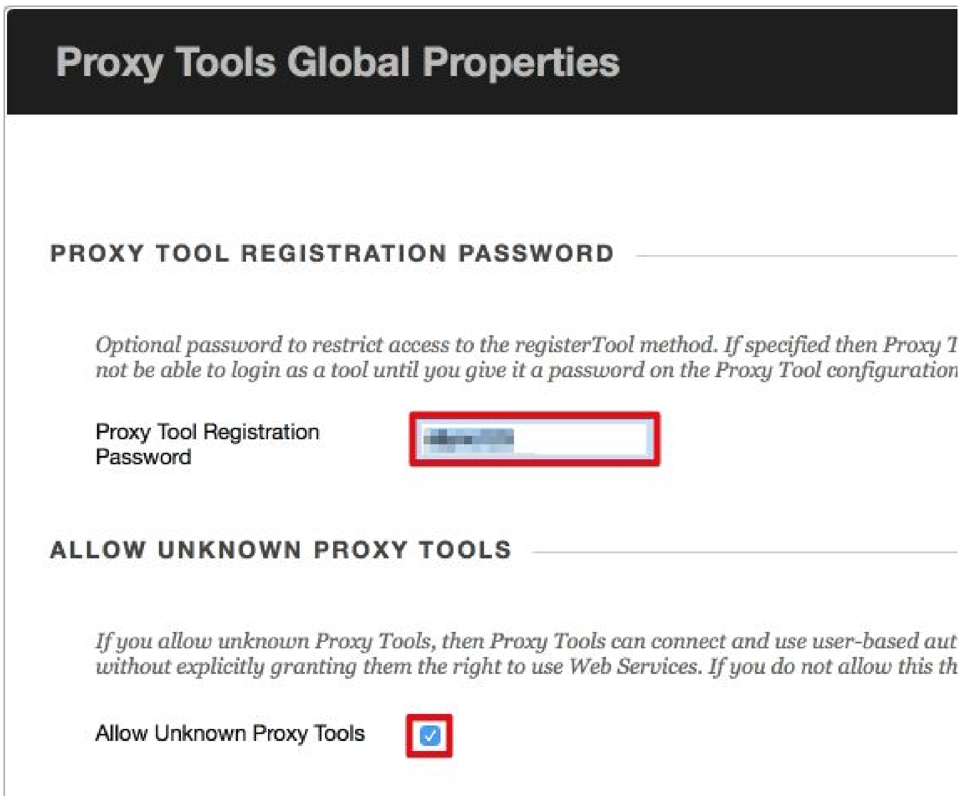
Configure Adobe Connect LTI for Your Blackboard Account

Using Proxy Tool

Please provide the *LMS domain* and valid *Proxy Tool Registration Password* (if it is set in your Blackboard account) to EGC Admin.

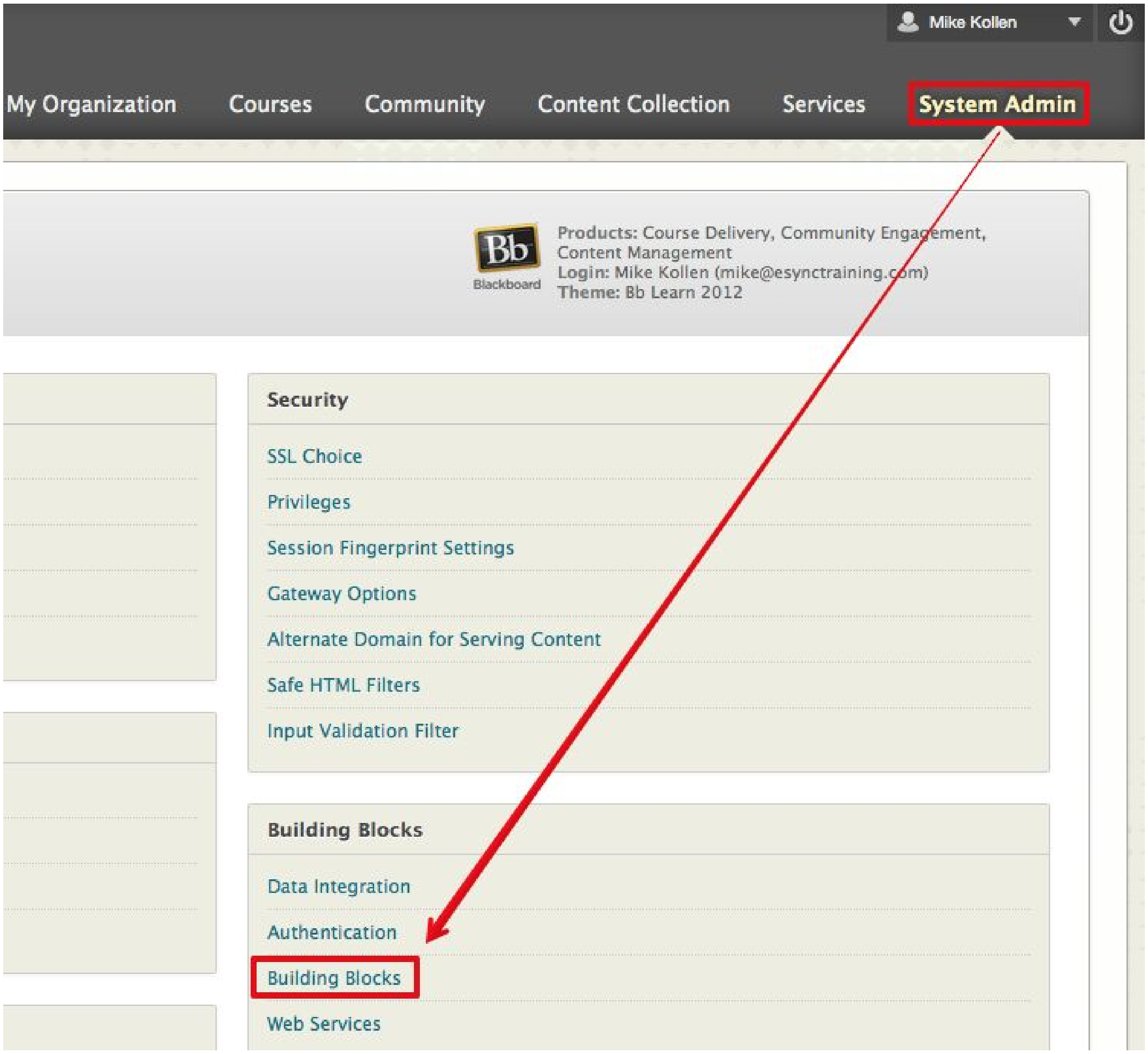
Password can be found at: **System Admin -> Building Blocks -> Proxy Tools -> Manage Global Properties -> Proxy Tool Registration Password**

Select the **Allow Unknown Proxy Tools** checkbox.



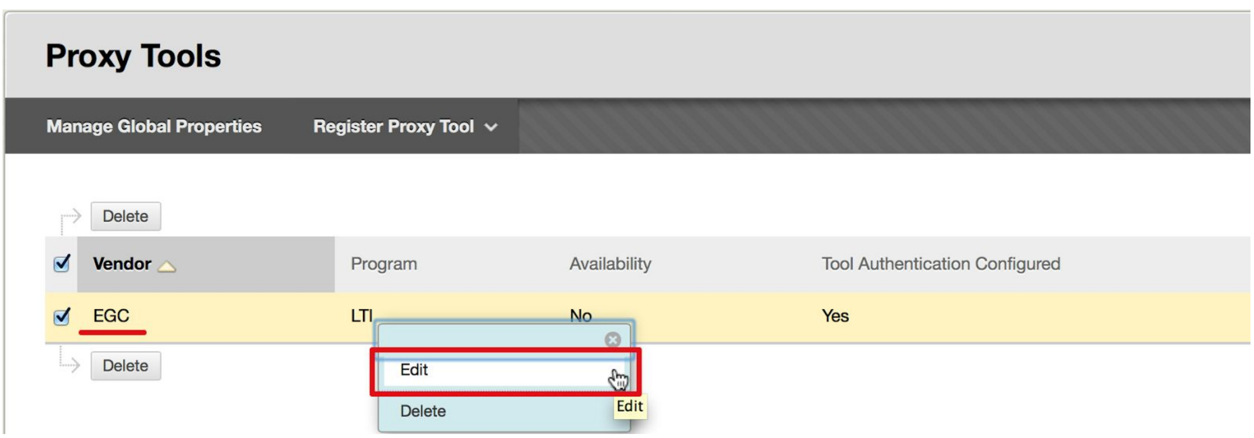
As soon as EGC Admin creates the license, Blackboard administrator can proceed with further instructions.

On the *Home* screen navigate to **System Admin** tab. Click on the **Building Blocks** link.

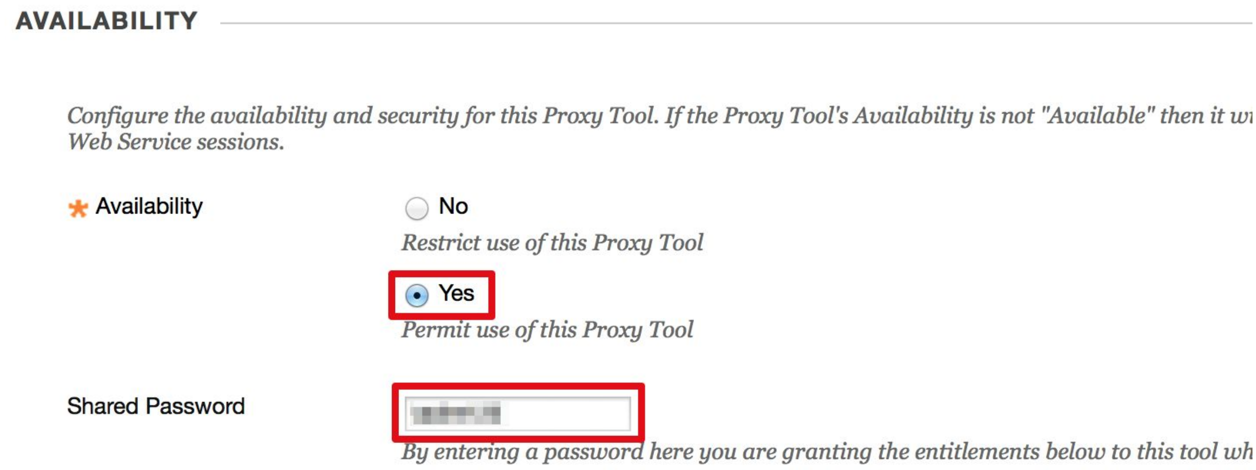


Click on the **Proxy Tools** link.

Select the EGC Vendor tool from the list and **Edit**.

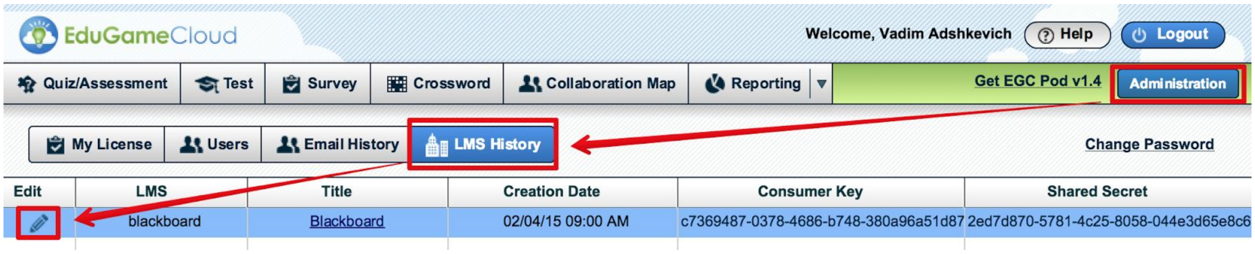


Make tool Available and set desired password.
*NOTE: Please remember the password for further usage.

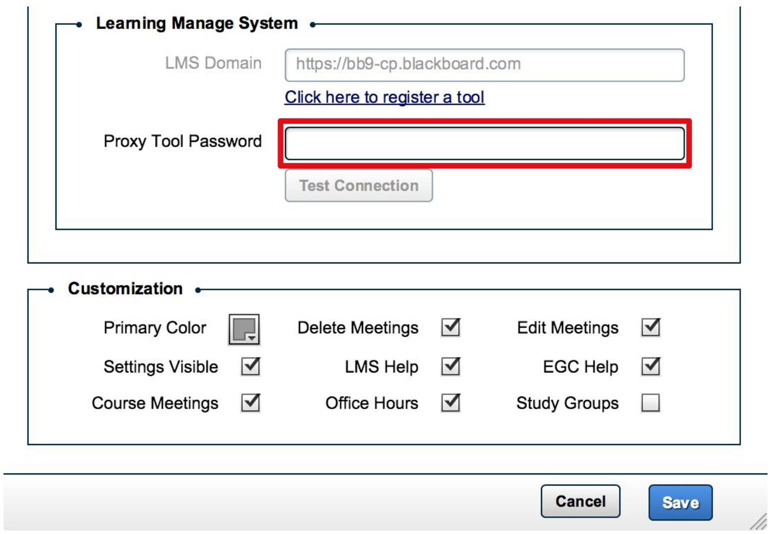


Click on **Submit** button to save the changes.

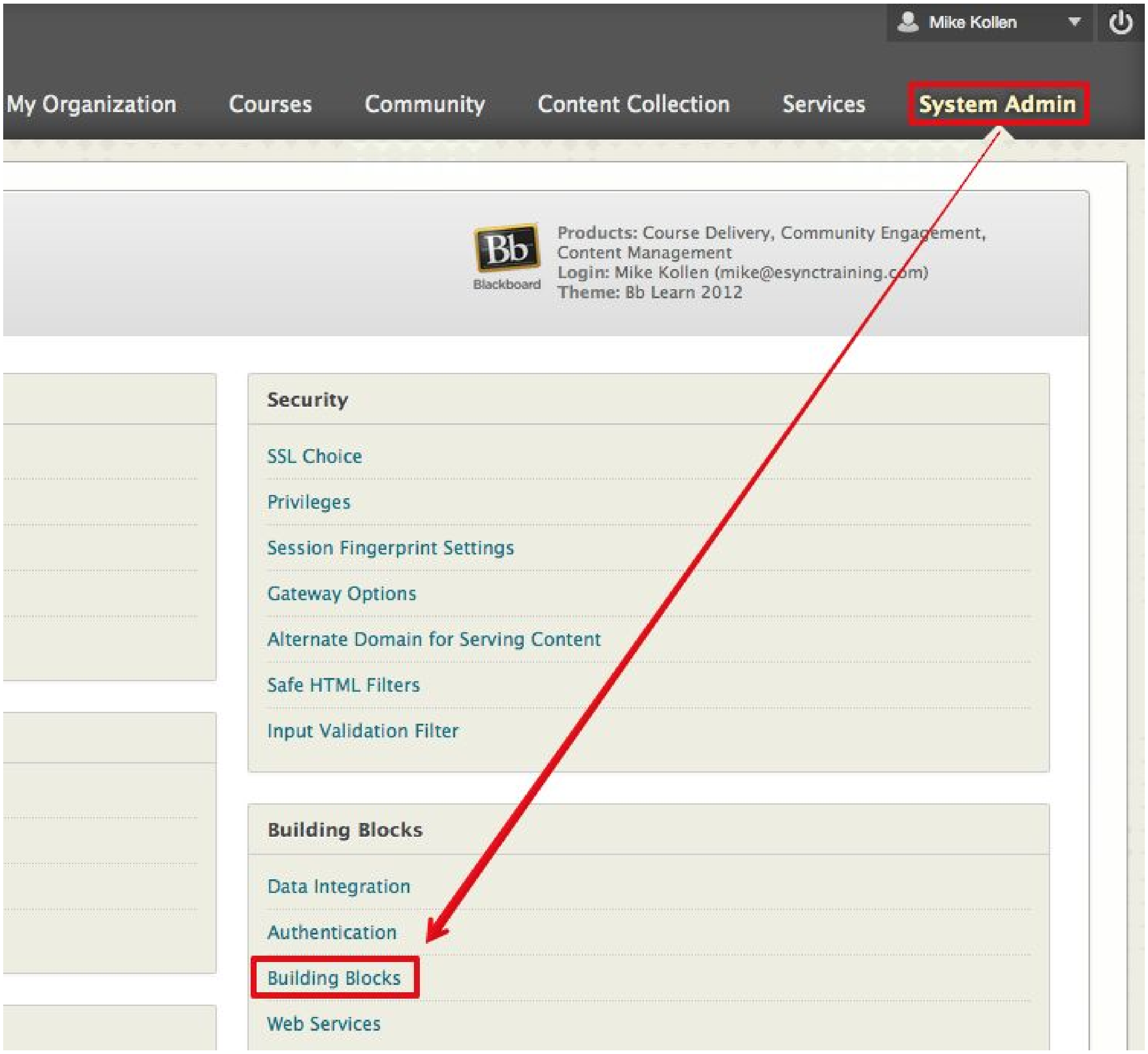
Navigate to app.edugamecloud.com and login using your EGC admin credentials.
Go to Administration->LMS History and edit the license.



Paste in the password in the **Proxy Tool Password** textfield and click on **Save** button.

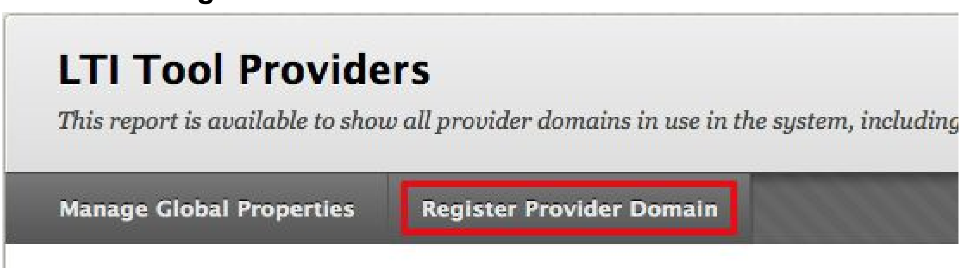


Navigate back to Blackboard website.
On the *Home* screen navigate to **System Admin** tab.
Click on the **Building Blocks** link.

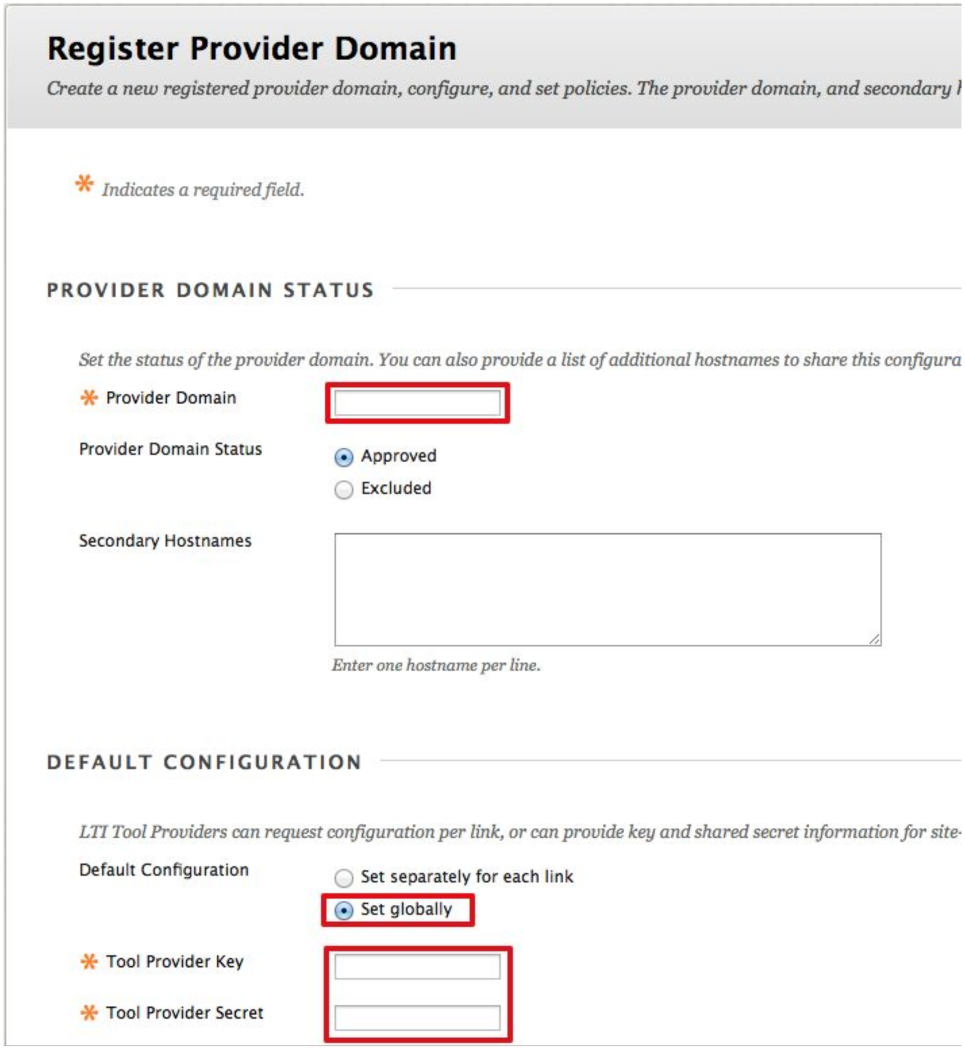


Click on the **LTI Tool Providers** link.

Click on the **Register Provider Domain** button.

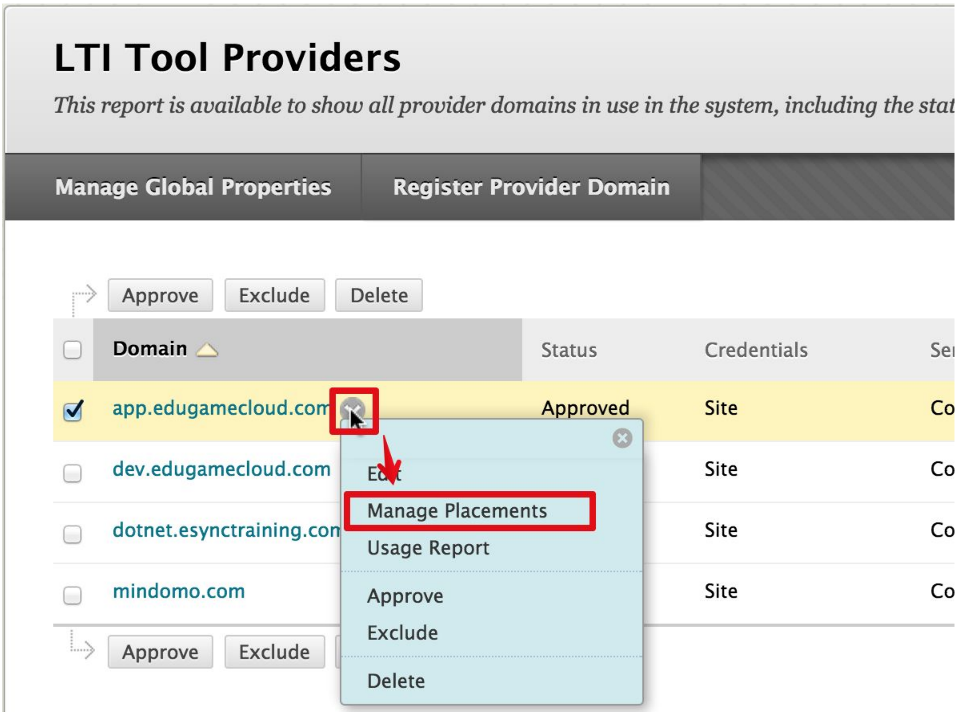


Enter the **Provider Domain**, **Tool Provider Key** and **Tool Provider Secret**.
You will find your *Tool Provider Key* and *Tool Provider Secret* in EduGameCloud Administration.
Use the following *Provider Domain*: app.edugamecloud.com
Select the **Set globally** checkbox.

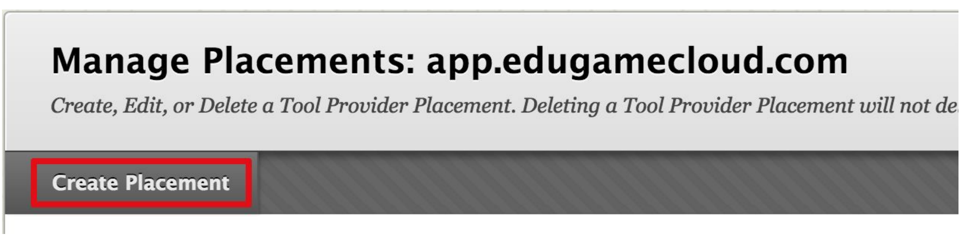


Click on the **Submit** button to store the changes.

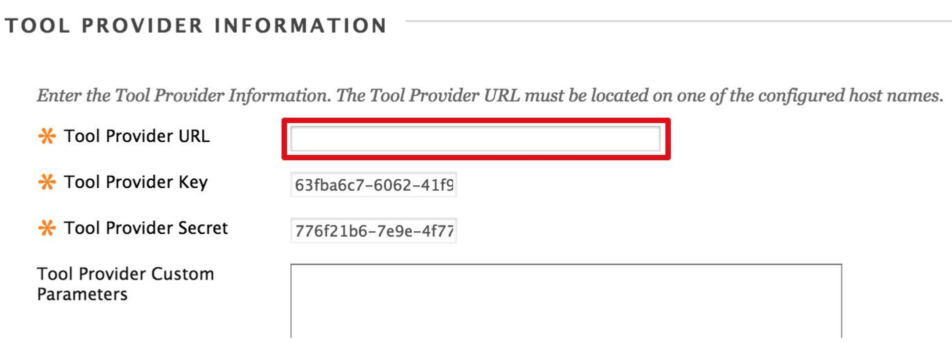
Open the *Options Menu* and select the **Manage Placements** option.



Click on the **Create Placement** button.

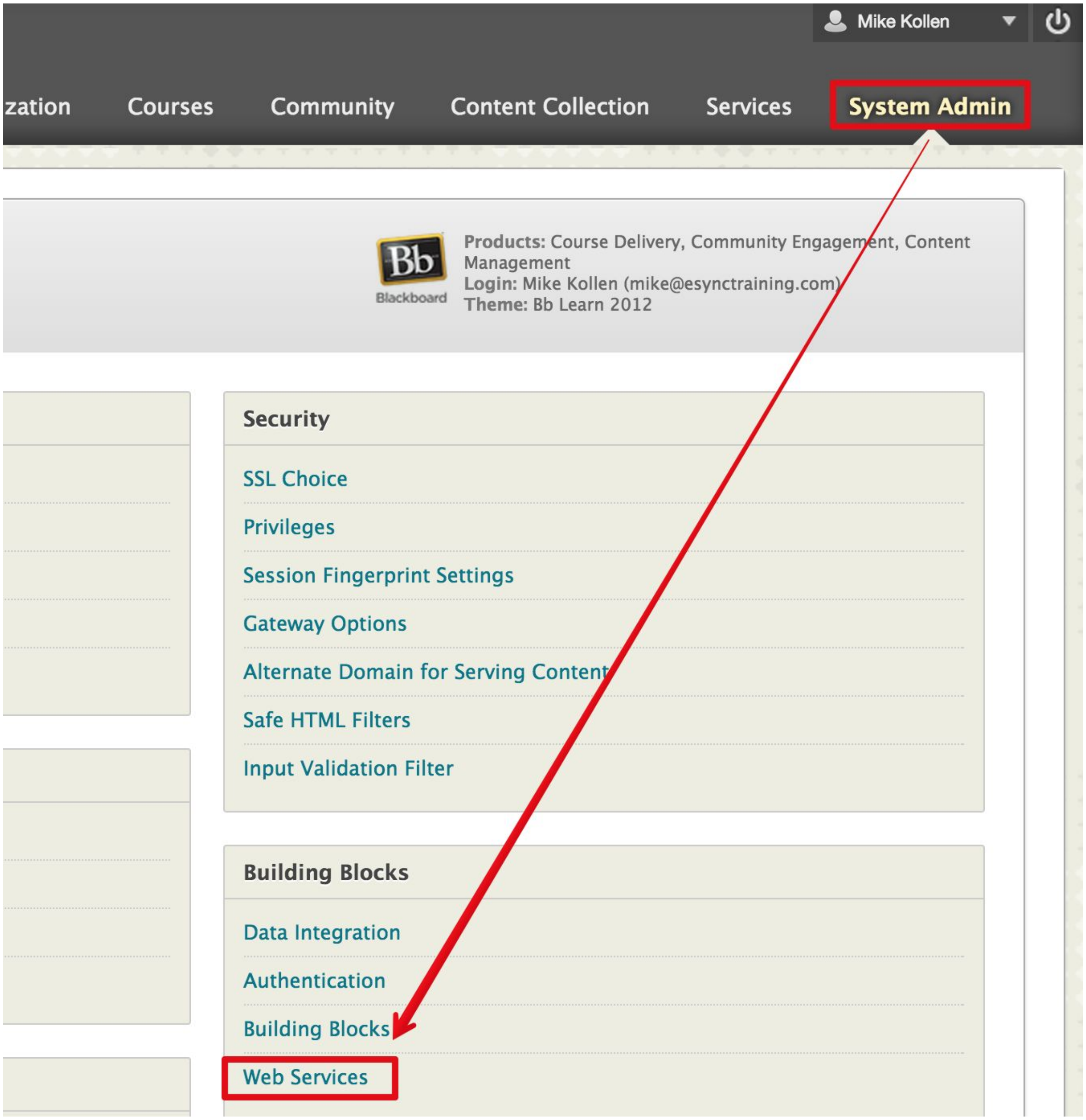


Enter the **Label**, **Handle** and **Tool Provider URL.**
Use the following *Tool Provider URL*: https://app.edugamecloud.com/lti/blackboard-login



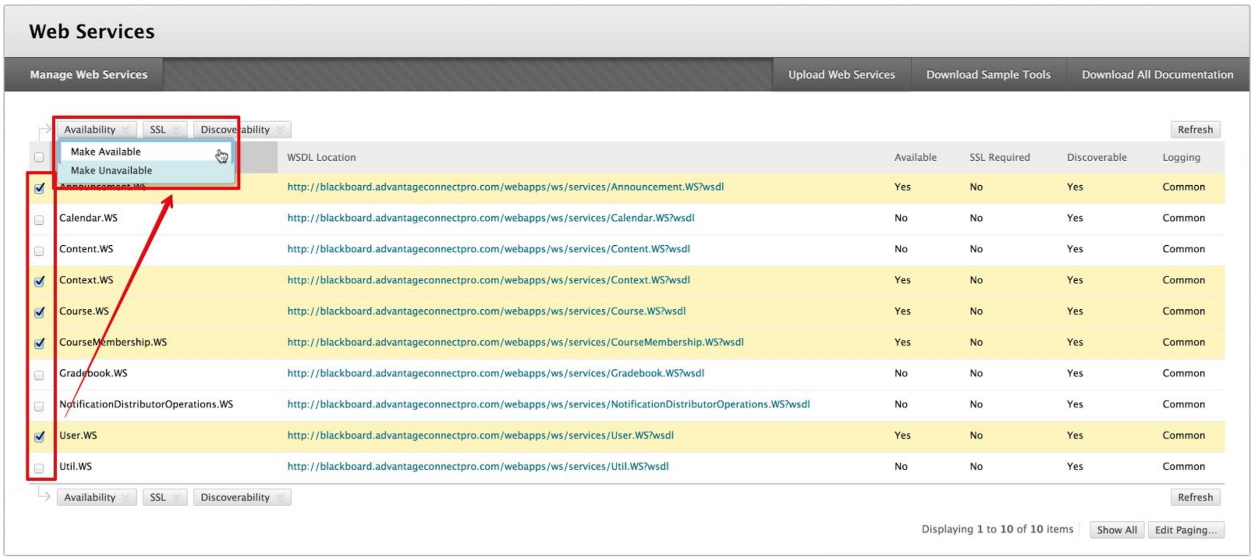
Click on the **Submit** button to store the changes.

On the *Home* screen navigate to **System Admin** tab.
Click on the **Web services** link.



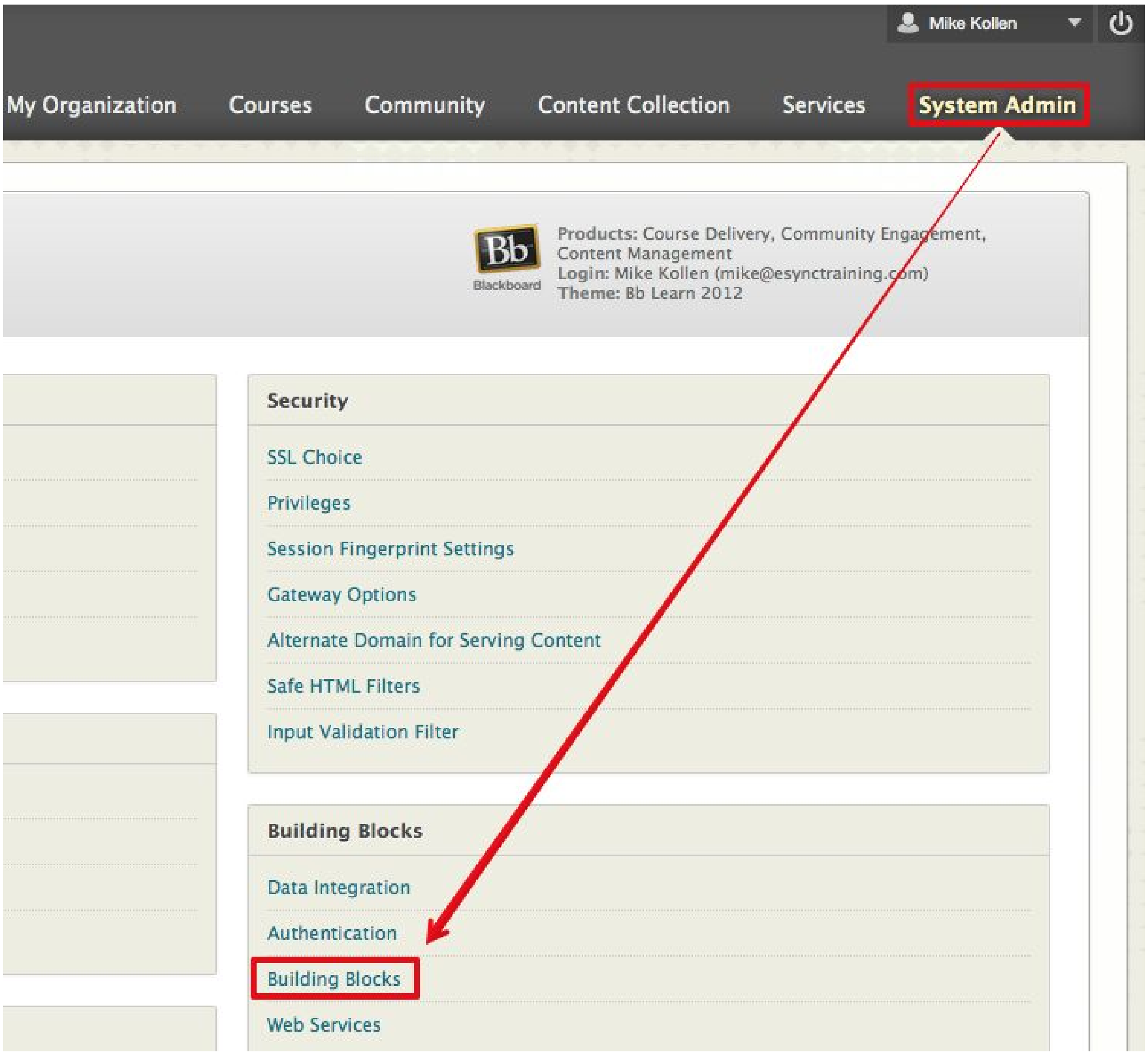
Select the following web services and make them available:

- Announcement.WS
- Context.WS
- Course.WS
- CourseMembership.WS
- User.WS



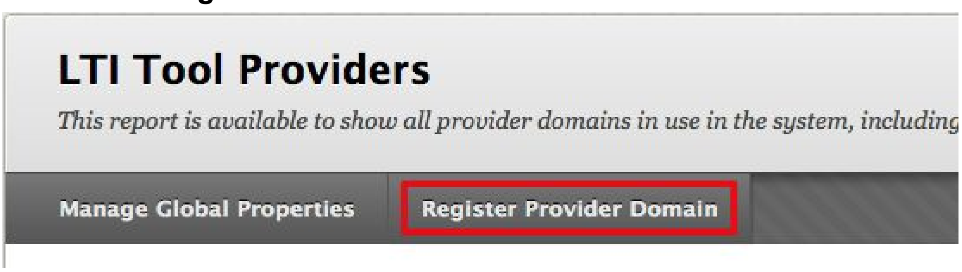
Using Admin Credentials

Please provide the LMS domain and valid Blackboard admin credentials to EGC Admin.
As soon as EGC Admin creates the license, Blackboard administrator can proceed with further instructions.
On the *Home* screen navigate to **System Admin** tab.
Click on the **Building Blocks** link.

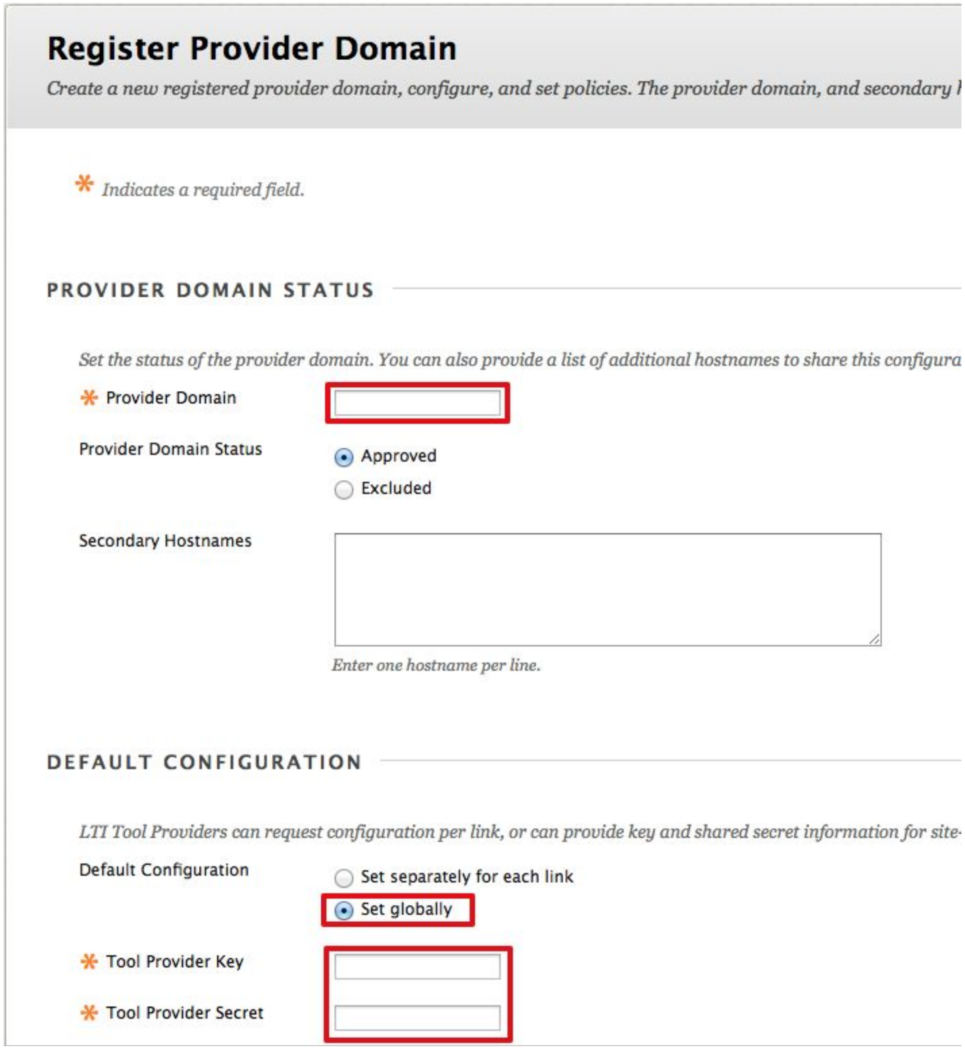


Click on the **LTI Tool Providers** link.

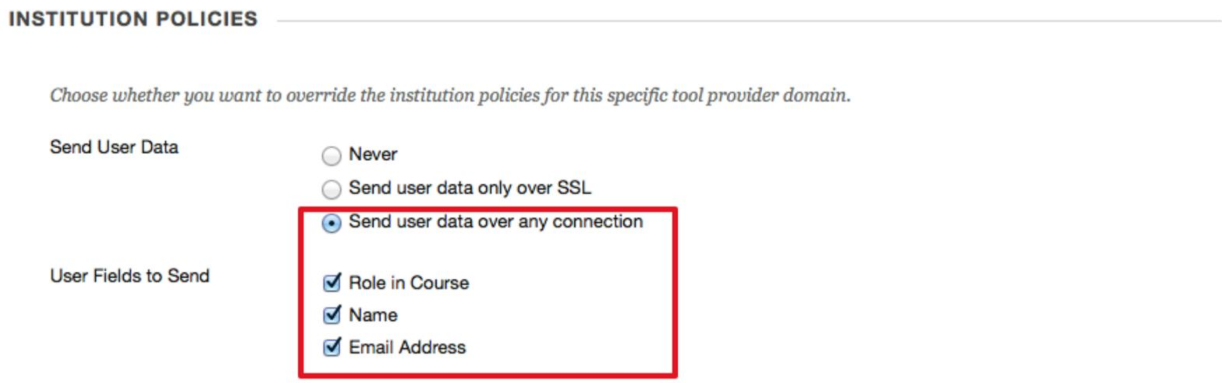
Click on the **Register Provider Domain** button.



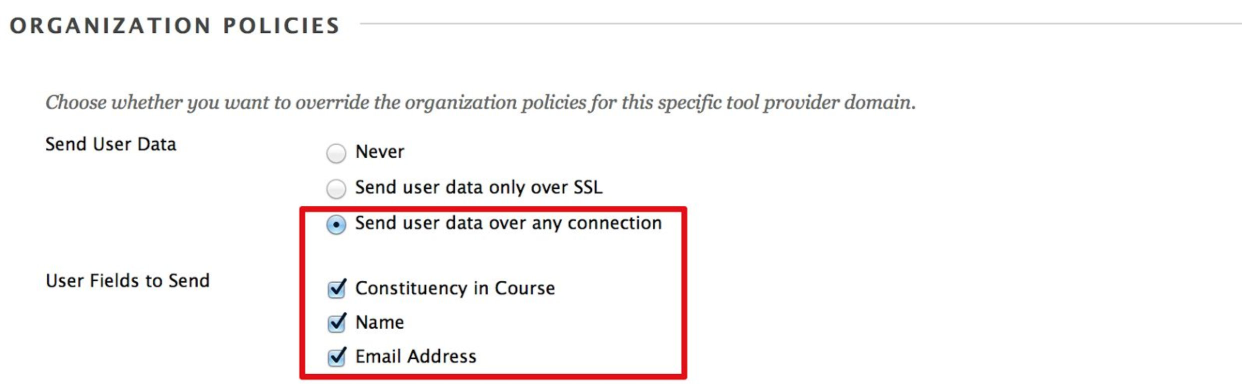
Enter the **Provider Domain**, **Tool Provider Key** and **Tool Provider Secret**.
You will find your *Tool Provider Key* and *Tool Provider Secret* in EduGameCloud Administration.
Use the following *Provider Domain*: app.edugamecloud.com
Select the **Set globally** checkbox.



Set the *Institution/Organization Policies* options as follows:

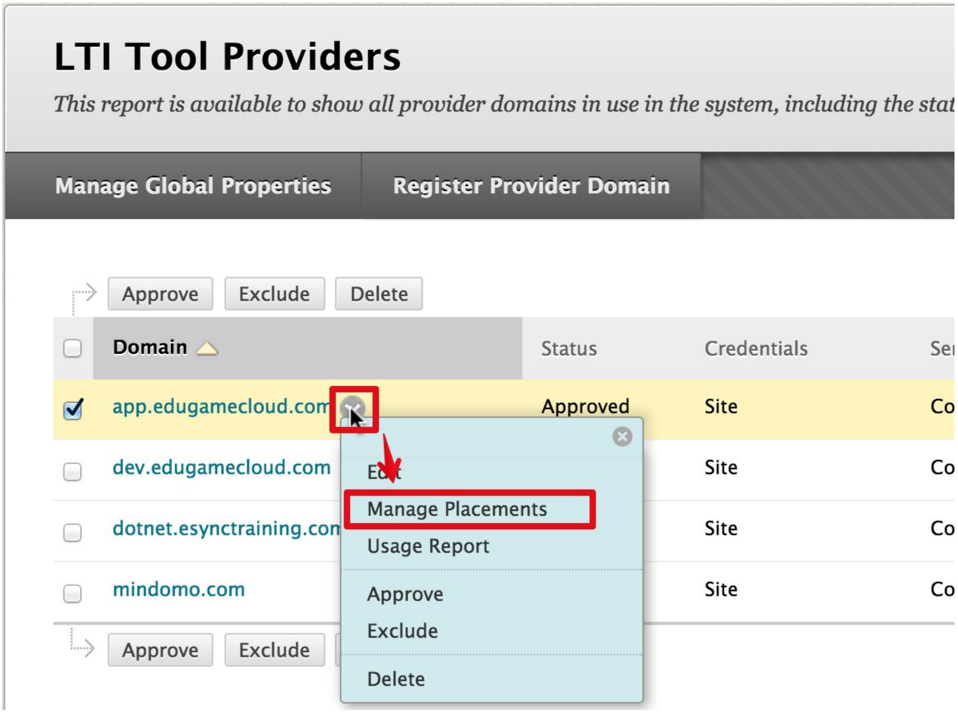


or

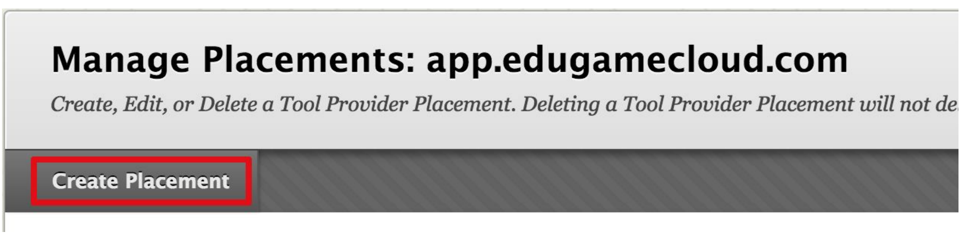


Click on the **Submit** button to store the changes.

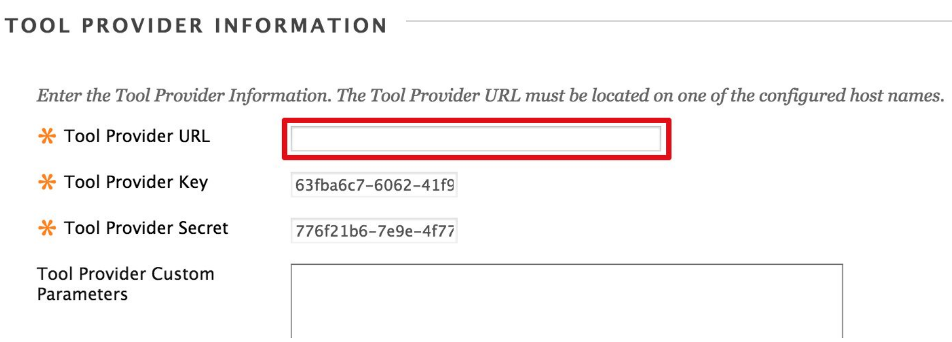
Open the *Options Menu* and select the **Manage Placements** option.



Click on the **Create Placement** button.

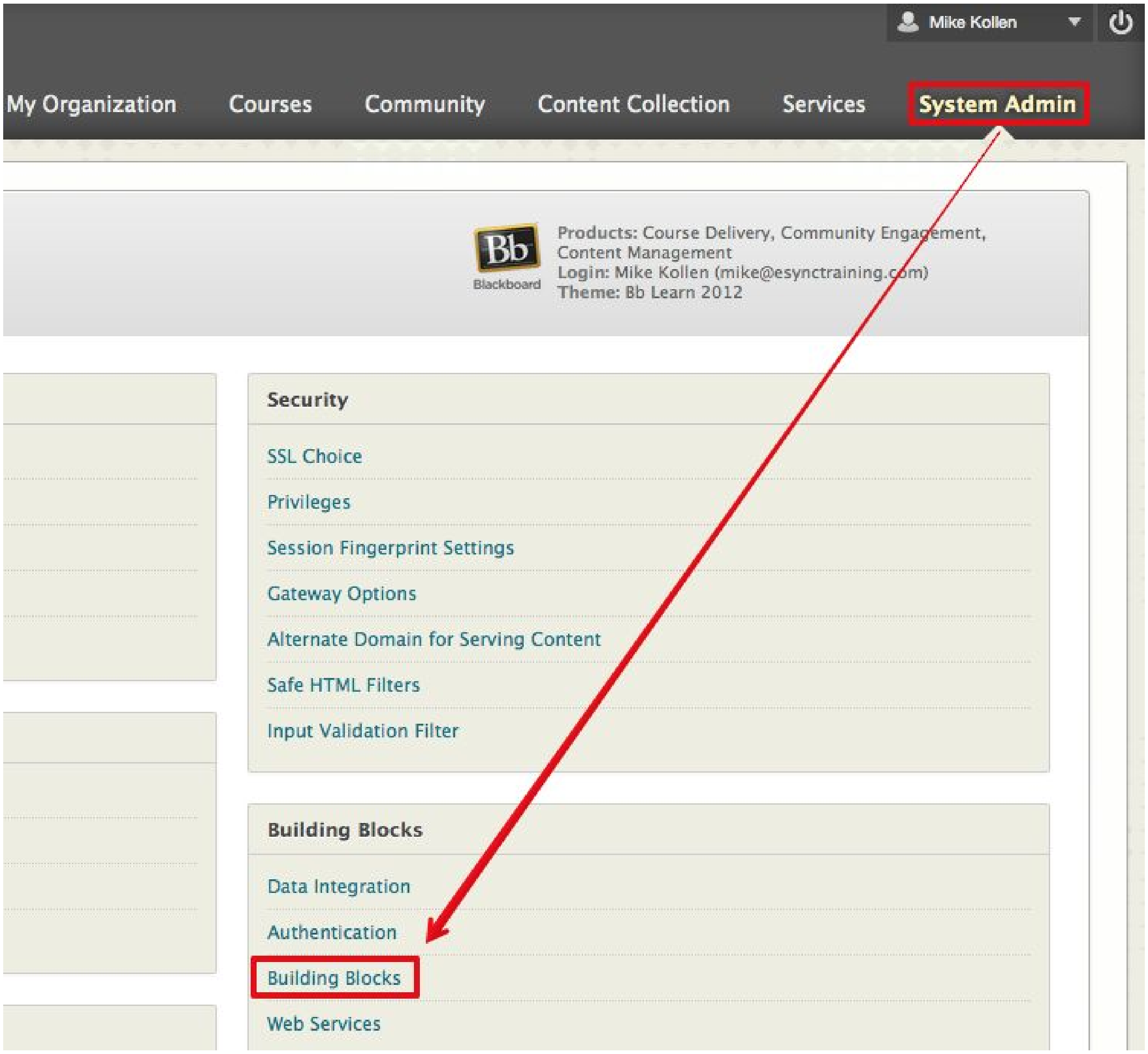


Enter the **Label**, **Handle** and **Tool Provider URL.**
Use the following *Tool Provider URL*: https://app.edugamecloud.com/lti/blackboard-login



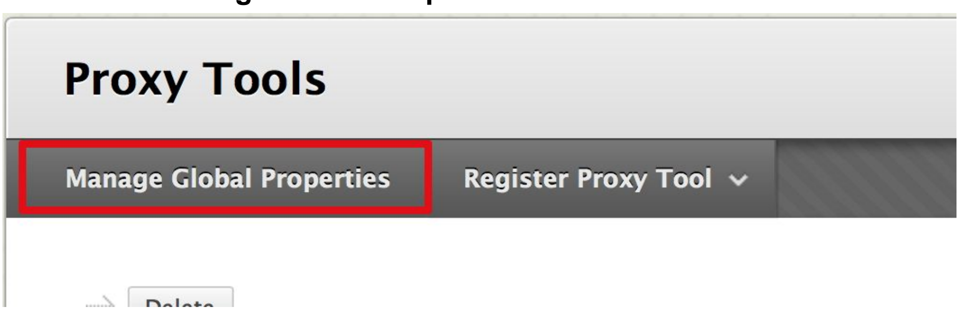
Click on the **Submit** button to store the changes.

On the *Home* screen navigate to **System Admin** tab.
Click on the **Building Blocks** link.



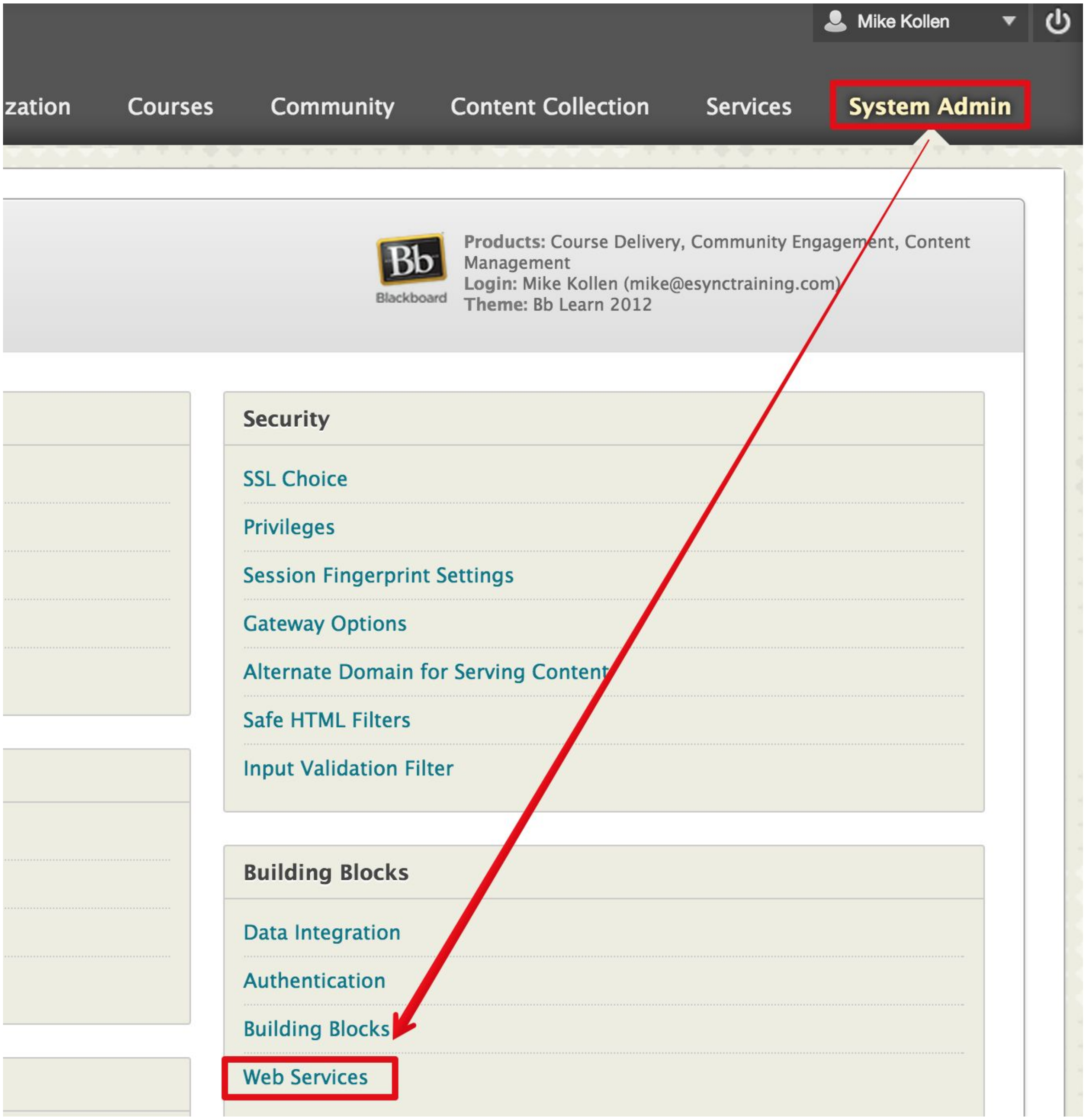
Click on the **Proxy Tools** link.

Click on the **Manage Global Properties** button.



Select the **Allow Unknown Proxy Tools** checkbox.

On the *Home* screen navigate to **System Admin** tab.
Click on the **Web services** link.



Select the following web services and make them available:

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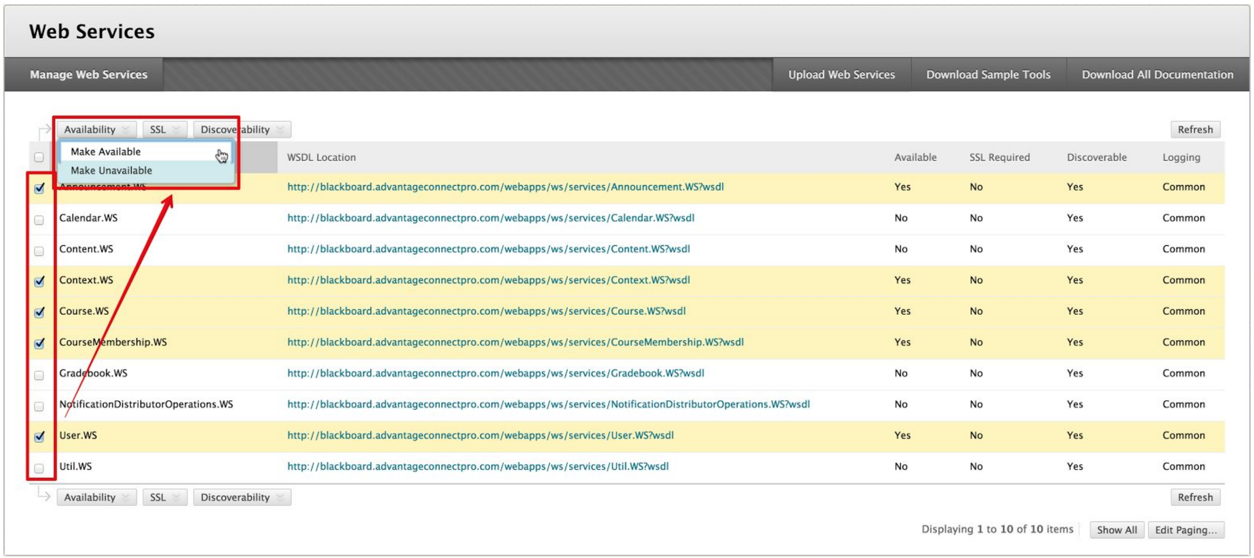
- User.WS



Getting Support

Email Support, please contact:
support@esynctraining.com and cc: qa@esynctraining.com

Emergency Phone Support:
714.979.4444