

Sakai



& Adobe Connect

User Guide
Version 1.3

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Course Administrator Guide

Create a New Adobe Connect Meeting

Click on the **Add Meeting** button.

Meetings List

Settings

Course Meetings

Currently there are no meetings. Please add.

Add Meeting

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

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

Meetings List > Meeting Information

Meeting Information

Participants

Settings

Required

Name:

Select Template:

Optional

Custom URL:

https://connect.esyncctraining.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

Cancel

Save

Next

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

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

Meeting Information

Participants

Settings

Sakai Available Users (4)

Student (3)

Vadim Adashkevich

Melissa Sieben

Kelsea Tower

Teacher (1)

Mike Kollen

Adobe Connect Participants (4)

Host (1)

Mike Kollen

Participant (3)

Vadim Adashkevich

Melissa Sieben

Kelsea Tower

Sync Users

Add

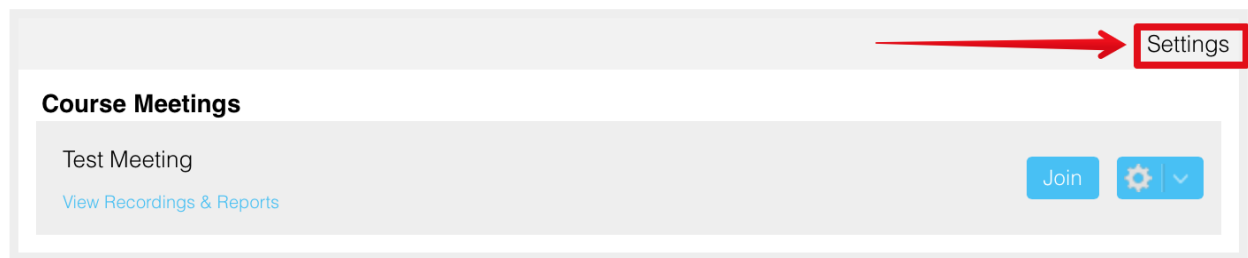
Set User Role

Remove

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

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

Meetings List



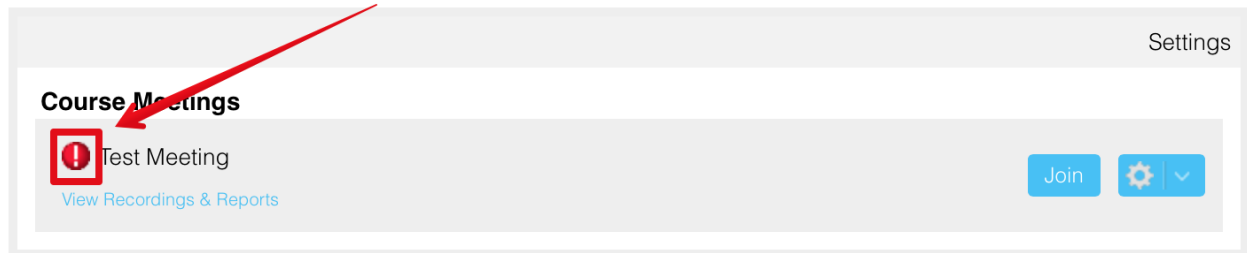
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.

A screenshot of the 'Settings' form, specifically the 'Adobe Connect Password Settings' section. The form has a title 'Settings' in blue. Below it, the section is titled 'Adobe Connect Password Settings'. There is a checkbox with the text 'I have an existing Adobe Connect account and would like to enter this Password'. Below the checkbox is a text input field labeled 'Password:'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

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.

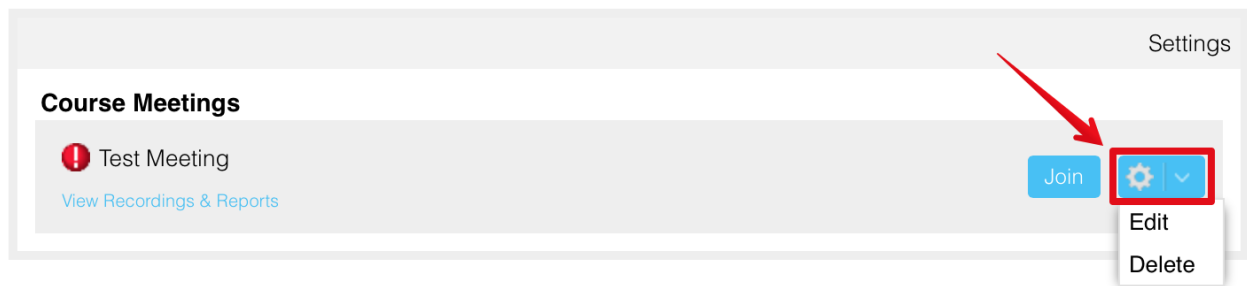
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

Meetings List



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

Meetings List



Navigate to the **Participants** tab and observe the **Sakai 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**

Meeting Information | Participants | Settings

Sakai 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

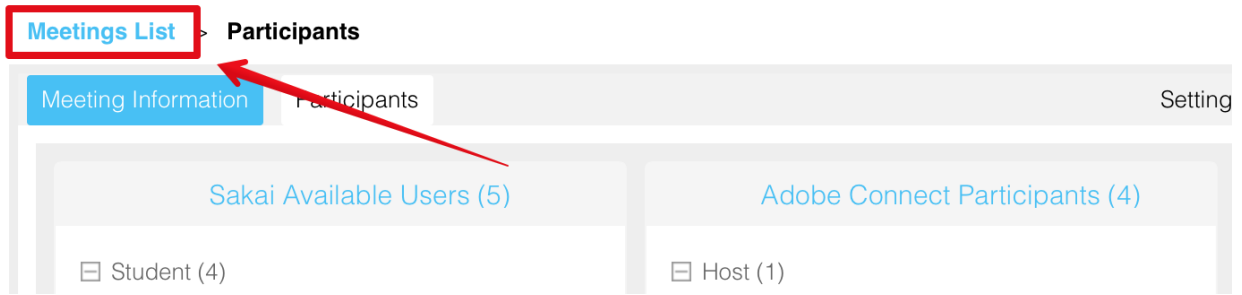
Kelsea Tower

 Sync Users Add Set User Role 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 Sakai Available Users list by clicking on the **Refresh** button.

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



Create an Office Hours Meeting (Optional)

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

Meetings List

Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

Join

⚙️

▼

Office Hours

Currently there are no meetings. Please add.

Add Meeting

Study Groups

Currently there are no meetings. Please add.

Add Meeting

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

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

Office Hours Information

Settings

Required

Select Template:

Optional

Custom URL:

Summary:

Meeting Time:

Allow Guests ☐

Cancel

Save

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

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

Create a Study Group Meeting (Optional)

Click on the **Add Meeting** button in the *Study Group* section.

Meetings List

Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

Join

⚙️

▼

Office Hours

Mike Kollen's Office Hours (6pm-8pm)

[View Recordings & Reports](#)

Join

⚙️

▼

Study Groups

Currently there are no meetings. Please add.

Add Meeting

Add Sakai 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**

Study Group Information

Participants

Settings

Sakai Available Users (5)

Student (4)

Vadim Adashkevich

Paul Green

Melissa Sieben

Kelsea Tower

Teacher (1)

Mike Kollen

Adobe Connect Participants (1)

Host (1)

Mike Kollen

Sync Users

Add

Set User Role

Remove

Back

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

Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

Join

Office Hours

Mike Kollen's Office Hours (6pm-8pm)

[View Recordings & Reports](#)

Join

Study Groups

Test Study Group

[View Recordings & Reports](#)

Join

Student's Study Group

[View Recordings & Reports](#)

Join

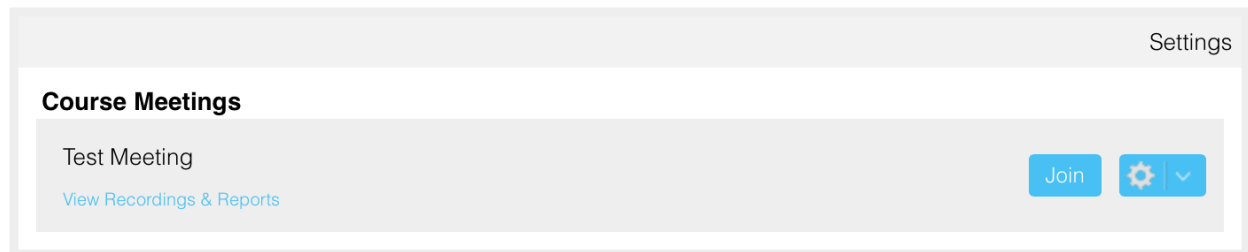
 

Adobe Connect Recordings

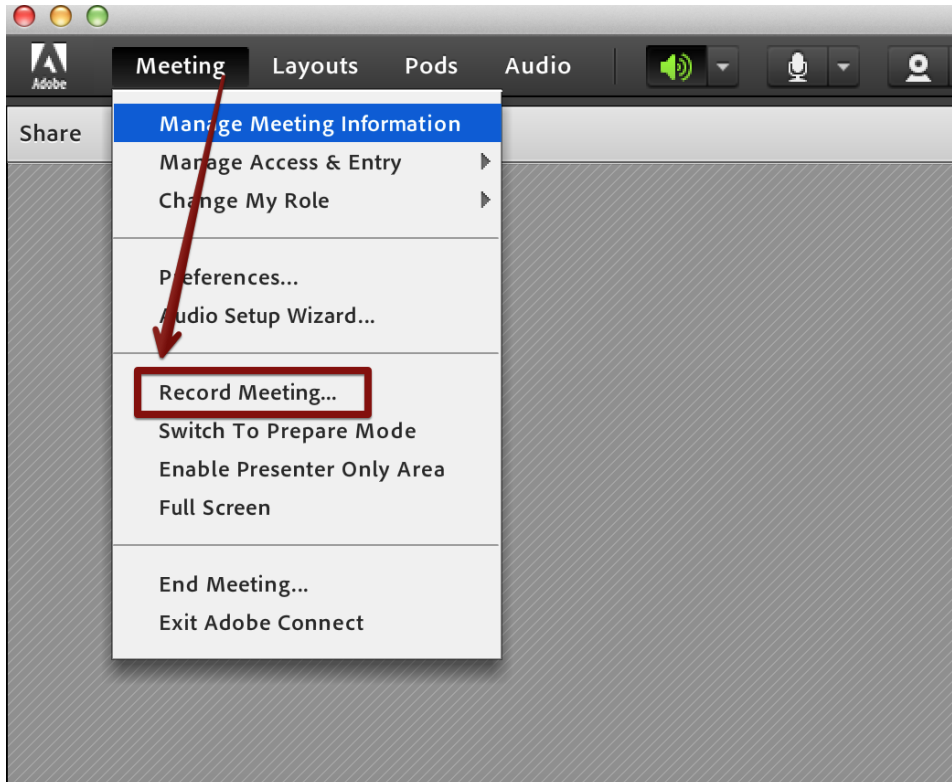
Record the Meeting

Join the meeting.

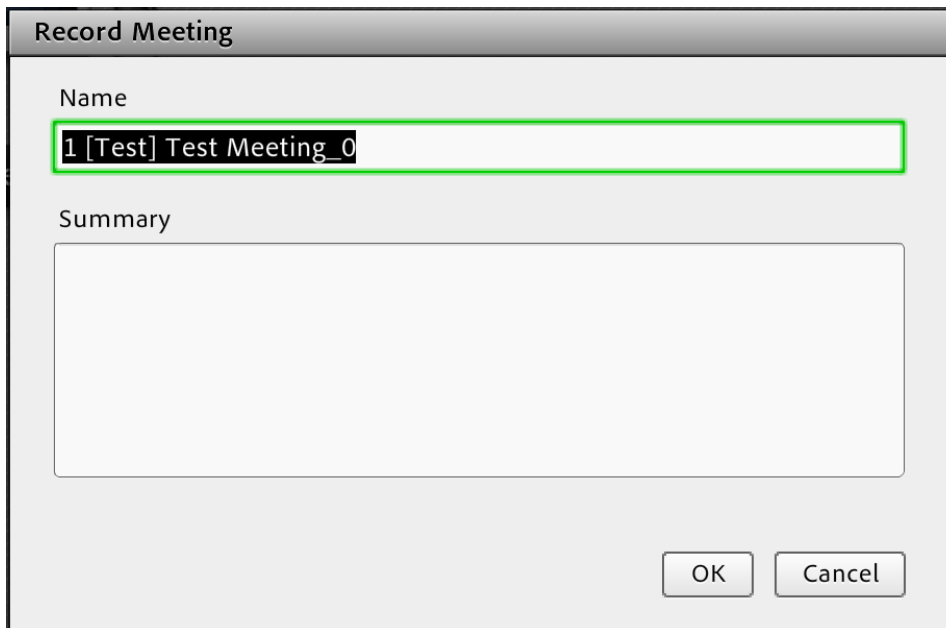
Meetings List



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.



A dialog box titled "Record Meeting" with a light gray background. It contains two input fields: "Name" and "Summary". The "Name" field is filled with the text "1 [Test] Test Meeting_0" and is highlighted with a green border. The "Summary" field is empty. At the bottom right, there are two buttons: "OK" and "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 Sakai page and click on the **View Recordings & Reports** link.

Meetings List



Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

Join


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





Meetings List > Recordings

Recordings

Reports

Settings



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

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 and *Make FLV*.

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

The screenshot shows a web interface with a 'Recordings' tab selected. Below the tab is a table with the following columns: Name, Access, Recording Date, Duration, Actions, and Delete. The first row of the table is highlighted in blue and contains the recording '[46] Test Meeting_0'. The 'Actions' dropdown menu is open, showing three options: 'Edit Recording', 'Share', and 'Make FLV'. The 'Delete' column contains a trashcan icon.

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

- 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.

The screenshot shows a dialog box titled '99 [Demo] Demo Meeting_0'. It contains a 'Recording URL' field with the value 'https://connect.esynctraining.com/p5o6ar3b7an'. Below it is a 'Change Access Type' section with radio buttons for 'Private' (selected) and 'Public'. There is also a 'Passcode (Optional):' field. At the bottom are 'Cancel' and 'Save' buttons.

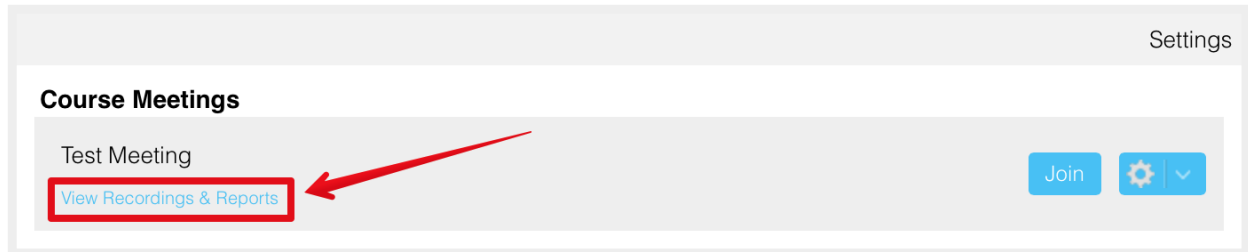
- 3) Selecting **Make FLV** option you will be asked to choose a place on your hard drive and the recording will be saved in FLV.

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

View Meeting Reports

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

Meetings List



Course Meetings

Test Meeting

[View Recordings & Reports](#)

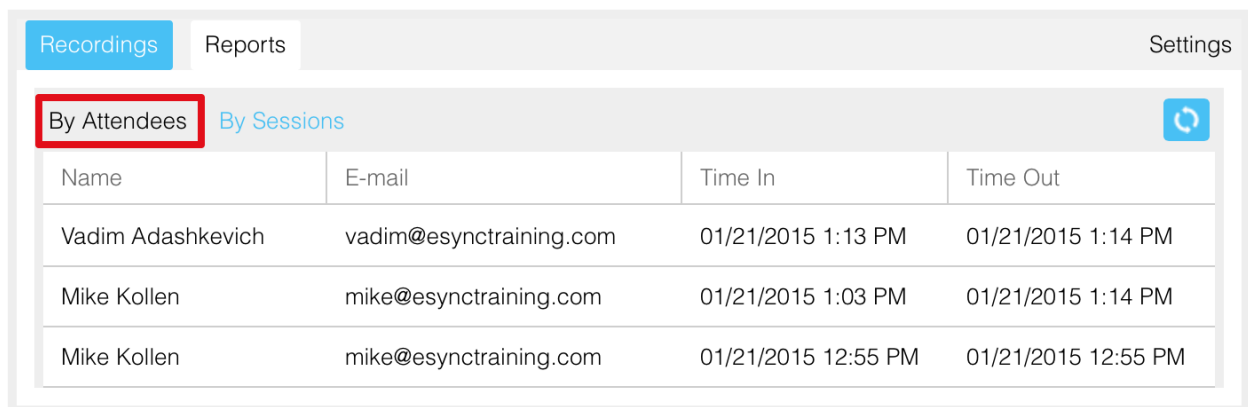
Join

Settings

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



Recordings Reports

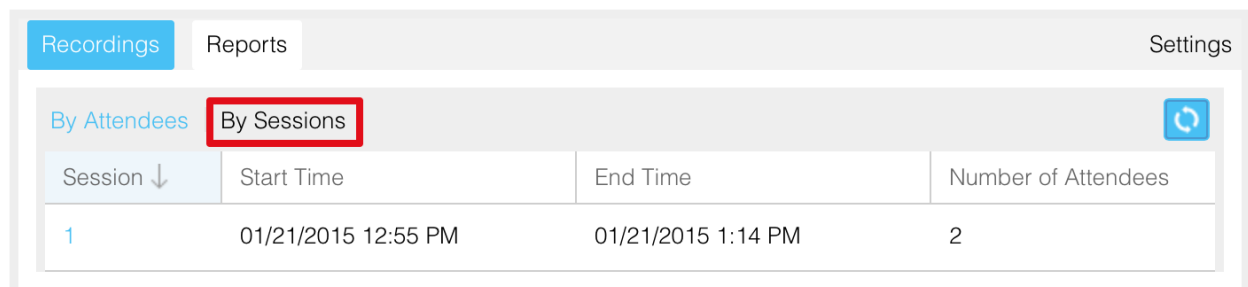
By Attendees By Sessions

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

Settings

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

Meetings List > Reports



Recordings Reports

By Attendees By Sessions

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

Settings

Sakai Account Administrator Guide

External App Configuration

Configure LTI Adobe Connect for Your Sakai Account

Login to Sakai account and select the required *Site* in the header site navigation.

The screenshot shows the Sakai account administrator interface. The header bar is blue and contains the AMU American Public University System logo, a 'My Workspace' dropdown menu, and two other site selection dropdowns: 'adobe connect LTI modelsite' and 'Demo Course Site'. A red box highlights these three dropdowns. The left navigation menu is a vertical list of links: Home, Calendar, Resources, Profile, Announcements, Membership, Preferences, Account, News, Site Setup, Web Content, Standalone Esync LTI, and User Guide. The main content area is divided into three sections: 'My Workspace: Message Of The Day' with an 'Options' button and a sample link; 'My Workspace: Recent Announcements' with a 'View' dropdown and a message that there are no announcements; and 'My Workspace: My Workspace Information Display' with a welcome message and instructions for modifying workspace information. A calendar for December 2014 is also visible on the right.

Select the **Site Editor** in the left side navigation and click on the **External Tools** button.

The screenshot shows the 'Site Editor' page for the 'Demo Course Site'. The header bar is blue and contains the AMU American Public University System logo, a 'My Workspace' dropdown menu, and two other site selection dropdowns: 'adobe connect LTI modelsite' and 'Demo Course Site'. A red box highlights the 'Demo Course Site' dropdown. The left navigation menu is a vertical list of links: Home, Announcements, Calendar, Messages, Resources, Site Editor, Statistics, Roster, Adobe Connect link, and User Guide. The 'Site Editor' link is highlighted with a red box. The main content area is titled 'Demo Course Site: Site Editor' and contains a row of buttons: 'Edit Site Information', 'Edit Tools', 'Add Participants', 'Manage Groups', 'Link to Parent Site', 'External Tools', and 'Manage Access'. A red arrow points from the 'External Tools' button to the 'Site Editor' link in the left navigation menu. Below the buttons, there is a table with site information:

Demo Course Site	
Site URL	https://edgesandbox.apus.edu/portal/site/106ce911-01a4-4bec-8b8d-ac806b218701
Site contact and email	Mike Kollen, mike@esyncctraining.com
Available to	Site participants only
Modification date	Dec 29, 2014 5:08 am
Modified by	Kollen, Mike
Display in public site list	Yes (Tell me more...)
Creation date	Dec 1, 2014 5:09 am

Click on the **Tools Available In System** button and select the **Add External Tool to System** link.

Tools Added to Sites **Tools Available in System** **Add External Tool to System**

Below are the external tools that have been added to the system. Select the "Edit" link to revise the launch settings. Select the "Add Tool" link to make additional external tools available.

Title	URL	Site ID	Action
Esync Lti Standalone (Stage)	https://dotnet.esynctraining.com:3333/lti/sakai-login	106ce911-01a4-4bec-8b8d-ac806b218701	Edit / Delete

If you have a key and secret, you must first install the tool using this screen, and then to launch the tool, you need to create a tool configuration for the tool. You can test launch your tool and get a URL for your tool from the tool configuration screen.

Fill in all mandatory fields, enter the **Launch URL**, **Launch Key** and **Launch Secret** values. **Launch Key** and **Launch Secret** values should be copied from the *dbo.CompanyLms* table.
Launch URL: https://app.edugamecloud.com/lti/Sakai-login

Launch URL

https://64.27.12.43/lti/sakai-login

Allow launch URL to be changed

☒ Do not allow

☐ Allow

Launch Key

500C3D4E-63D3-4

Allow launch key to be changed

☒ Do not allow

☐ Allow

Launch Secret

3B73FC45-3C5B-

Allow button text to be changed.

Allow button text to be changed

☐ Do not allow

☒ Allow

Enable the *Privacy Settings* and click on the **Save** button.

Privacy Settings:

- ☒ Send User Names to External Tool
- ☒ Send Email Addresses to External Tool
- ☒ Allow External Tool to return grades
- ☒ Provide Roster to External Tool
- ☒ Allow External Tool to store setting data
- ☒ Allow External Tool to access Lessons API

Click on the **Tools Added to Sites** button and select the **Add Available Tool to Site** link.

Select the proper *Tool*, enter the *Button Text*, check the **Add Site Link** option and click on the **Save** button.

Add Tool to Site

* Select Tool
LTI On-Premise Title

*Button Text (Text in tool menu)
Adobe Connect LTI

Frame Height

Custom Parameters (key=value on separate lines)

☒ Add Site Link

Select the Tool in the left side navigation.

AMU American Public University System APU

My Workspace ▼ adobe connect LTI modelsite ▼

Enter Participant View Logout

Demo Course Site ▼ My Sites ▼

Home

Announcements

Calendar

Messages

Resources

Site Editor

Statistics

Roster

Adobe Connect link

Adobe Connect LTI

User Guide

Demo Course Site: LTI On-Premise Title

Adobe Connect

Help: [Sakai](#) | [EduGame Cloud](#)

Meeting Information **Participants** Recordings Reports [Settings](#)

On Premise Test

Sakai Available Users 1 | Adobe Connect Participants 1