



User Guide (Version 1.7.0)



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Sakai



& Adobe Connect

User Guide
Version 1.7.0

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What's New In v1.7.0?

Sakai Calendar Events

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

The screenshot shows a window titled "Add LMS Support" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with tabs for "General", "Settings" (which is selected and highlighted in blue), "Support", "Roles", "Audio", "MP4 License", and "Downloads". The "Settings" tab contains a section titled "Meetings" with a scroll bar on the right. Inside the "Meetings" section, there are several settings:

- "Course Meetings:" with a help icon (?) and a toggle switch set to "Yes".
- "Seminar Rooms:" with a help icon (?) and a toggle switch set to "No".
- "Office Hours:" with a help icon (?) and a toggle switch set to "Yes".
- "Study Groups:" with a help icon (?) and a toggle switch set to "No".
- "Name Format:" with a dropdown menu showing "[Meeting Title]".
- "Show Name Layout:" with four checkboxes: "Summary", "Duration", "Start Time", and "Audio Profile", all of which are currently unchecked.
- "Options:" with several checkboxes:
 - "Meeting Reuse" (unchecked, with a help icon ?)
 - "Edit Meetings" (checked, with a help icon ?)
 - "Delete Meetings" (checked, with a help icon ?)
 - "Multiple Meetings" (unchecked, with a help icon ?)
 - "Use Calendar Events" (unchecked, with a help icon ?). This checkbox is highlighted with a red rectangular border.

This setting allows teachers to schedule *Calendar Events* in Sakai.

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 first time scheduling events for the meeting **Generate Calendar Events** button is available.

Adobe Connect

Settings:  [Change](#)

Help: [User Guide](#)

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

Information

Calendar Events

Participants

Currently no events available

Generate Calendar Events

Back

Finish

Next

Teacher is able to set *Start Time*, *Duration* and frequency of the Event.

Generate Calendar Events

Start Time: 06-29-2016 01:30 PM

Duration: 01:00

Days Class Meets: ☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

Week(s): 1

Cancel

Generate

Thereafter, new Events can be added by editing the Meeting and selecting the **Add Event** button on the *Calendar Events* tab.

Adobe Connect

Settings:  [Change](#)

Help: [User Guide](#)






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

Information

Calendar Events

Participants

Add Event

Name	Start Time	End Time	
Virtual Class Meeting #1	06/29/2016 01:30 PM	06/29/2016 02:30 PM	
Virtual Class Meeting #2	06/30/2016 01:30 PM	06/30/2016 02:30 PM	
Virtual Class Meeting #3	07/01/2016 01:30 PM	07/01/2016 02:30 PM	
Virtual Class Meeting #4	07/04/2016 01:30 PM	07/04/2016 02:30 PM	
Virtual Class Meeting #5	07/05/2016 01:30 PM	07/05/2016 02:30 PM	

Back

Finish

Next

New Event entries will appear in the list which can be edited by clicking on appropriate field (*Name, Start/End Time.*)

Navigate to *Calendar* view and observe the events.

Calendar by Week

View Calendar by Week

Monday, 27 June 2016 - Sunday, 3 July 2016 PDT

[< Previous Week](#) [Today](#) [Next Week >](#)

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

[Earlier](#)

	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2	Sun 3
8:00							
9:00							
10:00							
11:00							
12:00							
13:00			Virtual Class Meeting #1	Virtual Class Meeting #2	Virtual Class Meeting #3		
14:00							
15:00							
16:00							
17:00							

Select any event.

Users can **Remove**, **Edit** and **Join** the event from the Calendar view.

Virtual Class Meeting #1

Date 29-Jun-2016

Time 13:30 - 14:30 PDT

Description

[Join](#)

Frequency Activity occurs once

Event Type Adobe Connect Meeting

Owner Sakai Administrator

Site mercury site

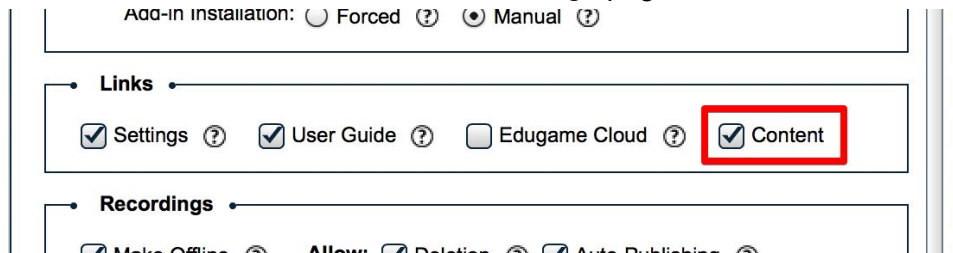
From Site "mercury site" (mercury)

[Edit](#)

[Remove event](#)

Content Management

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



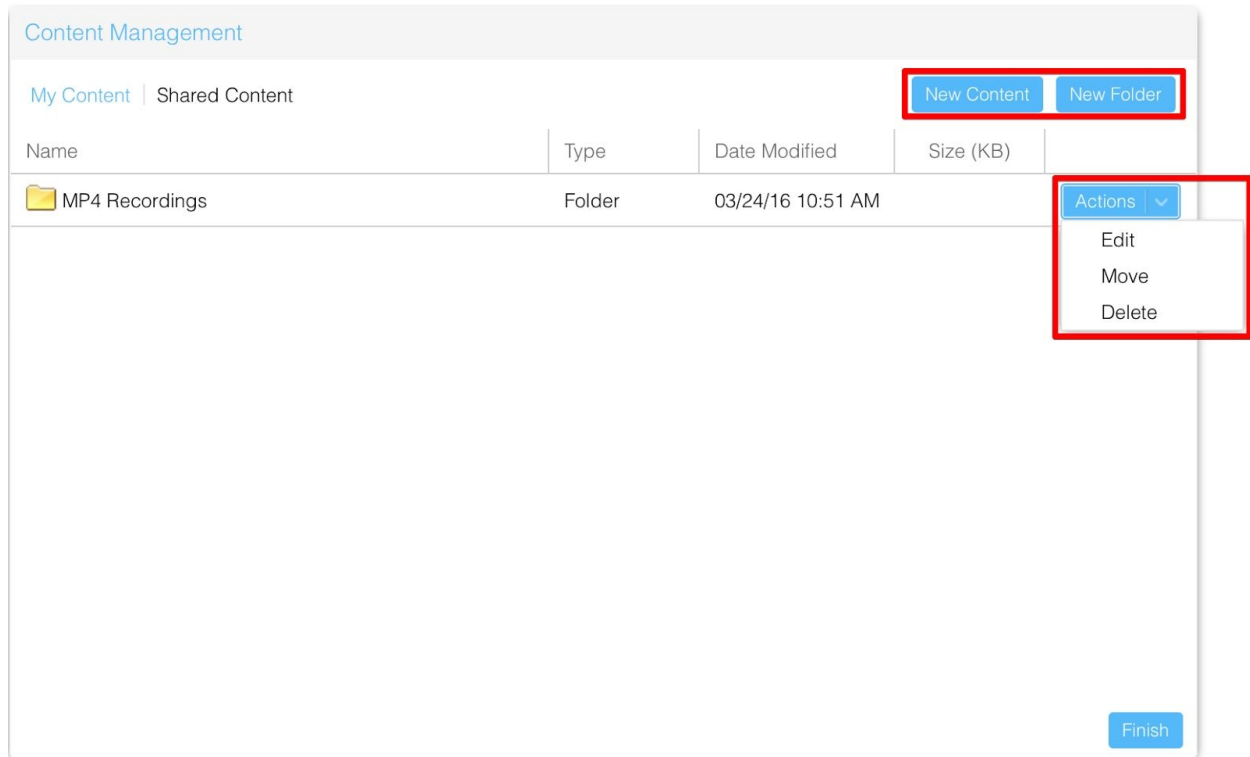
This setting allows users to manage My/Shared Content within the *Adobe Connect* LTI.

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



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



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



Reports by Recordings

Navigate to *Adobe Connect* LTI and click on the **Reports** link.

Adobe Connect


Settings:  [Change](#)

Help: [User Guide](#)

Course Meetings

 Virtual Class Meeting

[Recordings](#) **Reports**

[Join](#)  

Office Hours [Add Meeting](#)

Currently there are no meetings.

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

Adobe Connect




Settings:  [Change](#)

Help: [User Guide](#)

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

Recordings Reports

[By Attendees](#) [By Sessions](#) **By Recordings**

Group by: [Title](#) [Name](#)   

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

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

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

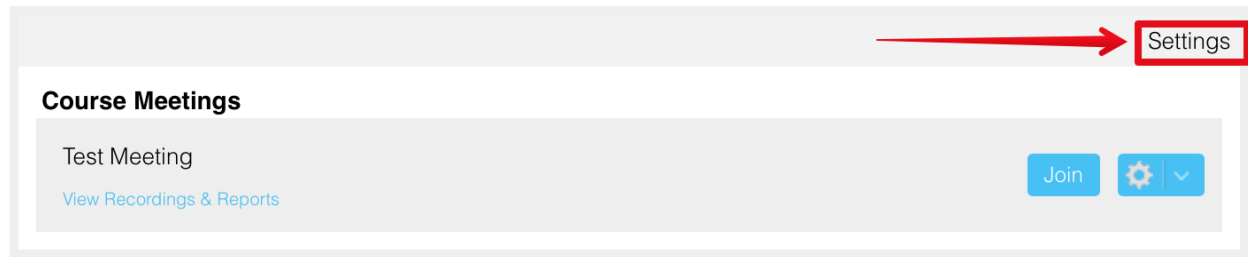
Add

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



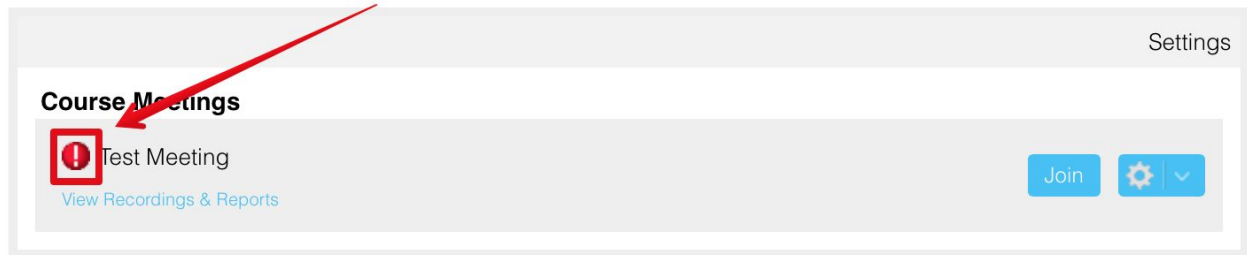
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.

A screenshot of the 'Settings' dialog box. The title bar says 'Settings'. Inside, the section is titled 'Adobe Connect Password Settings'. It contains 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 dialog 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.

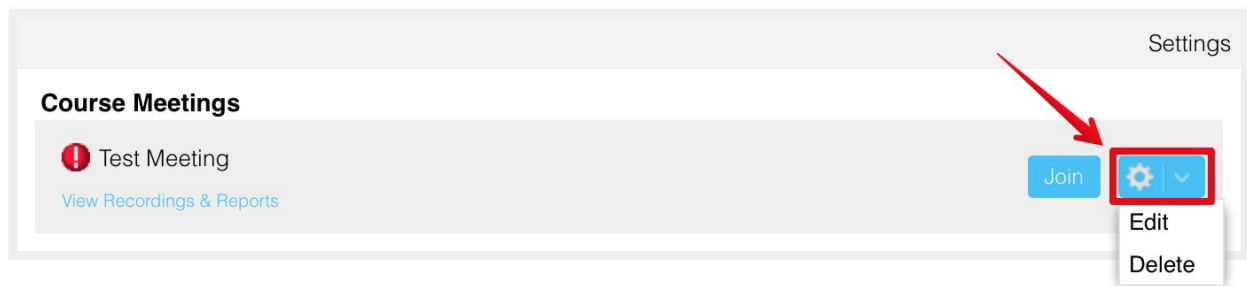
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

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.

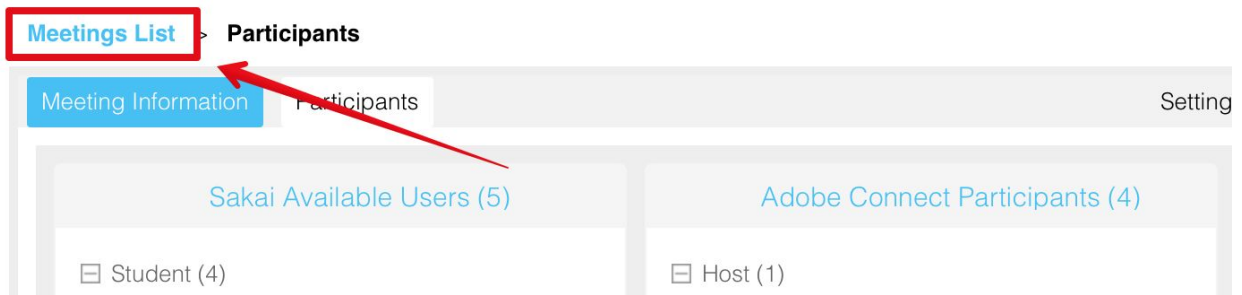
[Meetings List](#) > **Participants**

The screenshot displays the 'Participants' tab of a meeting interface. It features two main columns: 'Sakai Available Users (5)' on the left and 'Adobe Connect Participants (4)' on the right. The 'Sakai Available Users' column is divided into two sections: 'Student (4)' and 'Teacher (1)'. Under 'Student (4)', the users listed are Vadim Adashkevich, Paul Green (marked with a red dot), Melissa Sieben, and Kelsea Tower. Under 'Teacher (1)', the user listed is Mike Kollen. The 'Adobe Connect Participants' column is divided into two sections: 'Host (1)' and 'Participant (3)'. Under 'Host (1)', the user listed is Mike Kollen. Under 'Participant (3)', the users listed are Vadim Adashkevich, Melissa Sieben, and Kelsea Tower. At the bottom of the interface, there are four buttons: a 'Refresh' button (circular arrow icon), a 'Sync Users' button (highlighted with a red box), an 'Add' button, and a 'Set User Role' button with a dropdown arrow, followed by a 'Remove' button.

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

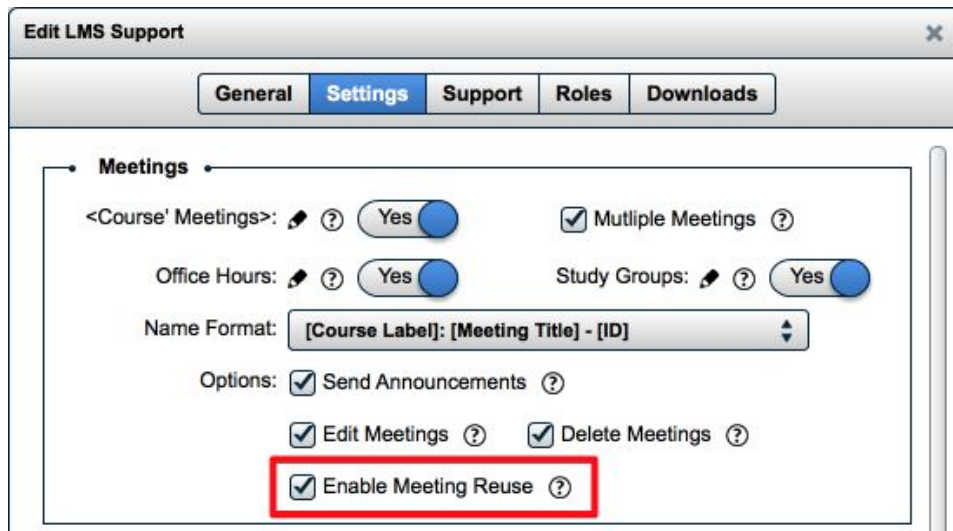
Refresh the Sakai Available Users list by clicking on the **Refresh** button.

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



Meeting Reuse (Optional)

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



The screenshot shows the 'Edit LMS Support' window with the 'Settings' tab selected. The 'Meetings' section contains the following options:

- <Course' Meetings>: ☒ Yes ☐ No ☒ Multiple Meetings
- Office Hours: ☒ Yes ☐ No
- Study Groups: ☒ Yes ☐ No
- Name Format:
- Options:
 - ☒ Send Announcements
 - ☒ Edit Meetings
 - ☒ Delete Meetings
 - ☒ Enable Meeting Reuse (highlighted with a red box)

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.

Adobe Connect 

Help: User Guide | EduGame Cloud

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

Search

Participants: ☐ Clean ☒ Merge ^{3.}

Name	Url
 [154] Marketing 101 - Virtual Classroom	/r64u296mjql/
 [157] Virtual Classroom M1 Marketing	/r3pzmt4grw6/
 [24] USD Marketing 101	/r6dcbpbasi1/
 [59] Marketing 101	/r6k2s6kf608/ ^{4.}
 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.

Seminars Support (Optional)

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

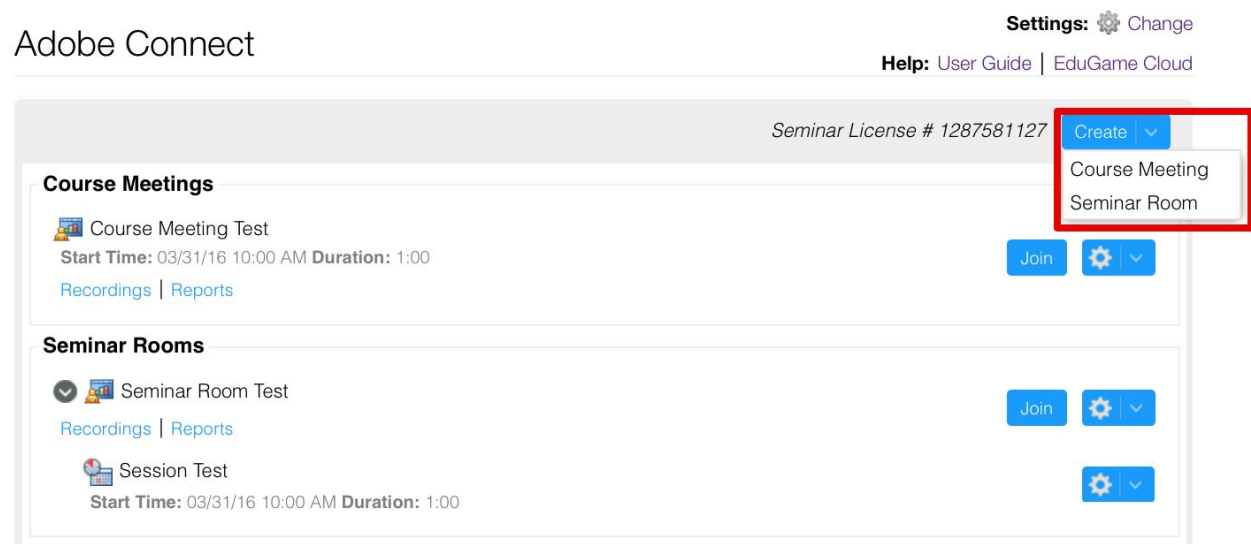


The screenshot shows the 'Add LMS Support' dialog box with the 'Settings' tab selected. Under the 'Meetings' section, there are three toggle switches: 'Course Meetings' (set to 'Yes'), 'Seminar Rooms' (set to 'No' and highlighted with a red box), and 'Office Hours' (set to 'Yes'). There is also a 'Study Groups' toggle switch (set to 'No'). Below these is a 'Name Format' dropdown menu currently showing '[Meeting Title]'.

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 with a gear icon and a 'Help' link with the text 'User Guide | EduGame Cloud'. Below this, the 'Seminar License # 1287581127' is displayed. The main content area is divided into two sections: 'Course Meetings' and 'Seminar Rooms'. In the 'Course Meetings' section, there is a 'Course Meeting Test' with a start time of '03/31/16 10:00 AM' and a duration of '1:00'. In the 'Seminar Rooms' section, there is a 'Seminar Room Test' with a start time of '03/31/16 10:00 AM' and a duration of '1:00'. A 'Create' dropdown menu is open in the top right corner, showing options for 'Course Meeting' and 'Seminar Room'. The 'Seminar Room' option is highlighted with a red box.

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

Settings:  [Change](#)

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

[Meetings List](#) > **New Seminar Room: Information**

Information

Participants

Required

Seminar License:

Seminar License # 1287581127


Name:

Select Template:

Optional

Custom URL:


https://connect.esynctraining.com/



Summary:

Start Time:

03-31-2016



10:15 AM

Duration:

01:00

Access:

☐ Only registered users

☒ Registered users and accepted guests

☐ Anyone who has the URL for the meeting

Cancel

Save

Next

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

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

Adobe Connect


Settings:  [Change](#)

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

Seminar License # 1287581127


Create ▾

Course Meetings


 Course Meeting Test

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


Recordings | Reports


Join  ▾

Seminar Rooms

 Seminar Room Test

Recordings | Reports

Join  ▾

 Session Test

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

New Session

Edit

Delete

Populate the required information and click on the **Save** button.

Adobe Connect

Settings:  [Change](#)

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

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


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

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

Leave

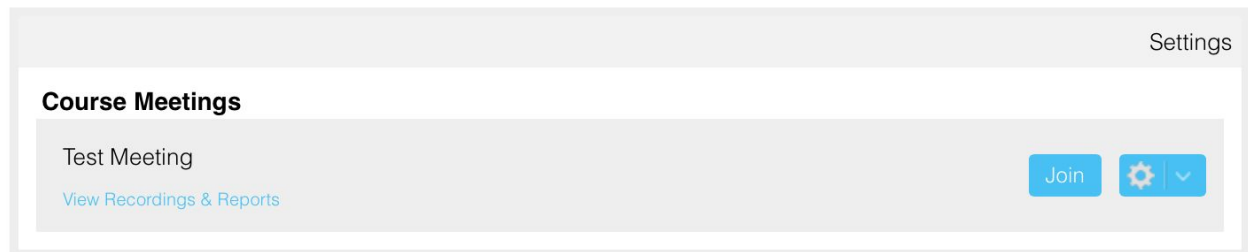
26

Adobe Connect Recordings

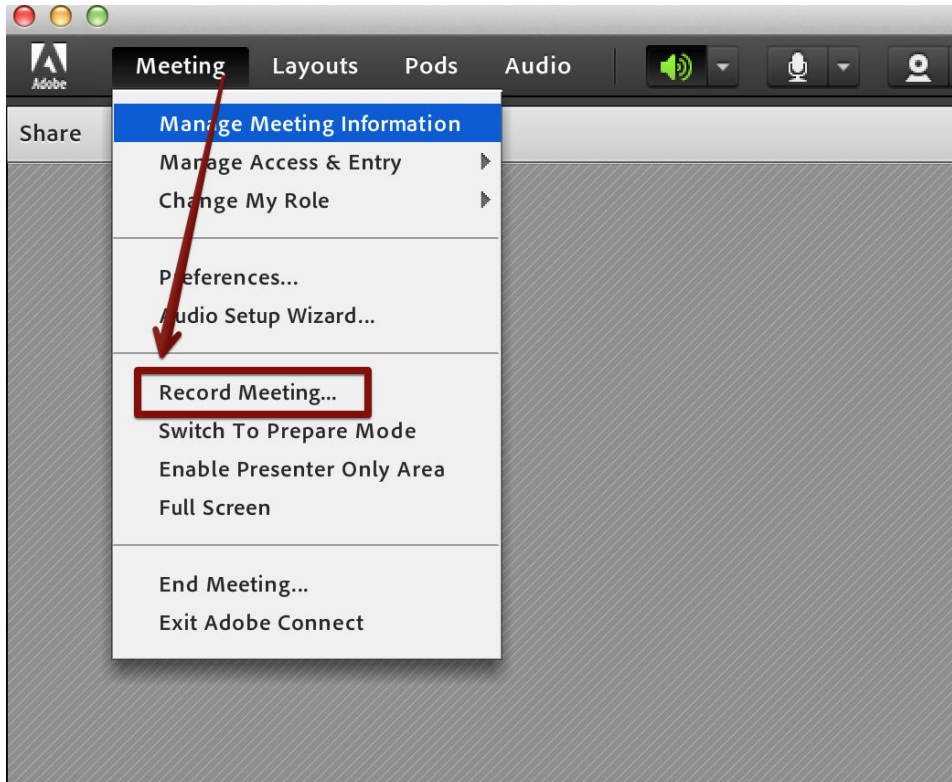
Record the Meeting

Join the meeting.

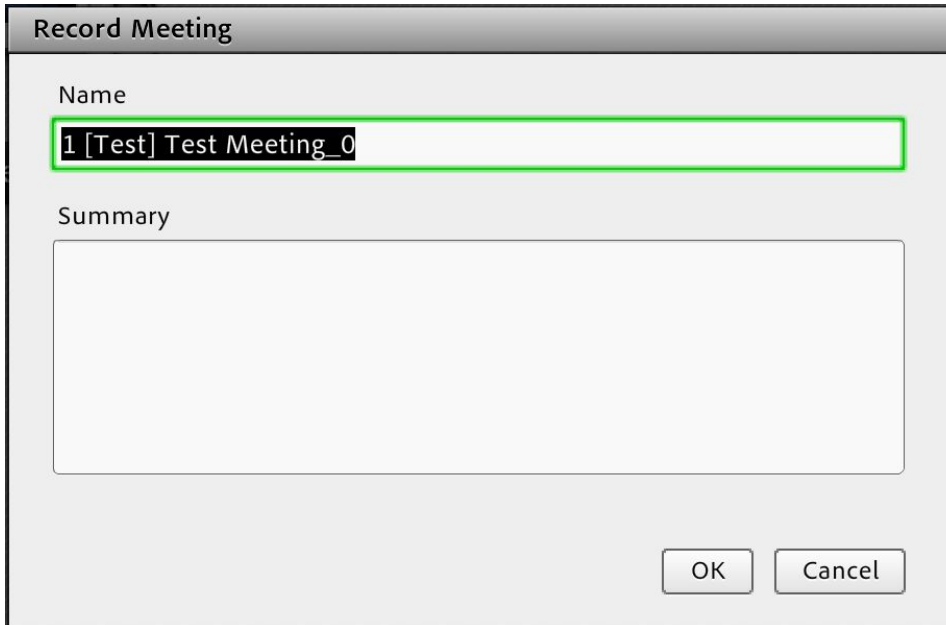
Meetings List



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.



The image shows a 'Record Meeting' dialog box. It has a title bar 'Record Meeting'. Inside, there is a 'Name' label followed by a text input field containing '1 [Test] Test Meeting_0'. Below this is a 'Summary' label followed by a large empty text area. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

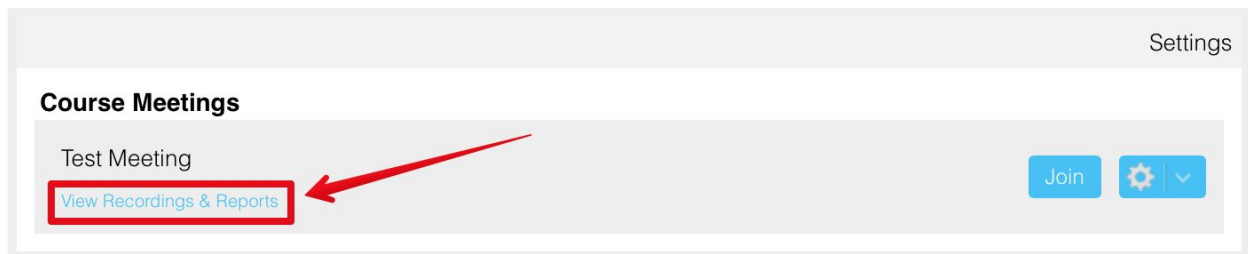
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



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

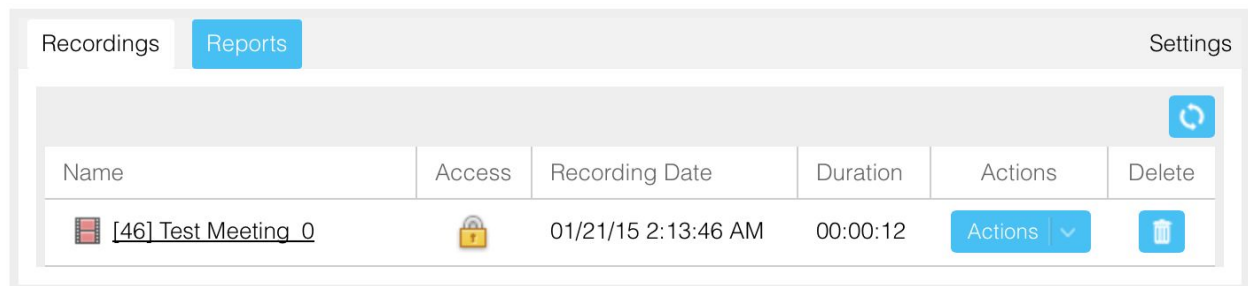
Test Meeting

[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

Refresh

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

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 the 'Recordings' tab in a web application. At the top, there are tabs for 'Recordings' and 'Reports', and a 'Settings' link on the right. Below the tabs 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 this is a 'Change Access Type' section with two radio buttons: 'Private' (selected) and 'Public'. There is also a 'Passcode (Optional):' field. At the bottom, there 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).

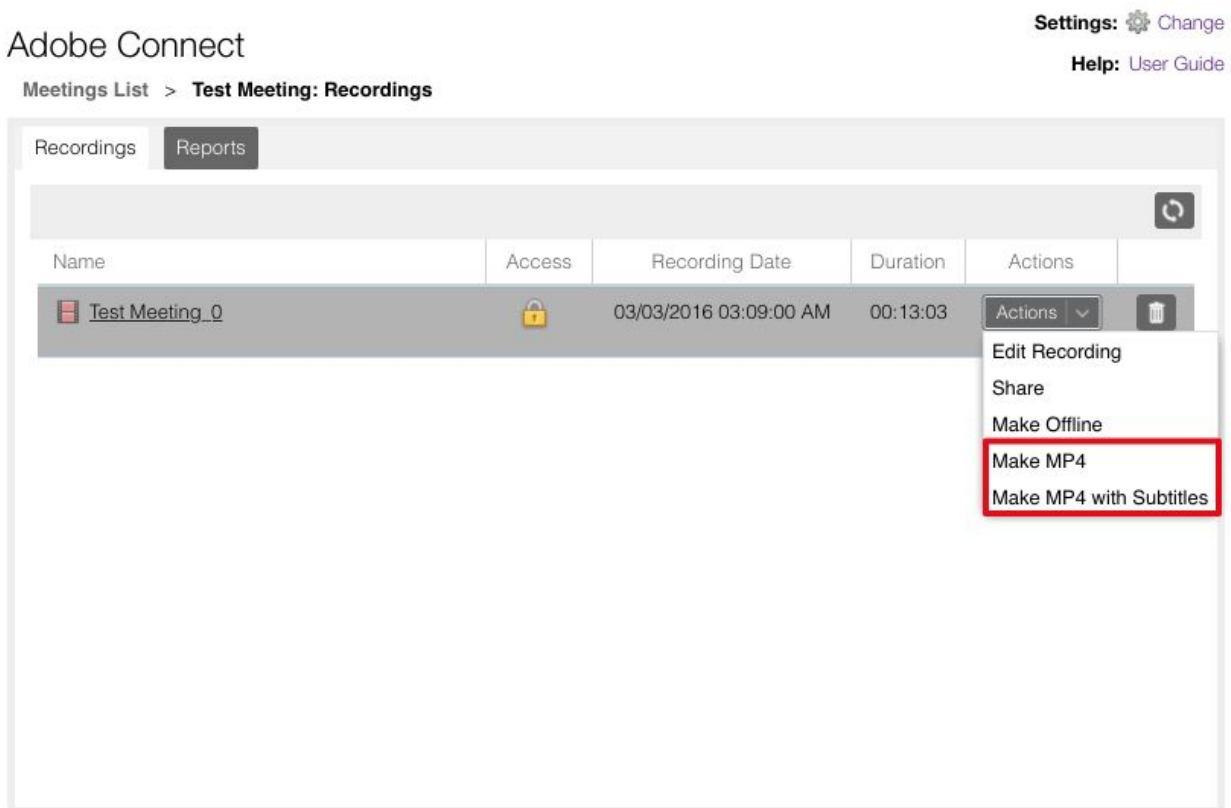
MP4 Conversion

*****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.



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

Recordings Reports

Name	Access	Recording Date	Duration	Actions
 <u>Test Meeting_0</u>		03/03/2016 03:09:00 AM	00:13:03	Actions ▾ 
<div> MP4 status: Pending</div>				

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






Adobe Connect



Settings:  [Change](#)

Help: [User Guide](#)

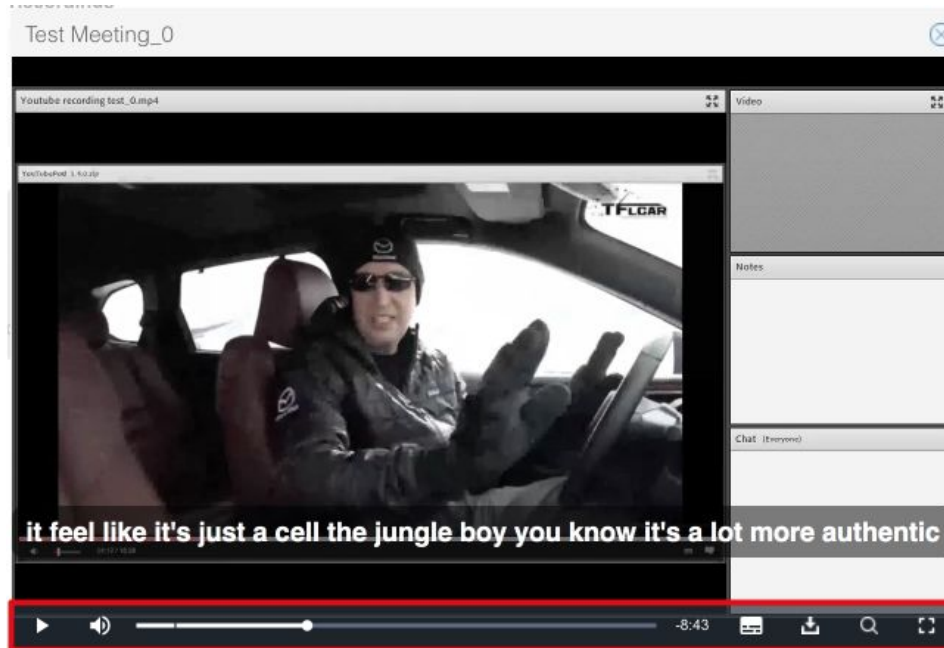
Meetings List > **Test Meeting: Recordings**

Recordings Reports

Name	Access	Recording Date	Duration	Actions
 <u>Test Meeting_0</u>		03/03/2016 03:09:00 AM	00:13:03	Actions ▾ 
<div> Test Meeting_0: MP4</div>				
<div> Test Meeting_0: Transcript</div>				

 Play
 Edit

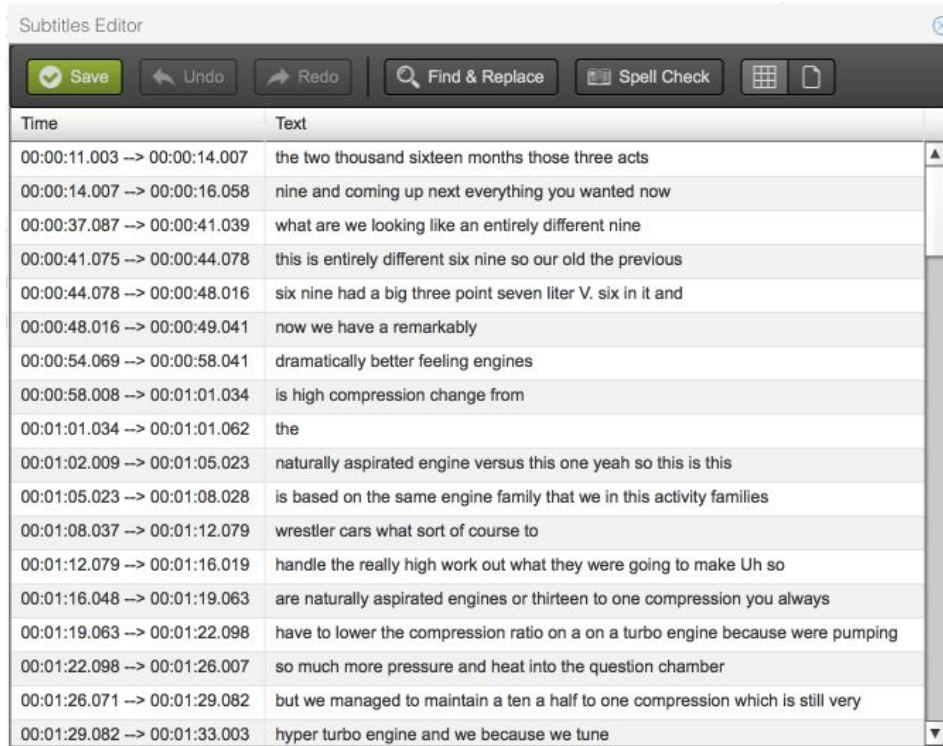
Click on the *Play* button next to appropriate MP4 file to view it in **Player** application.



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.



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

Settings:  [Change](#)

Help: [User Guide](#)

[Meetings List](#) > **Test Meeting: Recordings**

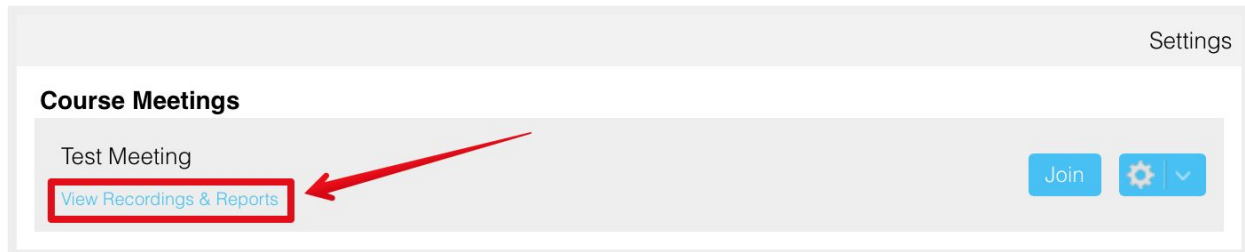
Recordings Reports

Name	Access	Recording Date	Duration	Actions
 Test Meeting_0		03/03/2016 03:09:00 AM	00:13:03	<div><div>Actions</div><div><div>Edit Recording</div><div>Share</div><div>Make Offline</div><div>Download MP4</div><div>Download Transcript</div></div></div>
<div><div> Test Meeting_0: MP4</div><div> Test Meeting_0: Transcript</div></div>				

View Meeting Reports

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

Meetings List



Settings

Course Meetings

Test Meeting

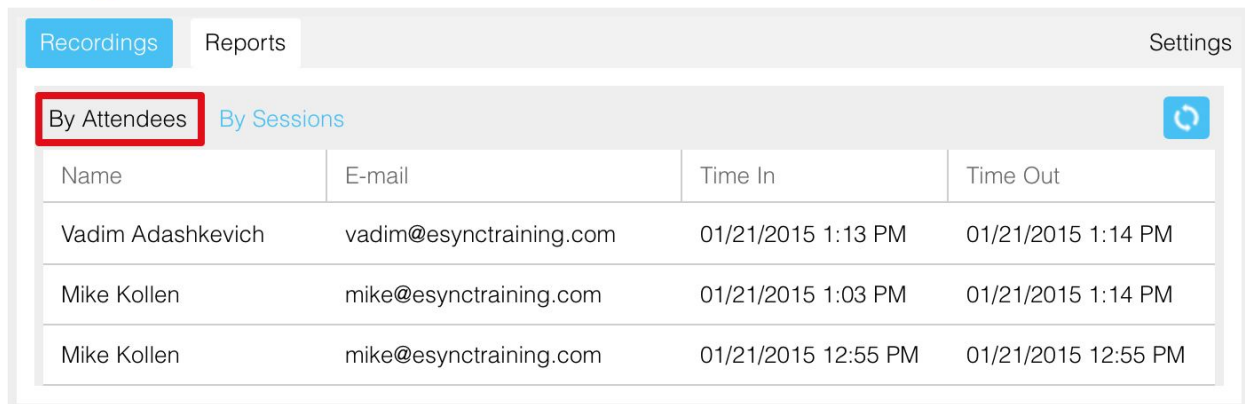
[View Recordings & Reports](#)

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



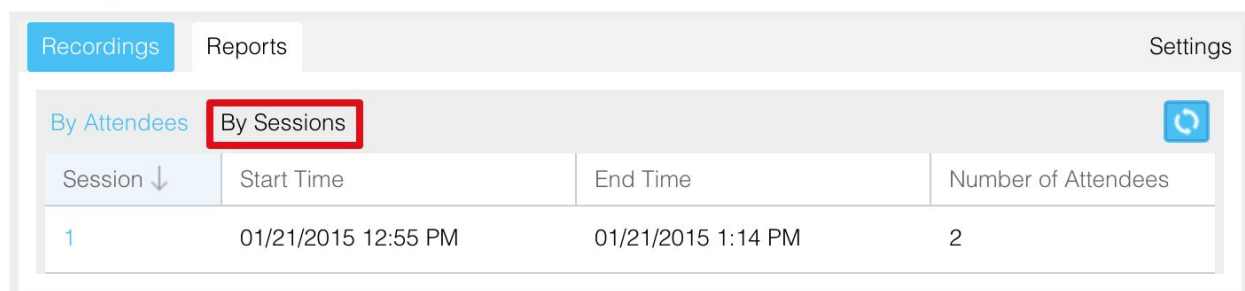
Recordings Reports Settings

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

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

Meetings List > Reports



Recordings Reports Settings

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

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

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

Adobe Connect

Help: User Guide | EduGame Cloud

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



Recordings


Reports


Settings

By Attendees

By Sessions



 PDF

 Excel

Time In	Time Out	Duration
Mike Kollen, mike@esynctraining.com (1)		
07/29/2015 10:45 AM	07/29/2015 10:47 AM	0:02:36

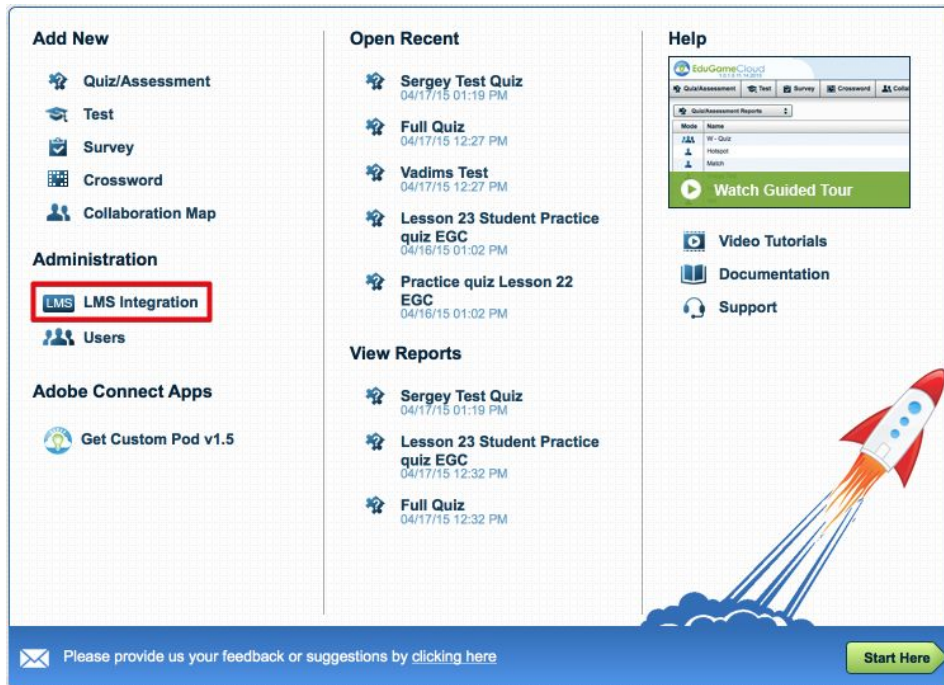
Sakai Account Administrator Guide

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.





Welcome, Demo Admin


 Help


 Logout


 Quiz/Assessment


 Test


 Survey


 Crossword


 Collaboration Map


 Reporting


 Administration


 Adobe Connect Apps

 LMS Integration




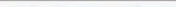
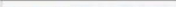
 Users

 Customization

 Email History

 My License

Change Password

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.

The screenshot shows the 'Edit LMS Support' dialog box with the 'General' tab selected. The dialog has a title bar with a close button. Below the title bar are five tabs: 'General' (selected), 'Settings', 'Support', 'Roles', and 'Downloads'. The main content area is divided into two sections: 'LMS Setup' and 'Adobe Connect'. In the 'LMS Setup' section, there is a dropdown for 'LMS' with a red circle around it, a 'Primary Color' dropdown with a red square around it, and text input fields for 'Title' (Adobe Connect), 'Consumer Key' (8decc4bc-...), and 'Shared Secret' (4fbf260d-...). Below these is a section for 'Learning Management System' with fields for 'LMS Domain' (http://...), 'Admin Username' (...), and 'Password' (with a hint to enter the password to overwrite it). A 'Test Connection' button is at the bottom of this section. The 'Adobe Connect' section, outlined in red, contains fields for 'Adobe Connect Server' (https://...), 'Admin Username' (...), and 'Password' (with the same hint). It also has two radio buttons: 'Use Shared Meetings Folder' (unselected) and 'Use User Meetings Folder' (selected). Below these is a 'Canvas Meetings' field and another 'Test Connection' button. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Edit LMS Support

General Settings Support Roles Downloads

LMS Setup

LMS  Primary Color: 

Title

Consumer Key

Shared Secret

Learning Management System

LMS Domain

Admin Username

Password

Adobe Connect

Adobe Connect Server

Admin Username

Password

☐ Use Shared Meetings Folder

☒ Use User Meetings Folder

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

The screenshot shows a dialog box titled "Add LMS Support" with a close button (X) in the top right corner. Below the title bar are five tabs: "General", "Settings" (which is selected and highlighted in blue), "Support", "Roles", and "Downloads". The "Settings" tab contains several sections, each with a title and a list of settings:

- Meetings**
 - Course Meetings: ☒ Yes ☐ Multiple Meetings
 - Office Hours: ☒ Yes ☐ Study Groups: ☒ No
 - Name Format: [Meeting Title]
 - 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

At the bottom of the dialog box are two buttons: "Cancel" and "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 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

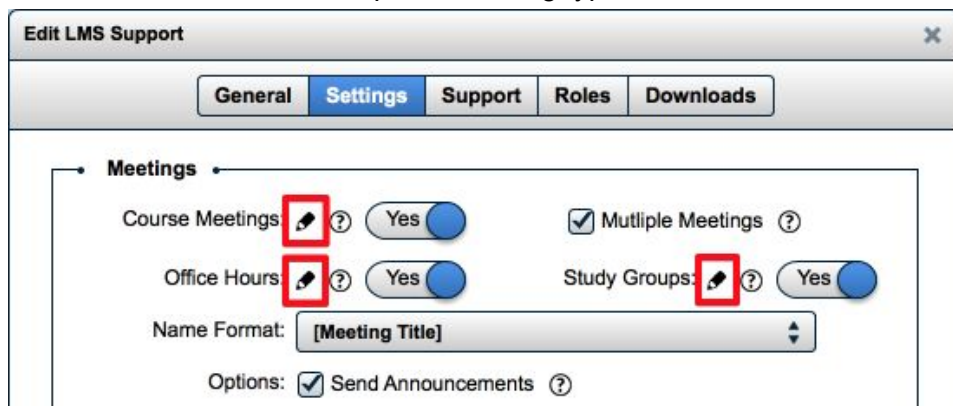
Create an offline recording as an FLV file

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

The screenshot shows the 'Edit LMS Support' dialog box with the 'Settings' tab selected. Under the 'Meetings' section, there are three toggle switches: 'Course Meetings' (Yes), 'Study Groups' (Yes), and 'Office Hours' (No). Below these is the 'Name Format' dropdown menu, which is currently set to '[Meeting Title]'. An 'Options' list is displayed below the dropdown, showing five templates: '[Meeting Title]', '[ID]: [Meeting Title]', '[Course Label]: [Meeting Title]', '[Course Label]: [Meeting Title] - [ID]', and '[Course Label]: [Meeting Title] - (MM/DD/YY)'. The first option, '[Meeting Title]', is highlighted with a blue background and a red border.

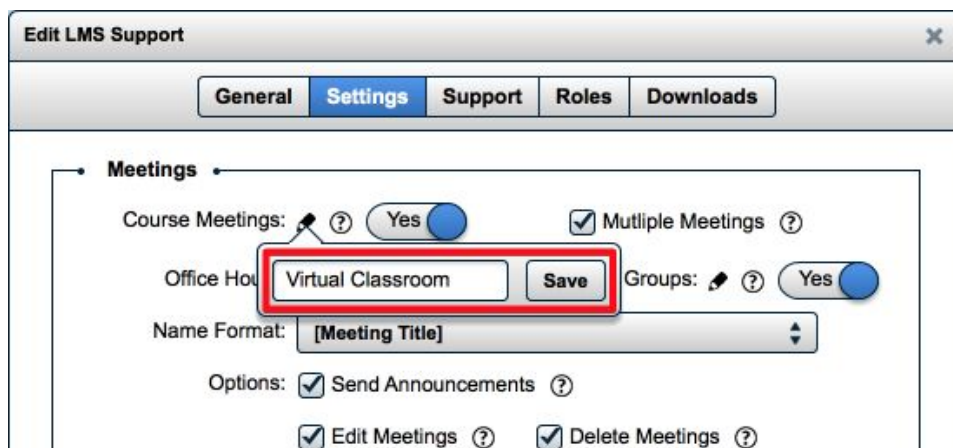
When user creates a meeting in the **Adobe Connect** LTI, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

On the EduGame Cloud LMS license *Settings* page user can edit the **Meeting Labels**. Click on **Edit** icon next to required meeting type.



The screenshot shows the 'Edit LMS Support' dialog box with the 'Settings' tab selected. Under the 'Meetings' section, there are three items: 'Course Meetings', 'Office Hours', and 'Study Groups'. Each item has an edit icon (a pencil) and a 'Yes' toggle. The 'Course Meetings' and 'Office Hours' edit icons are highlighted with red boxes. The 'Study Groups' edit icon is also highlighted with a red box. There is a 'Multiple Meetings' checkbox checked. The 'Name Format' dropdown is set to '[Meeting Title]'. The 'Options' section has 'Send Announcements' checked.

Enter desired label and click on **Save** button.



The screenshot shows the same 'Edit LMS Support' dialog box. The 'Office Hours' text field now contains the text 'Virtual Classroom'. The 'Save' button next to it is highlighted with a red box. The 'Study Groups' item is now labeled 'Groups' and has a 'Yes' toggle. The 'Name Format' dropdown is still '[Meeting Title]'. The 'Options' section now includes 'Edit Meetings' and 'Delete Meetings', both of which are checked.

Save the license and observe the **Adobe Connect LTI**. New Meeting Label should appear.

Adobe Connect

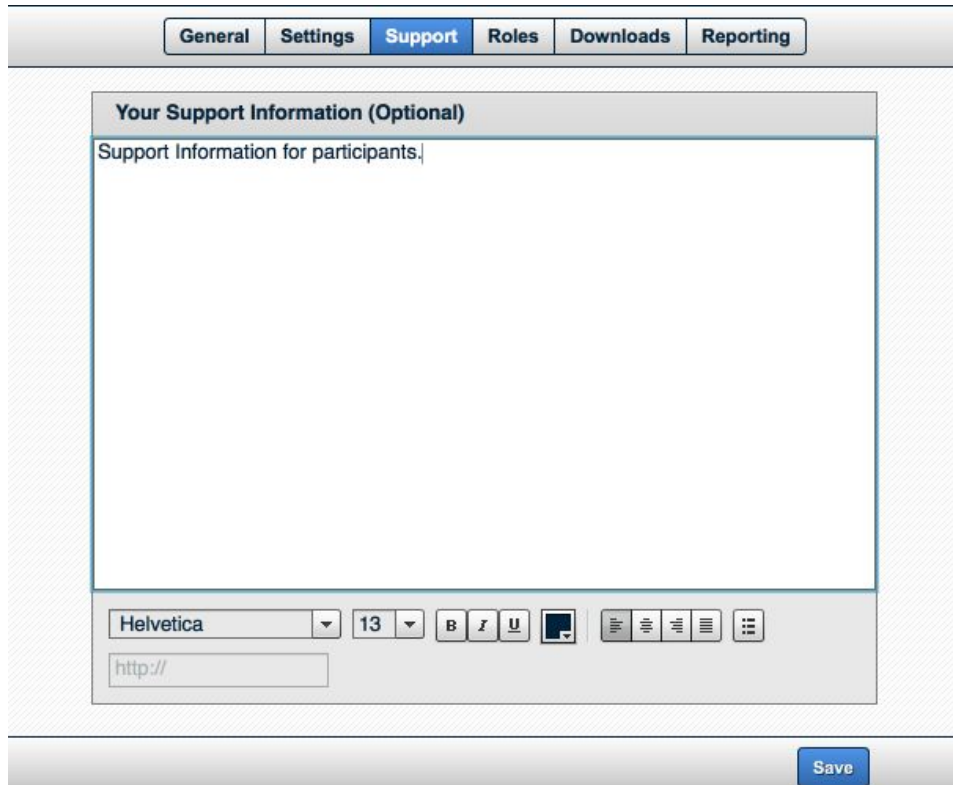
Help: User Guide | EduGame Cloud

Meetings List



The screenshot shows the 'Meetings List' section. At the top right is a 'Settings' link. The first item is 'Virtual Classroom', which is highlighted with a red box. Below it is a message: 'Currently there are no meetings. Please add.' and an 'Add Meeting' button. The second item is 'Office Hours', also with a message and an 'Add Meeting' button.

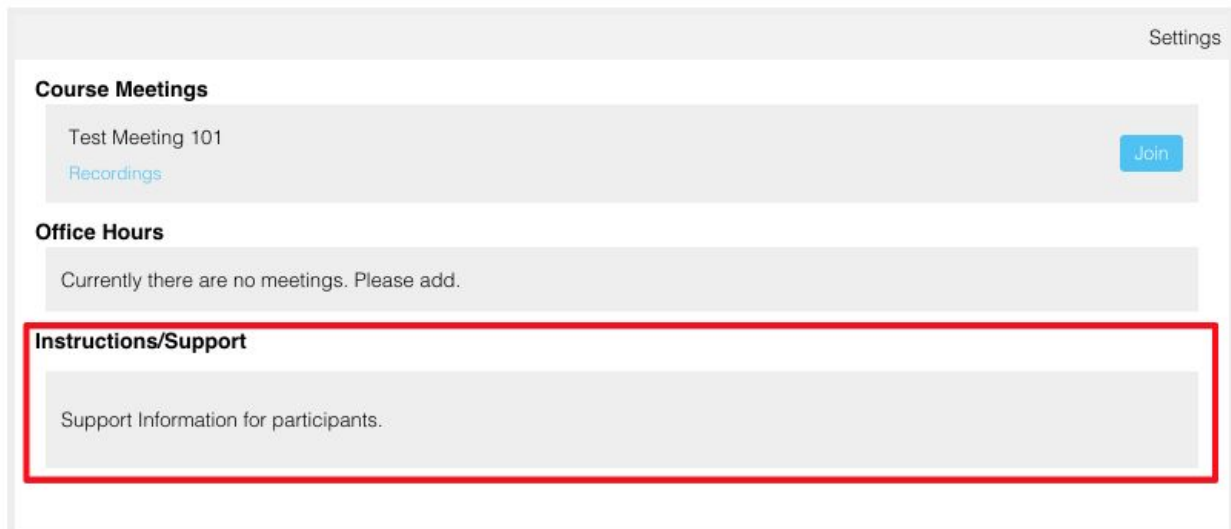
On the *Support* tab admin user can add any *Support Information/Instructions* that will be shown for all users accessing the Adobe Connect LTI.



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

Adobe Connect

Meetings List



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

Edit LMS Support

GeneralSettingsRoles

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.

Edit LMS Support

General Settings **Roles**

Edit: **Yes**

Default Roles

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	
Designer	
Observer	

The dropdown menu for the 'Teacher' LMS Role shows the following options: Host, Presenter, 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.

Custom Roles

Role	AC Roles	Delete
Backup Teacher	Presenter	

Add Custom Role ⓘ Any custom role not defined in this list will be mapped to the participant in Adobe Connect

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**

Meeting Information

Participants

Settings

LMS Available Users (4)

Backup Teacher (1)

Kelsea Tower

Students (2)

Melissa Sieben

Paul Green

Teacher (1)

Mike Kollen

Adobe Connect Participants (4)

Host (1)

Mike Kollen

Participants (2)

Melissa Sieben

Paul Green

Presenter (1)

Kelsea Tower

Search

Search

Sync Users

Add

Add Guest


Set User Role

Remove

Back

Finish

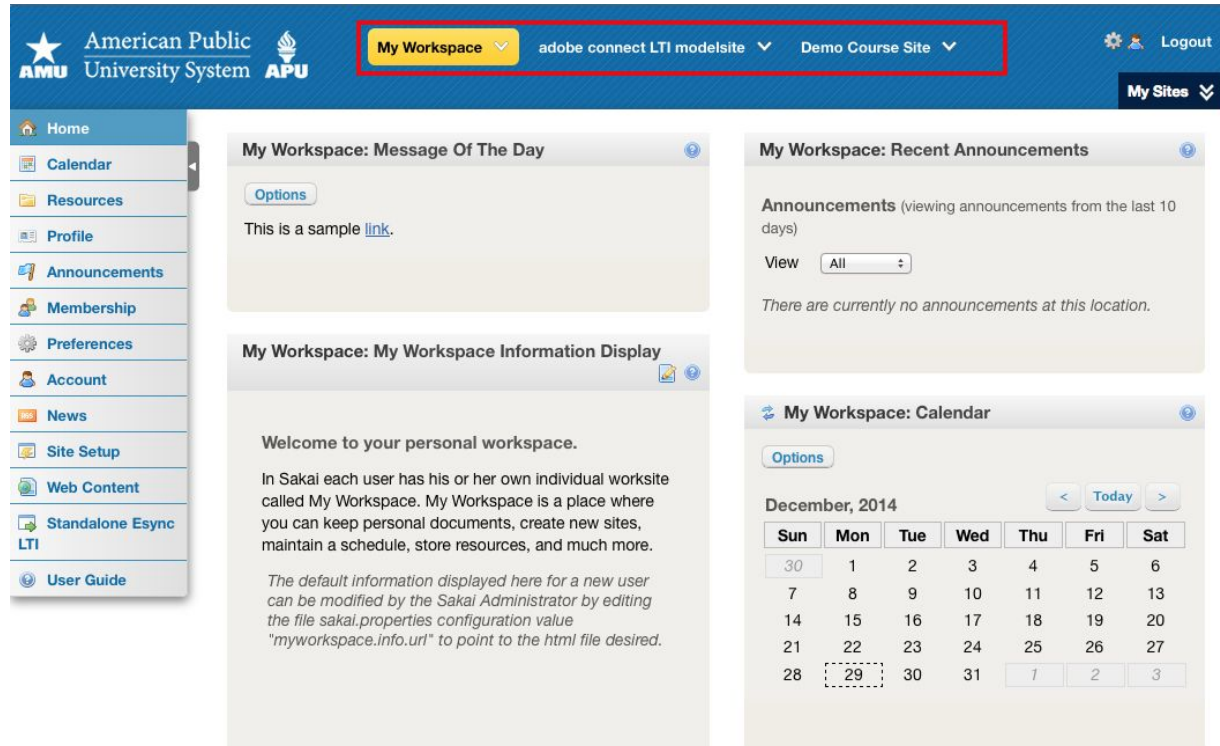
On the *Downloads* tab admin user can download User Guide and other complementary files.

Shared				
GeneralSettingsSupportRolesDownloadsReporting				
Title	Filename	Size	Last Modified	Download
User Guide	canvas.pdf	4.58 MB	04/08/2015 0:16:13 PM	

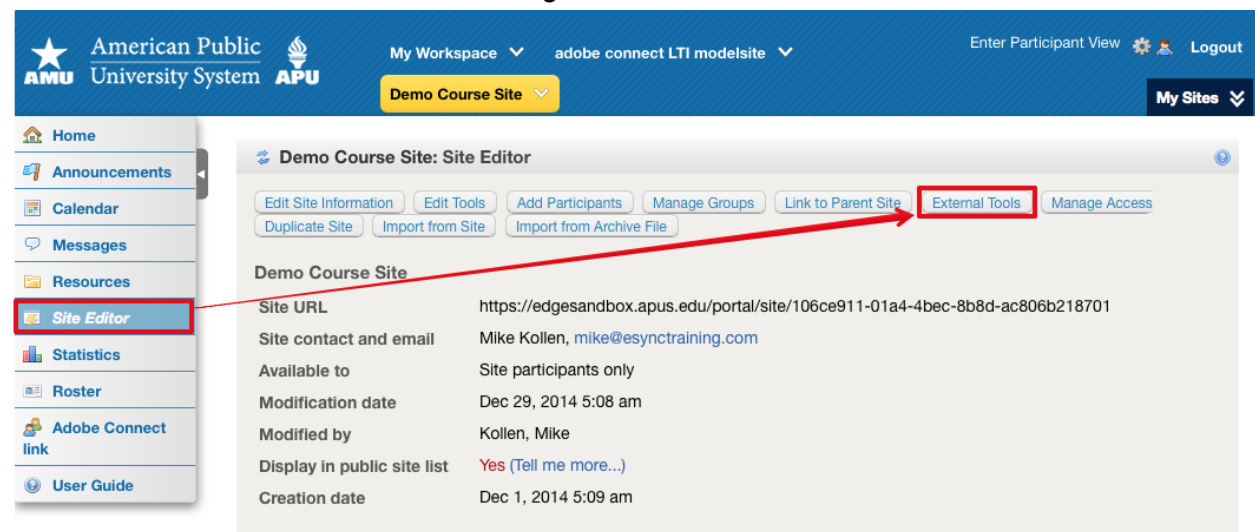
External App Configuration

Configure LTI Adobe Connect for Your Sakai Account

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



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



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

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

Getting Support

Email Support, please contact:

support@esynctraining.com and cc: qa@esynctraining.com

Emergency Phone Support:

714.979.4444