

Sakai



& Adobe Connect

User Guide
Version 1.3.1

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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.esynctraining.com/

Summary:

Start Time:

01-21-2015

12:53 PM

Duration:

01:00

Access:

☐ Only registered users

☒ Registered users and accepted guests

☐ Anyone who has the URL for the meeting

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

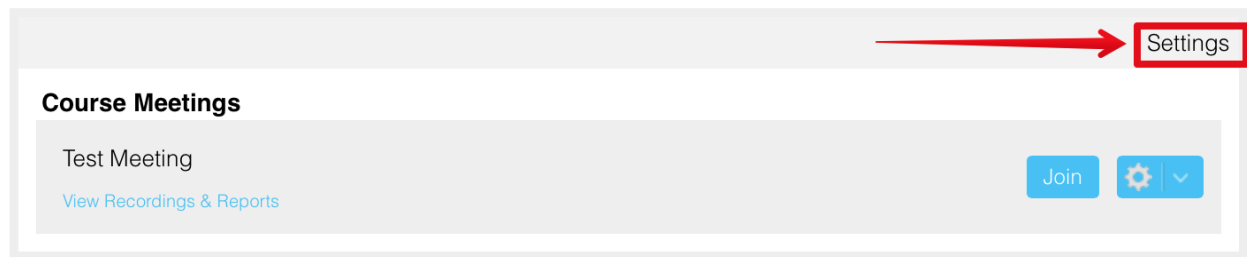
Add

Set User Role

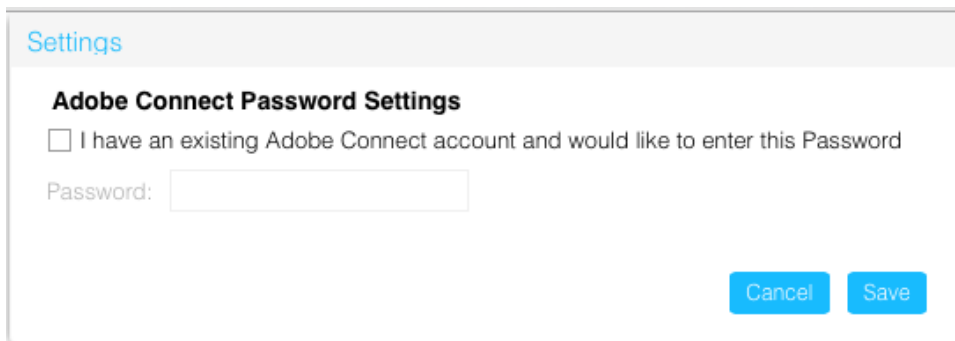
Remove

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



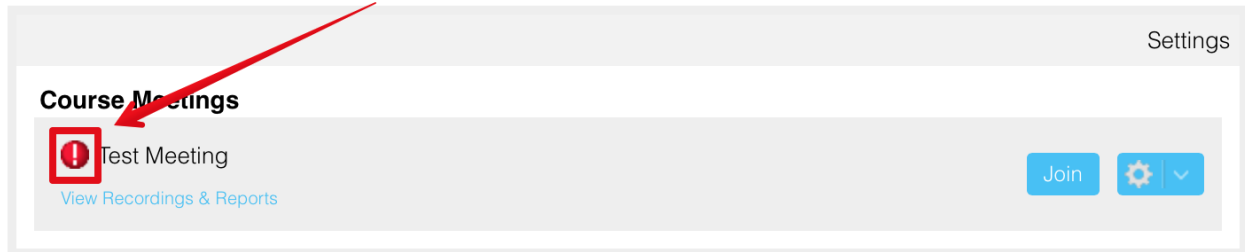
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.

A screenshot of the 'Settings' dialog box for Adobe Connect Password Settings. The dialog has a title bar 'Settings' and a section 'Adobe Connect Password Settings'. Inside, there is a checkbox labeled 'I have an existing Adobe Connect account and would like to enter this Password'. Below the checkbox, there is a text input field labeled 'Password:'. At the bottom right, 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.

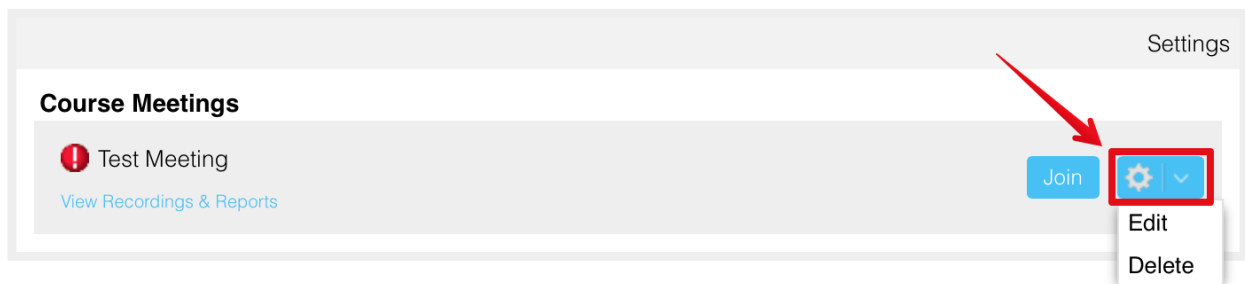
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

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)

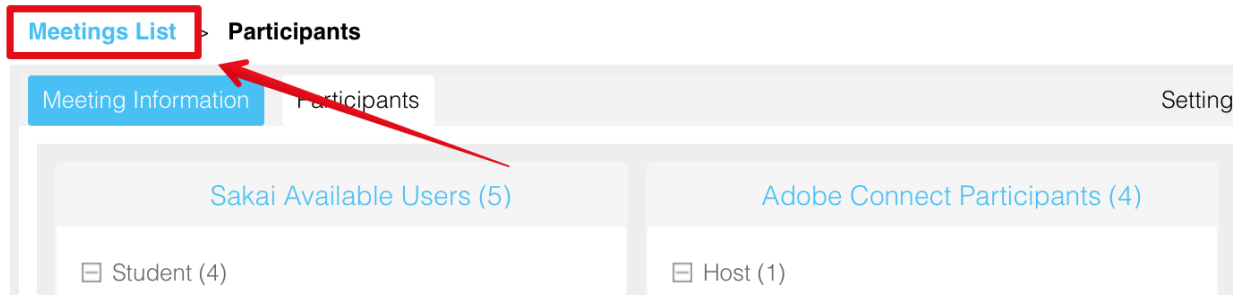
- Host (1)
 - Mike Kollen
- Participant (3)
 - Vadim Adashkevich
 - Melissa Sieben
 - Kelsea Tower

Sync Users

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

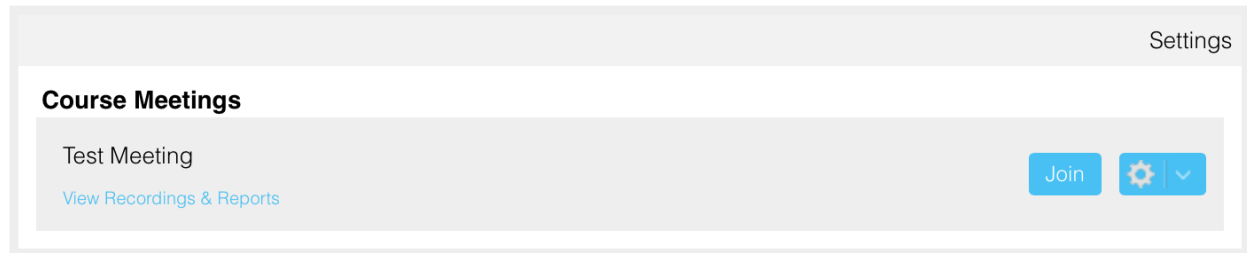
Leave

Adobe Connect Recordings

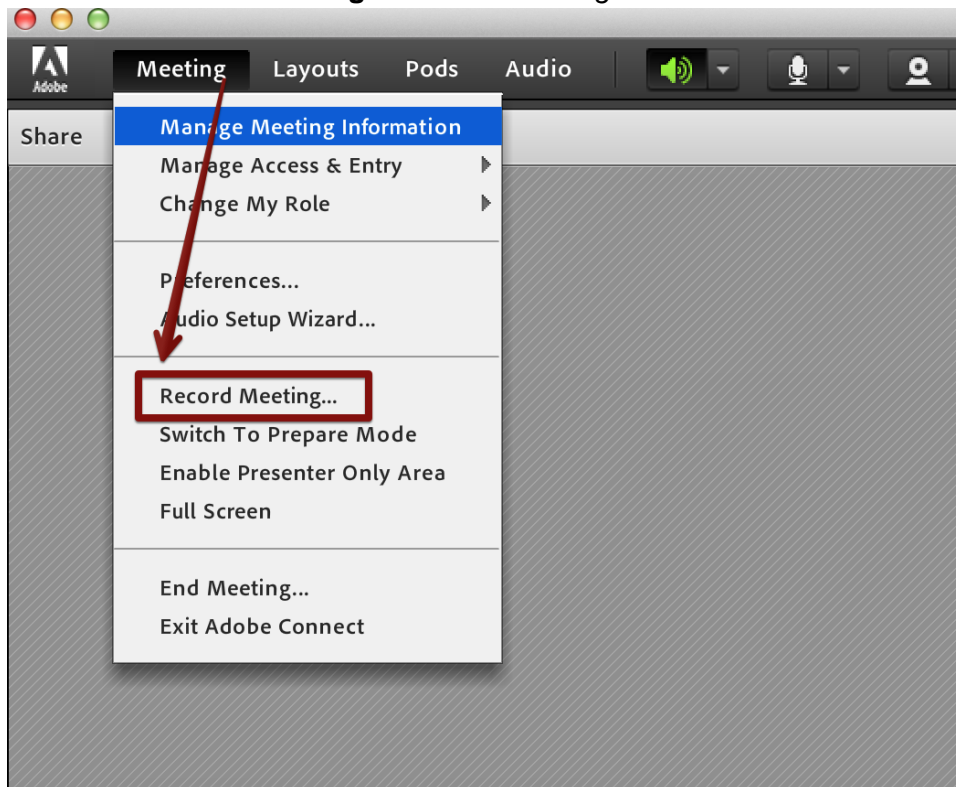
Record the Meeting

Join the meeting.

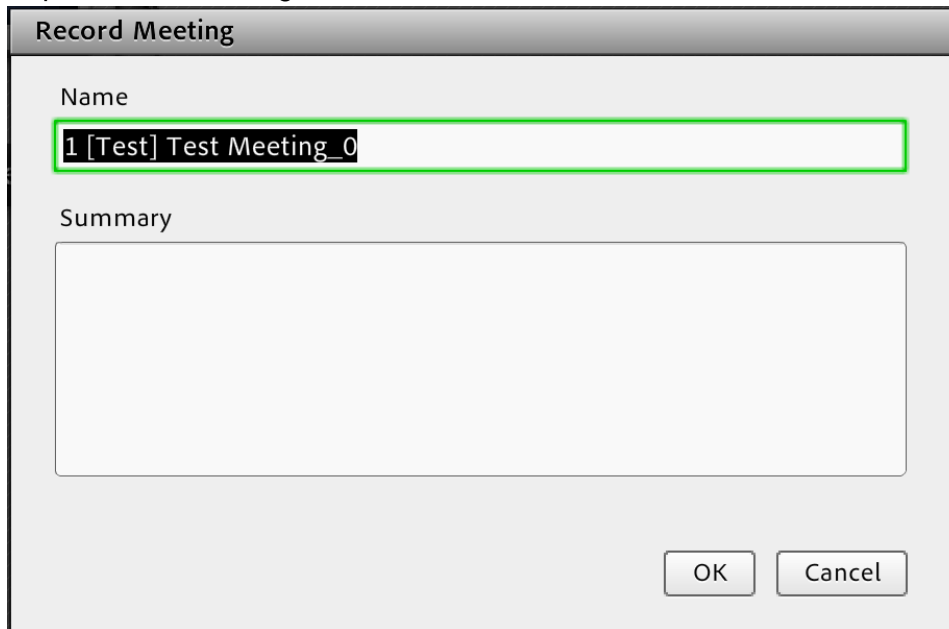
Meetings List



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

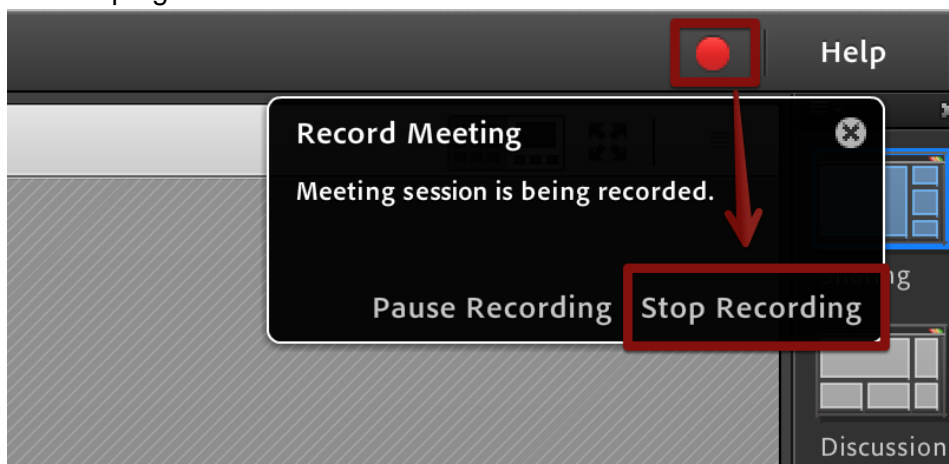


Populate the following form and click on the **OK** button to start the recording.



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 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 contains the following data: Name: [46] Test Meeting_0, Access: (locked icon), Recording Date: 01/21/15 2:13:46 AM, Duration: 00:00:12, Actions: (dropdown menu), and Delete: (trashcan icon). The 'Actions' dropdown menu is open, showing three options: 'Edit Recording', 'Share', and 'Make FLV'.

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 has two main sections. The first section is 'Recording URL' with a text input field containing the URL 'https://connect.esynctraining.com/p5o6ar3b7an'. The second section is 'Change Access Type' with two radio buttons: 'Private' (selected) and 'Public'. Below the radio buttons is a text input field for 'Passcode (Optional)'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'.

99 [Demo] Demo Meeting_0

Recording URL

Change Access Type

☒ Private

☐ Public

Passcode (Optional):

- 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



Settings

Course Meetings

Test Meeting

View Recordings & Reports

Join

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



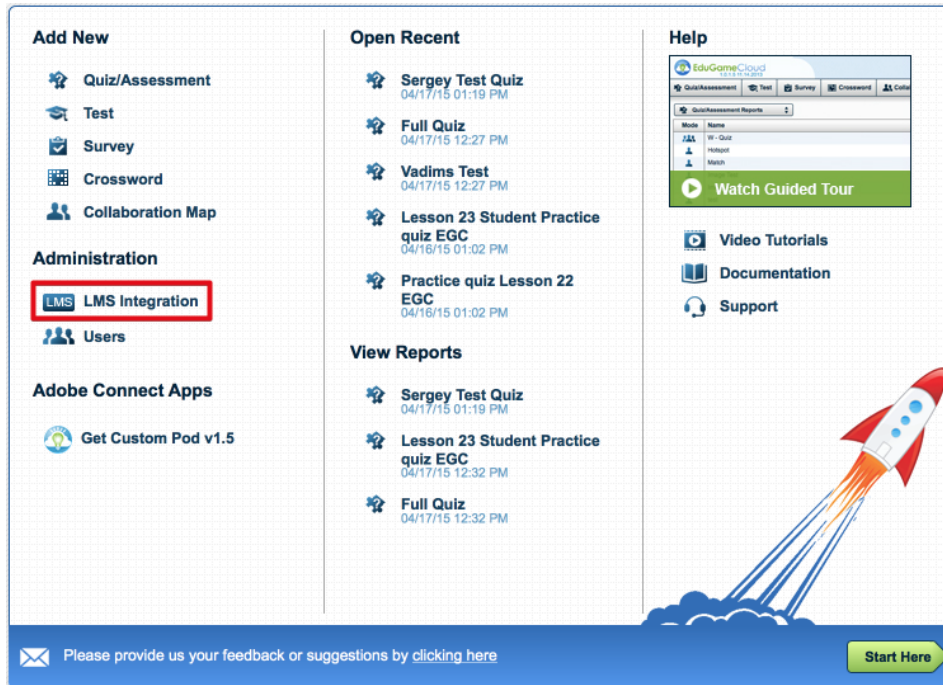
Session ↓	Start Time	End Time	Number of Attendees
1	01/21/2015 12:55 PM	01/21/2015 1:14 PM	2

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*, select the *Primary Color* for Adobe Connect LTI and view the *User/Admin Guide*.

Edit LMS Support

General

Settings

User/Admin Guide

LMS Setup

LMS

Title

Consumer Key

Shared Secret

Primary Color:

Demo Title

520befa1-

8acf12d6-

Adobe Connect

Adobe Connect Server

Admin Username

Password

☒ Use Shared Meetings Folder

☐ Use User Meetings Folder

LMS

Test Connection

Learning Management System

LMS Domain

Admin Username

Password

Test Connection

Cancel

Save

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

Edit LMS Support

General

Settings

Meetings

Course Meetings: ? ☒ Yes

Office Hours: ? ☒ Yes

Study Groups: ? ☒ Yes

Options: ☒ Edit Meetings ?
☒ Delete Meetings ?

Meeting Title: ☒ Prefix ? ☐ Custom ?

User Management

Adobe Connect

Allow User Creation: ☒ True ? ☐ False ?

Adobe Connect Authentication

Type: ☒ Email ? ☐ Username ?

URL Session Token: ☒ Show ? ☐ Hide ?

Links

☒ Settings ? ☒ User Guide ? ☒ Edugame Cloud ?

Cancel

Save

Course Meetings

Allow teachers to create course meetings

Office Hours

Allow teachers to create office hours that can be reused across multiple courses

Study Groups

Allow all participants to create study group Adobe Connect meetings. This user has similar privileges as an instructor in managing their study group

Edit Meetings

Allow teachers to edit the meetings

Delete Meetings

Allow teachers to delete the meetings

Meeting Title**Prefixed**

Prefix LMS Course ID to custom meeting name to guarantee the uniqueness of the name

Custom

Use custom meeting name (Name duplication is not allowed: Please be careful)

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

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.

My Workspace: Message Of The Day

Options

This is a sample [link](#).

My Workspace: Recent Announcements

Announcements (viewing announcements from the last 10 days)

View

There are currently no announcements at this location.

My Workspace: My Workspace Information Display

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value `"myworkspace.info.url"` to point to the html file desired.

My Workspace: Calendar

Options

December, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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

Demo Course Site: Site Editor

Edit Site Information Edit Tools Add Participants Manage Groups Link to Parent Site External Tools Manage Access

Duplicate Site Import from Site Import from Archive File

Demo Course Site

Site URL <https://edgesandbox.apus.edu/portal/site/106ce911-01a4-4bec-8b8d-ac806b218701>

Site contact and email Mike Kollen, mike@esynctraining.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.

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.

American Public University System | My Workspace | adobe connect LTI modelsite | Enter Participant View | Logout

Demo Course Site

Site Editor

Tools Added to Sites | Tools Available in System

[Add Available Tool to Site](#)

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

No Configured Tools Found

If you have a url, key, and secret you need to install a new tool, and then come back and configure that tool to be launched in this screen.

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.

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

Join Edit Delete