

Sakai



& Adobe Connect

User Guide
Version 1.5.4

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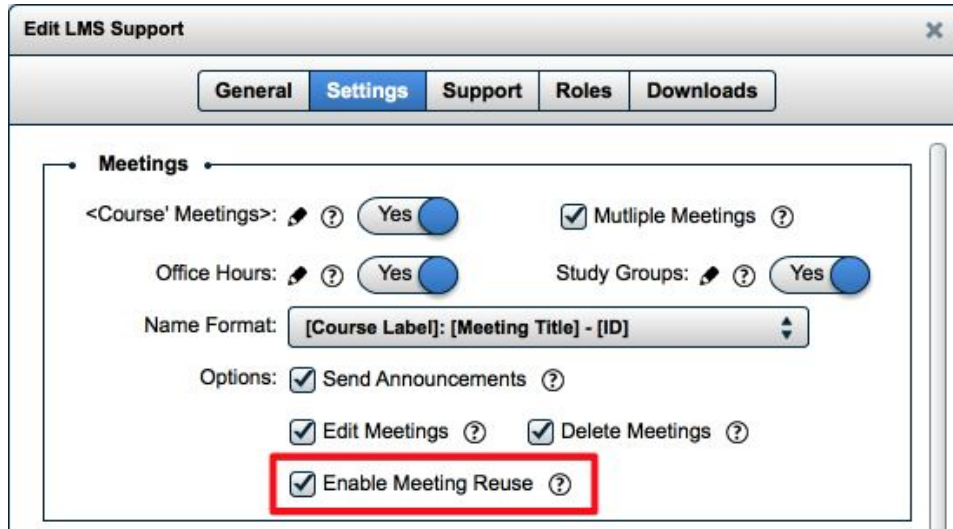
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What's New In v1.5.4?

Enabling Meeting Reuse

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 is expanded, showing various configuration options. The 'Enable Meeting Reuse' checkbox is highlighted with a red box.

Edit LMS Support

Settings | General | Support | Roles | Downloads

Meetings

<Course' Meetings>: ☐ ? Yes ☒ Multiple Meetings ?

Office Hours: ☐ ? Yes ☒ Study Groups: ☐ ? Yes ☒

Name Format: [Course Label]: [Meeting Title] - [ID]

Options: ☒ Send Announcements ?

☒ Edit Meetings ? ☒ Delete Meetings ?

☒ Enable Meeting Reuse ?

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

marketing

Search

Participants:

☐ Clean ☒ Merge

Name	Url
 [154] Marketing 101 - Virtual Classroom	/r64u296mjql/
 [157] Virtual Classroom M1 Marketing	/r3pzmt4grw6/
 [24] USD Marketing 101	/r6dcbpbasi1/
 [59] Marketing 101	/r6k2s6kf608/
 28 [USD] USD Marketing	/r57van6ei4o/
 30 [BC] BC Marketing	/r7kl5q7mexb/
 35 [Marketing] Recording Test	/r4jrjvi6549/

Cancel

Save

Next

Created by eSyncTraining

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

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

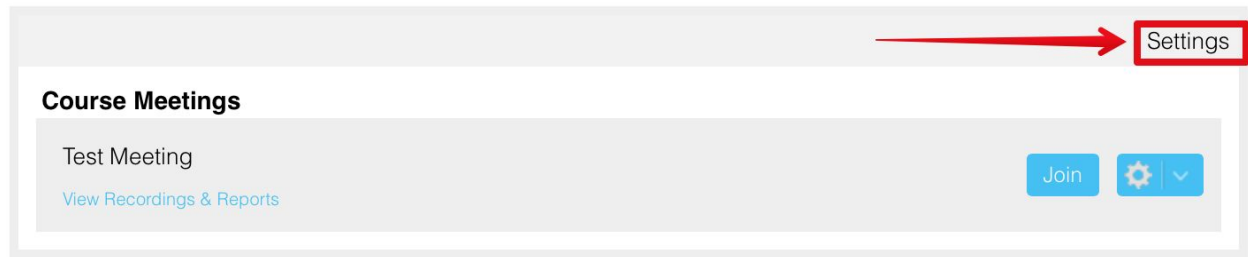
Set User Role ▾

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



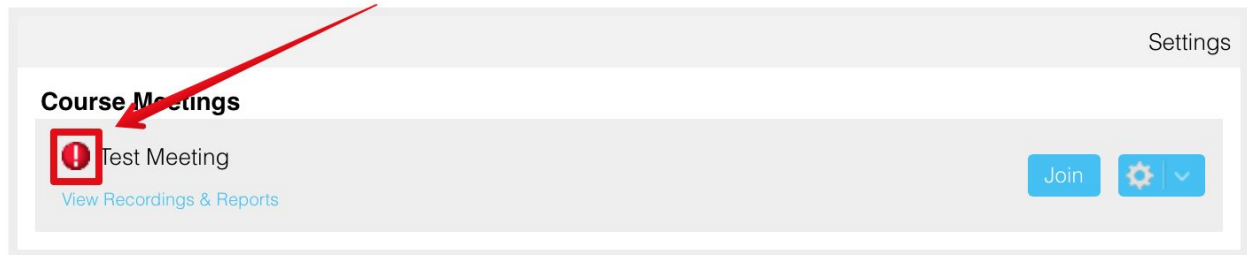
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.

A screenshot of the 'Settings' dialog box, specifically the 'Adobe Connect Password Settings' section. It features a checkbox labeled '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.

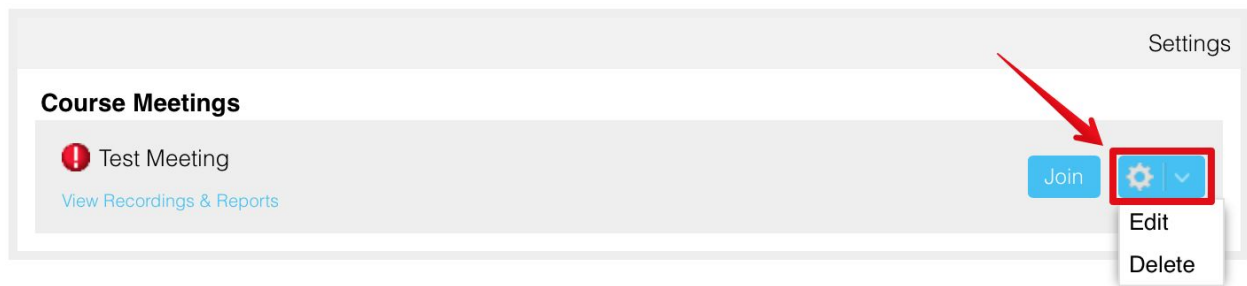
Meetings List



The screenshot shows a 'Meetings List' interface. At the top right is a 'Settings' link. Below it is a 'Course Meetings' section. A red arrow points to a red square icon containing a white exclamation mark, which is the alert icon. To the right of this icon is the text 'Test Meeting'. Below 'Test Meeting' is a link 'View Recordings & Reports'. To the right of the meeting name are two buttons: a blue 'Join' button and a blue button with a gear icon and a dropdown arrow.

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

Meetings List



This screenshot is similar to the first one, but with a red arrow pointing to the gear icon button. A dropdown menu is open, showing two options: 'Edit' and 'Delete'. The 'Edit' option is highlighted. The rest of the interface, including the 'Settings' link, 'Course Meetings' section, 'Test Meeting' name, 'View Recordings & Reports' link, and 'Join' button, remains the same.

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

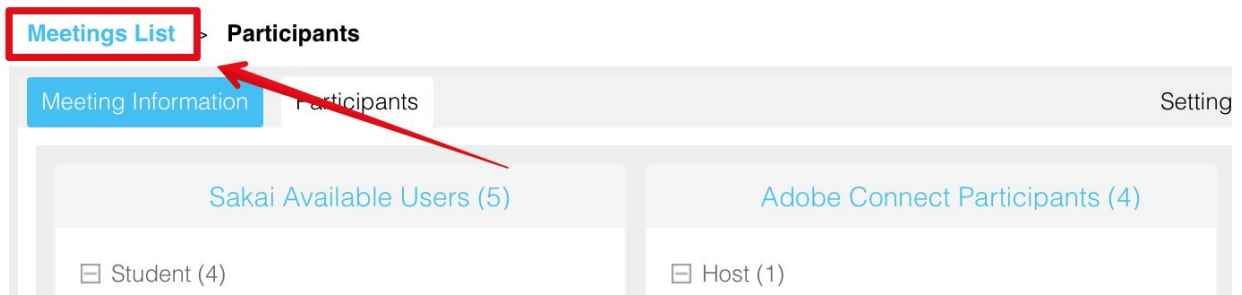
Kelsea Tower

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

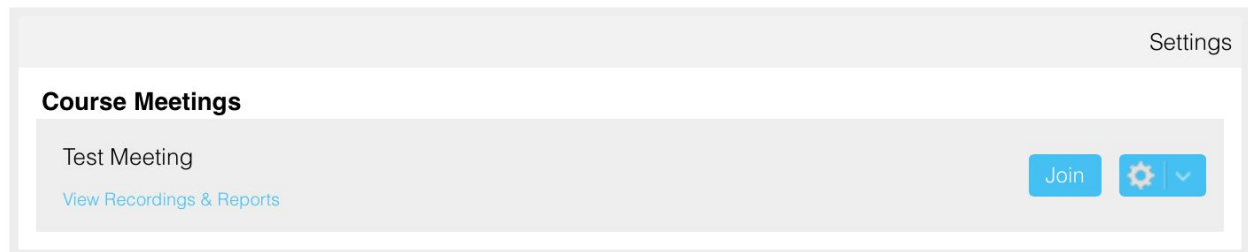
 

Adobe Connect Recordings

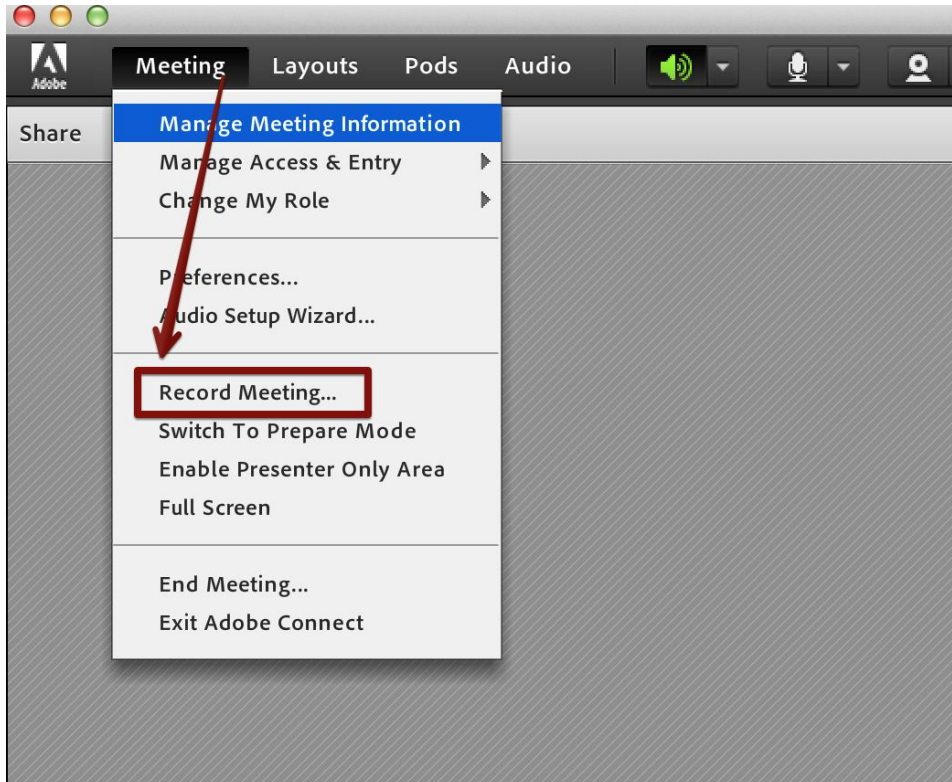
Record the Meeting

Join the meeting.

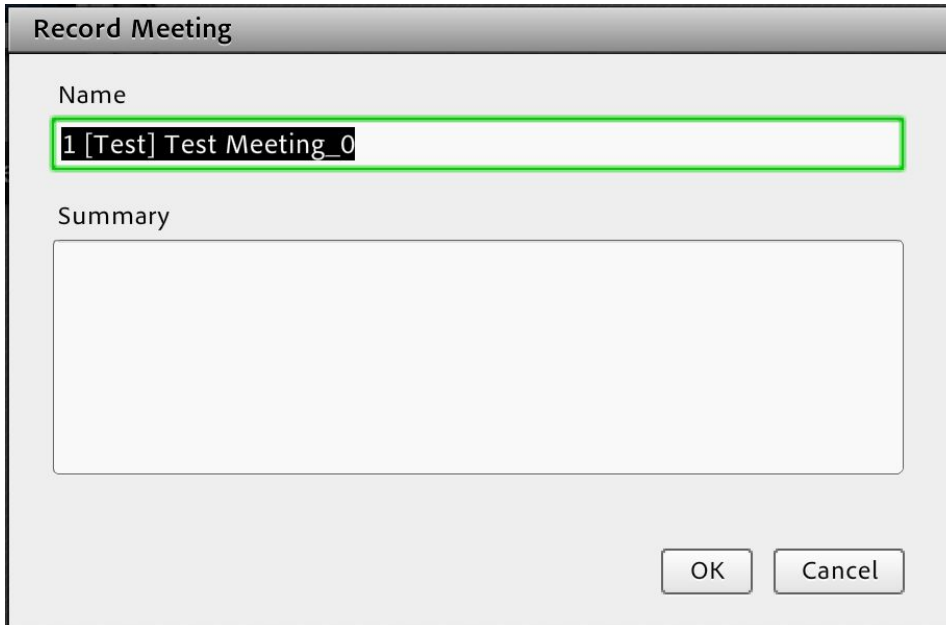
Meetings List



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 a text box containing the text "1 [Test] Test Meeting_0", which is highlighted with a green rectangular border. The "Summary" field is a larger, empty text area. At the bottom right of the dialog, 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 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).

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

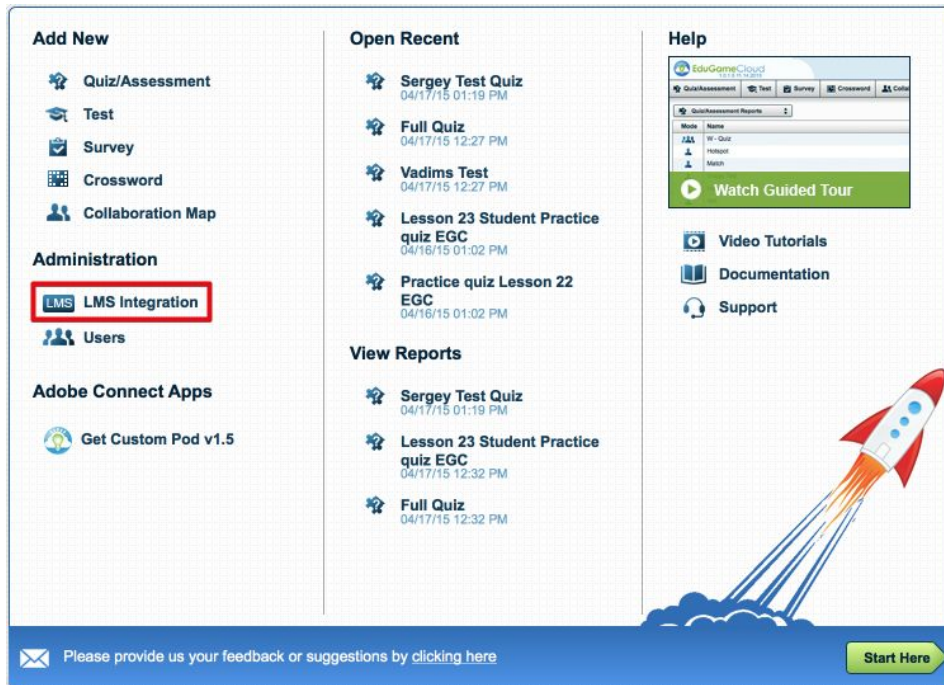
Sakai Account Administrator Guide

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.



EduGameCloud					
Welcome, Demo Admin				Help	Logout
Quiz/Assessment	Test	Survey	Crossword	Collaboration Map	Reporting
Administration					
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.

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. The dialog has five tabs: "General", "Settings" (which is selected and highlighted in blue), "Support", "Roles", and "Downloads". The "Settings" tab contains several sections of configuration options:

- 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, there 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

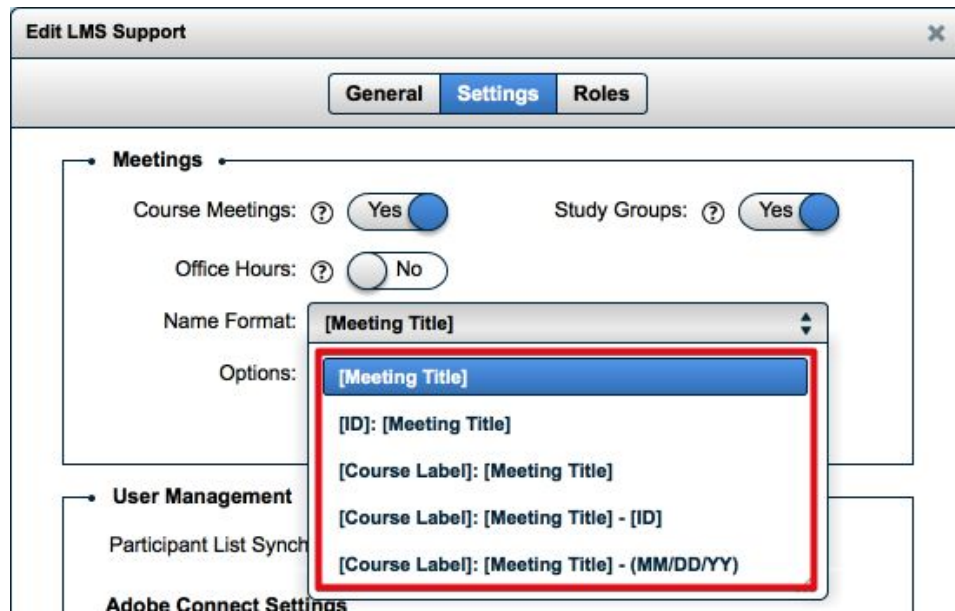
Use FLV

Create an offline recording as an FLV file

Use MP4

Create an offline recording as an FLV file

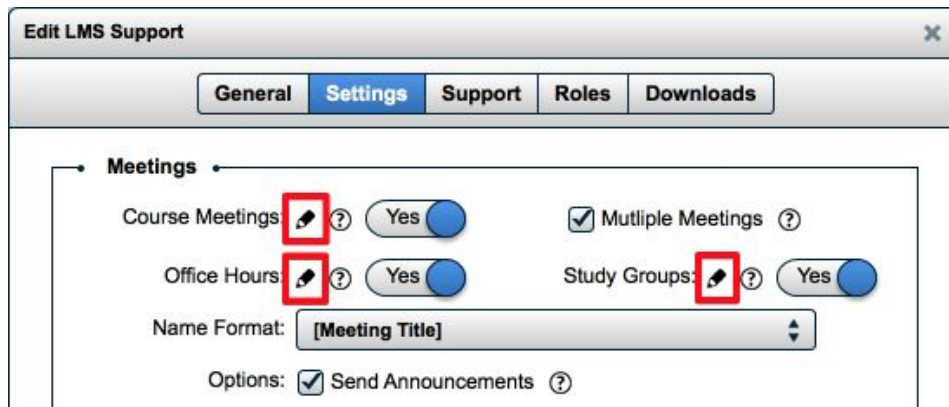
User can select one of the following *Meeting Name* templates:



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]'. A red rectangle highlights the 'Options' list, which contains the following templates: '[Meeting Title]', '[ID]: [Meeting Title]', '[Course Label]: [Meeting Title]', '[Course Label]: [Meeting Title] - [ID]', and '[Course Label]: [Meeting Title] - (MM/DD/YY)'. The 'User Management' section is partially visible below the 'Meetings' section.

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.





Edit LMS Support

General **Settings** Support Roles Downloads

Meetings

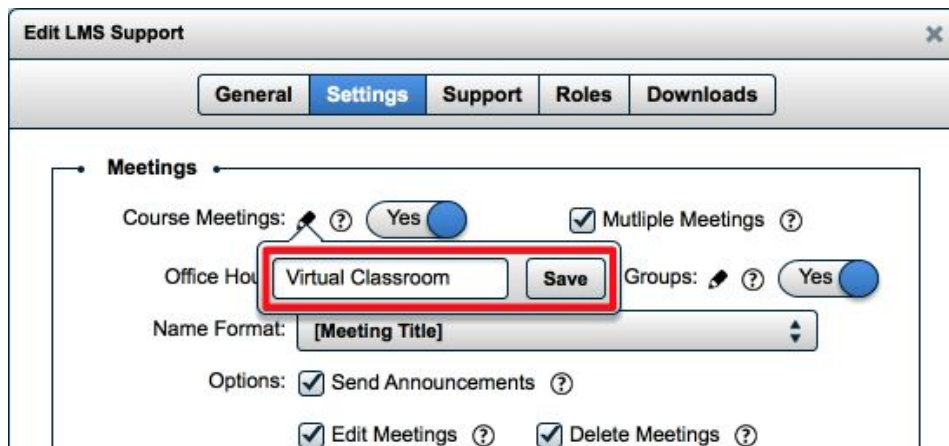
Course Meetings:  ? Yes ☐ ☒ Multiple Meetings: ☒ ?

Office Hours:  ? Yes ☐ ☒ Study Groups:  ? Yes ☐ ☒

Name Format: [Meeting Title]

Options: ☒ Send Announcements ?


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




Edit LMS Support

General **Settings** Support Roles Downloads

Meetings

Course Meetings:  ? Yes ☐ ☒ Multiple Meetings: ☒ ?

Office Hours: Virtual Classroom **Save** Groups:  ? Yes ☐ ☒

Name Format: [Meeting Title]

Options: ☒ Send Announcements ?

☒ Edit Meetings ? ☒ Delete Meetings ?

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

Adobe Connect

Help: User Guide | EduGame Cloud

Meetings List



Settings

Virtual Classroom

Currently there are no meetings. Please add. [Add Meeting](#)

Office Hours

Currently there are no meetings. Please add. [Add Meeting](#)

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

The screenshot shows the 'Support' tab in the Adobe Connect LTI configuration interface. At the top, there are tabs for 'General', 'Settings', 'Support' (which is selected), 'Roles', 'Downloads', and 'Reporting'. Below these tabs is a section titled 'Your Support Information (Optional)'. Inside this section is a large text area containing the placeholder text 'Support Information for participants.'. Below the text area is a rich text editor toolbar with options for font face (Helvetica), font size (13), bold (B), italic (I), underline (U), and a list of icons for text alignment and bullet points. At the bottom right of the configuration area is a 'Save' button.

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

Adobe Connect

Meetings List

The screenshot shows the 'Meetings List' interface in Adobe Connect. At the top right is a 'Settings' link. The main content area is divided into three sections: 'Course Meetings', 'Office Hours', and 'Instructions/Support'. The 'Course Meetings' section shows a 'Test Meeting 101' with a 'Recordings' link and a 'Join' button. The 'Office Hours' section displays the message 'Currently there are no meetings. Please add.'. The 'Instructions/Support' section is highlighted with a red border and contains the text 'Support Information for participants.'.

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 for the Teacher role shows: 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

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.

[illegible]

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 user interface. The header navigation bar includes 'My Workspace', 'adobe connect LTI modelsite', and 'Demo Course Site'. The left sidebar shows navigation options like Home, Calendar, Resources, Profile, Announcements, Membership, Preferences, Account, News, Site Setup, Web Content, Standalone Esync LTI, and User Guide. The main content area displays 'My Workspace: Message Of The Day', 'My Workspace: Recent Announcements', and 'My Workspace: My Workspace Information Display'. The 'My Workspace: My Workspace Information Display' section contains a welcome message and instructions for modifying workspace information.

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

The screenshot shows the Sakai Site Editor interface. The left sidebar shows navigation options like Home, Announcements, Calendar, Messages, Resources, Site Editor, Statistics, Roster, Adobe Connect link, and User Guide. The 'Site Editor' option is highlighted. The main content area displays 'Demo Course Site: Site Editor' with various buttons like 'Edit Site Information', 'Edit Tools', 'Add Participants', 'Manage Groups', 'Link to Parent Site', 'External Tools', and 'Manage Access'. The 'External Tools' button is highlighted with a red box. Below the buttons, site information is displayed, including Site URL, Site contact and email, Available to, Modification date, Modified by, Display in public site list, and Creation date.

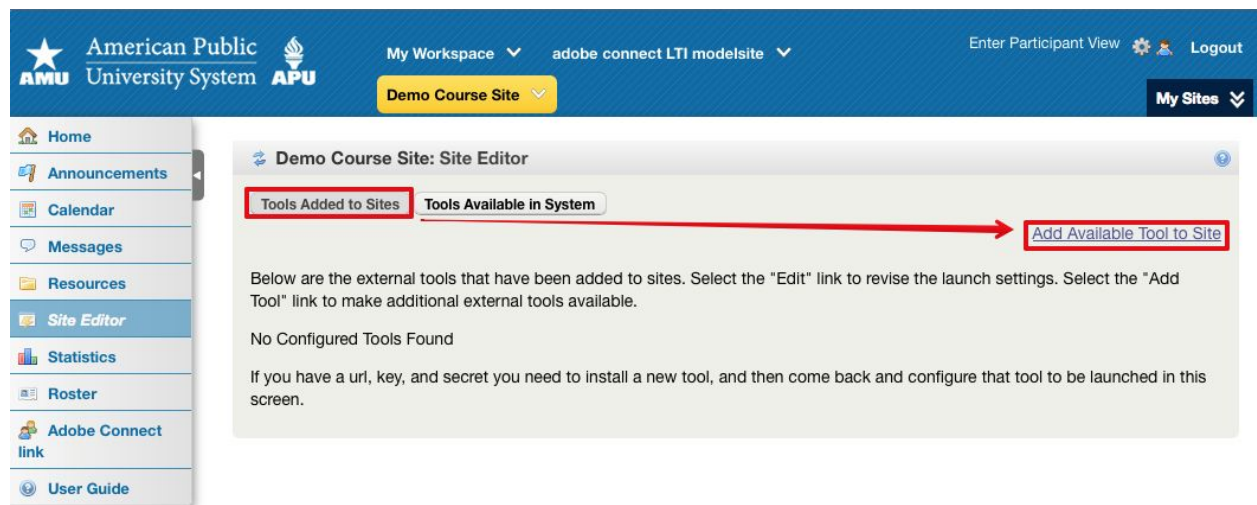
Click on the **Tools Available In System** button and select the **Add External Tool to System** link.

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

Save Cancel

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

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