



&



Adobe Connect

# LTI Integration

**User Guide (Version 1.5.4)**



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## & Adobe Connect

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Version 1.5.4

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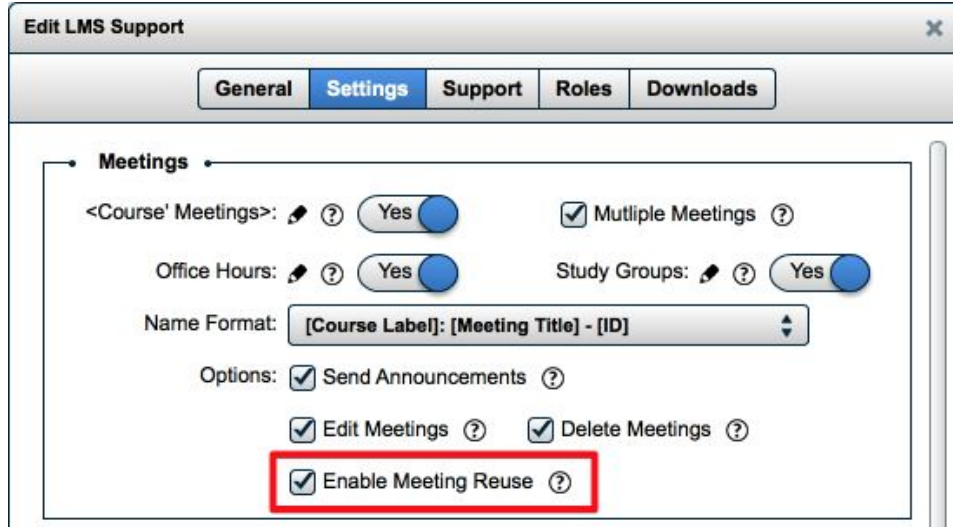
[Configure Adobe Connect LTI for Your Brightspace Account](#)

[Getting Support](#)

## 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 checked and highlighted with a red box.

**Meetings**

- <Course' Meetings>: ☐ ? ☒ Yes ☒ Multiple Meetings ?
- Office Hours: ☐ ? ☒ Yes ☐ Study Groups: ☐ ? ☒ Yes
- Name Format:
- 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:

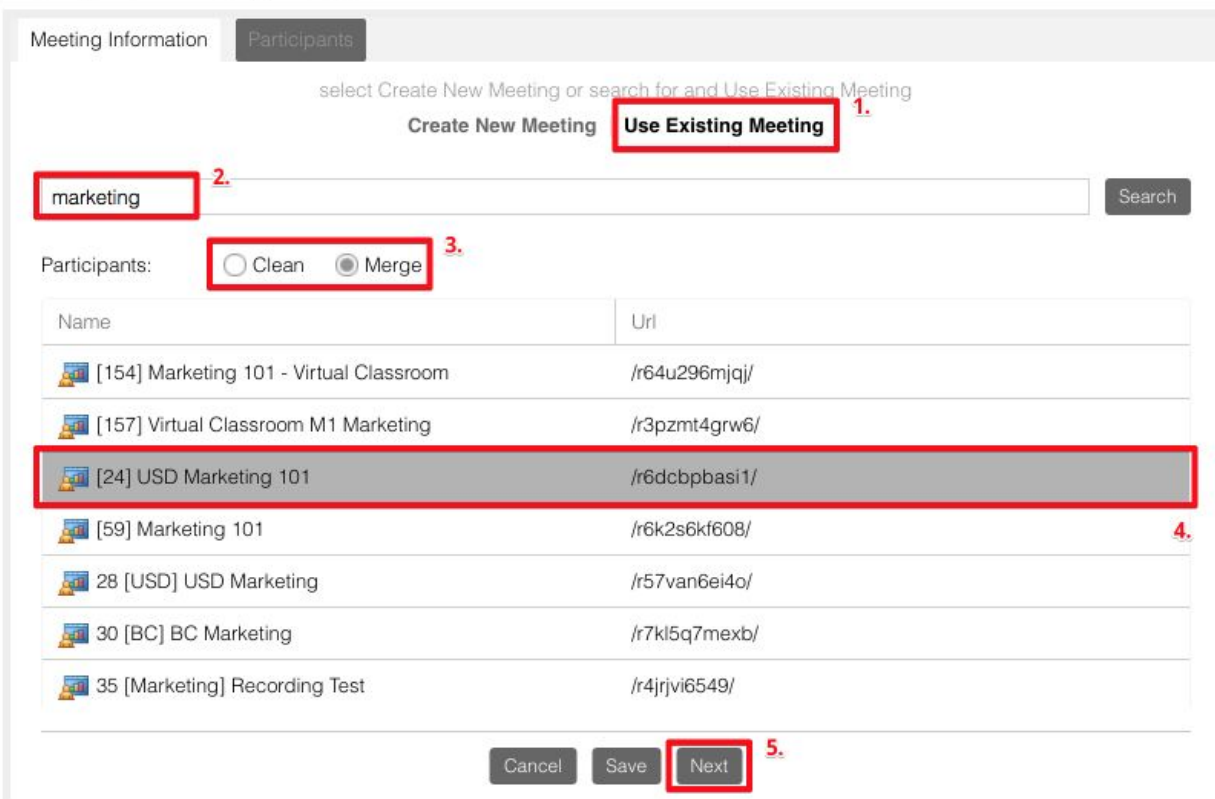
- **Clean** option will overwrite existing participants in the meeting with users enrolled in the current course
- **Merge** option will add users enrolled in the current course to existing participants in the meeting

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** <sup>1.</sup>

**marketing** <sup>2.</sup>

Participants: ☐ Clean ☒ Merge <sup>3.</sup>

Name	Url
 [154] Marketing 101 - Virtual Classroom	/r64u296mjql/
 [157] Virtual Classroom M1 Marketing	/r3pzmt4grw6/
 [24] USD Marketing 101	/r6dcbpbasi1/
 [59] Marketing 101	/r6k2s6kf608/ <sup>4.</sup>
 28 [USD] USD Marketing	/r57van6ei4o/
 30 [BC] BC Marketing	/r7kl5q7mexb/
 35 [Marketing] Recording Test	/r4jrvi6549/

<sup>5.</sup>

Created by eSyncTraining

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

# Course Administrator Guide

## Add Adobe Connect LTI Link to the Course

On the *Home* screen select the required course from the list.

The screenshot displays the Brightspace LMS interface. At the top, there is a navigation bar with 'My Home' and a dropdown menu 'Select a course...'. Below this is the Brightspace logo and navigation links for 'ePortfolio', 'LOR', and 'Community'. The main content area is divided into two columns. The left column, titled 'My Courses', contains a list of courses under two expandable sections: 'Department of Health Sciences' and 'Sample Courses'. The 'Sample Courses' section is highlighted with a red border. It lists 'English 1101' with 34 unread discussion posts and 1 unread Dropbox submission, 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202' with 12 unread discussion posts. The right column, titled 'News', contains a section 'What's in this sandbox site?' with a list of course descriptions: 'English 1101', 'Physics 1202', 'Leadership', and 'Sandbox Courses 1, 2 and 3'.

**My Courses | ▾**

Department of Health Sciences ▾

Biology 1 Stage

**Sample Courses ▾**

English 1101

34 Unread Discussion Posts  
1 Unread Dropbox Submissions

English 1101 - MDK

Leadership 101

Physics 1202

12 Unread Discussion Posts

**News | ▾**

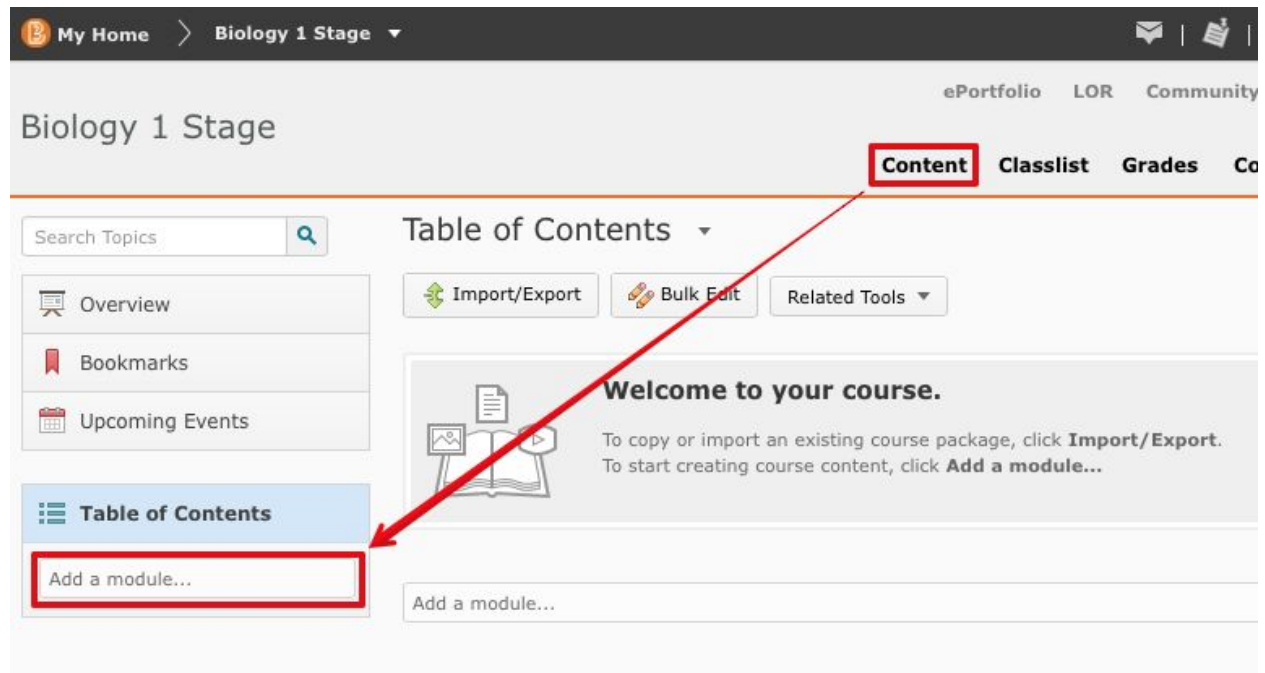
Time to Explore! ▾

**What's in this sandbox site?**

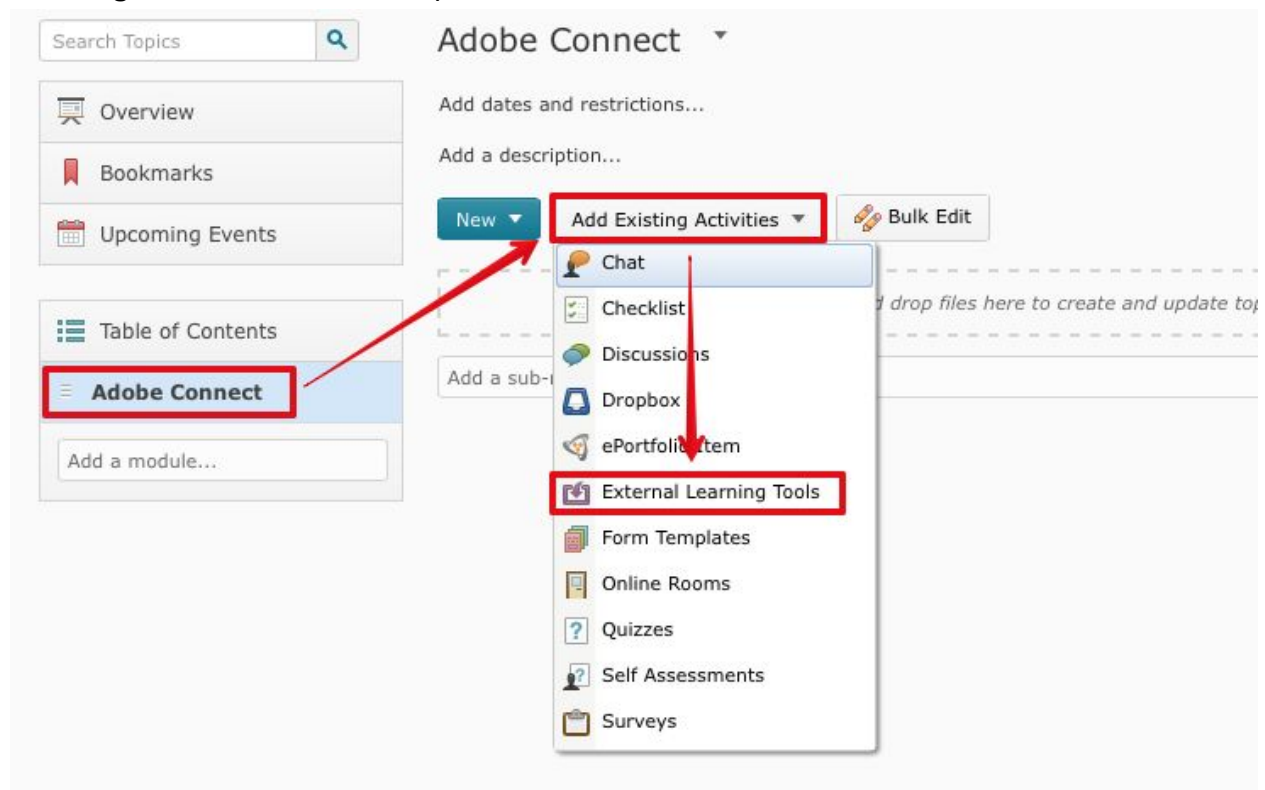
- **"English 1101"** – Explore a simple and easy 1st year English Course with statistics.
- **"Physics 1202"** – Explore a 2nd year Physics course by an advanced student.
- **"Leadership"** – Ready to be inspired? Check out a fun and interactive leadership course.
- **"Sandbox Courses 1, 2 and 3"** – are blank course shells for you to create and play with the D2L Learning Environment.

**Welcome! ▾**

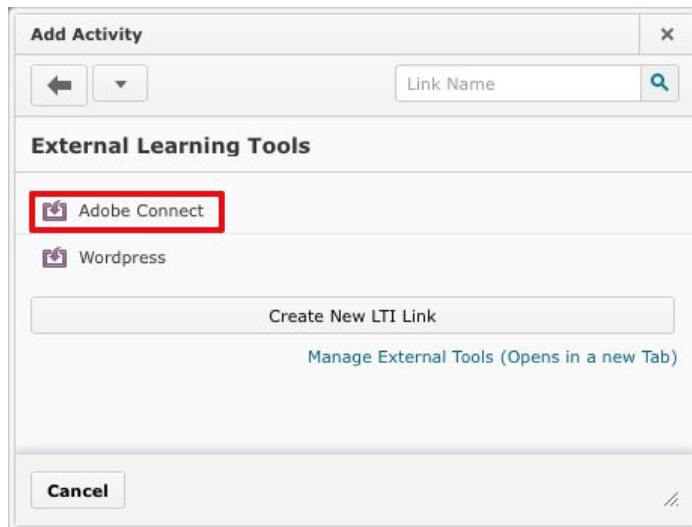
On the *Course Home Page* select the **Content** tab and **Add a module** (or use existing modules).



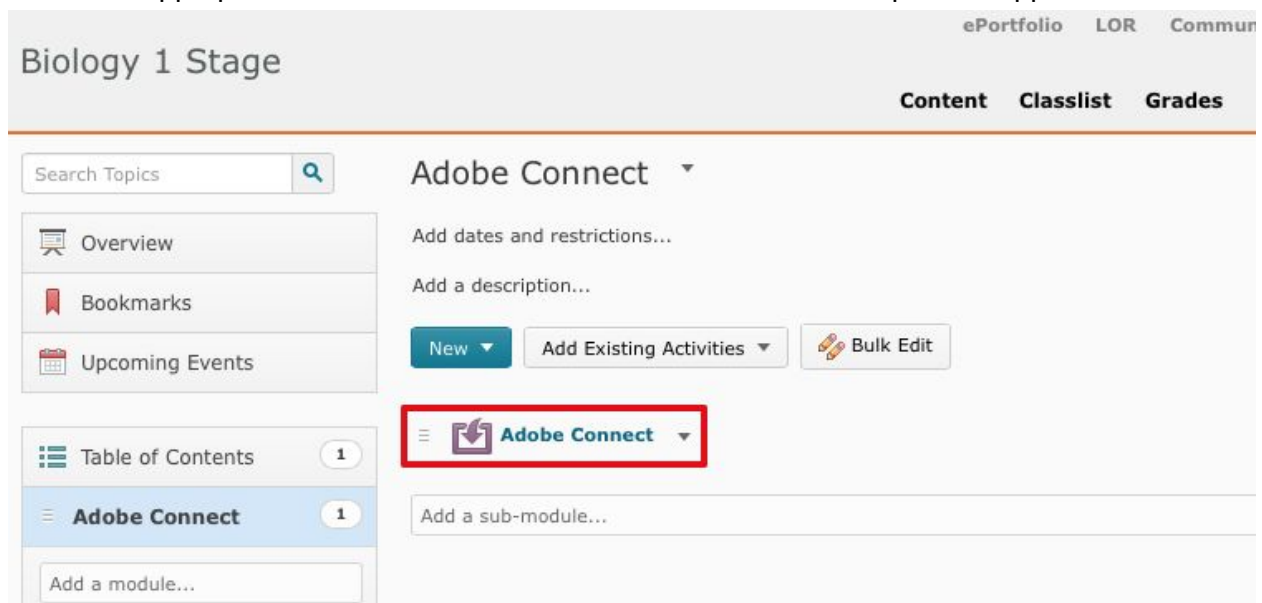
On the selected module click on the **Add Existing Activities** button and select the **External Learning Tools** link from the dropdown list.



Select the **Adobe Connect** tool from the list.



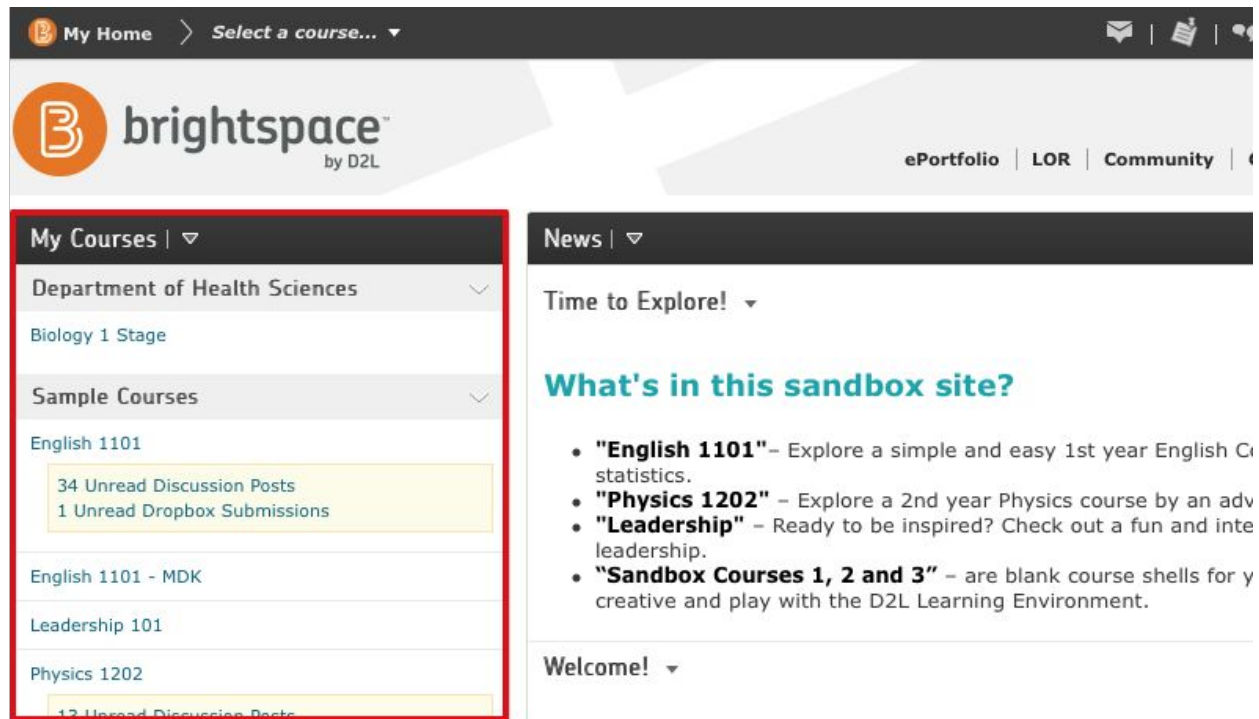
Select the appropriate module and click on **Adobe Connect** link to open the application.



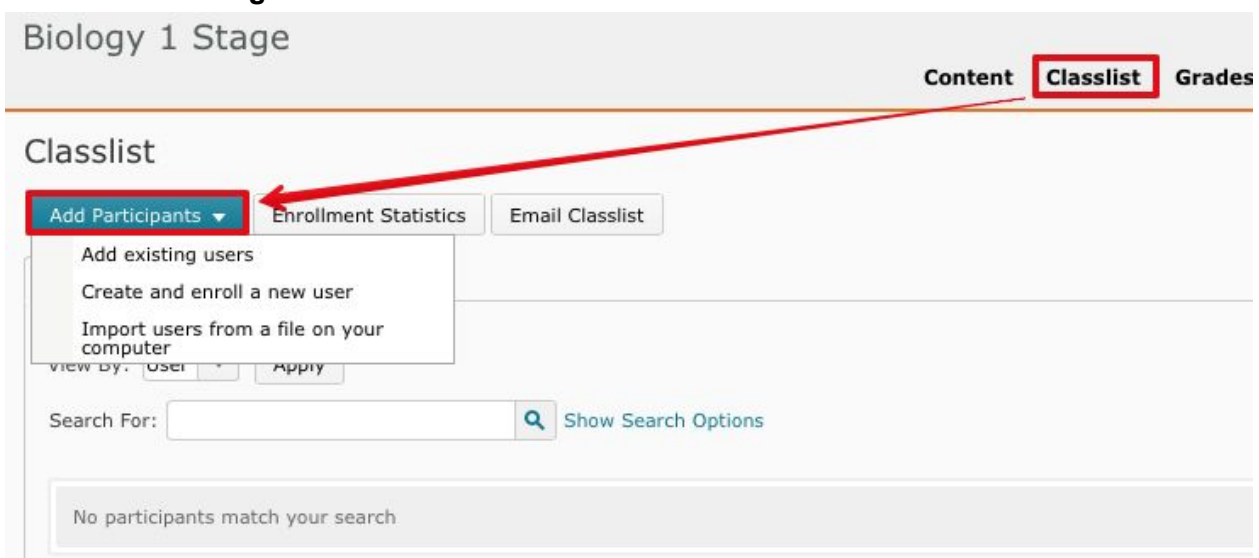
## Add or Reuse Existing Users to the Course to Add to Adobe Connect Meeting

### Enroll Users to the Course

On the *Home* screen select the required course from the list.



On the *Course Home Page* select the **Content** tab and click on the **Add Participants** button. Select **Add existing users** link.





Enter the required **Username**, select the user from the list, pick the required role and click on the **Enroll Selected Users** button.

Add Existing Users

**Enrollment Options**

Set all roles to: -- Select a Role -- Set all roles

Send: ☐ Send Enrollment email

**Add Existing Users**

Search For:  Hide Search Options

Search In

☒ First Name ☒ Last Name ☒ Email

1 Search Result Clear Search

<input type="checkbox"/>	Email	Last Name, First Name	Email	Role
<input type="checkbox"/>		Kollen, Mike	mike+d2l@esynctraining.com	<div><input checked="" type="checkbox"/> -- Select a Role -- <input type="checkbox"/> Administrator <input type="checkbox"/> Instructor <input type="checkbox"/> Student <input type="checkbox"/> Super Admin <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Advisor</div>

☐ Email

☐ Email

## Create a New Adobe Connect Meeting

On the *Home* screen select the required course from the list.

**My Courses | ▾**

- Department of Health Sciences ▾
  - Biology 1 Stage
- Sample Courses ▾
  - English 1101
    - 34 Unread Discussion Posts
    - 1 Unread Dropbox Submissions
  - English 1101 - MDK
  - Leadership 101
  - Physics 1202
    - 12 Unread Discussion Posts

**News | ▾**

Time to Explore! ▾

### What's in this sandbox site?

- **"English 1101"** – Explore a simple and easy 1st year English Course with statistics.
- **"Physics 1202"** – Explore a 2nd year Physics course by an advanced student.
- **"Leadership"** – Ready to be inspired? Check out a fun and interactive leadership course.
- **"Sandbox Courses 1, 2 and 3"** – are blank course shells for you to create and play with the D2L Learning Environment.

Welcome! ▾

Select the appropriate module and click on **Adobe Connect** link to open the application.

**Biology 1 Stage**

ePortfolio LOR Commun

**Content Classlist Grades**

Search Topics 🔍

**Adobe Connect ▾**

Add dates and restrictions...

Add a description...

**New ▾** **Add Existing Activities ▾** **Bulk Edit**

**Table of Contents**

- Overview
- Bookmarks
- Upcoming Events
- Table of Contents 1
- Adobe Connect 1**

Add a module...

Add a sub-module...

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 Brightspace 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

Desire2Learn 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

Back

Finish

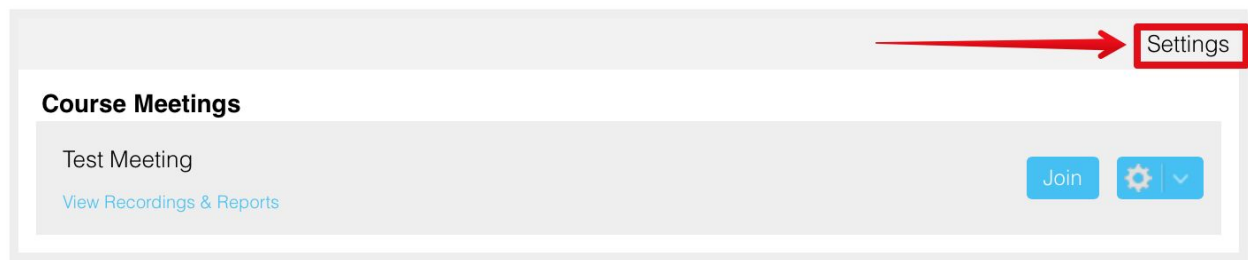
Default LMS to Adobe Connect roles mapping:

<b>LMS</b>	<b>Adobe Connect</b>
Administrator	Host
Instructor	Host
Student	Participant
Super Admin	Host
Teaching Assistant	Presenter
Advisor	Presenter

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

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

#### Meetings List



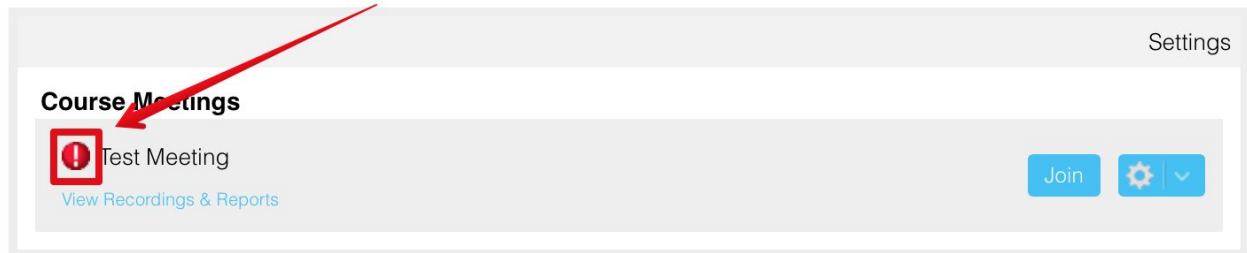
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Brightspace, enter your Adobe Connect password and click Save button to use this account.

The screenshot shows the 'Settings' dialog box. It has a title bar with the word 'Settings'. Below the title bar, there is a section titled 'Adobe Connect Password Settings'. Inside this section, there is a checkbox with the text '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 of the dialog box, 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.

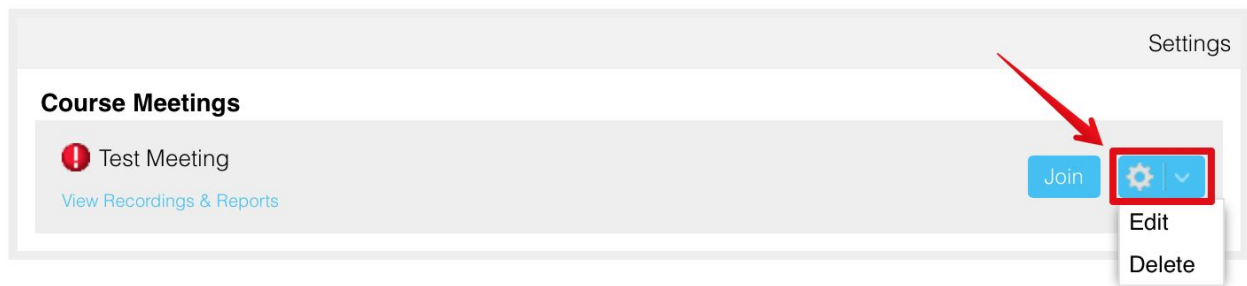
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

#### Meetings List



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

#### Meetings List



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

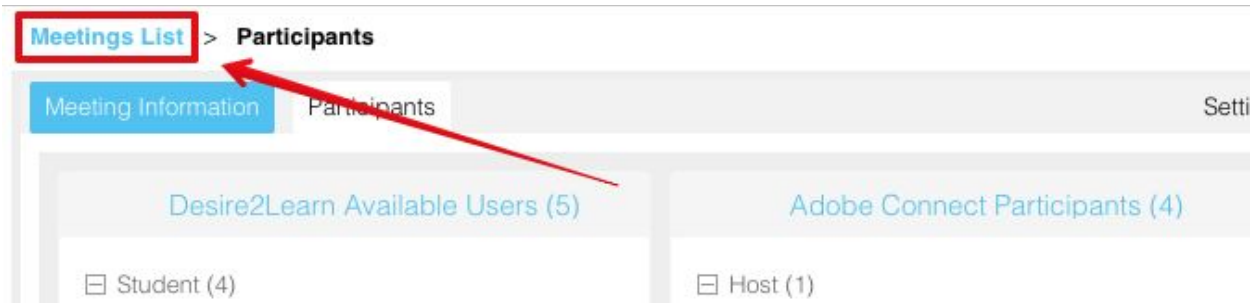
The screenshot displays the 'Participants' tab of a meeting interface. It features two main sections: 'Desire2Learn Available Users (5)' on the left and 'Adobe Connect Participants (4)' on the right. The left section is divided into 'Student (4)' and 'Teacher (1)'. The 'Student' group includes Vadim Adashkevich, Paul Green (marked with a red dot), Melissa Sieben, and Kelsea Tower. The 'Teacher' group includes Mike Kollen. The right section is divided into 'Host (1)' (Mike Kollen) and 'Participant (3)' (Vadim Adashkevich, Melissa Sieben, and Kelsea Tower). At the bottom, there is a 'Sync Users' button highlighted with a red box, along with 'Add', 'Set User Role', and 'Remove' buttons.

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



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



## Adding Guests to Meeting

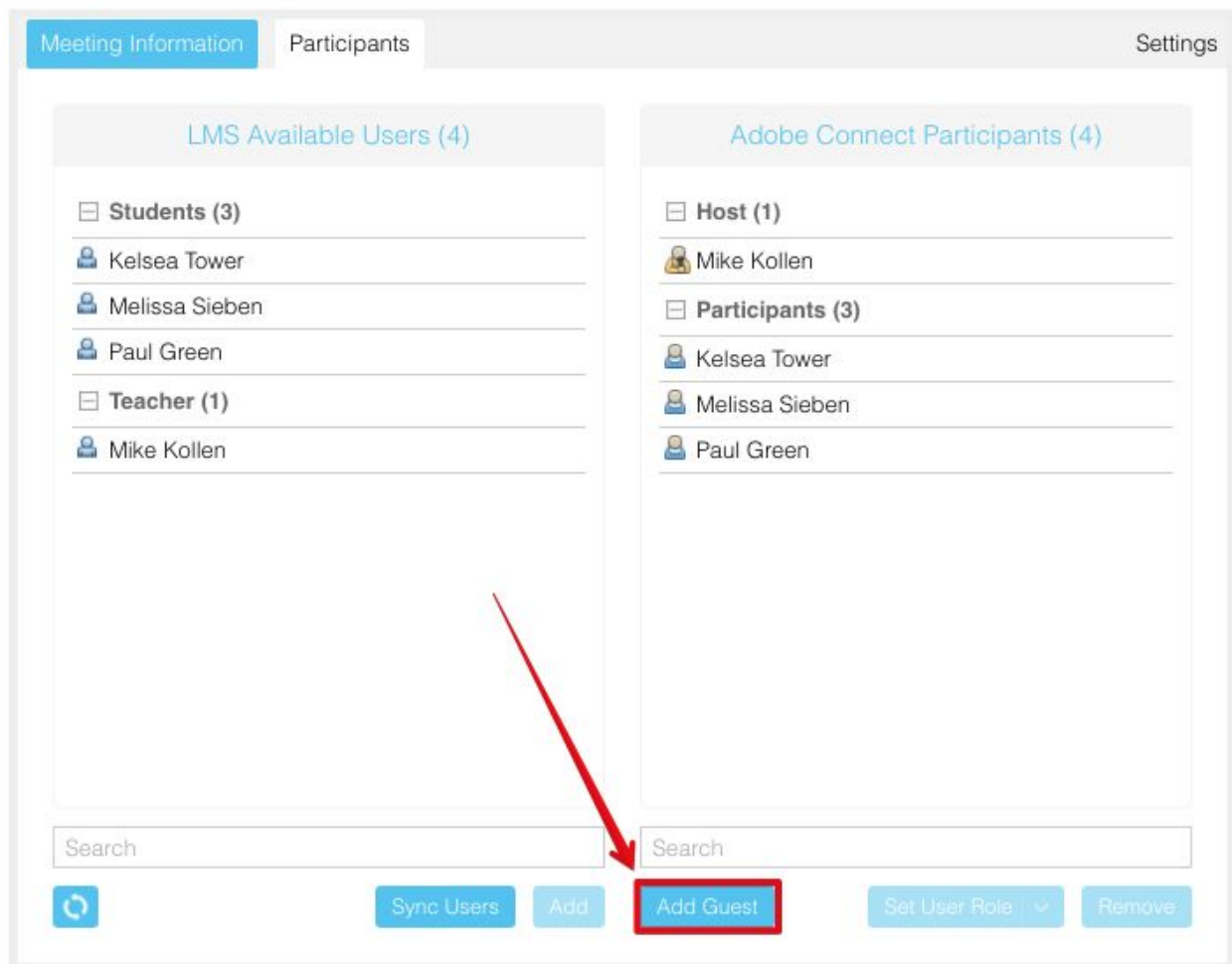
Open the *Adobe Connect* LTI and click on the *Gear* icon and select **Edit** from the dropdown list.

### Meetings List



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

### Meetings List > Participants



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

To add a *New User* fill in all the required information on the **Add Guest** tab and click on the **Save** button.

New user will be created in Adobe Connect and added to the meeting.

**Add Guest**

Please either create a New User or search for an Existing User

**Add Guest** | **Add Existing User**

**New User Information**

First Name:

Last Name:

E-mail:

User Role:

**Login and Password**

Login:

New Password:

Retype Password:

☒ E-mail the new user account information, login and password

To add an *Existing User* in Adobe Connect search for the user on the **Add Existing User** tab, select the required user from the list and click on **Save with Role** button and select the required role for this user.

Selected user from Adobe Connect will be added to the meeting.

**Add Guest**

Please either create a New User or search for an Existing User

**Add Guest** | **Add Existing User**

Stan Search

Name	Login	E-mail
Stan Instru...	stan+instructor@esynctraining.com	stan+instru...
Stan Student	stan+student@esynctraining.com	stan+stude...

Cancel Save with Role

- Participant
- Presenter
- Host

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

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

The screenshot displays the 'Participants' tab in the Adobe Connect interface. It features two main panels: 'LMS Available Users (4)' on the left and 'Adobe Connect Participants (5)' on the right. The 'LMS Available Users' panel lists three students (Kelsea Tower, Melissa Sieben, Paul Green) and one teacher (Mike Kollen). The 'Adobe Connect Participants' panel lists one host (Mike Kollen) and four participants (Kelsea Tower, Melissa Sieben, Paul Green, and Stan Student). A red arrow points to a green dot icon next to Stan Student's name, indicating that guest users are marked with this icon. At the bottom, there are search bars for both panels and a row of action buttons: a refresh icon, 'Sync Users', 'Add', 'Add Guest', 'Set User Role' (with a dropdown arrow), and 'Remove'.

LMS Available Users (4)	Adobe Connect Participants (5)
<b>Students (3)</b>	<b>Host (1)</b>
Kelsea Tower	Mike Kollen
Melissa Sieben	<b>Participants (4)</b>
Paul Green	Kelsea Tower
<b>Teacher (1)</b>	Melissa Sieben
Mike Kollen	Paul Green
	Stan Student (marked with Green Dot)

Search: [ ] Search: [ ]

Buttons: Refresh, Sync Users, Add, Add Guest, Set User Role, Remove

## 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

22

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)

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

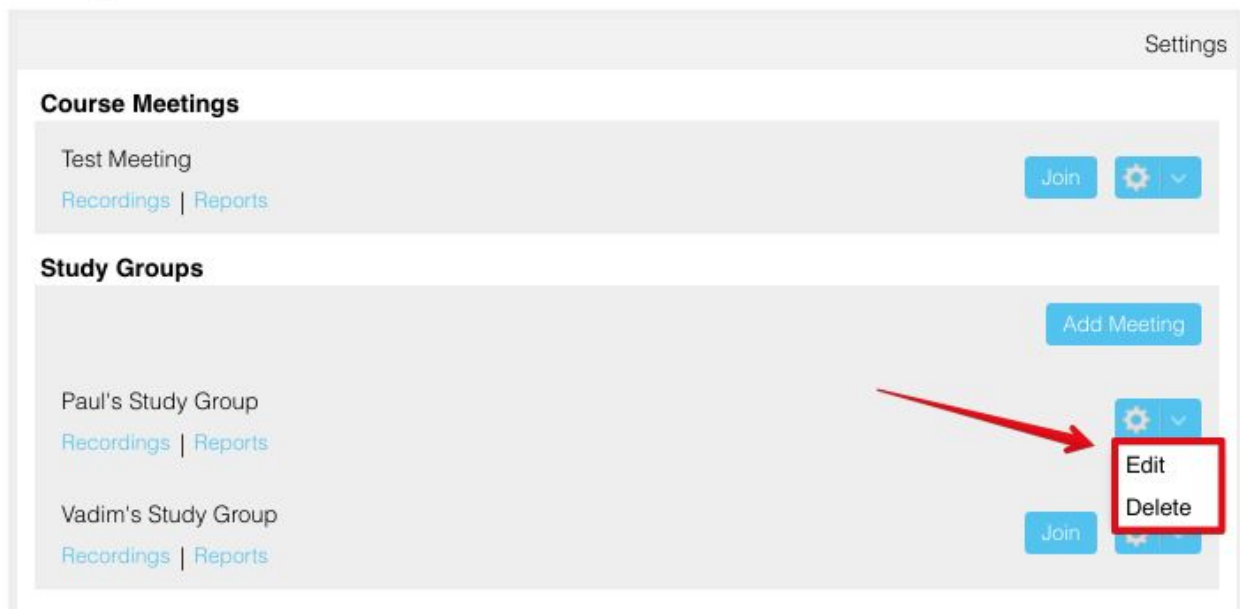


The screenshot shows the 'Edit LMS Support' dialog box with the 'Settings' tab selected. Under the 'Meetings' section, there are three settings: 'Course Meetings' (Yes), 'Office Hours' (No), and 'Name Format' (Meeting Title). The 'Study Groups' toggle is highlighted with a red box and is set to 'Yes'.

Open the *Adobe Connect* LTI and observe the *Study Groups* section.

Teachers can create multiple *Study Groups* as well as **Edit / Delete** student's *Study Groups* regardless of whether they are participants in the meeting or not.

### Meetings List



The screenshot shows the 'Meetings List' interface. The 'Study Groups' section is highlighted, showing a list of study groups: 'Paul's Study Group' and 'Vadim's Study Group'. Each group has a 'Join' button and a settings icon. The 'Edit' and 'Delete' buttons are highlighted with a red box and arrow.



To create a Study Group meeting 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 Brightspace 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

Desire2Learn 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

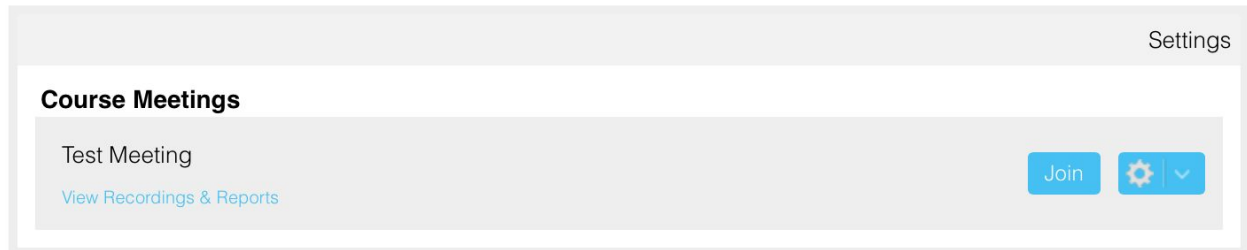
27

# Adobe Connect Recordings

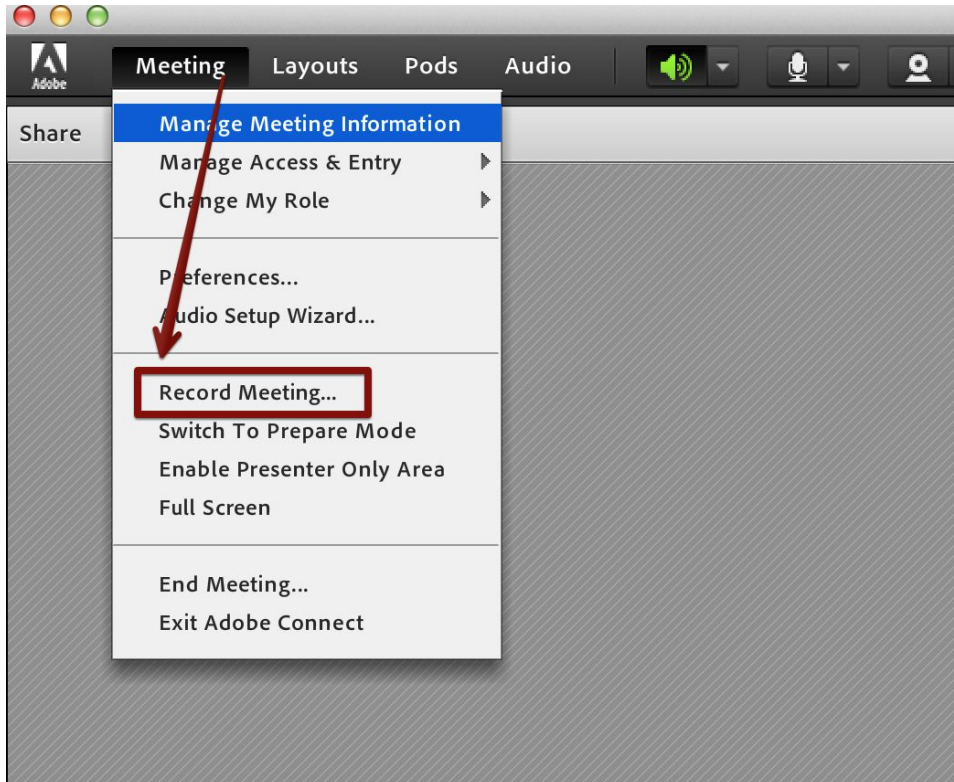
## Record the Meeting

Join the meeting.

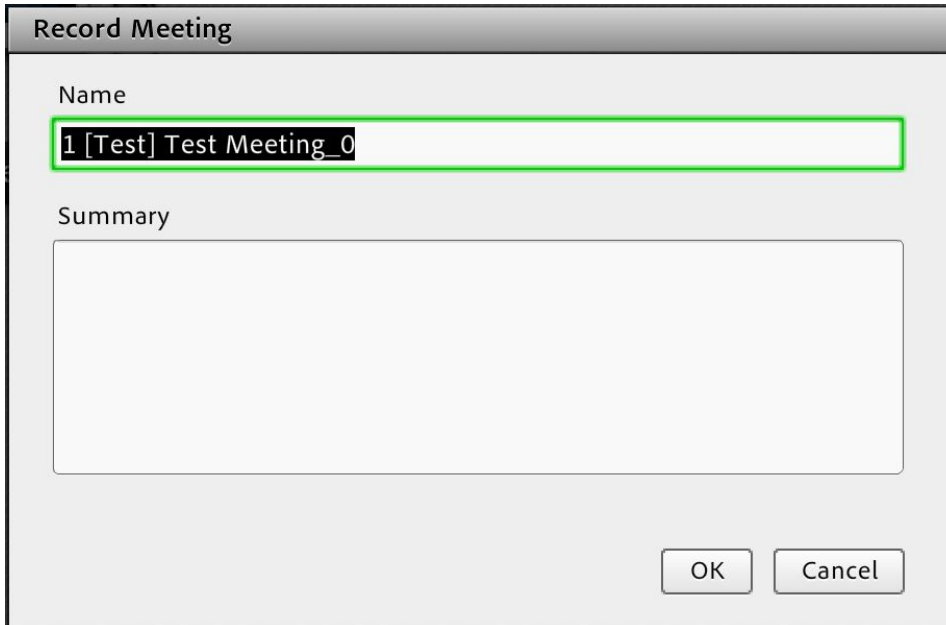
### Meetings List



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".

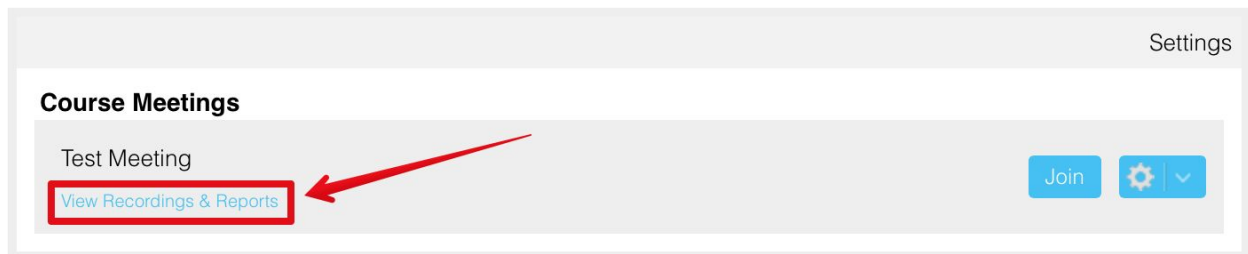
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



## View / Watch Recordings

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

### Meetings List



Course Meetings

Test Meeting

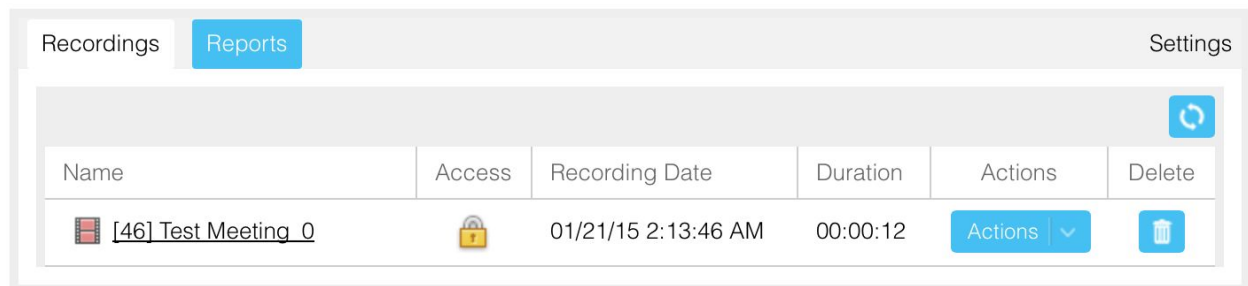
[View Recordings & Reports](#)

Join

Settings

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

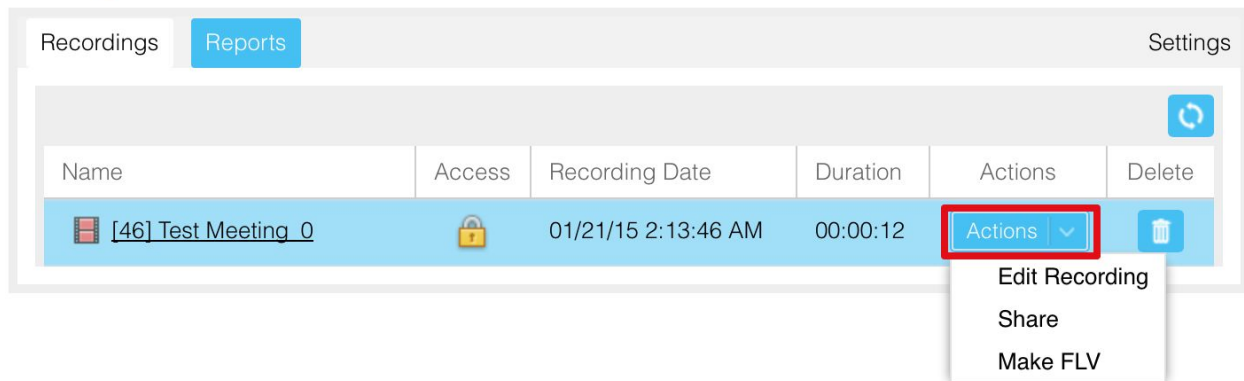
Refresh

Name	Access	Recording Date	Duration	Actions	Delete
 <a href="#">[46] Test Meeting_0</a>		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*, *Make FLV* and *Make MP4*.

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



- 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 text 'https://connect.esynctraining.com/p5o6ar3b7an'. Below this is a 'Change Access Type' section with two radio buttons: 'Private' (selected) and 'Public'. Below the radio buttons is a 'Passcode (Optional):' field. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'.

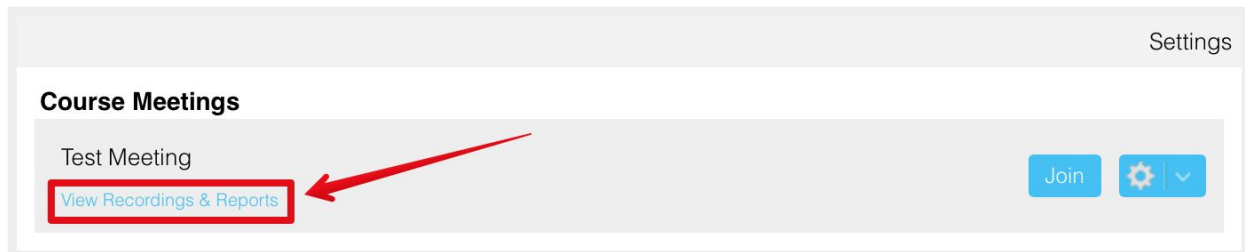
- 3) Selecting **Make FLV** option you will be asked to choose a place on your hard drive and the recording will be saved in FLV.
- 4) Selecting **Make MP4** option you will be asked to choose a place on your hard drive and the recording will be saved in MP4.

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

## View Meeting Reports

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

### Meetings List



Settings

**Course Meetings**

Test Meeting

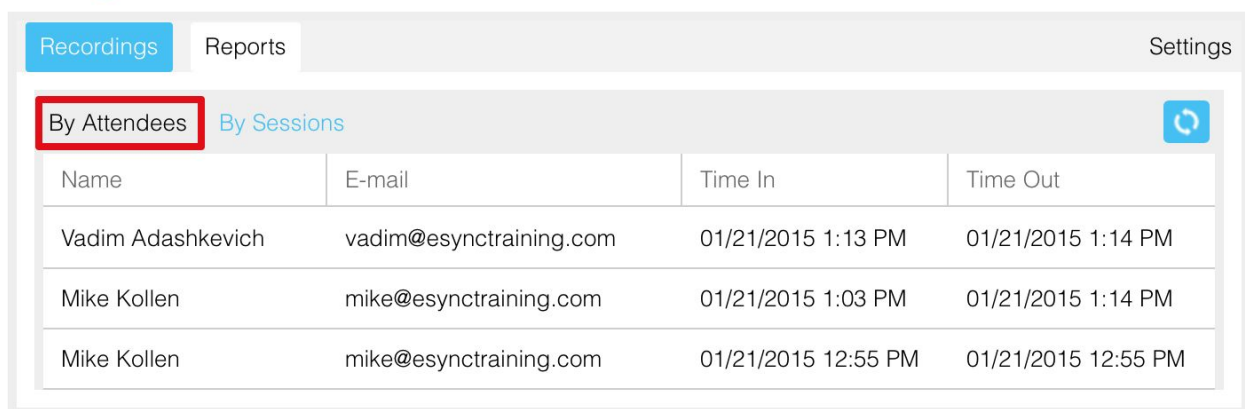
[View Recordings & Reports](#)

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



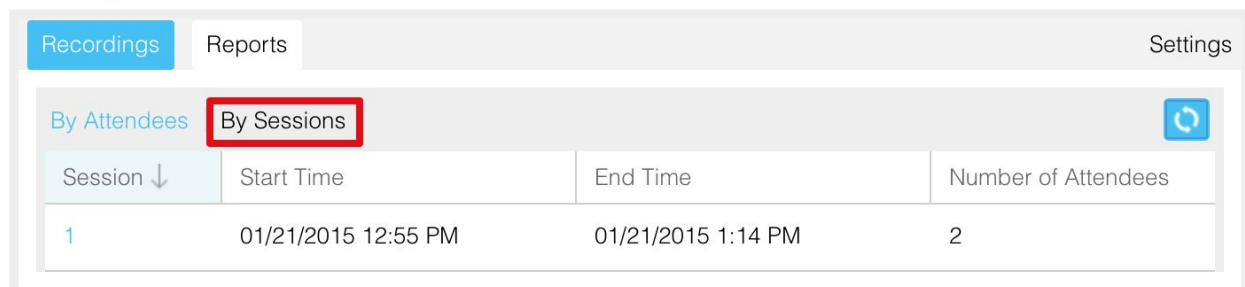
Recordings Reports Settings

**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



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

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

PDF

Excel

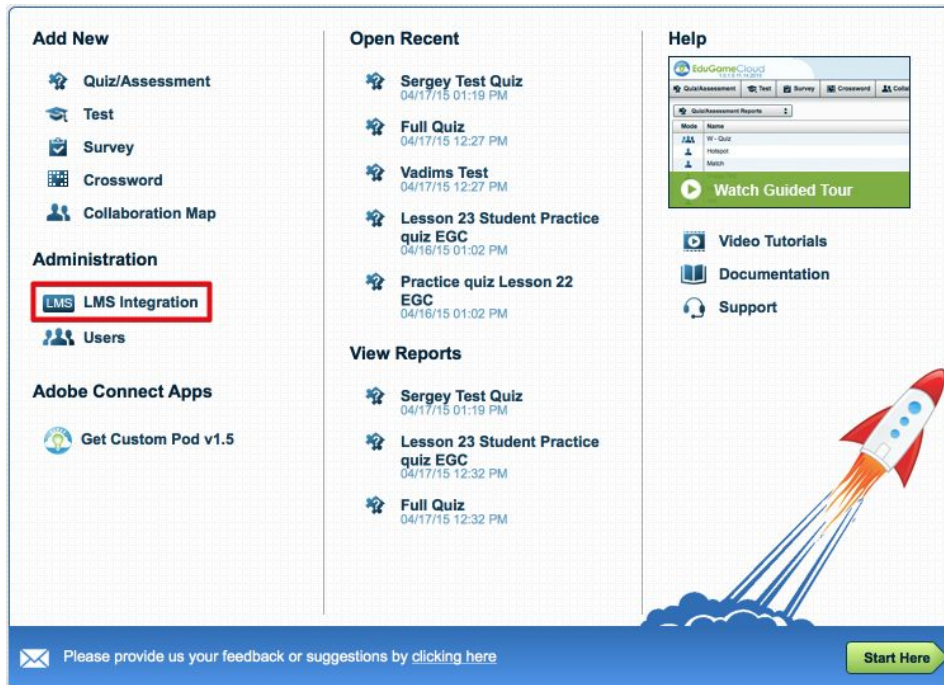
# Brightspace Account Administrator Guide

## EduGame Cloud Administration


### Configure LMS License in EduGame Cloud

Navigate to [app.edugamecloud.com](http://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

Adobe Connect Apps

LMS Integration




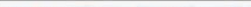

Users

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 menu 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 the radio buttons is a 'Canvas Meetings' text 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 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 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

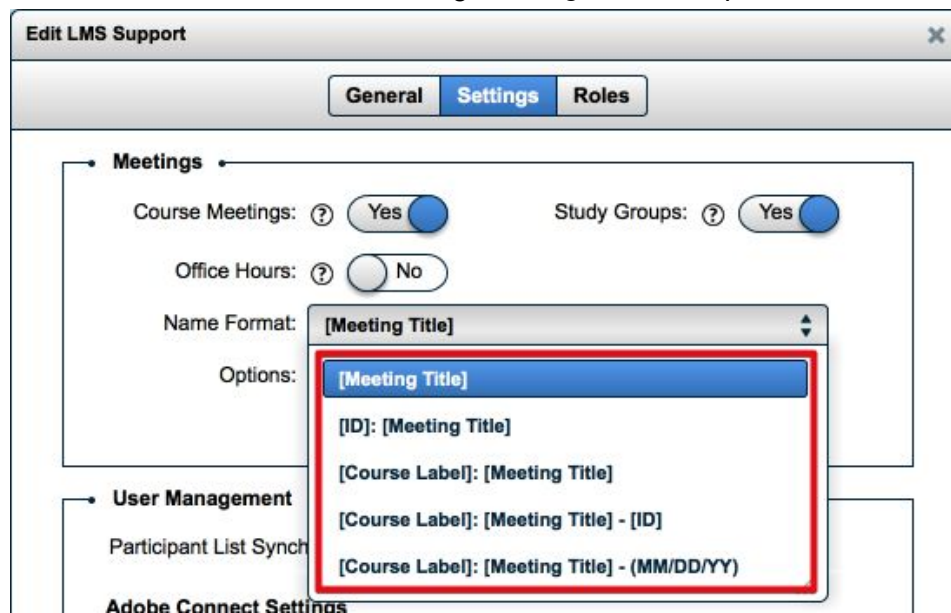
## Use FLV

Create an offline recording as an FLV file

## Use MP4

Create an offline recording as an FLV file

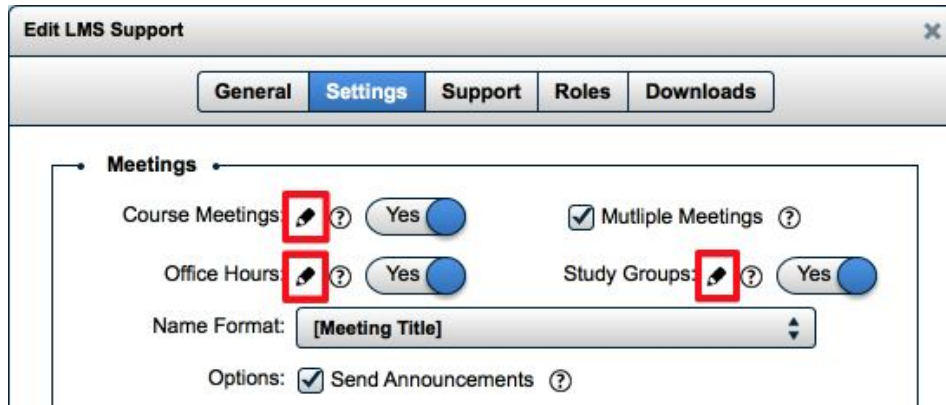
User can select one of the following *Meeting Name* templates:



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' (set to 'Yes'), 'Study Groups' (set to 'Yes'), and 'Office Hours' (set to 'No'). Below these, the 'Name Format' dropdown is set to '[Meeting Title]'. The 'Options' list shows five templates: '[Meeting Title]' (highlighted with a red box), '[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.

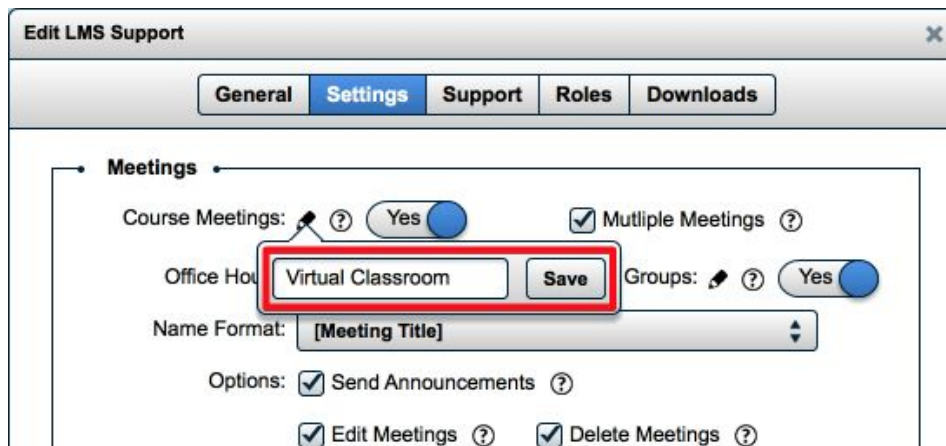
When user creates a meeting in the **Adobe Connect** LTI, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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 rows of settings: 'Course Meetings', 'Office Hours', and 'Study Groups'. Each row has an edit icon (pencil) and a 'Yes' button. The 'Course Meetings' and 'Office Hours' edit icons are highlighted with red boxes. There is also a 'Multiple Meetings' checkbox and a 'Name Format' dropdown menu set to '[Meeting Title]'. At the bottom, there are options for 'Send Announcements', 'Edit Meetings', and 'Delete Meetings', all of which are checked.

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



The screenshot shows the same 'Edit LMS Support' dialog box. In this view, the 'Office Hours' text field is set to 'Virtual Classroom' and the 'Save' button is highlighted with a red box. The 'Study Groups' row is also visible with its edit icon and 'Yes' button. The 'Name Format' dropdown is still set to '[Meeting Title]'. The 'Options' section at the bottom now includes 'Send Announcements', 'Edit Meetings', and 'Delete Meetings', all 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 in the 'Settings' tab. The 'Virtual Classroom' label is highlighted with a red box. Below the label, there is a message: 'Currently there are no meetings. Please add.' and an 'Add Meeting' button. The 'Office Hours' section is also visible below it, with the same message and '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.

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
<b>Teacher</b>	<b>Host</b>
TA	
Designer	
Observer	

The 'Host' dropdown menu is open, showing 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**

The screenshot displays the 'Participants' tab in Adobe Connect, showing a mapping of users from the LMS to Adobe Connect roles. The interface includes tabs for 'Meeting Information', 'Participants', and 'Settings'. The 'Participants' tab is active, showing two columns: 'LMS Available Users (4)' and 'Adobe Connect Participants (4)'. A red box highlights 'Backup Teacher (1)' with user 'Kelsea Tower' in the LMS column. A red arrow points from this box to a red box in the Adobe Connect column labeled 'Presenter (1)' with user 'Kelsea Tower'. Other roles include 'Students (2)' (Melissa Sieben, Paul Green) and 'Teacher (1)' (Mike Kollen) in the LMS column, and 'Host (1)' (Mike Kollen) and 'Participants (2)' (Melissa Sieben, Paul Green) in the Adobe Connect column. At the bottom, there are buttons for 'Sync Users', 'Add', 'Add Guest', 'Set User Role', 'Remove', 'Back', and 'Finish'.


LMS Available Users (4)	Adobe Connect Participants (4)
<input type="checkbox"/> Backup Teacher (1) Kelsea Tower	<input type="checkbox"/> Host (1) Mike Kollen
<input type="checkbox"/> Students (2) Melissa Sieben Paul Green	<input type="checkbox"/> Participants (2) Melissa Sieben Paul Green
<input type="checkbox"/> Teacher (1) Mike Kollen	<input type="checkbox"/> Presenter (1) Kelsea Tower

Search

[Sync Users](#) [Add](#) [Add Guest](#) [Set User Role](#) [Remove](#)

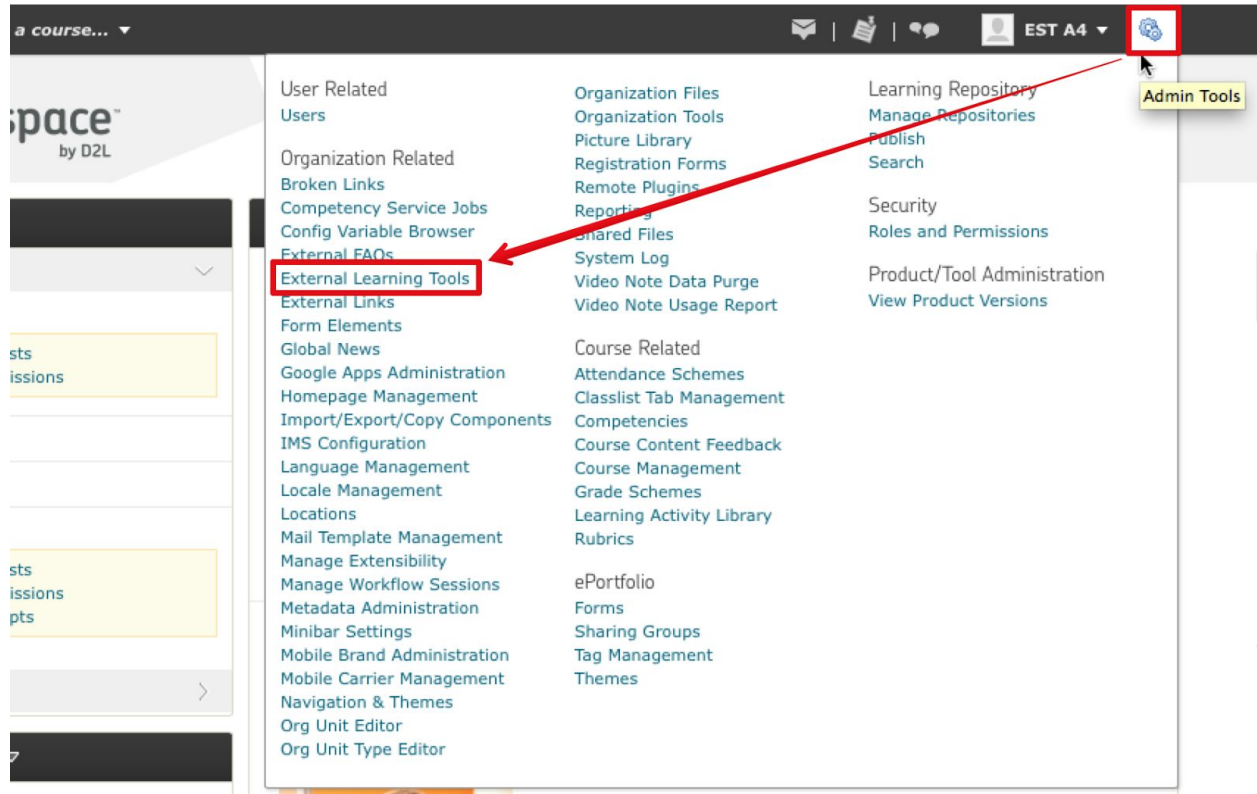
[Back](#) [Finish](#)

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

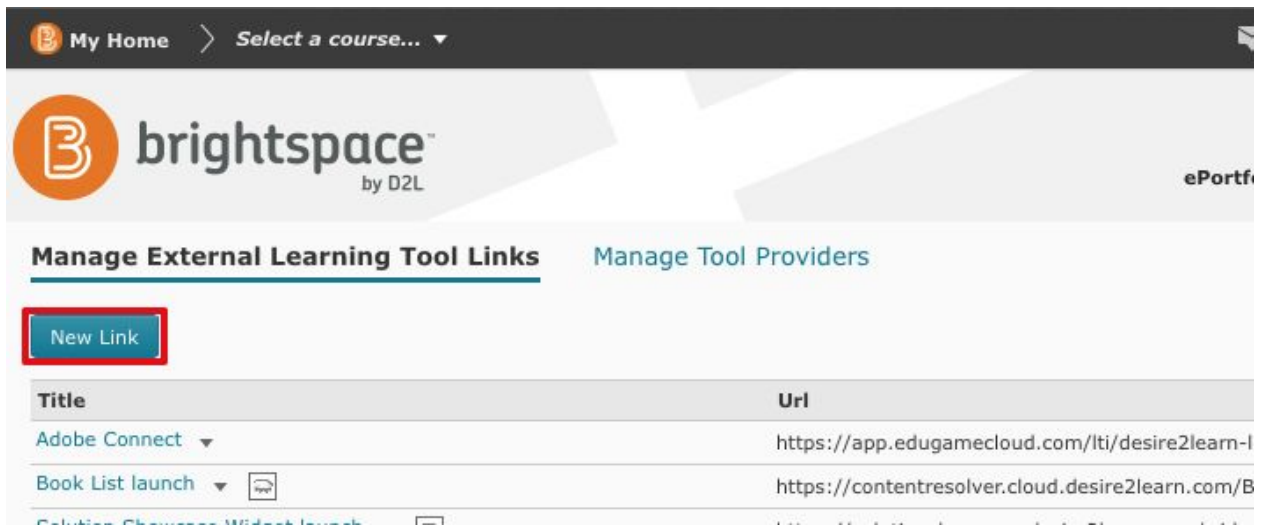
Shared				
<div>GeneralSettingsSupportRolesDownloadsReporting</div>				
Title	Filename	Size	Last Modified	Download
User Guide	canvas.pdf	4.58 MB	04/08/2015 0:16:13 PM	

## Configure Adobe Connect LTI for Your Brightspace Account



On the *Home* screen click on the **Admin Tools** icon and select the **External Learning Tools** link.



Click on the **New Link** button.



The screenshot shows the Brightspace user interface. At the top, there is a dark navigation bar with 'My Home' and a dropdown menu 'Select a course...'. Below this is the Brightspace logo and the text 'by D2L'. The main content area has two tabs: 'Manage External Learning Tool Links' (which is active and underlined) and 'Manage Tool Providers'. Under the active tab, there is a blue button labeled 'New Link' which is highlighted with a red rectangular box. Below the button is a table with two columns: 'Title' and 'Url'. The table contains three rows of data, each with a dropdown arrow next to the title.

Title	Url
Adobe Connect ▼	https://app.edugamecloud.com/lti/desire2learn-l
Book List launch ▼ 	https://contentresolver.cloud.desire2learn.com/B
Online Assessment Widget launch ▼ 	https://www.d2l.com/en/assessment/widget/

Enter the **Title** and **URL**.

Use the following *URL*: <https://app.edugamecloud.com/lti/brightspace-login>

Select the **Allow users...** checkbox in *Visibility*.

Select the **Link key/secret** radiobutton and enter appropriate **Key** and **Secret**.

You will find your *Key* and *Secret* in EduGameCloud Administration.

**New Link**

**Properties**

**Title \***

**URL \***

**Description**

Visibility

☒ Allow users to view this link

**Key/Secret**

**Signature**

☒ Sign messages with key/secret with

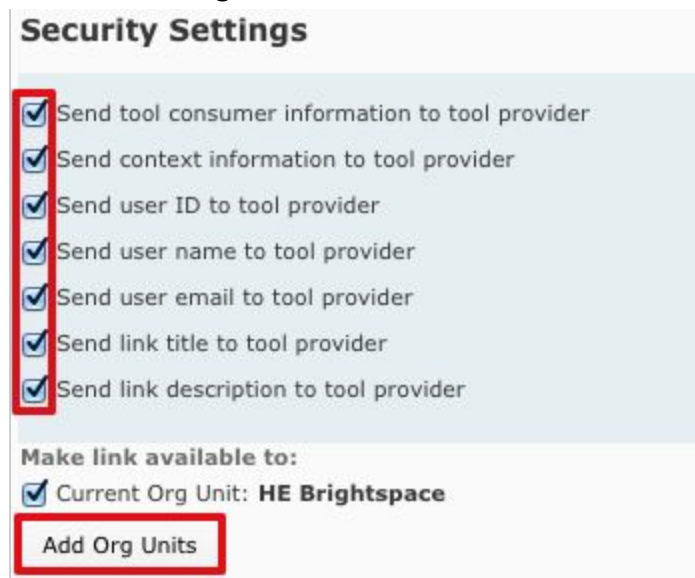
☐ Tool consumer key/secret

☒ Link key/secret

**Key**

**Secret**

Select all option in *Security Settings* section.  
Click on **Add Org Units** button.



**Security Settings**

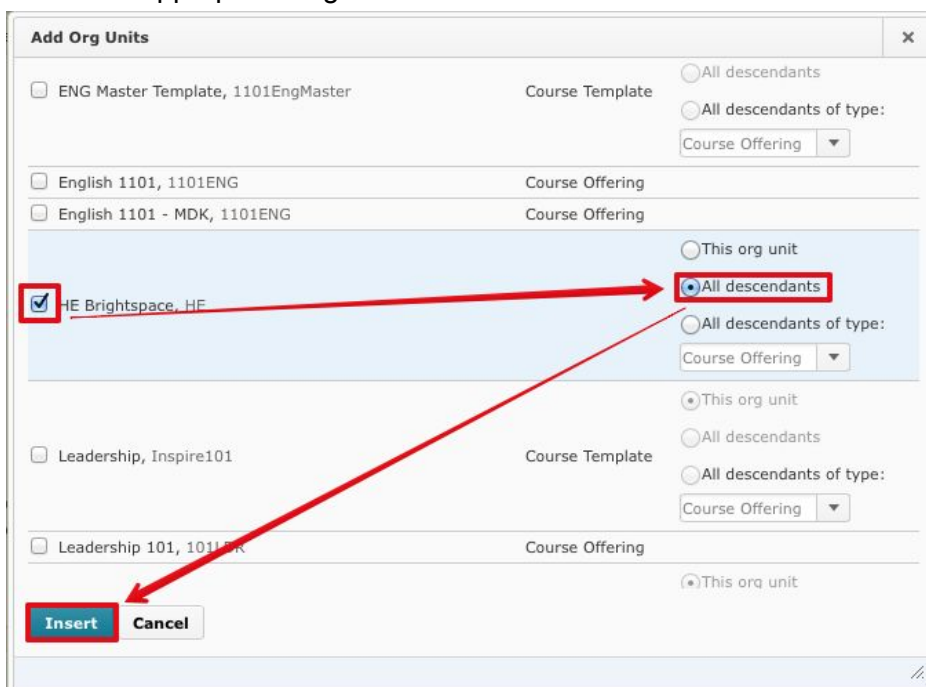
- ☒ Send tool consumer information to tool provider
- ☒ Send context information to tool provider
- ☒ Send user ID to tool provider
- ☒ Send user name to tool provider
- ☒ Send user email to tool provider
- ☒ Send link title to tool provider
- ☒ Send link description to tool provider

Make link available to:

☒ Current Org Unit: **HE Brightspace**

**Add Org Units**

Select the appropriate organisation from the list and insert it for **All descendants**.



**Add Org Units**

<input type="checkbox"/> ENG Master Template, 1101EngMaster	Course Template	<input type="radio"/> All descendants
		<input type="radio"/> All descendants of type:
		Course Offering
<input type="checkbox"/> English 1101, 1101ENG	Course Offering	
<input type="checkbox"/> English 1101 - MDK, 1101ENG	Course Offering	
<input checked="" type="checkbox"/> HE Brightspace, HE		<input checked="" type="radio"/> All descendants
		<input type="radio"/> All descendants of type:
		Course Offering
<input type="checkbox"/> Leadership, Inspire101	Course Template	<input type="radio"/> This org unit
		<input type="radio"/> All descendants
		<input type="radio"/> All descendants of type:
		Course Offering
<input type="checkbox"/> Leadership 101, 101LEAD	Course Offering	<input type="radio"/> This org unit

**Insert** **Cancel**

Click on the **Save** button to store the new external learning tool link.

**NOTE:** Adobe Connect LTI must be launched for the first time by a user that has admin permissions in your Brightspace instance.



## Getting Support

**Email Support, please contact:**

[support@esynctraining.com](mailto:support@esynctraining.com) and cc: [qa@esynctraining.com](mailto:qa@esynctraining.com)

**Emergency Phone Support:**

714.979.4444