



User Guide (Version 1.8.1)



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User Guide
Version 1.8.1

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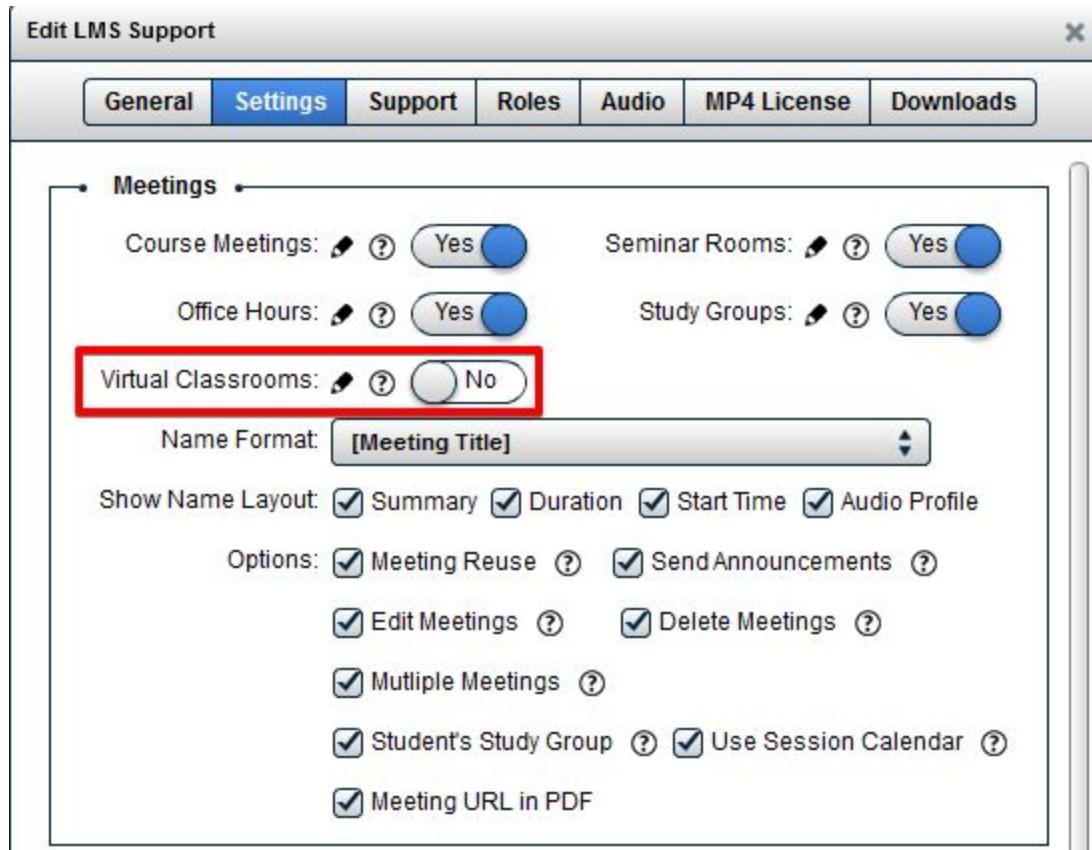
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What's New In v1.8.1?

Virtual Classrooms Support (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Virtual Classrooms** (is disabled by default, can be edited) option.



This setting allows teachers to create *Virtual Classrooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect LTI* and observe the application.

To create a *Virtual Classroom* open the **Create** dropdown menu and select **Virtual Classroom** option.

The screenshot shows the Adobe Connect LTI interface. At the top right, there is a dropdown menu labeled "Create" with a downward arrow. A sub-menu is displayed, showing "Course Meeting", "Seminar Room", and "Virtual Classroom". The "Virtual Classroom" option is highlighted with a blue background and a mouse cursor is hovering over it. The main content area is divided into several sections:

- Course Meetings**: Shows a list of meetings, including "March2017 course meeting" and "March2017 course meeting #1". Each meeting has a "Join" button and a gear icon with a dropdown arrow.
- Virtual Classrooms**: Shows a message: "Currently there are no meetings."
- Seminar Rooms**: Shows a list, including "March2017 Seminar Room". Each item has a "Join" button and a gear icon with a dropdown arrow.
- Office Hours**: Shows a list, including "March2017 Teacher: Office Hours (15:00)". Each item has a "Join" button and a gear icon with a dropdown arrow.
- Study Groups**: Shows a list, including "March2017 Study Group". Each item has a "Join" button and a gear icon with a dropdown arrow. There is also a "Add Meeting" button at the top right of this section.

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

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

Information Participants Sessions

select Create New Meeting or search for and Use Existing Meeting
[Create New Meeting](#) | [Use Existing Meeting](#)

Required

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

Optional

Classroom ID:

Custom URL: <https://connectstage.esynctraining.com/> 

Summary:

Start Time: 03-10-2017  06:30 PM 

Duration: 01:00 

Access:

Only registered users
 Registered users and accepted guests
 Anyone who has the URL for the meeting

Cancel **Next** **Save**

Map Canvas 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. Click on the **Next** button.

[Meetings List](#) > [March2017 Virtual Classroom: Participants](#)

Information Participants Sessions

Canvas Available Users (2)

- Student (1)
yura+march2017
- Teacher (1)
Mike Kollen

Search

Add Add Guest Set User Role Remove

Adobe Connect Participants (2)

- Host (1)
Mike Kollen
- Participant (1)
yura+march2017

Search

Back Next Finish

Turn on Generate Sessions option, populate the following form and click on the **Finish** button to complete the process.

[Meetings List](#) > [March2017 Virtual Classroom: Sessions](#)

Information Participants Sessions

Generate Sessions

Start Time: 03-10-2017 02:00 PM

Duration: 01:00

Days Class Meets: Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Week(s): 1

Back Finish

As a result the new **Virtual Classroom** will appear on Meeting List view under **Virtual Classrooms** area.

The screenshot shows a user interface for managing meetings. At the top right, there is a "Seminar License # [REDACTED]" field and a "Create" button. Below this, the "Course Meetings" section lists two entries: "March2017 course meeting" and "March2017 course meeting #1". Each entry includes a "Join" button and a settings icon. Underneath these, the "Virtual Classrooms" section contains one entry: "March2017 Virtual Classroom", which is highlighted with a red box. This entry also includes a "Join" button and a settings icon. Below this, the "Seminar Rooms" section lists one entry: "March2017 Seminar Room", which includes a "Join" button and a settings icon. Navigation links "Recordings | Reports | Manage Sessions" are present in each section.

Section	Meeting/Room Name	Start Time	Duration	Actions
Course Meetings	March2017 course meeting	03/10/17 01:00 AM	01:00	Join Settings
	March2017 course meeting #1			Join Settings
Virtual Classrooms	March2017 Virtual Classroom	03/10/17 06:45 PM	1:00	Join Settings
	Recordings Reports Manage Sessions			Join Settings
Seminar Rooms	March2017 Seminar Room	03/10/17 02:15 AM	1:00	Join Settings

Course Administrator Guide

Create a New Adobe Connect Meeting

Click on the **Add Meeting** button.

Meetings List

The screenshot shows a 'Course Meetings' section. It displays a message: 'Currently there are no meetings. Please add.' To the right of the message is a blue rectangular button labeled 'Add Meeting'. In the top right corner of the main container, there is a smaller 'Settings' link.

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

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

Meetings List > Meeting Information

The screenshot shows the 'Meeting Information' form. The 'Participants' tab is selected. The 'Required' section contains fields for 'Name' (text input) and 'Select Template' (dropdown menu). The 'Optional' section is expanded and contains fields for 'Custom URL' (text input with value 'https://connect.esynctraining.com/'), 'Summary' (text area), 'Start Time' (date and time inputs set to '01-21-2015 12:53 PM'), 'Duration' (dropdown menu set to '01:00'), and 'Access' (radio buttons: 'Only registered users' (unchecked), 'Registered users and accepted guests' (checked), and 'Anyone who has the URL for the meeting' (unchecked)). At the bottom are three buttons: 'Cancel', 'Save', and '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)

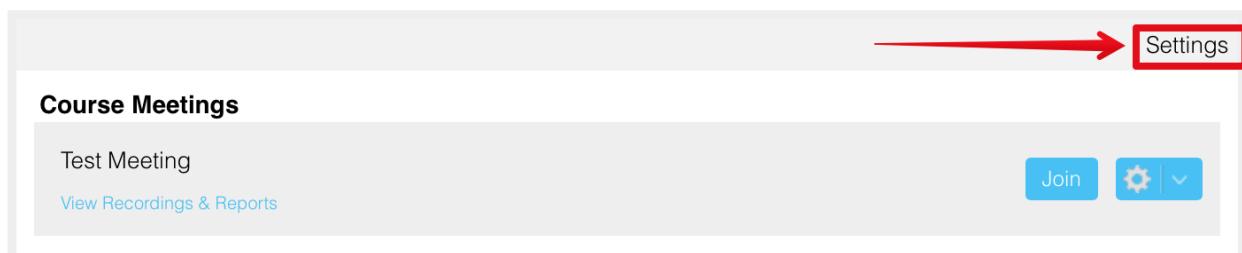
- Host (1)
 - Mike Kollen
- Participant (3)
 - Vadim Adashkevich
 - Melissa Sieben
 - Kelsea Tower

Sync Users Add Set User Role Remove

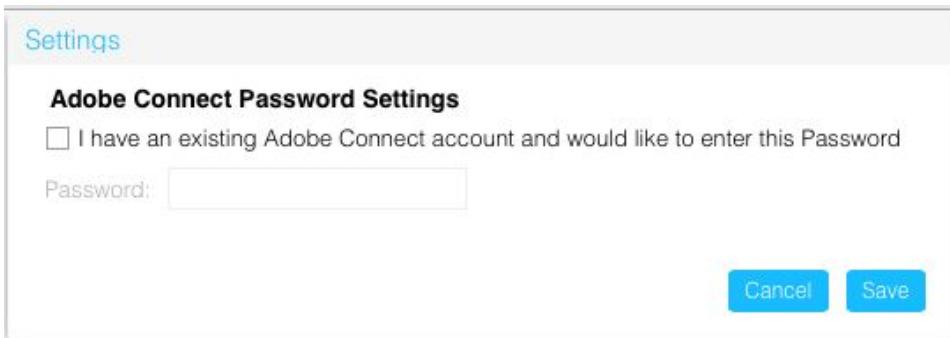
Click on the **Finish** button to complete the process.

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

Meetings List



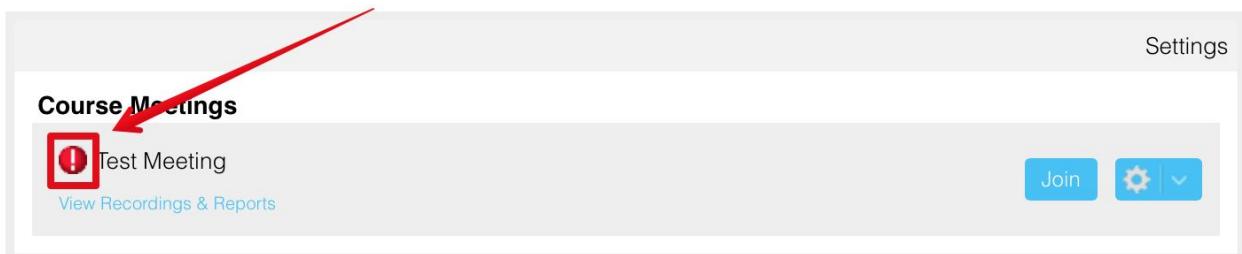
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Sakai, enter your Adobe Connect password and click Save button to use this account.



In case you don't have an Adobe Connect account and want to generate a random password every time you join Adobe Connect meeting click Save button and it will be done automatically.

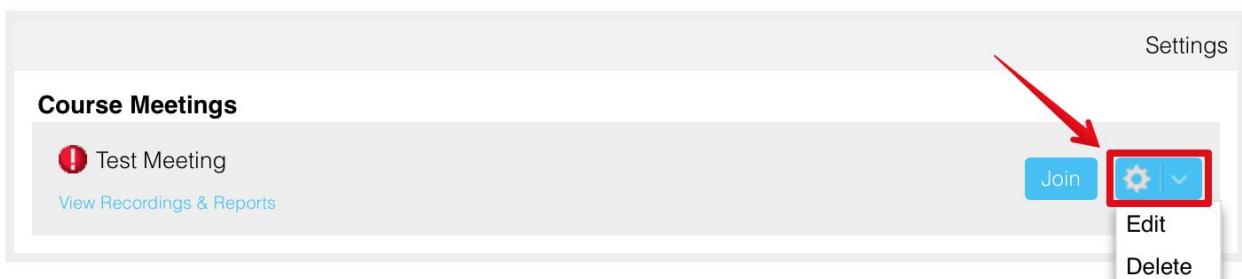
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

Meetings List



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

Meetings List



Navigate to the **Participants** tab and observe the **Sakai Available Users** list. New students should be marked with *Red Dot* icon.

Click on the **Sync Users** to add all new user to Adobe Connect meeting.

Meetings List > **Participants**

The screenshot shows the 'Participants' tab of a 'Meetings List'. At the top, there are three tabs: 'Meeting Information' (highlighted in blue), 'Participants' (selected), and 'Settings'. The 'Participants' section is divided into two main sections: 'Sakai Available Users (5)' on the left and 'Adobe Connect Participants (4)' on the right.

Sakai Available Users (5):

- Student (4):
 - Vadim Adashkevich
 - Paul Green (red dot)
 - Melissa Sieben
 - Kelsea Tower
- Teacher (1):
 - Mike Kollen

Adobe Connect Participants (4):

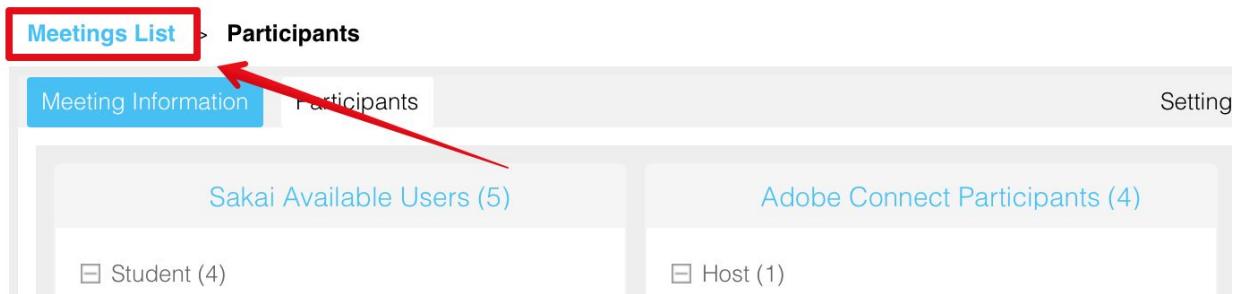
- Host (1):
 - Mike Kollen
- Participant (3):
 - Vadim Adashkevich
 - Melissa Sieben
 - Kelsea Tower

At the bottom of the interface, there are several buttons: a Refresh icon, a 'Sync Users' button (which is highlighted with a red box), an 'Add' button, a 'Set User Role' dropdown menu, and a 'Remove' button.

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

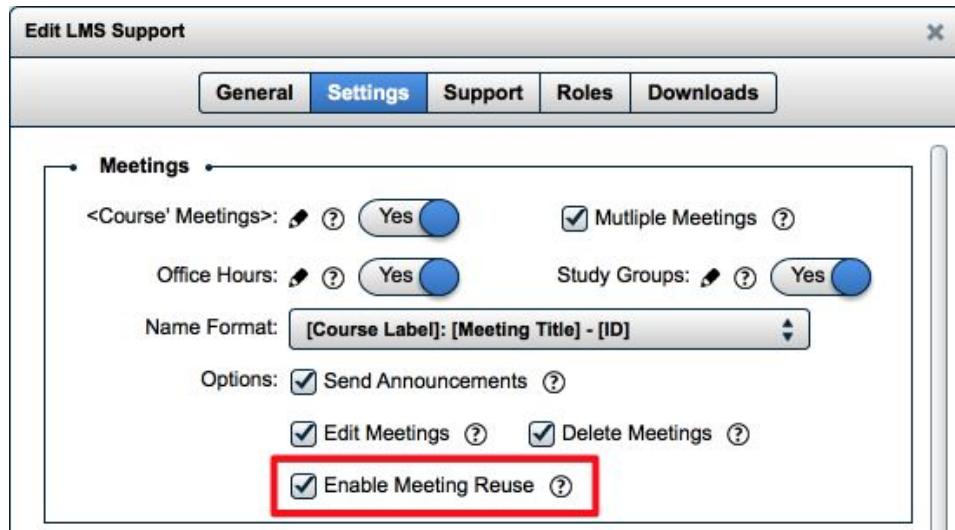
Refresh the Sakai Available Users list by clicking on the **Refresh** button.

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



Meeting Reuse (Optional)

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



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.

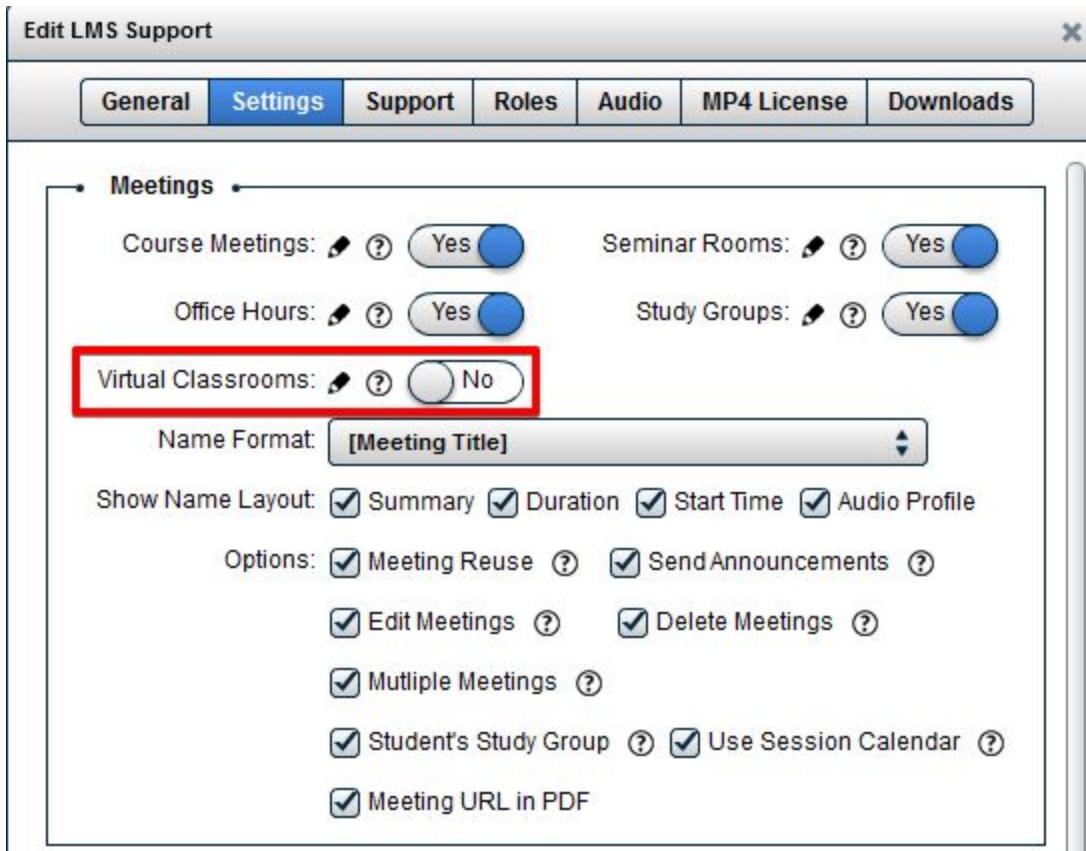
The screenshot shows the 'Meeting Information' tab selected in the Adobe Connect interface. A search bar contains the term 'marketing'. The 'Use Existing Meeting' button is highlighted with a red box and labeled '1.'. Below it, the 'Merge' radio button is selected, indicated by a red box and labeled '3.'. A list of meetings is shown, with the entry '[24] USD Marketing 101' highlighted with a red box and labeled '2.'. This entry has a red box around its URL '/r/6dcbpbasi1/'. The 'Save' button is at the bottom left, and the 'Next' button is highlighted with a red box and labeled '5.'.

Name	Url
[154] Marketing 101 - Virtual Classroom	/r/64u296mjqj/
[157] Virtual Classroom M1 Marketing	/r/3pzmt4grw6/
[24] USD Marketing 101	/r/6dcbpbasi1/
[59] Marketing 101	/r/6k2s6kf608/
28 [USD] USD Marketing	/r/57van6ei4o/
30 [BC] BC Marketing	/r/7kl5q7mexb/
35 [Marketing] Recording Test	/r/4jrjvi6549/

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

Virtual Classrooms Support (Optional)

On the EduGame Cloud LMS license *Settings* page user can enable the **Virtual Classrooms** (default disabled, can be edited) option.



This setting allows teachers to create *Virtual Classrooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect LTI* and observe the application.

To create a *Virtual Classroom* open the **Create** dropdown menu and select **Virtual Classroom** option.

The screenshot shows the Adobe Connect LTI interface. At the top right, there is a dropdown menu labeled "Create" with a downward arrow. A sub-menu is displayed, showing "Course Meeting", "Seminar Room", and "Virtual Classroom". The "Virtual Classroom" option is highlighted with a purple background and a mouse cursor is hovering over it. The main content area is divided into several sections:

- Course Meetings**: Shows a list of meetings:
 - March2017 course meeting (with a "Join" button and a gear icon)
 - March2017 course meeting #1 (with a "Join" button and a gear icon)
- Virtual Classrooms**: Shows a message: "Currently there are no meetings."
- Seminar Rooms**: Shows a list of rooms:
 - March2017 Seminar Room (with a "Join" button and a gear icon)
- Office Hours**: Shows a list of office hours:
 - March2017 Teacher: Office Hours (15:00) (with a "Join" button and a gear icon)
- Study Groups**: Shows a list of study groups:
 - March2017 Study Group (with a "Join" button and a gear icon)

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

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

Information Participants Sessions

select Create New Meeting or search for and Use Existing Meeting
[Create New Meeting](#) | [Use Existing Meeting](#)

Required

Name: March2017 Virtual Classroom

Select Template: Default Meeting Template

Optional

Classroom ID:

Custom URL: <https://connectstage.esynctraining.com/> 

Summary:

Start Time: 03-10-2017  06:30 PM 

Duration: 01:00 

Access:

Only registered users
 Registered users and accepted guests
 Anyone who has the URL for the meeting

Cancel **Next** **Save**

Map Canvas 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. Click on the **Next** button.

[Meetings List](#) > [March2017 Virtual Classroom: Participants](#)

Information Participants Sessions

Canvas Available Users (2)

- Student (1)
yura+march2017
- Teacher (1)
Mike Kollen

Search

Add Add Guest Set User Role Remove

Adobe Connect Participants (2)

- Host (1)
Mike Kollen
- Participant (1)
yura+march2017

Search

Back Next Finish

Turn on Generate Sessions option, populate the following form and click on the **Finish** button to complete the process.

[Meetings List](#) > [March2017 Virtual Classroom: Sessions](#)

Information Participants Sessions

Generate Sessions

Start Time: 03-10-2017 02:00 PM

Duration: 01:00

Days Class Meets: Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Week(s): 1

Back Finish

As a result the new **Virtual Classroom** will appear on Meeting List view under **Virtual Classrooms** area.

The screenshot shows a user interface for managing meetings. At the top right, there is a "Seminar License # [REDACTED]" field and a "Create" button. Below this, the "Course Meetings" section lists two entries: "March2017 course meeting" and "March2017 course meeting #1". Each entry includes a "Join" button and a settings icon. Underneath these, the "Virtual Classrooms" section contains one entry: "March2017 Virtual Classroom", which is highlighted with a red box. This entry also includes a "Join" button and a settings icon. The "Seminar Rooms" section lists one entry: "March2017 Seminar Room", which includes a "Join" button and a settings icon. Navigation links "Recordings | Reports | Manage Sessions" are present in each section.

Section	Meeting/Room Name	Start Time	Duration	Actions
Course Meetings	March2017 course meeting			Join Settings
	March2017 course meeting #1	03/10/17 01:00 AM	01:00	Join Settings
Virtual Classrooms	March2017 Virtual Classroom	03/10/17 06:45 PM	1:00	Join Settings
	Recordings Reports Manage Sessions			
Seminar Rooms	March2017 Seminar Room	03/10/17 02:15 AM	1:00	Join Settings
	Recordings Reports			

Seminars Support (Optional)

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



This setting allows teachers to create *Seminar Rooms* and *Sessions* in Adobe Connect.

Open the *Adobe Connect LTI* and observe the application.

To create a seminar room open the **Create** dropdown menu and select **Seminar Room** option.

The screenshot shows the Adobe Connect interface. At the top right, there are 'Settings' and 'Help' links. The main area shows 'Course Meetings' and 'Seminar Rooms' sections. In the 'Create' dropdown menu (highlighted with a red box), the 'Seminar Room' option is selected. The 'Seminar Rooms' section below shows a 'Seminar Room Test' entry with a start time of 03/31/16 10:00 AM and a duration of 1:00. There are 'Join' and 'Settings' buttons for this room.

Select the appropriate **Seminar License** from the dropdown menu, populate other required information and click on the **Next** button.

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

Adobe Connect

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

Settings: Change

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

Information Participants

Required

Seminar License: Seminar License # 1287581127

Name:

Select Template:

Optional

Custom URL: <https://connect.esynctraining.com/>

Summary:

Start Time: 03-31-2016 10:15 AM

Duration: 01:00

Access:

Only registered users

Registered users and accepted guests

Anyone who has the URL for the meeting

Cancel **Save** **Next**

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

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

Adobe Connect

Settings: Change

Help: User Guide | EduGame Cloud

Seminar License # 1287581127 [Create](#) |

Course Meetings

Course Meeting Test
Start Time: 03/31/16 10:00 AM Duration: 1:00
[Recordings](#) | [Reports](#)

Seminar Rooms

Seminar Room Test
Start Time: 03/31/16 10:00 AM Duration: 1:00
[Recordings](#) | [Reports](#)

[Join](#) | [Settings](#) |
New Session
Edit
Delete

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

Adobe Connect

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

Settings: Change

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

Information

Name:			
Summary:			
Start Time:	03-31-2016		10:15 AM
Duration:	01:00		

[Cancel](#) [Save](#)

***NOTE:** Error message will occur in case when the selected *Start Time* is already in use by another session.

Create an Office Hours Meeting (Optional)

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

Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it, under "Course Meetings", there is a single entry for "Test Meeting" with "View Recordings & Reports" and "Join" and "Settings" buttons. Under "Office Hours", a message says "Currently there are no meetings. Please add." with an "Add Meeting" button highlighted by a red box. Under "Study Groups", a similar message says "Currently there are no meetings. Please add." with an "Add Meeting" button.

Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

[Join](#) [Settings](#)

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

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a meeting titled "Test Meeting". It includes a "View Recordings & Reports" link and buttons for "Join" and "Settings".
- Office Hours:** Contains a meeting titled "Mike Kollen's Office Hours (6pm-8pm)". It includes a "View Recordings & Reports" link and buttons for "Join" and "Settings".
- Study Groups:** Displays the message "Currently there are no meetings. Please add." and features a prominent blue "Add Meeting" button with a red rectangular border around it.

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**

The screenshot shows a user interface for managing meeting participants. At the top, there are tabs for 'Study Group Information' (selected), 'Participants' (current view), and 'Settings'. The 'Participants' section is divided into two main areas: 'Sakai Available Users' on the left and 'Adobe Connect Participants' on the right.

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

At the bottom, there are several buttons: a refresh icon, 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), 'Remove', 'Back', and '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.

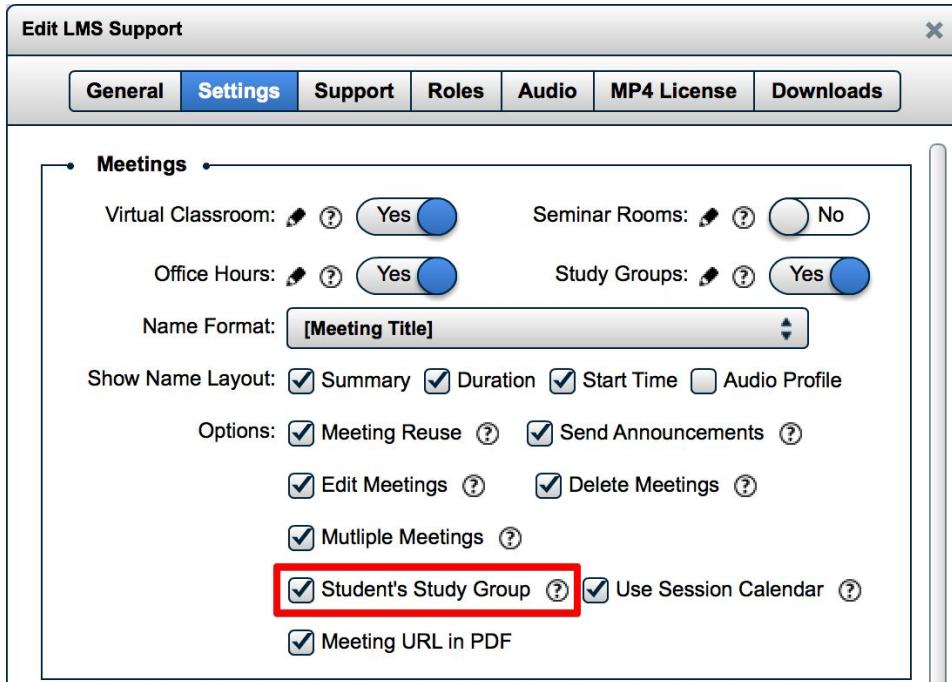
Meetings List

The screenshot shows a user interface for managing meetings. At the top right is a "Settings" button. Below it are three main sections: "Course Meetings", "Office Hours", and "Study Groups".

- Course Meetings:** Contains a "Test Meeting" entry with "View Recordings & Reports" and "Join" buttons.
- Office Hours:** Contains "Mike Kollen's Office Hours (6pm-8pm)" with "View Recordings & Reports" and "Join" buttons.
- Study Groups:** Contains two entries:
 - "Test Study Group" with "View Recordings & Reports" and "Join" buttons.
 - "Student's Study Group" with "View Recordings & Reports" and "Join" and "Leave" buttons. The "Leave" button is highlighted with a red border.

Student's Study Group

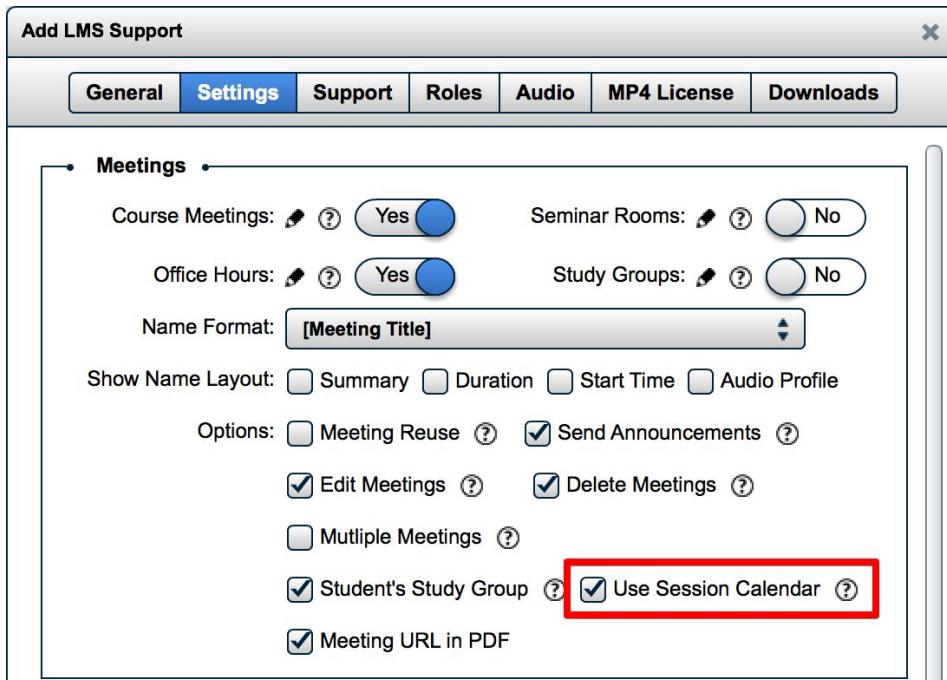
On the EduGame Cloud LMS license *Settings* page user can enable the *Student's Study Group* option.



This setting allows/prohibits students to create Study Groups in the Adobe Connect LTI. Teachers aren't affected by this setting.

Meetings Sessions Support

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



This setting allows teachers to create *Meetings Sessions*.

Open the *Adobe Connect LTI* and click on the **Add Meeting** button, fill in all the required information to go to the next *Calendar Events* tab.

When creating a meeting select the **Generate Sessions** checkbox. Teacher is able to set *Start Time*, *Duration* and frequency of the Sessions.

Adobe Connect

Settings: Change
Help: User Guide | EduGame Cloud

Meetings List > Virtual Classroom 102: Meeting Sessions

Information Meeting Sessions Participants

Generate Sessions

Start Time: 10-24-2016 01:30 PM

Duration: 01:00

Days Class Meets:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Week(s): 1

Back Finish Next

Thereafter, new **Session** can be added by selecting the **New Session** link from the **Gear icon** menu next to the meeting.

Adobe Connect

Settings: Change

Help: User Guide | EduGame Cloud

The screenshot shows the 'Course Meetings' section of the Adobe Connect interface. It lists three meetings: 'Virtual Classroom 102' (selected), 'Virtual Classroom 102 #1', and 'Virtual Classroom 102 #2'. Each meeting has a 'Join' button and a gear icon. A context menu is open over the gear icon of the selected meeting, with 'New Session' highlighted by a red box. Other options in the menu include 'Edit' and 'Delete'.

Teacher can add *Name*, *Summary* and set *Start/End Time* of the Session.

Adobe Connect

Settings: Change

Help: User Guide | EduGame Cloud

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

The screenshot shows the 'Information' tab of the 'New Meeting Session: Information' form. It contains fields for 'Name' (empty), 'Summary' (empty), 'Start Time' (set to 10/24/2016 at 01:30 PM), and 'End Time' (set to 10/24/2016 at 02:30 PM). At the bottom are 'Cancel' and 'Save' buttons.

Adobe Connect Recordings

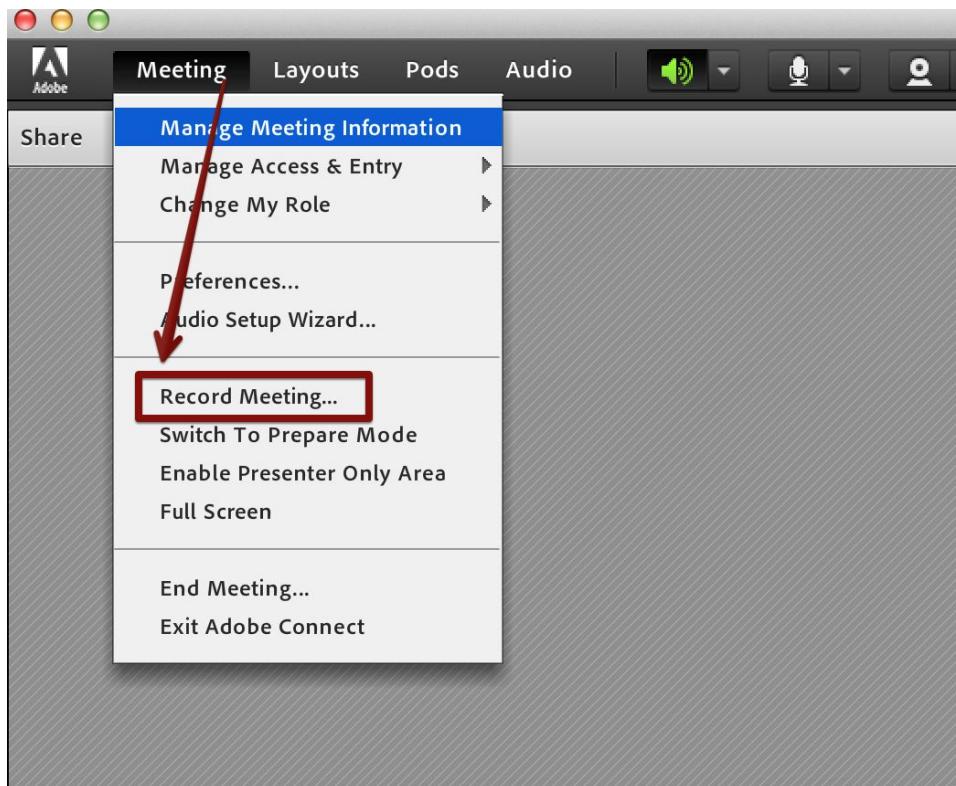
Record the Meeting

Join the meeting.

Meetings List

The screenshot shows the 'Meetings List' section of the Adobe Connect interface. At the top, there's a 'Course Meetings' header. Below it, a single meeting titled 'Test Meeting' is listed. To the right of the meeting title are two buttons: 'Join' and a gear icon with a dropdown arrow. In the top right corner of the main area, there's a 'Settings' link.

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



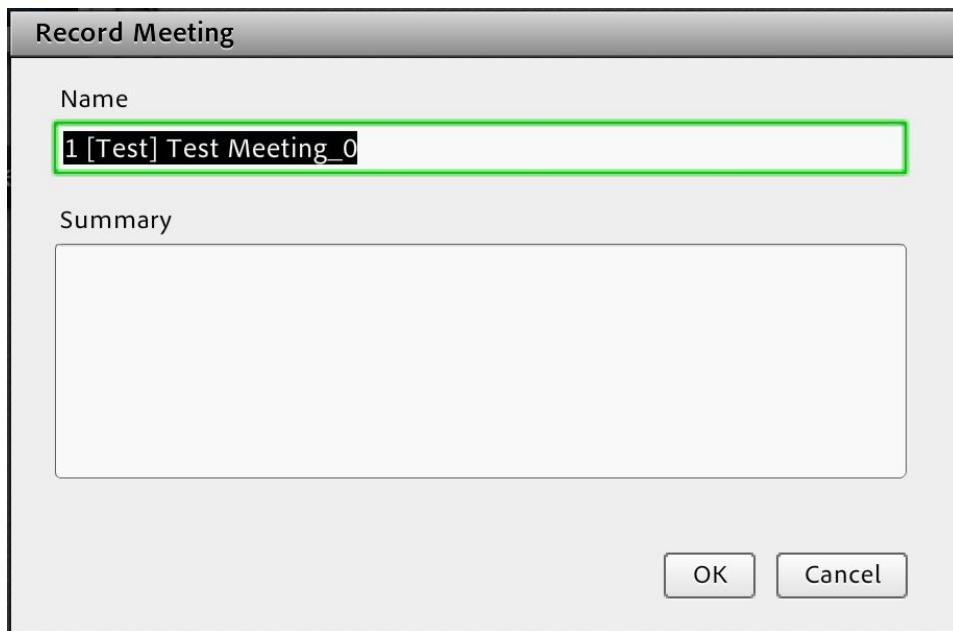
Populate the following form and click on the **OK** button to start the recording.

Record Meeting

Name
1 [Test] Test Meeting_0

Summary

OK Cancel



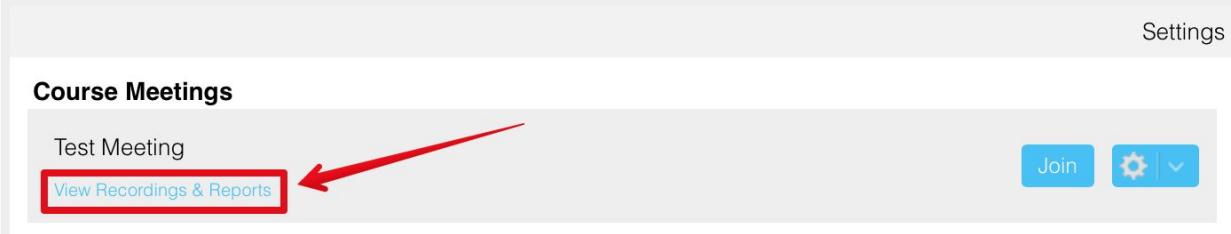
When the recording is done click on the **Stop Recording** button under the *Record Meeting* icon in the top right corner.



View / Watch Recordings

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

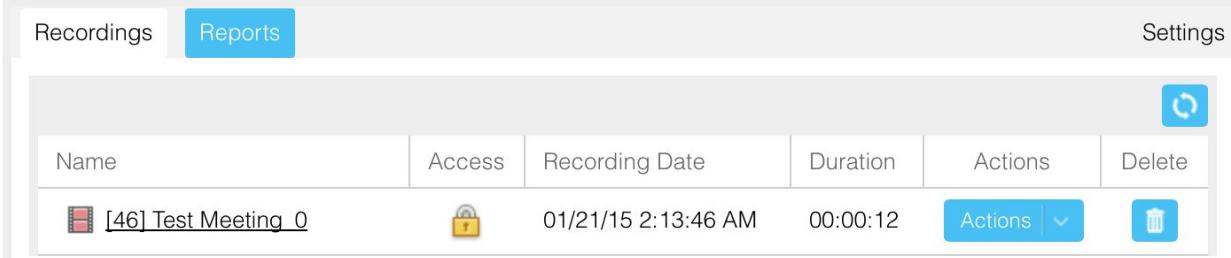
Meetings List



The screenshot shows the 'Meetings List' interface. At the top right is a 'Settings' icon. Below it, under 'Course Meetings', is a list for a 'Test Meeting'. On the left of the meeting entry is a 'View Recordings & Reports' button, which is highlighted with a red box and has a red arrow pointing to it from the left.

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

Meetings List > Recordings



The screenshot shows the 'Recordings' tab of the 'Meetings List' interface. At the top are tabs for 'Recordings' (selected) and 'Reports'. On the right is a 'Settings' icon. Below is a table with the following data:

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

Click on the recording's name to watch the meeting recording.

Actions drop-down menu located next to each recording allows you to *Edit Recording*, *Share it* and *Make FLV*.

Meetings List > Recordings

The screenshot shows a list of recordings. One recording is selected, highlighted with a blue background. To the right of the list is a 'Actions' dropdown menu with three options: 'Edit Recording', 'Share', and 'Make FLV'. The 'Actions' button itself is highlighted with a red box.

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.

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

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

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

MP4 Conversion

*****This is an add-on feature, and a license must be purchased separately*****

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

Adobe Connect

Settings: Change
Help: User Guide

The screenshot shows the 'Course Meetings' section of the Adobe Connect interface. At the top, there is a 'Test Meeting' entry. Below it, two tabs are visible: 'Recordings' (which is highlighted with a red box) and 'Reports'. To the right of these tabs are 'Join' and 'Settings' buttons.

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

Adobe Connect

Settings: Change
Help: User Guide

Meetings List > Test Meeting: Recordings

The screenshot shows the 'Meetings List' under 'Test Meeting: Recordings'. A table lists recordings, with one entry for 'Test Meeting_0'. To the right of this entry is an 'Actions' button with a dropdown menu. The menu contains several options: 'Edit Recording', 'Share', 'Make Offline', 'Make MP4' (which is highlighted with a red box), and 'Make MP4 with Subtitles'.

MP4 Status should be shown at the time the job passes through different stages of conversion.

Adobe Connect

Settings: Change

Help: User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows the 'Recordings' tab selected in the Adobe Connect interface. A table lists a single recording entry:

Name	Access	Recording Date	Duration	Actions
Test Meeting_0	🔒	03/03/2016 03:09:00 AM	00:13:03	Actions <input type="button" value="Delete"/>

A red box highlights the 'MP4 status: Pending' message located below the table.

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

Adobe Connect

Settings: Change

Help: User Guide

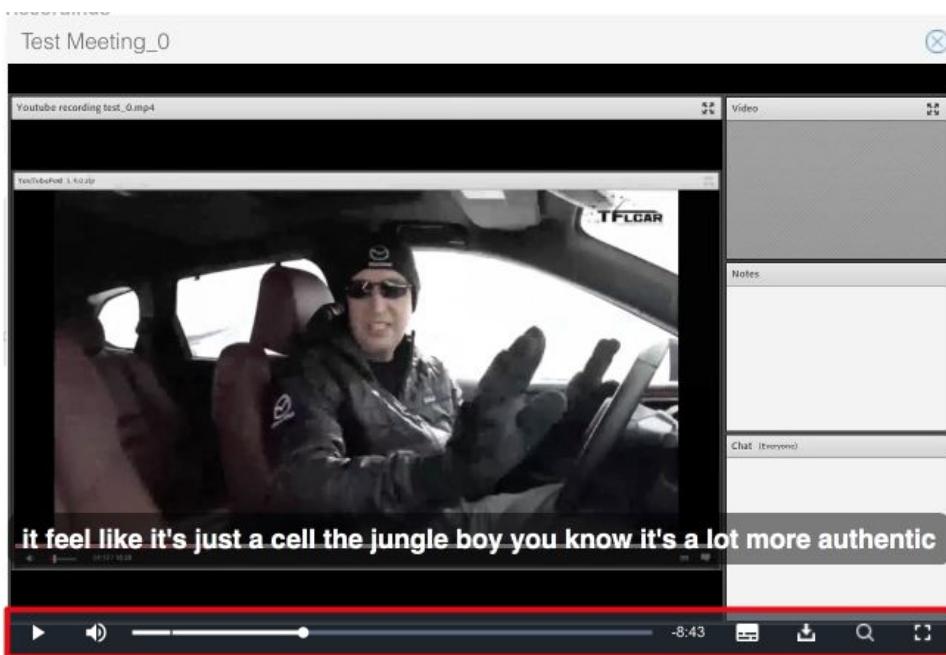
Meetings List > **Test Meeting: Recordings**

The screenshot shows the 'Recordings' tab selected in the Adobe Connect interface. A table lists two recording entries:

Name	Access	Recording Date	Duration	Actions
Test Meeting_0	🔒	03/03/2016 03:09:00 AM	00:13:03	Actions <input type="button" value="Delete"/>
Test Meeting_0: MP4				<input type="button" value="Play"/> <input type="button" value="Edit"/>
Test Meeting_0: Transcript				

Two red boxes highlight the 'Play' and 'Edit' buttons for the 'Test Meeting_0: MP4' entry.

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



Available functionality:

- Play/Pause
- Volume control
- Subtitles On/Off
- Download MP4/Subtitles
- Search within the subtitles
- Full Screen mode

Click on the *Edit* button next to appropriate Transcript file to view/edit it in **CC Editor** application.

Time	Text
00:00:11.003 --> 00:00:14.007	the two thousand sixteen months those three acts
00:00:14.007 --> 00:00:16.058	nine and coming up next everything you wanted now
00:00:37.087 --> 00:00:41.039	what are we looking like an entirely different nine
00:00:41.075 --> 00:00:44.078	this is entirely different six nine so our old the previous
00:00:44.078 --> 00:00:48.016	six nine had a big three point seven liter V. six in it and
00:00:48.016 --> 00:00:49.041	now we have a remarkably
00:00:54.069 --> 00:00:58.041	dramatically better feeling engines
00:00:58.008 --> 00:01:01.034	is high compression change from
00:01:01.034 --> 00:01:01.062	the
00:01:02.009 --> 00:01:05.023	naturally aspirated engine versus this one yeah so this is this
00:01:05.023 --> 00:01:08.028	is based on the same engine family that we in this activity families
00:01:08.037 --> 00:01:12.079	wrestler cars what sort of course to
00:01:12.079 --> 00:01:16.019	handle the really high work out what they were going to make Uh so
00:01:16.048 --> 00:01:19.063	are naturally aspirated engines or thirteen to one compression you always
00:01:19.063 --> 00:01:22.098	have to lower the compression ratio on a on a turbo engine because were pumping
00:01:22.098 --> 00:01:26.007	so much more pressure and heat into the question chamber
00:01:26.071 --> 00:01:29.082	but we managed to maintain a ten a half to one compression which is still very
00:01:29.082 --> 00:01:33.003	hyper turbo engine and we because we tune

Available functionality:

- Undo/Redo changes
- Find and Replace text within the transcript
- Spelling check
- Table/Page view

Edit required lines and click on the *Save* button to store the changes.

In order to download MP4 or Transcript files, open the **Actions** drop-down menu located next to required recording and select one of the options: *Download MP4* or *Download Transcript*.

Adobe Connect

Settings: Change

Help: User Guide

Meetings List > **Test Meeting: Recordings**

The screenshot shows the 'Recordings' tab selected in the Adobe Connect interface. A list of recordings is displayed in a table with columns: Name, Access, Recording Date, Duration, and Actions. The first recording in the list is 'Test Meeting_0'. A context menu is open over this recording, listing options: Actions, Edit Recording, Share, Make Offline, Download MP4, and Download Transcript. The 'Download MP4' and 'Download Transcript' options are highlighted with a red box.

Name	Access	Recording Date	Duration	Actions
Test Meeting_0		03/03/2016 03:09:00 AM	00:13:03	

View Meeting Reports

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

Meetings List

The screenshot shows the 'Meetings List' section of the Adobe Connect application. At the top right is a 'Settings' icon. Below it, under 'Course Meetings', is a list item 'Test Meeting'. To the right of this item are three buttons: 'Join', a gear icon, and a dropdown menu. A red arrow points from the text below to the 'View Recordings & Reports' button, which is highlighted with a red box.

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

The screenshot shows the 'Reports' section of the Adobe Connect application. At the top are tabs for 'Recordings' (selected) and 'Reports'. Below is a sub-section titled 'By Attendees' (also selected, indicated by a red box). A refresh icon is located at the top right of this sub-section. The main area displays a table of participant information:

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

The screenshot shows the 'Reports' section of the Adobe Connect application. At the top are tabs for 'Recordings' (selected) and 'Reports'. Below is a sub-section titled 'By Sessions' (indicated by a red box). A refresh icon is located at the top right of this sub-section. The main area displays a table of session information:

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

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

Adobe Connect

Settings: Change

Help: User Guide

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

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

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

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

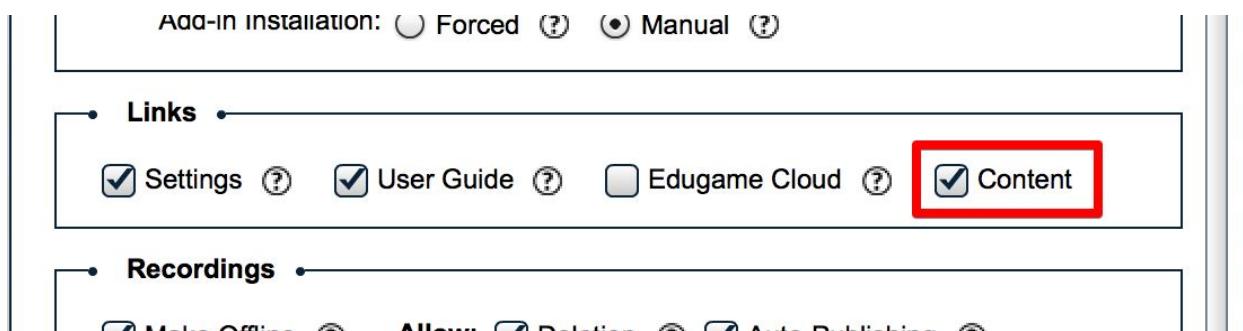
[Meetings List](#) > [Reports](#)

Recordings		Reports		
By Attendees		By Sessions		Settings
Time In	Time Out	Duration		
<input type="checkbox"/> Mike Kollen, mike@esynctraining.com (1)				
07/29/2015 10:45 AM	07/29/2015 10:47 AM	0:02:36		


 PDF
 Excel

Content Management

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



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

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

The screenshot shows the Adobe Connect interface. At the top right, there are 'Settings' and 'Content' links, with 'Content' highlighted by a red box. Below that is a 'Help' link. The main area has sections for 'Use Meetings' (Virtual Class Meeting, Recordings, Reports) and 'Office Hours' (Add Meeting). A message states 'Currently there are no meetings.'

Inside the *Content Management* window user can perform the following actions:

- Create New Folder
- Upload files supported by Adobe Connect
- Edit/Move/Delete files and folders

The screenshot shows the 'Content Management' interface. At the top, there are two tabs: 'My Content' (highlighted in blue) and 'Shared Content'. Below the tabs is a toolbar with 'New Content' and 'New Folder' buttons, both of which are highlighted with a red box. A table follows, with columns for 'Name', 'Type', 'Date Modified', and 'Size (KB)'. The first row contains a folder icon, the name 'MP4 Recordings', 'Folder' under Type, '03/24/16 10:51 AM' under Date Modified, and 'Size (KB)' under Size (KB). To the right of this row is an 'Actions' button with a dropdown arrow, also highlighted with a red box. The dropdown menu lists three options: 'Edit', 'Move', and 'Delete'. In the bottom right corner of the window is a 'Finish' button.

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

This screenshot shows the 'Content Management' window with the 'My Content' tab selected (highlighted with a red box). The interface is similar to the previous one, featuring a 'My Content' tab, a 'Shared Content' tab, a toolbar with 'New Content' and 'New Folder' buttons, and a table listing content items. The table has columns for 'Name', 'Type', and 'Date'. The first item listed is a folder named 'MP4 Recordings'.

Audio Provider Support

MeetingOne

MeetingOne provider option can be enabled on the EduGame Cloud LMS license *Audio* tab.

The screenshot shows the 'Edit LMS Support' dialog box with the 'Audio' tab selected. The 'Provider' dropdown is set to 'MeetingOne'. The 'Information' section contains fields for 'Username' (provisioning@esynctraining.com), 'Account Number' (1234567890), and 'Secret Hash Key' (FFEDSFFREDFFFFSGGFREERFFSS). The 'Options' section contains dropdowns for 'Course Meeting', 'Office Hours', and 'Study Group', all set to 'Generate New Profile'.

User should provide to eSyncTraining administrator valid *Username*, *Account Number* and *Secret Hash Key* information that will be further added in the LMS license.

The following *Audio Profile* options are available for **MeetingOne** provider selected:

- Course Meetings
 - Turn Off (*Audio Profiles* are not used)
 - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)
- Office Hours
 - Turn Off (*Audio Profiles* are not used)
 - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)
 - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Study Group
 - Turn Off (*Audio Profiles* are not used)
 - Generate New Profile (*Audio Profile* will be automatically generated during the meeting creation)

None provider can be selected.



The following *Audio Profile* options are available when **None** provider selected:

- Course Meetings
 - Turn Off (*Audio Profiles* are not used)
 - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Office Hours
 - Turn Off (*Audio Profiles* are not used)
 - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)
- Study Group
 - Turn Off (*Audio Profiles* are not used)
 - Reuse Existing Profile (*Audio Profiles* that exist in Adobe Connect can be reused during the meeting creation)

Navigate to *Adobe Connect LTI* and click on the *Add Meeting* button, expand the **Optional** section and observe the *Audio Conference Settings*.

In case when *Generate New Profile* option selected user will see the following message:

Optional

Custom URL:	http://cert.connect.meetingone.com/	
Summary:		
Start Time:	08-24-2016	02:15 PM
Duration:	01:00	
Access:	<input type="radio"/> Only registered users <input checked="" type="radio"/> Registered users and accepted guests <input type="radio"/> Anyone who has the URL for the meeting	
Audio Conference Settings:	Your Audio Profile will be automatically generated during the meeting creation	

After the meeting has been created, user can *Edit* the meeting and see the additional information provided by MeetingOne.

Audio Conference Settings:

Audio Profile Name: IT Training
Conference Room Number: 6134440
Host Access Code: 651711

In case when *Reuse Existing Profile* option selected user will see the following option:

Optional

Custom URL: http://cert.connect.meetingone.com/

Summary:

Start Time: 08-25-2016 12:30 PM

Duration: 01:00

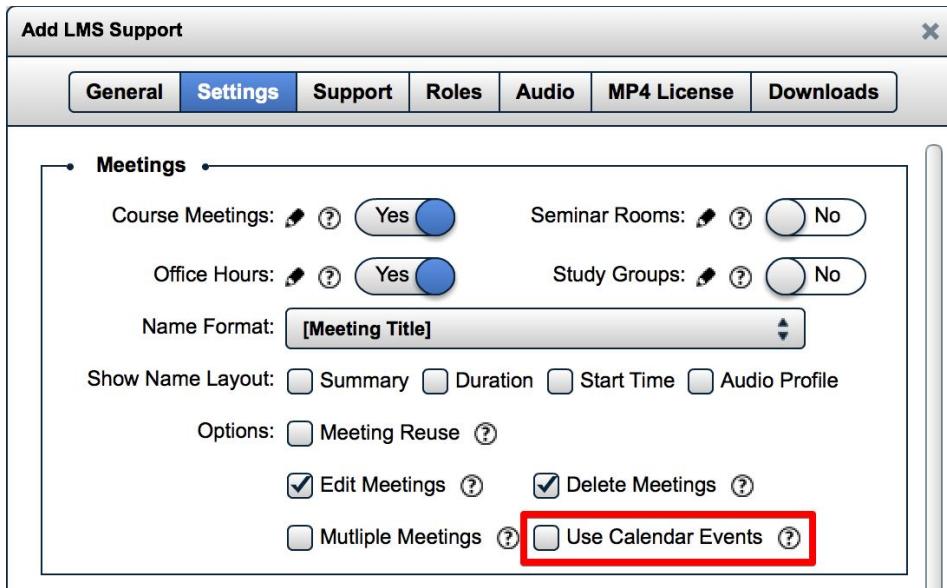
Access: Only registered users
 Registered users and accepted guests
 Anyone who has the URL for the meeting

Audio Conference Settings: Include this audio conference with this meeting:

User can select the checkbox and choose from the list of the existing Audio Profiles.

Sakai Calendar Events

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



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

Open the *Adobe Connect LTI* and click on the **Add Meeting** button, fill in all the required information to go to the next *Calendar Events* tab.

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

Adobe Connect

Meetings List > Virtual Class Meeting: Calendar Events

Information Calendar Events Participants

Currently no events available

Generate Calendar Events

Back Finish Next

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

Generate Calendar Events ×

Start Time: 01:30 PM

Duration:

Days Class Meets:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Week(s):

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

Adobe Connect

[Settings:](#) Change

[Help:](#) User Guide

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

The screenshot shows a user interface for managing calendar events. At the top, there are three tabs: 'Information' (selected), 'Calendar Events' (highlighted in blue), and 'Participants'. Below the tabs is a large table listing five events. The first column is 'Name', the second is 'Start Time', and the third is 'End Time'. To the right of each event row is a small trash can icon. At the bottom of the table are three buttons: 'Back', 'Finish', and 'Next'.

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

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

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

Navigate to *Calendar* view and observe the events.

Calendar by Week

View [Calendar by Week](#) ▾

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

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

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

[Earlier](#)

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

Select any event.

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

Virtual Class Meeting #1

Date 29-Jun-2016

Time 13:30 - 14:30 PDT

Description [Join](#)

Frequency Activity occurs once

Event Type  Adobe Connect Meeting

Owner Sakai Administrator

Site mercury site

From Site "mercury site" (mercury)

[Edit](#) [Remove event](#)

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.

The screenshot shows the EduGame Cloud interface. On the left, there's a sidebar with links for 'Add New' (Quiz/Assessment, Test, Survey, Crossword, Collaboration Map), 'Administration' (LMS Integration, highlighted with a red box, and Users), and 'Adobe Connect Apps' (Get Custom Pod v1.5). The main area has sections for 'Open Recent' (Sergey Test Quiz, Full Quiz, Vadims Test, Lesson 23 Student Practice quiz EGC, Practice quiz Lesson 22 EGC) and 'View Reports' (Sergey Test Quiz, Lesson 23 Student Practice quiz EGC, Full Quiz). To the right is a 'Help' section with links for Video Tutorials, Documentation, and Support, and a 'Watch Guided Tour' button. A large rocket ship graphic is in the background. At the bottom, there's a feedback link ('Please provide us your feedback or suggestions by clicking here') and a 'Start Here' button.

Click on **Edit** icon next to required LMS license in the list.

The screenshot shows the 'LMS Integration' page. At the top, there are navigation links for Quiz/Assessment, Test, Survey, Crossword, Collaboration Map, Reporting, Administration, and Adobe Connect Apps. Below that is a toolbar with LMS Integration, Users, Customization, Email History, and My License. A 'Change Password' link is also present. The main content area displays a table with one row of data:

Edit	LMS	Title	Creation Date	Consumer Key	Shared Secret
		Demo Title	04/24/15 10:00 AM	520befa1- XXXXXXXXXX	8acf12d6- XXXXXXXXXX

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	dropdown	Primary Color:
Title	Adobe Connect	
Consumer Key	8dec4bc-[REDACTED]	
Shared Secret	4fbf260d-[REDACTED]	
Learning Management System		
LMS Domain	http://[REDACTED]	
Admin Username	[REDACTED]	
Password	Enter the password, if you want to overwrite it	
Test Connection		

• **Adobe Connect** •

Adobe Connect Server	https://[REDACTED]	
Admin Username	[REDACTED]	
Password	Enter the password, if you want to overwrite it	
<input type="radio"/> Use Shared Meetings Folder		
<input checked="" type="radio"/> Use User Meetings Folder		
Canvas Meetings		
Test Connection		

Cancel Save

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

Add LMS Support

General Settings Support Roles Downloads

Meetings

Course Meetings: Yes No Multiple Meetings Yes

Office Hours: Yes No Study Groups: Yes No

Name Format:

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

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

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 require 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

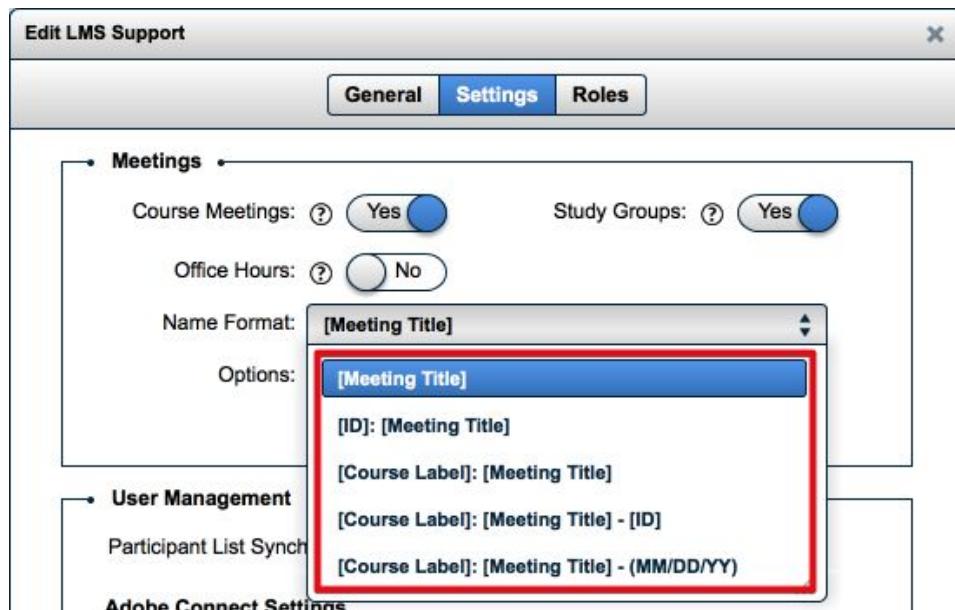
Use FLV

Create an offline recording as an FLV file

Use MP4

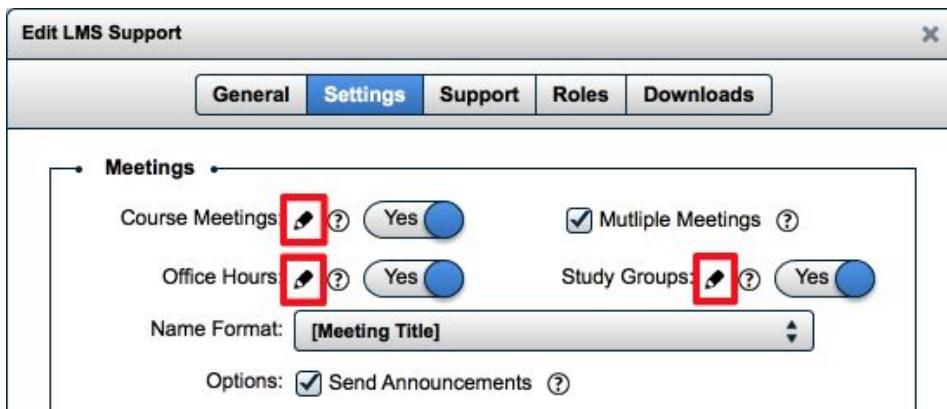
Create an offline recording as an FLV file

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

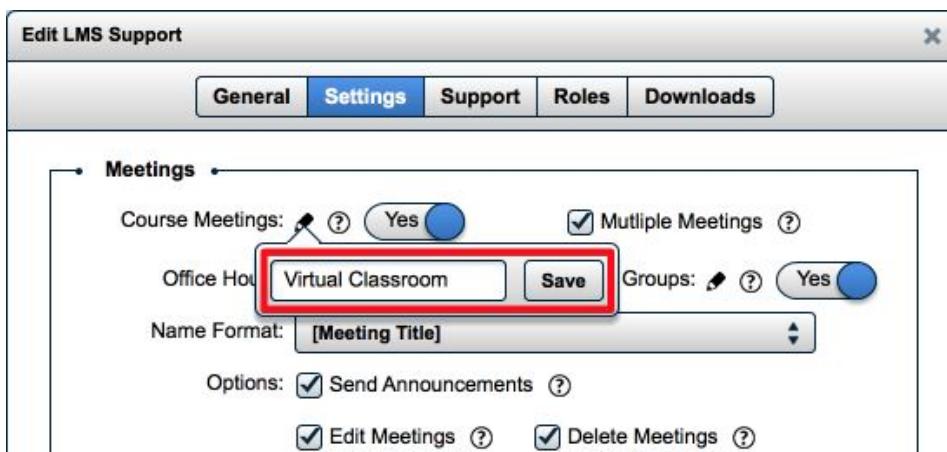


When user creates a meeting in the **Adobe Connect LTI**, only *Meeting Title* should be specified. Thus appropriate meeting will be created in a Adobe Connect and named using the chosen template.

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



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



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

Adobe Connect

Help: User Guide | EduGame Cloud

Meetings List

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 selected in a navigation bar. Below it is a section titled 'Your Support Information (Optional)' containing a text area with placeholder text 'Support Information for participants.' and a rich text editor toolbar below it. A 'Save' button is located at the bottom right of the form.

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

Adobe Connect

Meetings List

The screenshot shows the 'Meetings List' page in Adobe Connect. It includes sections for 'Course Meetings' (listing 'Test Meeting 101' with a 'Join' button) and 'Office Hours' (noting 'Currently there are no meetings. Please add.'). A red box highlights the 'Instructions/Support' section, which contains the previously entered support information: 'Support Information for participants.'

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

Edit LMS Support

General Settings Roles 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

The screenshot shows a software interface titled 'Edit LMS Support'. At the top, there are tabs for 'General', 'Settings', and 'Roles', with 'Roles' being the active tab. To the right of the tabs is an 'Edit' button with a radio button next to it, currently set to 'No'. Below the tabs, there are two sections: 'Default Roles' and 'Custom Roles'. The 'Default Roles' section contains a table mapping LMS roles to AC roles. The 'Custom Roles' section contains an empty table for defining custom roles. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

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.

LMS Role	AC Roles
Student	Participant
Teacher	Host
TA	Host
Designer	Presenter
Observer	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.

Role	AC Roles	Delete
Backup Teacher	Presenter	

(?) Any custom role not defined in this list will be mapped to the participant in Adobe Connect.

Add Custom Role

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 shows the 'Participants' tab in the Adobe Connect LTI interface. It displays two panels: 'LMS Available Users (4)' on the left and 'Adobe Connect Participants (4)' on the right. A red arrow points from the 'Kelsea Tower' entry in the LMS panel to the 'Presenter (1)' entry in the Adobe Connect panel, indicating the mapping process.

LMS Available Users (4)	Adobe Connect Participants (4)
Backup Teacher (1) Kelsea Tower	Host (1) Mike Kollen
Students (2) Melissa Sieben Paul Green	Participants (2) Melissa Sieben Paul Green
Teacher (1) Mike Kollen	Presenter (1) Kelsea Tower

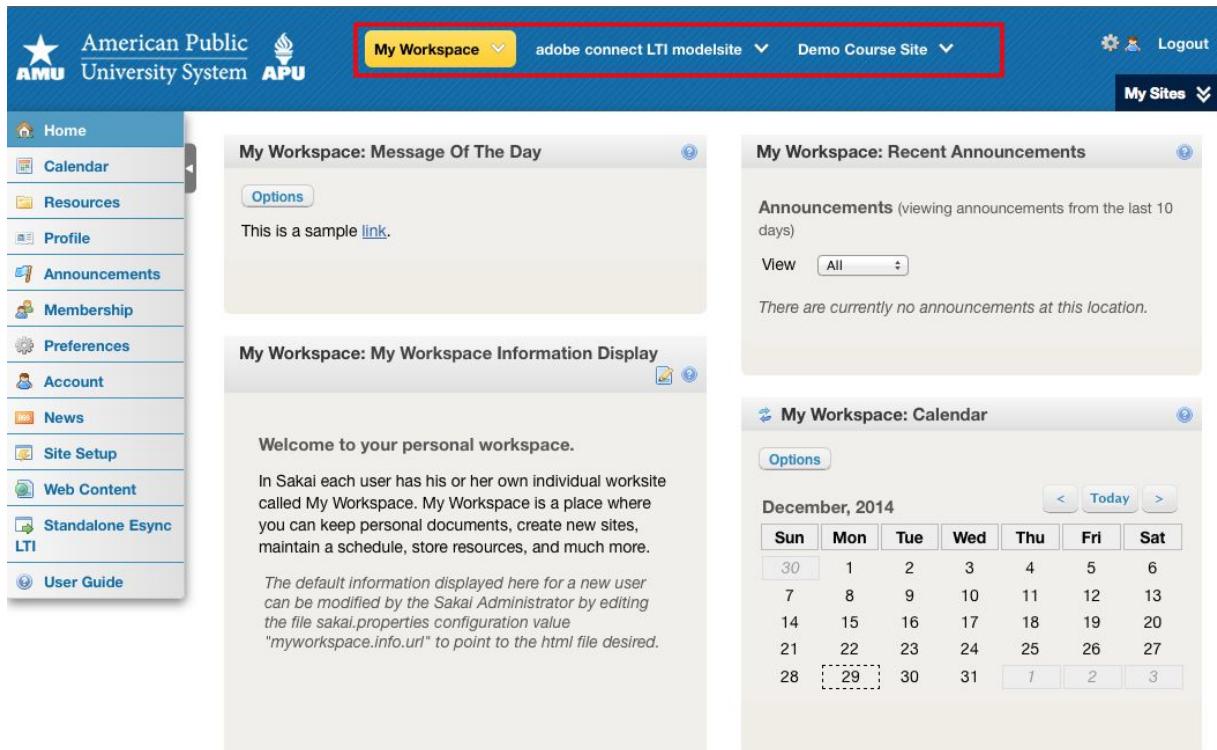
Below the panels are search fields and action buttons: Sync Users, Add, Add Guest, Set User Role, Remove, Back, and Finish.

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

External App Configuration

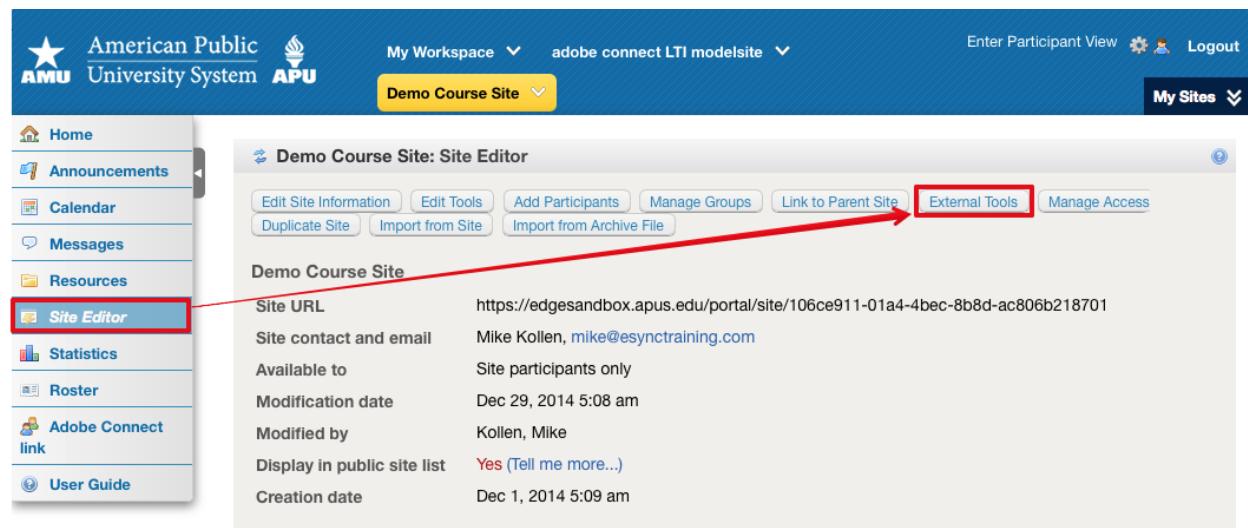
Configure LTI Adobe Connect for Your Sakai Account

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



The screenshot shows the Sakai interface. At the top, there's a blue header bar with the AMU University System logo and APU. The header navigation includes a dropdown menu labeled "My Workspace" which is currently active, indicated by a yellow background. Other items in the header dropdown are "adobe connect LTI modelsite" and "Demo Course Site". To the right of the header are "Logout" and "My Sites" buttons. The main content area has several cards: "My Workspace: Message Of The Day" (with a sample link), "My Workspace: Recent Announcements" (empty), "My Workspace: My Workspace Information Display" (welcoming new users and explaining the workspace concept), and "My Workspace: Calendar" (showing a December 2014 calendar). On the left, a vertical navigation bar lists various site functions: Home, Calendar, Resources, Profile, Announcements, Membership, Preferences, Account, News, Site Setup, Web Content, Standalone Esync LTI, and User Guide. The "Standalone Esync LTI" option is highlighted in blue.

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



This screenshot shows the "Demo Course Site: Site Editor" page. The left sidebar has a red box around the "Site Editor" option, which is currently selected. The main content area displays site details like Site URL (https://edgesandbox.apus.edu/portal/site/106ce911-01a4-4bec-8b8d-ac806b218701), Site contact and email (Mike Kollen, mike@esynctraining.com), and creation date (Dec 1, 2014 5:09 am). At the top of this page is a toolbar with several buttons: "Edit Site Information", "Edit Tools", "Add Participants", "Manage Groups", "Link to Parent Site", "External Tools" (which has a red arrow pointing to it), and "Manage Access".

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

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

Launch URL	<input type="text" value="https://64.27.12.43/lti/sakai-login"/>
Allow launch URL to be changed	<input checked="" type="radio"/> Do not allow <input type="radio"/> Allow
Launch Key	<input type="text" value="500C3D4E-63D3-4..."/>
Allow launch key to be changed	<input checked="" type="radio"/> Do not allow <input type="radio"/> Allow
Launch Secret	<input type="text" value="3B73FC45-3C5B-4..."/>

Allow button text to be changed.

Allow button text to be changed	<input checked="" type="radio"/> Do not allow <input type="radio"/> Allow
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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.

The screenshot shows the APU website interface. At the top, there's a navigation bar with the AMU logo, 'American Public University System', and 'APU'. It includes links for 'My Workspace', 'adobe connect LTI modelsite', 'Enter Participant View', 'Logout', and 'My Sites'. On the left, a vertical sidebar menu lists: Home, Announcements, Calendar, Messages, Resources, Site Editor (which is selected and highlighted in blue), Statistics, Roster, Adobe Connect link, and User Guide. The main content area is titled 'Demo Course Site: Site Editor'. Below it, there are two tabs: 'Tools Added to Sites' (which is currently selected and has a red border) and 'Tools Available in System'. A red arrow points from the 'Tools Available in System' tab to the 'Add Available Tool to Site' button, which is also highlighted with a red border. The text below the tabs says: '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.' It also mentions 'No Configured Tools Found' and provides instructions for adding new tools.

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

* Button Text (Text in tool menu)

Frame Height

Custom Parameters (key=value on separate lines)

Add Site Link

Save **Cancel**

Select the Tool in the left side navigation.

The screenshot shows the APU Sakai environment. The top navigation bar includes the AMU logo, 'American Public University System' text, and 'APU' logo. It also features 'My Workspace', 'adobe connect LTI modelsite', 'Enter Participant View', 'Logout', and 'My Sites'. The left sidebar contains links for Home, Announcements, Calendar, Messages, Resources, Site Editor, Statistics, Roster, Adobe Connect link, and Adobe Connect LTI (which is highlighted with a red box). The main content area is titled 'Demo Course Site: LTI On-Premise Title' and displays the 'Adobe Connect' tool. The tool interface includes tabs for Meeting Information, Participants, Recordings, Reports, and Settings. Under the Participants tab, it shows 'On Premise Test' and 'Sakai Available Users 1 | Adobe Connect Participants 1'. There are 'Join', 'Edit', and 'Delete' buttons.

Getting Support

Email Support, please contact:

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

Emergency Phone Support:

714.979.4444