



&



Adobe Connect

# LTI Integration

User Guide (Version 1.3.1)



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## & Adobe Connect

User Guide  
Version 1.3.1

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# 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 user interface. At the top, a dark navigation bar contains 'My Home' and a dropdown menu 'Select a course...'. Below this is a header section with the Brightspace logo (an orange circle with a white 'B') and the text 'brightspace™ by D2L'. To the right of the logo are 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: 'Department of Health Sciences' (with a dropdown arrow), 'Biology 1 Stage', 'Sample Courses' (with a dropdown arrow), 'English 1101' (with a yellow box indicating '34 Unread Discussion Posts' and '1 Unread Dropbox Submissions'), 'English 1101 - MDK', 'Leadership 101', and 'Physics 1202' (with a yellow box indicating '12 Unread Discussion Posts'). The right column, titled 'News | ▾', features a section 'Time to Explore! ▾' with the heading 'What's in this sandbox site?' and a bulleted list: '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), and 'Sandbox Courses 1, 2 and 3' (are blank course shells for you to create and play with the D2L Learning Environment). Below this list is a 'Welcome! ▾' section.

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 | ▾

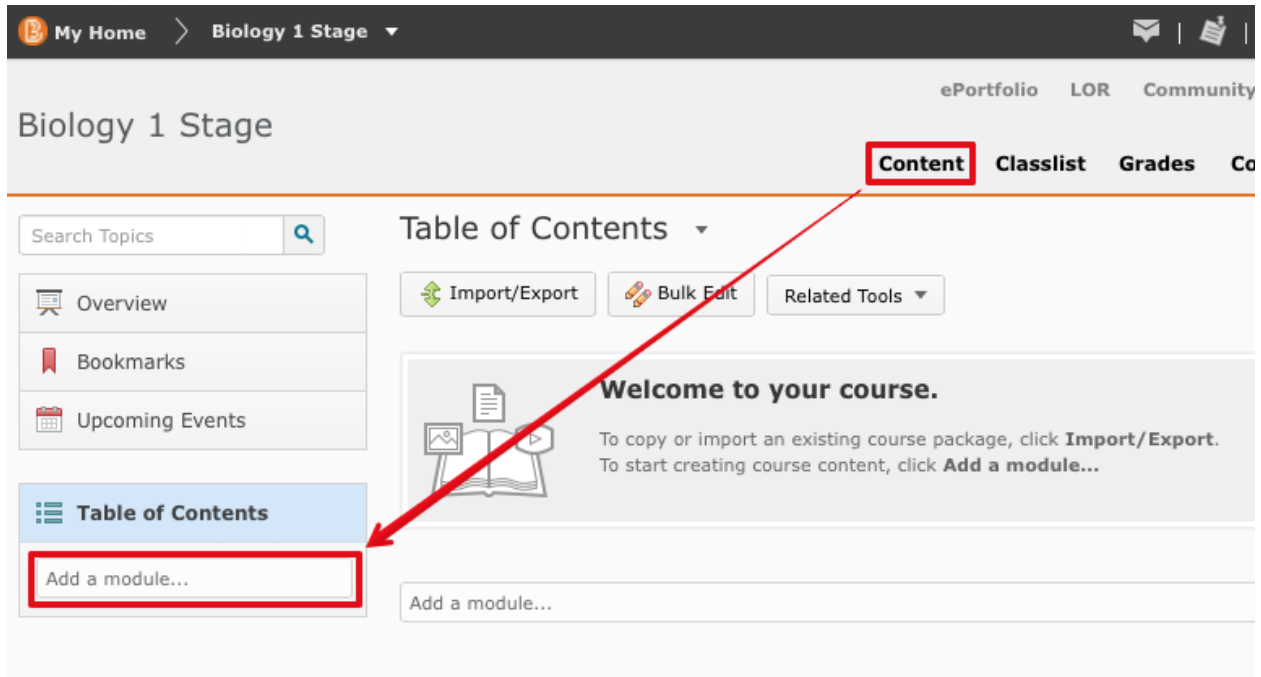
Time to Explore! ▾

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

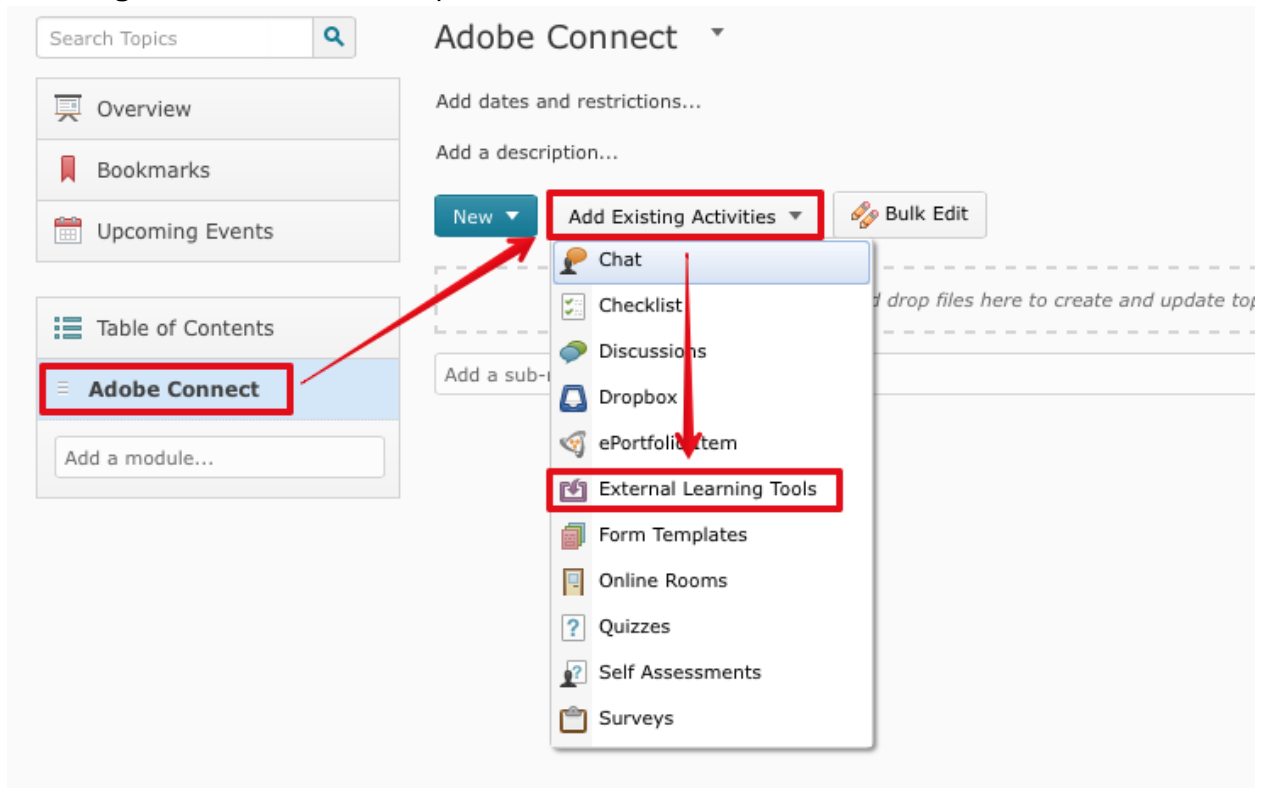
- **"English 1101"**– Explore a simple and easy 1st year English course with statistics.
- **"Physics 1202"** – Explore a 2nd year Physics course by an advanced student.
- **"Leadership"** – Ready to be inspired? Check out a fun and interactive leadership course.
- **"Sandbox Courses 1, 2 and 3"** –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

Welcome! ▾

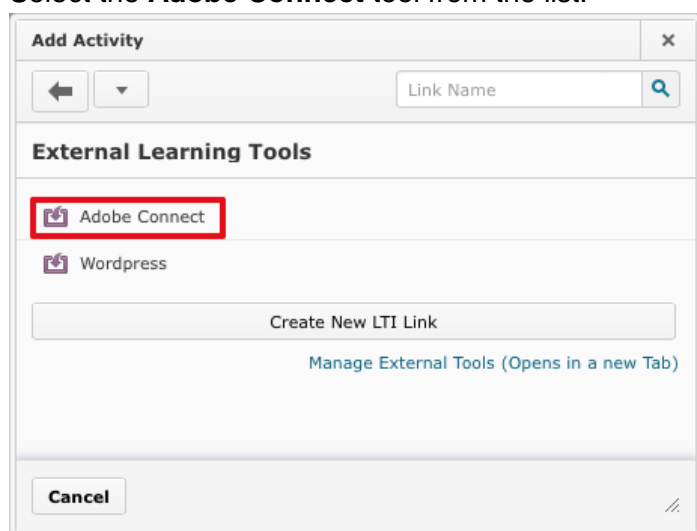
On the *Course Home Page* select the **Content** tab and **Add a module** (or use existing modules).



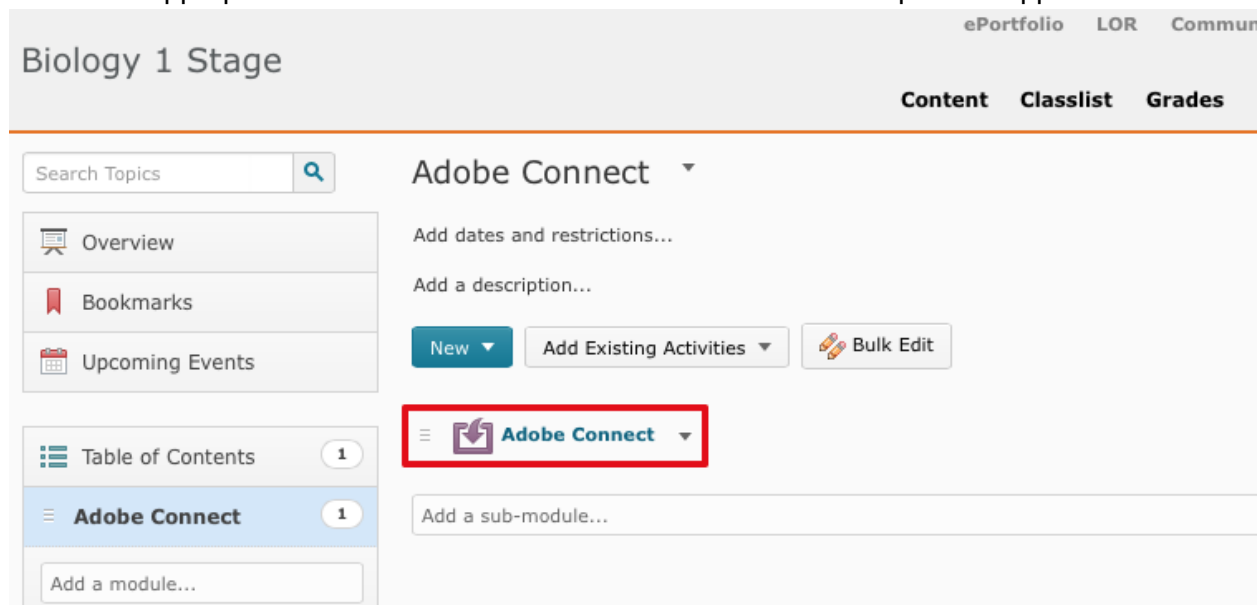
On the selected module click on the **Add Existing Activities** button and select the **External Learning Tools** link from the dropdown list.



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



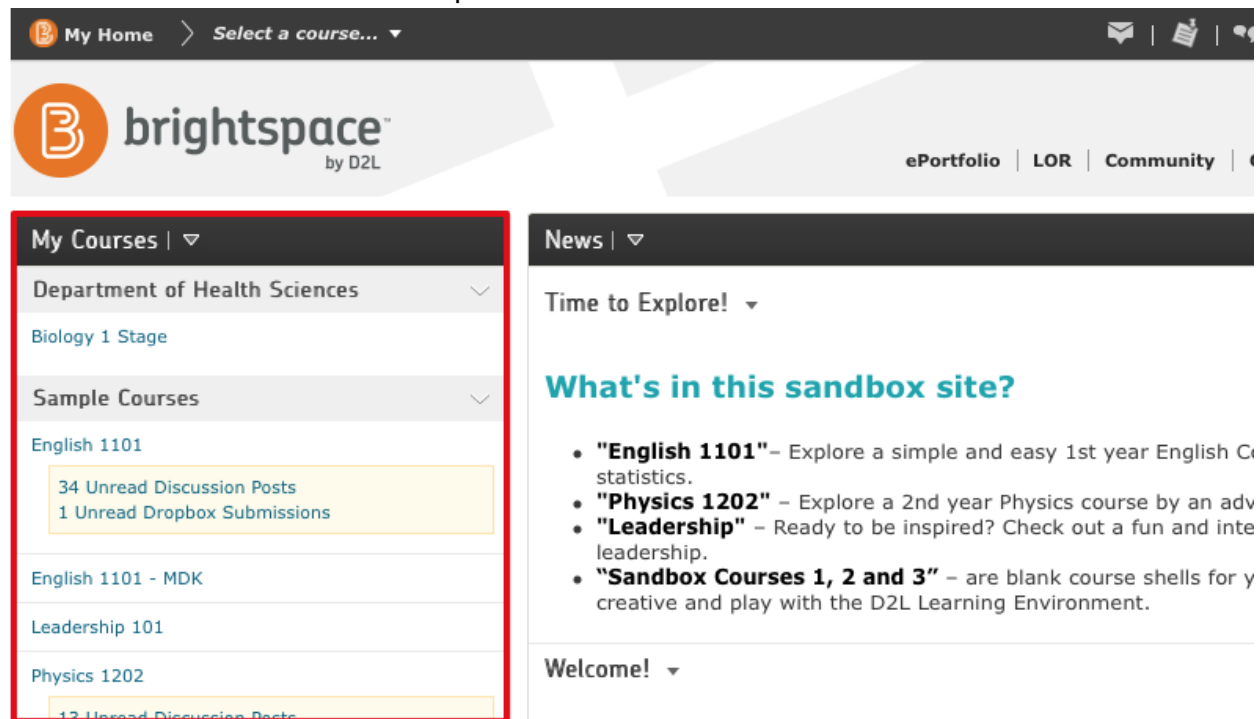
Select the appropriate module and click on **Adobe Connect** link to open the application.



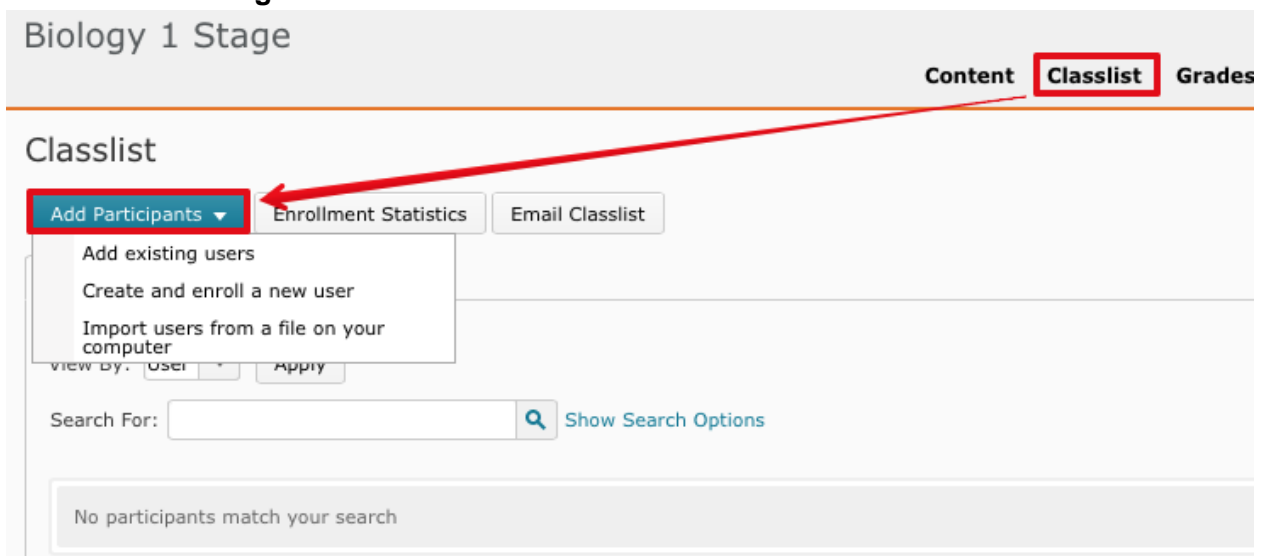
## Add or Reuse Existing Users to the Course to Add to Adobe Connect Meeting

### 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:

Send: ☐ Send Enrollment email

**Add Existing Users**

Search For:   [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

☒ Email

1 Search Result [Clear Search](#)

☐ [Email](#) 20 per

	Last Name, First Name	Email	Role
<input type="checkbox"/>	Kollen, Mike	mike+d2l@esyncctraining.com	<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

☐ [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 Cr statistics.
- **"Physics 1202"** – Explore a 2nd year Physics course by an adv
- **"Leadership"** – Ready to be inspired? Check out a fun and inte leadership.
- **"Sandbox Courses 1, 2 and 3"** – are blank course shells for y creative 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 🔍

Overview

Bookmarks

Upcoming Events

Table of Contents 1

**Adobe Connect 1**

Add a module...

**Adobe Connect ▾**

Add dates and restrictions...

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

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.esynctraining.com/

Summary:

Start Time:

01-21-2015

12:53 PM

Duration:

01:00

Access:

☐ Only registered users

☒ Registered users and accepted guests

☐ Anyone who has the URL for the meeting

Cancel

Save

Next

Map desire2learn 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**

The screenshot shows a web interface with a top navigation bar containing 'Meeting Information' (active), 'Participants', and 'Settings'. The main content area is divided into two columns. The left column, titled 'Desire2Learn Available Users (4)', contains two expandable sections: 'Student (3)' with users Vadim Adashkevich, Melissa Sieben, and Kelsea Tower; and 'Teacher (1)' with user Mike Kollen. The right column, titled 'Adobe Connect Participants (4)', contains two expandable sections: 'Host (1)' with user Mike Kollen; and 'Participant (3)' with users Vadim Adashkevich, Melissa Sieben, and Kelsea Tower. At the bottom of the interface are several buttons: a refresh icon, 'Sync Users', 'Add', 'Set User Role' (with a dropdown arrow), 'Remove', 'Back', and 'Finish'.

**NOTE:** Default role mappings:

Administrator, Instructor, Super Admin -> Host

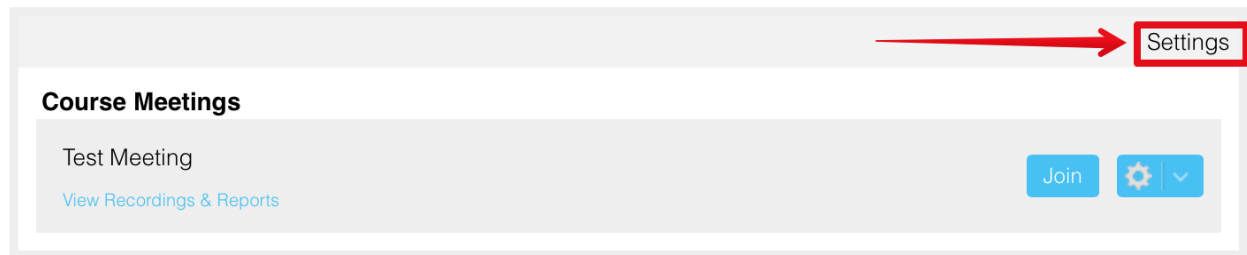
Teaching Assistant, Advisor -> Presenter

Student -> Participant

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

Each desire2learn user has a possibility to set Adobe Connect Password rule clicking on **Settings** link.

#### Meetings List



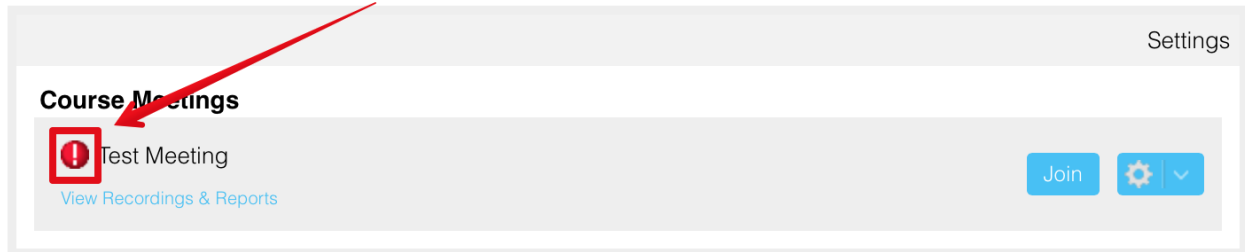
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in desire2learn, enter your Adobe Connect password and click Save button to use this account.

A screenshot of the 'Settings' form titled 'Adobe Connect Password Settings'. It contains a checkbox with the text 'I have an existing Adobe Connect account and would like to enter this Password'. Below the checkbox is a text input field labeled 'Password:'. At the bottom right of the form 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.

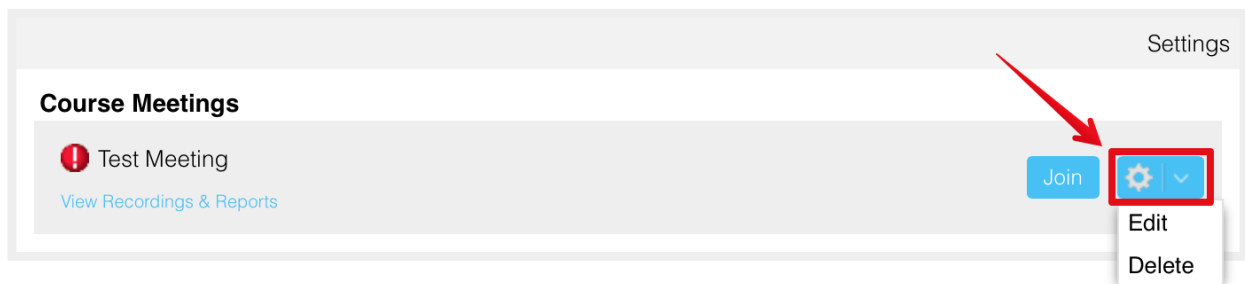
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.

#### Meetings List



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

#### Meetings List



Navigate to the **Participants** tab and observe the **desire2learn 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**

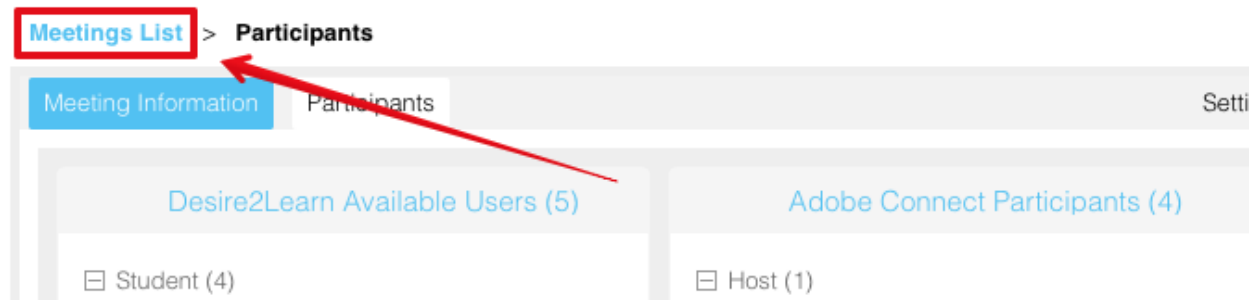
The screenshot shows the 'Participants' tab in the Adobe Connect interface. It features two main columns for user management. The left column, titled 'Desire2Learn Available Users (5)', lists users categorized by role: 'Student (4)' and 'Teacher (1)'. The right column, titled 'Adobe Connect Participants (4)', lists users categorized by role: 'Host (1)' and 'Participant (3)'. At the bottom of the interface, there are several buttons: a refresh icon, a 'Sync Users' button (highlighted with a red box), an 'Add' button, a 'Set User Role' dropdown menu, and a 'Remove' button.

Desire2Learn Available Users (5)	Adobe Connect Participants (4)
<input type="checkbox"/> Student (4)	<input type="checkbox"/> Host (1)
Vadim Adashkevich	Mike Kollen
Paul Green <span style="color: red;">●</span>	<input type="checkbox"/> Participant (3)
Melissa Sieben	Vadim Adashkevich
Kelsea Tower	Melissa Sieben
<input type="checkbox"/> Teacher (1)	Kelsea Tower
Mike Kollen	

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 desire2learn Available Users list by clicking on the **Refresh** button.

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



## Create an Office Hours Meeting (Optional)

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

### Meetings List

Settings

**Course Meetings**

Test Meeting

[View Recordings & Reports](#)

Join

**Office Hours**

Currently there are no meetings. Please add.

Add Meeting

**Study Groups**

Currently there are no meetings. Please add.

Add Meeting



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

[Meetings List](#) > **Office Hours Information**

Office Hours Information

Settings

**Required**

Select Template:

**Optional**

Custom URL:

Summary:

Meeting Time:

Allow Guests ☐

Cancel

Save

\*NOTE: One common **Office Hours** meeting is created for all courses. When user creates Office Hours meeting in different course, it would be mapped to the same meeting, that was created before.

All students in the course will have access to the Office Hours meeting.

## Create a Study Group Meeting (Optional)

Click on the **Add Meeting** button in the *Study Group* section.

### Meetings List

Settings

**Course Meetings**

Test Meeting

[View Recordings & Reports](#)

Join

⚙️

▼

**Office Hours**

Mike Kollen's Office Hours (6pm-8pm)

[View Recordings & Reports](#)

Join

⚙️

▼

**Study Groups**

Currently there are no meetings. Please add.

Add Meeting

Add desire2learn 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

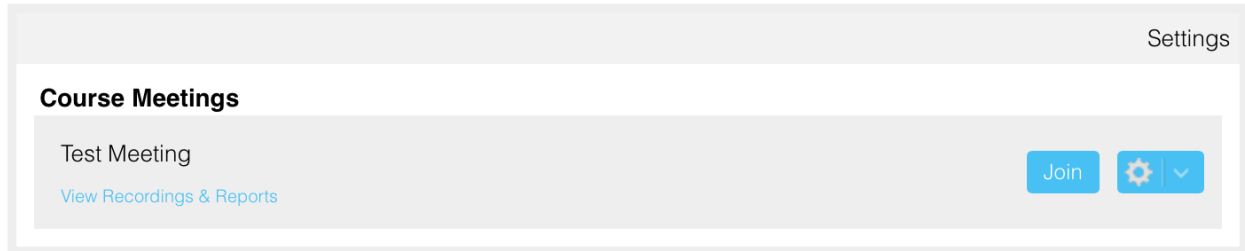
20

# Adobe Connect Recordings

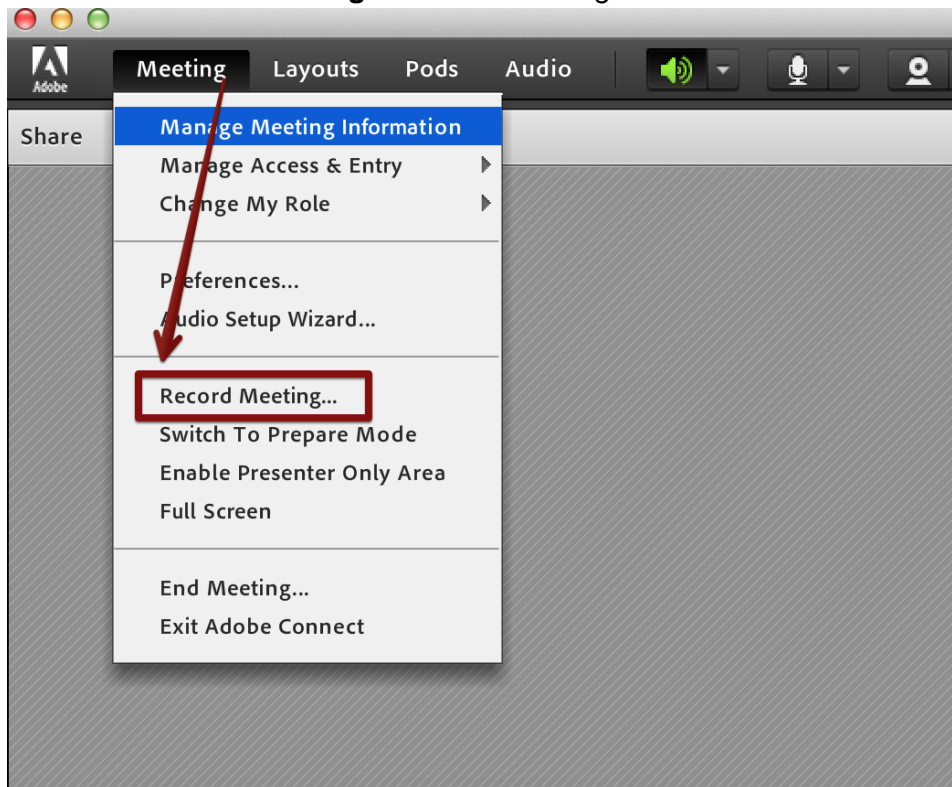
## Record the Meeting

Join the meeting.

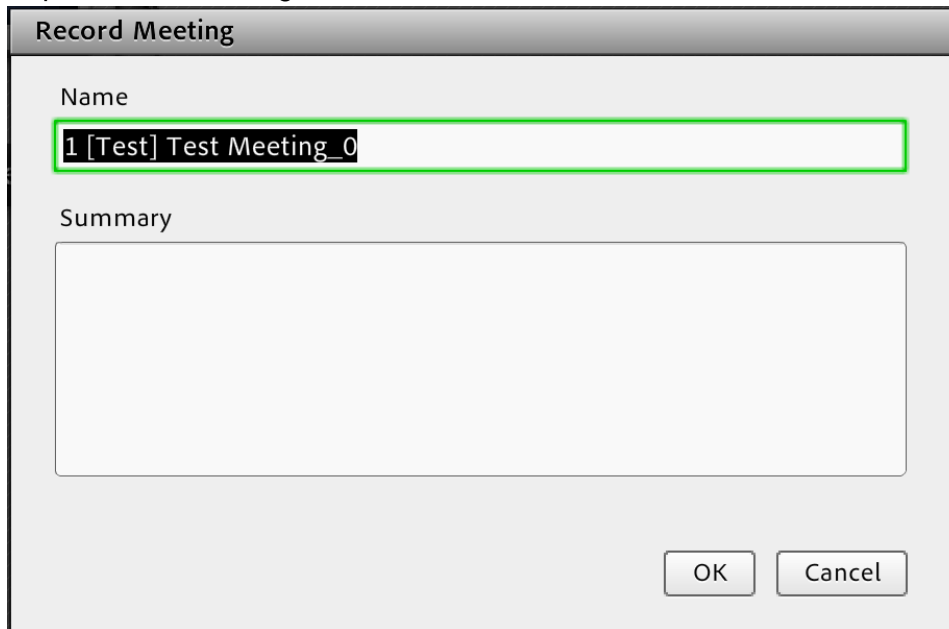
### Meetings List



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

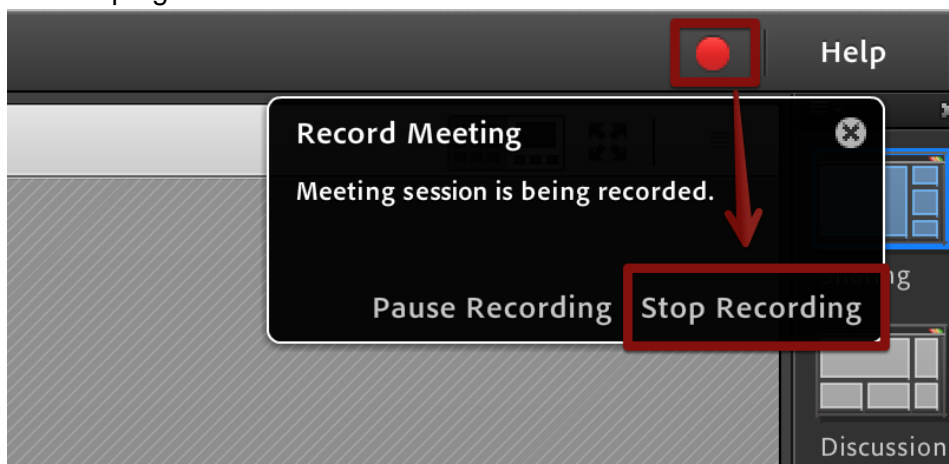


Populate the following form and click on the **OK** button to start the recording.



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 desire2learn page and click on the **View Recordings & Reports** link.

### Meetings List



Settings

Course Meetings

Test Meeting

[View Recordings & Reports](#)

Join


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





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

Recordings

Reports

Settings

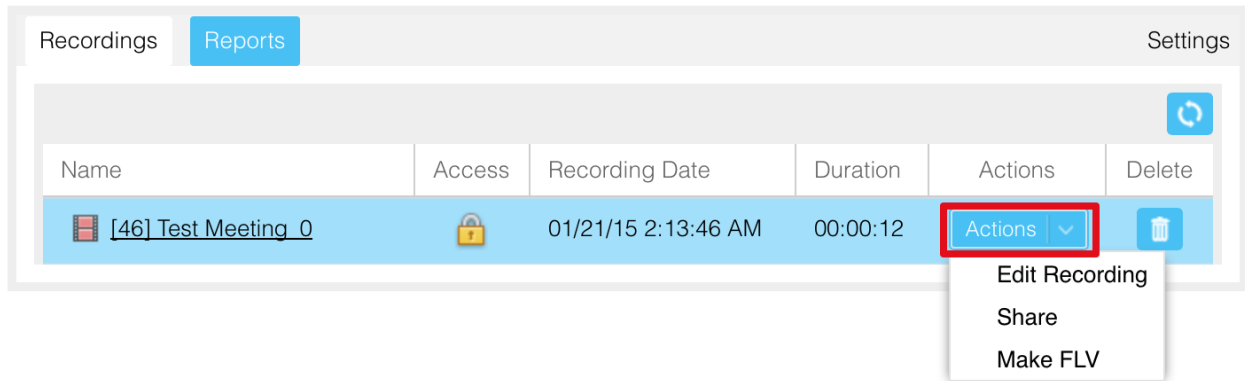


Name	Access	Recording Date	Duration	Actions	Delete
 <a href="#">[46] Test Meeting_0</a>		01/21/15 2:13:46 AM	00:00:12	<div>Actions</div> <div></div>	

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

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

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



- 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 the following fields and options:

- Recording URL**: A text field containing the URL 'https://connect.esynctraining.com/p5o6ar3b7an'.
- Change Access Type**: Two radio buttons, 'Private' (selected) and 'Public'.
- Passcode (Optional)**: A text field.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

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

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



## View Meeting Reports

Navigate back to Adobe Connect application in desire2learn 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@esyncctraining.com	01/21/2015 1:13 PM	01/21/2015 1:14 PM
Mike Kollen	mike@esyncctraining.com	01/21/2015 1:03 PM	01/21/2015 1:14 PM
Mike Kollen	mike@esyncctraining.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

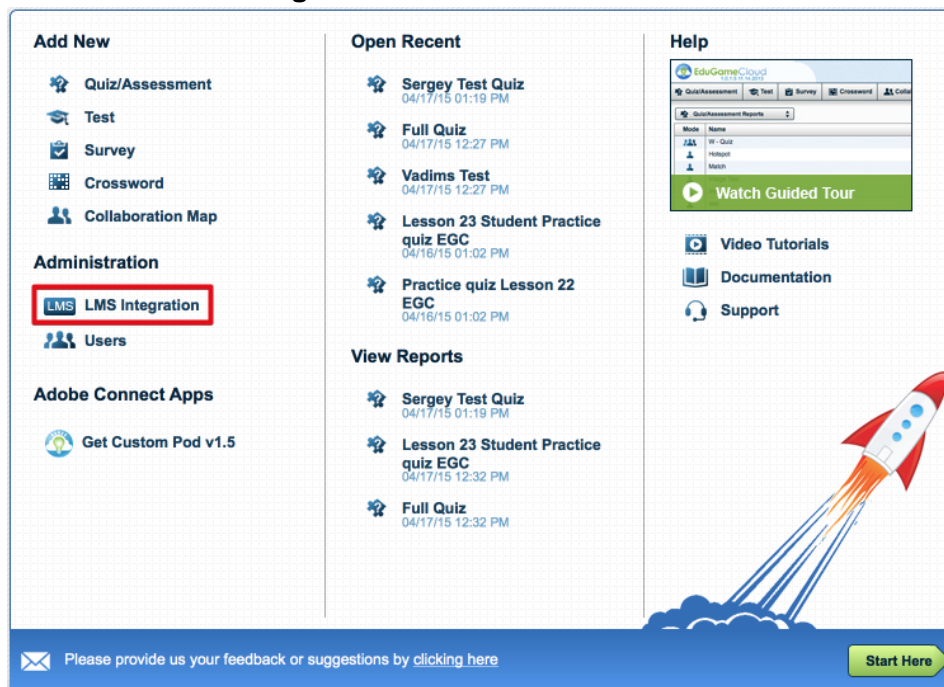
# Desire2Learn Account Administrator Guide

## EduGame Cloud Administration

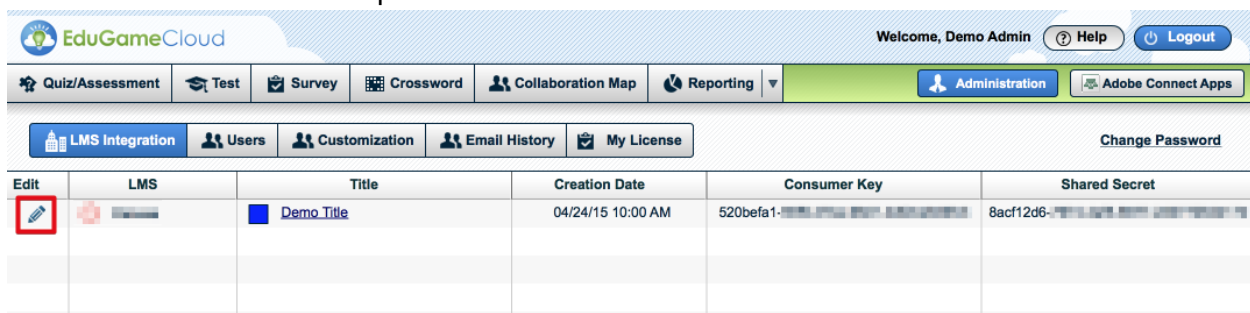
### Configure LMS License in EduGame Cloud

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.



On the *General* tab admin user can edit the *Adobe Connect Server* and *credentials*, select the *Primary Color* for Adobe Connect LTI and view the *User/Admin Guide*.

Edit LMS Support

General

Settings

User/Admin Guide

LMS Setup

LMS

Primary Color:

Title

Demo Title

Consumer Key

520befa1-

Shared Secret

8acf12d6-

Adobe Connect

Adobe Connect Server

http://connect.company.com/

Admin Username

admin

Password

Enter the password, if you want to overwrite it

☒ Use Shared Meetings Folder

☐ Use User Meetings Folder

LMS

Test Connection

Learning Management System

LMS Domain

http://

Admin Username

Password

Enter the password, if you want to overwrite it

Test Connection

Cancel

Save

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

Edit LMS Support

General
Settings

Meetings

Course Meetings: ? Yes
Office Hours: ? Yes
Study Groups: ? Yes

Options:
☒ Edit Meetings ?
☒ Delete Meetings ?
Meeting Title:
☒ Prefix ?
☐ Custom ?

User Management

Adobe Connect

Allow User Creation:
☒ True ?
☐ False ?

Adobe Connect Authentication

Type:
☒ Email ?
☐ Username ?
URL Session Token:
☒ Show ?
☐ Hide ?

Links

☒ Settings ?
☒ User Guide ?
☒ Edugame Cloud ?

Cancel
Save

## Course Meetings

Allow teachers to create course meetings

**Office Hours**

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

**Study Groups**

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

**Edit Meetings**

Allow teachers to edit the meetings

**Delete Meetings**

Allow teachers to delete the meetings

**Meeting Title**

**Prefixed**

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

**Custom**

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

**Allow User Creation**

**True**

Create a new Adobe Connect user when synchronizing with the active LMS course roster

**False**

Do not create new Adobe Connect users. Notify teachers that user does not exist in Adobe Connect and needs to be created manually

**Adobe Connect Authentication Type**

**Email**

Course participants should be authenticated first by email address and if the email address does not exist then try to use the username

**Username**

Course participants should be authenticated first by username and if the username does not exist then try to use the email address

**URL Session Token**

**Show**

Show Session Token in the URL when joining the Adobe Connect room. This is less secure, but does not requires cookies to be enabled

**Hide**

Hide Session Token in the URL when joining the Adobe Connect room. This is more secure, but requires cookies to be enabled

**Settings**

Allow all course attendees to use their own passwords to enter the Adobe Connect room

**User Guide**

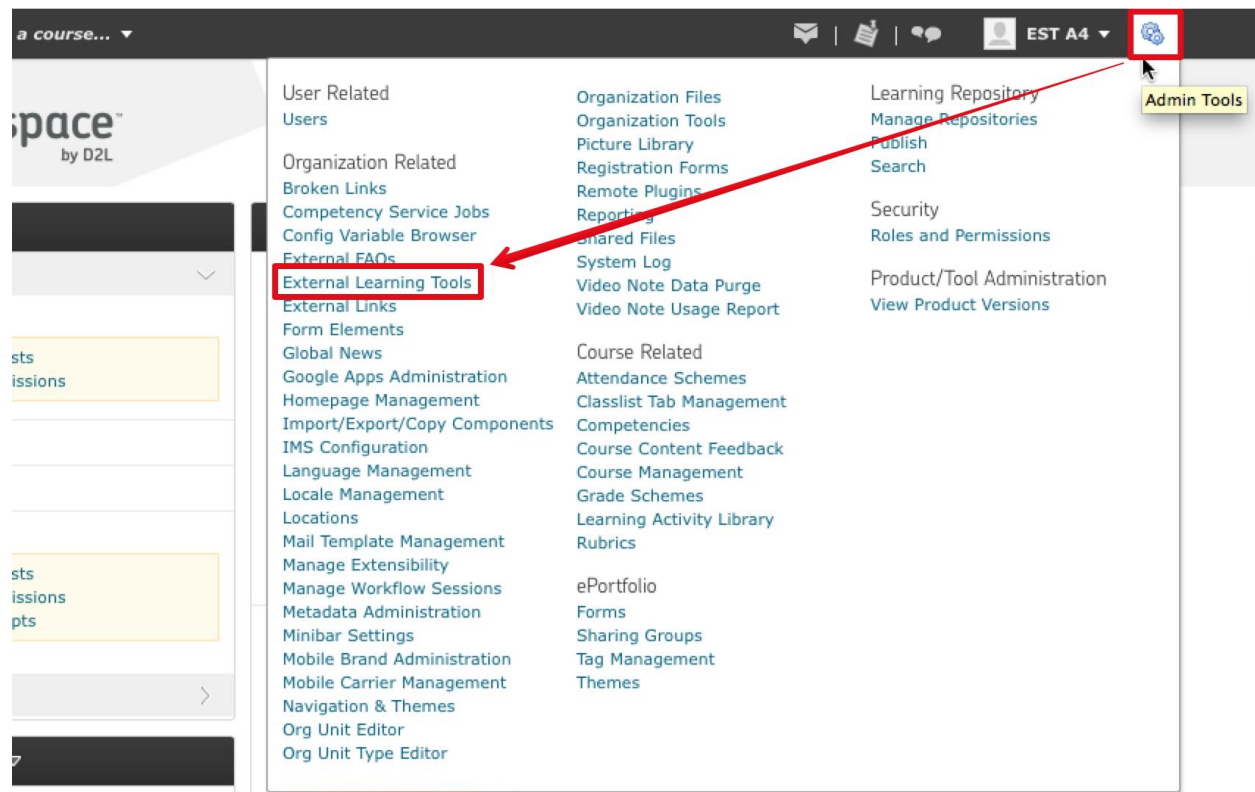
Show LMS user guide link. Shown for teachers only

**EduGame Cloud**


Show EduGame Cloud user guide link

## Configure Adobe Connect LTI for Your Desire2Learn Account

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



Click on the **New Link** button.



 **brightspace™**  
by D2L

My Home > Select a course... ▼

ePortf

**Manage External Learning Tool Links** Manage Tool Providers

New Link

Title	Url
Adobe Connect ▼	https://app.edugamecloud.com/lti/desire2learn-l
Book List launch ▼ 	https://contentresolver.cloud.desire2learn.com/B
Solution Showcase Widget launch 	...



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

Use the following *URL*: <https://app.edugamecloud.com/lti/desire2learn-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





Paragraph ▾

⋮

abc ✓

</>









Visibility

☒ Allow users to view this link

### Key/Secret

Signature

☒ Sign messages with key/secret with

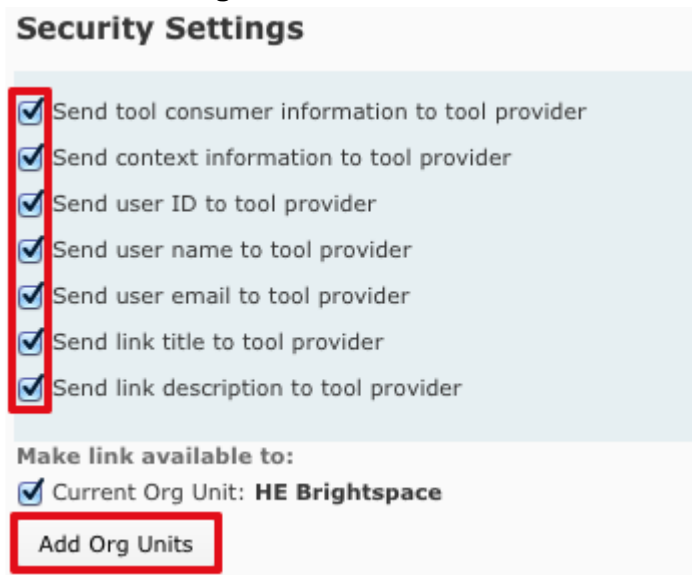
☐ Tool consumer key/secret

☒ Link key/secret

Key

Secret

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



**Security Settings**

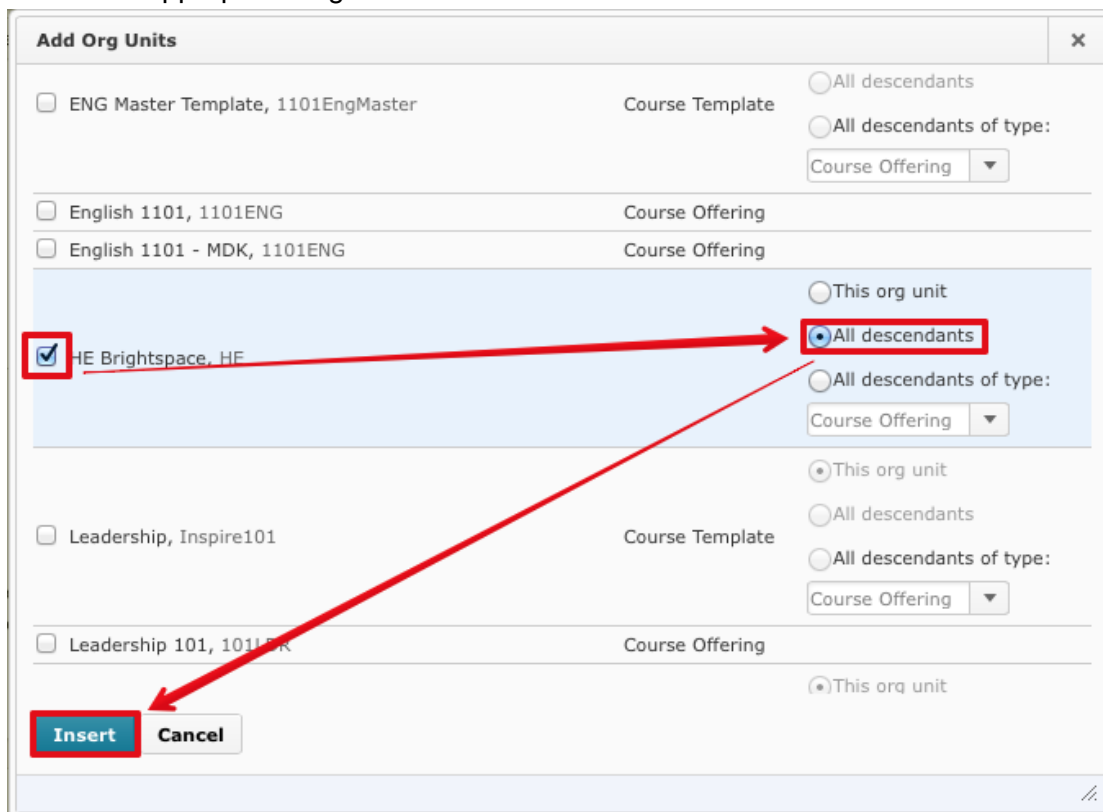
- ☒ Send tool consumer information to tool provider
- ☒ Send context information to tool provider
- ☒ Send user ID to tool provider
- ☒ Send user name to tool provider
- ☒ Send user email to tool provider
- ☒ Send link title to tool provider
- ☒ Send link description to tool provider

**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, HF		<input type="radio"/> This org unit
		<input checked="" type="radio"/> All descendants
		<input type="radio"/> All descendants of type:
		Course Offering ▼
<input type="checkbox"/> Leadership, Inspire101	Course Template	<input checked="" type="radio"/> This org unit
		<input type="radio"/> All descendants
		<input type="radio"/> All descendants of type:
		Course Offering ▼
<input type="checkbox"/> Leadership 101, 1011BR	Course Offering	<input checked="" type="radio"/> This org unit

**Insert** **Cancel**

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

## 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