canvas

&

Adobe Connect

LTI Integration

User Guide (Version 1.3.1)

& Adobe Connect

User Guide

Version 1.3.1

Course Administrator Guide

Create a New or Reuse an Existing Course

Create a New Course

On the Home screen click on the **Start a New Course** button.
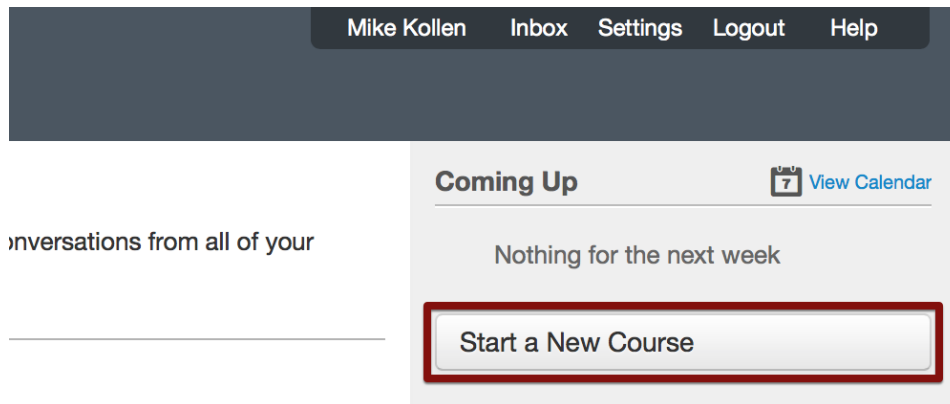
Populate the following form and click on the **Create Course** button to finish the process.

Start a New Course

Course Name [Course Name]

Content License [Private (Copyrighted) ▲▼]

☐ Make course publicly visible
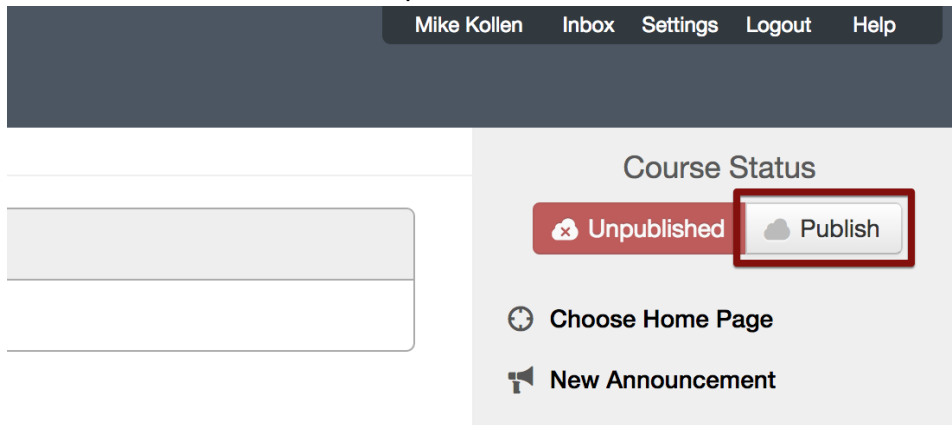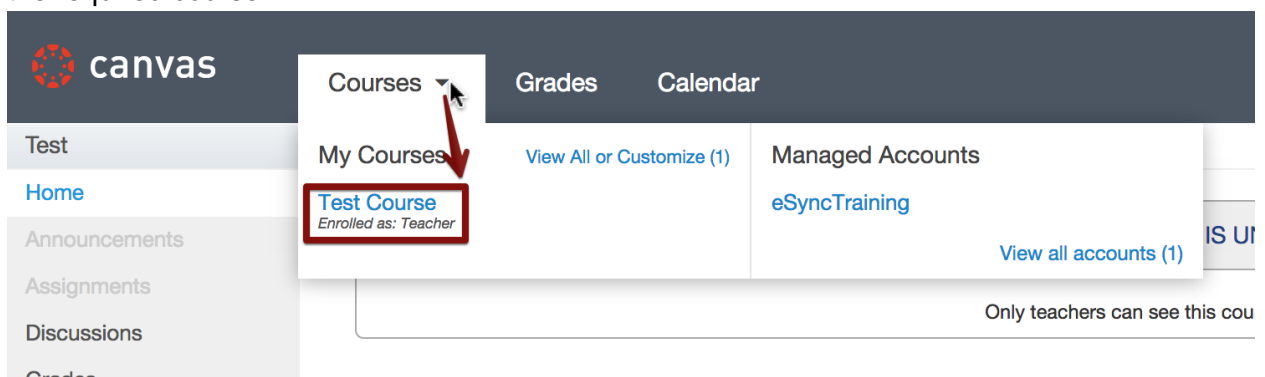(student data will remain private)

[Cancel] [Create course]

Click on the **Publish** button to publish the course.

Reuse an Existing Course

Click on the **Courses** drop-down menu and under the *My Courses* heading, click the name of the required course.

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

Add a New User to Your Canvas Account

Click on the **Courses** drop-down menu and under the *Managed Accounts* heading, click the name of your account.

In Account Navigation, click on the **Users** link.

Click on the **Add a New User** button.

Populate the following form and click on the **Add User** button to finish the process.
*NOTE: Fields may vary depending on your account settings.

Add a New User

Full Name:*

This name will be used by teachers for grading.

Display Name:

People will see this name in discussions, messages and comments.

Sortable Name:

This name appears in sorted lists.

Email:*

☑ Email the user about this account creation
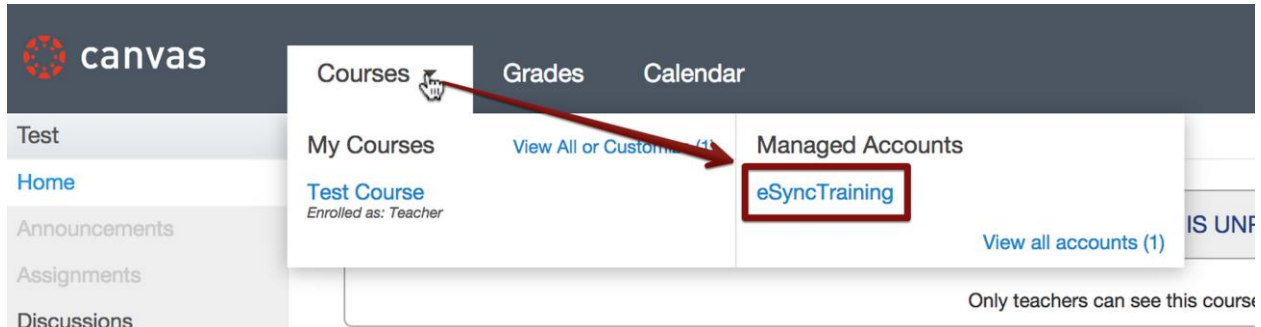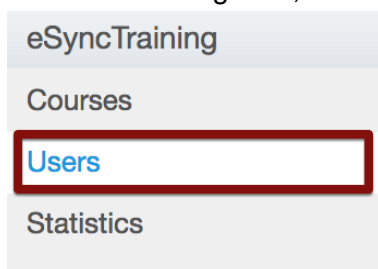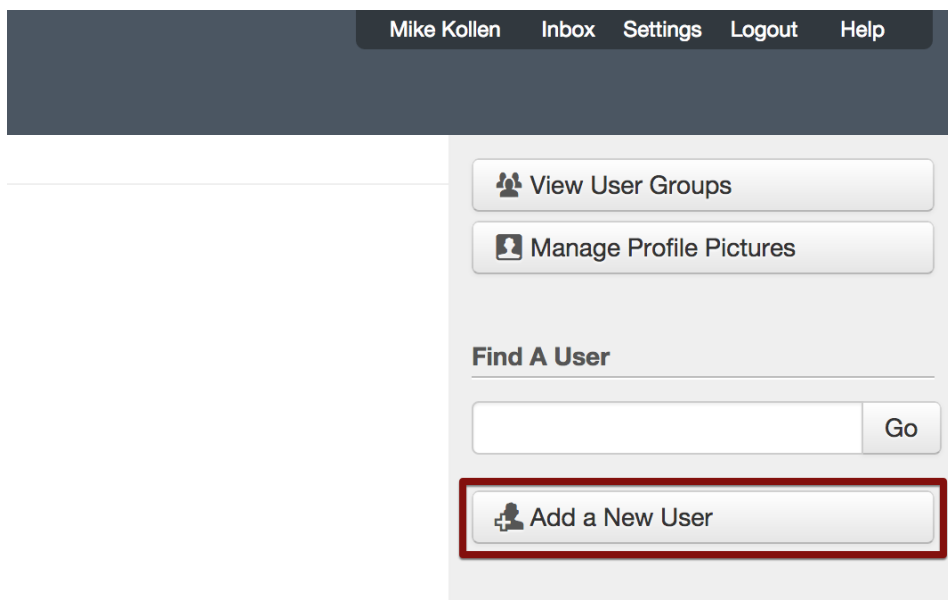
View Privacy Policy   Cancel   **Add User**

Add Users to the Course

Click on the **Courses** drop-down menu and under the *My Courses* heading, click the name of the required course.

In *Course Navigation*, click on the **People** link.
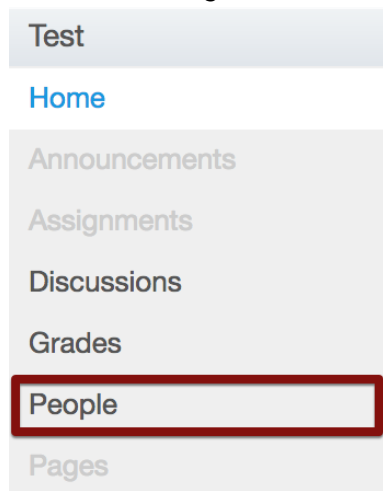
Click on the **+ People** button.
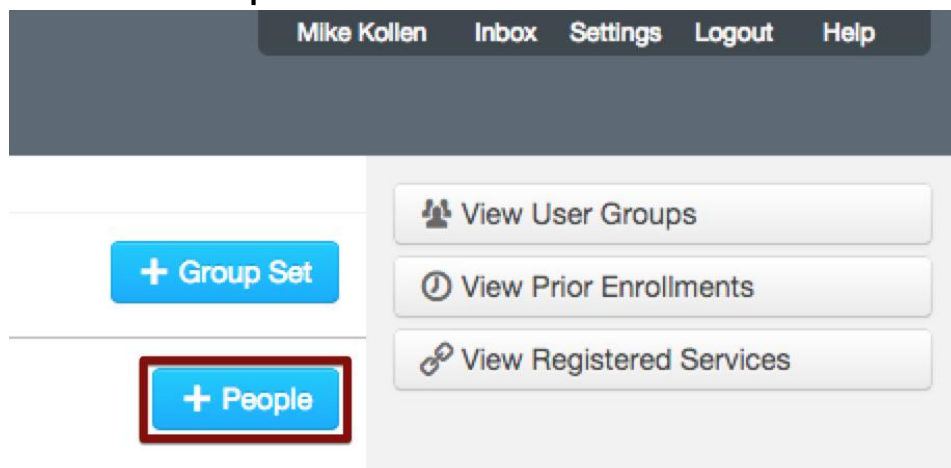
Type or paste Emails / Names / IDs of existing users and click on the **Next** button.

Add People   ⊗

Type or paste a list of email addresses below:

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>,
justAnEmailAddress@example.com

Role: Student   ⬍

Section   Test Course   ⬍

Next

Verify the list of the Users and click on the **Add Users** button to finish the process.

Add People   ⊗
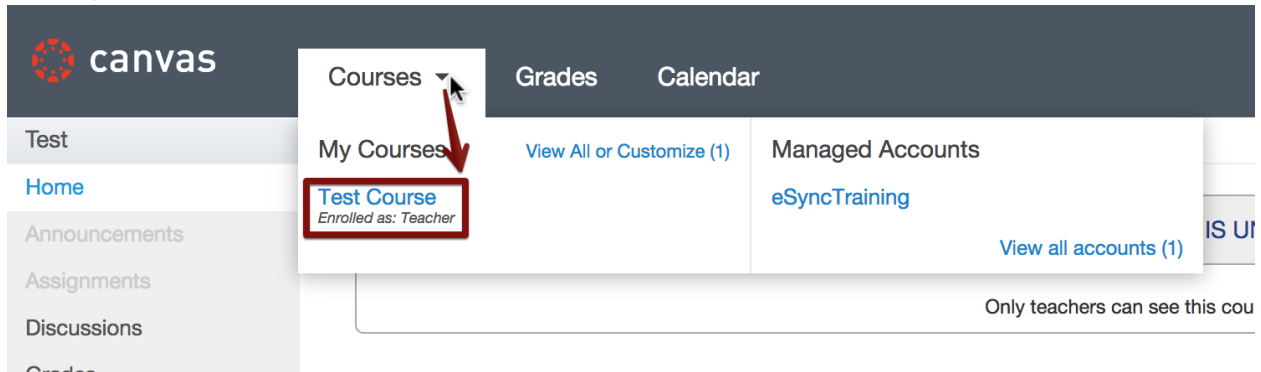
Validated and ready to add 1 users:

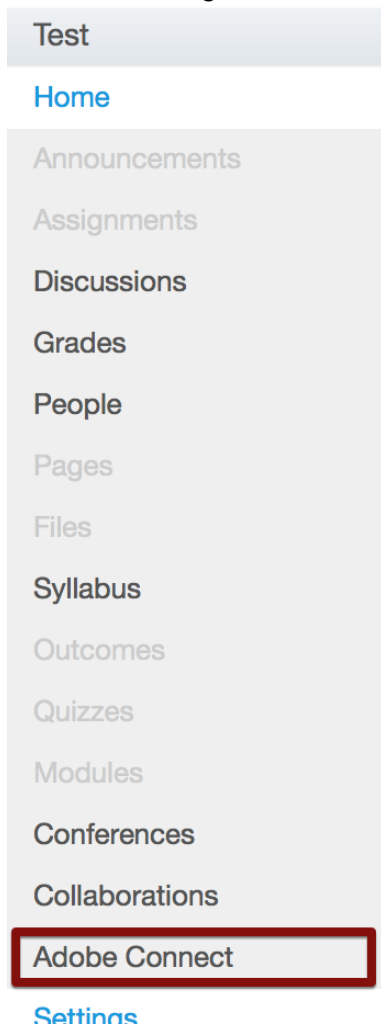| Name	Email
Vadim Adashkevich	vadim@esynctraining.com

Start Over   Add Users

Create a New Adobe Connect Meeting

Click on the **Courses** drop-down menu and under the *My Courses* heading, click the name of the required course.

In Course Navigation, click on the **Adobe Connect** link.

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 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.

Meetings List > **Participants**

Meeting Information	Participants		Settings

Canvas 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

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

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

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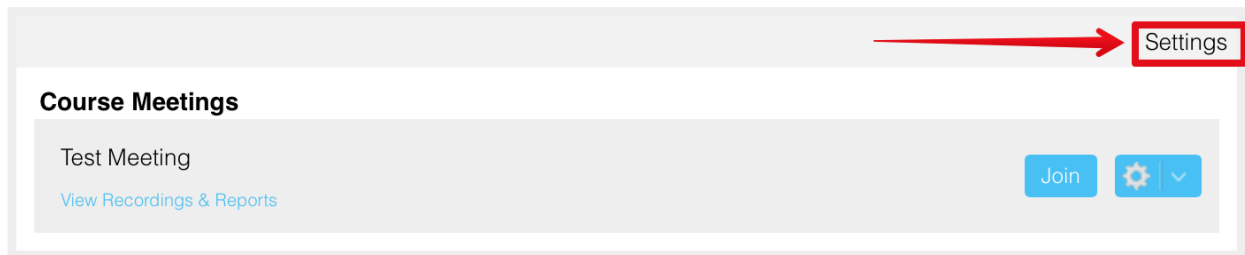
Mark the check-box confirming that you have an Adobe Connect account created using the same email as in Canvas, enter your Adobe Connect password and click Save button to use this account.

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.
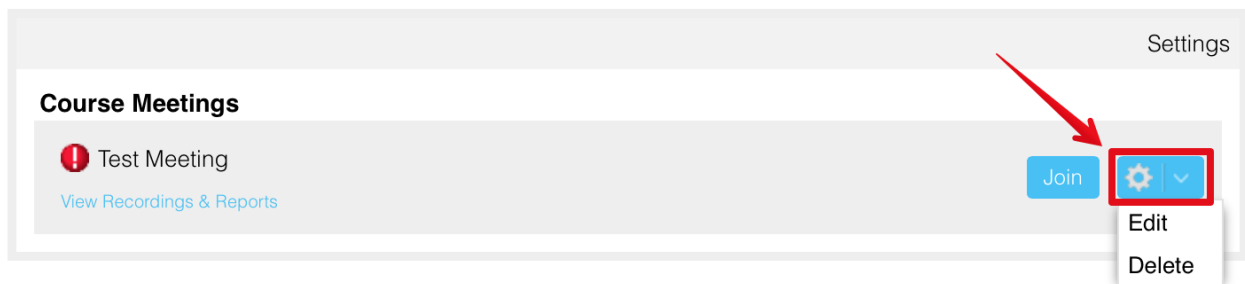
If a student adds late to the course, *Alert* icon will appear next to the meeting name in the **Meeting Information** tab.
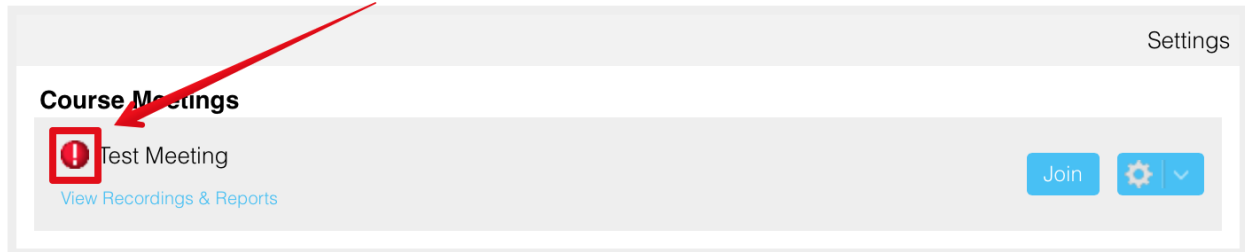
Click on the *Gear* icon and select **Edit** from the dropdown list.

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

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

To navigate back to the *Start screen* click on the **Meetings List** link.
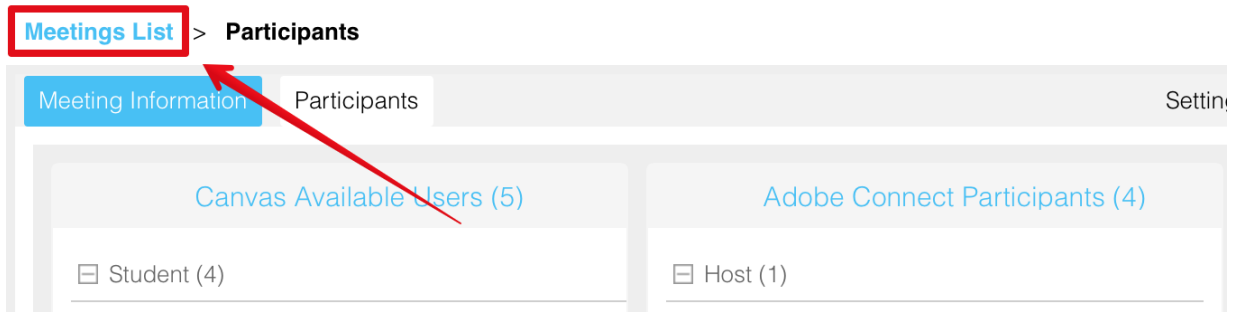
Create an Office Hours Meeting (Optional)

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.

Office Hours Information   Settings

Required

Select Template: [⌄]

⌃ **Optional**

Custom URL: https://connect.esynctraining.com/ [   ]

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 Canvas 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.

Study Group Information	Participants		Settings

Canvas 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]
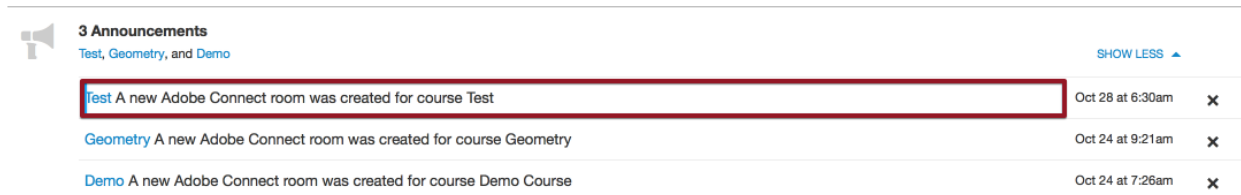
Canvas Announcements

Announcements are used to communicate with students about the logistics of your course. As soon as you have created a Meeting, a new announcement will appear on the *Home page* for all attendees.

Click on the **Announcement** tab and you will be navigated to the Course Announcement page.

Click on the **Adobe Connect** link to navigate to the Adobe Connect LTI application to join the meeting.

*NOTE: Announcements don't work on (Beta) accounts.

Adobe Connect Recordings

Record the Meeting

Join the meeting.
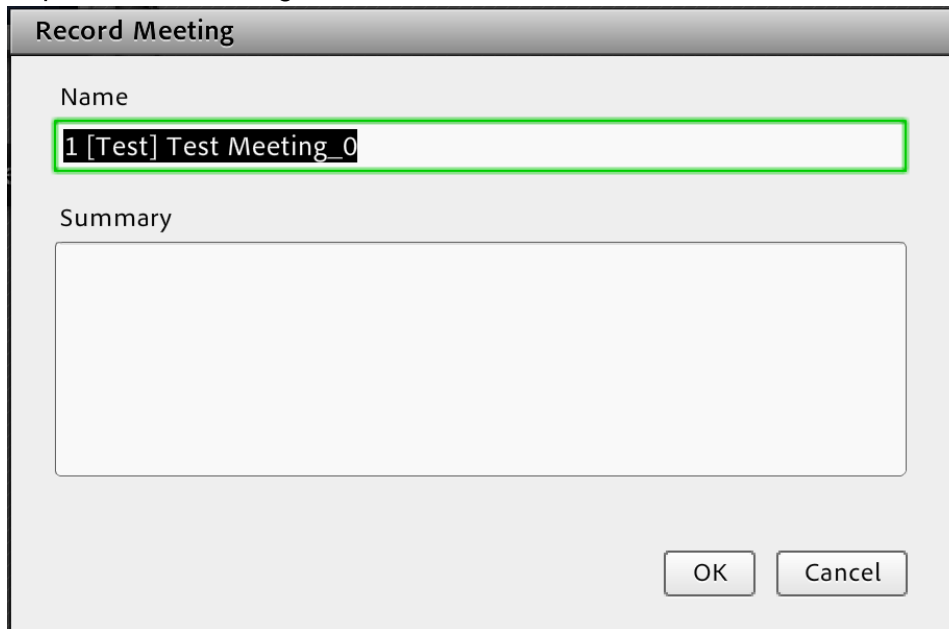
Meetings List
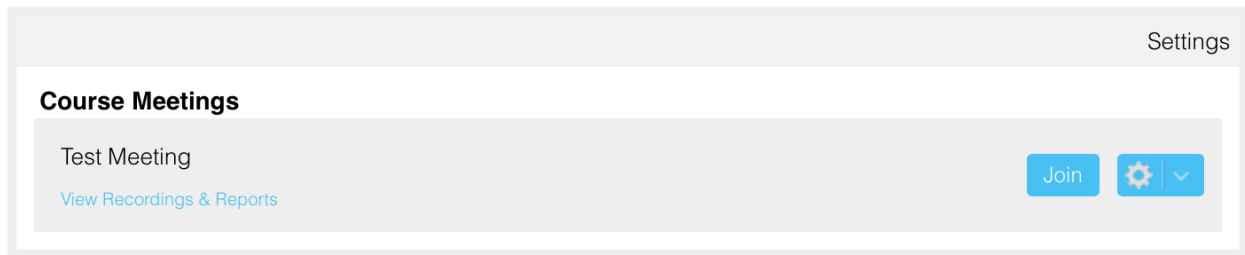
Select the **Record Meeting** under the *Meeting* menu in the Adobe Connect room.
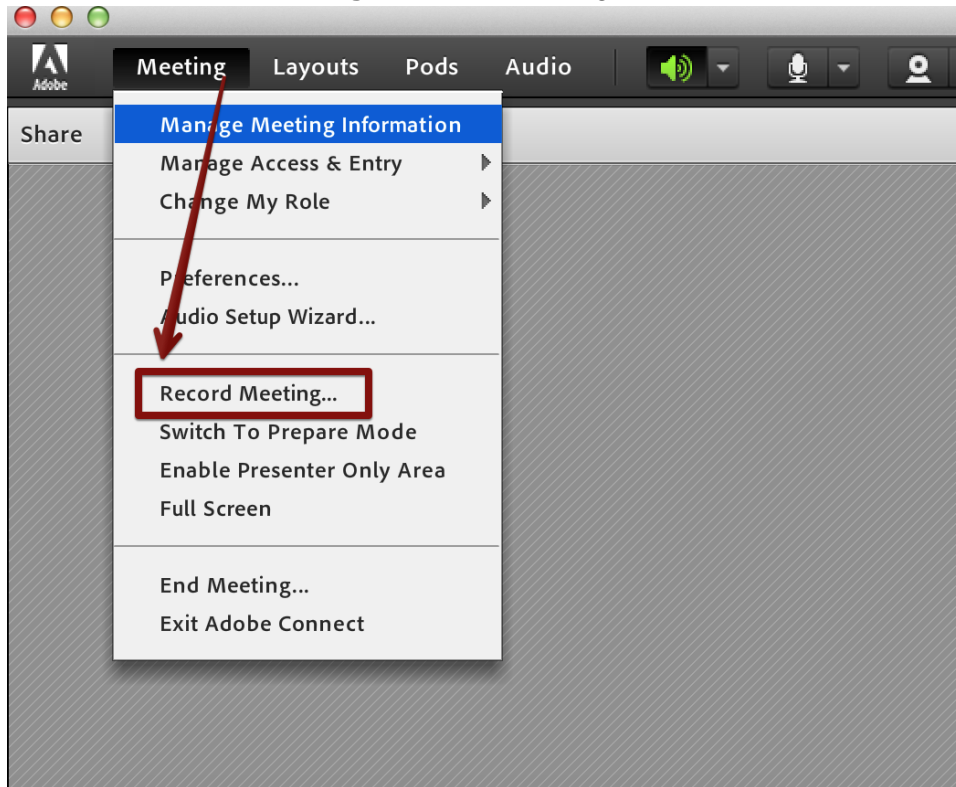
Populate the following form and click on the **OK** button to start the recording.

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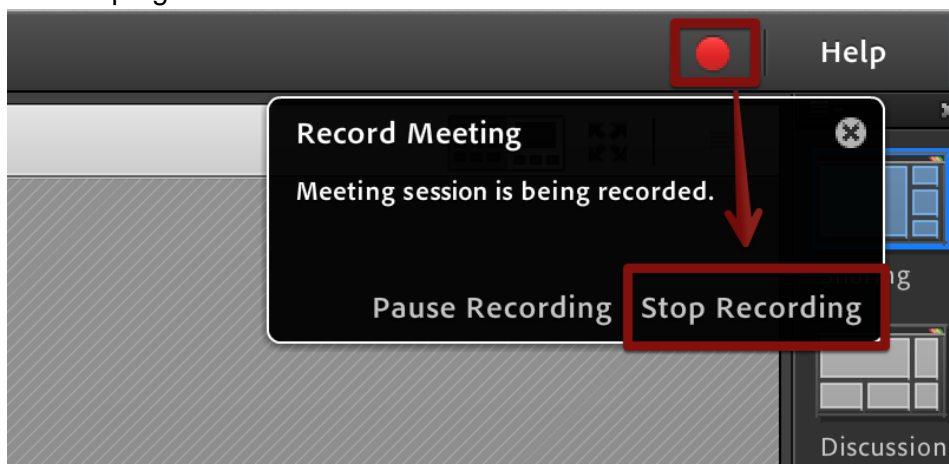
View / Watch Recordings

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

Meetings List

	Settings
Course Meetings	
Test Meeting	Join ⚙ ⌄
View Recordings & Reports	

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

Meetings List > **Recordings**

Recordings	Reports					Settings

Name	Access	Recording Date	Duration	Actions	Delete
🎞 [46] Test Meeting_0	🔒	01/21/15 2:13:46 AM	00:00:12	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 and *Make FLV*.
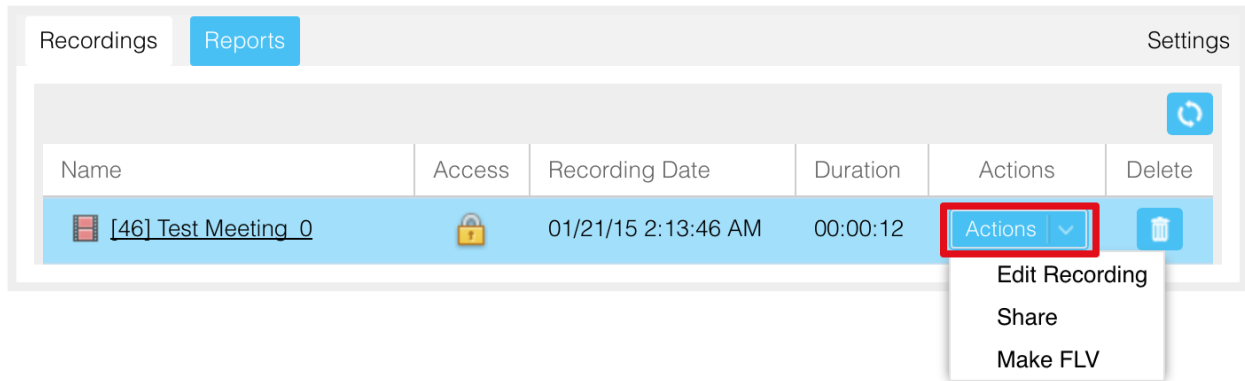
1) **Edit Recording** option allows to open the selected recording on Adobe Connect and modify it using Adobe Connect tools.
2) Clicking **Share** option you can set the Access Type: Public or Private (optionally setting a Passcode) and get the Recording URL.

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).

EduGameCloud in Adobe Connect

Import Canvas Quiz/Survey to EduGameCloud

Navigate to app.edugamecloud.com page and download the latest EduGame Cloud public build from the *Welcome* screen...
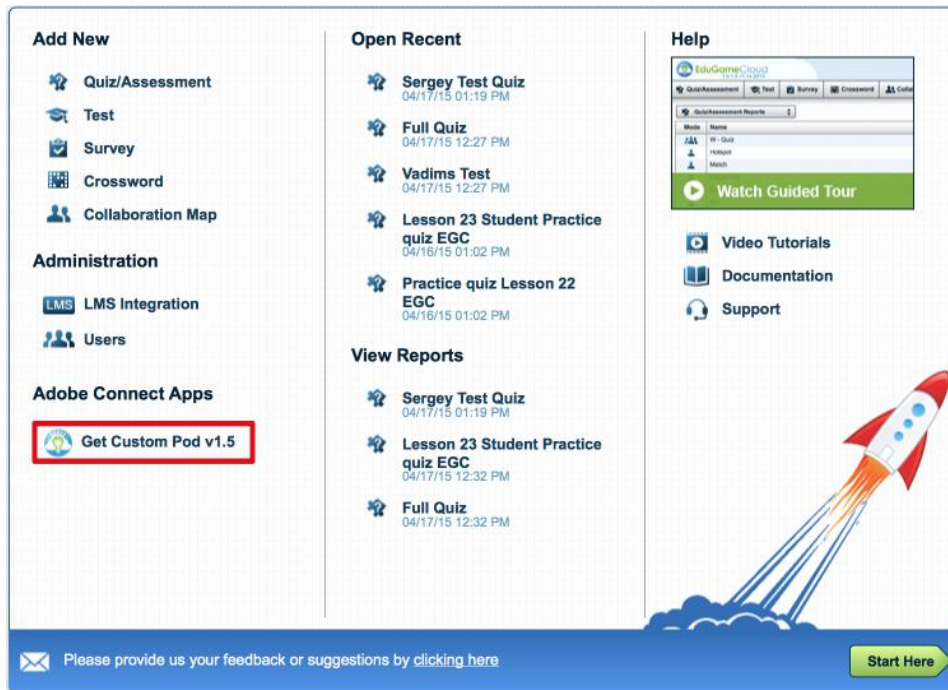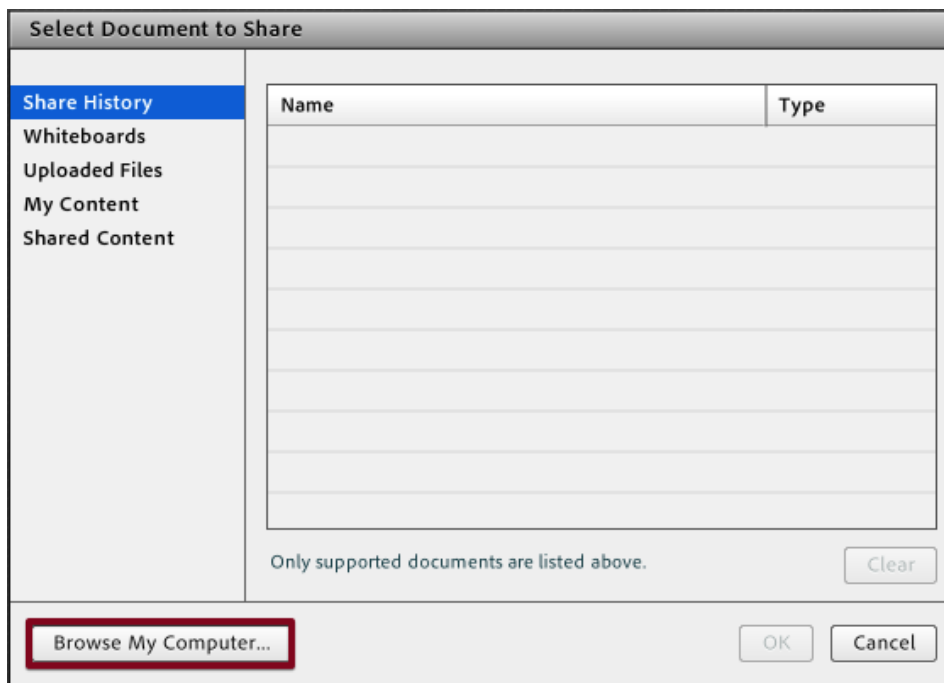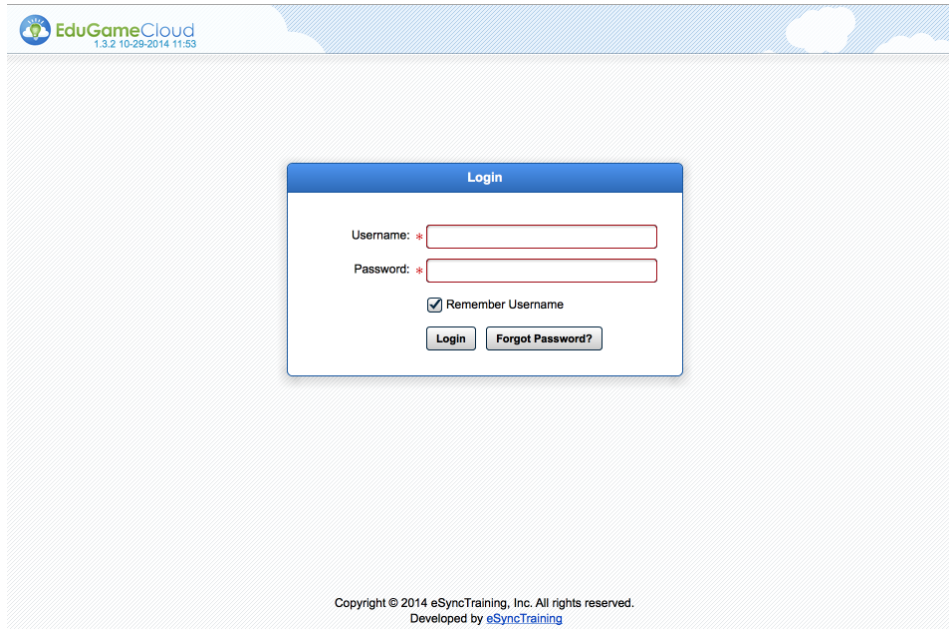

… or *Home* screen:
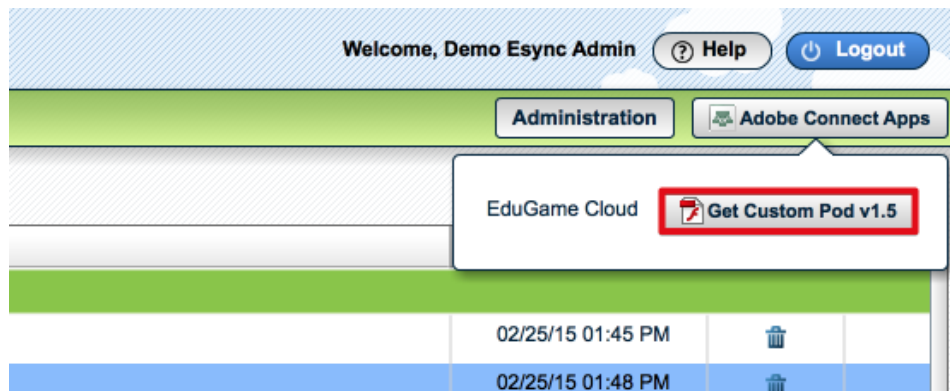
Navigate to Adobe Connect room and select the **Share Document** option from the *Share* drop-down menu.
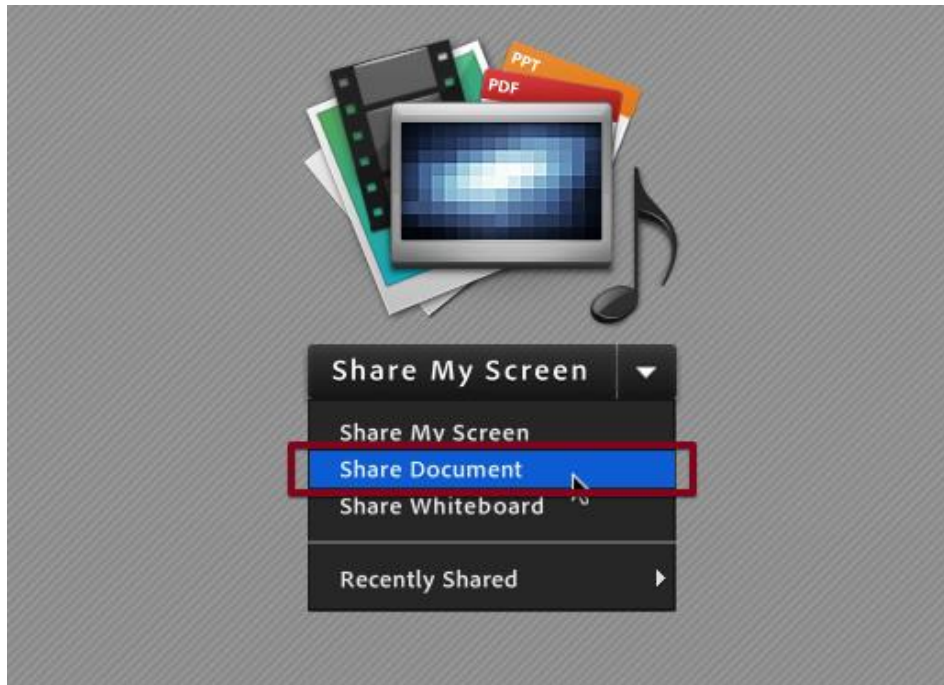
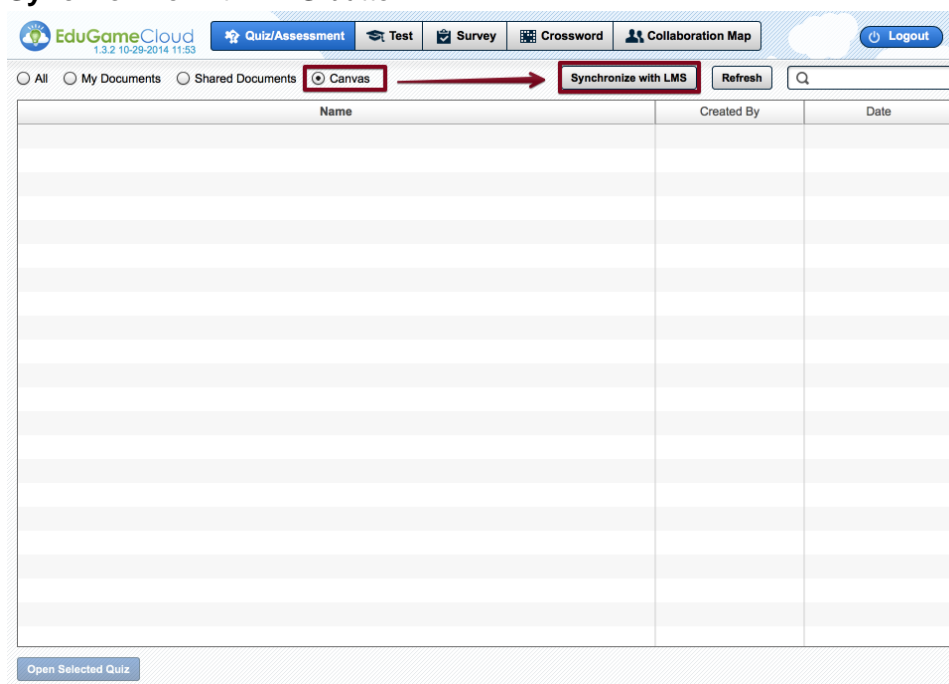Click on **Browse My Computer** button, select the appropriate file and upload the build to Adobe Connect room.

Once the build is successfully uploaded, enter valid EduGameCloud credentials.

Navigate to *Quiz/Assessment* or *Survey* tab and select the **Canvas** radio-button and click on the **Synchronize with LMS** button.

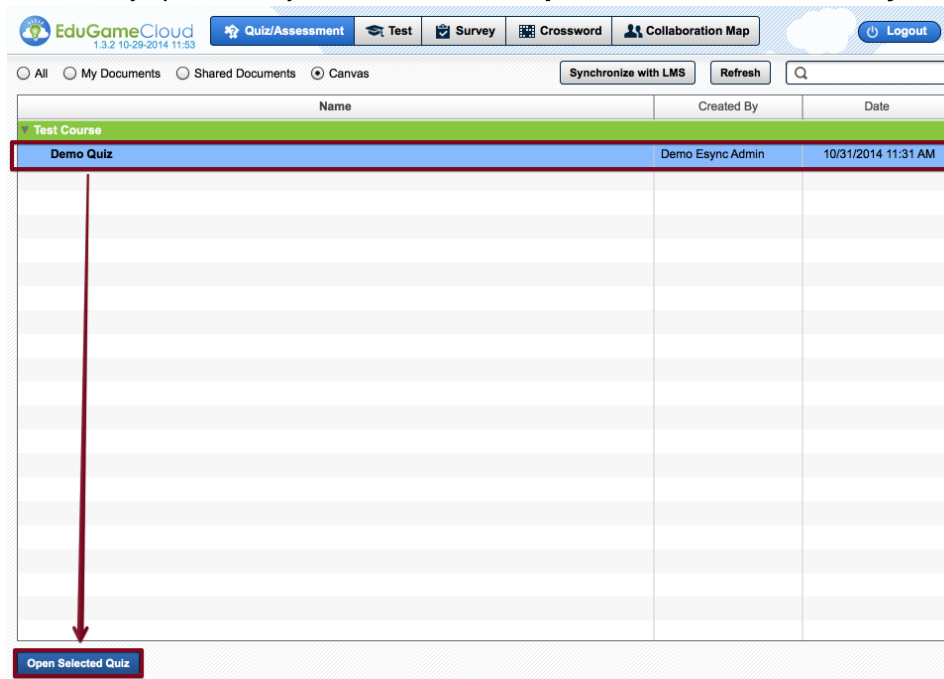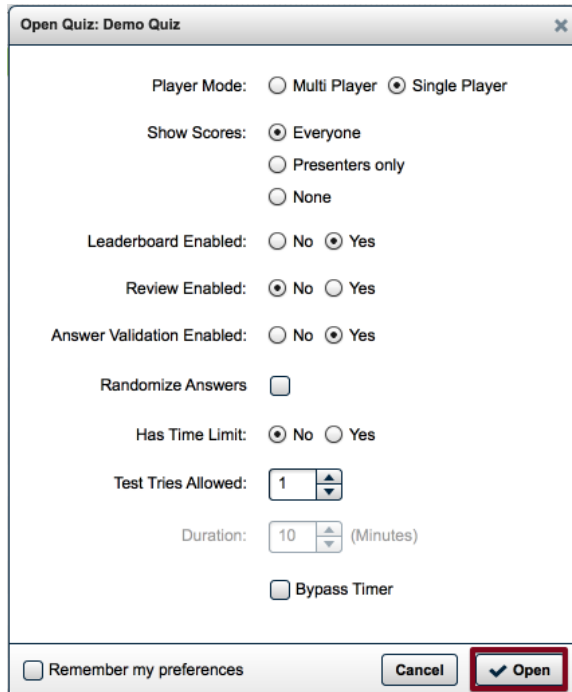Select required quizzes/surveys and click on the **Synchronize** button.
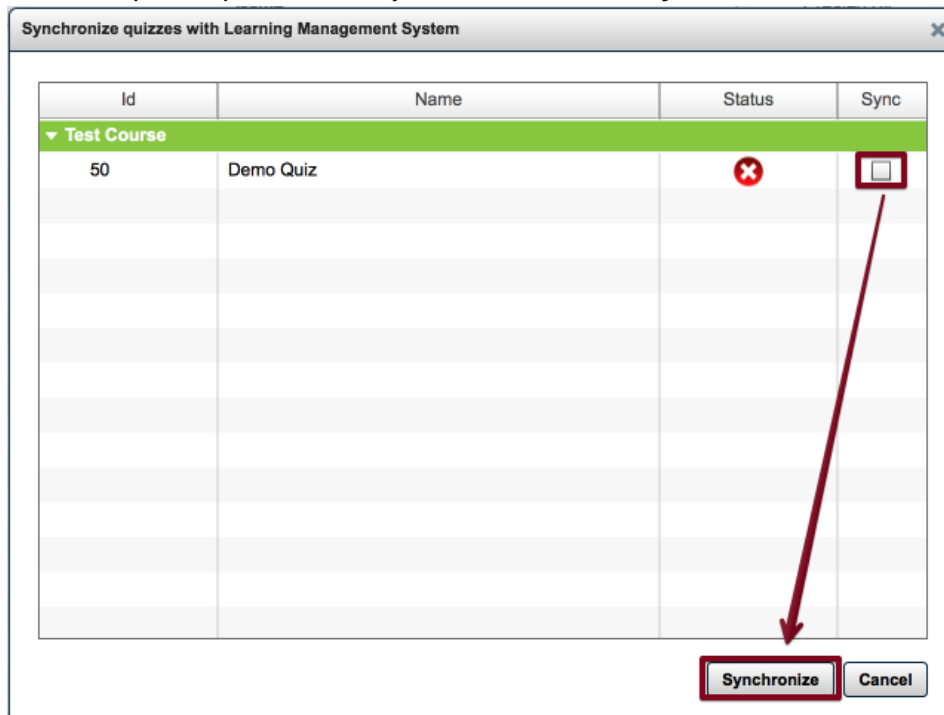
Synchronized quizzes/surveys should appear under the *Canvas* list in EduGameCloud.
Select any quiz/survey and click on the **Open Selected Quiz/Survey** button.

Set the required preferences and click on the **Open** button

All participants should now see the quiz/survey.

View the Quiz/Survey Results in Canvas

When all the participants have completed the Quiz/Survey click on **End Quiz/Survey** button and agree with saving the results to the database.
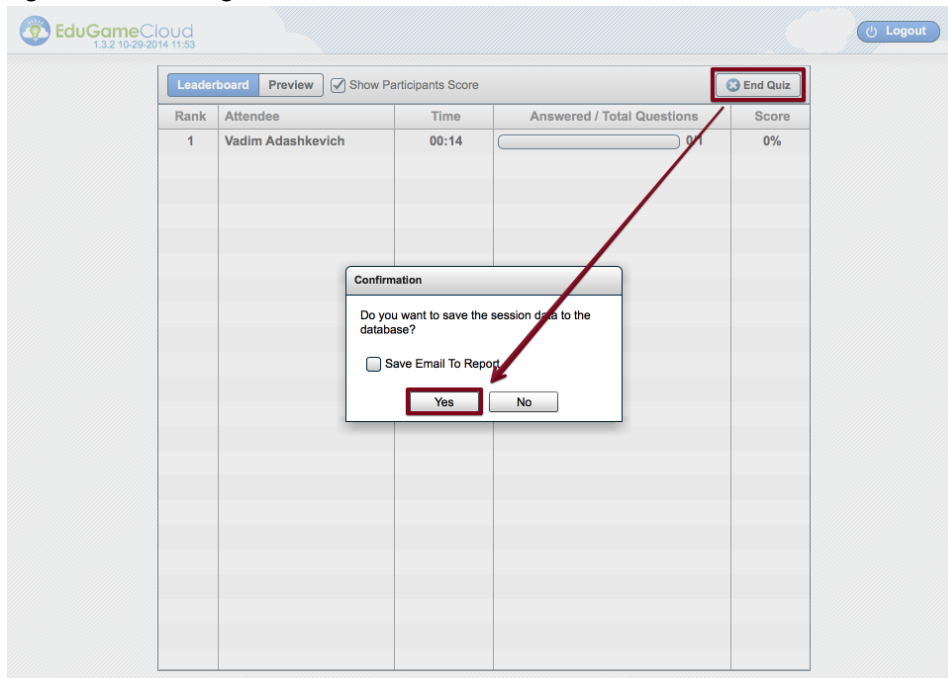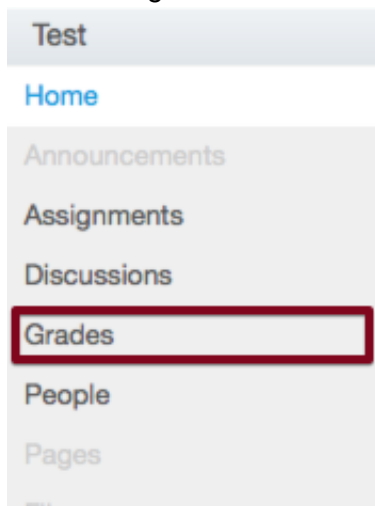

In Canvas go to Course Navigation and click on the **Grades** link.

Observe the participants' scores.

Student Name ▲	Secondary ID	Demo Quiz Out of 1	Assignments	Total
Vadim Adashkevich	vadim@esynctraining.	1	100%	100%
Vadim QA#3	vadim+3@esynctrainin	–	–	–

Supported Question Types

Multiple Choice

Canvas view:

EduGameCloud view:

True/False

Canvas view:

EduGameCloud view:

Fill In the Blank

Canvas view:

EduGameCloud view:

Fill In the Multiple Blanks

Canvas view:

Question 4	1 pts

Roses are [red], violets are [violet].

EduGameCloud view:

| Leaderboard | Preview | ☑ Show Participants Score | | ⊗ End Quiz |

Test Quiz

≡ Fill in the Blank   Question 4 of 11

Fill in the Blank

ⓘ

Roses are ____red____ , violets are ____violet____ .

Previous | Question 4 of 11 ▾ | Next

*NOTE: Multiple supported answers are not supported in EduGameCloud.

Multiple Answers

Canvas view:

EduGameCloud view:

*NOTE: Multiple supported answers are not supported for Survey in EduGameCloud.

Multiple Dropdowns

Canvas view:

EduGameCloud view:

Matching

Canvas view:

Question 7   **1 pts**

Match the car manufacturer with the country of origin.

Mercedes	Germany
Fiat	Italy
Renault	France
Honda	Japan

EduGameCloud view:

Leaderboard Preview ☑ Show Participants Score   ⊗ End Quiz

Test Quiz

⋈ **Matching**   **Question 7 of 11**

Match the car manufacturer with the country of origin.

ⓘ

Mercedes	────	Germany
Fiat	────	Italy
Honda	⨯	France
Renault		Japan

Previous   Question 7 of 11 ▾   Next

Numerical Answer

Canvas view:

EduGameCloud view:

Formula Question

Canvas view:

Question 9   1 pts

What is 5 plus 9?

14.0000

EduGameCloud view:

Leaderboard   Preview   ☑ Show Participants Score   ⊗ End Quiz

Test Quiz

Calculated   Question 9 of 11

What is 5 plus 9?

ⓘ

14

Previous   Question 9 of 11 ▾   Next

*NOTE: Multiple possible solutions are not supported by EduGameCloud.

Essay Question

Canvas view:

Question 10   1 pts

What is your biggest concern for the future?

B   I   U   A   ab | Font Size | Paragraph

EduGameCloud:

| Leaderboard | **Preview** | ☑ Show Participants Score | ⊗ End Quiz |

Test Quiz

▭ **Essay**   **Question 10 of 11**

What is your biggest concern for the future?

ⓘ

◁ Previous | Question 10 of 11 ▾ | Next ▷

43

Text (no question)

Canvas view:

This "question" will not be scored, but can be useful for introducing a set of related questions.

What is your greatest environmental concern and why?

EduGameCloud view:

Leaderboard	Preview	☑ Show Participants Score	⊗ End Quiz

Test Quiz

Information   **Question 11 of 11**

This "question" will not be scored, but can be useful for introducing a set of related questions.
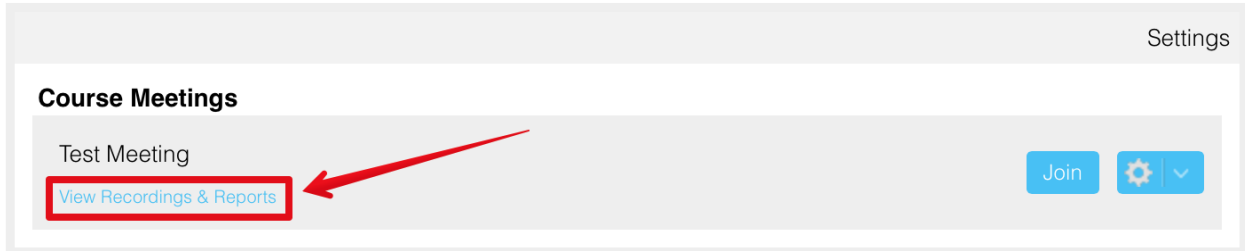What is your greatest environmental concern and why?

ⓘ

◁ Previous | Question 11 of 11 ▾ |

View Meeting Reports

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

Meetings List

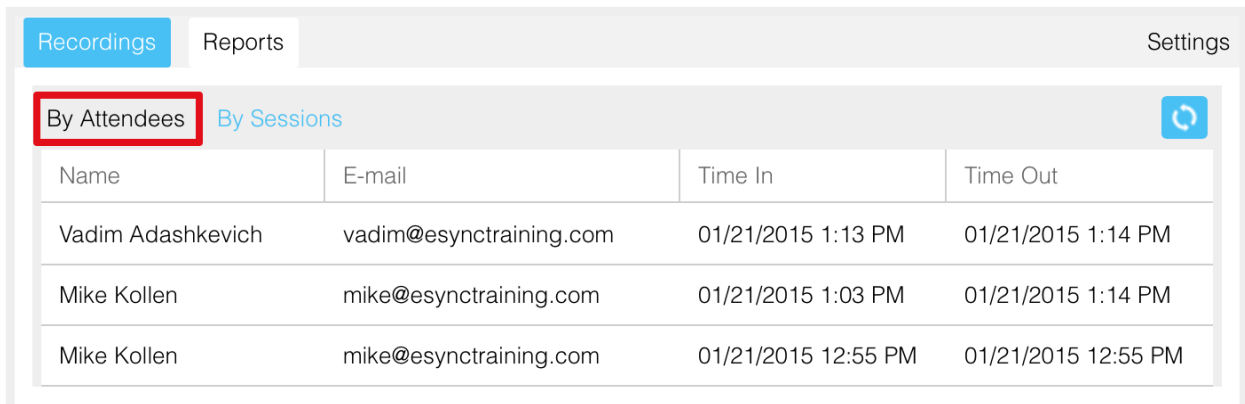|		Settings
Course Meetings		
Test Meeting		
View Recordings & Reports		Join ⚙ ⌄

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.
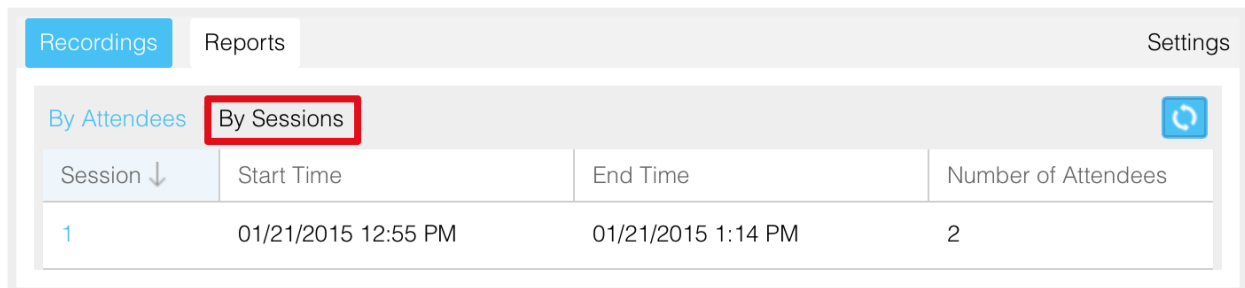
Meetings List > **Reports**

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

Canvas Account Administrator Guide

EduGame Cloud Administration

Configure LMS License in EduGame Cloud

Navigate to app.edugamecloud.com and login using your Admin credentials.
Click on the **LMS Integration** link on the *Welcome* screen.
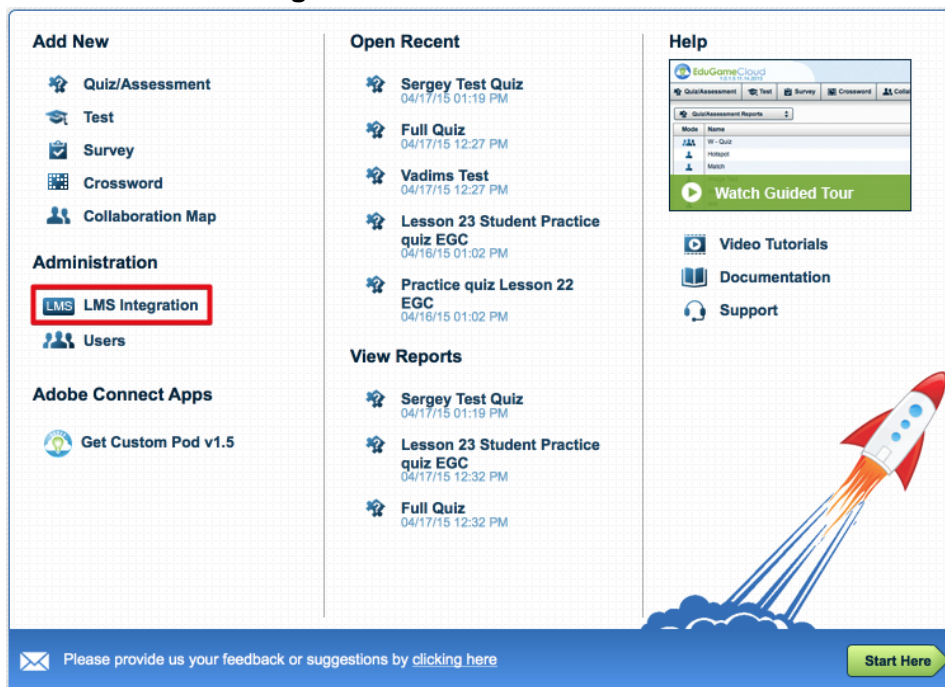
Click on **Edit** icon next to required LMS license in the list.
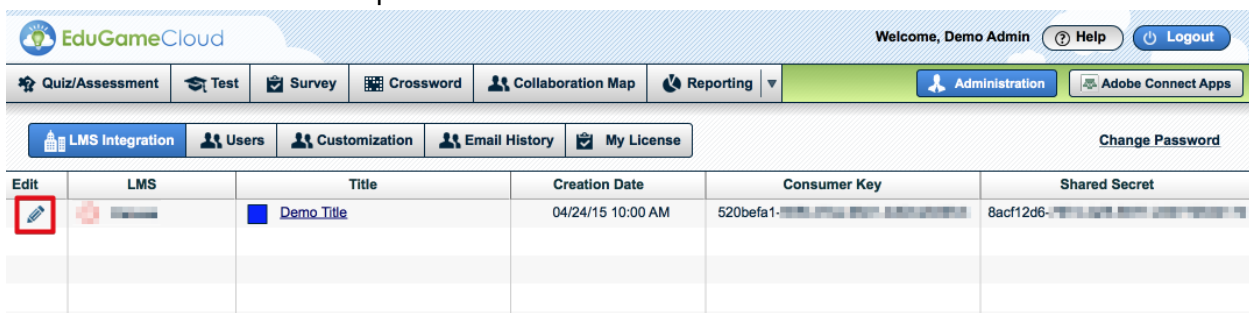
On the *General* tab admin user can edit the *Adobe Connect Server* and *credentials*, select the
Primary Color for Adobe Connect LTI and view the *User/Admin Guide*.

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

48

Allow teachers to create course meetings

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

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

Edit Meetings
Allow teachers to edit the meetings

Delete Meetings
Allow teachers to delete the meetings

Meeting Title
Prefixed
Prefix LMS Course ID to custom meeting name to guarantee the uniqueness of the name
Custom
Use custom meeting name (Name duplication is not allowed: Please be careful)

Allow User Creation
True
Create a new Adobe Connect user when synchronizing with the active LMS course roster
False
Do not create new Adobe Connect users. Notify teachers that user does not exist in Adobe Connect and needs to be created manually

Adobe Connect Authentication Type
Email
Course participants should be authenticated first by email address and if the email address does not exist then try to use the username
Username
Course participants should be authenticated first by username and if the username does not exist then try to use the email address

URL Session Token
Show

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

Hide

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

Settings

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

User Guide

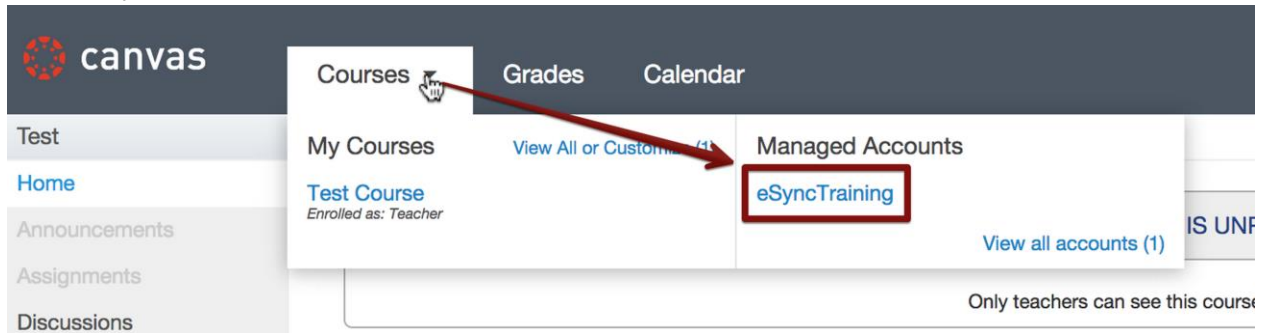Show LMS user guide link. Shown for teachers only
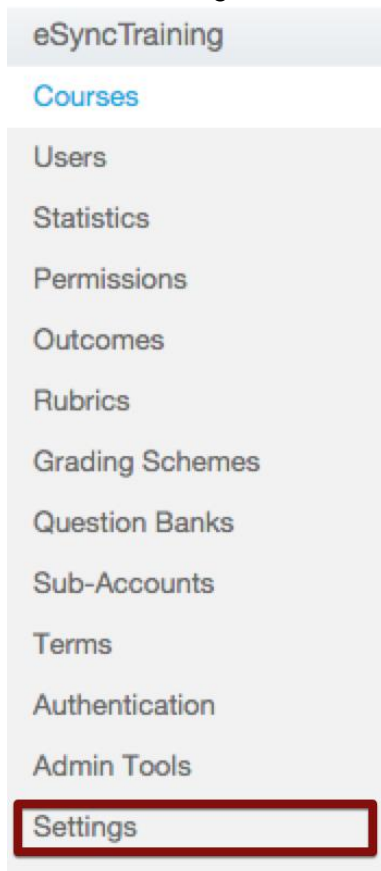
EduGame Cloud

Show EduGame Cloud user guide link

External App Configuration

Configure LTI Adobe Connect for Your Canvas Account

Click on the **Courses** drop-down menu and under the *Managed Accounts* heading, click the name of your account.

In Account Navigation, click on the **Settings** link.

Select the **Apps** tab and click on the **View App Configurations** button.

Click on the **Add New App** button.

Enter the **Name** of the App, **Consumer Key**, and **Shared Secret**.
*NOTE: You will find your Consumer Key and Shared Secret in EduGameCloud Administration.

Select the **Configuration Type** drop-down menu and set the configuration type to **By URL**.
Enter the configuration URL in the **Configuration URL** field.
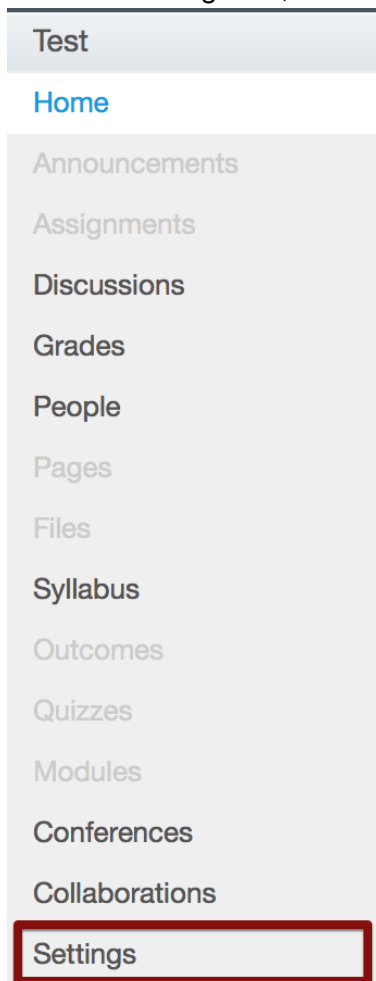*NOTE: Use the following url: http://app.edugamecloud.com/content/lti-config/canvas.xml

Click on the **Submit** button to finish the process.

Configure LTI Adobe Connect for a Specific Course

Click on the **Courses** drop-down menu and under the *My Courses* heading, click the name of the required course.
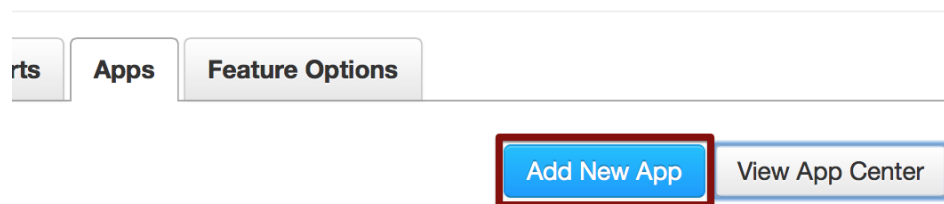

In Course Navigation, click on the **Settings** link.

Select the **Apps** tab and click on the **View App Configurations** button.
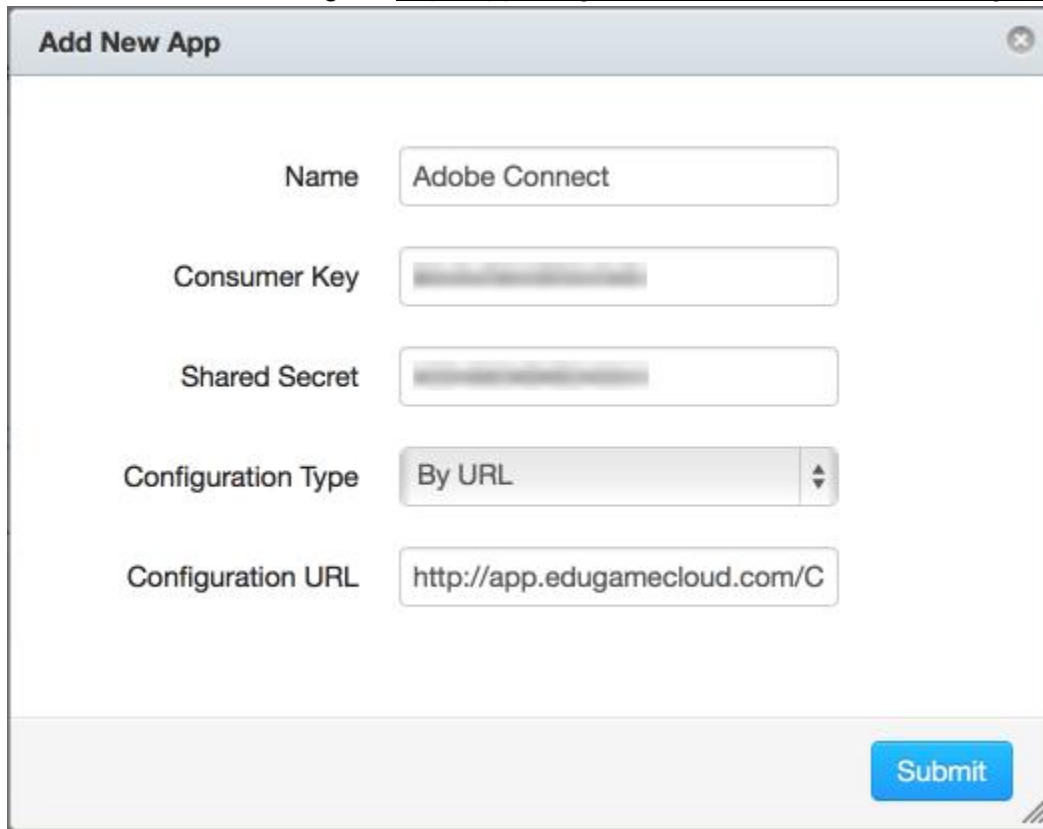

Click on the **Add New App** button.

Enter the **Name** of the App, **Consumer Key**, and **Shared Secret**.
*NOTE: You will find your Consumer Key and Shared Secret values on the EduGameCloud Administration page.

Select the **Configuration Type** drop-down menu and set the configuration type to **By URL**.
Enter the configuration URL in the **Configuration URL** field.
*NOTE: Use the following url: http://app.edugamecloud.com/content/lti-config/canvas.xml

Click on the **Submit** button to finish the process.

Getting Support

Email Support, please contact:
support@esynctraining.com and cc: qa@esynctraining.com

Emergency Phone Support:
714.979.4444