Feature Guide:
Events with Adobe Connect

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Table of Contents

Events with Adobe Connect 1

Overview: Adobe Connect Events in the OnPoint LMS 1

Implementation 1

Section 1: LMS System Configuration Settings 2

Adobe Connect credentials 2

Configure LMS with Adobe Connect credentials 2

Section 2: Creating Adobe Connect Webinar Events 5

Designate instructor 5

Create Adobe Connect webinar event 6

Submit event session to Adobe Connect 7

Section 3: Assign Users to Adobe Connect Webinar 9

Assign users to event 9

Assign users to session 10

Register user for Adobe Connect webinar via “Push” 10

View Adobe Connect attendance via “Participation” 10

Section 4: Start Adobe Connect Webinar 11

Instructor starts Adobe Connect webinar through OPPortal 11

User joins Adobe Connect session through OPPortal 12

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Overview: Adobe Connect Events in the OnPoint LMS

The process of creating a Webinar-style event in the OnPoint System has been enhanced to support Adobe Connect webinars. This is an update to previous functionality that supported WebEx and other URL-based webinars. The process and creation of the webinar events and sessions for Adobe Connect is largely the same with a few variations as detailed below.

Implementation

OnPoint's LMS supports the ability to create and schedule webinar events and assign them to users and groups, set reminders, etc. Users can access an assigned webinar from the OnPoint system by clicking on the URL Join link provided to them. The LMS tracks attendance based on the user's access of that URL Join link, making the assumption that the user joined the meeting.

Similar to support for WebEx webinars, the 5.6 release of the OnPoint Learning Suite ("OPLS") allows for integrated connection to an Adobe Connect account to manage the creation and participation in Adobe Connect webinars from within the LMS.

The new functionality includes several features:

1. An OnPoint Administrator can now create an "Adobe Connect" webinar event and associated session(s) in the LMS, which will auto-create the session(s) inside Adobe Connect. User assignments are passed to Adobe Connect, and any additional assignments made prior to the start of the webinar can be either pushed to Adobe Connect on demand or will be sent based on an automated hourly update sent from the LMS to Adobe Connect.

2. Adobe Connect Instructors can log into the Event Attendance pages to view the Sessions that they are set to instruct and then launch/start those sessions from the OPLS calendar.

3. Users have the ability to see Adobe Connect sessions in the available Event Catalog as well as their assigned Events Calendar. From the assigned Events Calendar, users can join the Adobe Connect webinar and be automatically logged into the session.

4. The LMS will receive attendance detail from Adobe Connect regardless of the attendee's access point (whether from inside the LMS or external to it). At the conclusion of a webinar (within 1-2 hours), Adobe Connect will send attendance detail back to the LMS, including the user's email address and the length of time they were in attendance. This detail is recorded in the LMS Course Manager and can be reported on.

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Section 1: LMS System Configuration Settings

Adobe Connect credentials

The LMS needs to be configured to allow for the Adobe Connect integration to be activated.

The following Adobe Connect credentials should be provided to your OnPoint support contact:

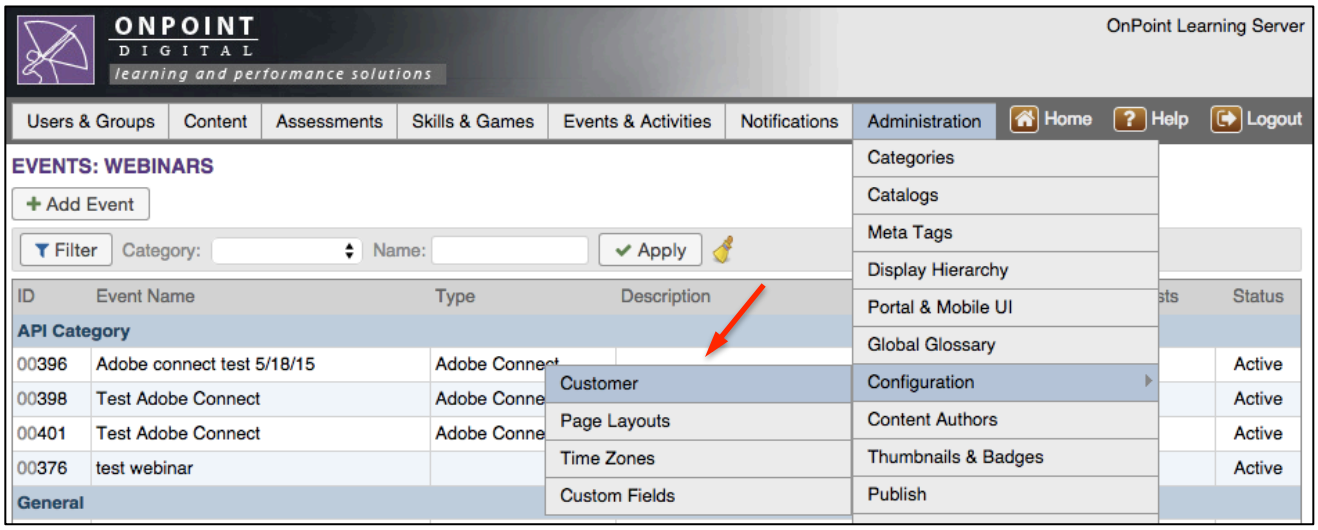
- Account URL
- Account User Name
- Account Password
- Meeting Type (Private, Protected, Public)
- Send Emails (Y or N)(Setting for Adobe Connect to send emails or not)

This information provides the appropriate connection in order to be able to create sessions as well as seamlessly start and join those sessions from within the LMS.

Configure LMS with Adobe Connect credentials

Your OnPoint support contact can assist you with entering your supplied credentials to complete this section.

From the Administration drop down menu, select Configuration: Customer.



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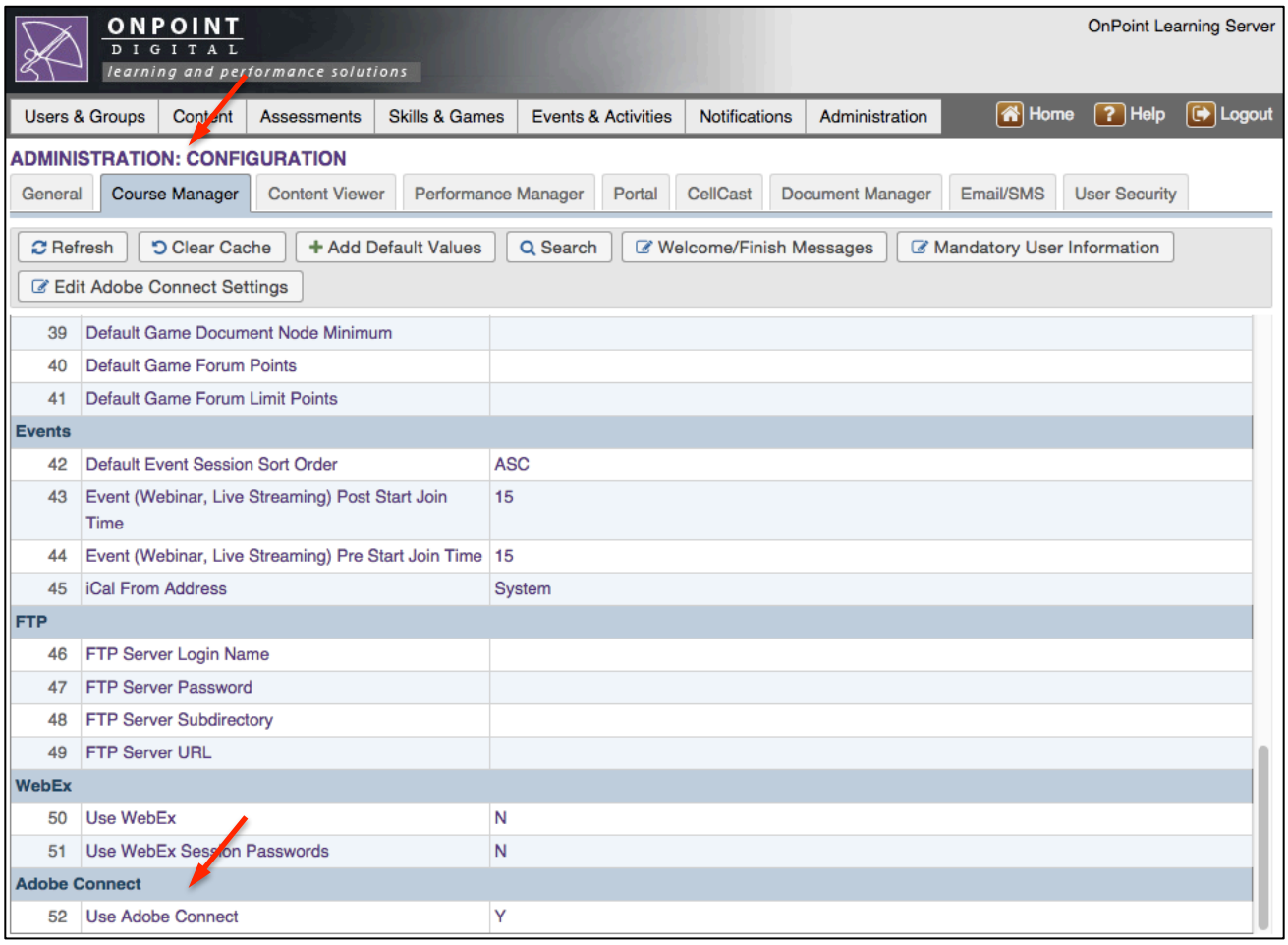
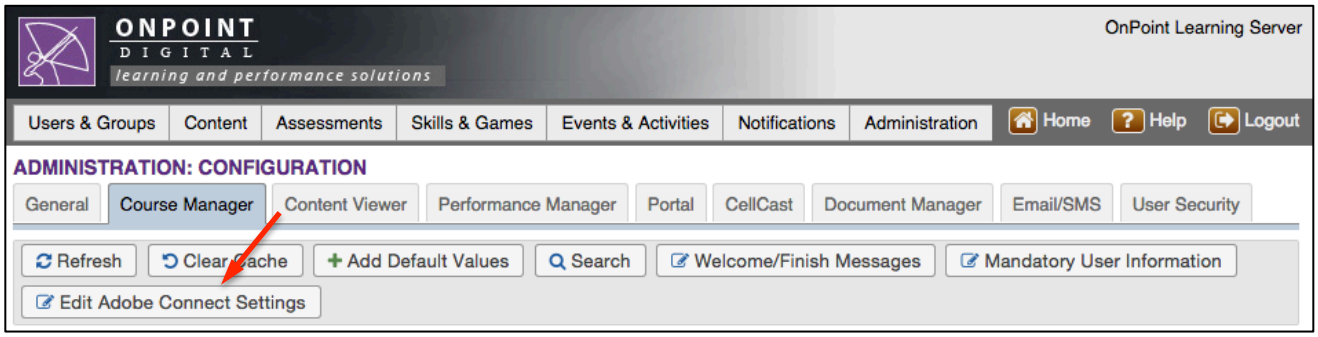
Select the Course Manager tab. Select item 52 “Use Adobe Connect” and change the option to Y (Yes).



Select the “Edit Adobe Connect Settings” button in the upper part of the Course Manager tab.



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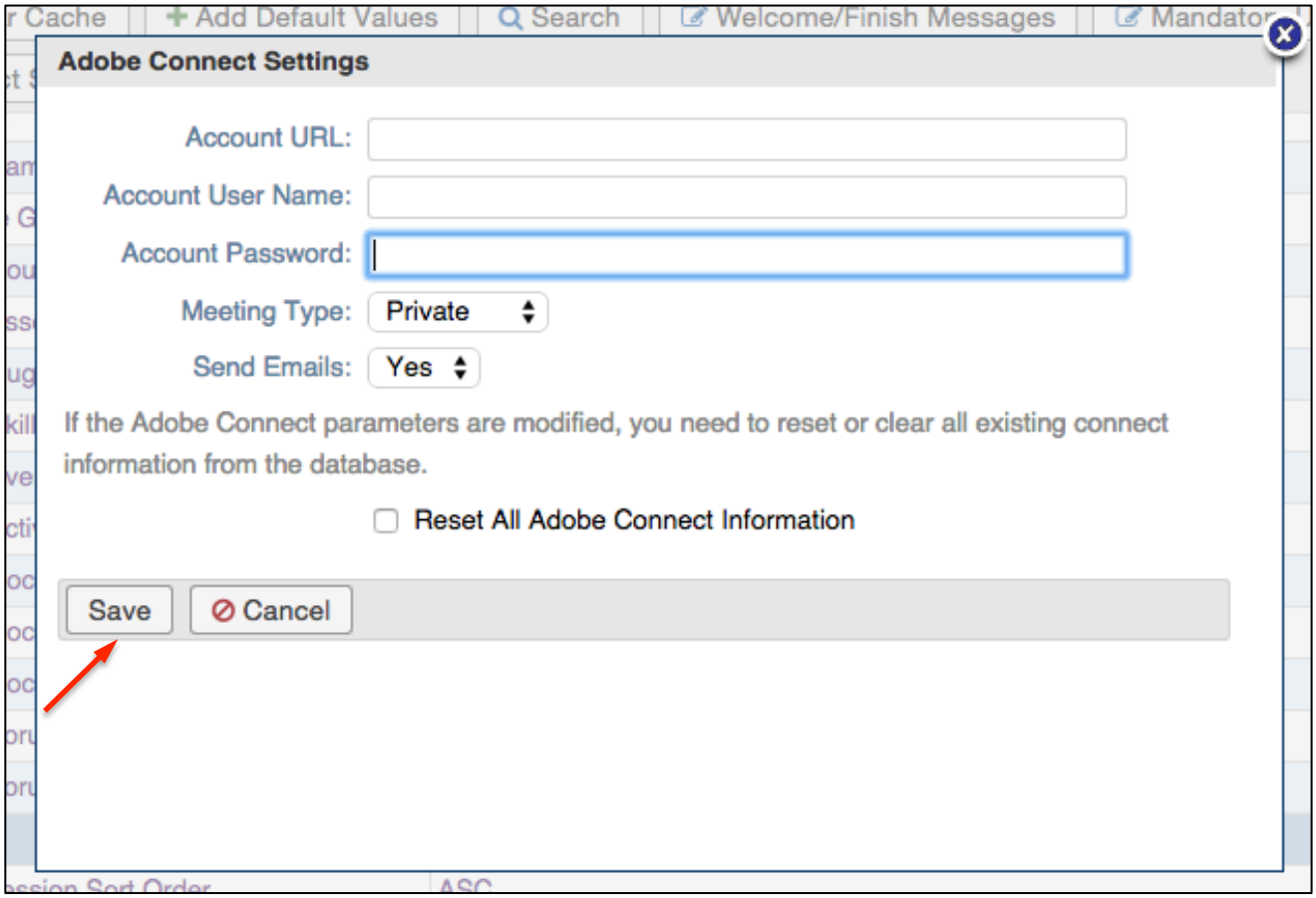
Enter the Adobe Connect credentials. Select the Save button.



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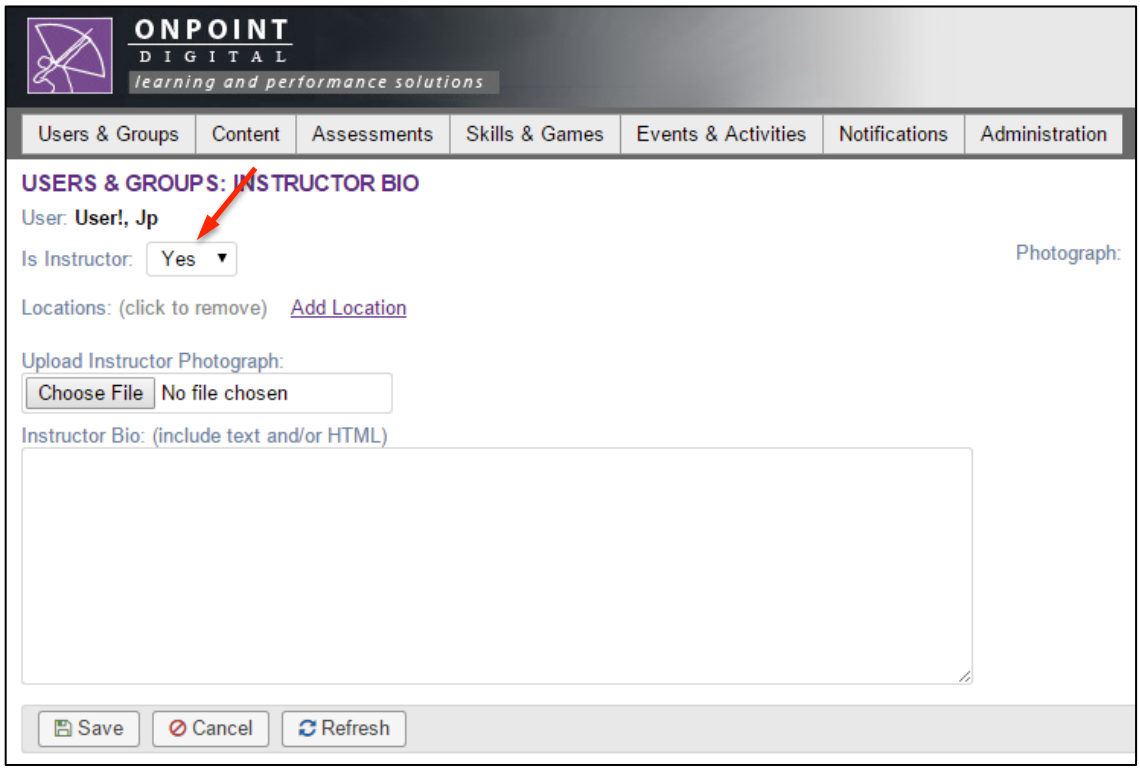
Section 2: Creating Adobe Connect Webinar Events

Designate instructor

In order to create an Adobe Connect session, you must have at least one valid instructor set up in the system. Any user or admin in the system can be designated as an Instructor in their user record. In Course Manager under the Users & Groups drop down menu select Users & Managers. From the Users list select a user who will be designated as an instructor. Under the User Information Tab in the right column, select the Edit button next to Instructor. On the Instructor BIO page next to "Is Instructor" select Yes. There is no additional information about the Adobe Connect instructor needed. Each Instructor is logged into the Adobe Connect system using the Adobe Connect login credentials set up in the Adobe Connect Settings above. Click Save.

> **Note:** All instructors and users must have a unique email address set up in the LMS so that they can be identified when they are assigned to an Adobe Connect webinar.



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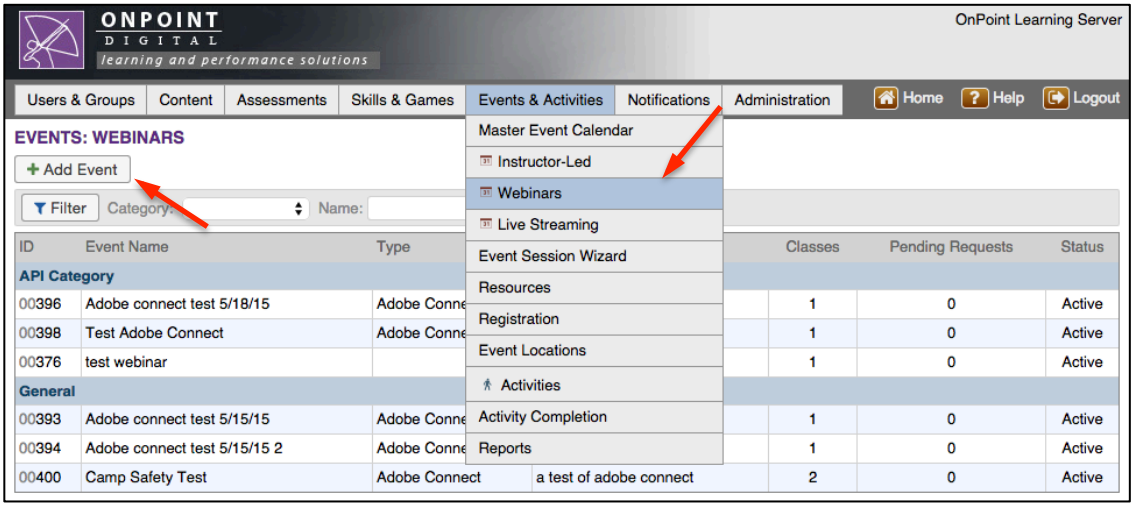
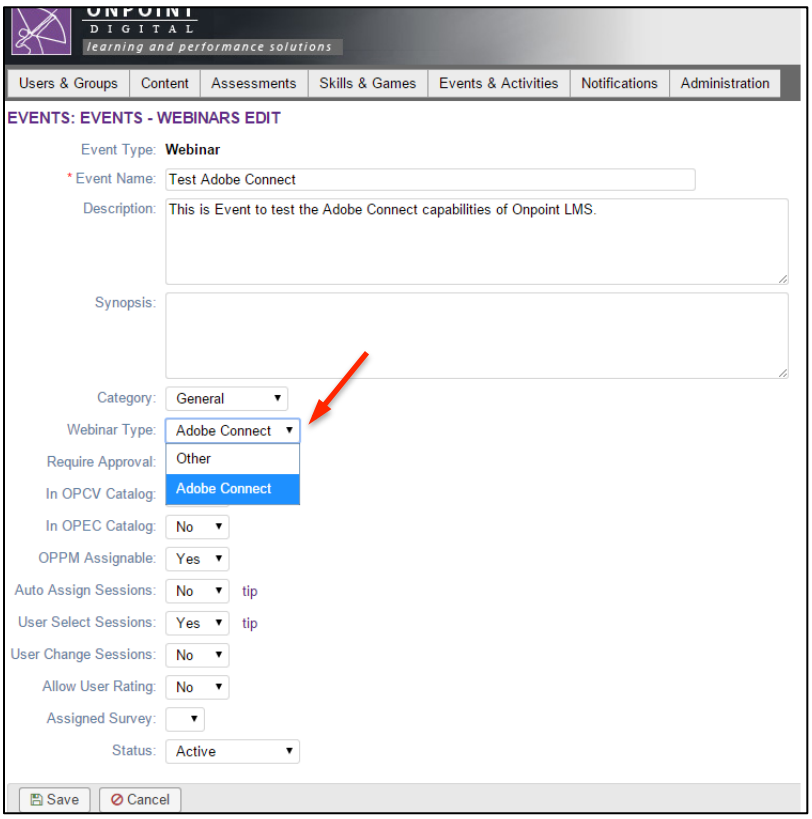
Create Adobe Connect webinar event

Adobe Connect events are initially created in the LMS in the same manner as any other Webinar event, except for one setting change at the event level. From the Events & Activities drop down menu, select-Webinars. Then click the Add Event button at the top left of the page.



Below the Category field you will notice a field called Webinar Type. Be sure to set this flag as Webinar Type: Adobe Connect.



Continue the setup process as you normally would for any new webinar event. Once you have created the event, you must create at least one class and then any associated sessions.

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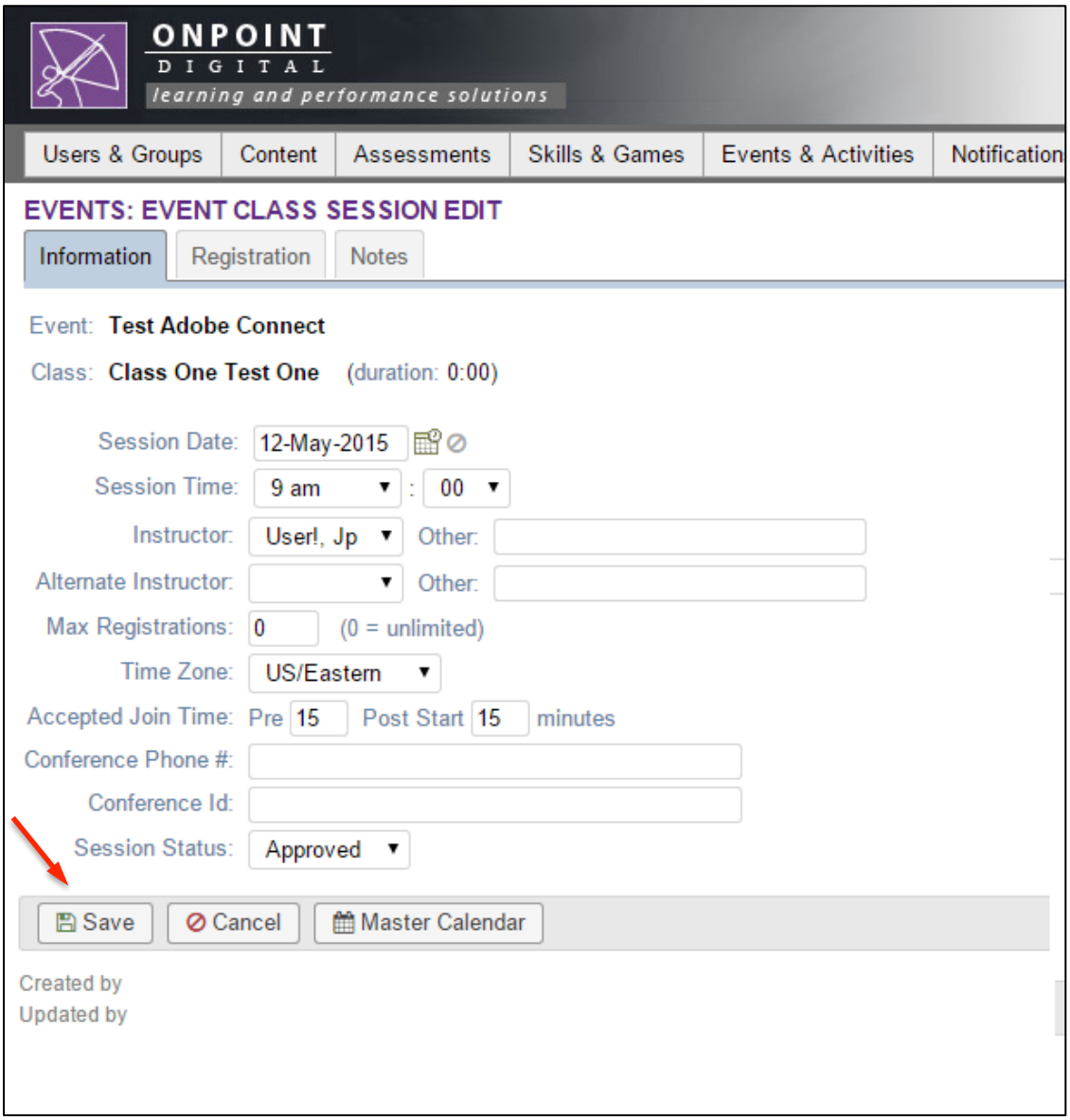
Submit event session to Adobe Connect

As noted above, nothing different must be done to complete the event, class and session creation process than usual. Once the "Event Class Session Edit" page is saved, the information is automatically sent to Adobe Connect to set up the webinar. Remember that a valid Instructor must be selected when creating an Adobe Connect Session. The default Instructor for the event can be set at the Class level or it can be edited manually as each Session is created.

> **Note:** Once an Adobe Connect session has been saved, it cannot be edited in the LMS. If the date, time, or Instructor is incorrect, then a new session must be created and the old session deleted from both the LMS and Adobe Connect.



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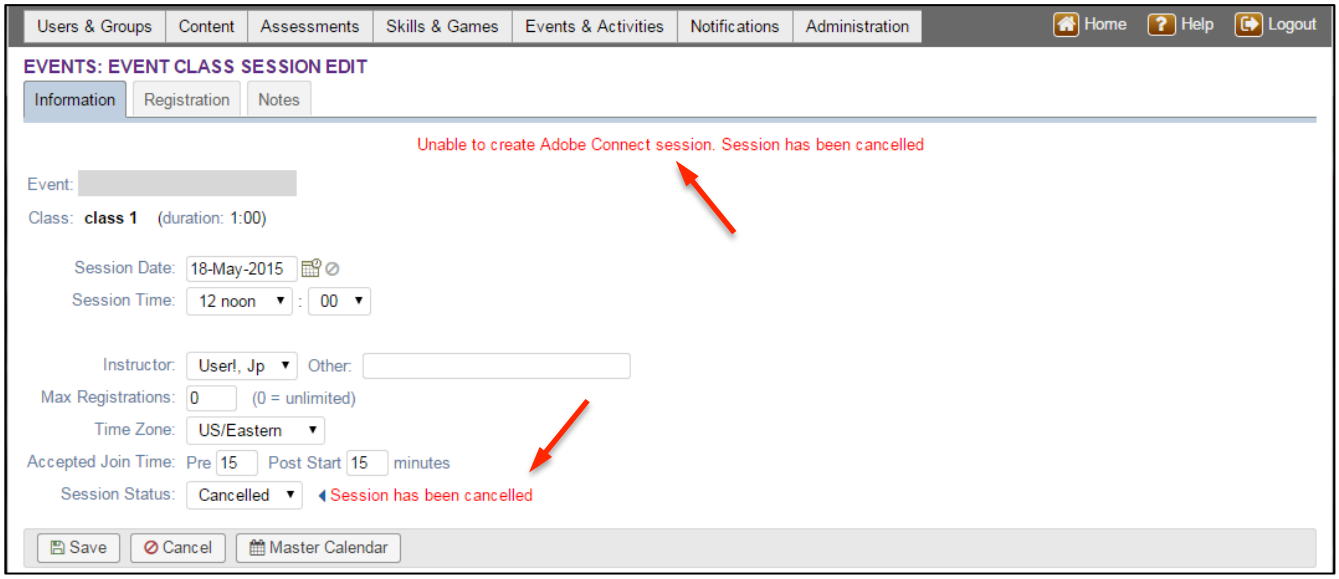
Note: When an Adobe Connect session is saved, it is immediately sent to Adobe Connect for creation on the Adobe account. If there is an error or problem while creating the Session in Adobe Connect, the process will stop and the session being created will be marked as cancelled.



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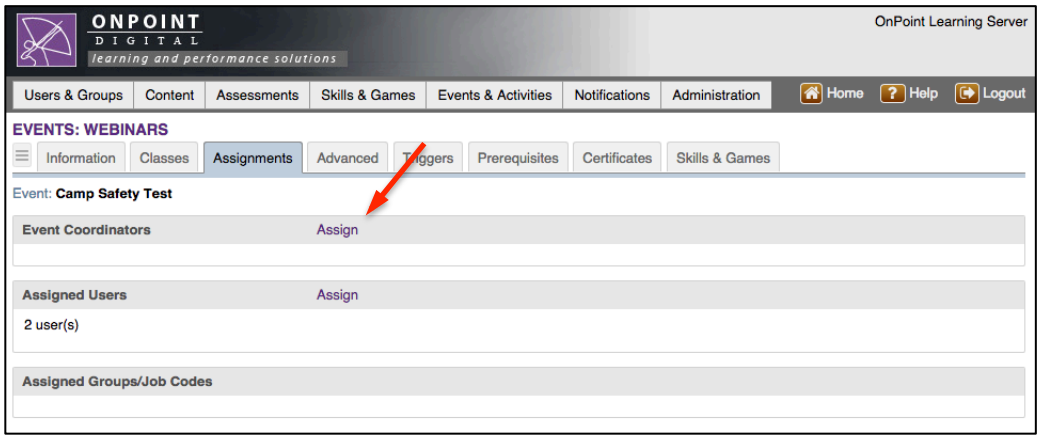
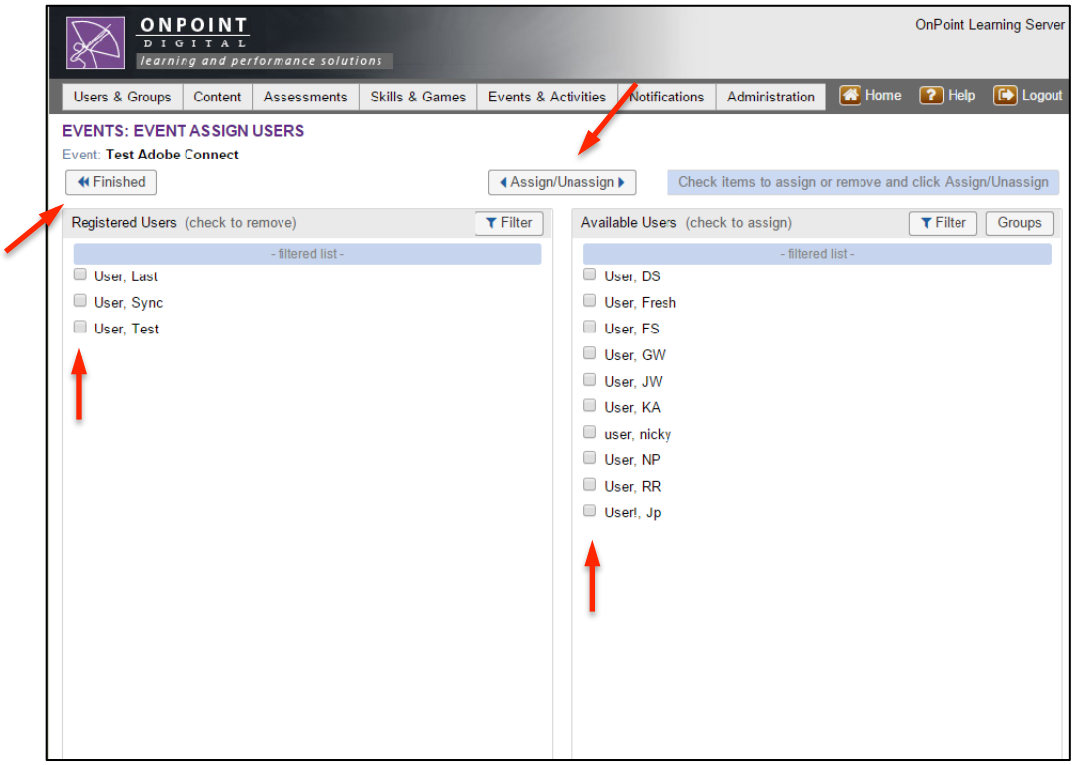
Section 3: Assign Users to Adobe Connect Webinar

Assign users to event

Once the event and its class(es) have been created and the session(s) have been saved, users can be assigned just as you normally would for any event. Click the Assign link for users under the Assignment tab.



Mark the users you wish to assign or unassign using the checkboxes and use the Assign/Unassign button to move your selections (Users to the left are registered and users to the right are available). Then click the Finished button. Alternatively, wait for any automatic assignments to occur (through an import or via self-registration, depending on how your event registrations are set up to happen in the LMS).



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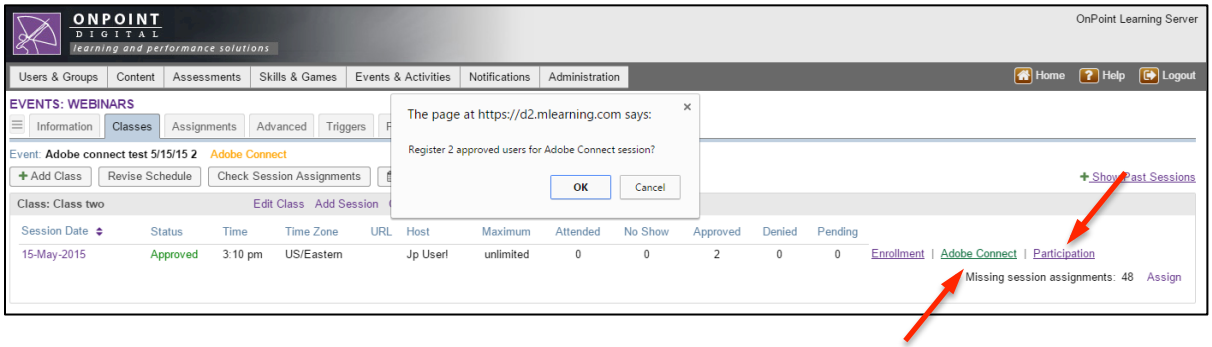
Assign users to session

Users are assigned to a session through the usual methods depending on how the defaults in the LMS are set up. A user can be assigned to a session automatically, or an administrator can assign the session manually, or the user can self-assign a session if one is available.

Register user for Adobe Connect webinar via “Push”

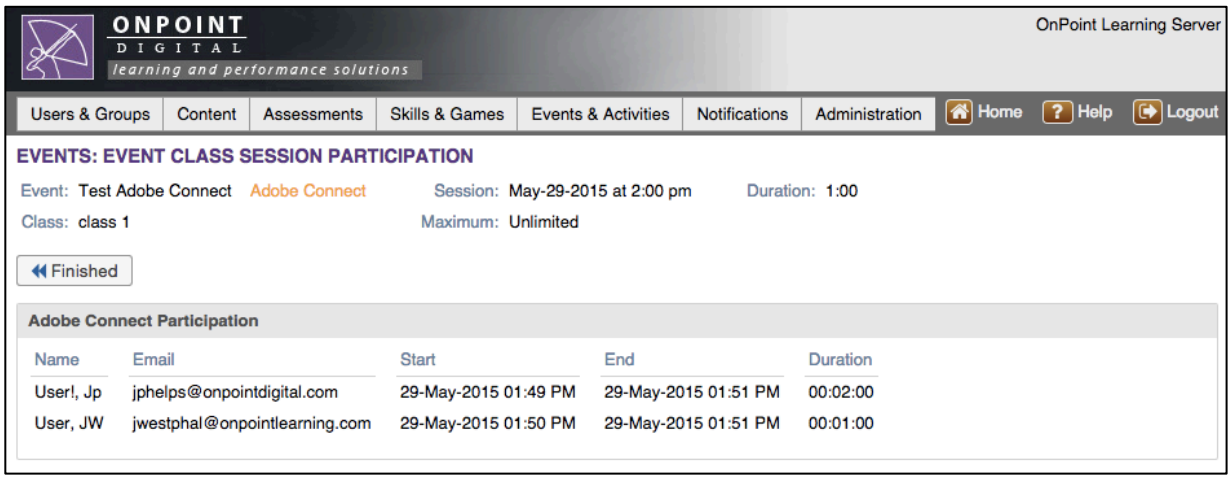
When a user is assigned to an Adobe Connect session (regardless of which method above is used), the LMS immediately pushes the registration information to the Adobe Connect platform. No further action is usually required to set up an event and to assign users to it for participation. Additionally there is a button for each session to “push” new registrants to the Adobe Connect platform.

Under the Events’ Classes tab, there will be two links to the right of each session, “Adobe Connect” and “Participation”. Clicking the “Adobe Connect” link will immediately send any new registrants for that session to Adobe Connect.



View Adobe Connect attendance via “Participation”

Hourly automated polling is also occurring for inbound information, where the LMS is watching for new webinar attendance information made available from Adobe Connect. The “Participation” link allows you to view the user attendance information and attendance duration for the Adobe Connect event as reported back to the LMS from the Adobe Connect platform. Users who participate in the Adobe Connect webinar are marked as attended in the LMS regardless of whether the user joined the webinar from the link in Content Viewer through the LMS or by directly logging into the Adobe Connect meeting from outside the LMS.



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Section 4: Start Adobe Connect Webinar

Instructor starts Adobe Connect webinar through OPPortal

The Instructor of the Adobe Connect event can start their Adobe Connect session by going through the Event Attendance link on their OPPortal.

Clicking on the Event Attendance link will give the instuctor a calendar view of the event sessions that they are set to instruct, whether they are Adobe Connect or not. Once an instructor clicks into an Adobe Connect session that they instruct, they can see the users currently registered for the event and have access to the Start Adobe Connect link at the bottom of the Attendance list.

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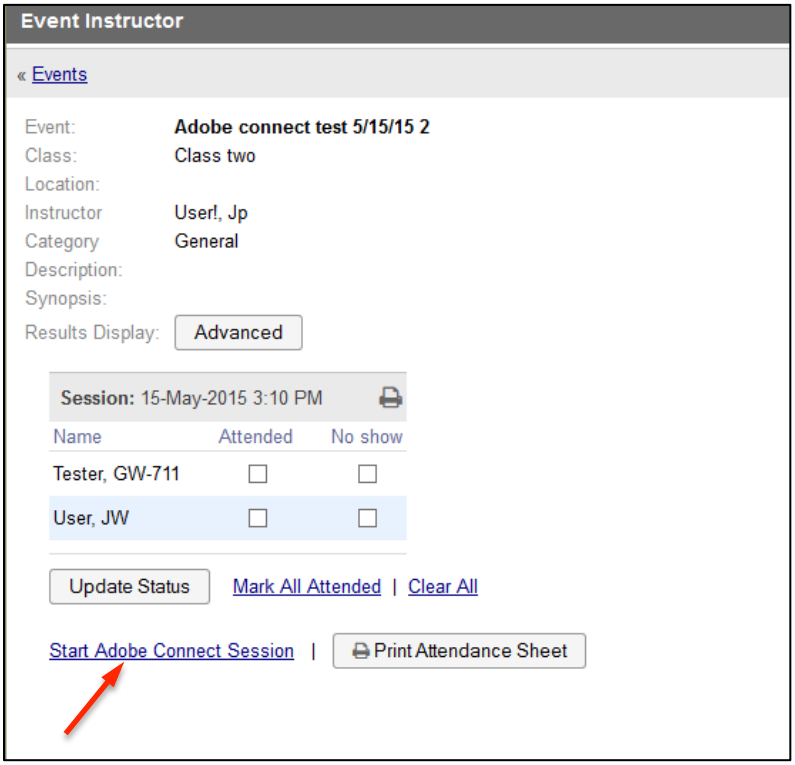
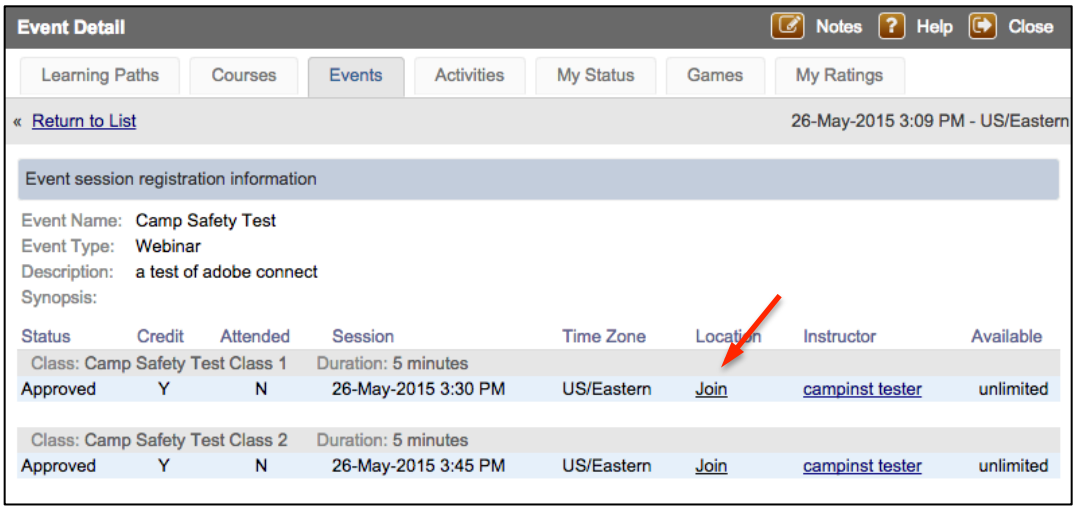


User joins Adobe Connect session through OPPortal

Through the OPPortal, assigned users can select the event from their assigned events calendar. The class sessions for the event will be listed. Under the location column, a "Join" link is provided for the user to join the webinar. The join times still apply in that a user must join the event in the timeframe specified by that specific session of the event (usually 15 minutes before to 15 minutes after the start of the event). If the user clicks the join link in that timeframe, then they are sent to the Adobe Connect site and logged into that session of the Adobe Connect event on the Adobe Connect server.



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