



Admin Panel for MEETS

User Guide

The MEETS Admin Panel

Thank you for choosing CirQlive's Media Enhanced Education & Training Suite (MEETS), the Online Live Education Platform. This platform will enhance, organize and facilitate your online live education experience.

The platform enables integration of Web Conferencing into your Learning Management System, along with the management and organizational tools needed to create a complete solution for online live education.

The platform is a SaaS requiring no installation, connecting to your LMS via the LTI standard created by IMS Global.

CirQlive has assigned you a URL and temporary password giving you access to your MEETS administration panel.

The administration panel provides you with the data needed for creating and managing MEETS instances for your LMS.

Overview

- Navigating the MEETS Admin Panel
- Creating a MEETS integration instance for your LMS
- Advanced MEETS instance settings
- Creating and managing administrators for your MEETS Admin Panel
- WebEx SAML SSO and automatic host provisioning settings
- MEETS Usage Statistics

Navigating the MEETS Admin Panel

You can navigate the different sections in the MEETS Admin Panel by using the tab menu on the top of your browser



Manage administrator accounts

Manage MEETS instances for your LMS

Configure your web conferencing account SSO and auto-host provisioning

View MEETS usage statistics

Creating a MEETS integration instance for your LMS

The LTI connections tab allow you to create and manage MEETS instances.

Each MEETS instance has its unique key and secret, which you can use to connect that MEETS instance to your Learning Management System.

Important: Do not use the same instance for two separate platforms, as it will cause a database conflict.

You can create a number of MEETS instances. You can use each instance for your various platforms (test, production,...).

You can configure a different set of settings and user permissions for each MEETS instance.

Creating a MEETS instance

Click the LTI connection tab

1.

- Give your platform a name (dev, test, etc)
- Enter the LMS URL (optional)
- And choose the LMS

Creating a MEETS instance

The screenshot shows the CirQLive admin interface at `https://.cirqlive.com/admin/connections.exe`. The user is logged in as **Nachman Sci**. The interface has a navigation bar with tabs for Administrators, LTI Connections, Conferencing Accounts, and Usage Statistics. The main content area is a form for creating a new connection. It has four columns: Name, Host Platform URL, Host Platform Type, and Settings. The Name field contains "enter the name", the Host Platform URL field contains "your LMS URL (optional)", and the Host Platform Type dropdown is open, showing options: Please select, Blackboard Learn, Canvas, Desire2Learn / Brightspace, Moodle, Other, and Totara. The Settings column contains a row of icons: a person, a person with a camera, a person with a camera and a document, a document, a pencil, and a red X. A blue arrow points to the third icon (person with camera and document). On the right side, there is a Legend section with a list of icons and their corresponding descriptions.

Name	Host Platform URL	Host Platform Type	Settings
enter the name	your LMS URL (optional)	Please select: Blackboard Learn Canvas Desire2Learn / Brightspace Moodle Other Totara	

Legend

- Require host platform to be secured by HTTPS with TLS
- Do not require host platform to be secured by HTTPS with TLS
- Allow instructors to substitute for others by joining conferencing events as the host
- Allow instructors with the ability to substitute to also schedule events on behalf of others
- Allow students to use their own conferencing accounts to schedule events (student collaboration platform)
- Enable users to access recordings taken in conferencing events
- Enable users to access the file management platform
- Edit
- Delete
- Access information on how to attach a connection to your host platform
- View usage statistics for a connection
- Manage conferencing accounts
- Save
- Discard
- More information (after an error has occurred)
- Retrv (after an error has occurred)

2.
Default settings for a standard teaching platform.
All icons highlighted but 3rd from left

Creating a MEETS instance

3. Click the “set” Icon.
 You will receive the LTI info for setting up the platform in the LMS.
 You can retrieve that info from the “link “ icon  (that appears upon saving) at any time.

Legend

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- Save
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- More information (after an error has occurred)
- Retrv (after an error has occurred)

NOTE: You can create a number of instances. You can use each instance for your various platforms (test, production, ...). Do not use the same instance for 2 separate platforms, as it will cause a database conflict.

Advanced MEETS instance settings

The Admin Panel allows you to configure the following settings for each MEETS instance:

- HTTPS LMS site settings
- MEETS User Permissions
- Additional settings

Advanced MEETS settings

Name	Host Platform URL	Host Platform Type	Settings
 [redacted].com	[redacted].com	+ Blackboard Learn	         
 [redacted].com	[redacted].com	Moodle	         
 [redacted].com	[redacted].com	Canvas	         



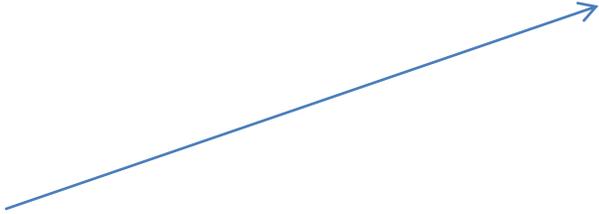
HTTPS LMS site settings

-  Do not require host platform to be secured by HTTPS with TLS
-  Require host platform to be secured by HTTPS with TLS

Advanced MEETS settings

Name	Host Platform URL	Host Platform Type	Settings
 [redacted].com	[redacted].com	+ Blackboard Learn	         
 [redacted].com	[redacted].com	 Moodle	         
 [redacted].com	[redacted].com	 Canvas	         

MEETS User Permissions



-  Allow instructors to substitute for others by joining conferencing events as the host
-  Allow instructors with the ability to substitute to also schedule events on behalf of others
-  Allow students to use their own conferencing accounts to schedule events (student collaboration platform)
-  Enable users to access recordings taken in conferencing events
-  Enable users to access the file management platform

Advanced MEETS settings

Name	Host Platform URL	Host Platform Type	Settings
 [redacted].com	[redacted].com	+ Blackboard Learn	         
 [redacted].com	[redacted].com	Moodle	         
 [redacted].com	[redacted].com	Canvas	         

Additional Settings

-  Edit this MEETS instance
-  Delete this MEETS instance
-  Access LTI instructions for connecting this MEETS instance to your LMS
-  View Usage Statistics for this MEETS instance
-  Manage conferencing accounts, SSO and auto-host provisioning settings for this MEETS instance

Creating and managing Administrators

The Admin Panel allows you create and manage additional administrators to access your MEETS Admin Panel.

You can assign a different permission set for each administrator needing to access the MEETS admin panel.

Admin Panel Administrators

Click the Administrators tab



Email address		Name	Permissions
<input type="text" value="Email Address"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	     

Enter the administrator's email address and name

Select the permission set for this administrator

Click Save

Legend

-  Manage other administrator accounts (this page)
-  Manage LTI connections (instances)
-  Manage conferencing accounts and single sign on
-  View site statistics and data
-  Edit
-  Delete
-  Save
-  Discard

Admin Panel Administrators

Administrators | LTI Connections | Conferencing Accounts | Usage Statistics | Logged in as Nachman Sch

Email address	Name	Permissions
<input type="text" value="Email Address"/>	<input type="text" value="First Name"/> <input type="text" value="Last Name"/>	

Legend

- Manage other administrator accounts (this page)
- Manage LTI connections (instances)
- Manage conferencing accounts and single sign on
- View site statistics and data
- Edit
- Delete
- Save
- Discard

You can select the following Permissions for each administrator account

- Permission to manage other administrator accounts (this page)
- Permission to manage MEETS instances
- Permission to manage conferencing settings and SSO settings with MEETS
- Permission to site statistics and data for MEETS instances

WebEx SSO and automatic host provisioning settings

If Single-Sign-On (SAML) is enabled on your WebEx site, you will need to configure your MEETS LTI instance to connect to your WebEx site using SSO.

MEETS can also automatically provision WebEx accounts for users accessing MEETS without a WebEx account.

You can configure these settings under the Conferencing Accounts tab.

WebEx SSO

Click the Conferencing Accounts tab



Administrators | LTI Connections | **Conferencing Accounts** | Usage Statistics | Logged in as Nachm

Sitewide Settings
Per-Connection Settings

Select "Sitewide Settings"

Configure Authentication for

- WebEx Meeting Center
- WebEx Training Center
- WebEx Event Center

- The current configuration is valid (assuming a compatible configuration is in place on the conferencing service).
- Authentication will use the Credentials-Per-User system. Each user individually will require their own username and password in order to be authenticated.
- The option to have MEETS automatically provision conferencing accounts is available with the current configuration (assuming a compatible configuration is in place on the conferencing service).

Clear Configuration | Edit Configuration



Click Edit Configuration

WebEx SSO

Enter your Administrator WebEx Username and Password
(Note that this is the un and pw that is used to log in to your WebEx site url of:
https://yoursite.webex.com/admin)

Select if you have SAML SSO enabled on your WebEx site. This will open the WebEx SSO settings

WebEx SSO

The WebEx SSO settings will open if have selected to enable WebEx SSO.

Administrators | LTI Connections | Conferencing Accounts | Usage Statistics | Logged in as Nachn

Sitewide Settings

Per-Connection Settings

Configure Authentication for

- WebEx Meeting Center
- WebEx Training Center
- WebEx Event Center

Administrator Credentials

Username: _____

Password: _____

Unmask

Use WebEx SSO (SAML 2.0) for Singular Authentication: Disabled (users each have their own username and password specific to WebEx) Enabled (users are logged in to WebEx automatically via a central portal)

WebEx SSO Configuration

SAML Private Key (must be the same key used by Identity Provider to sign assertions):

→

The following configuration must match your WebEx SSO configuration precisely.

WebEx SAML Issuer (SP ID): _____

Issuer for SAML (IdP ID): _____

NameID Format:

AuthnContextClassRef: _____

My WebEx site is configured to automatically create accounts ("Auto Account Creation" in SSO is checked)

First, enter the SAML Private Key which corresponds to the public key stored on your WebEx site.

WebEx SSO

In order to retrieve your WebEx site's SSO credentials, login to your WebEx site and access the WebEx Site Administration section. Select "SSO Configuration" from the menu on the left of your screen.

Copy the WebEx SSO Configuration credentials, and paste them into the corresponding fields on the MEETS Account Provisioning Settings page.

The screenshot shows the 'Site Administration' page for 'SSO Configuration'. The left sidebar contains navigation links: Home, Manage Site (Site Settings, Tracking Codes, Company Addresses, Email Templates, Meetings in Progress, SSO Configuration), Manage Users (Add User, Edit User List, Import/Export Users, Edit Privileges, Send Email to All), Session Types (Add Custom Type, Session Type List), Assistance (Help), and Log out. The main content area is titled 'Federated Web SSO Configuration'. It includes a 'Federation Protocol' dropdown set to 'SAML 2.0', an 'SSO Profile' section with radio buttons for 'SP Initiated' (selected), 'AuthnRequest Signed', and 'IdP Initiated', and a 'Target page URL Parameter' dropdown set to 'TARGET'. Below these are several text input fields: 'WebEx SAML Issuer (SP ID):' with value 'http://www.webex.com', 'Issuer for SAML (IdP ID):' with value 'https://saml.cirqlive.com/saml2/idp/metadata.php', 'Customer SSO Service Login URL:' with value 'https://saml.cirqlive.com/saml2/idp/SSOService.php', 'NameID Format:' with a dropdown menu showing 'Email address' and a value 'urn:oasis:names:tc:SAML:2.0:ac:classes:Password', and 'Customer SSO Service Logout URL:' with value 'https://saml.cirqlive.com/saml2/idp/SingleLogoutService.php'. There are also checkboxes for 'Single Logout' and 'Auto Account Creation' (checked). A red box highlights the 'Auto Account Creation' checkbox. A blue arrow points from the 'NameID Format' dropdown in the screenshot to the 'NameID Format' field in the second screenshot.

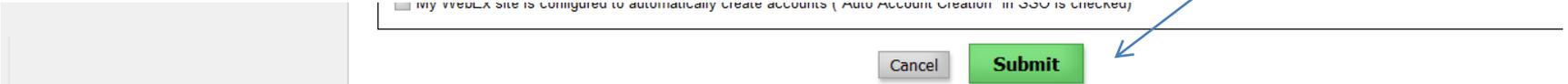
This partial screenshot shows the 'Authentication for' section of the MEETS Account Provisioning Settings page. It lists three authentication providers: 'WebEx Meeting Center', 'WebEx Training Center', and 'WebEx Event Center'. Below this, there are several empty text input fields. A status bar at the top right indicates 'Logged in as Nachn...'. A note below the providers states: 'Users each have their own username and password specific to WebEx. Users are logged in to WebEx automatically via a central portal)'. There is also a section for 'Sign assertions:' with a large empty text area.

Note: If your organization uses anything other than "Email address" for "NameID Format", please notify CirQlive tech support (tech-support@cirqlive.com) or your CirQlive account executive.

This screenshot shows a configuration summary for the WebEx SSO integration. A blue question mark icon is followed by the text: 'The following configuration must match your WebEx SSO configuration precisely.' Below this are several fields: 'WebEx SAML Issuer (SP ID):' with a green bar, 'Issuer for SAML (IdP ID):' with a blue bar, 'NameID Format:' with a dropdown menu set to 'Unspecified', and 'AuthnContextClassRef:' with a purple bar. At the bottom, there is a checkbox labeled 'My WebEx site is configured to automatically create accounts ("Auto Account Creation" in SSO is checked)' which is checked and highlighted with a red box. A 'Submit' button is visible at the bottom right.

WebEx SSO

After checking that your WebEx Administrator and SSO credentials on the MEETS Conferencing Accounts page match your WebEx SSO credentials in your WebEx Site Administration section, click the “Submit” button to save your settings.



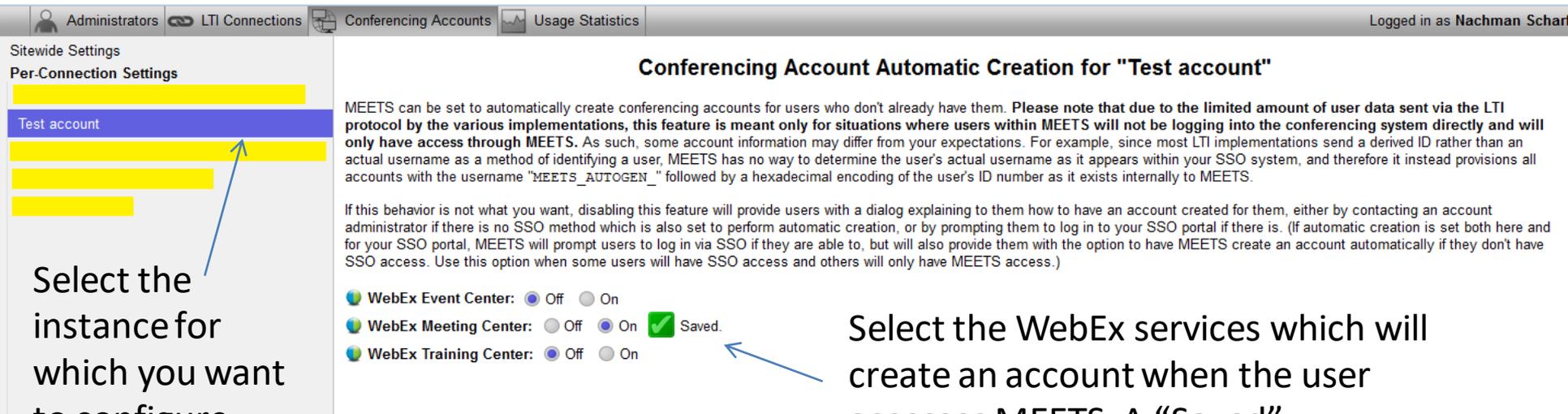
My WebEx Site is configured to automatically create accounts (Auto Account Creation) (SSO is checked)

A blue arrow points to the green Submit button.

WebEx SSO

MEETS can automatically provision WebEx accounts for your users (which can work in certain environments as described in the platform screen capture below).

Once you have configured your WebEx Administrator credentials and SAML SSO details (if applicable) in the Sitewide Settings, you can select which MEETS instances will automatically create conferencing accounts for users accessing them.



Select the instance for which you want to configure automatic host provisioning

Select the WebEx services which will create an account when the user accesses MEETS. A "Saved" confirmation appears when you make a change to these settings.

MEETS Usage Statistics

MEETS provides you with usage statistics for both your whole MEETS site, as well as for each MEETS instance individually.

The Usage Statistics tab allows your administrators to easily access your MEETS usage data.

MEETS Usage Statistics

View statistics for your whole MEETS site...

...or select and instance to view statistics for that MEETS instance

Click the Usage Statistics tab

Usage Statistics for [redacted]

Basic information

- Number of users: 86
- Number of times users have logged in: 3087
- Most recently accessed: 11:03 PM, Tuesday, September 1, 2015 UTC
- Number of conferencing accounts: 45
- Number of courses: 31

Events

- Number of events in the past: 1116
- Most recent event: 2:20 PM, Wednesday, September 2, 2015 UTC
- Number of past events which were actually joined: 202
- Most recent joined event: 2:20 PM, Wednesday, September 2, 2015 UTC
- Number of events currently ongoing: 0
- Number of events scheduled to be held in the future: 30
- Next event: 3:25 PM, Thursday, September 3, 2015 UTC
- Total number of events: 1146

Permissions

- Number of users who are teachers in at least one course: 42
- Number of users who are students in at least one course: 43
- Number of users who are administrators in at least one course: 18

Content section for platforms with the MP4 converter

If your CirQlive solution also offers MP4 conversion, the converted files can be found on the “Content” section of the MEETS admin panel. (The links to those files are in the MEETS integration platform in the course page).

You can delete the files from here by selecting the file, and clicking on the delete button. Please pay attention to your storage quota, and if needed, purchase more storage to assure continuity of the service.

These MP4 files are stored on the CirQlive storage, and not on WebEx. The original ARF files are on WebEx.

Please note that if you have the WebEx service of CMR Cloud, then all Meeting Center recordings are natively in MP4, and are stored on the WebEx server. The conversions will apply to Training Center and Event Center. If you do not have CMR Cloud, then also Meeting Center recordings will be converted.



The screenshot shows the MEETS Site Administration interface. The top navigation bar includes links for Administrators, LTI Connections, Conferencing Accounts, Usage Statistics, and Content. The Content section is active, displaying a storage usage indicator: "Storage Used Locally: 4.75 GB / 30 GB". Below this is a table of files with columns for ID, File, Size, User, Status, and Last Modified. The table contains five rows of data, including files with IDs 45, 44, 42, 41, and 38. A red box highlights the storage usage indicator and the top of the table. A status bar at the bottom of the table indicates "0 file(s) selected."

ID	File	Size	User	Status	Last Modified
45	Understanding SAML-20160727 0849-1.arf	117.05 MB	Nac	Stored Locally	2016-07-27 15:29:36
44	Understanding SAML-20160727 0849-1.mp4	23.17 MB	Nac	Stored Locally	2016-07-27 13:55:27
42	Abstract Data Structures Conclusion - Part 3-20160725 1733-1.mp4	34.4 MB	Nac	Stored Locally	2016-07-25 23:46:16
41	Abstract Data Structures Conclusion - Part 3-20160725 1733-1.arf	180.41 MB	Nac	Stored Locally	2016-07-25 23:14:20
38	Abstract Data Structures Conclusio			Stored Locally	2016-07-25 00:25:09

Important notes for setting up WebEx

Some WebEx sites have a field to white-list sites connecting with WebEx. If your WebEx site has this setting (Site Admin> Site Settings> Common> Allow the following URL domain names), you will find that webex.com appears in this window. After webex.com, enter a comma and then enter your CirQlive domain in the window. Your domain is typically : company.meets.cirqlive.com
This will allow WebEx to work with your integration platform



Site Administration

Site Settings for: Common

Select Common for settings that apply to more than one service
Select a service for settings that are specific to one service

Automatically end meeting in 2 minutes

Include Host Key in host meeting emails (EC, MC and TC)

Share Folders: Hosts cannot share folders
 Hosts can share folders: With all

All shared folders must have a password
 Apply strong meeting password criteria

Other: Require attendee email address (MC and TC)
 All Access Anywhere sessions must use strong meeting password criteria for access code
 Allow user to store personal information for joining meetings and call-back teleconference
 Allow individual hosts to reassign their recordings
 Allow attendee to join meetings from a WebEx node in another enterprise

Allow the following URL domain names: (Separate domain names with a comma. webex.com is always included.)

Top Navigation Bar Configuration

To configure the order of the buttons on the navigation, select an item and click the Move Up or Move Down button.

Important notes for setting up WebEx Cont.

The integration allows students to access the login button 15 minutes to the session to enable the session to begin timely.

Some WebEx sites have this ability turned off by default in the admin panel. Please assure you click “Allow attendees to join before host” to enable this functionality



Site Administration

Home

Manage Site
[Site Settings](#)
[Tracking Codes](#)
[Company Addresses](#)
[Email Templates](#)
[Meetings in Progress](#)

Manage Users
[Add User](#)
[Edit User List](#)
[Import/Export Users](#)
[Edit Privileges](#)
[Send Email to All](#)

Site Settings for: Common

Select Common for settings that apply to more than one service
Select a service for settings that are specific to one service

Make all sessions encrypted

Set scheduler default privacy setting to: Unlisted Listed

- All sessions must have a password
- Allow attendees or panelists to join before host (EC, MC and TC)
 - The first attendee to join will be the presenter (MC only)
 - Allow attendees or panelists to join teleconference before host (EC, MC and TC)
- Require strong passwords for meetings

Strong Meeting Password Criteria

- Require mixed case