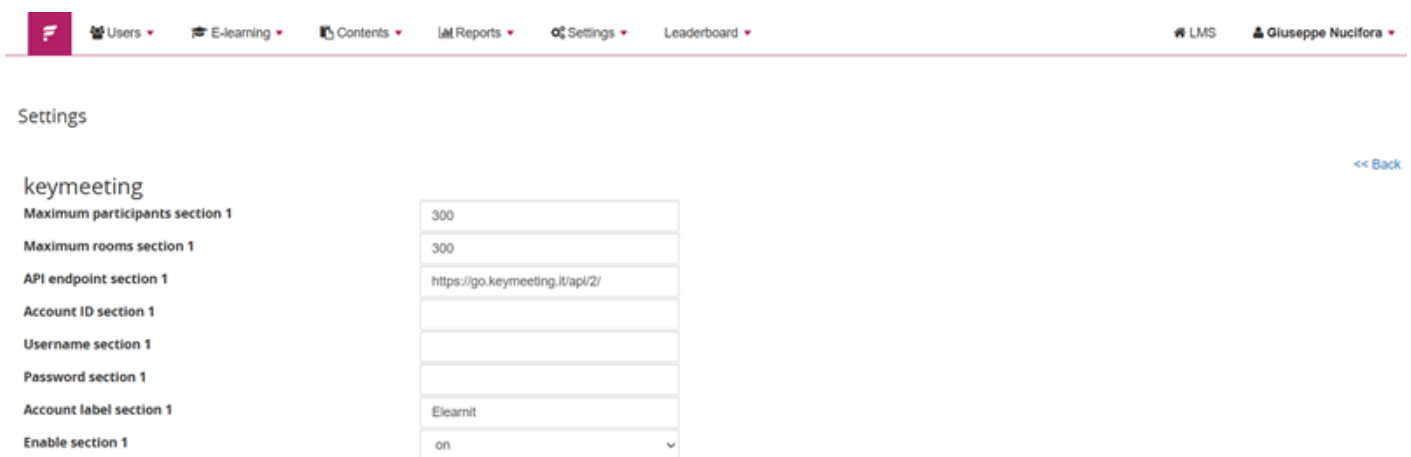


Key Meeting

The plugin allows the integration between the FormaLms eLearning platform and the [Key Meeting](#) video conferencing cloud service: it allows instructors to create virtual rooms directly from courses and manage registrations in sync between the Forma database and the KeyMeeting room.

Plugin Settings

General Plugin settings are available from the administration plugins management section, where you have to fill in the API URL, your username and the API key and Secret Key provided by Keymeeting.



The screenshot shows the 'Settings' page for the 'keymeeting' plugin. The top navigation bar includes links for Users, E-learning, Contents, Reports, Settings (active), and Leaderboard. The user 'Giuseppe Nucifora' is logged in. The settings are organized into a table with two columns: the setting name and its value.

Setting Name	Value
Maximum participants section 1	300
Maximum rooms section 1	300
API endpoint section 1	https://go.keymeeting.it/api/2/
Account ID section 1	
Username section 1	
Password section 1	
Account label section 1	Elearnit
Enable section 1	on

How to fill in the settings

- **max participant:** this is the maximum number of participants in Forma. Of course, regardless of what you put here, it's your KeyMeeting account that manages this threshold
- **max room:** same as above: you can decide the maximum amount of learners in a room in Forma, but it's KeyMeeting that manages this.
- **API endpoint**> it's always <https://go.keymeeting.it/api/2/> (unless KeyMeeting changes it).
- **Account ID:** you are supposed to insert your username in numeric form, KeyMeeting should give you that number. See below
- **Username:** it's the user name you are using to log in to your KeyMeeting account
- **Password:** it's the password of your KM account
- **Description:** it's a descriptive label

- **Enabled:** it should be set to “on”.

You can find your Account ID here, on your Keymeeting control panel:

The screenshot shows the 'Impostazioni Account' (Account Settings) page in the KeyMeeting interface. The page is divided into two main sections: 'Generale' (General) and 'Spazio disco' (Disk Space). The 'Generale' section contains fields for 'Il tuo username' (Your username), 'La tua pagina pubblica' (Your public page), and 'Il tuo link di accesso personalizzato' (Your custom access link). The 'Spazio disco' section shows 'Spazio disco' (Disk space) and 'Utilizzo: 12MB su 500MB' (Usage: 12MB of 500MB). The 'ID account' (Account ID) is highlighted with a red oval. The 'Ultimo Login' (Last login) and 'Data creazione' (Creation date) are also visible. The left sidebar contains navigation links: Dashboard, Sessioni, Registrazioni, Rubrica, Statistiche, and Aiuto. The top header shows the 'FORMA FARM' logo, a 'One-Click Meeting' button, and status indicators for 'Nessun meeting attivo' (No active meeting) and 'Benvenuto' (Welcome).

FORMA FARM One-Click Meeting Nessun meeting attivo Benvenuto

Impostazioni Account

Piano tariffario
KeyMeeting LIVE -

Capienza account
tenti

Scadenza account
169 giorni alla scadenza

Registrazioni
Utilizzo: 2 su 10

Spazio disco
Utilizzo: 12MB su 500MB

ID account

Ultimo Login

Data creazione

Generale

Il tuo username

La tua pagina pubblica è <https://go.keymeeting.it/public/>

Il tuo link di accesso personalizzato è <https://go.keymeeting.it/live/>

Inserisci un link personalizzato per accedere ai tuoi meeting ed alle registrazioni. Questo link verrà aggiunto all' URL di tutte le tue sessioni. Puoi anche modificarlo successivamente. Ricorda che al momento della variazione i vecchi link smetteranno di funzionare.

La tua password

La tua password deve avere: 6 o più caratteri, Caratteri maiuscoli e minuscoli, numeri, almeno un simbolo

Conferma Password

Managing Events

Event creation

KeyMeeting events will be created and managed from the “Video Conference” module in course teacher area, usually it should be located in the Student Area or Collaborative area: as a Teacher you must be able to manage events, but students must be able to attend.



STUDENT AREA

Course documents • Introduction • Announcements • Report card • **Video conference**

VIDEO CONFERENCE

CREATE

ACTIVE

HISTORY

Room name

Video conference system

Account

Start date

Hour:

Meeting duration

Max users allowed

Keymeeting	▼
account select	▼
0	▼
:	0
0	▼

The following information is required when creating and editing an event.

- Event Title: Add a title for the webinar
- Videoconferencing System: if multiple service providers are available, choose “Conference Keymeeting”
- Account: if multiple service accounts are available, choose the desired one
- Start Date: Date of the webinar
- Hour: Time of the new webinar
- Meeting Duration: duration in hours
- Max users allowed: max number of allowed participants

Role of the host

The meeting host is the Forma Lms account who creates the meeting, regardless if he’s a course administrator or a teacher (it depends on the menu permissions). It’s recommended to keep Keymeeting’s credentials handy, in order to launch the meeting if requested.

Deleting an event

You can only delete an event if it’s not expired

Enroll users to an event

The participants who can be selected for an event are among the users enrolled in the course with which the video conferencing function is associated.

1. In the event list, click the "User Approval".
2. A table will appear showing all users enrolled in the course.
3. Selection: Select the row of the users to be enabled.
4. Confirm: By clicking "Confirm", the system:
 - Saves the booking.
 - Sends the data to KeyMeeting to generate unique access links.
 - (Optional) Sends the invitation email with the direct link.

Please note that only users with an **associated** and **unique** email can be enrolled. Click on "user approval" to enrol users.

VIDEO CONFERENCE

Videoconference available rooms									
CREA	ACTIVE	HISTORY							
Video conference (System)	Start date	Meeting duration	State	Max users allowed	Available	Richieste di iscrizione	User approval	Edit	Delete
Evento:  demo Sistema: ConferenceSkyMeeting Host:	27-06-2023 15:45	1	 Host	30	25		 (5)		

Accessing an event with Single Sign On

Users will be able to access a meeting both from within a course or, if enabled, from the "videoconference tab" in the MyCourses area

Enter an event from the course

From the "active" TAB, learners will be able to access the meeting in **SSO**, **without having to insert** user and password. They just have to click on the Keymeeting icon

VIDEO CONFERENCE

CREA

ACTIVE

HISTORY

Videoconference available rooms

Video conference (System)	Start date	Meeting duration	State
Evento:  demo	27-06-2023 15:45	1	 partecipant skymeeeting
Sistema: ConferenceSkyMeeting			
Host:			

Videoconference TAB

If you enable the videoconference TAB you will also see the live events, the calendar and the past events on the top menu. You will also be able to access the meeting from there.

COMMUNICATIONS

E-LEARNING

VIDEO CONFERENCE

EVENTS LIVE 2

EVENT CALENDAR 0

PAST EVENTS SKYMEETING

HISTORY							
Video conference	System	Name	Start date	Date end	Hours	Max users allowed	Participants
test	ConferenceSkyMeeting		12-06-2023 19:00	12-06-2023 21:00	2	30	0
test	ConferenceSkyMeeting		12-06-2023 19:00	12-06-2023 21:00	2	30	0
Max demo	ConferenceSkyMeeting		13-06-2023 10:00	13-06-2023 12:00	2	30	0
prova	ConferenceSkyMeeting		15-06-2023 08:00	15-06-2023 10:00	2	30	0
demo	ConferenceSkyMeeting	Office	15-06-2023 14:00	15-06-2023 16:00	2	30	1

COMMUNICATIONS

E-LEARNING

VIDEO CONFERENCE

EVENTS LIVE 2

EVENT CALENDAR 0

PAST EVENTS SKYMEETING

LIVE								
videoconference	System	Name	Start date	Date end	Hours	Max users allowed	Participants	Enter
demo2	ConferenceSkyMeeting	Office	27-06-2023 16:15	27-06-2023 17:15	1	30	2	 Host

Report

The report allows you to track participation to the single session, displaying login and logout date and session duration. The log will be visible in the “History” button.

At the end of the event, in the History area of the Video Conference module, the administrator can view:

- List of attendees.
- Connection duration per individual user.
- Any error logs or activity tracking entries.

Revision #5

Created 2024-06-19 14:35:50 UTC by Lorenzo Polizzi

Updated 2026-08-08 08:37:39 UTC by Alberto Pastorelli