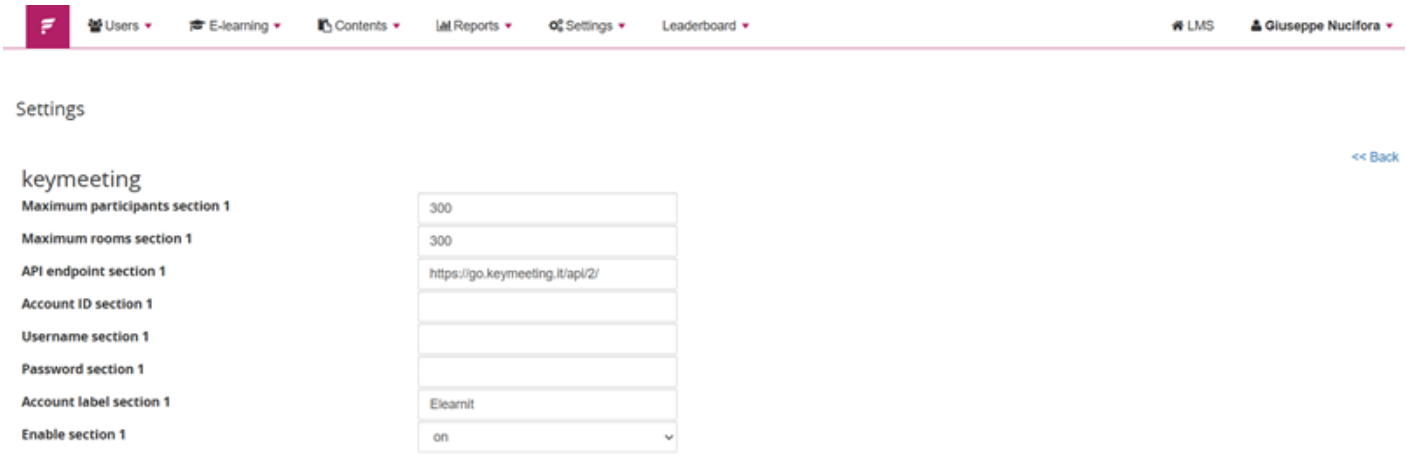
Key Meeting

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.

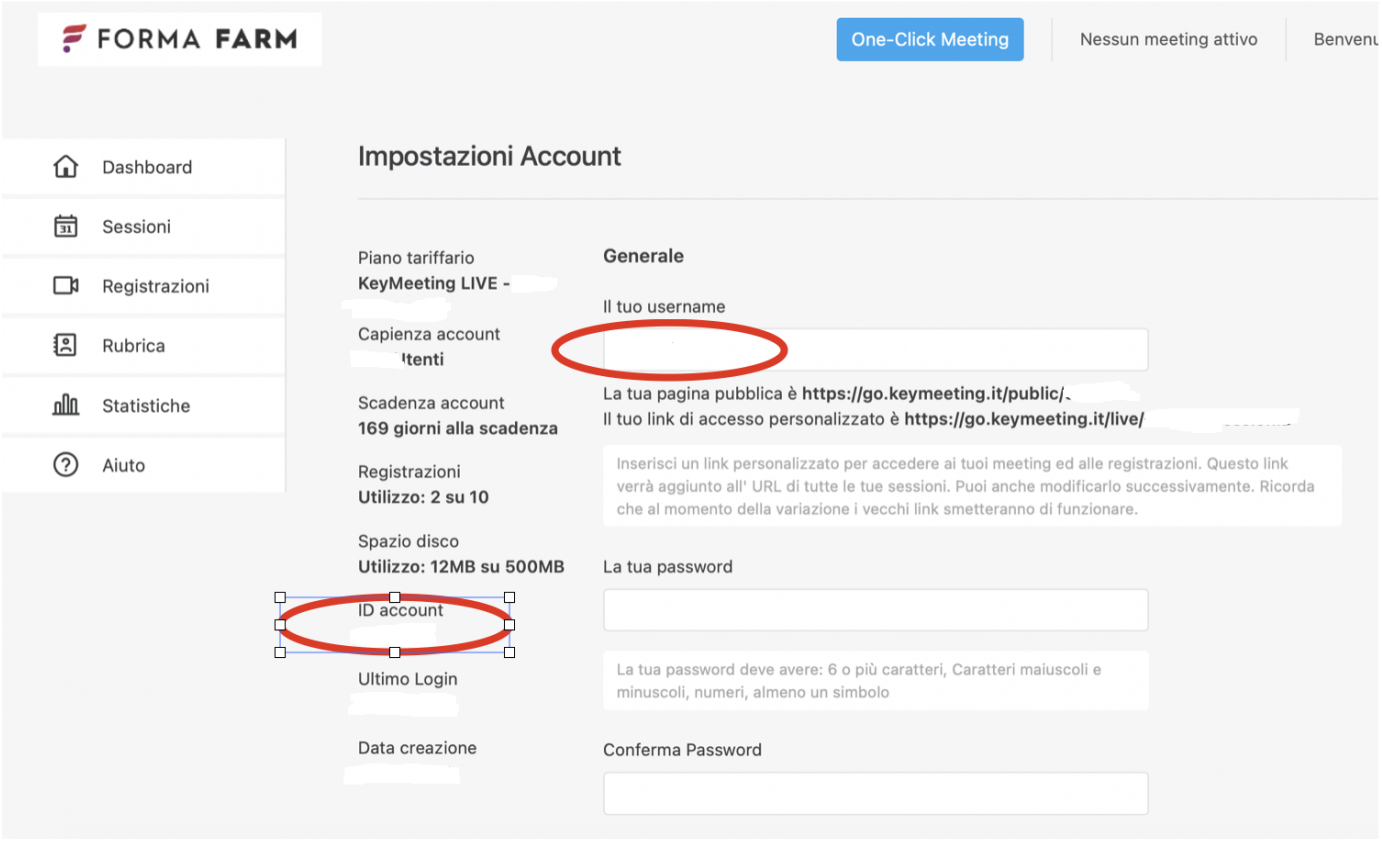


How to fill in the settings

- **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”.

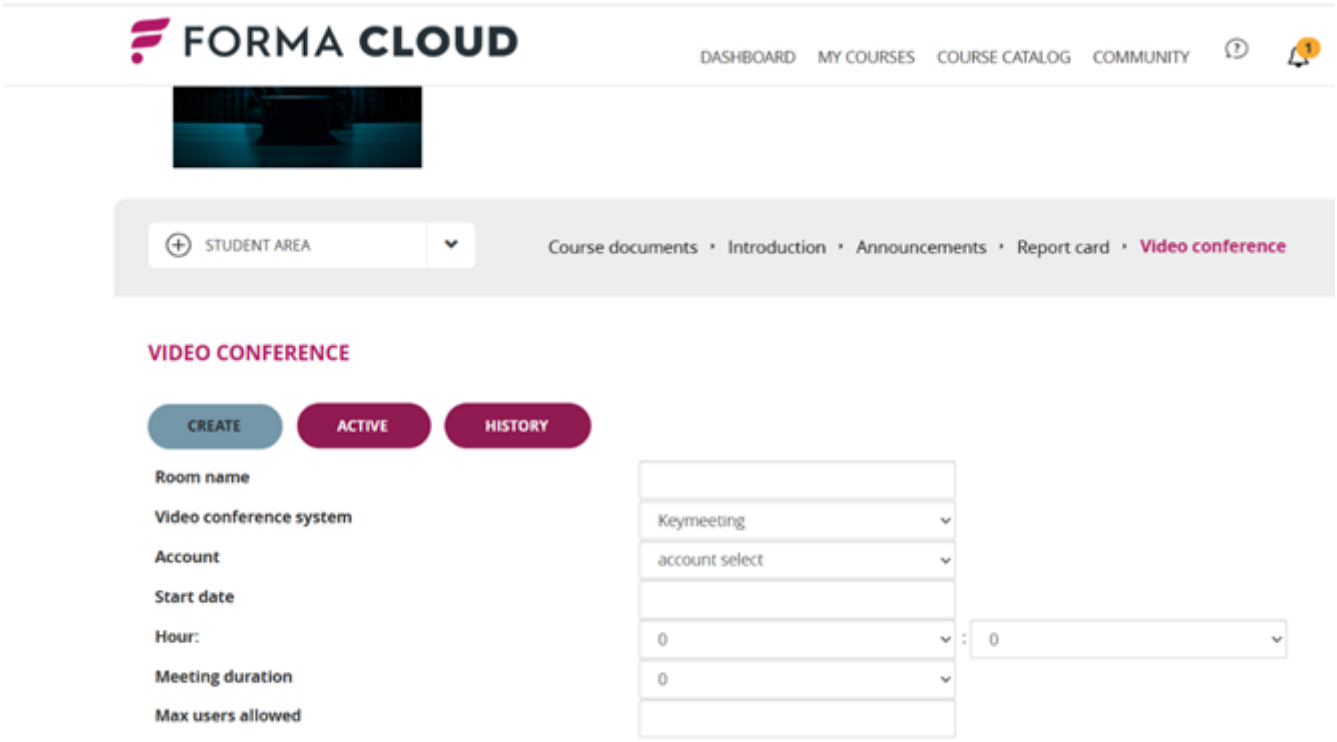
You can find your Account ID here, on your Keymeeting control panel:



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.



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

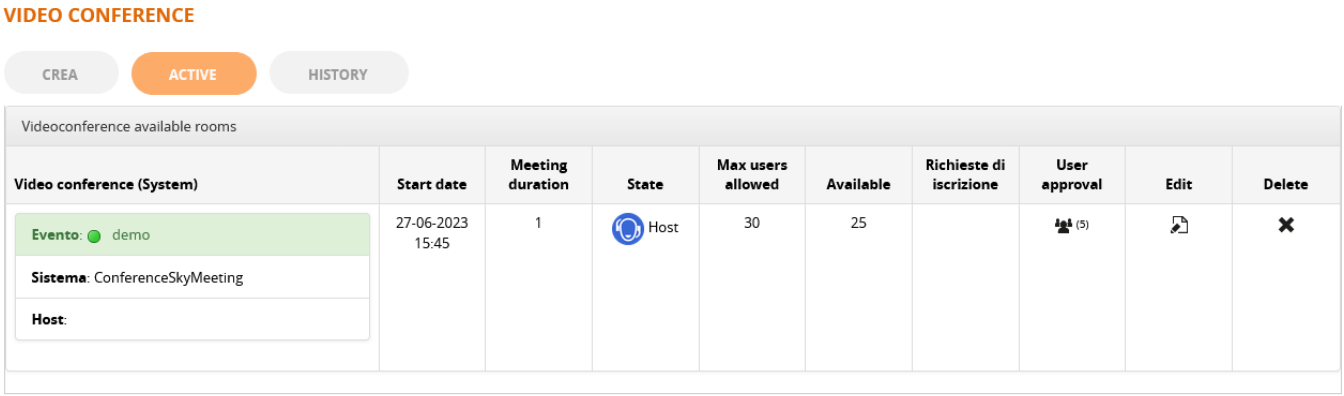
You can only delete an event if it’s not expired

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.

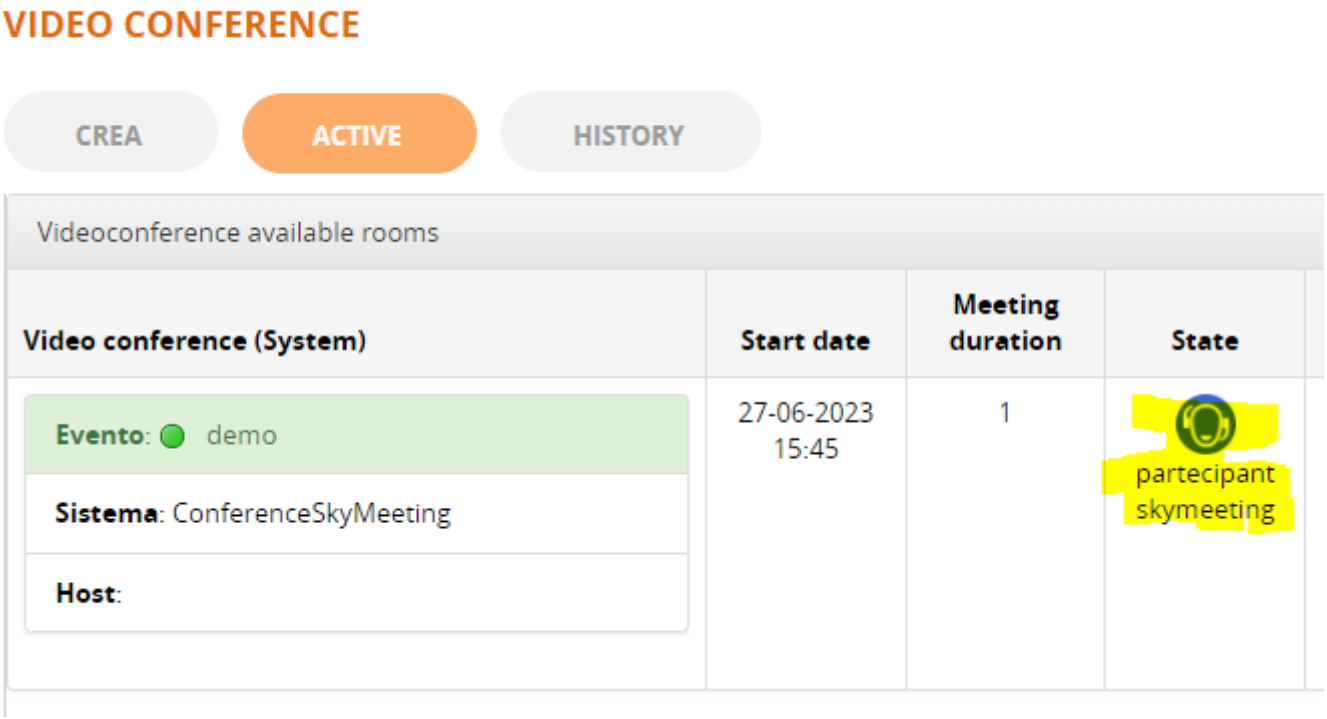


Accessing an event with Single Sign On

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

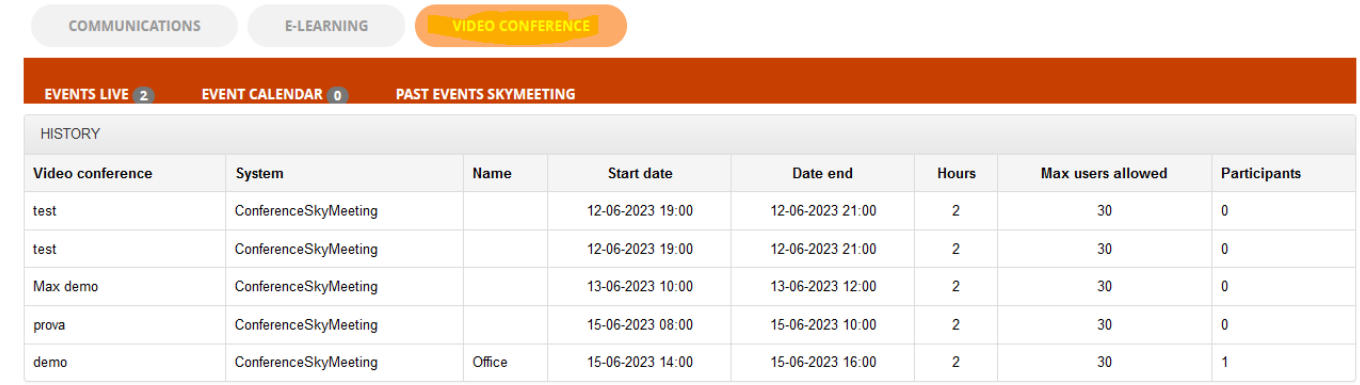
Enter an event from the course

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

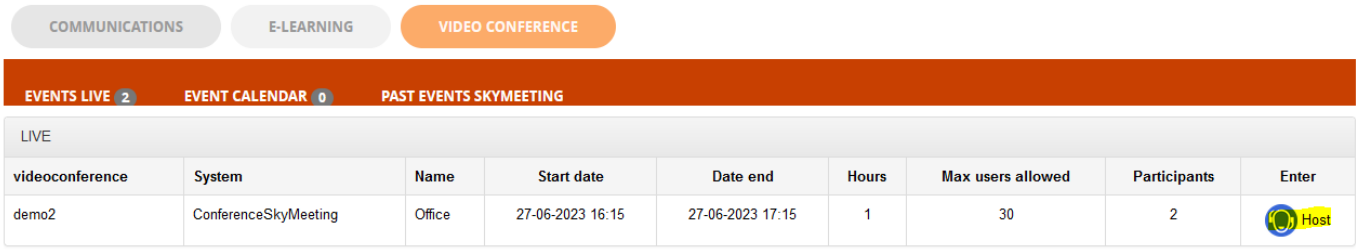


Videoconference TAB

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.



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



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