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What is Webcast Integration?

Webcast Integration is an add-on feature that allows organizations with a third-party webcast tool to communicate with LCVista to process user attendance and CPE calculations. If this is a feature that interests your firm, please contact a LCVista Representative for more details.

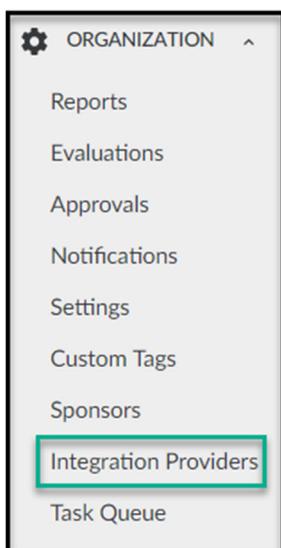
Compatible Webcast Tools

LCVista is compatible with the following webcast tool providers:

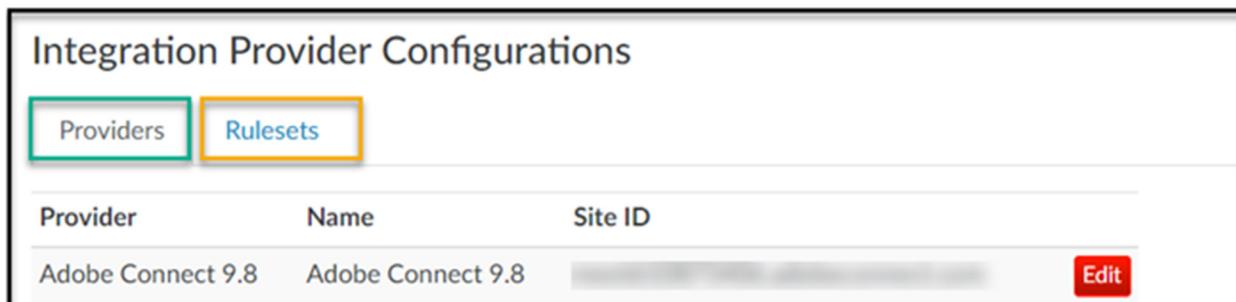
- Adobe Connect 9.8
- Webex Events
- On24
- GoTo (pending development)*
- Zoom (pending development)*

*LCVista is continuing to expand on this feature which is still pending integrations with GoTo and Zoom.

Integration Provider Configurations



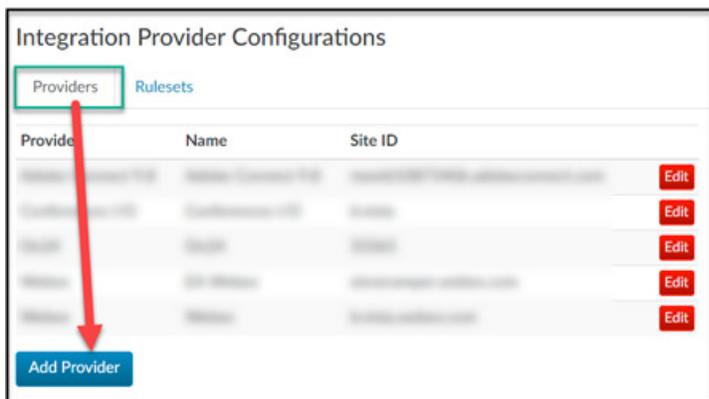
If this feature has been enabled for your firm, start this process by selecting the **Integration Providers** link at the bottom of the navigation menu. Clicking the Integration Providers option will take you into the Integration Provider Configurations page.



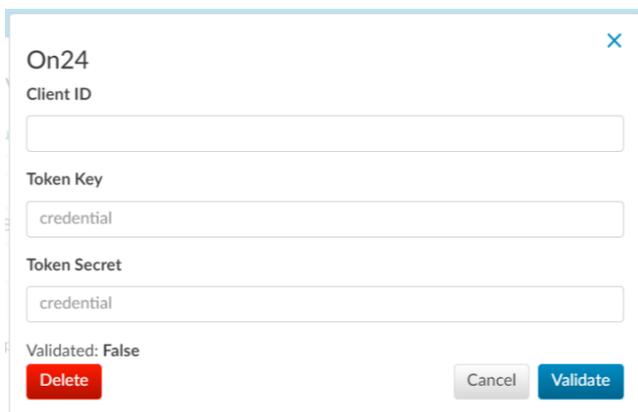
It is important that a few things are setup to start integrating your third-party webcast tool with LCVista:

1. Providers

LCVista is working to become compatible with a variety of different Webcast tool providers. Please reference the [Compatible Webcast Tools](#) section for more information on what webcast tool providers that are integrated with LCVista.



From the **Add Provider** button, enter your Webcast admin credentials. These credentials will be that of the credentials you use when logging in to your Webcast provider.

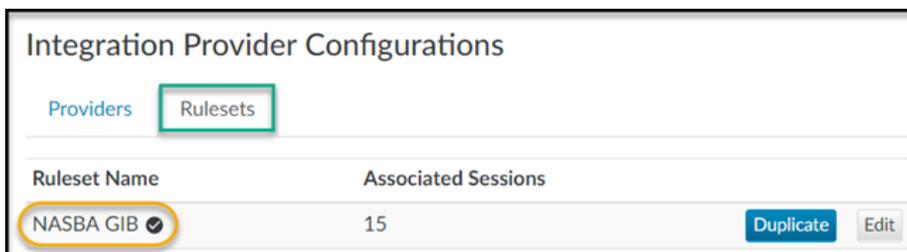


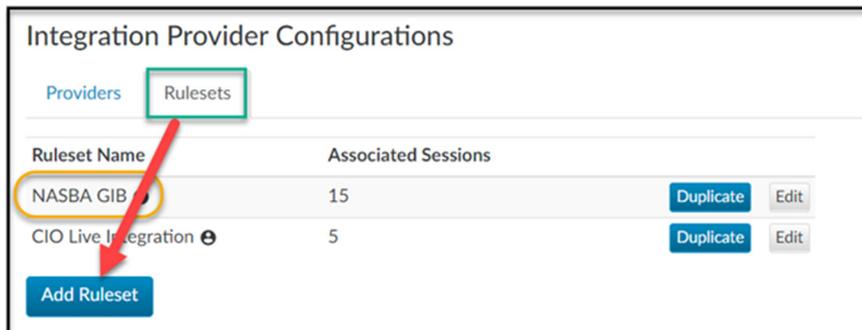
Select **Validate** to confirm credentials. Once they are approved, you can save. You will only need to do this once per provider.

If your firm uses more than one webcast tool provider, you may add multiple providers upon setup.

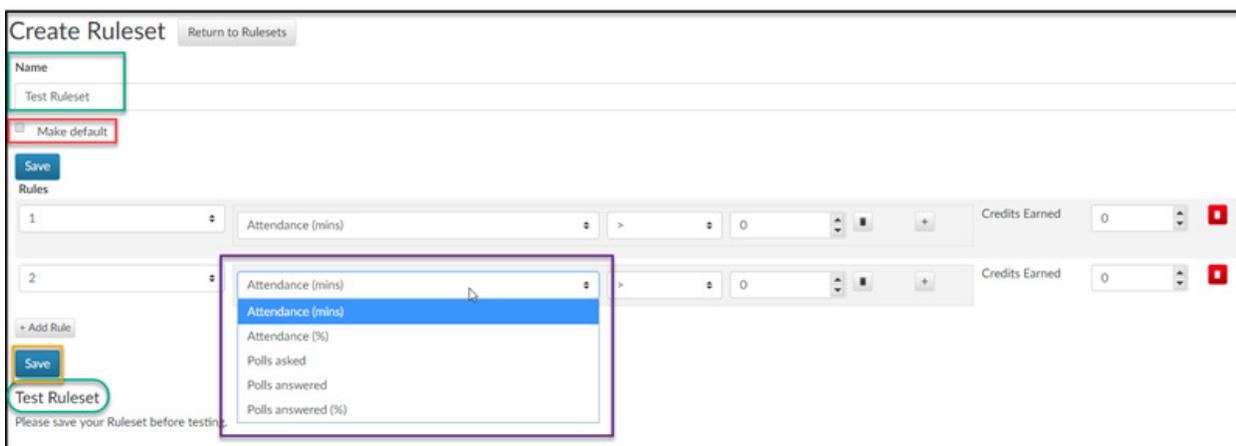
2. Rulesets

Rulesets are a set of rules or guidelines that define the parameters for the way in which CPE credits are calculated for participants. By default, all organizations will have the NASBA GIB ruleset. This ruleset mirrors NASBA standards for calculating CPE credit.





To add your own custom Ruleset, you will select the **Add Ruleset** button.

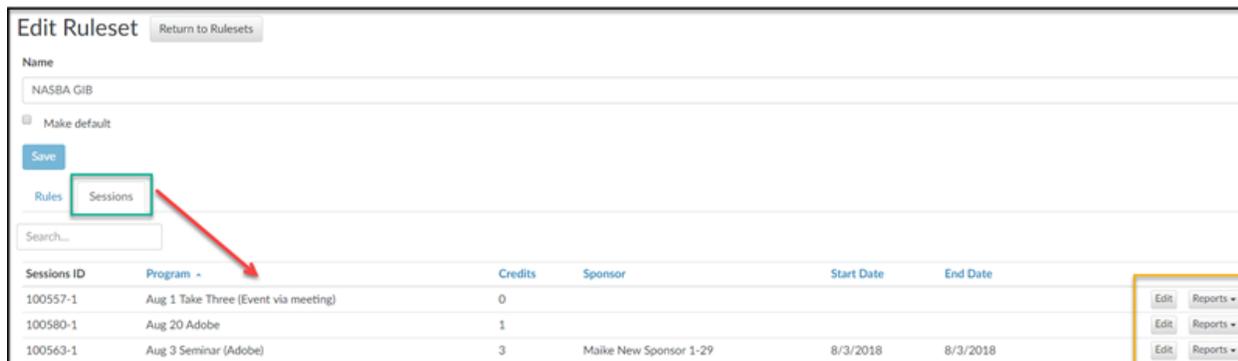


When creating a ruleset, there are many aspects to consider:

- **Name**—This is the name of the ruleset that will display on the Rulesets page, as well as when setting up sessions and selecting your ruleset type. We recommend making this name as specific as possible.
- **Make default**—Do you want to make this ruleset the default when setting up all Webcast launchable content? Please note that upon using this feature the NASBA GIB ruleset will be the default.
- **Rules**—These are the rules that dictate the credit calculations. When creating these rules, the factors you may select are: greater than, greater than or equal to, less than, less than or equal to, or equal to the allotted number. The factor(s) may apply to:
 - Attendance (mins)
 - Attendance (%)
 - Polls asked
 - Polls answered
 - Polls answered (%)
- **Credits Earned**—Once the rules have been defined, you must make sure to enter in a credit amount that fulfills each rule. For example, if the rule is set for Attendance (min) is greater than or equal to 50, the credit amount will be 1.
- **Save**—Once all rules have been defined you can save the ruleset by clicking the “Save” button.

- **Test Ruleset**—Once the ruleset has been saved you may now test the rules by clicking the “Test Ruleset” button. This will allow you to add Test Clause examples and show you what the credit calculation will be based on your current ruleset.

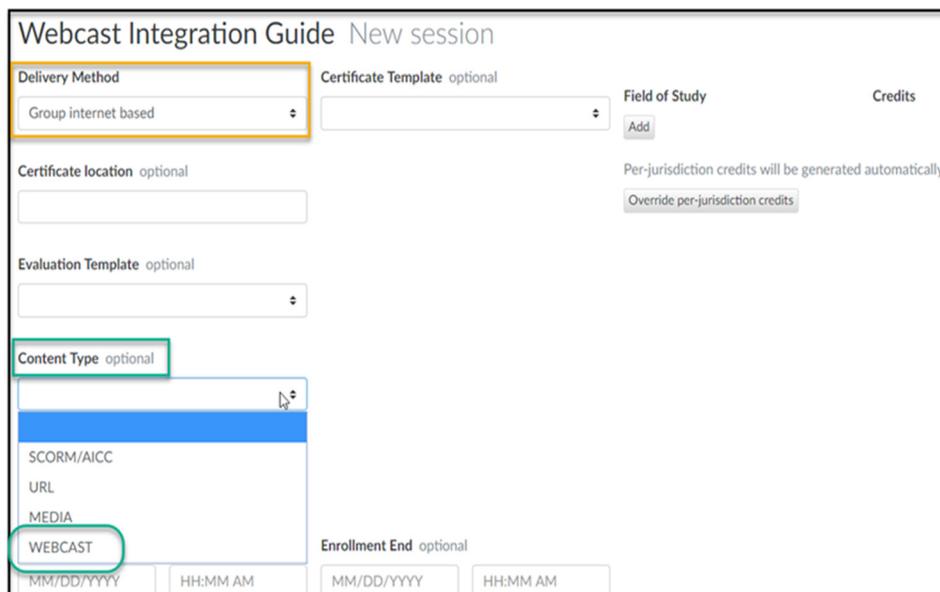
When a Ruleset has been assigned to a session (we will review this in the [How do I setup a Session with a Webcast Link?](#) section), you may also view which sessions have that following ruleset.



How do I setup a Session with a Webcast link?

As soon as your setup of Provider and Rulesets are complete, you will now be able to start setting up sessions with content type of **WEBCAST!**

When creating your session, the Webcast content type will be available for all launchable Delivery Methods. These Delivery Methods include:



1. Group internet based
2. QAS self study
3. Interactive self study
4. Nano

Once the content type **WEBCAST** is selected, you will find two additional dropdowns: Webcast Provider and Webcast Ruleset.

Once you have chosen the Webcast Provider **On24** from the dropdown, a new field will appear titled **Event ID**. This is where you will input the webcast information that is given to you from your webcast tool provider.

Once you have chosen the Webcast Provider and input the event information you will then need to choose the Webcast Ruleset by which the CPE credits should be calculated. **Please note that you will still need to input the session Field of Study and Credit value on the session level.** These CPE credits that are calculated by the chosen Ruleset will apply to the suggested credits on the Completion Data Report for the session.

Once this webcast session has been created and released to end users for enrollment on LCVista, the user experience will remain the same with one exception; the end user may now use the **Launch** button to link directly to the webcast event hosted on the webcast provider tool.

When users launch a session that is linked to On24, and the event *has* started, users will be taken directly into the On24 and bypass the On24 login screen.

ID: 100826 Sponsor: None Provider: None
 Level: Length: Revision:

Pre-requisites
None provided

Description
None provided

NASBA Statement
None

Learning Objectives
None provided

Advanced Preparation
None provided

Program Documents
None

Your Enrollments

Delivery Method	Start	End	Started	Completion	Status
Group internet based	4/16/2019 12:00 PM	4/16/2019 5:00 PM	4/16/2019		Ongoing Launch

Sessions [New Session](#)

Users will be directed to the On24 login page *if* the event has *not* started.

Webcast Report Types

Once a webcast has taken place that has used the **WEBCAST** content type, there are two different reports you may pull:

1. Raw Data Report

The Raw Data Report is the exact report/information the webcast provider displays in their system. This information is *untouched* by LCVista. Please note that depending upon your webcast provider, the results may not appear on this report right away. Some providers take time before computing user data. To make sure you’re viewing the most current data, we recommend clicking the “Refresh Data” if viewing the report directly, or shortly thereafter the event has concluded.

The screenshot shows the 'Raw Data Report' interface. At the top, there are buttons for 'Export', 'Refresh Data' (highlighted with a red box), and 'Recompute Results'. Below this is a 'Completion Data Report' button. The main content area is divided into several sections:

- Session Information:** A table with fields like Session ID (100580-1), Session Name (Aug 20 Adobe), Meeting Name (Aug20Test), URL, Timezone, Session Start/End Date/Time, Webcast Start - End (8/20/2018 7:00 PM - 8/20/2018 8:00 PM), Duration (60 minutes), Total Number of Users (4), Last Updated (9/14/2018 9:58 AM), and Ruleset (NASBA GIB).
- Poll Questions:** A section with an 'Edit Polls' button and a list of 6 questions: Q1: Favorite Color, Q2: Favorite Instructor, Q3: Color of the sky, Q4: What is the FOS of this event, Q5: What is today, Q6: last name. There is also a search bar.
- User Data Table:** A table with columns: User ID, Name, Email, Registration Time, Attendance Status, First Login Time, Last Logout Time, Duration, QnA, Files Downloaded, Poll 1, Poll 2, Poll 3, Poll 4, Poll 5, Poll 6. One row is visible for User ID 1653599639, Name LCV Support, Email support@lcvista.com, Attendance Status Attended, First Login Time 8/20/2018 7:20 PM, Last Logout Time 8/20/2018 7:42 PM, Duration 00:22:04, and Poll answers: red, Tim Geraghty, blue.

There are 3 different editable fields on the Raw Data Report. LCVista has made these fields editable because we understand there may be exceptions that will alter the CPE calculations for an event. For example, if your webcast was 60 minutes long, but you had a 10-minute break. This is a good example of where you may change the duration to 50 minutes so that this data is calculated more accurately by your predetermined ruleset. These editable fields are:

- Duration
- Poll Questions
- Email Address

Raw Data Report		Export ▾	Refresh Data	Recompute Results
Session ID	100580-1			
Session Name	Aug 20 Adobe			
Meeting Name	Aug20Test			
URL	meet610873406.adobeconnect.com/aug20/event/login.html			
Timezone	America/Los_Angeles			
Session Start Date/Time				
Session End Date/Time				
Webcast Start - End	8/20/2018 7:00 PM - 8/20/2018 8:00 PM			
Duration	60	50 minutes	Edit	
Total Number of Users	4			
Last Updated (local time)	9/14/2018 9:58 AM			
Ruleset	NASBA GIB			

If you have edited one of these fields, it is imperative that you click the **Recompute Results** button to recalculate your data. Once you click on Recompute Results, it will take you to the updated Completion Data Report. Please refer to **Completion Data Report** section for more information on this report type. Please note that once any of these data points have

been edited, the refresh data button should not be used unless you truly wish to override the changes you have made. A warning message will appear if you attempt to refresh the data after edits have been made to the raw report (and the results recomputed).

Raw Data Report		Export ▾	Refresh Data	Recompute Results
Session ID	CSV		100580-1	
Session Name	Excel		Aug 20 Adobe	
Meeting Name			Aug20Test	

To export the Raw Data Report, you will select the **Export** option. You will be provided the option to export in CSV or Excel.

2. Completion Data Report

The Completion Data Report is a report that consolidates the webcast’s Raw Data into usable metrics and applies the Ruleset associated to the session to suggest CPE credit. The top of the Completion Data Report will list all the pertinent session/webcast details.

Completion Data Report		Export ▾	Raw Data Report						
Session ID	100580-1								
Session Name	Aug 20 Adobe								
Meeting Name	Aug20Test								
URL	meet610873406.adobeconnect.com/aug20/event/login.html								
Timezone	America/Los_Angeles								
Session Start Date/Time									
Session End Date/Time									
Webcast Start - End	8/20/2018 7:00 PM - 8/20/2018 8:00 PM								
Duration	60 minutes								
Total Number of Users	4								
Last Updated (local time)	9/14/2018 9:58 AM								
Ruleset	NASBA GIB								
Search...									
Copy selected emails to clipboard									
Match Status...	Attendance Status...	All Statuses							
Min Attendance (minutes)...	Max Attendance (minutes)...	Min Response %...	Max Response %...						
Username	Name	Email	Attendance Status	Attendance (min)	Attendance %	Response %	Course Status	Course Credits	Suggested Credit

Beneath the session data you will see all user completion information. This includes:

- Username
- Name
- Email
- Attendance Status (Attended and Not Attended)
- Attendance (mins)
- Attendance (%)
- Response (%)
- Course Status—Passed with full credit, Passed with custom credit, Failed, Enrolled Unenrolled, No show, Incomplete Invited, ad Waitlisted
- Course Credits—this is the CPE credit amount awarded on the session level
- **Suggested Credit**—this is the CPE credit calculation based on the applied ruleset

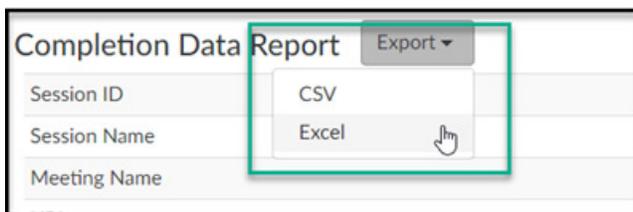
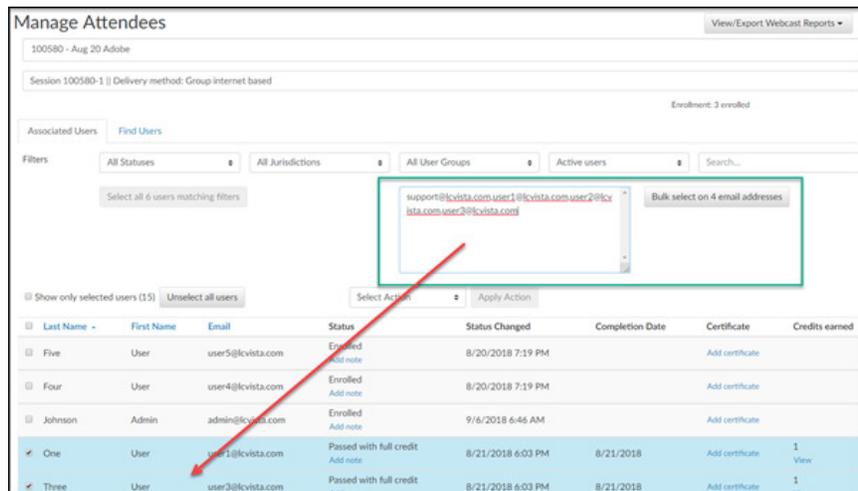
These results can be filtered in various ways:

- Match Status—this is whether we were able to *match* the username entered through the webcast provider interface to a username in LCVista
- Attendance Status
- Course Status
- Minimum Attendance (mins)
- Maximum Attendance (mins)
- Minimum Response (%)
- Maximum Response (%)

	Username	Name	Email	Attendance Status	Attendance (min)
<input checked="" type="checkbox"/>	testuser123 Jan30 uattestuser PCAOUSER NEWJan2018				
<input checked="" type="checkbox"/>	NewMexicoUser AprilTest MI2584User June20 LouisianaUser JuneEleven	LCV Support	support@lcvista.com	Attended	22
<input checked="" type="checkbox"/>	user1@lcvista.com	User One	user1@lcvista.com	Attended	1
<input checked="" type="checkbox"/>	user2@lcvista.com	User Two	user2@lcvista.com	Attended	4
<input checked="" type="checkbox"/>	user3@lcvista.com	User Three	user3@lcvista.com	Not Attended	0

Once you are ready to manually pass all applicable users in Manage Attendees, we have made it extremely easy to obtain emails in bulk from the Completion Data Report. Once the group of users is selected you can click the **Copy selected emails to clipboard** and this will copy all email addresses selected.

The email addresses copied from the Completion Data Report can be pasted in the **Bulk Select** box within Manage Attendees.

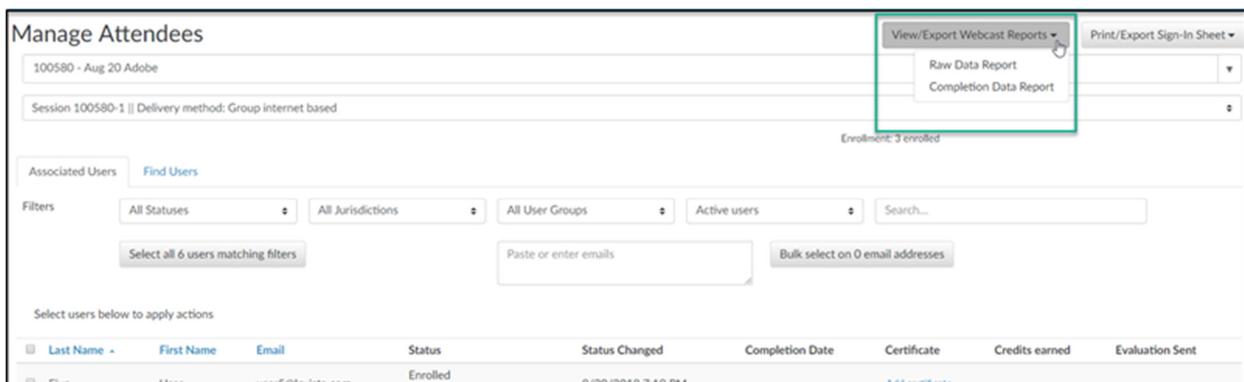


To export the Completion Data Report, you will select the **Export** option. You will be provided the option to export in CSV or Excel.

Where to Access Webcast Reports

Once a webcast has taken place that has used the **WEBCAST** content type, there are two different ways you may access these reports.

1. You may access the reports from **Manage Attendees**.



- You may access the reports from [Rulesets](#) edit page.

