

SumTotal Learning Management

Overview

Schedule virtual instructor-led training using **Webex Meeting** directly from SumTotal.

Preconditions

- SumTotal Learning Management account
- Webex Cisco account with Meeting licenses
- Administrative access to Webex Site Administration or Webex Control Hub and SumTotal
- Course Instructors must have Webex meeting host account with scheduling privilege and access to SumTotal Learning Management

Installing the **Webex** meeting virtual instructor led training integration

1. Navigate to the **Webex Settings** page in SumTotal (Administration > Learning Management > Integrations > Virtual Classrooms > Webex Settings)

WEBEX SETTINGS

Configure Webex Settings.

- Enable Webex activities
- Enable Webex Control Hub

Server Name:*

Webex Trial Site

Host name:*

sumtotaltrial.webex.com

2. Select **Inherit parent domain settings** if you want to inherit Webex settings from the parent domain. This option is available in domains other than the Global domain.
3. Select **Enable Webex activities** to allow administrators of the currently selected domain to create Webex events.
4. Select **Enable Webex Control Hub** if your company uses the Webex Control Hub. The Control Hub is an administrative site for Webex that manages users, services, and devices. If you use Control Hub, you'll connect to Webex using the **Site Name**. If you do not, you'll connect to Webex using the **Site ID** and **Partner ID**.
5. Enter your Webex **Server Name**.
6. Enter your **Host Name**. This is the first part of the host URL. For example, SumTotaltrial.

8. The fields that display next change depending on if you selected **Enable Webex Control Hub**. Enter the appropriate values:

- a. If you enabled Webex Control Hub, enter your company's Webex **Site Name**. For example, mysite.webex.com.

Enable Webex Control Hub

Server Name:*

Webex Trial Site

Host name:*

sumtotaltrial.webex.com

Site Name:*

- b. If you did not enable Webex Control Hub, enter the following:

- i. **Site ID:** The identification number provided by Webex
ii. **Partner ID:** The Partner ID number provided by Webex

Enable Webex Control Hub

Server Name:*

Webex Trial Site

Host name:*

sumtotaltrial.webex.com

Site ID:*

242405

Partner ID:*

242su

9. Enter the **Webex Administrator Username**. This is the Webex user account that has the necessary permissions in Webex to schedule sessions. This user is usually the Webex site administrator.

10. Enter the **Webex Administrator Password** for the administrator account entered above.

11. Enter the **Meeting or Training Center Password**. The application sends the password to Webex for verification when a learner launches a Webex session to ensure that only enrolled users enter the session.

Webex Administrator Username:*

sumtotalhost

Webex Administrator Password:*

Meeting or Training Center Password:*

12. Select the Webex **Service Type** from a list of types of Webex activities. Learning Management supports integration with Training Center and Meeting Center, but depending on your contract with Webex, only certain types may be allowed. This list is a selection for all future Webex activities. If entries are modified at a later date, the existing activities will retain the original 'type' assigned.
13. Click **Test** to test the connection.
14. Click **OK** to save changes.

For further details, refer to the *SumTotal Learning Management System Administrator Guide* for the respective release.