

SumTotal Learning Management

Overview

Schedule virtual instructor-led training using **Adobe Connect** directly from SumTotal.

Preconditions

- Sumtotal Learning management account
- Adobe account with licenses
- Administrative access to Adobe Connect and SumTotal

Installing the Adobe Connect virtual instructor led training integration

1. Navigate to Adobe Settings (Administration > Learning Management > Integrations > Virtual Classrooms > Adobe Connect Settings)

[Home](#) / System - Domain Settings - Virtual Classroom Settings - Adobe Connect Settings

ADOBE CONNECT SETTINGS

First, configure your Adobe settings. Once a connection to the Adobe server is established, select an Adobe Template to proceed. If you do not select any template, the Default Adobe Template applies. Note: You can select another Adobe Template for individual learning activities; the template you specify for a learning activity takes precedence.

- Enable Adobe Connect activities
- Use SSL

Server Name:*

Account Name:

Administrator username:*

Administrator password:*

Conference number(s):

Adobe Template:

2. Enter or select details on the Adobe Connect Settings page.
 - a. **Enable Adobe Connect activities:** Select this check box to enable a connection to an Adobe Connect server using current settings.
 - b. **Server Name:** Enter the server name. For example, 123.6.789 or sts.acrobat.com. Avoid using http as a prefix while entering the server name or IP address.

- c. **Account Name:** Enter your account name if you have an account with Adobe.
 - d. **Administrator username:** Enter the same username that you use to connect to an Adobe Connect server.
 - e. **Administrator password:** Enter the password that you use to connect to an Adobe Connect server.
 3. Click Test to test the connection.
 4. Click OK to save changes.
 5. Once you have connected to the Adobe Connect server, you can choose an Adobe Template from the drop-down. If you do not select any template, the Default Adobe Template applies.
 6. Click OK again to save the changes to the Adobe Template
- For further details refer SumTotal Learning Management Administrators Guide for the respective release.