SumTotal Learning Management

Overview

Schedule virtual instructor-led training using **GoTo Training** directly from SumTotal.

Preconditions

- Sumtotal Learning management account
- GoTo Training account
- Administrative access to GoTo Training and SumTotal

Installing the Adobe Connect virtual instructor led training integration

1. Raise SumTotal Support Ticket for activation of GoTo Training Schedule Job that Adds GoTo participants from SumTotal to GoTo Training and Reauthorize your GoTo access to SumTotal even after 30 days of non-usage. Automation processes are only enabled after you configure your GoTo Settings in SumTotal

2. Navigate to GoTo Connect Settings (Administration > Learning Management > Integrations > Virtual Classrooms > GoTo Training Settings)

3. Configure basic GoTo Training settings.
   a. Enable GoTo Training: Select this checkbox to enable a connection with GoTo Training.
   b. Host Name: Enter the GoTo Training server name.
   c. Consumer Key: Enter the key provided by GoTo Training.
   d. GoTo Service Type: Select the type of GoTo Training service

4. Identify users by their GoTo Username Or Identify users by their email address

5. Click OK to save changes.

   For further details refer SumTotal Learning Management Administrators Guide for the respective release.