

# SumTotal Learning Management

## Overview

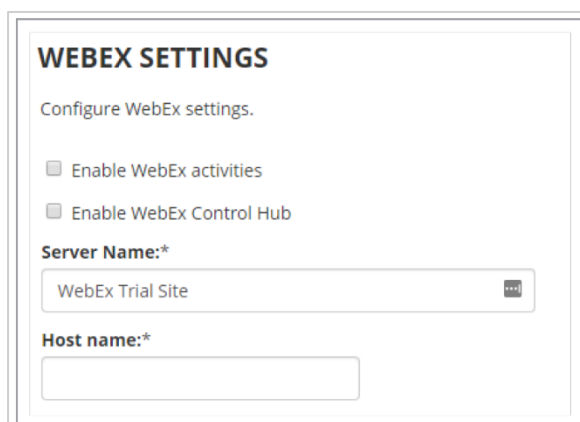
Schedule virtual instructor-led training to large audiences using **Cisco WebEx Training** directly from SumTotal.

## Preconditions

- Sumtotal Learning management account
- Cisco WebEx account with Learning licenses
- Administrative access to Cisco WebEx Site Administration or Cisco WebEx Control Hub and SumTotal
- Course Instructors must have WebEx training host account and access to SumTotal learning management

## Installing the Cisco WebEx Training virtual instructor led training integration

1. Navigate to WebEx Settings (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

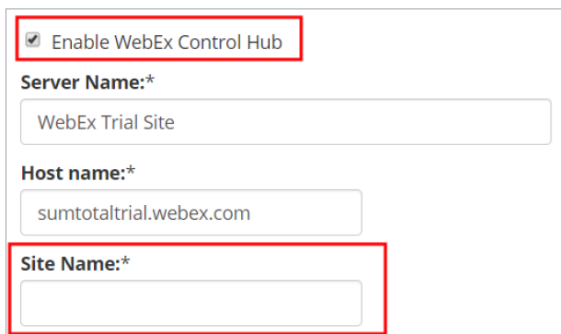
**Host name:\***

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.
5. 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.
6. Enter your Webex Server name.
7. 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.



The screenshot shows a configuration form for Webex Control Hub. At the top, there is a checkbox labeled "Enable WebEx Control Hub" which is checked. Below this, there are three input fields: "Server Name:\*" containing "WebEx Trial Site", "Host name:\*" containing "sumtotaltrial.webex.com", and "Site Name:\*" which is empty. The "Enable WebEx Control Hub" checkbox and the "Site Name:\*" field are highlighted with a red border.

- 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



The screenshot shows the same configuration form as above, but with the "Enable WebEx Control Hub" checkbox unchecked. The "Server Name:\*" field still contains "WebEx Trial Site". The "Host name:\*" field is empty. Below it, there are two input fields: "Site ID:\*" and "Partner ID:\*", both of which are empty. The "Site ID:\*" and "Partner ID:\*" fields are highlighted with a red border.

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.

The image shows a form with three input fields, each with a label and an asterisk indicating it is required. The first field is labeled 'WebEx Administrator Username:' and has a password icon (three dots) on the right. The second field is labeled 'WebEx Administrator Password:' and also has a password icon. The third field is labeled 'Meeting or Training Center Password:' and has a password icon. The form is enclosed in a thin black border.

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 SumTotal Learning Management Administrators Guide for the respective release.