

# Integrating Adobe Acrobat Connect Professional with TotalLMS 7.6

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Integrating Adobe Acrobat Connect Professional with TotalLMS

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## Introduction

TotalLMS is a Web based application that enables you to track and manage enterprise wide Information and training. TotalLMS offers you the option to connect seamlessly to some third party vendors. One such third party vendor is Adobe and their product Acrobat Connect Professional. You can use TotalLMS to schedule, launch, and track data related to Adobe Acrobat Connect Professional Meetings.

To do this, you need to configure Adobe Acrobat Connect Professional settings for a domain, and then set registration options and other properties. In the Learner mode in TotalLMS, users can search for Connect Meetings and register for them. When a user launches an Adobe Acrobat Connect Professional Meeting from TotalLMS, the learner is taken directly to the event. The user does not have to log in through a separate Adobe Acrobat Connect Professional login page.

An Adobe Acrobat Connect Professional Meeting is an online real time meeting in which a host or presenter can show slides or multimedia presentations, share screens, chat, and broadcast live audio and video. These meetings can be recorded and delivered on demand as a Learning Activity in the future. An Adobe Acrobat Connect Professional Meeting takes place in a Connect meeting room, using a Macromedia Flash Player, a widely used multimedia application that you run in a browser.

When you participate in online meetings by connecting to Adobe Acrobat Connect Professional from TotalLMS, you will have the advantages of:

- Connecting from TotalLMS as the single platform
- Participating in online meetings that have an engaging multimedia environment
- Launching and participating in live or recorded meetings

This document demonstrates and explains how you can work with settings in TotalLMS to gain access to an Adobe Acrobat Connect Professional Meeting.

## Supported Versions of Adobe Acrobat Connect Professional

TotalLMS 7.6 integrates with Adobe Acrobat Connect Professional 7. Users with appropriate permissions can:

- Set up meetings
- Record meetings

Both, meetings and recordings of meetings are available in TotalLMS as learning activities and can be launched from the Learner mode.

## Understanding Connect Meeting Roles

There are 3 roles in a Connect Meeting — Host, Presenter, and Participant.

**Host:** As the host, you set up the meeting, choose the content, add Connect users to the meeting's list of attendees, and record meetings, if needed. You also assign attendees the role of presenter or participant(s). You can also perform all the tasks of a presenter.

**Presenter:** As a presenter, you can share screens, chat, broadcast live audio and video, Customize the meeting room layout, and present content that includes Connect Presentations, slides (PPT files), Flash application files (SWF files), Flash Video files (FLV files), HTML files (HTML and HTM files), and images (JPEG files).

**Participant:** As a participant, you can view the content that the presenter is showing or sharing, Hear and see the presenter's audio and video broadcast, use text chat, and broadcast your own audio and video, if you have been given the permission.

# Configuring Connect Settings for a Domain

In TotalLMS, a user with appropriate permissions, such as an Administrator, can enable Adobe Acrobat Connect at the domain level. A Connect Meeting takes place after a connection to the Adobe Acrobat Connect Professional server is established.

## To access Adobe Acrobat Connect Professional Settings:

1. Ensure that you are in Administrator mode.
2. From the **System** menu, point to **Domain Settings**, and click **Adobe Acrobat Connect Professional Settings**.
3. Enter or select details on the **Adobe Acrobat Connect Professional Settings** page as described below.



Home > System - Domain Settings - Adobe Acrobat Connect Professional Settings

## Adobe Acrobat Connect Professional Settings

Configure Adobe Acrobat Connect Professional settings.

- Enable Adobe Acrobat Connect Professional activities

Server Name: \*

Account Name:

Administrator username: \*

Administrator password: \*

Conference number(s):

## Adobe Acrobat Connect Professional Settings Description

<p><i>Enable Adobe Acrobat Connect Professional activities</i></p>	<p>This check box must be selected to enable a connection to a Connect server using current settings.</p> <p><b>Note:</b> If a connection to the Connect server cannot be established while saving Adobe Acrobat Connect Professional Settings, details of the meeting are not recorded in the SumTotal database. In other words, the “<i>Enable Adobe Acrobat Connect Professional activities</i>” check box is not selected till a connection is reestablished with the Connect server.</p>
<p><i>Server Name</i></p>	<p>This is the URL for the Adobe Acrobat Connect Professional Server. This can either be an IP address such as <a href="http://256.2.644">http://256.2.644</a> or a domain name such as <a href="http://christuckerhyd">http://christuckerhyd</a>.</p>
<p><i>Account name</i></p>	<p>An administrator can have multiple accounts and can use this field to give the details of the account name. This field is optional.</p>
<p><i>Administrator username</i></p>	<p>This is part of the administrator’s login to Connect server.</p>
<p><i>Administrator password</i></p>	<p>This is part of the administrator’s login to Connect server.</p>
<p><i>Conference number(s)</i></p>	<p>An administrator provides conference number(s) in this field, these conference numbers appear as default for every Connect Meeting. However, an administrator can edit conference number(s) for a Connect Meeting from the corresponding Learning activity.</p>

## Security Role Permissions

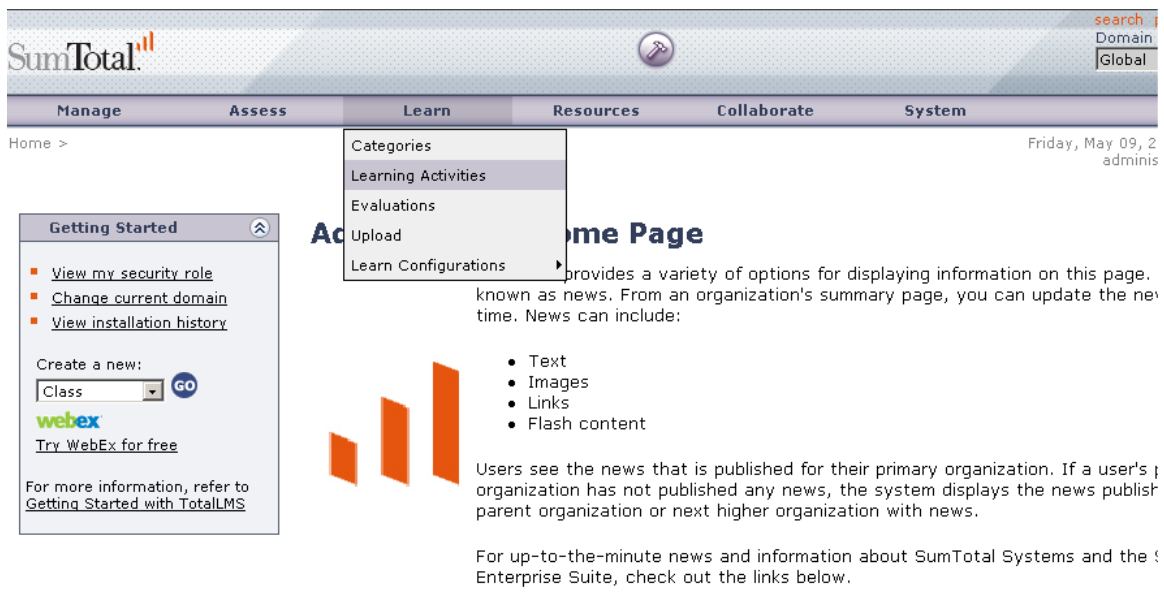
An Administrator needs to have the *CanConfigureSystem* (Synchronous Settings, Adobe Acrobat Connect Professional) enabled to be able to configure Adobe Acrobat Connect Professional Server Settings.

## Creating a Connect Meeting in TotalLMS

You can create any of the learning activity types as an Adobe Acrobat Connect Professional Meeting – you just need to ensure that you choose the launch method for the learning activity as “Adobe Acrobat Connect Professional”.

**To create a learning activity for an Adobe Acrobat Connect Professional meeting event:**

1. In Administrator mode, click the **Learn** menu and select **Learning Activities**.



The screenshot shows the SumTotal LMS Administrator interface. At the top, there is a navigation bar with tabs for Manage, Assess, Learn, Resources, Collaborate, and System. The 'Learn' tab is selected, and a dropdown menu is open, showing options: Categories, Learning Activities (highlighted), Evaluations, Upload, and Learn Configurations. On the left, there is a 'Getting Started' sidebar with links like 'View my security role', 'Change current domain', and 'View installation history'. Below this is a 'Create a new:' section with a 'Class' dropdown and a 'GO' button. The main content area shows a 'Welcome Page' section with a list of content types: Text, Images, Links, and Flash content. There is also a 'News' section with a bar chart and text about organization news.

2. Select a learning activity type from the “New” list such as “Course”. Click **GO**.

## Learning Activities

This is a list of learning activities owned by or shared with this domain and all child domains. Filter the list by activity type or perform a search to find a spec  
The Tree view shows activity structures and searches only for root node activities, while the List view will show a flat list of activities and search all activity I

Search:  [Help](#)    List  Tree Activity ty  
All

1 2 3 4 5 6 7 8 9 10 (Next 10) NEXT >

New:

Name ▲	Activity Type	Start Date	End Date	Code	Prima
TEst course1	Course	4/25/2008 7:45:00 PM IST	4/25/2008 10:45:00 PM IST		Global
Test Course1	Course	4/25/2008 7:50:00 PM IST	4/25/2008 8:50:00 PM IST		Global
test 2	Course	4/25/2008	4/25/2008		Global

SumTotal.iii search pro  
Domain  
Global  
Po

Manage Assess Learn Resources Collaborate System

Home > Learn - Learning Activities Friday, M

## Learning Activities

This is a list of learning activities owned by or shared with this domain and all child domains. Filter the list by activity type or perform a search to find a spec  
The Tree view shows activity structures and searches only for root node activities, while the List view will show a flat list of activities and search

Search:  [Help](#)    List  Tree Activity ty  
All

1 2 3 4 5 6 7 8 9 10 (Next 10) NEXT >

New:

Name ▲	Activity Type	Start Date	End Date	Code

3. Select **General Properties** category in the middle column and enter a name for the activity.

The screenshot shows the SumTotal Learning Activity Properties page. The top navigation bar includes 'Manage', 'Assess', 'Learn', 'Resources', 'Collaborate', and 'System'. The breadcrumb trail is 'Home > Learn - Learning Activities > Learning Activity Properties'. The page title is 'Learning Activity Properties'. There are three tabs: 'Activities', 'Tracks', and 'Validate'. The 'Activities' tab is active, showing a 'Staging' area with a 'NewActivity\_\_20080509' and a 'Production' area with 'Ready for Production'. A central menu allows switching between 'Switch to advanced view' and 'Switch to basic view'. The 'General' tab is selected, displaying a form to complete information. The form includes fields for Name, Primary domain (with a 'Browse...' button), Activity type (a dropdown menu), Code, and Description.

4. Select **Schedule** and enter a **Start date** and an **End date**.

Note: An Adobe Acrobat Connect Professional Meeting can be set up to last for a maximum of 12 hours and 45 minutes.

The screenshot shows the SumTotal Learning Activity Properties page with the 'Schedule' tab selected. The breadcrumb trail is 'Home > Learn - Learning Activities > Learning Activity Properties'. The page title is 'Learning Activity Properties'. The 'Activities' tab is active, showing 'Activity Name Here' in the staging area. The central menu is expanded to show 'Schedule' selected. The 'Schedule' tab displays a form with the following fields: Start date and time (05/08/2008 02:40pm), End date and time (05/08/2008 02:45pm), Registration deadline date, Cancellation deadline date, and Time zone (Asia/Calcutta). There is a checkbox for 'Check for conflicts' which is checked. 'Apply' and 'Reset' buttons are at the bottom right.

5. Select **Resources**, select **Instructors**, and designate one Instructor as “**Responsible**”.

## Learning Activity Properties

The screenshot shows the 'Resources' tab in the Learning Activity Properties interface. The left sidebar contains a navigation menu with 'Properties' expanded to show 'General', 'Status', 'Notes', 'Certification', 'Grading and Completion', 'Metadata', 'Costs', 'Related Activities', 'Schedule', 'Web Based Training', and 'Registration'. The main content area is divided into 'Staging' and 'Production' sections. The 'Resources' section has a 'Switch to basic view' button. The 'Instructors' section contains a list of instructors with columns for 'Instructor Name', 'Qualified', 'Responsible', 'Conflict check', and 'Status'. A search bar and a 'Task' dropdown menu are also visible.

Instructor Name	Qualified	Responsible	Conflict check	Status
!!Instructor1 !!1	Yes	Yes	No conflicts found.	Approved

6. Select **Web Based Training**, and choose **Adobe Acrobat Connect Professional** as the **Launch method** in the **General** Section.

## Learning Activity Properties

The screenshot shows the 'Web Based Training' tab in the Learning Activity Properties interface. The left sidebar is the same as in the previous screenshot, but 'Web Based Training' is now selected. The main content area shows the 'General' section with a 'Launch method' dropdown menu. The dropdown menu is open, showing options: 'None', 'Adobe Acrobat Connect Professional', 'AICC 2.x HACP', 'AICC 2.x JavaScript', 'Centra', 'Generic Document', 'Interwise', 'Knowledge Document', 'Macromedia Authorware', 'Macromedia CourseBuilder', and 'NETg - Content Server'. A 'Test' button is next to the dropdown. Below the dropdown, there is a checkbox for 'Launch from remote server (applies only to SCORM content)' and 'Apply' and 'Reset' buttons.

7. Select **Adobe Acrobat Connect Professional** from **Web Based Training** and enter details to enable audio and specify if you need to record sessions.

Note that if an administrator has entered Conference number(s) in the domain settings it will automatically be available in the **Learning Activity Properties** page for a Connect Meeting.  
**8. Click **Apply**** to save the changes.

Home > Learn - Learning Activities > Learning Activity Properties Friday, May 09, 2008 2:11  
administrator

## Learning Activity Properties

Activities Tracks Validate

Staging **Web Based Training** Adobe Acrobat Connect Professional

Activity Name Here

**Switch to basic view**

- Checklist
- ▼ Properties
  - General
  - Status
  - Notes
  - Certification
  - Grading and Completion
  - ▶ Metadata
  - ▶ Costs
  - ▶ Related Activities
  - ▶ Schedule
  - ▼ Web Based Training
    - General
    - NETg
    - WebEx
    - Adobe Acrobat Connect Professional**
    - ▶ Registration

Learning activity is:  
Live activity

Use Recorded Sessions

**Audio Information**

Use Conference

Conference details:

Conference Number(s): 1-809-567-3455

Apply Reset

Ready for Production

Production

**9. Click **Ready for Production**** and then click **Move to Production**.  
 Meeting is created under the folder for the designated "Responsible Instructor" folder in the Adobe Connect site.

Home > Learn - Learning Activities > Learning Activity Properties Friday, May 09, 2008 2:11  
administrator

## Learning Activity Properties

Activities Tracks Validate

Staging **Web Based Training**

Activity Name Here

**Switch to basic view**

- Checklist
- ▼ Properties
  - General
  - Status
  - Notes
  - Certification
  - Grading and Completion
  - ▶ Metadata
  - ▶ Costs
  - ▶ Related Activities
  - ▶ Schedule
  - ▼ Web Based Training
    - General
    - NETg
    - WebEx
    - Adobe Acrobat Connect Professional**

Moving the activity tree to production. Please wait.

Progress indicator: [●●●●]

Ready for Production

Production

The Connect Meeting appears in the **Upcoming activities** view in the **Instructor Schedule**.

User Meetings > Abelson\_Tracy

Meeting List | [Edit Information](#) | [Set Permissions](#)

[New Meeting](#) | [New Folder](#) | [Delete](#) | [Up One Level](#) | [Move](#)

<input checked="" type="checkbox"/>	Name	Start Time	Duration
<input type="checkbox"/>	My Templates		
<input type="checkbox"/>	!! @@ May 7 3	05/06/2008 11:30 PM	01:00
<input type="checkbox"/>	!! @@@ Sridhar course 1	05/06/2008 10:40 PM	03:00
<input type="checkbox"/>	!! May 7th 1	05/06/2008 8:20 PM	01:00
<input type="checkbox"/>	!!!! TEst sridhar activity	05/05/2008 10:55 PM	00:20

## Instructor Schedule

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search:  [Help](#)

View:

							Records: 1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity	Region	Requested By	Start Date	End Date	Conflict check
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Virtual Session: <a href="#">Annual General Appraisal</a>		<input type="checkbox"/> Victoria Smith	7/18/2006	7/18/2006	No conflicts found.

## Revising Settings Before a Meeting Begins

Property settings such as scheduled date and time are sent to the assigned Adobe Acrobat Connect Professional server once the administrator, instructor, or training coordinator creates a valid Connect Meeting activity in TotalLMS and moves it to **Production**. However, at times, you may want to revisit the details for a Connect Meeting such as the scheduled time of the meeting or the details of the Presenter. You can make these changes from TotalLMS.

### To revisit settings for a Connect Meeting before it begins:

1. Access the **Learning Activities Properties** page of the appropriate **Adobe Acrobat Connect Professional Meeting** activity from **Administrator** mode.
2. Bring the activity to **Staging** area.
3. Make the appropriate changes.

Note: Consider the case where “Sarah” was marked as the Responsible Instructor for a Connect Meeting. In such a case, details of the Connect Meeting would be created under “Sarah’s” folder in the Adobe Acrobat Connect Professional site. However, at a later time, the Responsible Instructor is changed to “Julia”. In such a case, details of the Connect Meeting are moved automatically from “Sarah’s” folder to “Julia’s” folder. The precondition to this is that Julia’s folder should already be existing in adobe connect server. If not meeting will not be moved to another folder but the host information will be updated from Sarah to Julia

4. Move the activity back to **Production**.

Note: If you access settings directly from the Adobe Acrobat Connect Professional site for a meeting (not from TotalLMS) and modify information about a session, the TotalLMS database will not be updated with the latest changes.

The screenshot shows the 'Learning Activity Properties' page in TotalLMS. The breadcrumb trail is 'Home > Learn - Learning Activities > Learning Activity Properties'. The date and time are 'Friday, May 09, 2008' and the user is 'administr.'. The page title is 'Learning Activity Properties'. There are three tabs: 'Activities', 'Tracks', and 'Validate'. The 'Activities' tab is active. The page is divided into two main sections: 'Staging' and 'Production'. The 'Staging' section is currently selected and shows a 'Web Based Training' activity. A 'Switch to basic view' button is visible. Below this, there is a list of properties: Checklist, Properties (expanded), General, Status, Notes, Certification, Grading and Completion, Metadata, Costs, Related Activities, Schedule, Web Based Training (expanded), General, NETg, WebEx, Adobe Acrobat Connect Professional, and Registration. The 'Production' section shows a placeholder 'Activity Name Here'. A message in the center of the page reads 'Moving the activity tree to staging. Please wait.' with a progress indicator below it.

## Learning Activity Properties

Activities Tracks Validate

Staging

Activity Name Here

Ready for Production

Production

Activity Name Here

Resources

**Switch to basic view**

- Checklist
- ▼ Properties
  - General
  - Status
  - Notes
  - Certification
  - Grading and Completion
- ▶ Metadata
- ▶ Costs
- ▶ Related Activities
- ▶ Schedule
- ▶ Web Based Training
- ▶ Registration

Instructors

List of all instructors who can teach this activity. Note: For Interwise activities, you cannot modify th instructor after the activity is moved to production.

Search:  [Help](#) GO

Task: Update instructors GO

Add Delete Selected Items: 1 | Records

	Instructor Name ▲	Qualified	Responsible	Conflict check	Status
<input checked="" type="checkbox"/>	!!Instructor1 !!!	Yes	Yes	No conflicts found.	Approved

## Learning Activity Properties

Activities Tracks Validate

Staging

Activity Name Here

Ready for Production

Production

Activity Name Here

Resources

**Switch to basic view**

- Checklist
- ▼ Properties
  - General
  - Status
  - Notes
  - Certification
  - Grading and Completion
- ▶ Metadata
- ▶ Costs
- ▶ Related Activities
- ▶ Schedule
- ▶ Web Based Training
- ▶ Registration
- ▼ Resources
- Instructors**
- Locations

**Moving the activity tree to production. Please wait.**

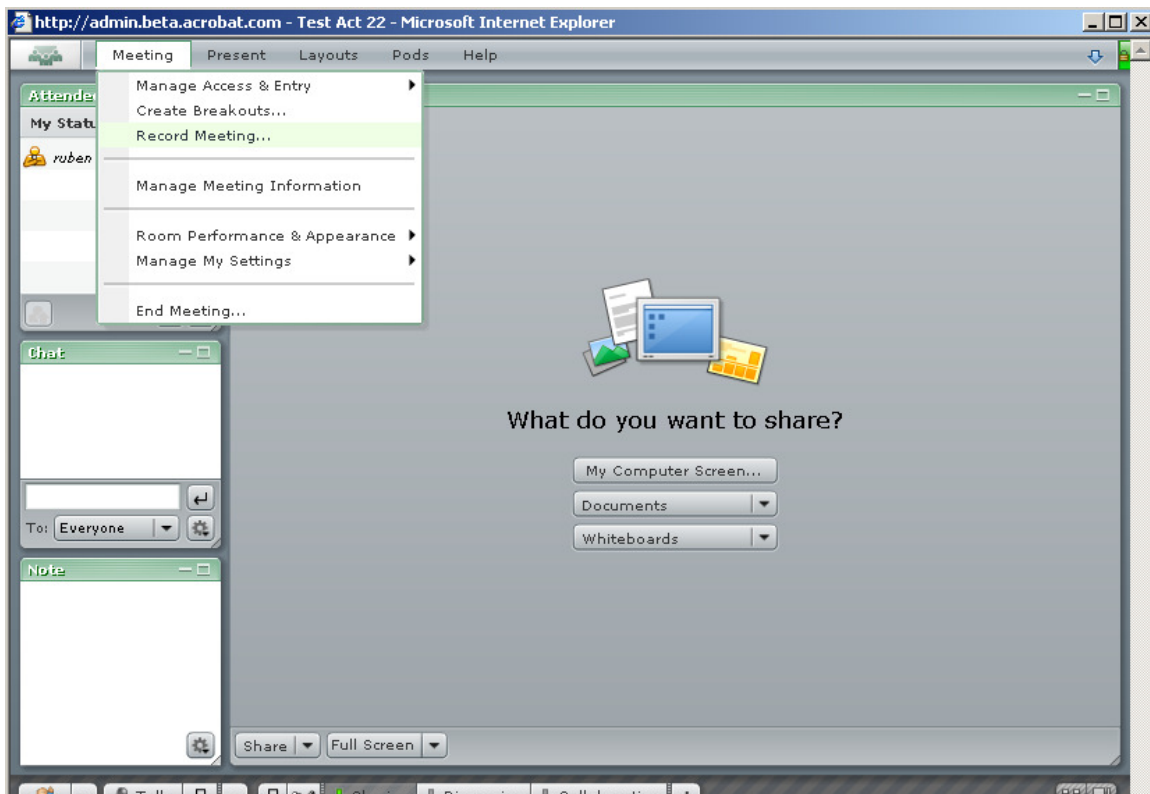
■ ■ ■ ■ ■

## Recording a Meeting

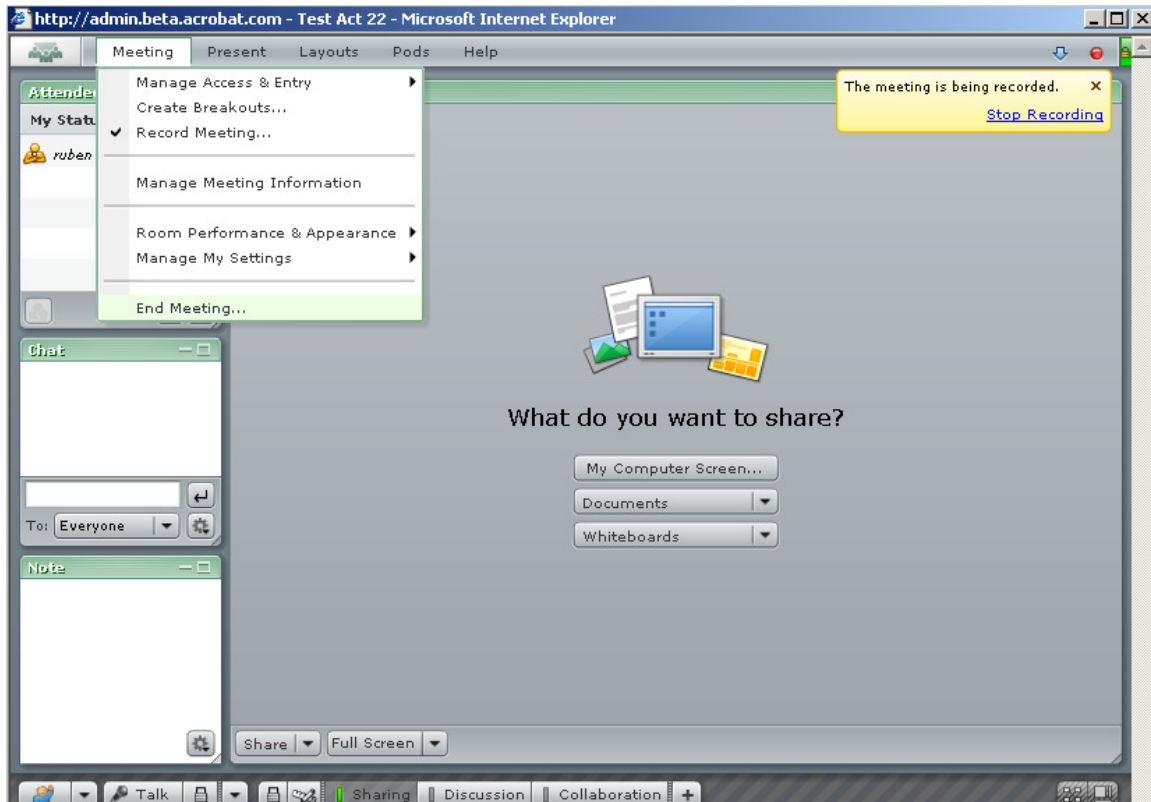
The TotalLMS database does not automatically store information about Adobe Acrobat Connect Professional Meetings. You have to enable options for an Adobe Acrobat Connect Professional Meeting to be recorded.

### To record a Connect Meeting:

1. In Administrator mode, select the check box **Use Recorded Sessions** under **Adobe Acrobat Connect Professional** section in the **Learning Activities Properties** page. (Refer to screen capture under Step 7 above.)
2. In the role of a Host on the Adobe Acrobat Connect Professional site, click the **Record Meeting** option listed under the **Meeting** menu.



3. Click **End Meeting** option from the **Meeting** menu or **Close** the live meeting browser window.




4. The nightly Scheduled Task for Abode Connect Meeting by name **[AdobeConnectRecording]** runs once the **End Date, End Time** And **End Meeting** conditions are met. Thereafter, a recording of the meeting is made available as a learning activity in TotalLMS.

		Act1sita	Course	4/24/2008	4/24/2008	2:25:00 PM IST	2:35:00 PM IST	Global
		Act1sita (Recording_1)	Course					Global
		Act1sita (Recording_2)	Course	Course				Global


**Note:** The original Adobe activity in LMS and the recordings do NOT have any relation (other than the common name prefix).

## Accessing a Connect Meeting from Learner Mode

As a learner, you may register for a Connect Meeting like you normally do for any other learning activity. You can either search for the learning activity in the **Catalog** or go to your **Training Schedule** and register from there.


	Name ▲	Start Date	Training Organization	Region	Code	Language
<input type="button" value="Register"/> <input type="button" value="Register Others"/>	 Virtual Session: Annual General Appraisal	Tuesday, July 18, 2006	Global			

To register, select your options below and click Submit.

<input checked="" type="checkbox"/>	 Virtual Session : Annual General Appraisal	Tuesday, July 18, 2006 3:30:00 PM - 4:55:00 PM BST	<b>Status: Registration allowed</b>
-------------------------------------	--	--	-------------------------------------

Once you successfully register for a Connect Meeting, you receive a Registration Confirmation Notification.

In the case of a Connect Meeting, this notification will contain details of your Conference number(s) or Premiere Conference numbers. You can seamlessly log into Adobe Acrobat

Connect Professional site from TotalLMS when you click the **Launch**  button for a Connect Meeting.

Adobe Acrobat Connect Professional automatically creates an account for you if you are a new user logging in from TotalLMS. This way, you do not have to provide log in credentials each time you wish to join a Connect Meeting from TotalLMS.

However, if you are an existing user, and a mismatch is found between the passwords you have provided for Adobe Acrobat Connect Professional and for TotalLMS, then, you will be prompted to provide your log in credentials. If you are unable to attend a live Connect Meeting, you can always view a recording of the same in TotalLMS at a later point of time. Follow the same registration process that you normally do for any learning activity to view a recorded version of a meeting. If you **Cancel** your registration for any Connect Meeting, your details are automatically removed for that particular meeting from the Connect site.

## Tracking Attendance and Completion

After participants launch a session, they will be asked if they have completed the session. Participants can answer “Yes” and close the browser. Alternatively, instructors or administrators with access to the activity roster can enter completion details for users. Completion details can also be set for users who view a recording of the live meeting.

**Activity Roster**  
Annual General Appraisal(7/18/2006 - 7/18/2006)  
Activity Type: Virtual Session  
Code: none  
Note: Completion information that comes directly from the content can override manual roster changes for some online activities.

Instructions  
To view the roster of other activities in the tree, click the corresponding link.

Annual General Appr...

Fulfilled Activities  
No links for current activity.

Fulfilled By Activities  
No links for current activity.

Reports  
Activity Sign-in Sheet  
Activity Completion Diploma  
Activity Name Test  
Activity Evaluations

Search:  [Help](#)  View:

Selected Items: 1 | Records: 1

<input type="checkbox"/>	Name	Status	Status Date	Score	Passed	Completed	Signature Status
<input type="checkbox"/>		Attended	<input type="text"/>	<input type="text"/>	Yes	Yes	
<input checked="" type="checkbox"/>	Jim Gordon	Registered		(Clear value)			

## Deleting a Meeting

You can delete a meeting from TotalLMS in the same way that you delete any other learning activity. However, note that when you delete a meeting from TotalLMS, the meeting does not get deleted from the Adobe Acrobat Connect Professional site.

### To delete a meeting:

1. Ensure that you are in Administrator mode.
2. From the **Learn** menu, click **Learning Activities**.
3. Locate the learning activity you wish to delete and click **Delete** on the toolbar.

# Log Files for Troubleshooting

The log files that are created as part of the integration for troubleshooting will be available at <<SumTotal install location>>\logs folder for example **D:\inetpub\wwwroot\SumTotal\logs\**  
**There are three log files for troubleshooting:**

- 1. AdobeAcrobatConnectPro\_Log.log:** This file logs activity related interactions (creation of adobe meeting, updating, deleting etc)
- 2. BreezeConnect\_Log.txt:** This has the API interactions
- 3. SumTotalLog--xxxxxx-xxxxxx.txt:** This logs the interaction with adobe server for bringing over recordings into LMS. **xxxx-xxx** is the timestamp.

## Additional Information

Read more about Adobe Acrobat Connect Professional at [www.adobe.com/products/acrobatconnectpro/](http://www.adobe.com/products/acrobatconnectpro/)