



Adobe Connect Meeting Room

Edge Integration Guide



Table of contents

Overview	1
Requirements	1
Edge setup	2
Portal configurations	4
Vendors	4
Instructors	4
Creating events & sessions	5
Launching instructors	5
Launching attendees	5
Update & submit roster attendance	6
Troubleshooting	7

Overview

Use interactive and collaborative virtual meetings to engage and inspire. Adobe Connect Meeting Room integrates with Cornerstone for meetings that can host up to 100 meeting participants. The integration gives users the ability to execute on all phases of meeting setup and execution from within Cornerstone's Learning Management System (LMS). This VILT integration allows LMS administrators to add instructors, create and manage sessions, and even track attendance, all from within Cornerstone. When it's time to launch their Adobe Connect session, instructors and attendees can launch from within Cornerstone directly in to Adobe Connect.



REQUIREMENTS

The Adobe Connect Meeting Room integration requires purchase through the Edge Marketplace. Your organization will be invoiced the amount of the product on the purchase date and every anniversary of that date.

At least one Adobe Connect administrator account is required.

Please note: this integration is only designed to work with Adobe Meeting Room, and not Webinars. **Webinar licenses are not support for this integration.**

Edge setup

The integration can be self-installed in your CSX Stage or Pilot to support your testing exercise. When ready to move to Production, please reach out to your Cornerstone Client Executive to have the integration installed in your CSX Production portal.

After activating the Free Trial or purchasing the Adobe Connect Meeting Room integration the following configuration steps will need to be completed:

1. Click the **ADD NEW MEETINGS** button.
2. Populate the following fields for the meeting:

Vendor Name	Admin Username	Admin Password	Adobe Endpoint	***ProviderId***	Active	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>

[+ Add New Meetings](#)

- **Vendor Name** - Enter the name you would like to display for this vendor.
- **Admin Username** and **Password** - Enter the username and password used to login to your Adobe portal. This credential has administrative privileges within the Adobe portal and is used by Cornerstone to authorize your organization with Adobe.

- **Adobe Endpoint** - Replace {portal} with the correct portal name in this URL *https://{portal}.adobeconnect.com/api/xml*
 - **ProviderID** - This value for the ProviderID is generated automatically. Please, leave this field blank.
 - **Active** - Toggle this switch to the Active or Inactive position to activate or deactivate the meeting.
 - **Remove** - Clicking the Remove option does NOT remove the meeting from the integration. The meeting will be temporarily hidden. The behavior of this option will be modified with a future patch.
3. After providing all the required information for the meeting, click the **SAVE SETTINGS** button at the bottom of the page. The new meeting will be saved to the Meetings table.

By repeating steps 1 - 3 above, **multiple instances** of Adobe Connect Meeting can be integrated, appearing as distinct Vendors in your Cornerstone portal.

Portal configurations

Vendors

Following successful setup of your Adobe Connect Meeting Center integration in Edge, a new **Vendor** will be added to the **Manage Vendors and Instructors** page (ILT > Manage Vendors and Instructors). The **Vendor Name** entered during setup is populated and displayed.

Please Note: Modifying the Vendor Name can cause the integration to stop functioning.

Instructors

The next step in configuration will be the addition of **Instructors** to the Adobe Connect Meeting Room Center vendor. When creating an Instructor, the email address is required.

- When an Instructor you are adding in CSOD **does not** have a corresponding **host** account - with a matching email address - in your Adobe Connect system, a new host will be created.
- If the Instructor you are adding **does** have a corresponding host account - with a matching email address - in your Adobe Connect system, the accounts will synchronize. This will ensure the host has the permissions to create meetings and training based on the provider to which the instructor is being added.

The newly created Instructor will appear in the Instructors page as below:

INSTRUCTOR NAME	LOCATION	E-MAIL	PHONE	SCHEDULE	ACTIVE	EDIT
Tripper, Jack	Bandra	jtripper@3scompanysod.com	(310) 555-1292	View	<input checked="" type="checkbox"/>	 

The addition of the **View** button (the computer icon next to Edit) provides a read-only view of the instructor details, including the training website and host ID. Also available in the details pop-up is link to send the host password via email, however the administrator account initiating the request must have an active email within the Cornerston System.

Instructors that are created new from the CSOD integration will use their email address as their username in Adobe Connect. These users will be able to reset their passwords from Adobe Connect.

Creating events & sessions

When creating an **Event** for an Adobe Connect Meeting Room integration, the only unique action that differentiates between the creation of a non-integrated Event is that you must use one of the **Vendors** configured at setup.

When creating a **Session** only the Instructors set for the Adobe Connect vendor are available for use on the **Parts Schedule** page.

Launching instructors


When the **Instructor** is ready to begin their **Session**, they are able to launch the Adobe Connect Meeting Room directly from the **View Your Sessions** page (ILT > View Your Sessions) by selecting the appropriate time link on the displayed calendar.

This will allow them direct access to their Adobe Connect Host account through the configured integration.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Effective Communication 3:00 AM PST	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Launching attendees

Attendees are able to search and request the **Session** depending on the Availability set. Learners can directly access the Adobe Connect Meeting Room by selecting the **Launch** button on their Cornerstone **Transcript**.



Effective Communication (Starts 4/16/2018 3:00 PM)
Due: No Due Date Status: Registered

Launch ▼

Update & submit roster attendance

To retrieve the most up-to-date attendance on demand, click the **SUBMIT FINAL ROSTER** button, located in the **Attendance & Scoring** tab of Session's **Roster** page. This attendance retrieval also updates the user's transcripts accordingly once the instructor submits the roster.

USERS						
Check/Uncheck All						(1 Result)
Name	Locator	User ID	Attendance	Score	Pass	Session Completion
Peace, Courtney	2759	cpeace	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	7/27/2017

Troubleshooting

ERROR TYPE	OCCURRED	TYPICAL CAUSE	POSSIBLE SOLUTION
Name cannot begin with the ' ' character, hexadecimal value 0x20. Line 15, position 32.	Creating an instructor.	Adobe Connect URL is incorrect.	Make sure the Adobe Connect URL in the Edge tool ends with /api/xml.
Object reference not set to an instance of an object.	Creating an instructor.	Site Administrator details are incorrect.	Check the Adobe Connect URL, make sure this has https not http, and ends with /api/xml. Also confirm the username and password are correct.
Session not created in the expected meeting template in Adobe Connect.	In Adobe Connect after the session is created.	Location of session in Cornerstone does not have the IT matching the meeting template's SCO ID.	Make sure the ID of the location the session is being held in is either blank (will go to the General meeting template), or is the SCO ID of a specific meeting template in Adobe Connect.
When host launches Adobe Connect meeting, they join as a participant.	Launching a session.	Not enough host licenses in Adobe Connect for the user to be added as a Host.	Purchase more host licenses in Adobe Connect or remove a host license from a user who is no longer using it.