

# Adobe Connect Meeting Room

**Edge Integration Guide** 

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## **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.

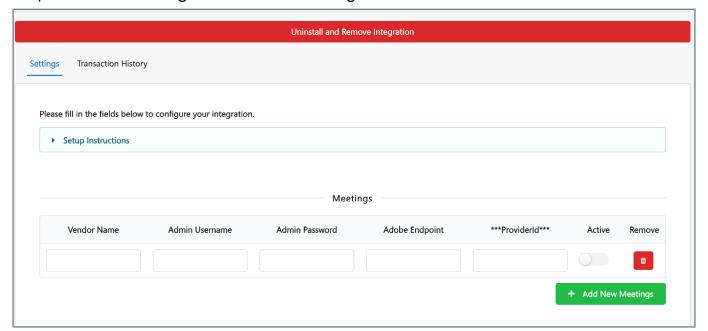
Please note: this integration is only designed to work with Adobe Meeting Room, and not Webinars. **Webinar licenses are not support for this integration**.

# 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 stepswill need to be completed:

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



- 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:



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 availabe 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.



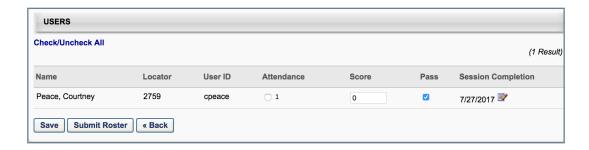
### Launching attendees

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**.



### **Update & submit roster attendence**

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.



# **Troubleshooting**

ERROR TYPE	OCCURRED	TYPICAL CAUSE	POSSIBLE SOLUTION
Name cannot begin with the '' character, hexadecimal value 0x20. Line 15,	Creating an instructor.	Adobe Connect URL is incorrect.	Make sure the Adobe Connect URL in the Edge tool ends with /api/xml.
position 32.  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
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.	and password are correct.  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.