University of Toronto, LLC
SuccessFactors LMS
Launching Adobe Connect Sessions

3.6 - Job Aid
When a VLS is scheduled, the steps below will assist the instructor in launching the webinar in adobe connect.

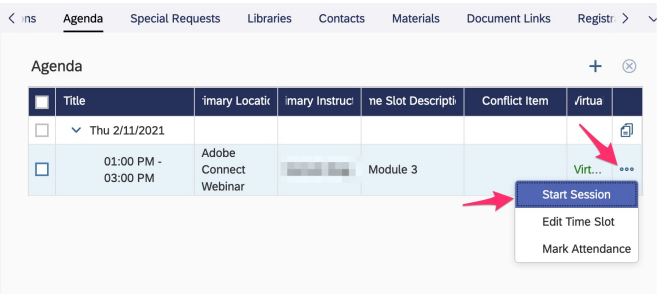
Instructor Steps

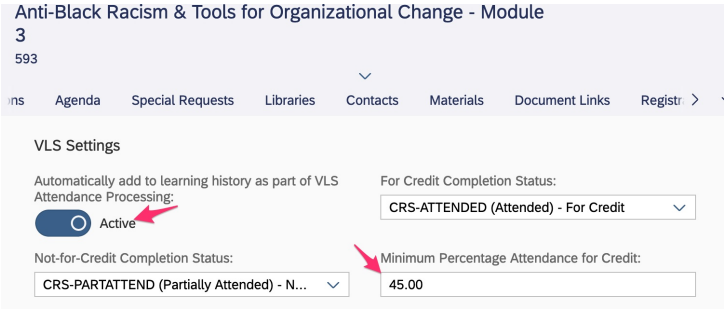
1. Login into the LMS Platform and navigate to your learning tile.
2. If you are assigned as an instructor, you will see a **My Classes** tab on the top menu bar.
3. You will tabs: the **Scheduled Classes, Future Classes**, **Progress Classes**. Select the virtual class to be started in the scheduled tab(ensure the class you are attempting to start has today's start date). you will see your default schedule tab and you should see under **ACTIONS** the **Start VLS** button.
4. Registrants will see similar in their learning tile as **Join Session** if they missed the calendar invite.

Administrator Steps

If you are an Admin and not an instructor, you can still launch the VLS from the Admin side.

1. Login into the LMS Platform and navigate to your Admin UI from the dropdown.
2. On the Menu, select learning activities and select classes.
3. Enter the class title partially to search for the virtual course. Click Search & Select the item returned.
4. Under the **AGENDA** section of the record, click the 3 dots and select start session and adobe will launch.





IMPORTANT

If you have VLS setting set to auto record attendance in your class setting as seen to your right with a minimum percentage attendance. (see job aid 3.3), please be aware on **launching** sessions before scheduled class time, as that will affect the **percentage** seen here.

However, if you do need to get into Adobe platform to setup, you can log manually to **odlcuoft.adobeconnect.com** with your credentials provided to you. (email lms.help@utoronto.ca) if you do not have one as you need a license to use adobe.

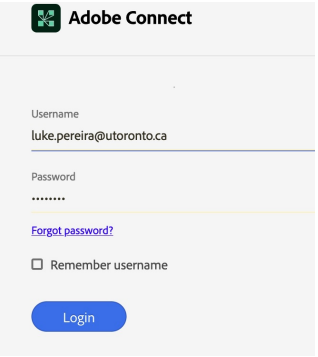
University of Toronto, LLC
SuccessFactors LMS
Launching Adobe Connect Sessions

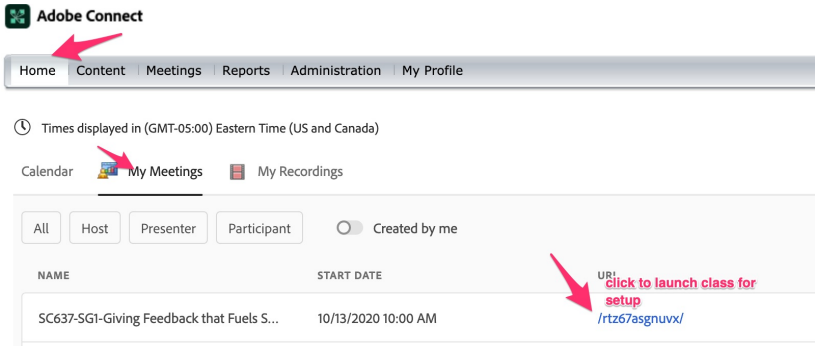
3.6 - Job Aid

When a VLS is scheduled, the steps below will assist the instructor in launching the webinar in adobe connect.

Logging through Adobe Website to setup classroom in adobe connect. **If VLS percentage is setup for class.**

Make sure to always launch the adobe app and not open class in the browser.
Once you are done the setup, you can close and launch the **Start VLS** session from my classes or Admin back end.





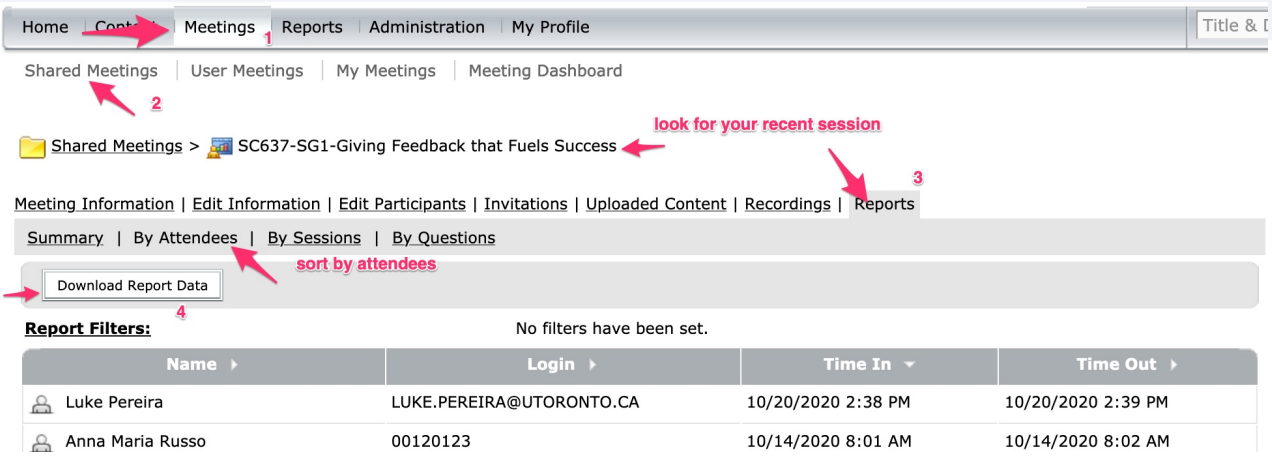
Adobe Connect Attendance

Once your session is done, if you had percentage attendance setup, the system will sync and run the attendance script overnight and you should see marked completions at 10am the next day. If no percentage is selected, you can manually mark completions from my classes or the Admin back end UI. (job aid 3.3).

Adobe also provides a time stamped detailed report on attendance which you can download from the adobe portal for user validation. You can download the CSV file and use pivot table to check times for each registrant.

University of Toronto, LLC
SuccessFactors LMS
Launching Adobe Connect Sessions

UNIVERSITY OF TORONTO

3.6 - Job Aid

When a VLS is scheduled, the steps below will assist the instructor in launching the webinar in adobe connect.