Asentia Manual – GoTo / WebEx – PLANNING

GoToMeeting / GoToTraining / GoToWebinar

NOTE: You *MUST* have a GoTo account already set up before integrating an account with Asentia.

How to integrate a GoTo account on Asentia:

PART A – Create and set up a developer account.

1) Go to https://goto-developer.logmeininc.com/ and click the button that says "GET AN ACCOUNT. IT'S FREE!"
2) Put in your information, and click "Sign up" to create a GoTo Developer account (it is free).
3) Verify your email address, and then go to https://goto-developer.logmeininc.com/ and click "Sign in" to sign into your GoTo Developer account.
4) When you log in, you will be prompted to allow GoTo Developer to access to your GoTo account. Click "Allow."
5) Click "My Apps" in the top menu. On the "My Apps" page, click the "Add a new App" button.
6) Give the GoTo App that you are connecting to Asentia a name (your best bet will be to just call it "[*company name*]'s GoTo[*Meeting/Training/Webinar*]") and a description. Under "Product API," select the app that you are connecting to Asentia. For the "Application URL," put "https://api.getgo.com".
7) Click "Create App." You will be brought back to the My Apps page.
8) On the My Apps page, click the app that you just created and copy the "Consumer Key." You do NOT need the "Consumer Secret."

PART B – Enable the add-on in Asentia.

9) Log into Asentia. In the System menu, click "Web Meeting Integration."
10) Under the tab for the GoTo product, select the "On" bubble.
11) Paste the "Consumer Key" into the "Application Key" box.
12) Put the GoTo username and password into the "Username" and "Password" boxes.
13) Select the GoTo plan that you are subscribed to.
14) Click "Save Changes." The GoTo account is now integrated into Asentia.

How to set up a session with your integration:

15) On the Asentia site, in the Learning Assets menu, click "Instructor Led Training."
16) Either create a new ILT module, or modify an existing ILT module.
17) Create a new session, give it a title, and under "Type," select the GoTo product.
18) The system will automatically load the number of seats (based on the GoTo plan that you are subscribed to) and the attendance URLs. You can either include a certain number of waiting seats, or make the waiting seats 0 to have no waitlist at all.

19) Give a session meeting date/time or several dates and times (if the topic being discussed will require multiple sessions to cover all required information).
20) Click “Create Instructor Led Training Session.” The session will automatically be created in the GoTo account.

How users will access the session:

1) The administrator or the session Instructor can launch the session from either the ILT Roster Management widget by clicking on the GoTo icon under “Launch,” or they can launch the session from the GoTo account. If you begin the session from Asentia, you will not beable to access the link to begin the session until 15 minutes before the listed start time. Your users will have the same limitation, in that they will only be given the link to join the session 15 minutes before the listed start time. We have only included the “Launch” button in Asentia for your convenience. You are more than welcome to start the session earlier by launching directly from your GoTo account.
2) There are several ways that a user may gain access to a live session. The user can…
    a. be enrolled in the course containing the training module through a ruleset, or they will self-enroll in the course containing the training module; in BOTH cases, once they are enrolled, they will go to their Dashboard, click the View button for the course, click the Action button for the module, and then select an available session.
    b. self-enroll in the ILT module alone from the Instructor Led Training section of the Catalog, in which case they will be prompted to select an open session upon enrollment.
    c. be added manually to the Enrolled List on the Manage Roster page by an administrator.
3) To attend the session, from the dashboard, the user will click on the icon in their Calendar widget. If they click the icon within 15 minutes of the beginning of the session, they will be given the link to join the session. They will NOT be given that link earlier than 15 minutes before the start of the session.
4) When the user clicks the join link, the session will open in a new tab or window, and they may be prompted to download an add-on or app. The user’s information will be automatically sent from the LMS to the GoTo session, and they will then be joined to the session.

How to grant completions to users:

5) Wait **15 minutes** after your session has ended. Go to the session’s roster management screen. Above the list of enrolled users, a synchronize link will appear. Click this synchronize link. The users who attended the session will be granted a completion status. In the synchronize window, you will also be able to see the amount of time that the users were present at the session. This way, if they only attended a small part of the session, and you would rather not grant them credit for attending, you can change their Completed status to Incomplete, if you so choose.
6) If users who ARE enrolled attend the session by getting the session ID and launching the session from outside of the Asentia site, when you click the synchronize link,
7) If users who ARE NOT enrolled attend the session by getting the session ID and launching the session from outside of the Asentia site, when you click the synchronize link, their name will

appear in the synchronization window, and you will have to manually add the user to the Enrolled List, and manually grant them a Completed status.

8) If any attendees are not existing users in your system, you will have to add them as a user in the system (either individually or by batch import), manually add them to the Enrolled List, and manually grant them a Completed status.
9) Don't forget to click "Save Changes."

WebEx

NOTE: You *MUST* have a WebEx account already set up before you integrate an account with Asentia.

How to integrate a WebEx account on Asentia:

1) Log into the Asentia account. In the System menu, click "Web Meeting Integration."
2) Under the tab for WebEx, select the "On" bubble.
3) Put in the WebEx Site Name, Username, and Password, and then select the WebEx plan that you are subscribed to.
4) Click "Save Changes." The WebEx account is now integrated into Asentia.

How to set up a WebEx meeting in Asentia:

5) On the Asentia site, in the Learning Assets menu, click "Instructor Led Training."
6) Either create a new ILT module, or modify an existing ILT module.
7) Create a new session, give it a title, and under "Type," select "WebEx."
8) Create a password for the WebEx session.
9) The system will automatically load the number of seats (based on the WebEx plan that you are subscribed to) and the attendance URLs. You can either include a number of waiting seats, or make the waiting seats 0.
10) Give the session a date and time. The session must be at least 15 minutes long.
11) Click "Create Instructor Led Training Session." The meeting will automatically be created in the WebEx account.

How users will access the meeting:

12) There are several ways that a user may gain access to a live session. The user can…
    a. be enrolled in the course containing the training module through a ruleset, or they will self-enroll in the course containing the training module; in BOTH cases, once they are enrolled, they will go to their Dashboard, click the View button for the course, click the Action button for the module, and then select an available session.
    b. self-enroll in the ILT module alone from the Instructor Led Training section of the Catalog, in which case they will be prompted to select an open session upon enrollment.
    c. be added manually to the Enrolled List on the Manage Roster page by an administrator.

13) The administrator or the session Instructor can launch the session from either the ILT Roster Management widget by clicking on the WebEx icon under “Launch,” or they can launch the session from the WebEx account.
14) To join the session, from the dashboard, the user will click on the icon in their Calendar widget. If they click the icon within 15 minutes of the beginning of the meeting, they will be given the link to join the meeting. They will NOT be given that link earlier than 15 minutes before the start of the meeting.
15) When the user clicks the join link, the user will be brought to the WebEx Meeting Center in a new tab or window, where there will be a “Join” button.

NOTE: The WebEx site on Android devices cannot launch the session if the browser is not in desktop mode. After the user taps the “Join WebEx” link, have them turn desktop mode on for the browser they are using. In both Chrome and Firefox for Android, here is how to enable desktop mode:

- In the top right corner of the screen, click the menu icon (three dots aligned vertically).
- Tap the box next to “Request desktop site.” The page will refresh, and they will then be able to join the meeting.

16) If the user is on a desktop computer, they will be prompted to install the WebEx add-on to their browser (if they don’t already have it). Once they have installed, they will then be prompted to enter their name, email address, and the meeting password. Once they give this information, they will be put into the meeting. Mobile users will only be prompted to enter their information, and the meeting will then launch.

<u>How to grant completions to users:</u>

The administrator or the session Instructor will select the completion status for the users listed in the Enrolled list from the Manage Roster page. There is a function above the Enrolled list that says, “Mark selected record(s) as:” You can grant everyone on the list the same completion status with this function, then hit “Save Changes.”