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Introduction

Our new LinkedIn Learning Integration App interfaces directly with LinkedIn Learning to easily see when Job Seekers use Learning Paths and courses recommended to them. It shows how far they are into each course, and when a course is completed, it will automatically update the Job Seeker’s profile with the Skills obtained from the course.

Learning Paths and Courses

LinkedIn Learning Paths are called Training Course Offerings within Launchpad. Clicking the Training Course Offering tab will display all the Learning Paths currently available.

Within a Training Course Offering scroll down to the Event card then click the card, located across from System Information and above the Training Course Offering History card.
After clicking on the Events card, you can see a list of **Events** which are the Courses that comprise the Learning Path.

You can also see courses listed individually via the **Events Tab**.

**Tracking LinkedIn Learning with Launchpad**

To track a recommended Learning Path or course, click the course then click **Assign Course to Job Seeker** for individual courses located to the right of the course.
Then type the name of the Job Seeker into the Contact field and click **Save**.

Once a Job Seeker is assigned a Learning Path, an **Event Attendee Enrollment** record is created on *each course* the Job Seeker was assigned.
For example, if a Job Seeker was assigned a Learning Path with four courses total, an Event Attendee Enrollment record is created on each of the four courses. However, if they were assigned a single course only, just one Event Attendee Enrollment will show.

Each Event Attendee Event Enrollment shows each Job Seeker’s recommended Training Course Offering or Event and their overall progress. The status will show:

- **Assigned- Not started**
- **In Progress**
- **Completed**

It also shows a percentage completed tracker to show how much of the course they have completed. In addition, Lauchpad’s LinkedIn Learning App will interface with LinkedIn every 30 minutes for updates.

If a Job Seeker starts a Learning Path or course on their own, without being assigned, Launchpad will automatically create an Event Attendee Enrollment record for them as they make progress on the course.

**Important note on interface requirements**
Lauchpad uses a Job Seeker’s email to interface between our system and LinkedIn.

Therefore, email on the Job Seeker’s profile in Launchpad must be the same email they use for LinkedIn.

**Examples of Event Attendee Enrollment Tracking**

<table>
<thead>
<tr>
<th>Date</th>
<th>Field</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/2021</td>
<td>Created</td>
<td>Traci Williams</td>
</tr>
</tbody>
</table>

**Event Skills**

When a Job Seeker completes a course, a Skill will be added to their profile. A list of Skills gained from the course is available to view on the Event record for that course.

Skills that a Job Seeker has are displayed on their profile as **Client Skills**. Each skill will be either an **Existing** skill, which are skills the client had already before receiving training and **Gained**, which are skills they learned from LinkedIn Learning.
### Client Skills (3)

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Skills Name</th>
<th>Type</th>
<th>Client Skills Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data Analysis</td>
<td>Existing</td>
<td>Traci Wilson</td>
</tr>
<tr>
<td></td>
<td>Google</td>
<td>Existing</td>
<td>Traci Wilson</td>
</tr>
<tr>
<td></td>
<td>Stakeholder</td>
<td>Existing</td>
<td>Traci Wilson</td>
</tr>
</tbody>
</table>

**New Client Skill**

**Information**

- **Client Skill Name**

  - KollinBell Training

**System Information**

- Created via LinkedIn Integration

**New Client Skill Fields**

- **Skill**: Google G Suite
- **Type**: Existing

- **Client**: KollinBell Training

[Buttons]: Cancel, Save & New, Save
Dashboards

There will be multiple dashboards available that shows a multitude of information at your fingertips. Below are example dashboards that will be available.
LinkedIn Admin and System Admin

The following are instructions on creating new Training Course Offerings and Events for the LinkedIn Admin and System Admin teams.

Creating New Training Course Offerings

Once a Learning Path is created in LinkedIn, it can be added to Launchpad. To start, click New under Training Course Offering.

Enter in the following fields:
- Training Course Name
• Active (Yes)
• Training provider (LinkedIn Learning)

New Training Course Offering

You can copy over the description of the Learning Path but it is not required. Below the description is the LinkedIn Learning URL. This is the URL for the entire Learning Path.

Next, create the **Events** (courses) for the Training Course Offering. Within the Training Course Offering, click **Create LinkedIn Course**.

Enter the **Event Name** (the course name). If you need to enter multiple Events, click **Save & New** to enter each Event Name quickly.
As soon as the Event is created, Launchpad’s system immediately interfaces with LinkedIn Learning and ports over all of the course information including:

- Detailed Description
- If it’s a course or video
- Learning Level
- Duration
- A link to that course
- Skills

If the Event has a Skill that is not currently in Launchpad, our integration system will automatically create a new Master Skill and then update the Event record the Event Skills.
<table>
<thead>
<tr>
<th>Training Course Offering</th>
<th>Dynamics 365</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Training Provider</td>
<td>LinkedIn Learning</td>
</tr>
<tr>
<td>Training Course Name</td>
<td>Dynamics 365</td>
</tr>
<tr>
<td>Description</td>
<td>Microsoft Dynamics training for several business applications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Chatter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upcoming &amp; Overdue</td>
<td>No next steps. No past activity. Past meetings and tasks marked as</td>
</tr>
<tr>
<td>Filters: All time • All activities • All types</td>
<td>Refresh • Expand All • View All</td>
</tr>
</tbody>
</table>

No next steps. To get things moving, add a task or set up a meeting.