



LinkedIn Learning User Guide

LinkedIn Learning



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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.

Home Common Intake Contacts Jobs Job Applications Hires Accounts Training Course Offerings Events More ▾				
<div>  Training Course Offering </div> <div> <div>All ▾</div> <div></div> </div> <div> 23 items • Sorted by Training Course Name • Filtered by All training course offering • Updated 10 minutes ago </div> <div> <div> <input type="text" value="Search this list..."/> </div> <div>       </div> <div>New</div> </div>				
<input type="checkbox"/>	Training Course Name ↑	Active	Training Provider	
1	<input type="checkbox"/> Advance Office 365	Yes	LinkedIn Learning	▾
2	<input type="checkbox"/> Become a Digital Marketing Specialist	Yes	LinkedIn Learning	▾
3	<input type="checkbox"/> Become a Java Programmer	Yes	LinkedIn Learning	▾
4	<input type="checkbox"/> Become a Project Manager	Yes	LinkedIn Learning	▾
5	<input type="checkbox"/> Become a SQL Developer	Yes	LinkedIn Learning	▾
6	<input type="checkbox"/> Become an Agile Project Manager	Yes	LinkedIn Learning	▾
7	<input type="checkbox"/> Become an Agile Software Developer	Yes	LinkedIn Learning	▾
8	<input type="checkbox"/> Career Exploration	Yes	LinkedIn Learning	▾

Click the Training Course Name to see details on that Learning Path.

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.



System Information

Created By
lpsww , 6/28/2021 11:35 AM

Last Modified By
lpsww , 6/28/2021 11:35 AM

Events (6+)				New
Event ...	Content ...	Level	Status	
Word E...	Course	Beginner	Active	▼
Excel: ...	Course	Advanced	Active	▼
Word: ...	Course	Interme...	Active	▼
Excel E...	Course	Beginner	Active	▼
Excel: ...	Course	Interme...	Active	▼
Word: T...	Course	Interme...	Active	▼
				View All

Training Course Offering History (1)

After clicking on the Events card, you can see a list of **Events** which are the Courses that comprise the Learning Path.

Home	Common Intake	Contacts	Jobs	Job Applications	Hires	Accounts	Training Course Offerings	Events	More ▼
------	---------------	----------	------	------------------	-------	----------	---------------------------	--------	--------

Training Course Offering > Advance Office 365				New
Events				Settings Refresh Filter
8 items • Updated a few seconds ago				
Event Name	Content Type	Level	Status	
1 Word Essential Training (Office 365/Microsoft 365)	Course	Beginner	Active	▼
2 Excel: Using Dynamic Array Functions (Office 365/Microsoft 365)	Course	Advanced	Active	▼
3 Word: Formatting and Styles in Depth (365/2019)	Course	Intermediate	Active	▼
4 Excel Essential Training (Office 365/Microsoft 365)	Course	Beginner	Active	▼
5 Excel: Advanced Formatting Techniques (365/2019)	Course	Intermediate	Active	▼
6 Word: Templates in Depth (365/2019)	Course	Intermediate	Active	▼
7 Cert Prep: Word Expert - Microsoft Office Specialist for Office 2019 and Office	Course	Advanced	Active	▼
8 Cert Prep: Excel Expert - Microsoft Office Specialist for Office 2019 and Office	Course	Advanced	Active	▼

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.



Home

Common Intake

Contacts

Jobs

Job Applications

Hires

Accounts

Training Course Offerings

Events

More

Event

Word Essential Training (Office 365/Microsoft 365)

+ Follow

Assign Course to Job Seeker

Edit

Training Course Offering

Start Date

Status

Advance Office 365

Active

Event Name

Word Essential Training (Office 365/Microsoft 365)

Record Type

LinkedIn Learning

Training Course Offering

Advance Office 365

Status

Active

Event Auto Number

Event-0047

Activities

Chatter

Event Skills (2)

New

Event ...	Skills N...	Category	Created ...
ES-000...	Microsof...	Professi...	<input checked="" type="checkbox"/> ▼
ES-000...	Word Pr...	LinkedIn...	<input checked="" type="checkbox"/> ▼

+ Follow

Assign Course to Job Seeker

Edit

Then type the name of the Job Seeker into the Contact field and click **Save**.

Assign Course to Job Seeker

* Contact

KollinBell Training

X

Cancel

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.

Event Attendee Enrollment
KollinBell Training

+ Follow Edit Clone

Event
Word Essential Training (Office 365/Microsoft 365)

Status
Assigned

Attendee Enrollment #
AE-00359

Contact
KollinBell Training

Event
Word Essential Training (Office 365/Microsoft 365)

Training Course Name
Advance Office 365

Status
Assigned

Percent Complete
0%

Actual Start Date

Actual End Date

Activities Chatter

Notes (0)

Event Attendee Enrollment History (1)

Date	Field	User	Origin...	New ...
9/16...	Creat...	Traci ...		

View All

System Information

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, Launchpad'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



Launchpad 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

Home Common Intake Contacts Jobs Job Applications Hires Accounts Training Course Offerings Events More ▾				
Event Attendee Enrollments > AE-00359 Event Attendee Enrollment History				
1 item • Sorted by Date • Updated a few seconds ago ⚙️ 🔄 🔍				
Date ▾	Field ▾	User ▾	Original Value ▾	New Value ▾
1 9/16/2021 10:36 AM	Created.	Traci Williams		

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.

Home

Common Intake

Contacts

Jobs

Job Applications

Hires

Accounts

Training Course Offerings

Events

More

Events

All

100+ items

Sorted by Event Name

Filtered by All events

Updated a few seconds ago

Search this list...

Event Name

Training Course Offering

Record Type

S...

1

A Career Strategist's Guide to Getting a Job

Career Exploration

LinkedIn Learning

Active

2

Access: VBA

Visual Basic

LinkedIn Learning

Active

3

Accessing the Hidden Job Market


Future Leaders Project - Get Ahead in Finding a Job After College

LinkedIn Learning

Active

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)

New

Client ...	Skills N...	Type	Client S...	
Client ...	Data An...	Existing	Traci Wil...	▼
Client ...	Google ...	Existing	Traci Wil...	▼
Client ...	Stakehol...	Existing	Traci Wil...	▼
				View All

New Client Skill

Information

Client Skill Name

* Skill

 Google G Suite

×

* Client

 KollinBell Training

×

Type

Existing

System Information

Created via LinkedIn Integration

☐

Contacts > KollinBell Training
Client Skills

3 items • Sorted by Skills Name • Updated a few seconds ago

	Client Skill: Client Skill Na...	Skills Name ↑	Type	Client Skill: Created By	Client Skill: Created Date	
1	Client Skill15905	Data Analysis	Existing	Traci Williams	9/18/2021 12:36 PM	▼
2	Client Skill15904	Google G Suite	Existing	Traci Williams	9/18/2021 12:35 PM	▼
3	Client Skill15906	Stakeholder Management	Existing	Traci Williams	9/18/2021 12:36 PM	▼

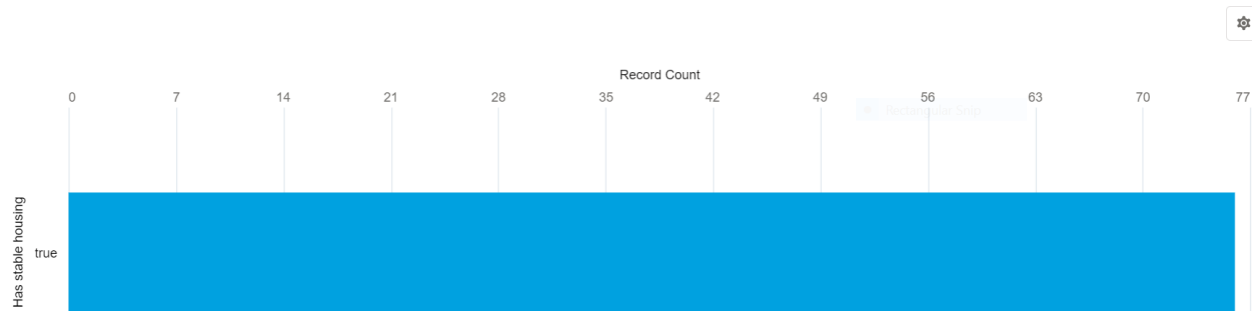
Dashboards

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

Report: Contacts with Eligibilities and Program
Jobseekers with Stable Housing

Search, Filter, Sort, Refresh, Edit

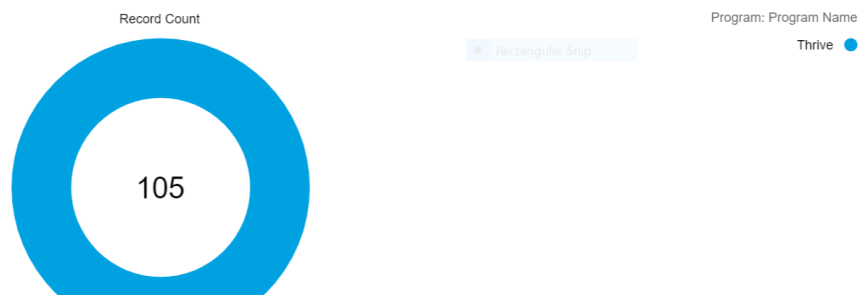
Total Records
76

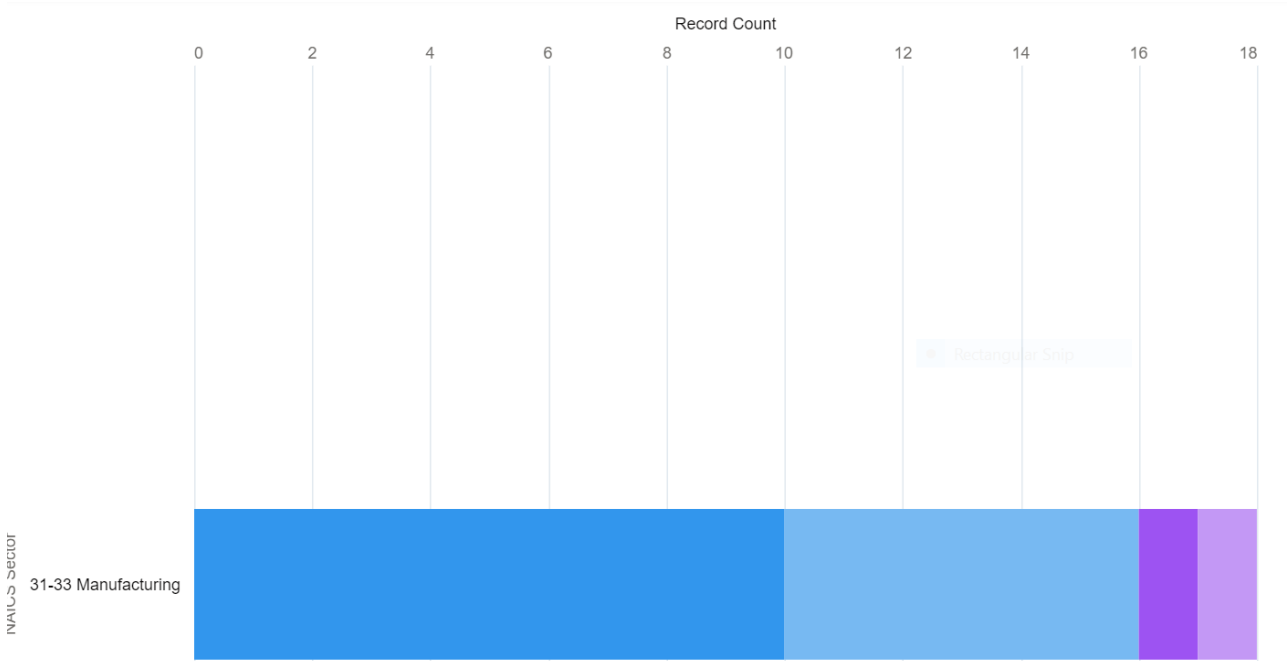


Report: Contacts with Enrollments and Program
Thrive Enrollment

Search, Filter, Sort, Refresh, Edit

Total Records: 105
Total Received Mentoring: 15
Total Has stable housing: 60





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**.

Home

Common Intake

Contacts

Jobs

Job Applications

Hires

Accounts

Training Course Offerings

Events

More

Training Course Offering

All

New

23 items • Sorted by Training Course Name • Filtered by All training course offering • Updated a few seconds ago

Search this list...

Settings

Grid

Refresh

Edit

Export

Filter

<input type="checkbox"/>	Training Course Name ↑	Active	Training Provider	
1	<input type="checkbox"/> Advance Office 365	Yes	LinkedIn Learning	▼
2	<input type="checkbox"/> Become a Digital Marketing Specialist	Yes	LinkedIn Learning	▼
3	<input type="checkbox"/> Become a Java Programmer	Yes	LinkedIn Learning	▼

Enter in the following fields:

- Training Course Name



- Active (Yes)
- Training provider (LinkedIn Learning)


New Training Course Offering

Information

* Training Course Name

Dynamics 365

* Training Provider

 LinkedIn Learning

* Active

Yes


* # of Courses

7

Description

Salesforce Sans


12





B


I


U






























Microsoft Dynamics training for several business applications.

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**.



Training Course Offering

Dynamics 365

+ Follow

Edit

Assign Path to Job Seeker

Create LinkedIn Course

▼

Active

Training Provider

Yes

[LinkedIn Learning](#)

Enter the **Event Name** (the course name). If you need to enter multiple Events, click **Save & New** to enter each Event Name quickly.



Create LinkedIn Course

* LinkedIn
Learning
Event

Learning Microsoft 365 Basics |

Save

Save & New

Cancel

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.





Training Course Offering
Dynamics 365

+ Follow

Edit

Assign Path to Job Seeker

Create LinkedIn Course

▼

Active
Yes

Training Provider
[LinkedIn Learning](#)

Training Course Name	Active
Dynamics 365	Yes
Training Provider	# of Courses
LinkedIn Learning	7
Description	
Microsoft Dynamics training for several business applications.	

ActivitiesChatter

Filters: All time • All activities • All types

Refresh • Expand All • View All

▼ Upcoming & Overdue

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

No past activity. Past meetings and tasks marked as

