LinkedIn Learning Integration

The following sections cover the steps you will need to take for LinkedIn Learning and the BAI LMS to successfully integrate courseware between them. To complete this, you will need to have the PremiumBAI Learning Manager tier.

<u>STEP 1</u>: Enable AICC Integration In LinkedIn Learning

1. After you log in to LinkedIn Learning, click "**Go to Admin**" in the upper right corner of the page.
(*Please Note:* You must be an overall company learning admin in order to proceed.)

2. Click "**Me > Integrate.**"

3. From the side navigation menu, select "**Add content to your LMS via AICC.**"

4. Click the dropdown arrow next to "**Configure AICC.**"

5. Under Hostname(s), enter "**lmgr.bai.org.**"

STEP 2: Downloading Course Packages From LinkedIn Learning *(there are 2 options to choose from)*

<u>Option 1</u> — Download Course Packages for the Entire Library

1. In the Integrate interface, click the dropdown arrow next to **Download AICC Packages.**

2. Select your language and library preferences.

3. Click **Download Package** to begin the file download. (On subsequent visits to this setting, you're given the option to download AICC packages for all new courses offered since the last download)
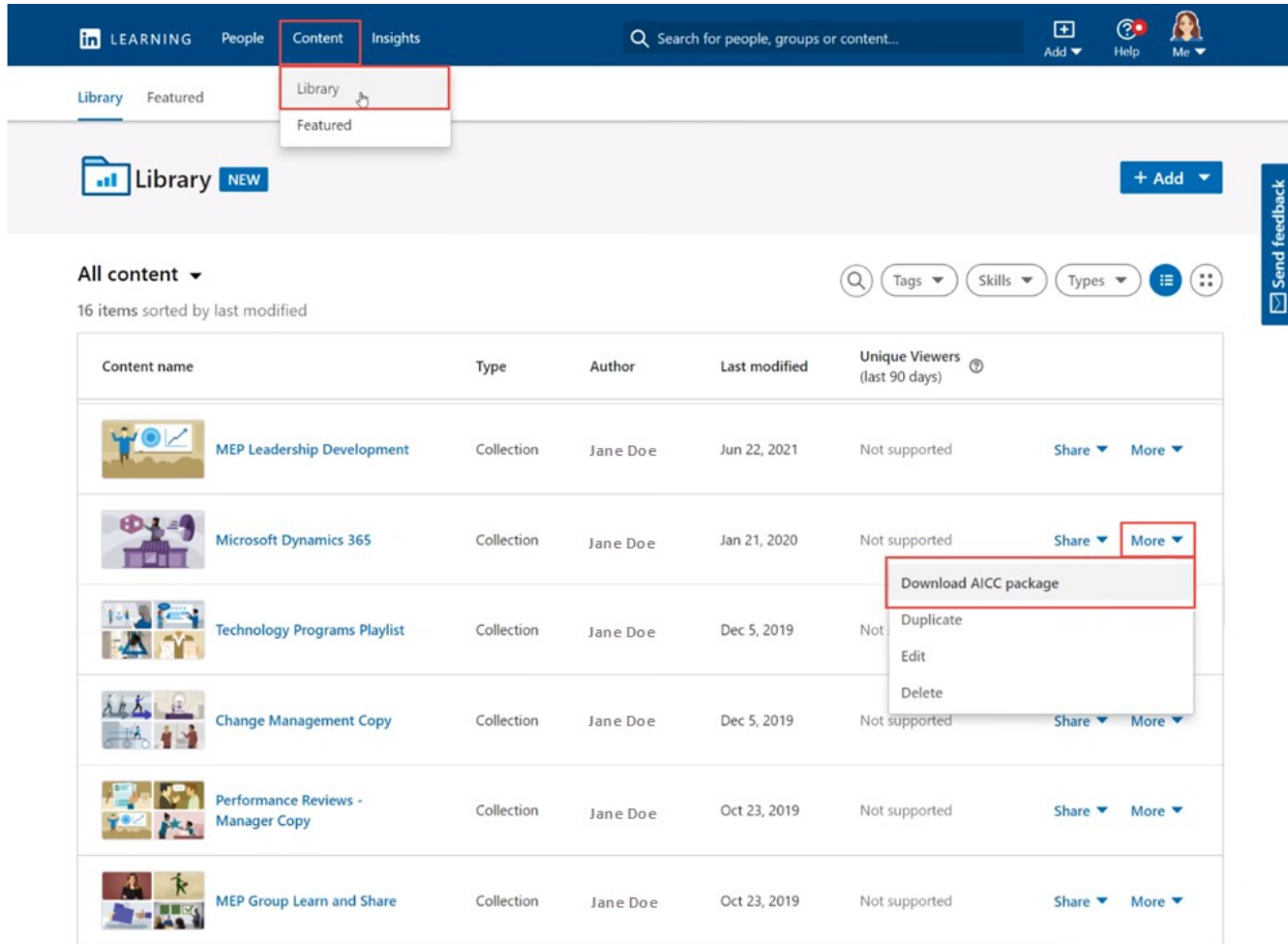

<u>Option 2</u> — Download Individual Course Packages

1. Once you've enabled the AICC Integration, click on the **Content** tab at the top of the page.

2. Select **Library** from the dropdown.

3. Choose a course, collection, or learning path in your library.

4. On the right side of the page, click **More.**

5. Click **Download AICC Package.** (A zipped version of an AICC package will download to your computer)

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STEP 3: Uploading Course Packages Into the BAI Learning Manager

Uploading a LinkedIn Learning course into the BAI LMS is done very similarly to creating other Web Based Training (WBT) courses. Detailed directions on how to do so can be found under Help though by clicking HERE once logged in.

Helpful Tips:

- Have the Title, Description and Duration for the LinkedIn Learning course available when uploading the course.

- Think about where you want to categorize the course in the Course Catalog and ensure you have the proper Subcategory created. Directions for creating a new Subcategory can be found under Help by clicking HERE.

- In Step 3 of the Add New Content wizard, make sure to select 'AICC' under the 'Please Select Your Package Type' drop down.

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