

Launching BizLMS

Launching BizLMS is easier than ever with our out of the box [User Management](#) and [Authentication](#) solutions. Below, you'll find a simple 10 step process to prepare an engaging and impactful launch. Work with your dedicated client team to ensure optimal configuration for your needs.

- ☐ **Setup SAML Authentication:** [Set up User Authentication](#) to create a single sign on experience for Learners, reducing barriers to access.
- ☐ **Brand your Site:** [Create a branded site](#) and experience for your learners including your authentication methods and [custom completion certificate](#)
- ☐ **Create your Learners:** You can [create learners](#) in your root or Active Learners teams. Once your teams are built, you can add the learners to their correct teams.
- ☐ **Create your Teams and Team Rules:** Teams are used to group learners for administrative, and sometimes assignment reasons. Keep in mind, assignments also can be made based on data within the learner profile, so if the data you need for assignment grouping exists there, assignment-based teams are not needed. It's best to discuss how you plan to report over and assign content with your Client Experience Manager before creating your structure. Team Rules allow for automated management of learner placement based on learner demographic data. Learn about [Creating a Team](#) and [Managing Team Rules](#).
- ☐ **Plan your Launch!** To drive an engaging launch, consider using incentives, swag, involving leadership and driving proactive communication. You'll work with your Client Success Manager to identify your strategy and content to include as part of your launch.
- ☐ **Create and/or Upload Custom Content:** Add any [custom content](#) that must be uploaded prior to your Launch. You can also [create custom topics](#) to provide structure to your custom content library.
- ☐ **Create Playlists, Assignments and Learning Initiatives for Launch:** Once you have all content in the system, you can begin to curate content in [Curriculum Builder](#) to create the programs you need for Launch.
 - **Content Assignment:** Single title assigned with a due date, [learn about content assignments](#)
 - **Learning Initiative:** Learning path assigned with a due date, learn about [creating learning initiatives](#)
 - **Playlist:** Curate elective content that shows under the learner's Featured Playlists. Learn more about [creating Team and Featured Playlists](#).
- ☐ **Setup Automated Messages:** Automated Messaging helps drive learner notifications around assignments and other tasks. It's recommended to either leave messages inactive or filtered to a test team until you are ready for your learners to receive them. Learn more about [Automated Messaging](#).
- ☐ **Customize your Homepage for Launch:** To create an engaging and exciting experience, [customize your site homepage](#) to include the playlists, featured content and graphics you've developed for the Launch.
- ☐ **Launch!** Execute your launch communication plan, events and activities.