



Schoox – BizLibrary Integration Guide





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BizLibrary supports the AICC standard for integration with Schoox. BizLibrary courses can be downloaded as AICC packages, ready to be integrated as standalone lectures and courses into the Academy/University.

This document covers the required steps to grant access to the BizLibrary content within the Academy/University.

- ➔ On a weekly basis, Schoox updates the BizLibrary collection for all the available libraries, based on the agreement that is in place with BizLibrary, to ensure the content is up-to-date.

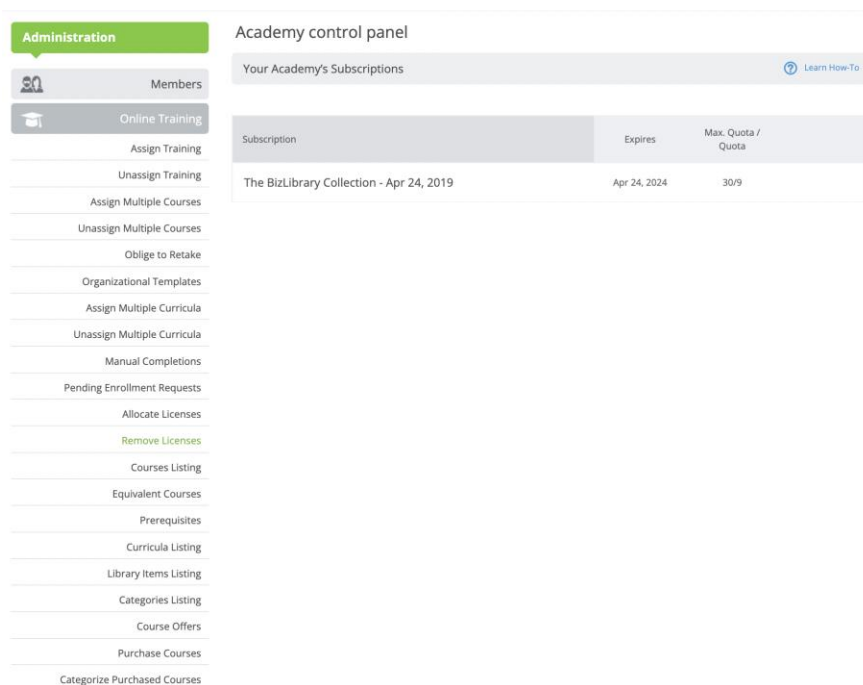


How can I allocate Licenses?

If you are an Administrator and have access to a subscription plan from BizLibrary, you can allocate the relevant licenses and assign BizLibrary courses to the members of your academy. Please keep in mind, that it is important to first to contact the BizLibrary team to ensure that all the courses which are part of your library have been imported to your academy by the Schoox team.

Every user should have a license allocated to their profile to view and access the BizLibrary training material. Once a license is allocated to a user, they instantly have access to all the BizLibrary courses which are visible to them, and they are able either to self-enroll in the courses of their interest or wait for an assignment from their admin to the courses of their learning path.

To allocate a license, select Admin in the upper navigation bar. In the left side panel, select Online Training, and then Allocate Licenses. You should then be able to see your subscription.



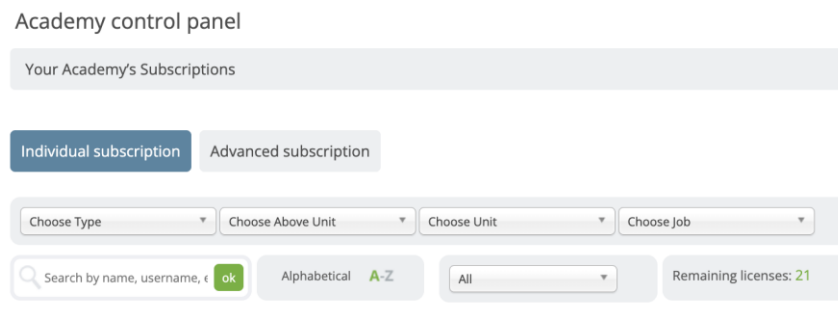
The screenshot shows the 'Academy control panel' interface. On the left is a navigation sidebar with 'Administration' selected. Under 'Online Training', 'Allocate Licenses' is highlighted. The main content area displays 'Your Academy's Subscriptions' with a 'Learn How To' link. Below this is a table with the following data:

Subscription	Expires	Max. Quota / Quota
The BizLibrary Collection - Apr 24, 2019	Apr 24, 2024	30/9

By selecting your subscription, you will be redirected to the license allocation page where you will be able to use either the **Individual Subscription** (select individual users from a list of your Academy's members) or the **Advanced Subscription**



(allocate licenses based on the users' org criteria - job and location). To confirm your selection and complete the license allocation you should click the **Subscribe** button.



The screenshot shows the 'Academy control panel' with a section titled 'Your Academy's Subscriptions'. Below this, there are two tabs: 'Individual subscription' (selected) and 'Advanced subscription'. There are four dropdown menus labeled 'Choose Type', 'Choose Above Unit', 'Choose Unit', and 'Choose Job'. Below these is a search bar with a magnifying glass icon, a search button labeled 'ok', and a dropdown menu for sorting options, currently set to 'Alphabetical A-Z'. To the right of the search bar is another dropdown menu set to 'All' and a status indicator that says 'Remaining licenses: 21'.

Read also: [How can I allocate my subscription licenses to the members of my Academy?](#)

How to Unsubscribe a Member

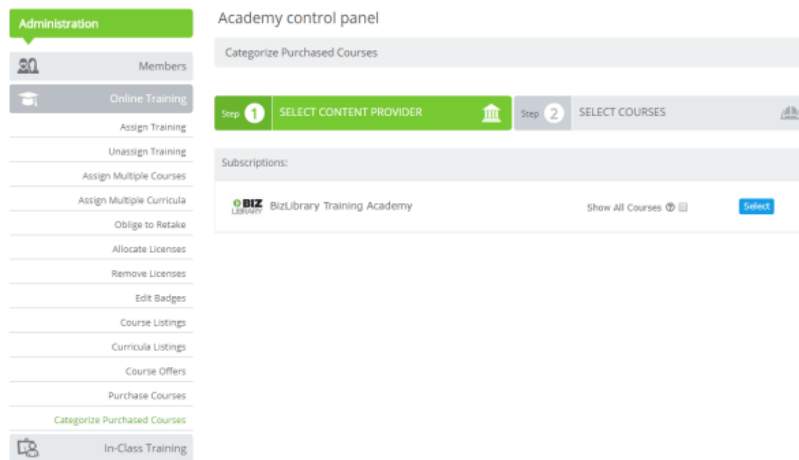
If you want to remove the license from a member (i.e., to re-allocate it to another resource), the procedure is quite similar. Select Admin in the upper navigation bar. From the left side menu, select Online Training, and then Remove Licenses.

Read also: [How can I remove the subscription licenses from the members of my Academy?](#)

How To Manage BizLibrary Categories?

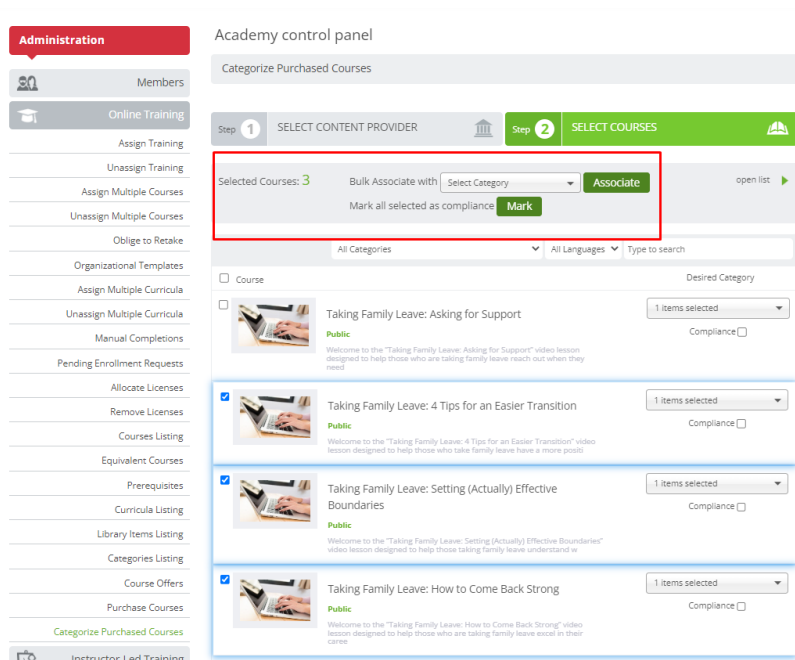
If you have a BizLibrary collection available to your academy, you have the option to manage its categories from the administration panel. More specifically, you can navigate to the top menu and click the **Admin** tab. In the left panel select **Online Training** tab and then the **Categorize Purchased Courses** option. In the new page you will see your subscription package as seen in the image below.





You can decide either to have the BizLibrary Courses visible to the users who have a license allocated to them or hide them from all the academy users. In the second case, users will be able to see only the BizLibrary courses assigned to them.

You can also click the **Select** button to configure under which academy category each BizLibrary course should be placed. In addition, you have the option to select multiple courses and set the same category to all the selected items, as seen below:

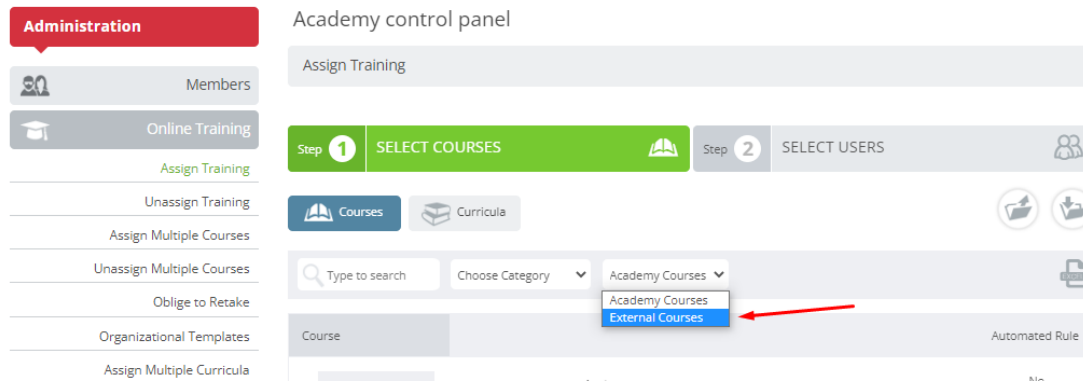


Read also: [How can I categorize the Subscription Courses I have purchased?](#)



Assign BizLibrary Courses to Employees

To assign BizLibrary courses to your employees you should navigate to the Admin Panel and select the **Assign Training** option under the **Online Training** menu item. Next, you should select the **External Courses** option from the drop-down list on the top right corner, as seen in the screenshot below.



You can search for your preferred course and select it. This will give you the option to assign the course either to specific employees (Individual Assignment) or to a group of employees based on their job and location (Advanced Assignment).

Read also: [How Can I Assign Courses to Employees?](#)

Unassign BizLibrary Courses

You can unassign courses at any time. This means that the course will still be accessible to the employee, but it won't be labeled as a required one. To unassign a course, click Admin in the upper navigation bar. From the left side menu select **Online Training**, and then **Unassign Training**. Next, you should select the **External Courses** from the drop-down list on the top right corner of the page. Search for the course, click its title, and then select the user you want to remove from the course.

You can unassign the course either from specific employees (Individual Unassignment), or from a group of employees based on their job and location (Advanced Unassignment).

Read also: [How can I manage the Subscription Courses I have purchased for my Academy?](#)

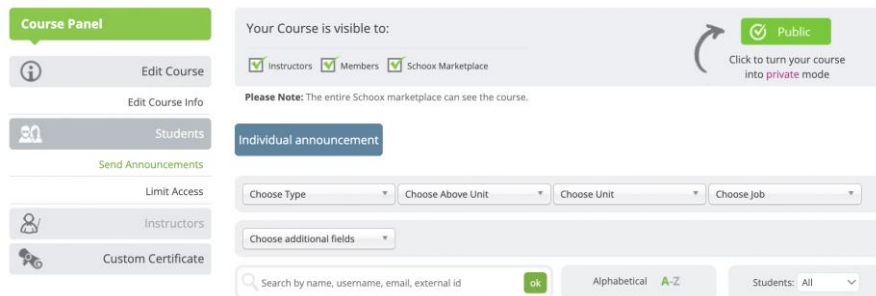


Can I manage the course information?

The BizLibrary courses are consisted of specific settings, just like all courses in Schoox, but most of them cannot be changed (i.e., course title, description, course tags). However, there are some courses' settings that are available to be edited, such as the following.

- Training Category,
- Certificate Expiration Period,
- Number of completions allowed per course,
- Compliance Course,
- Self-enrollment approval, and
- Credits.

You can access those setting in the **Edit Course Info** section. Additionally, you can **Send Announcements** to individuals that are assigned a BizLibrary course and **Limit Access** to the academy Hourly Workers.



The screenshot displays the 'Course Panel' on the left with a sidebar menu containing: Edit Course, Edit Course Info, Students, Send Announcements, Limit Access, Instructors, and Custom Certificate. The main content area shows 'Your Course is visible to:' with checkboxes for Instructors, Members, and Schoox Marketplace, and a 'Public' toggle. A 'Please Note' states that the Schoox marketplace can see the course. Below this is the 'Individual announcement' section with dropdown menus for 'Choose Type', 'Choose Above Unit', 'Choose Unit', and 'Choose Job', a 'Choose additional fields' dropdown, and a search bar with an 'ok' button. At the bottom right, there are 'Alphabetical A-Z' and 'Students: All' options.

To edit those settings, simply access the BizLibrary course of your interest and hit **Manage Course** button.

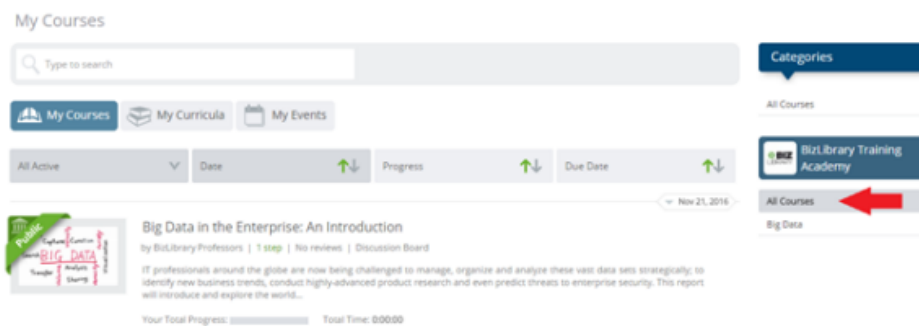


Important notes

- BizLibrary courses can be used by an academy as compliance courses hence affect the compliance dashboard.
- You can also include BizLibrary courses in curricula.

Where Can Employees Find Their Training?

After the assignment, the employees will be able to access the BizLibrary courses by selecting the **Training** label from the upper navigation bar, and then **My Training**. The assigned courses will appear as required under the BizLibrary Training Academy category on the right-side panel.

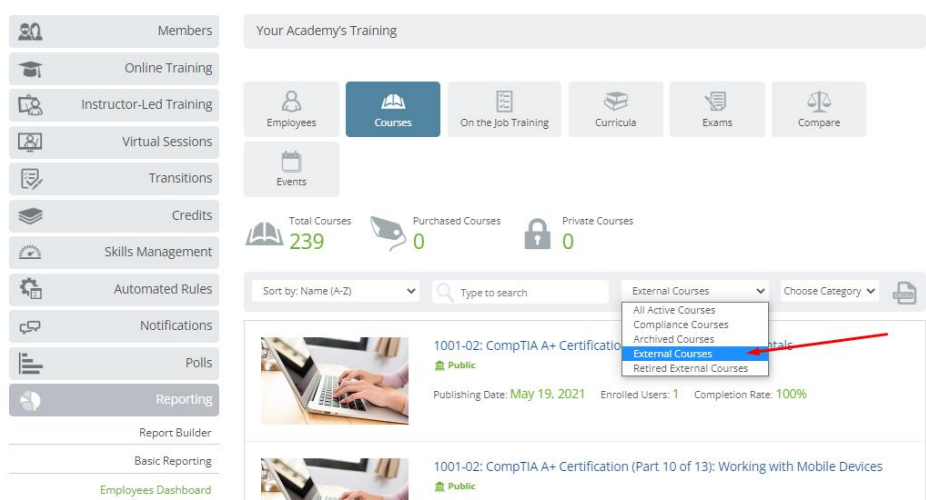


All the academy users will be able to access the BizLibrary material through the **Courses** menu, after clicking either the "All Courses" button or by clicking one of the BizLibrary Categories on the right-side panel.



BizLibrary Courses Dashboard

To track users' progress on BizLibrary Courses, click Admin in the upper navigation bar. Then from the left side menu, under **Reporting**, select **Employees Dashboard**. The Employees Dashboard offers different options of which you can choose either the **Employees**, **Courses**, or **Exams** tab, depending on what you want to monitor. You should filter your results by selecting the **External Courses** option from the drop-down list on the right.



The screenshot displays the BizLibrary Courses Dashboard. On the left is a vertical navigation menu with categories like Members, Online Training, Instructor-Led Training, Virtual Sessions, Transitions, Credits, Skills Management, Automated Rules, Notifications, Polls, Reporting, Report Builder, Basic Reporting, and Employees Dashboard. The main content area is titled 'Your Academy's Training' and features tabs for Employees, Courses (selected), On the Job Training, Curricula, Exams, and Compare. Below the tabs are statistics: Total Courses (239), Purchased Courses (0), and Private Courses (0). A search bar and a dropdown menu are visible. The dropdown menu is open, showing options: All Active Courses, Compliance Courses, Archived Courses, External Courses (highlighted with a red arrow), and Retired External Courses. Below the menu, course listings are shown, including '1001-02: CompTIA A+ Certification' with a 100% completion rate and '1001-02: CompTIA A+ Certification (Part 10 of 13): Working with Mobile Devices'.

Email Notifications for Retirements

There are two scheduled notifications in the system that are designed to inform you of an (upcoming) course retirement. The notification is scheduled based on the retirement date that is scheduled for each course.

- 18 Notification about upcoming course retirement
- 19 Notification about course retirement




Certificate Verification

Users can verify and download their course certificate within Schoox. In order to do so, they should:

Step 1: Login to the Academy/University.

Step 2: Navigate to the “Me” tab on the upper navigation bar and select “My Certificates”.

My Academy Profile



[Upload Photo]

Name: C M
Country:
Email:
Languages:
Fields:
Date in Job: 2021-08-23
Employee Type: Regular
Employee Number:
Employee Status: Active
Last Hire Date: 2021-08-23



[Edit Profile](#)

[About me](#) [Accomplishments](#) [Certificates](#) [Units/Jobs](#) [Credits](#)


(GMT) Greenwich Mean Time

[Course Certifications](#) [Curricula Certifications](#) [Event Certifications](#) [External Certifications](#) [External Course Certifications](#)

Search by name [ok](#)

Course Name	Click to view
Hazard Communication: Hazard Classification <i>Instructor: BizLibrary Productions</i> <i>Date Earned: May 5, 2022</i>	
Hazard Communication: Introduction to the Standard <i>Instructor: BizLibrary Productions</i>	

Academy members



[view all](#)



Frequently Asked Questions

Q1. Can my users access BizLibrary courses on a mobile device?

Yes, all users can access their BizLibrary training either in the mobile App (preferred way) or in a mobile browser.

Q2. After launching a BizLibrary course from my LMS, what activity gets reported back to the LMS?


In order to communicate activity back to the Academy/University, you must launch content from the LMS. Course completions, progress and exam score is reported back to the LMS and is accessible in the Employees Dashboard.

Q3. Can I integrate with BizLibrary if my LMS is behind a firewall?

No. By design, the HTTP AICC Communication Protocol (HACP) requires that an LMS can communicate over the HTTP

Q4. How are course retirements being handled?

Retirements are being handled automatically and the relevant courses are removed on the retirement date.



The screenshot shows a course card for "Excel 2013 Part 1: Identify the Elements of the Application Window". The card includes a thumbnail image of hands typing on a laptop, the course title, and the retirement date: "Retirement Date: Dec 1, 2023 by Sonic Performance". Below the title is a "Manage your course" button. A red arrow points from the "Manage your course" button to the retirement date text. The course card is part of a larger interface with a navigation bar containing "About", "Steps", "Discussion Board", and "Download info". Below the navigation bar is a "DESCRIPTION" section with the text: "When you start Excel, two windows are displayed, one within the other. The outer window is the application window that usually fills the entire screen and provides various interactive tools and commands."

