

BIZ LIBRARY

DATA SERVICES

Data services is a quick, effective way to mass update information within the BizLibrary learning platforms. Instead of choosing to update data points one-by-one, administrators can use data services import and export templates to add, edit, and remove items from the system.

Using data services saves administrators time when updating content items, learner information, and assignments.



Custom Content Updates

Update custom or customized content, including classroom and classroom events. The import allows the administrator to update course information such as title, description, and duration, as well as course attributes such as tags, target audience, and release date. For classroom content, administrators can upload specific event information including the title, description, times, facility, and instructors.



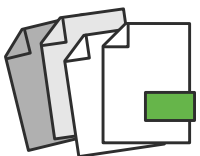
Content Tags

Update tags associated with custom or customized content. This allows administrators to add up to twenty new tags, as well as delete existing tags, for content. Adding tags to content improves content searchability for learners.



Content Topics

Add or update the topics associated with content items to make searching and filtering for content easier for learners.



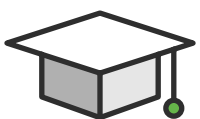
Learner Assignments

Create new or update existing learner assignments. Using this import will assign content that can include start, end, and due dates, as well as reset the content status back to available before making the assignment.



Learner Content Status

Assign or set content status for learners, as well as assign the learner's score and total duration. This includes classroom events.



Learners

Administrators can create new learners, or update existing learners' information including learner attribute information, and active/inactive status.



Learners by Team

Administrators can select to add learners to additional teams or remove them from all previous teams by selecting the "OnlyLocation" checkbox. This helps keep teams organized and accurate for assignments and reporting.



Teams

Create new team anytime there is an organizational change and need to restructure teams within the learning platforms.

To learn more or request a demo, contact your BizLibrary account representative.