

PUBLIC Document Version: 2022-01-14

# Virtual Learning Service Configuration for Microsoft Teams





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#### OVERVIEW

This guide provides detailed configuration information to enable SuccessFactors Learning to use Microsoft Teams as a Virtual Learning Service for instructor-led classes.

**Note**: It is strongly recommended that you work with a Microsoft partner to register your Microsoft Teams app and complete the required tasks within the Microsoft Azure portal.

#### Considerations

- The instructor's ID is their Microsoft Teams email address. No password is required.
- Users can join a Microsoft Teams meeting through a URL, but only users that are registered for the class receive credit for attendance.
- If users have an alternate email address in Microsoft Azure, you must provide it in the user profile for attendance to be properly processed. You also need to specify which custom field contains the alternate email address in the VLS configuration for Microsoft Teams (Learning Administration > System Administration > Configuration > VLS Configuration).

#### **CONFIGURATION WITHIN MICROSOFT AZURE**

#### **Register the Application**

- 1. Log in to your Azure portal (https://portal.azure.com).
- 2. Navigate to Azure Active Directory (AD).
- 3. Navigate to App registrations and then choose New registration.
- 4. Enter the desired name.
- 5. For the **Supported account** types, select the first or second option. Personal Microsoft accounts aren't supported.

Home > sapsfsflearning >			
Register an application			
* Name			
The user-facing display name for this application (this can be changed later).			
Learning-Teams-Integration 🗸			
Supported account types			
Who can use this application or access this API?			
Accounts in this organizational directory only (sapsfsflearning only - Single tenant)			
O Accounts in any organizational directory (Any Azure AD directory - Multitenant)			
🔿 Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)			
O Personal Microsoft accounts only			
Help me choose			
Redirect URI (optional)			
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.			
Select a platform V e.g. https://example.com/auth			
Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from Enterprise applications.			
By proceeding, you agree to the Microsoft Platform Policies 🗗			
Register			

- 6. Choose Register.
- Copy the values in the Application (client) ID and Directory (tenant) ID fields and then save in a secure, temporary location. These values are required when setting up the integration in SuccessFactors Learning Administration.
  - Note: A service principal is generated when an app is created in Azure AD. The credentials (application ID, directory ID, and app secret) associated with the service principal are used to authenticate the integration with your Azure AD. This allows SuccessFactors Learning to connect to your Microsoft Graph APIs.

#### **Generate a Client Secret**

- 1. Within your Azure portal, navigate to **Certificates & secrets** and then choose **New client secret** in the **Client secrets** section.
- 2. Complete the client secret properties as desired, then choose Add.

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Home > sapsfsflearning > Learning-Teams-Integration			Add a client secret	LMS CLIENT SECRET	×		
Search (Cmd+/) «	🔗 Got feedback?				Expires	Recommended: 6 mont	hs 🗸
Overview     Quickstart     Integration assistant	Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using an H scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.						
Manage	Application registration certificates, secrets an	d federated credenti	als can be found in the tabs below.				
Branding Authentication Certificates & secrets II Token configuration	Certificates (0) Client secrets (1) Feder A secret string that the application uses to prove		0) equesting a token. Also can be referred to as applic	ation password.			
<ul> <li>API permissions</li> </ul>	+ New client secret						
Expose an API	Description	Expires	Value 🛈	Secret ID			
K App roles	LMS-APIs	6/17/2022	CLIENT_SECRET_VALUE	CLIENT_SECRET_ID	J		
A Owners							
Roles and administrators   Preview Manifest							
Support + Troubleshooting							
Troubleshooting							
New support request							
					Add Cancel		

- 3. Copy the client secret in the **Value** column and then save in a secure, temporary location. This value is required when setting up the integration in SuccessFactors Learning Administration.
  - Note: When you navigate away from this page, the client secret value is masked and can't be copied.
     If you haven't copied the secret value, you'll need to create new client secret.

### Set Microsoft Graph API Permissions

1. Within your Azure portal, navigate to API permissions and then choose Add a permission.

Microsoft Azure	Search resources, services, and docs (G+/)		🛛 🖸 🖓 🖉	O A shashi@sapsfsflearning     SAPSFSFLEARNING (SAPSFSFLEA)	
Home > sapsfsflearning > Learning-T 	eams-Integration Itegration   API permissions 🛷 …	Request API permission	ıs	>	
Search (Cmd+/) «	🕐 Refresh 🔰 🖗 Got feedback?	Select an API Microsoft APIs APIs my organization	n uses My APIs		
Overview     Quickstart     Integration assistant	The "Admin consent required" column shows the default value for an organization. However, user consent can be comore	Microsoft Graph Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Acuru AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.			
Manage Branding Authentication	Configured permissions Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent all the permissions the application needs. Learn more about permissions and consent				
Certificates & secrets     Token configuration     API permissions	Add a permission      Grant admin consent for sapsfsflearning     API / Permissions name     Type     Description     Vearning-Teams-Integration (1)	Azure Communication Services Rich communication experiences with	Azure Rights Management Services Allow validated users to read and write protected content	Azure Service Management Programmatic access to much of the functionally available through	
Expose an API     App roles	sapimsintegration     Delegated sapimsintegration     Microsoft Graph (2)	the same secure CPaaS platform used prote by Microsoft Teams	protected content	the Azure portal	
Owners Roles and administrators   Preview Manifest Support + Troubleshooting	OnlineMeetings.ReadWrite.All         Application         Read and create online meetings           User.Read.All         Application         Read all users' full profiles           To view and manage permissions and user consent, try Enterprise applications.	Data Export Service for Microsoft Dynamics 365 Export data from Microsoft Dynamics CRM organization to an external destination	Programmatic access to data and functionality in Dynamics 365 Business Central	Dynamics CRM Access the capabilities of CRM business software and ERP systems	
Troubleshooting     New support request		Flow Service Embed flow templates and manage flows	Frogrammatic access to Intune data	Office 365 Management APIs Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity logs	
		Power BI Service	SharePoint	Skype for Business	

2. Choose Microsoft Graph and then choose Application permissions.

Microsoft Azure	✓ Search resources, services, and docs (G+/)		🖂 🕀 🖉 🎯 🕜 🗟 shashi@sapsfsflearning 🧶
Home > saptsflearning > Learning-Teams-Integration		Request API permissions	×
- Learning-Teams-Int	regration   API permissions 🖉 ···		
Search (Cmd+/) «	🕐 Refresh 🔰 🕂 Got feedback?	Microsoft Graph	
Overview		What type of permissions does your application require?	
<ul> <li>Quickstart</li> <li>Integration assistant</li> </ul>	The "Admin consent required" column shows the default value for an organization. However, user consent can be comore	Delegated permissions Your application needs to access the API as the signed-in user.	Application permissions Your application runs as a background service or daemon without a signed-in user.
Manage Branding Authentication	Configured permissions Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent all the permissions the application needs. Learn more about permissions and consent	Select permissions P Start typing a permission to filter these results	espand all
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for sapsfsflearning	Permission	Admin consent required
Token configuration	API / Permissions name Type Description	> AccessReview	
<ul> <li>API permissions</li> </ul>	VLearning-Teams-Integration (1)	/ PALESSNERIER	
Expose an API	saplmsintegration Delegated saplmsintegration	> AdministrativeUnit	
App roles	VMicrosoft Graph (2)	> AgreementAcceptance	
A Owners	OnlineMeetings.ReadWrite.All Application Read and create online meetings		
<ol> <li>Roles and administrators   Preview</li> </ol>	User.Read.All Application Read all users' full profiles	> Agreement	
Support + Troubleshooting	To view and manage permissions and user consent, try Enterprise applications.	> APIConnectors	
Troubleshooting		> AppCatalog	
New support request		> Application	
		> AnnRoleAssignment	
		Add permissions Discard	

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3. Select the following permissions:

Required Permission	Scope
OnlineMeetings.ReadWrite.All	Read and create online meetings
User.Read.All	Read all users full profile
OnlineMeetingArtifact.Read.All	Read Online Meeting artifacts

- 4. Choose Add permissions.
- 5. Navigate to API permissions and choose Grant admin consent for [your Azure tenant name] and then choose Yes. The Status column should display "Granted for [your Azure tenant name]" for all API permissions.

#### Configure the CsApplicationAccessPolicy for Application Authentication

The CsApplicationAccessPolicy policy controls which users the integration can act on behalf of. It is important that the integration can act on behalf of instructors so that it can retrieve meeting attendance information.

#### Prerequisites

- The steps need to be performed by an administrator with admin access to Microsoft Teams.
- You must have Powershell 5.1 or later. You can check your version by running \$Host.version within PowerShell. Microsoft has installation instructions here: <a href="https://docs.microsoft.com/en-us/skypeforbusiness/set-up-your-computer-for-windows-powershell/download-and-install-windows-powershell-5-1">https://docs.microsoft.com/en-us/skypeforbusiness/set-up-your-computer-for-windows-powershell/download-and-install-windows-powershell-5-1</a>
- You must have Microsoft Teams PowerShell Module installed. Microsoft has installation instructions here: https://docs.microsoft.com/en-us/microsoftteams/teams-powershell-install

#### **Configuration Steps**

- 1. In Powershell, connect to your Microsoft Teams using the Connect-MicrosoftTeams command. This will open a browser and allow you to log in with your Microsoft credentials. After successful login, the running PowerShell instance will be able to administer the Microsoft Teams instance that is associated with the account you used to log in to Microsoft.
- 2. Create a policy that contains the app id for the registered app you're working with.
  - a. Save the Azure registered app id (GUID/UUID) into a variable: \$appId = "your-app-id"
  - b. Save the policy name into a variable: \$policyName = "Your MS Teams Policy"
  - c. Create a new policy: new-csapplicationaccesspolicy -identity \$policyName
  - d. Assign the registered application to the policy: Set-CsApplicationAccessPolicy identity \$policyName -appids @{add=\$appId }
- 3. Assign that policy either globally or to individual users who will be instructors in the integration:
  - To assign the policy globally to all users use this command: Set-CsApplicationAccessPolicy -identity "Global" -appIds @{add=\$appid}
  - To assign the policy to an individual user only use this command: Grant-CsApplicationAccessPolicy -identity "instructorUsername@example.com" -PolicyName \$policyName

**Note**: You need to run this command for each instructor separately, you cannot add multiple instructors in a single command.

#### CONFIGURATION WITHIN SUCCESSFACTORS LEARNING

When you configure the Virtual Learning Service (VLS), you create an API connection to a virtual meeting room vendor. That connection manages the virtual training sessions: learners can launch them from their assignments and learning administrators can schedule them from the administration environment.

#### **Download the Configuration Template**

- Go to Support Downloads (http://help.sap.com/disclaimer?site=https://launchpad.support.sap.com/#/softwarecenter/template/produ cts/\_APP=00200682500000001943&\_EVENT=DISPHIER&HEADER=Y&FUNCTIONBAR=N&EVENT=T REE&NE=NAVIGATE&ENR=73554900100900003171&V=INST).
- 2. Follow the instructions to download the latest version of the VLS configuration templates. When you download the VLS configuration templates, they download as a .zip file to your workstation.
- 3. Open the .zip file you downloaded and look for the Microsoft Teams file, teams\_config.txt.

#### **Create a New VLS Configuration File**

- 1. Go to SuccessFactors Learning Administration > System Administration > Configuration > System Configuration and edit LMS\_ADMIN.
- 2. In the LMS\_ADMIN file, find vleEnabled and change its value to true. If you have created previous VLS configuration files, this will already be set to true.
- 3. Go to System Administration > Configuration > VLS Configuration and choose Add New.
- 4. Paste the contents of teams config.txt.into the text area.
- 5. Edit the file and paste the values you copied from the Azure portal into the corresponding elements, as described in the following table:

Element	Value to Use in the File
api_key	The client ID, from the Application ID field on overview page in the Microsoft Azure portal.
password	The client secret, generated in the Microsoft Azure portal. <b>Note:</b> It's stored as an encrypted value so if you don't have it, you'll need to generate it.
tenant_id	The tenant ID, from the Directory ID field on the overview page in the Microsoft Azure portal.
application_id	The client ID, from the Application ID field on overview page in the Microsoft Azure portal.

#### 6. Choose **Save**.

#### Update the Microsoft Teams VLS Configuration File with a New Client Secret

Each time the client secret expires, you need to generate a new secret in the Azure portal and then update the VLS configuration file in SuccessFactors Learning with the new value.

- 1. <u>Generate a Client Secret</u>.
- 2. Go to SuccessFactors Learning Administration > System Administration > Configuration > VLS Configuration and search for and edit your Microsoft Teams configuration file.
- 3. In the password element, paste the new client secret.
- 4. Choose Save.

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