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_Learning Skillsoft Configuration

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1 Skillsoft Connector

The Skillsoft connector brings your Skillsoft courses into the Learning Management System (LMS) as learning items.

If you use Skillsoft knowledge center, you can bring the courses into the LMS to track them as Learning Items. You pull in the data through the Skillsoft Connector. The Skillsoft connector:

- Creates learning items based on your Skillsoft courses.
- Creates a subject area hierarchy based on your Skillsoft categories.
- For United States Federal customers, you can create an eHRI learning item that includes Custom Columns in the 1100 range to describe the required eHRI values.

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2 Prerequisites for Skillsoft Connector

Before you configure the Skillsoft Connector verify that you meet these prerequisites.

Table 1: Skillsoft Prerequisites

Prerequsite	Notes
Skillport version 7.3 patch 12 or later	SkillPort version 8 is not supported because Skillsoft has not made APIs officially available.
Whitelisting Skillsoft URIs	In most cases, Skillsoft URIs will already be whitelisted for your tenant. We do recommend that you check with us to make sure that the connector can reach Skillsoft.
Skillsoft credentials	To access Skillsoft, you need the following information from your Skillsoft implementation: • Endpoint URL • Company ID • Shared Secret
Reference Data	Any reference data must exist in the LMS before you import data or the row could be rejected. For example, you should create all known values for online completion status. If a value does not exist and you try to import it, the connector rejects the row.
iContent Coordination	We recommend that you coordinate with your iContent representative to let them know that you will be importing new learning items from Skillsoft. Although not strictly necessary, this could prevent potential conflicts between Skillsoft and iContent managed learning items.
Localization	Skillsoft locale codes differ from LMS locale codes. Gather the Skillsoft names of your locales in Skillsoft so that you can later map them properly to LMS locale codes.

Related Information

Mapping Skillsoft Locales to LMS Locales [page 27]
Skillsoft Whitelist [page 18]

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3 Configuring Default Values for Skillsoft Items

Set the default values for the Skillsoft learning item connector so that the system can default values properly when the connector runs.

Procedure

1. Log in to the learning administration environment and go to *References* > *Learning* > *Completion Status*.
   - If you already have a completion status and a failure status that you can use as the default for your Skillsoft connector, make note of their IDs. You need the IDs later in this process.
   - If you have do **not** have a completion status and a failure status that you can use as the default for your Skillsoft connector, create them at this time. Make note of the IDs. You need the IDs later in this process.
2. Go to *References* > *Learning* > *Item Types*.
   - If you already have a learning item type that you can use as the default for your Skillsoft connector, make note of its ID. You need the IDs later in this process.
   - If you have do **not** have a learning item type that you can use as the default for your Skillsoft connector, create it at this time. Make note of its ID. You need the ID later in this process.
3. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and use the IDs from the previous steps to populate the connector default value properties.

   Skillsoft Learning Item Default Values [page 6]

Next Steps

Configure the default values for the Skillsoft subject area connector.

Related Information

Configuring Default Values for Skillsoft Subject Areas [page 9]
Skillsoft Learning Item Default Values [page 6]
Configuring Default Values for Skillsoft eHRI [page 12]

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3.1 Skillsoft Learning Item Default Values

Set the default values for these properties in *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*.

Set the default values so that when the connector runs, it can fall back to a value. For your convenience, many values are already defaulted to our recommended value.

Table 2: Default values for learning items created with the Skillsoft connector

Property	Recommended Value	Notes
skillsoft.item.field.transform.data.REV_DTE.@DEFAULT@	JAN-01-2011 12:00:00	Select a date in the past. If you do not provide a revision date as part of the connector run, the connector will use this date. After you run the connector for the first time, we do not recommend that you change this value. If you change it (either here or in the data run), the system creates a new item.
skillsoft.item.field.transform.data.CMPL_STAT_ID.@DEFAULT@	TRNG-COMPLT	This is the completion status that users receive if they complete the learning item. The default value that you add must exist in *References* > *Learning* > *Completion Status*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.item.field.transform.data.FAIL_STAT_ID.@DEFAULT@	Not defaulted	This is the completion status that users receive if they fail the learning item. The default value that you add must exist in *References* > *Learning* > *Completion Status*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.item.field.transform.data.CPNT_TYP_ID.@DEFAULT@	TRNG	This is the item type for the item that the connector adds. This value must match the value of skillsoft.skillsoftsubjectarea.field.transform.data.CPNT_TYP_ID.@DEFAULT.@ The default value that you add must exist in *References* > *Learning* > *Item Types*. If it does not exist there, the connector rejects any records with this value (those that use this value).

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Property	Recommended Value	Notes
skillsoft.item.connector.defaultValue.domainID	PUBLIC	This is the default domain for new learning items and content objects added from Skillsoft. The default value that you add must exist in *System Admin* > *Security* > *Domains*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.item.connector.defaultValue.item.source	Skillsoft	This is the source of new training as tracked in the LMS. Because the objects are imported from Skillsoft, we recommend the value **`Skillsoft`**. The default value that you add must exist in *References* > *Learning* > *Item Sources*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.item.connector.defaultValue.item.deliveryMethod	WBT	This is the delivery method for the learning item as tracked in the LMS. We recommend **`WBT`** for Web Based Training. The default value that you add must exist in *References* > *Learning* > *Delivery Methods*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.item.connector.defaultValue.item.catalog	PUBLIC	Unlike the standard Learning Item connector, the Skillsoft connector cannot make catalog associations. Therefore, this is more than a default value: it is the catalog that all learning items are associated to if they are imported from Skillsoft through the connector. The default value that you add must exist in *Learning* > *Catalogs*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.contentmodule.connector.defaultValue.developertool	Skillsoft	This is the developer tool that is populated in *Content* > *Content Objects* > *Sumamry* > *Developer Tool*.
skillsoft.item.connector.defaultValue.language	English	This is the fallback language for learning items created through the Skillsoft connector. The connector first checks for a locale mapping to match the Skillsoft locale with the LMS locale. If it cannot find a mapping, it next checks for a system default locale in *References* > *Geography* > *Locales*. If you have not set a default locale under *Locales*, it then falls back to the value of `skillsoft.item.connector.defaultValue.language`.

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Related Information

Configuring Default Values for Skillsoft Items [page 5]
Skillsoft Subject Area Default Values [page 10]
Mapping Skillsoft Locales to LMS Locales [page 27]

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4 Configuring Default Values for Skillsoft Subject Areas

Set the default values for the Skillsoft learning subject area connector so that the system can default values properly when the connector runs.

Prerequisites

Configure the Skillsoft learning item connector default properties before you configure the subject area connector properties. Although it is not technically necessary to go in this order, it is easier to configure the learning item properties first and the subject area properties second.

Procedure

1. Log in to the learning administration environment and go to *References* > *Learning* > *Subject Areas*.

   You need to use or set a root subject area for the learning items that are created. A root subject area is the parent of all subject areas created by the Skillsoft connector. Think of it as a way to group the subject areas. We recommend using SKILLSOFT as your root subject area.

   - If you already have a root subject area that you can use as the default for your Skillsoft connector, make note of its ID. You need the IDs later in this process.
   - If you have do **not** have a root subject area that you can use as the default for your Skillsoft connector, create it at this time. Make note of its ID. You need the ID later in this process.
2. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*.
3. Make a note of the value of `skillsoft.item.field.transform.data.CPNT_TYP_ID.@DEFAULT@`.

   You need this value later in this process.
4. Stay in *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and use the IDs from the previous steps to populate the connector default value properties.

Next Steps

If you are a U.S. Federal Customer, configure the default values for eHRI.

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Related Information

Skillsoft Subject Area Default Values [page 10]
Configuring Default Values for Skillsoft Items [page 5]
Configuring Default Values for Skillsoft eHRI [page 12]

4.1 Skillsoft Subject Area Default Values

Set the default values for these properties in *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*.

Set the default values so that when the connector runs, it can fall back to a value. For your convenience, many values are already defaulted to our recommended value.

Table 3: Default values for subject areas created with the Skillsoft connector

Property	Recommended Value	Notes
skillsoft.skillsoftsubjectarea.field.transform.data.CPNT_TYP_ID.@DEFAULT@	TRNG	This is the item type for the item that the connector adds. This value must match the value of skillsoft.item.field.transform.data.CPNT_TYP_ID.@DEFAULT.@ The default value that you add must exist in *References* > *Learning* > *Item Types*. If it does not exist there, the connector rejects any records with this value (those that use this value).
skillsoft.subjectarea.connector.parentSubjectArea	SKILLSOFT	A root (or parent) subject area is the parent of all subject areas created by the Skillsoft connector. Think of it as a way to group the subject areas. The default value that you add must exist in *References* > *Learning* > *Subject Areas*. If it does not exist there, the connector rejects any records with this value (those that use this value).

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Related Information

Configuring Default Values for Skillsoft Subject Areas [page 9]
Skillsoft Learning Item Default Values [page 6]

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5 Configuring Default Values for Skillsoft eHRI

If you are a U.S. Federal customer, set the default values for eHRI and Skillsoft so that the system can default values properly when the connector runs.

Prerequisites

Before you can configure default values for the eHRI data, you must have custom columns to receive eHRI data. Go to *System Admin* > *Custom Columns* > *Items* and add the correct custom columns. We recommend that you engage an LMS Implementation Consultant to help you through the specific configuration.

Context

If you are a U.S. Federal Government customer, you record eHRI values for your learning items. When the Skillsoft Connector creates the learning items, it should know the default value of eHRI data if none can be found.

Procedure

1. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*.
2. For each custom column that you can default, set the value that your eHRI system should default to.

   Skillsoft eHRI Default Values [page 12]

5.1 Skillsoft eHRI Default Values

These values apply only if you are a U.S. Federal Customer.

In this table, read the columns as follows:

- Col # - This is the custom column number that the connector expects for the eHRI data.
- Custom Field Label - This is the name that is common for eHRI for the data element.
- Valid Values - This is the set of values that the custom column can accept (the values are controlled by the U.S. Federal Government).
- Property and Default Value - This is the configuration that you see by default, including the default value, for the custom column.

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Table 4:

Col #	Custom Field Label	Referenced	Valid Values	Property and default value
1102	Training Accred. Indicator	Referenced	Y, N	skillsoft.item.connector.defaultValue.item.customcolumn.1102=N
1103	Exclude from EHRI	Referenced	Y (Only Y and null values are acceptable)	None
1120	Training Source Type	Referenced	01=Government Internal 02=Government External 03=Non-government 04=Government State/Local 05=Foreign Governments and Organizations	skillsoft.item.connector.defaultValue.item.customcolumn.1120=03
1122	Training Purpose	Referenced	01=Program/Mission Change 02=New Work Assignment 03=Improve Present Performance 04=Future Staffing Needs 05=Develop Unavailable Skills 06=Retention	skillsoft.item.connector.defaultValue.item.customcolumn.1122=03

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Col #	Custom Field Label	Refer-enced	Valid Values	Property and default value
1124	Training Sub Type Code	Refer-enced	01=Legal 02=Medical and Health 03=Scientific 04=Engineering and Architecture 05=Human Resources 06=Budget/finance Business administration 07=Planning and Analysis 08=Information Technology 09=Project Management 10=Acquisition 11=Logistic Specialty 12=Security 13=Clerical (Non-supervisory clerical/administrative) 14=Trade and Craft 15=Foreign Affairs 16=Leadership/Manager/Communications Courses 20=Presupervisory Program 21=Supervisory Program 22=Management Program 23=Leadership Development Program 24=SES Candidate Development 25=Executive Development 26=Mentoring Program 27=Coaching Program 30=Employee Orientation 31=Adult Basic Education 32=Mandated Training 33=Work-life	None

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Col #	Custom Field Label	Referenced	Valid Values	Property and default value
			34=Soft Skills 35=Agency Specific 36=Basic Computer Training	
1126	Training Credit	Non-Referenced	N/A	skillsoft.item.connector.defaultValue.item.customcolumn.1126=0
1127	Training Credit Desig. Type	Referenced	Referenced Custom Column: 01=Undergraduate credit 02=Graduate credit 03=Continuing education unit 04=Post Graduate Credit 05=Other	skillsoft.item.connector.defaultValue.item.customcolumn.1127=05
1129	Training Delivery Type Code	Referenced	Referenced Custom Column: 01=Traditional Classroom (no technology) 02=On the Job 03=Technology Based 04=Conference/workshop 05=Blended 06=Correspondence	skillsoft.item.connector.defaultValue.item.customcolumn.1129=03
1131	Training Credit Type Code	Referenced	Referenced Custom Column: 01=Semester Hours 02=Quarter Hours 03=Continuing Education Unit 04=Other	skillsoft.item.connector.defaultValue.item.customcolumn.1131=04
1220	Course Development Cost	Non-Referenced	N/A	skillsoft.item.connector.defaultValue.item.customcolumn.1220=0.00
1221	Estimated Tuition and Fees	Non-Referenced	N/A	skillsoft.item.connector.defaultValue.item.customcolumn.1221=0.00
1222	Training Materials Cost	Non-Referenced	N/A	skillsoft.item.connector.defaultValue.item.customcolumn.1222=0.00

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Col #	Custom Field Label	Refer-enced	Valid Values	Property and default value
1230	Cont. Svc. Agreement Req'd	Refer-enced	Y, N, NA	skillsoft.item.connector.defaultValue.item.cus-tomcolumn.1230=N

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6 Enabling the Skillsoft Connector

Enable the Skillsoft connector when you are ready to begin pulling in Skillsoft data to the LMS.

Prerequisites

Check that you have met the general prerequisites and have the information you need to start. Prerequisites for Skillsoft Connector [page 4]

Check that you have white listed th ls for Skillsoft. Skillsoft Whitelist [page 18]

Understand the warning about delta and full feeds. Warning: Delta vs. Full Feed [page 19]

Consider your strategy about the web service or manual file feed. Skillsoft Web Service vs File Feed [page 20]

Set the default values for learning items. Configuring Default Values for Skillsoft Items [page 5]

Set the default values for subject areas. Configuring Default Values for Skillsoft Subject Areas [page 9]

Procedure

1. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and edit the file.
2. To enable Skillsoft for learning items, configure all properties that enable Skillsoft for learning items **except for** `skillsoft.connector.process.itemconnector`.

   Properties that Enable Skillsoft Learning Items [page 21]
3. To enable Skillsoft for subject areas, configure all properties that enable Skillsoft for subject areas **except for** `skillsoft.connector.process.subjectareaconnector`.

   Properties that Enable Skillsoft Subject Areas [page 22]
4. Schedule the Skillsoft connector.

   Scheduling the Skillsoft Connector [page 28]
5. Go back to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*.
6. C nal: If you are running the Skillsoft connector for the first time in production, set `skillsoftitem.connector.initiation_mode` to **`ALL`**.

   In production, after the first run of the connector, we recommend you set `skillsoftitem.connector.initiation_mode` to **`DELTA`**.

   > **Caution**
   >
   > In staging, test, or any environment **except** production, set `skillsoftitem.connector.initiation_mode` to **`ALL`**. Warning: Delta vs. Full Feed [page 19]

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7. Set `skillsoft.connector.process.itemconnector` to `Y` to enable the Skillsoft connector learning item import.
8. Set `skillsoft.connector.process.subjectareaconnector` to `Y` to enable Skillsoft connector subject area import.
9. After the first run of the connector, go to *System Admin* > *Connectors* > *Skillsoft Connector* and click both *View Errors* and *View Results* to check the success of the connector.

Next Steps

If you are a U.S. Federal Customer, configure the Skillsoft connector eHRI. Enabling Skillsoft Connector eHRI [page 24]

6.1 Skillsoft Whitelist

Whitelist these URIs to use the Skillsoft connector.

Table 5:

Service	DNS White List	IP White List	Ports	Comments
Skillport	*.skillport.com *.skillwsa.com *.books24x7.com	209.235.8.1 – 209.235.9.254 209.235.10.1 – 209.235.10.62 209.46.44.1 – 209.46.45.254 216.205.88.1 – 216.205.91.254 216.245.129.113 – 216.245.129.118	80 443	

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Service	DNS White List	IP White List	Ports	Comments
OLSA Content Server	*.skillport.com *.skillwsa.com *.books24x7.com	209.235.8.1 – 209.235.9.254 209.235.10.1 – 209.235.10.62 209.46.44.1 – 209.46.45.254 216.205.88.1 – 216.205.91.254 216.245.129.113 – 216.245.129.118	80 443	The IP range is the same as for Skillport
Skillsoft Academy	*.skillport.com *.skillwsa.com *.books24x7.com *.skillsoftcompli-ance.com *.gotrain.net	209.235.8.1 – 209.235.9.254 209.235.10.1 – 209.235.10.62 209.46.44.1 – 209.46.45.254 216.205.88.1 – 216.205.91.254 216.245.129.113 – 216.245.129.118	80 443	The IP range is the same as for Skillport
Dialogue	*.skilldialogue.com	209.235.8.1 – 209.235.9.254 209.235.10.1 – 209.235.10.62 209.46.44.1 – 209.46.45.254 216.205.88.1 – 216.205.91.254 216.245.129.113 – 216.245.129.118	80 443	The IP range is the same as for Skillport

6.2 Warning: Delta vs. Full Feed

Do not enable the delta feed in any environment except for production.

Skillsoft maintains the state of the data sent to the LMS: it knows what data it has sent previously. On the LMS client, we call it the "Delta Feed." You turn on the delta feed in `skillsoftitem.connector.initiation_mode`.

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⚠ Caution

If you enable the delta feed in a lower environment (for example in staging), then Skillsoft remembers what was sent to **staging** and does not send the same to **production**. You therefore miss record in your feed. For this reason, do **not** enable the delta feed in any environment except for production.

6.3 Skillsoft Web Service vs File Feed

Before you begin configuring the Skillsoft connector, you should decide whether you want to use a web service to get the data or whether you want to use a manual file feed.

In most cases, we recommend that you use a web service to pull data from Skillsoft. By using the web service that Skillsoft exposes, you decrease the amount of work to implement and run the connector. When you use the web service, you do not need to get files from Skillsoft and place them on an FTP site (or file server) by the time the connector runs.

If you are a U.S. Federal Government customer, you must run at least one part of the connector as a file feed: the eHRI data. Even then, however, we recommend that you run the learning item and the subject areas as web services.

We utilize these APIs for subject area data:

- AI_InitiateFullCourseListingReport
- UTIL_PollForReport

We utilize these APIs for learning item data:

- AI_InitiateAssetMetaData
- AI_PollForAssetMetaData
- AI_AcknowledgeAssetMetaData

When requesting the Catalog file from the Skillsoft web service, the connector might perform multiple attempts to retrieve the .zip file with the metadata because of a delay in its creation. The connector therefor has a 5-minute polling interval and a 30-minute timeout.

6.4 Revision Rules for Existing Learning Items

The connector revises learning items according to these rules when it finds a learning item that already exists in the system.

If the connector finds a learning item in its feed that matches an existing learning item except for its revision date, the connector revises the learning item. When administrators revise a learning item (as opposed to the connector) they are prompted in a wizard to copy attributes of the learning item into the new revision and to set some dates for the new revision. The connector revises the learning item with the same options, except that it sets them in a standard way. If you do not want to use these settings, please use the administrators' revision wizard to revise the learning item.

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The connector identifies learning items for revision as those where:

- The learning item ID matches in the feed file matches one that exists in the LMS.
- The item type of the learning item ID in the feed file is the same as the item type of the matching learning item ID in the LMS.
- The revision date of the learning item in the feed file is different from the revision date of the learning item in the LMS.

When the connector finds a learning item to be revised, it sets the revision options as in the table below.

Table 6:

Configuration Setting	Accepted Value
Copy Substitutes	N
Copy Authorized Instructors	Y
Inactivate Previous Revisions	Y
Update Curricula	Y
Update Learning Plans	Y
Update Future Scheduled Offerings	Y
Removal Date/Time	Current Date/Time
Effective Date	Current Date

6.5 Properties that Enable Skillsoft Learning Items

Use these properties to enable the Skillsoft connector to pull learning items and to define the behavior of the connector when it pulls learning items.

Table 7: Skillsoft Learning Item Properties

Property	Notes
skillsoft.connector.process.itemconnector	Set to **Y** to enable the Skillsoft connector to pull in learning item data. Set to **N** to disable it.
skillsoft.item.connector.endpoint	The URL of the endpoint so that the LMS can pull Skillsoft data through the web service. Obtain the URL from your Skillsoft representative.
skillsoft.item.connector.customer_id	This is the unique ID of the customer. The connector needs it to identify your data from among other companies' data. Obtain the ID from your Skillsoft representative.

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Property	Notes
skillsoft.item.connector.shared_secret	This is the shared secret to enable secure communication with Skillsoft. Obtain the shared secret from your skillsoft representative.
skillsoft.item.connector.initiation_mode	Set to either **ALL** (pull all data) or **DELTA** (pull only changes). In your production instance, set to **ALL** for the first connector run and **DELTA** for all subsequent runs. In any other instance (staging, test, or other), always set to **ALL**. Warning: Delta vs. Full Feed [page 19]
skillsoft.item.connector.item.revisions.allowed	Set to **Y** or **N**. If set to **Y**, then the connector can update existing learning items.
skillsoft.item.connector.byPassWebservicesCall	Set to **Y** or **N**. If set to Y, then the endpoint, customer ID, and shared secret values are ignored and the connector uses the FTP configuration of all other connectors (set in *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*): • `connector.ftp.protocol` • `connector.ftp.server` • `connector.ftp.port` • `connector.ftp.userID` • `connector.ftp.password`

6.6 Properties that Enable Skillsoft Subject Areas

Use these properties to enable the Skillsoft connector to pull learning items and to define the behavior of the connector when it pulls learning items.

Table 8: Skillsoft Subject Area Properties

Property	Notes
skillsoft.connector.process.subjectareaconnector	Set to **Y** to enable the Skillsoft connector to pull in subject area data. Set to **N** to disable it.
skillsoft.subjectarea.connector.endpoint	The URL of the endpoint so that the LMS can pull Skillsoft data through the web service. Obtain the URL from your Skillsoft representative.

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Property	Notes
skillsoft.subjectarea.connector.customer_id	This is the unique ID of the customer. The connector needs it to identify your data from among other companies' data. Obtain the ID from your Skillsoft representative.
skillsoft.subjectarea.connector.shared_secret	This is the shared secret to enable secure communication with Skillsoft. Obtain the shared secret from your skillsoft representative.
skillsoft.subjectarea.connector.customerName	If there is no value for this property, the connector returns the full hierarchy. By default, it is null. If you set it to a value recognized by Skillsoft, then the connector pulls only the portion of the hierarchy identified by the customer name. Work with your Skillsoft representative to find your customer name so that the system pulls back only a section of the hierarchy.
skillsoft.subjectarea.connector.delimiter	The delimiter for the feed file. We recommend that you use the default, the pipe (|).
skillsoft.subjectarea.connector.byPassWebservicesCall	Set to **Y** or **N**. If set to Y, then the endpoint, customer ID, and shared secret values are ignored and the connector uses the FTP configuration of all other connectors (set in *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS*): • `connector.ftp.protocol` • `connector.ftp.server` • `connector.ftp.port` • `connector.ftp.userID` • `connector.ftp.password`

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7 Enabling Skillsoft Connector eHRI

If you are a U.S. Federal Government customer, configure the Skillsoft Connector eHRI.

Prerequisites

Enable the learning item and subject area feeds of the Skillsoft connector. Enabling the Skillsoft Connector [page 17]

Set the default values for eHRI data (U.S. Federal Government customers only) Configuring Default Values for Skillsoft eHRI [page 12]

Add all custom columns required for eHRI and set their default values. Configuring Default Values for Skillsoft eHRI [page 12]

Procedure

1. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and edit the file.
2. To enable Skillsoft eHRI, set `skillsoft.connector.process.customcolumn1124.file` and `skillsoft.item.connector.process.defaultcustomcolumns` to `Y`.

   eHRI applies to U.S. Federal Government customers only. It also has its own upload process because it is unique to U.S. Federal customers. It cannot use the Skillsoft web services.
3. Check or configure your FTP drop zone.

   If you are running other connectors, then your FTP drop zone is already configured, but now is a good time to check it. You need to know the drop zone location so that you know where to place the eHRI .csv file in later steps. The drop zone is the place where you place connector files. You can find the FTP drop zone configuration in these properties:
   - `connector.ftp.protocol`
   - `connector.ftp.server`
   - `connector.ftp.port`
   - `connector.ftp.userID`
   - `connector.ftp.password`
4. Follow the eHRI .csv file modification process and then place the .csv file in the drop zone.

   You must follow the file modification process each time that you run the connector and want to feed in eHRI data. Take note of the connector's scheduled time to run in *System Admin* > *Connectors* > *Skillsoft Connector*. You must have the file ready and in the drop zone by the time the connector is scheduled to run.
5. After the first run of the connector, go to *System Admin* > *Connectors* > *Skillsoft Connector* and click both *View Errors* and *View Results* to check the success of the connector.

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7.1 Preparing the eHRI .csv Feed File

Prepare the eHRI .csv file feed each time that you want to upload eHRI data from Skillsoft to the LMS.

Prerequisites

Enable the Skillsoft connector eHRI feed. Preparing the eHRI .csv Feed File [page 25]

Obtain the .csv eHRI file from Skillsoft.

Procedure

1. Save the .csv file that you receive from Skillsoft as `custom_column1124.csv` into a local folder.
2. Open the file in Microsoft Excel.
3. Highlight column C, which is `eHRITrainingTypeSubCode`.
4. Right-click the column and select *Format Cells*.
5. Click *Number* > *Custom*.
6. In *Type*, type **00**.
7. Click *OK*.
8. Open the file in Notepad++.

   We recommend Notepad++, a free text editing tool. These instructions are written for Notepad++, but you can use any text editing tool that can convert .txt file encoding.
9. Click *Encoding* > *Convert to UTF-8* and save the file.
10. Copy the file to connector FTP drop zone.

    You discovered your drop zone location when you enabled the Skillsoft connector eHRI. Enabling Skillsoft Connector eHRI [page 24]

7.2 Skillsoft Connector eHRI Processing Rules

When the Skillsoft connector loads eHRI data, it follows specific processing rules.

When you prepare the custom_column1124.csv file to load eHRI data into the LMS, be aware of the following rules:

- If the asset ID is null in the .csv file, the row is not processed and the data in the row is ignored. The asset ID is the first column in the .csv file.
- If a learning item exists in the LMS, and you do not pass that ID as an asset ID, the connector takes no action. The existing learning item in the LMS and its eHRI data remains unchanged.

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- If you enabled the Skillsoft Connector eHRI and you do not provide a custom_column1124.csv file in the FTP drop zone, then the connector logs an `Input File Not Found` error and then closes.

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8 Mapping Skillsoft Locales to LMS Locales

The extension for Skillsoft contained different locale mapping, so you must update the locale mapping for the Skillsoft Connector.

Procedure

1. Go to *References* > *Geography* > *Locales*.
2. Do **not** add any search selection, and then click *Search*.

   The goal of the search is to return all locales in your system. You want to know your locales so that you can complete the next steps.
3. Click *Download Search Results* and save the results locally.

   When you download the search results, you save a .csv file of your values. The first "column" in the .csv file is the locale ID.
4. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and edit it.
5. For each locale in the .csv file that you saved, add `skillsoft.item.field.transform.data.LOCALE.<LMS_Locale_ID>`, where `<LMS_Locale_ID>` is the ID from the .csv file you exported (the first "column").

   For example, `skillsoft.item.field.transform.data.LOCALE.French` if you have the locale ID “French”.
6. Set the property equal to a comma separated list of the locale codes that Skillsoft sends.

   For example, if Skillsoft sends `en`, `en_US`, `en_us`, `en-us`, and `en-US` as locale codes for U.S. English, and your LMS U.S. English locale ID is `English`, then the property is:
   `skillsoft.item.field.transform.data.LOCALE.English=en,en_US,en_us,en-us,en-US`
7. Save and close the CONNECTORS file.

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9 Scheduling the Skillsoft Connector

Scheduled the Skillsoft Connector to run so that you can import Skillsoft data to your LMS.

Prerequisites

Decide if you want to import subject areas, learning items, or both. If you were a user of the Skillsoft extension before Q3 2015, you can look at *System Admin* > *Connectors* to see when your extensions ran and which extensions you ran. You can then run the Skillsoft Connector in the same way.

Procedure

1. Go to *System Admin* > *Configuration* > *System Configuration* > *CONNECTORS* and open the file.
2. Find `skillsoft.connector.process.subjectareaconnector` and `skillsoft.connector.process.itemconnector`.
3. To capture subject area data from Skillsoft set `skillsoft.connector.process.subjectareaconnector` to **`Y`**.
4. To capture learning item data from Skillsoft set `skillsoft.connector.process.itemconnector` to **`Y`**.
5. Save the file.
6. Go to *System Admin* > *Connectors* > *Skillsoft Connector* and use the settings on the page to set the frequency of the connector runs.

   To be useful, your data must be available from Skillsoft at the time of the connector runs, so consider how often the Skillsoft data updates before you devise a schedule.

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