

LMS365 for Microsoft Teams enables learners to find, take and track their Training directly inside Teams as well as using our *Intelligent BOT* to look for the Courses and Training Plans available in the catalog.

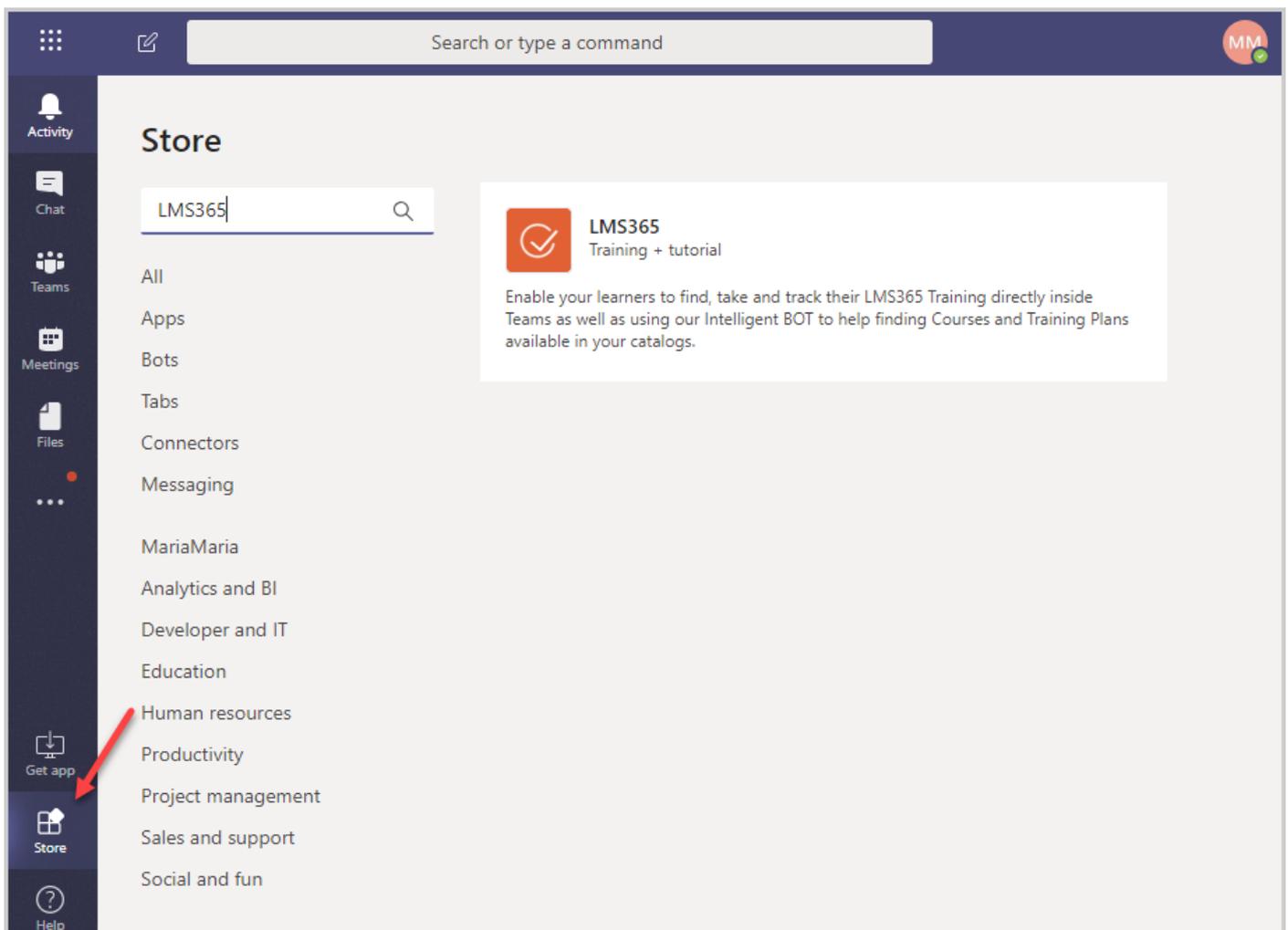
LMS365 can **help** you to:

- Select your default Course Catalog;
- Find and navigate an interesting e-Learning, Classroom & Blended Training and Webinar Courses directly;
- Find and navigate Training Plans;
- Make fast search of the trainings by special category;
- Manage your Training Dashboard activities;
- View your Courses and Training Plans.

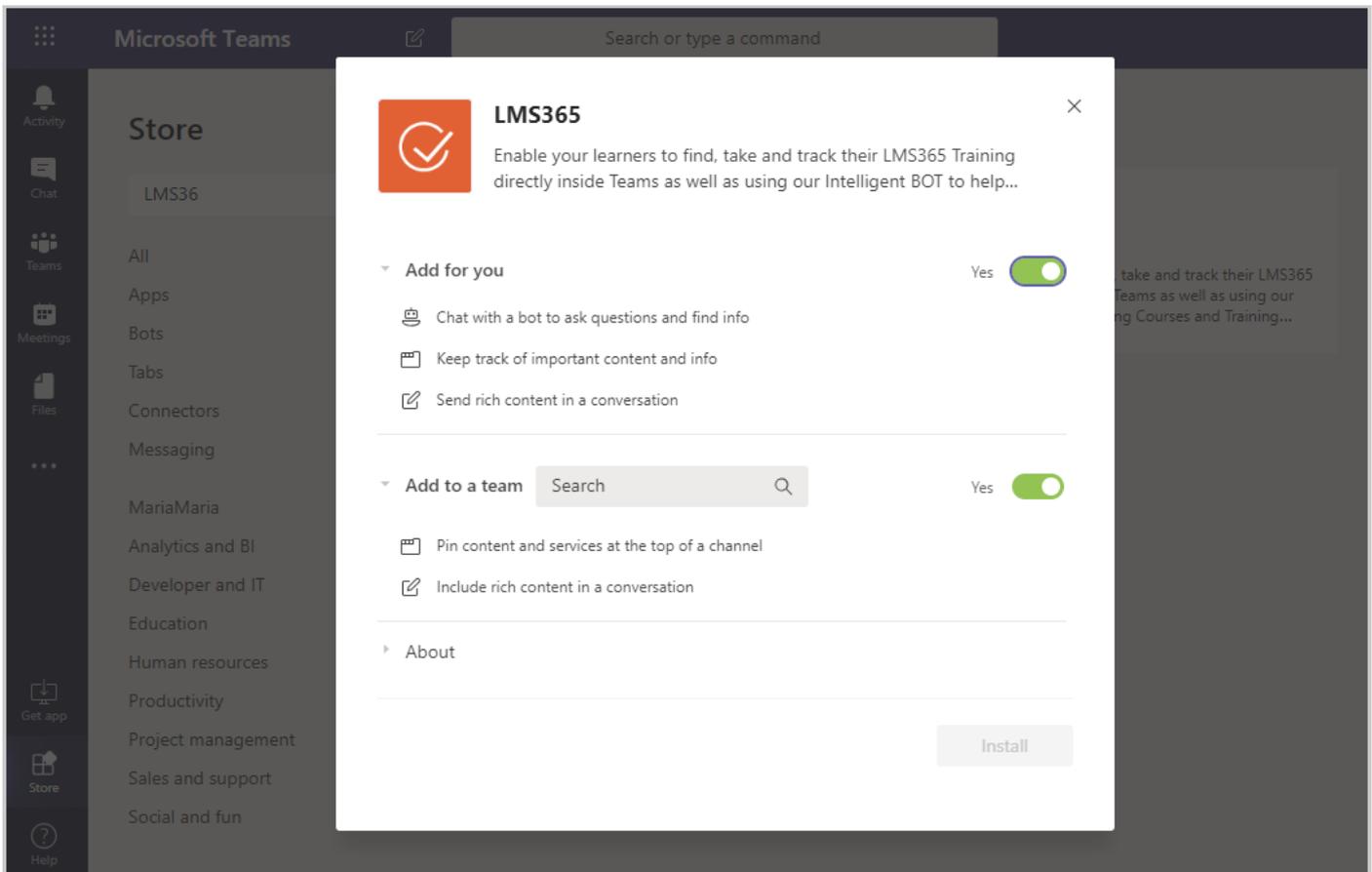
How can I install the LMS365 App in Microsoft Teams?

Getting started is fast and easy. To install the LMS365 in Microsoft Teams, you **need to have a working LMS365 installation first**.

1. Search for the LMS365 in the Microsoft Teams Store:



2. Select whether to add the LMS365 only for your personal use or add it to any team:

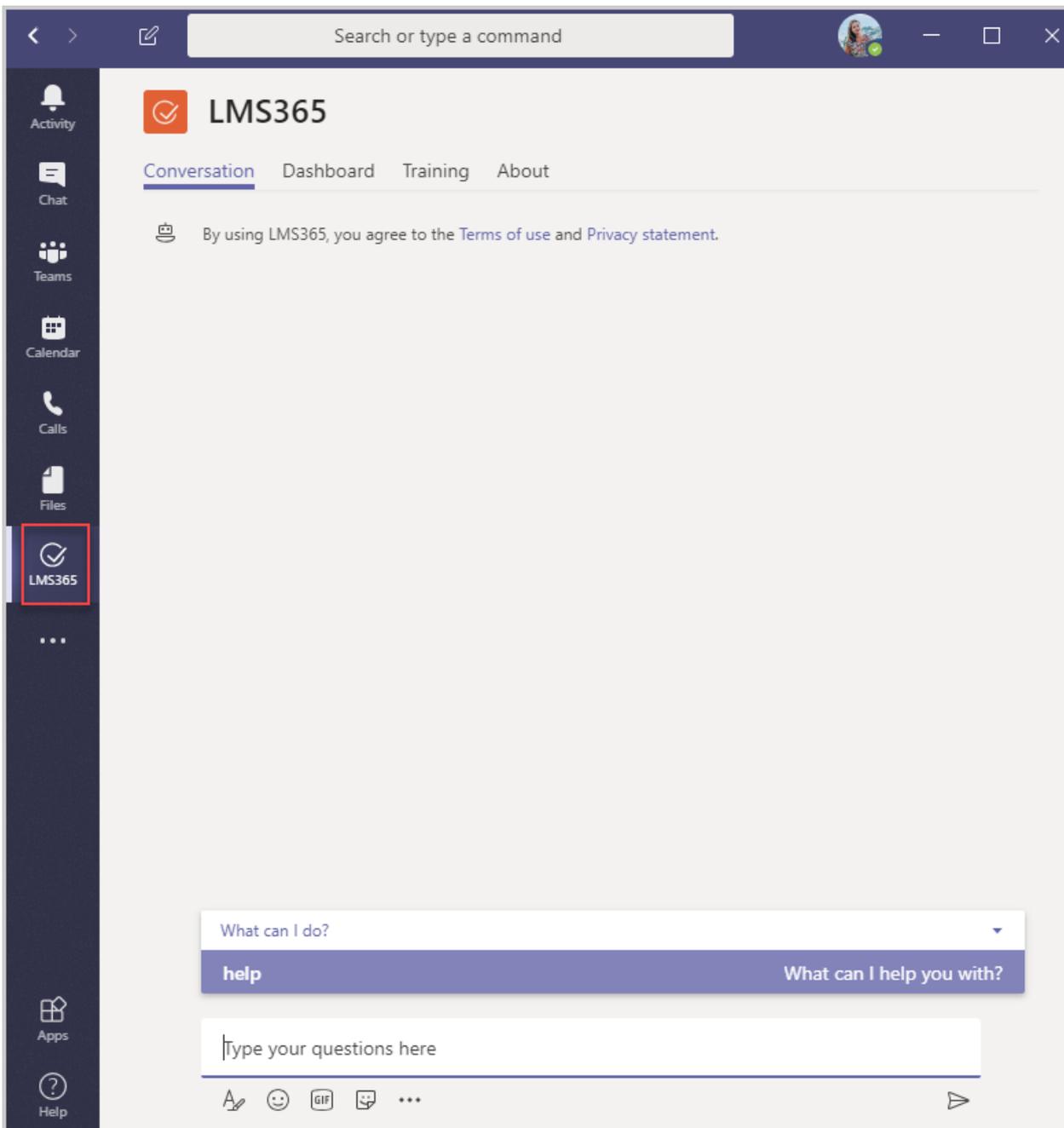


3. Click Install button and you are done.

How can I pin LMS365 to the Teams taskbar?

As a **Teams Administrator** or **Global Administrator**, you can customize the view of your Teams and set polices to pin the LMS365 App to the taskbar.

To pin the LMS365, navigate to Microsoft Teams admin center and follow the [instruction of Microsoft](#). Once all steps are done, the users will see the icon of LMS365 in the Teams and can easily continue working with the App:



How can I add a new tab in the Team?

To pin the LMS365 Dashboard, Course Catalog and Training Plan tabs at the top of your channel

1. Choose the Team you want to add the Tab in.
2. On the tab links header click  > the LMS365 App. Choose the tab and click Save. While adding the Course Catalog(s) and Course/Training Plan(s) tab, enter the valid site URL for the Course Catalog(s) or Course/Training Plan(s):

LMS365 About ×

 Enable your learners to find, take and track their LMS365 Training directly inside Teams as well as using our Intelligent BOT to help finding Courses and Training Plans available in your catalogs.
[Learn more](#)

Tab name:

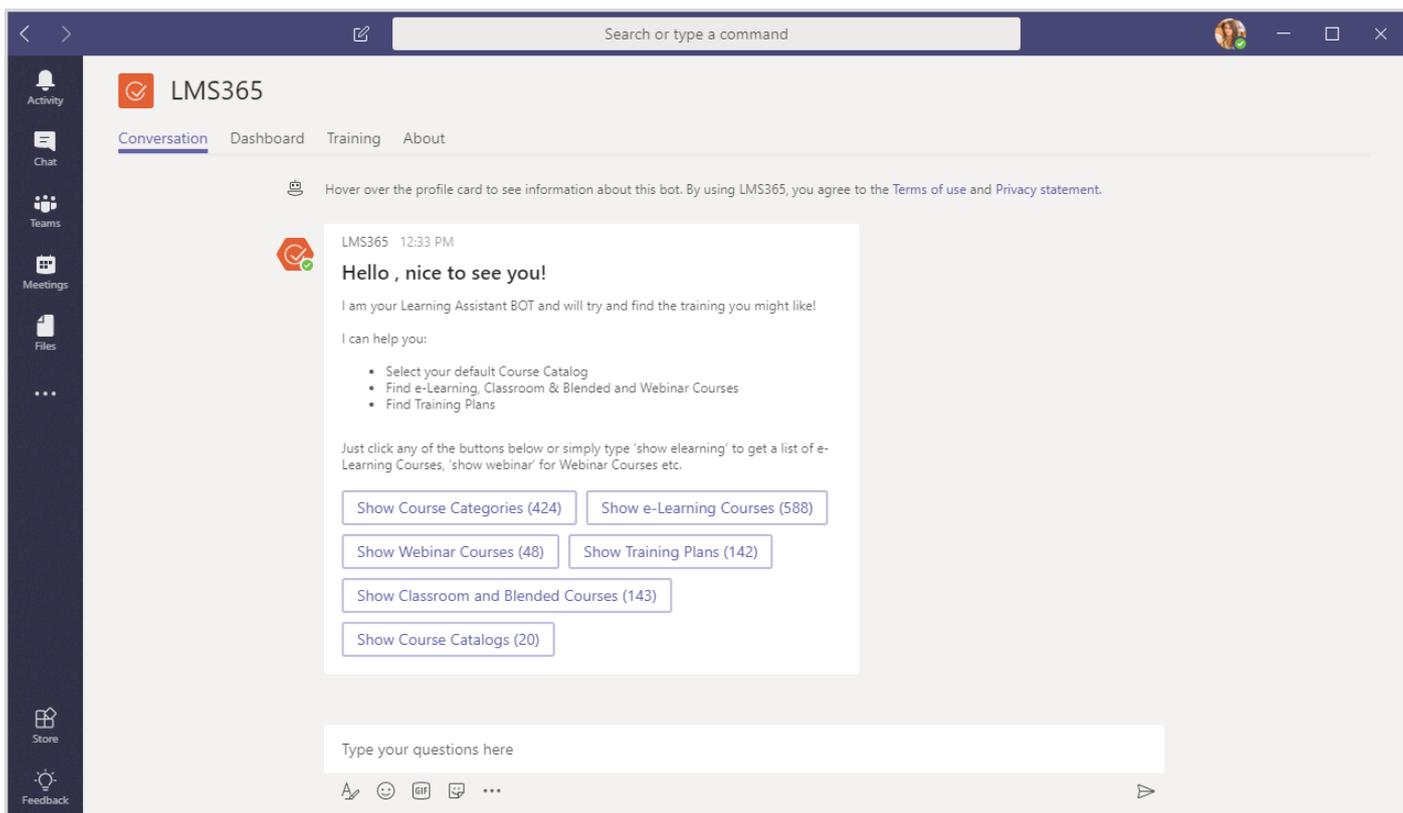
View:
 Dashboard
 Course Catalog
 Course / Training Plan

Site url:

Post to the channel about this tab

How do I talk with LMS365?

It is easy - just go to the conversation with the bot:



In the table below, you can see a full list of bot's commands:

Commands:	Result:
"Show Course Catalogs"	List of the course catalogs from your Tenant will appear
"Show e-Learning Courses"	Carousel with e-Learning courses will appear
"Show Classroom and Blended Courses"	Carousel with Classroom & Blended Courses will appear
"Show Webinar Courses"	Carousel with Webinar Courses will appear
"Show Training Plans"	Carousel with Training Plans will appear
"Show Course Categories"	List of used categories will appear
"Show all Courses"	List of all courses will appear
"Help"	Help message with available BOT commands will appear

How can I navigate to my Course or Training Plan with LMS365's help?

1. Go to the conversation with the LMS365 Bot;
2. Select the needed command to show the training, e.g. "Show e-Learning Courses". For your convenience you can combine commands and search for specific trainings in concrete categories, e.g. "Show e-Learning Courses with IT Training category";
3. After the carousel appears, select the needed training;
4. Click "View Course" button;

5. Course will be opened inside "Training" Tab (if you are not automatically signed in, you should do it first):

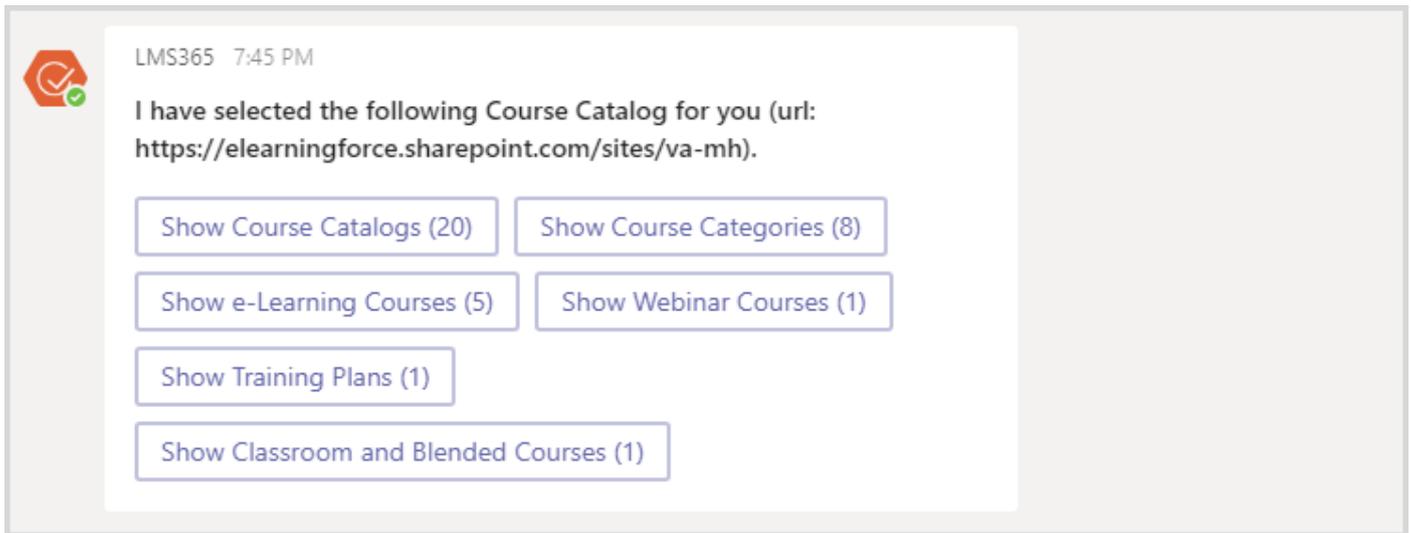
The screenshot shows the LMS365 interface. At the top, there's a navigation bar with 'Conversation', 'Dashboard', 'Training' (selected), and 'About'. Below this, the course title 'LMS365' is displayed with a star icon. The 'Course Description' section contains text about the Microsoft 'Future of SharePoint' event. The 'Course Information' section lists details: Category: IT Training, Type: e-Learning, Duration: 2h, Course ID: The Future of SharePoint, CEUs: 20, and Trainers: Freddy Bang. A green 'Enroll to Course' button is visible. The 'Learning Modules' section shows 'The Future of SharePoint' as a locked module.

How can I select the needed Course Catalog to work with?

1. Go to the conversation with the LMS365 Bot;
2. Select "Show Course Catalogs" command;
3. Choose the needed course catalog from the list:

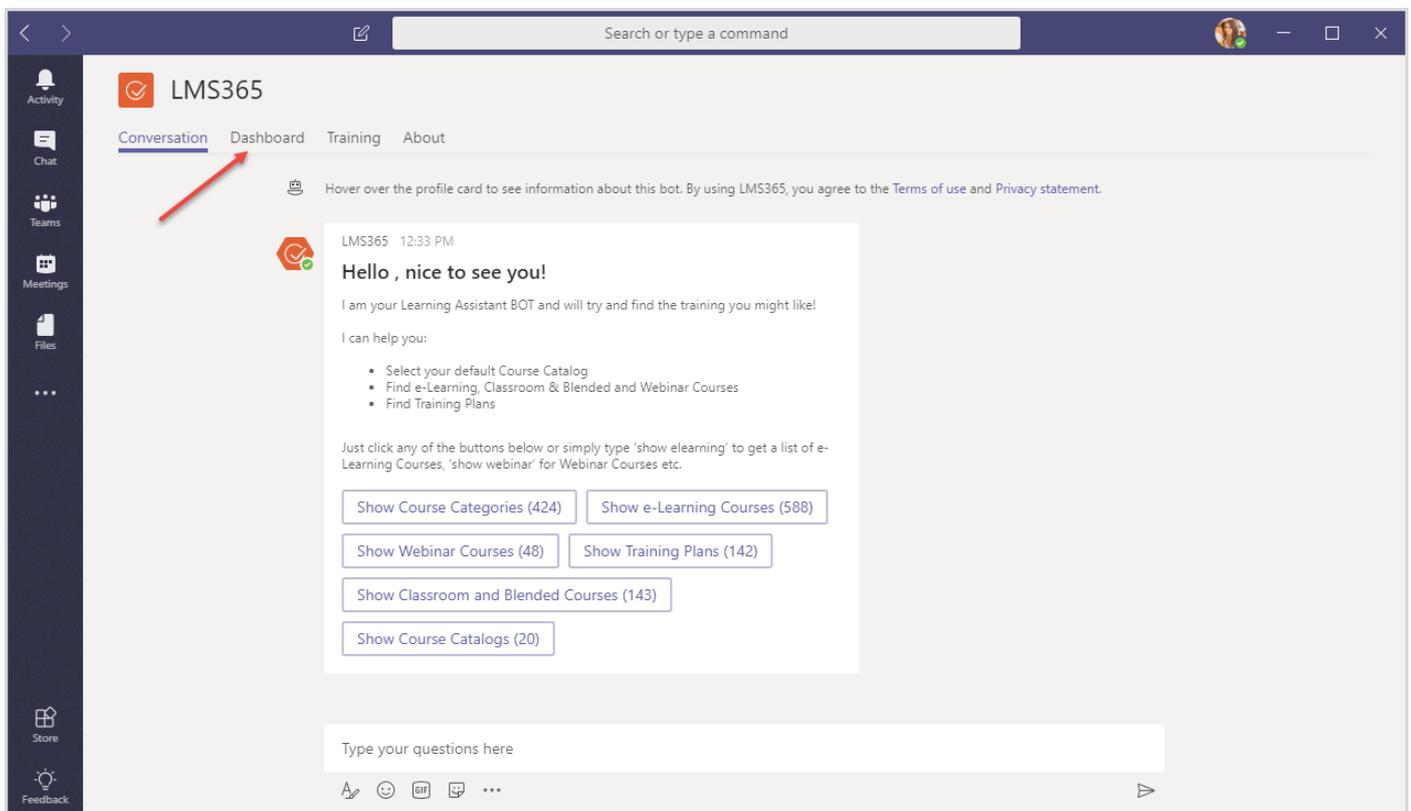
The screenshot shows a chat window with the LMS365 bot. The bot has sent two messages. The first message is titled 'Course Catalog' and contains the URL 'https://elearningforce.sharepoint.com/sites/va-ms' and a '6/10' indicator. The second message is titled 'Virtual Academy' and contains the URL 'https://elearningforce.sharepoint.com/sites/va-mh' and an '18/20' indicator. Both messages include a 'Select Course Catalog' button.

4. After that, you can work with the trainings of the selected catalog:



How can I use Dashboard via BOT?

1. Open Dashboard Tab:



2. Login by the same account you logged in Microsoft Teams (if you haven't logged in before);
3. Great! You can now use Dashboard inside the Teams:

The screenshot shows the LMS365 Dashboard interface within a Microsoft Teams chat window. At the top, the chat header displays the LMS365 logo and name, a star icon, and navigation tabs for Conversation, Dashboard (selected), Training, and About. Below this, a dark blue header bar identifies the user as Anna Ageucheva. A summary bar below the header shows: 3 / 13 Courses Completed, 71 in your company ranking, 6 Points, and a group icon. Below the summary bar, there are tabs for Current Training, In Progress, All, Completed, Pending, Certificates, and Points. The main content area is a table with columns for Course Name, Due Date, and Actions. Two courses are listed: 'Elearning e-Learning' with a due date of 12/31/2017 and 'Office Word e-Learning'. Each course has a play button and a close button in the Actions column.

Course Name	Due Date	Actions
 Elearning e-Learning	12/31/2017	 
 Office Word e-Learning		 

How do I use BOT inside the Team?

First, select the Team to which you want to add the Bot:



LMS365

Enable your learners to find, take and track their LMS365 Training directly inside Teams as well as using our Intelligent BOT to help...

Add to a team QA Team ▼ Yes

▼ View features

-  Pin content and services at the top of a channel
-  Include rich content in a conversation

About

- ▶ View more

Privacy and permissions

- ▶ By using LMS365, you accept its [privacy policy](#) and [terms of use](#):

[Install](#)

After that, you can configure tabs to be shown:

 **LMS365 is now available for Team** ✕

First, pick the channel where you want to use the app

General ▼

Next, set up the features that you want

	Tab Pin content and services at the top of a channel	<input data-bbox="1040 633 1240 698" type="button" value="Set up"/>
	Messaging Include rich content in a conversation	<input data-bbox="1040 734 1240 799" type="button" value="Set up"/>

You can select whether to show Dashboard, Course Catalog tabs or specific training tab. All Team's members will have access to these tabs:

LMS365

About ×



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[Learn more](#)

Tab name:

Dashboard

View:

- Dashboard
- Course Catalog
- Course / Training Plan

Post to the channel about this tab

Back

Save

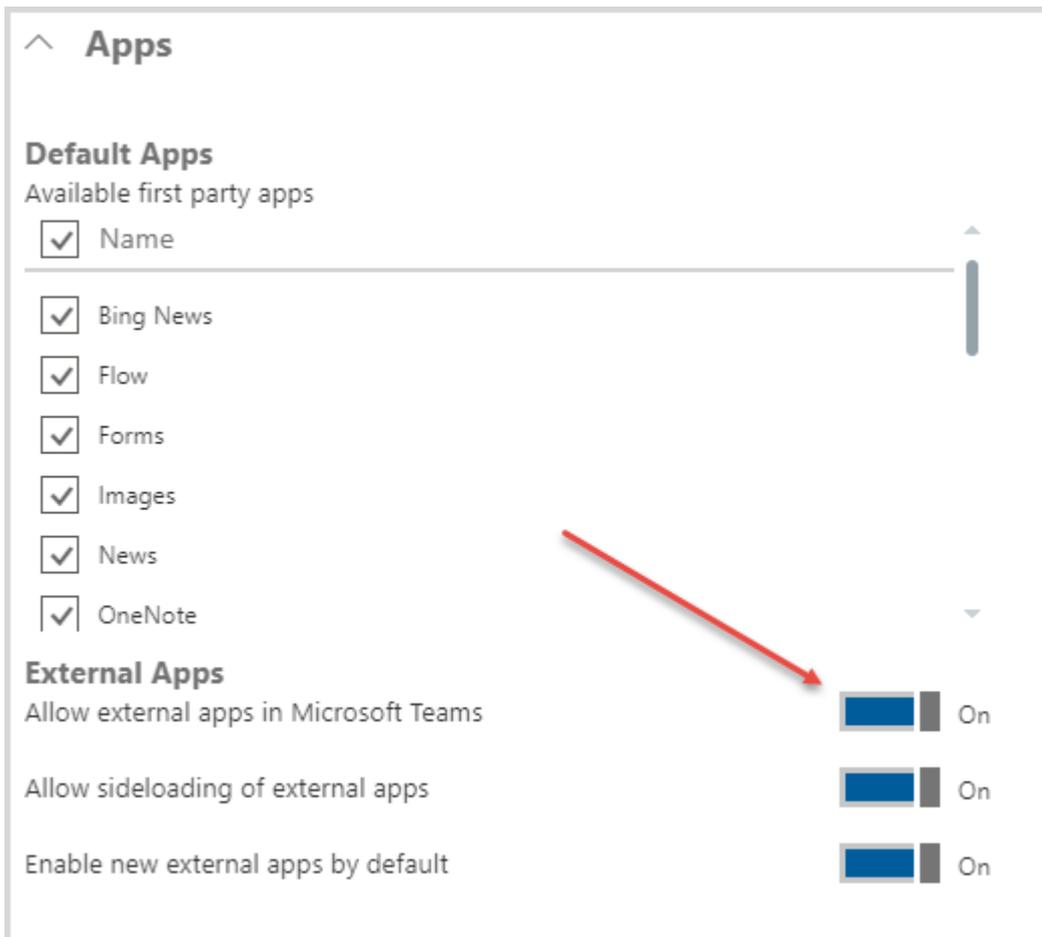
You can start conversation inside the Team using Bot, just type @LMS365 and then you can search the course catalog for a needed training that Team's members will be able to view:

The screenshot shows a Microsoft Teams chat window for a team named 'General'. At the top right, it indicates 'Private' and 'No classification'. Below the team name, there are navigation tabs for 'Conversations', 'Files', 'Wiki', and 'Dashboard'. A system message states: 'Anna Ageucheva has added LMS365 to the team.' The main message is from Anna Ageucheva, dated 'Yesterday 7:54 PM', with the text 'Tab conversation has begun.' Below the text is an orange bar with a checkmark icon and the word 'Dashboard'. A 'Reply' button is visible below this bar. A separator line indicates 'Today'. The next message is from Anna Ageucheva, dated '11:28 AM', and is marked as 'Edited'. It contains a card for 'LMS365' with a checkmark icon. The card features a thumbnail image of people in a training session, the title 'On-the-job Training (Assignment)', and the subtitle 'On-the-job Training (Assignment)'. A 'View Course' button is highlighted with a red box. Below the card is a 'See less' link. At the bottom of the chat, a search bar is highlighted with a red box, containing the text 'LMS365 > Search course catalog' and a search input field with the placeholder 'Enter a search term' and a close button (X). The bottom of the chat window shows standard communication icons: a pencil, a paperclip, a smiley face, a GIF icon, a video call icon, a voice call icon, and a plus sign for more options.

FAQs

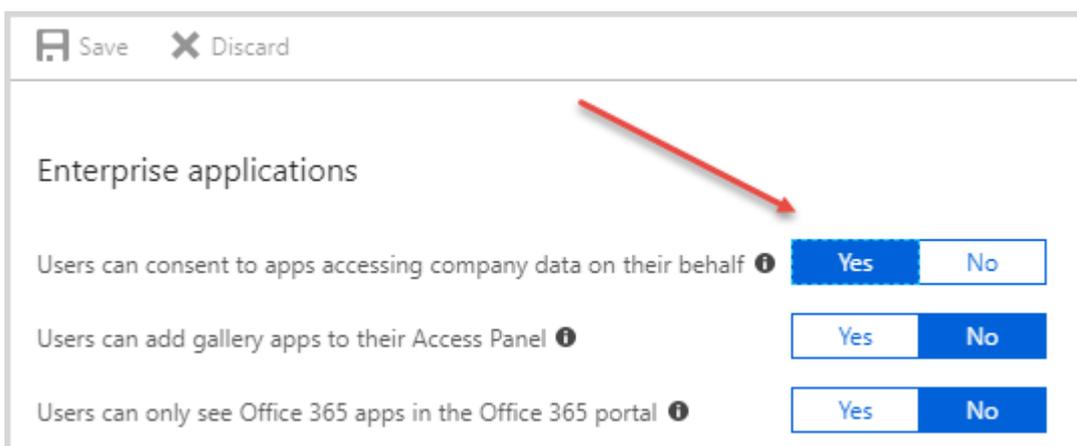
Q: I'd like to add LMS365 to Teams, but I **don't find the bot in the store**.

A: To make LMS365 visible in the Team's Store, 'Allow external apps in Microsoft Teams' option should be enabled in the Office365 Admin Center (go to Settings -> Services & add-ins section -> select Microsoft Teams -> Apps section in the right-side panel):



Q: I'm seeing 'An administrator has set a policy that prevents you from granting lms365-api-prod the permissions it is requesting. Contact an administrator who can grant permissions to this application on your behalf' message when adding LMS365 Bot.

A: That means that 'Users can consent to apps accessing company data on their behalf' option was disabled in the Microsoft Azure. To enable consent, please log in to the Microsoft Azure Portal, and then go to Azure Active Directory -> Enterprise Applications -> User Settings -> set option to 'Yes' and save the changes:



LMS365 is not responding?

A small number of Teams are seeing LMS365 not responding. For most of you, the likely case has been the following: your Office 365 Administrator has disabled bots for Microsoft Teams. Please contact your Office 365 Administrator to get the issue resolved.

Getting Help

If something goes wrong, do not hesitate to [reach out to us!](#)