Safe Hiring Learning Zone

Introduction

The Learning Zone plugin allows you to assign trainings to your employees and volunteers and record the results in Rock. This allows you to easily keep track of which volunteers require training.

Overview

Bundled into the Safe Plugin are several new components that work together to assign and track Learning Zone Trainings. Let's take a look at these components.

Learning Zone Training Workflow – This workflow can be launched from a person's profile and goes through the process of approving, submitting, and recording results from a Learning Zone Training.

Learning Zone Assignments – These are new records under the *Learning Zone* Person Profile Tab that track the assignments a person is currently working on as well as the ones they've completed.

Learning Zone Badge – This is a new badge that displays whether a user has taken a Learning Zone training, as well as their score.

Learning Zone Page – This page allows you to set up the Learning Zone integration.

Learning Zone Webhook – This plugin uses a webhook to receive updates from Safe Hiring, which means as soon as your users complete their training, their results will be posted to Rock!

SETUP

To configure the plugin, we'll need to configure Rock and Learning Zone to communicate with each other.

Setting Up The API Key

Go to RockRMS and navigate to System Settings > Learning Zone. On the left hand side will be a list of instructions. Follow these, and then click the *Sync Groups From Learning Zone* button.

The Learning Zone

🎓 Safe Hiring Solutions: Learning Zone

Our sole purpose is to provide the highest level of services, education and training that results in a 360-degree solution for the safety and security of your congregation and your called ministry.

To complete setup, follow these steps to insure that your ROCK instance and The LearningZone application are able to communicate.

1. Open The LearningZone app in a new tab to your admin page. In the top left, there is a link to generate an API key. Click the link and copy the Key. This will only show one time in The LearningZone platform, so save it someplace safe.
2. Paste the API Key from LearningZone into the API Key field on this page.
3. Return to The LearningZone app. In the bar for the web address is your LearningZone Id. It should fit this format 'XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX'. Copy this Id.
4. Paste your LearningZone Id into the LearningZone Id field on this page.
5. Click "Save". If you have already setup your groups in LearningZone, click "Sync Groups From Learning Zone". If not, don't worry. Once we are done setting everything up, the groups will automatically be synced with your ROCK instance as you create them in The LearningZone application.
6. Go to Toolbox > Security > REST Keys
7. Add a REST Key. Give it the name "LearningZone", then click "Generate Key".
8. Copy the REST Key, then click Save.
9. The previous step will create a new user. Go to the "LearningZone" user profile and add them to the "Rock Administrator" security role.
10. Open The LearningZone application one last time and click "Edit" on the left side of the admin page. Paste the REST Key in the CMS API Key field. (This will be encrypted at rest)
11. Lastly, put the base URL for your ROCK instance in the CMS Postback Url field. Then Save.

API Key •

XNsBqCu0NgaI89hjqDiO6aL2qbDSszy6p3X61WUL8w466

Learning Zone Id •

c9fd6708-94d5-42db-a02c-08dabce125e6

Save   Sync Groups From Learning Zone

📄 The Learning Zone Groups

Value	Description	Active	
☰ BEMA TEST GROUP 1		✓	✕

| 50 | 500 | 5,000 | 1 Defined Value |

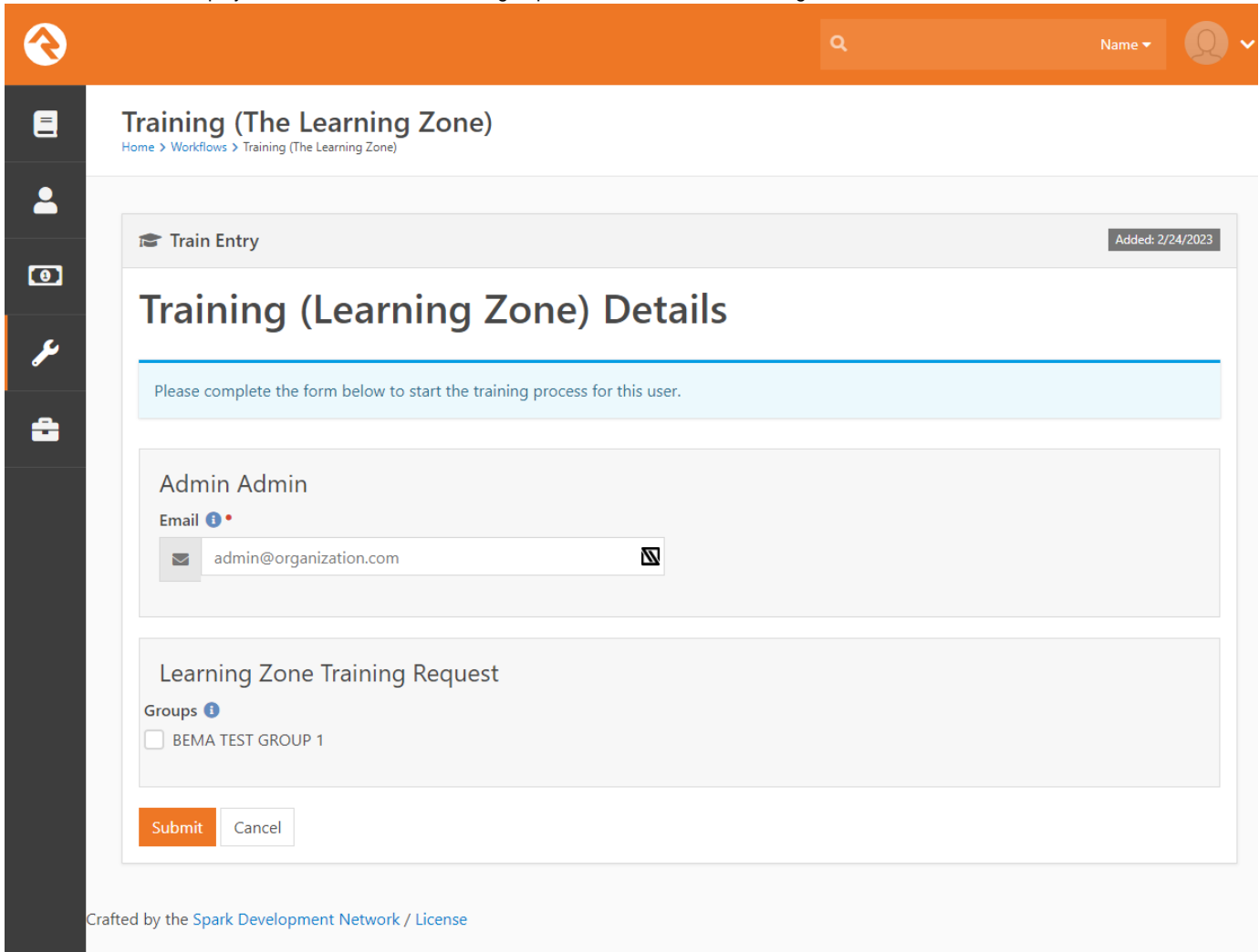RockRMS and Learning Zone are now able to communicate with each other.

Plugin Features

Learning Zone Trainings

The Plugin will add a new workflow called *Training (The Learning Zone).* It's available from the Actions dropdown menu on the Person Profile Page by default.

When launched, the employee will be asked to select the groups the user should take trainings for.

After entering that information, a Learning Zone training will be created, and an email with a link to the training will be sent to the person the request was made for. Any tags selected will also be saved to the user's profile. If there is no response after 60 days, the workflow will notify the original requester and then complete itself.

As trainings are completed, Learning Zone will send Rock the results via the webhook we set up, and the training group and date will be saved to the person's profile. Once all trainings selected have been completed, the workflow will notify the requester.

Learning Zone Assignments and Person Badges

The plugin comes with new *Learning Zone Assignments* displayed on the *Learning Zone* page, as well as a new *Learning Zone Assignments* (MonitorIcon) person profile badge, shown below.

Learning ZoneDefined Types

The Plugin also ships with a new *The Learning Zone Groups* Defined Type.