Hone Docebo Integration Set Up Guide

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Overview

Enabling the Hone integration in Docebo lets you import Hone programs and manage learner enrollment directly. As this integration is in beta, please share any feedback or issues with our support team at lms-support-docebo@honehq.com.

Capabilities

- Program import: The Hone integration will import enrolling programs into Docebo as courses. When a Hone program is imported into Docebo, its enrolling groups are imported as Docebo sessions, and its scheduled classes are imported as Docebo events.
- . Learner enrollment: Learners can enroll in a Hone program from either Docebo or Hone, with enrollment and attendance reflected in both platforms' admin and learner dashboards.

Limitations

- · Resource management: Modifying or deleting Hone courses, sessions, events, or users in Docebo will not propagate changes back to Hone.
- Historical data: Historical Hone programs, learner enrollment, and attendance data are not imported into Docebo.

Terminology

This section outlines some key terminology you must know when interacting with the Docebo integration.

- Course: A Docebo course aligns with Hone's concept of a program, which is a collection of one or more classes.
- Session: A Docebo session aligns with Hone's concept of a group, which is a collection of learners enrolled in a program for a specific date and time.
- Event: A Docebo event aligns with Hone's concept of a class, which is a piece of Hone program content delivered by a coach at a specific date and time.
- Enrollment: A Docebo enrollment represents a learner that is enrolled in a certain
- Attendance: Indicates if the learner attendend the session's event.

Set Up Steps



The integration can only setup and configured by by Superadmins.

Create Integration User

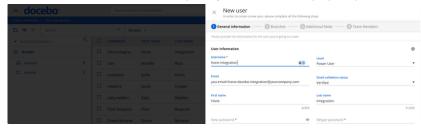
Create Docebo user

1. From the admin dashboard go to user management, then click the green plus button in the top right corner of the page, and click new user.



Add New User

2. From the new user form fill out the required general information (step one).



User General Information

3. Give the user a job role, e.g., Hone Integration (step three). Continue to step four, then click create user.



User Additional Fields

Create Power User profile

1. Create a new Power User profile to grant the Hone integration user.



Power User Profile

2. Give the new profile a new.



New Profile Name

- 3. Add the following permissions to your profile, then click save changes.
 - o Courses > All permissions
 - Enrollment > All permissions
 - ∘ ILT Session > All permissions
 - ∘ User > View



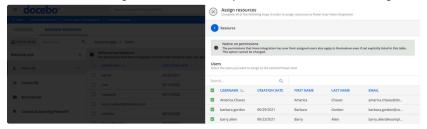
Add Profile Permissions

4. Select the Hone integration Power User, then click grant.



Grant Power User Profile

5. Assign group or user resources to a Power User, go to the Power Users tab, click on their name, and move to the Assigned Resources tab. Select the Resource Type from the left menu, click 'Assign resources,' and complete the selection and click assign.



Assign Groups or Users to the Hone Integration Power User

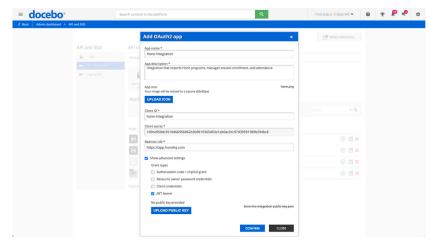
Create OAuth 2.0 Application

- access the Admin Menu from the gear icon in the top right corner. In the Admin Menu, find the API and SSO section, then click the Manage subitem to reach the Settings page.
- 2. Select API credentials, then click Add OAuth2 app.



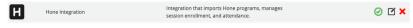
Add OAuth2 app

3. Enter the application's required fields.



Add OAuth2 App Required Fields

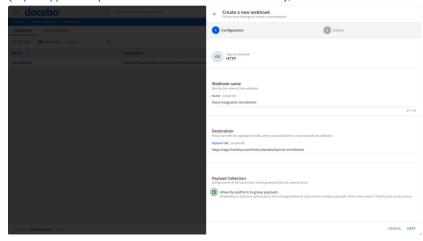
- 4. Select show advance settings and check JWT and upload Hone's public key., then click confirm. If you did not receive a public key please contact support lms-support-docebo@honehq.com.
- 5. Activate your application by clicking the grey check mark. When the checkmark turns green, your application will be active.



Activate OAuth2 Application

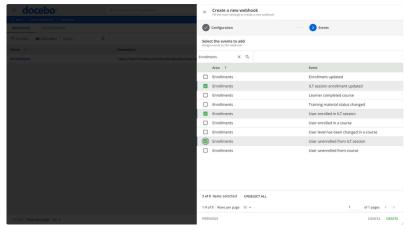
Create Enrollment Webhook

- 1. Create a webhook by accessing the Admin Menu, then clicking the Manage item in the Webhooks section, then click the green plus button in the top right corner of the page.
- 2. Enter the webhook name and payload URL (https://app.honehq.com/hooks/docebo/learner-enrollment), then click next.



Enrollment Webhook Name and Payload URL

- 3. Add the following events and then click create.
 - a. ILT session enrollment update.
 - b. User enrollment in ILT session.
 - c. User unenrollment in ILT session.



Enrollment Webhook Events

4. The new webhook will be displayed in the list on the main Webhooks page and will be disabled by default. Next, press the ellipsis menu at the end of the row where your newly created webhook is listed. In the resulting drop-down menu, press Edit.



- 5. Enable Basic authentication for your webhook, click the Endpoint info tab, then checking the Enable basic auth checkbox, enter the username and password needed for basic authentication, then click the Save Changes button. If you did not receive a basic auth authentication please contact support lms-support-docebo@honehq.com.
- 6. Enable the webhook by pressing the ellipsis menu at the end of the row of the corresponding webhook and in the resulting drop-down menu, press Activate.

Update Hone Application

Send the required details to Hone support (lms-support-docebo@honehq.com) to complete the integration.

- 1. The username of the Hone integration's Power User. See step two under the Create Docebo User setction.
- 2. The client ID of your OAuth 2.0 application. See step three under the Create OAuth 2.0 Application section.
- 3. The domain name of your Docebo instance. For example: your-company.docebosaas.com.

Once the integration is complete, Hone programs will be imported into Docebo.

Next Steps

With the Docebo integration configured, you can now use catalogs and learning plans to onboard learners to Hone's content. The guides below are suggestions and may require adjustments based on your rollout strategy.

Create Hone Course Catalog

A catalog is a practical option to group courses that are for professional development and supplemental learning purposes. See Docebo's documentation for more detail on course

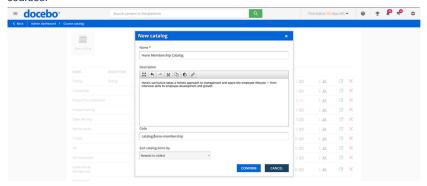
catalogs.

1. To create a custom catalog, access the Admin menu by scrolling your mouse over the gear icon, then press the Course catalog item in the E-learning section. On this page, select the New catalog button in the action bar at the top.



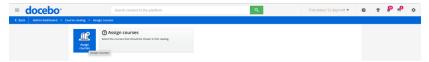
Create New Catalog

In the pop-up box, add a title and a description. Once you've pressed Confirm, you will find your catalog in the list on the management page. Now, you can start adding courses.



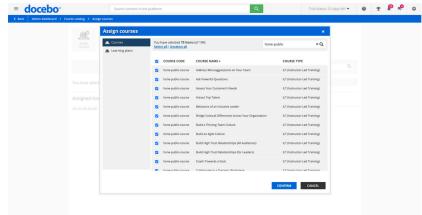
Add Catalog Details

3. Press the Courses icon in the catalog's row. On the next page, press the Assign course button, then choose from the listed courses in the pop-up box.



Assign Courses

4. Select the courses you would like to assign to the catalog. For example, to create a catalog for Hone's class catalog, filter the list of courses by the hone-public course code, then click select all, and when finished, press Confirm.



Assign Hone Courses

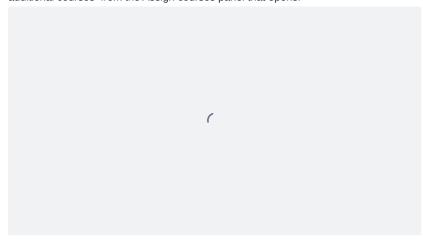
5. Users can access the catalogs visible to them from the *Course* catalog page or any *Catalogs* widget displayed on widget pages.

Create Hone Learning Plans

Learning plans are curated sequences of courses (<u>e-learning</u> and <u>Instructor-Led Training</u> (<u>ILT</u>)) that form the backbone of personalized learning journeys. See Docebo's

documentation for more detail on learning plans.

- 1. To create a learning plan, click on the plus button and select New learning plan. In the slideout panel, fill in the learning plan basic details.
- 2. To assign courses to a learning plan, move to the learning plan Courses tab. If there are no courses assigned yet, click Assign courses and select the Hone courses and additional courses from the Assign courses panel that opens.



Select Hone Courses

3. Click on Assign to confirm your choice. When a learning plan is created, its status is Under maintenance, meaning that it is not visible to learners. When you are ready to make it visible, change its status to Published using the *Status* dropdown at the bottom of the learning plan page. Click Save changes to confirm.

Troubleshooting

- Enrollment updates: If learner enrollments from Docebo aren't reflecting in Hone, check if the webhook is active. For inactive webhooks with delivery errors, contact Imssupport-docebo@honehq.com to resolve the issue and reactivate the webhook. Refer to the Docebo documentation for more detail.
- **Contact support:** If you encounter issues with program import or attendance, contact lms-support-docebo@honehq.com with a detailed description.

Additional Resources

- Creating and managing Docebo Power Users
- Docebo Power User permissions
- Assign Docebo Power User Group or User resources
- · Docebo APIs authentication
- Creating and managing Docebo webhooks