

LMS System Administration Training

Agenda

All Times are U.S. Pacific Standard Time

Monday March 18th	Module	Objectives
9:00-9:30	Welcome	**Note we'll use the first 15minutes to get computers setup, make sure you can login and then we'll begin. Introductions, agenda review, logins and overview of training format.
9:00 – 9:45	Organizational Units and Groups	Explain the importance, and administration of organizational units and user records; Create different types of Groups for use in availability and reporting.
9:45-10:15	User Experience	Overview of the system from the perspectives of end user, manager and system administrator.
Break		
10:30-11:15	Welcome Page	Create and manage a Welcome Page using basic functionality and widgets.
11:15-11:30	Learning Preferences	Explain how preference settings can be used to customize the user experience; Review preference settings such as Browse for Training, External Training, Transcript Preferences, Learning Preferences, Configuring favorite subjects on Universal Profile.
11:30-12:00	Learning Objects Overview	Define what is considered a Learning Object; Review and demonstrate behaviors of each LO.
12:00-1:00	LUNCH	
1:00-1:45	Course Publisher	Publish a SCORM course file; Compare reversioning and replacing course files and when to use each.
1:45-2:30	Material Management	Add materials as a URL or document or as an On the job training and set catalog availability; Review Material versioning.
2:30-2:45	BREAK	
2:45-3:15	Video Administration	Add videos as a URL (youtube) or file and set catalog availability; Approve/Deny user generated content videos.
3:15-4:30	ILT	Create events and sessions and manage rosters for in-person classroom training; Choose appropriate session settings such as prerequisites, prework, waitlists, advanced registration, pricing, costs, penalties and refunds.

Tuesday March 19th	Module	Objectives (By the end of the session you will be able to)
9:00-9:30	Questions	Answer any questions from the previous day
9:30-10:15	Curriculum	Create and reversion a curriculum comprised of a variety of learning objects and review options for recurrence.
10:15-10:30	Break	
10:30-11:15	Catalog Management	Manage learning objects via the course catalog and apply settings such as availability, recurrence and acknowledgements.
11:15-12:00	Approval Workflow	Create <i>specialized and unique</i> approvals for specific LOs that are different from the standard approval process.
12:00-1:00	LUNCH	
1:00-1:45	Learning Assignment Tool	Compare standard, dynamic and recurring proxy enrollments for deploying learning objects to users; Describe circumstances and best practices for using each.
1:45-2:00	Break	
2:00-2:45	Emails	Define email triggers, templates and workflows; Create a new e-mail using tags; Create digest emails; Best practices for using emails. If using LMS functionality: examine the difference between email administration, emails by LO and emails by proxy;
2:45-3:15	Standard Reports	Run a variety of system pre-defined standard reports and apply report filters and settings. (Based on specific cloud being implemented)
3:15-4:15	Custom Reports	Use Report Builder to create custom reports; Select appropriate fields and filters; Schedule and share reports; Create chart from a custom report. (Based on specific cloud being implemented)
4:15-4:30	Wrap Up	