



Knowledge Tek Ltd
Training & Documentation

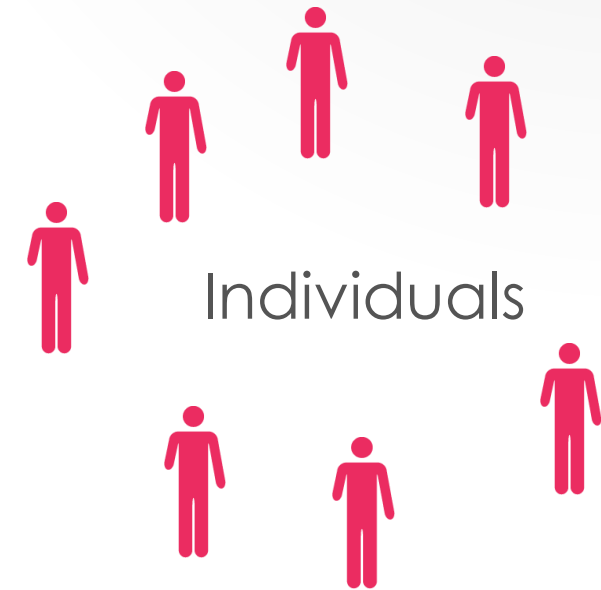
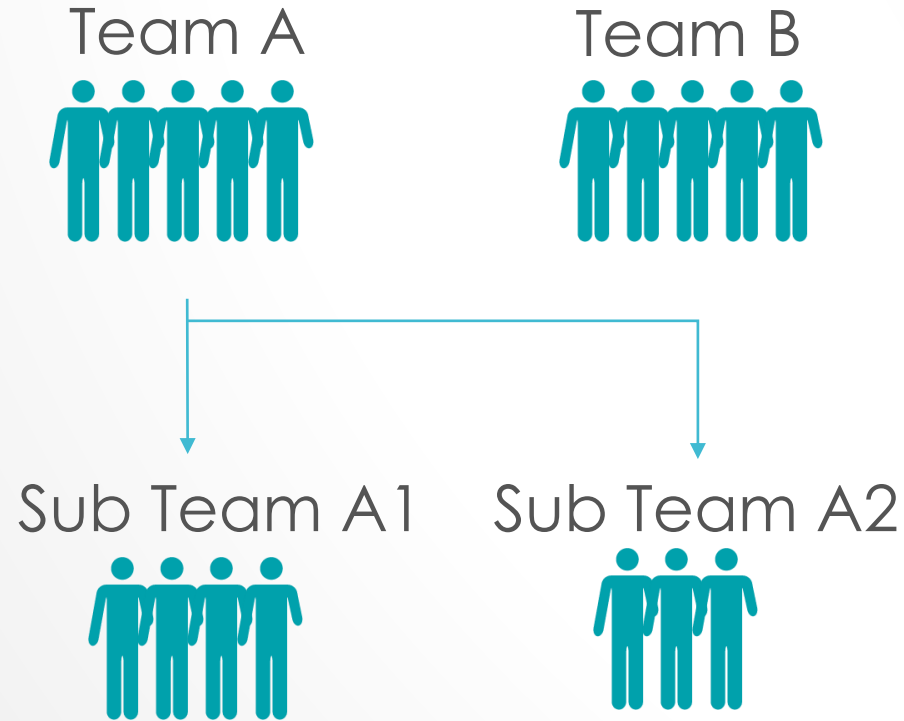
LMS BASICS

An introduction to Learning Management Systems

CONCEPT

Teams and People

- People can be created with a profile on an LMS and just be left as a standalone individual, but administrative tasks are easier if you group people into teams that have similar job roles.
- A team can then be further subdivided into sub teams if there are specialist areas of expertise they need.





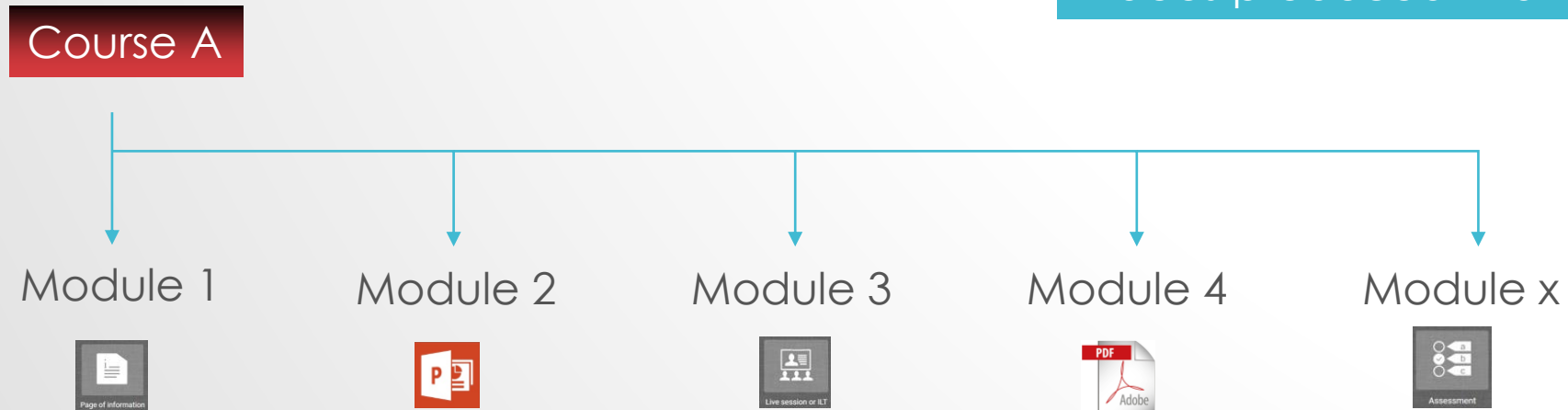
CONCEPT

Course structure

- Courses are comprised of modules and there are many different types of modules that are possible, including both synchronous (with an instructor) and asynchronous (without an instructor) types.

Module Types	Description
Assessment	Quiz or test made up of different types of questions e.g. multi-choice
Page of information	Easy to build WYSIWYG web page
Live Session	Synchronous Instructor Led Training, webinar or classroom.
Checklist	User checklist of tasks/activities to be completed
Embed or link	Content from external websites e.g. YouTube etc.. Or link to an external website
Learner upload	Allows learners to upload files for marking by an instructor
SCORM	eLearning module built using a SCORM compatible authoring tool that tracks learners
File	Most standard file types e.g. PPT, DOC, PDF, MP3, MP4 etc

Videos produced in an MP4 format

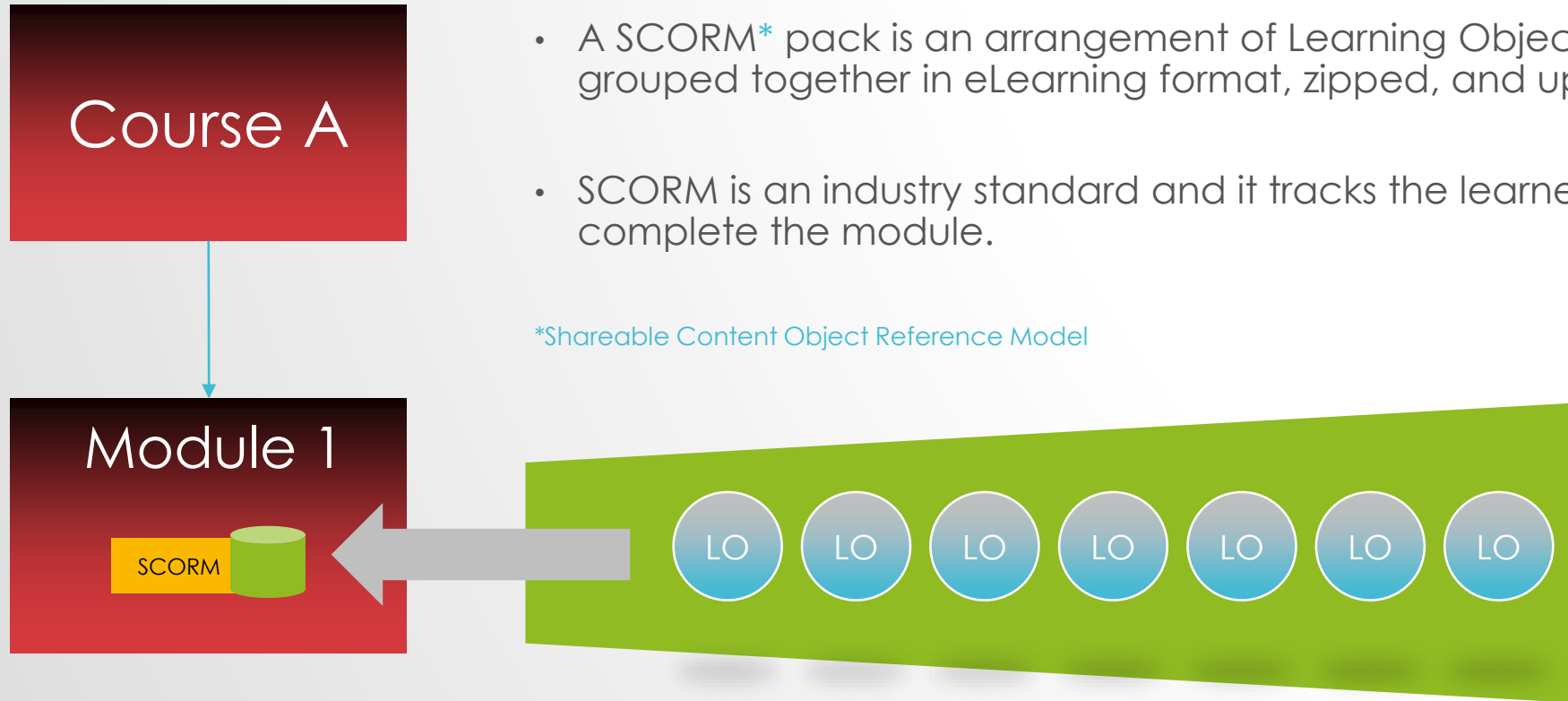


CONCEPT – E-LEARNING MODULES

SCORM PACKS

- A SCORM* pack is an arrangement of Learning Objects (LO) that are grouped together in eLearning format, zipped, and uploaded onto the LMS.
- SCORM is an industry standard and it tracks the learners progress as they complete the module.

*Shareable Content Object Reference Model



CONCEPT – LEARNING PATH



Course A

Course B

Course C

Course X

Learning path = training programme

- A learning path is the name within the LMS that is used when we build a series of courses and arrange them into a programme.

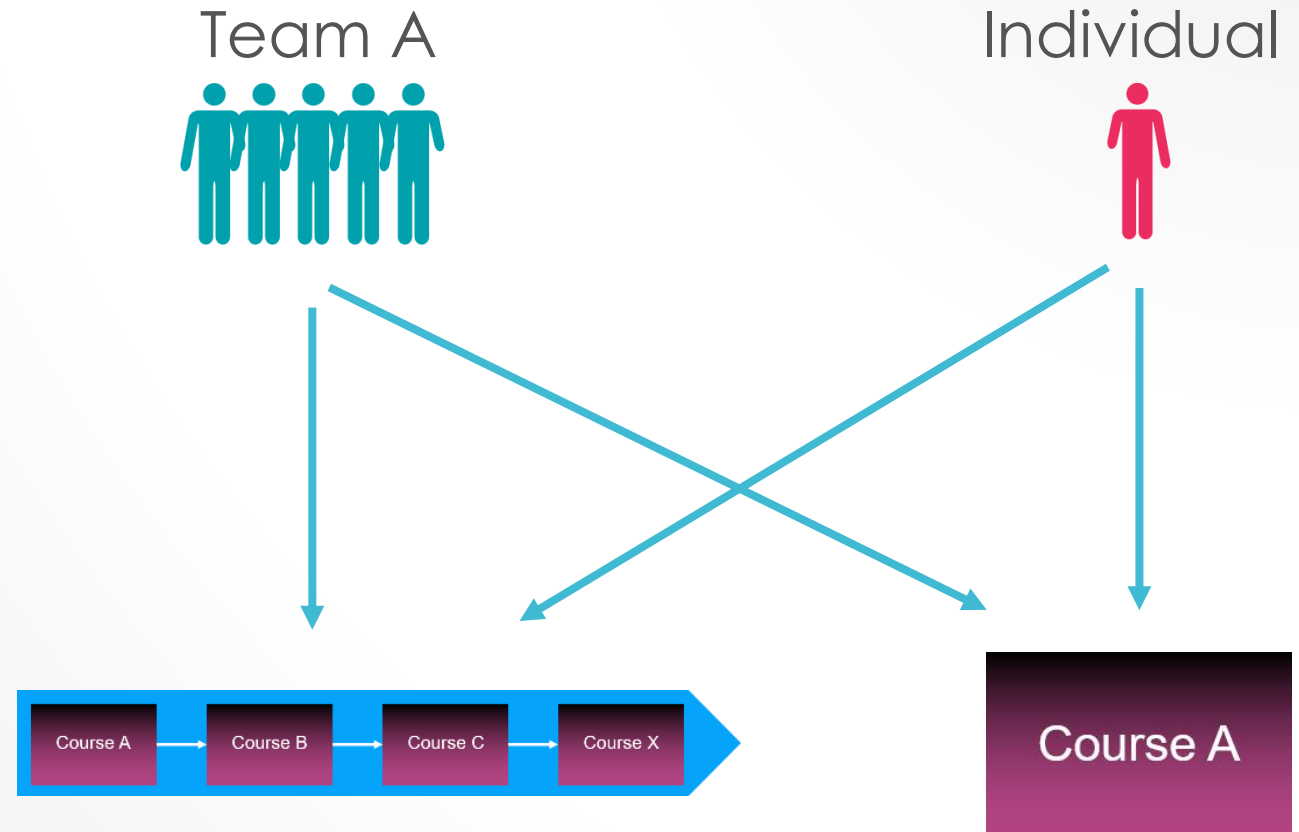
ASSIGNMENT

LMS administrators

- An administrator (who may be the training manager) then assigns courses or learning paths to either teams or individuals.



- This process will then automatically send email notifications to all the learners with links to the course or learning path and instructions that they now need to start.



REPORTS

Management Information

- As learners then work their way through the training that they have been assigned, the LMS tracks their progress and stores the results in a database.
- Managers can then run reports on the database to see who has done what, how long it took them, what the assessment results were etc..





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TO FIND OUT MORE

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