

Learning Management System (LMS) Training Plan and Sequence

Project Information	Entry
Organization Name	Arts in Basic Curriculum Institute at Winthrop University
Organization Type	Professional
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The following training plan is designed to be rolled out in 3 phases for a small organization, beginning with the system administrator before extending to the instructors and end users. The accompanying narrative explains the suggested rollout continuum.

Section I

System Administrator Professional Development Offerings

Sequence	Title	Description	Modality	Prerequisites
1.1	Overview of LMS Features	This presentation gives administrators a general overview of the LMS and presents the different ways in which different users will interact with the LMS. It is intended to be preparation and insight into end user and instructors viewpoints. Includes resources and links to End User and Instructor Professional Development Offerings.	eLearning Module	None

Sequence	Title	Description	Modality	Prerequisites
1.2	LMS Overview for Administrators	This workshop is designed specifically for administrators of the LMS and will provide a general overview of typical processes conducted in the LMS for administration.	Workshop	Overview of LMS Features eLearning Module Concurrent with LMS Overview for Administration Reference Guide
1.2.1	LMS Overview for Administrators Reference Guide	This reference guide will be an accompaniment to the LMS Overview for Administrators Workshop and will provide a written point of reference for administration to quickly look up information needed for navigating the LMS.	Manual	Overview of LMS Features eLearning Module Concurrent with LMS Overview for Administrators
1.3	Generating Reports	This eLearning Module will serve as an overall instructional piece to explain the creation of reports, demonstrate standard reporting, and present customized reporting.	eLearning Module	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone course with “Running Standard Reports in the LMS” & “Running Custom Reports in the LMS” Videos.

Sequence	Title	Description	Modality	Prerequisites
1.3.1	Running Standard Reports	Video designed to show administrators how to run standard reports in the LMS.	Video	LMS Overview for Administrators & Reference Guide Generating Reports in the LMS Standalone or included as part of “Generating Reports in the LMS” eLearning Module.
1.3.2	Running Custom Reports	Video demonstrating how to generate custom reports in the LMS.	Video	LMS Overview for Administrators & Reference Guide Generating Reports in the LMS Standalone or included as part of “Generating Reports in the LMS” eLearning Module.
1.4	Customizing for Data Production	This eLearning module will cover customization options for collecting data and progress tracking. This will also include a manual dedicated to step-by-step instruction of the ways to customize the data analytics in the LMS.	eLearning Module & Manual	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone

Sequence	Title	Description	Modality	Prerequisites
1.4.1	Monitoring Participant Activity	This offering will provide administrators with practical tools and knowledge of the LMS's ability to monitor participant activity across several different measures.	Interactive Module Component	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.4.2	Progress Tracking	A video demonstrating how to identify and create progress tracking in the LMS.	Video	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.4.3	Monitoring Compliance	An eLearning Module that will guide administrators through a monitoring compliance simulation.	Interactive Module Component (Simulation)	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.4.4	Evaluating Data in Real-Time	Information provided in this offering will give administrators hands-on experience monitoring real-time analytics of participants in the LMS system and provide instruction on the ways and means to gain information from the data observed.	Virtual Classroom (Synchronous) Mentoring & Coaching	Overview of LMS Features LMS Overview for Administrators & Reference Guide Monitoring Participant Activity in the LMS

Sequence	Title	Description	Modality	Prerequisites
1.5	Creating a Course Catalog	This will be an informative presentation for administrators on how to create a course catalog to assist them in supporting other staff as they work on course construction.	eLearning Module	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.6	Optimizing LMS System Integrations	This resource will help administrators know how to integrate 3rd party applications and widgets into the LMS, instill parameters with the application, and inform users of the application installation.	eLearning Module	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.7	Brand Customization	Administrators will learn how to customize the LMS to reflect their own organization's branding.	Resource Guide	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.8	Settings for End Users	This element of the training plan helps administrators understand what parts of the LMS can be made available to End Users or turned off.	eLearning Module	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone

Sequence	Title	Description	Modality	Prerequisites
1.9	Utilizing Support Options	In this resource, administrators find a listing of help options available for their use.	Infographic & Contact Guide	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.10	File Compatibility	Administrators will learn about the various file capabilities of the LMS, including if the system supports AICC, SCORM, cmi5, and/or xAPI.	Resource Guide	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.11	Backup Capabilities	Administrators will be introduced to the different backup capabilities and methods allowed for through the LMS platform.	Resource Guide	Overview of LMS Features LMS Overview for Administrators & Reference Guide Standalone
1.12	LMS Administrator Technical Working Group	This technical working group is a collaboration of LMS administrators for the platform across other similar institutions where ideas, issues, and innovations can be shared in a supportive group of like-minded professionals.	Weekly Webinar	Ongoing completion of LMS support resources as listed here.

Section II

Instructor Professional Development Offerings

Sequence	Title	Description	Modality	Prerequisites
2.1	Welcome to Your New LMS	This kickoff workshop would introduce the new LMS, briefly discuss how this platform will support the organization's goals, go over a rollout timeline, and provide simple instructions for accessing the training resources.	Recorded workshop	None
2.2	How to Use Your New LMS	This workshop can overview the general features of the new LMS. It will include the various eLearning modalities listed below, most (if not all) of which can be accessed later as needed.	Workshop	None
2.2.1	Course Layout & Content Controls	This video demonstrates how to modify and personalize Course and Module Layouts, as well as how to find and use the various Content Control tools.	Video	Welcome to Your New LMS How to Use Your New LMS
2.2.2	What is Generative AI Course and Content Creation?	This eLearning Module, consisting of the following modalities listed below, can instruct how to create courses and content using the Generative AI tools within the LMS.	eLearning Module	Welcome to Your new LMS How to Use Your New LMS Workshop

Sequence	Title	Description	Modality	Prerequisites
2.2.3	End User Professional Development Offerings	This eLearning module includes all the End User Professional Development Offerings for instructor purview. This module will include a list of all end user training links for instructor reference as needed.	eLearning Module	Welcome to Your New LMS How to Use Your New LMS Workshop
2.3	Analytics	This eLearning Module, consisting of the following modalities listed below, will explain, demonstrate, and reinforce the various uses and tools of the LMS's (real time) Analytics features.	eLearning Module & Manual	Welcome to Your New LMS How to Use Your New LMS Workshop
2.3.1	Built In Reports	This video will demonstrate where to find the Reports tool, what Built-In Reports generate, how often, and where to go to store and retrieve reports.	Video	Analytics
2.3.2	Custom Reports	This video will demonstrate where to find the Reports tool, how to set parameters, how to generate, and how to store and retrieve reports.	Video	Analytics
2.3.3	Compliance Tools	This video and printable manual explain how to access progress tracking, cycle management, and reporting. It will also delineate the various steps and tools for the three features.	Video	Analytics
2.3.4	What is an Activity Log?	This short video explains where to find and how to use the Activity Log to track user progress and engagement.	Video	Analytics

Sequence	Title	Description	Modality	Prerequisites
2.5	3rd Party Integrations and How to Use Them	This video will explain the various uses of 3rd party integrations as well as widgets, where to find them, how to create them, and how to delete them.	Video & Reference Guide	Welcome to Your New LMS How to Use Your New LMS
2.6	Certifications, Badges, and How to Use Them	This video explains what certifications are, what badges are and how they represent progress toward certification, and how gamification helps engage End Users.	Video	Welcome to Your New LMS How to Use Your New LMS
2.7	Interface, File Management, & Storage	This abbreviated eLearning Module, consisting of the various modalities listed below, is designed to give instructors enough training to create course catalogs and monitor online presence, among other utilities.	eLearning Module	Welcome to Your New LMS How to Use Your New LMS
2.7.1	How to Build a Course Catalog	This video explains what a Course Catalog is, how to access it, then demonstrates how to create and/or upload resources, how to access them later, and how to add those resources to a course.	Video	Interface, File Management & Storage
2.7.2	What are Accessibility Functions?	This video explains what accessibility is and how to apply it to course creation.	Video	Interface, File Management & Storage
2.7.3	How to Use the Online Presence Indicator	This short video demonstrates how to find and use the Online Presence Indicator, and explains how it can be useful in tracking user progress and engagement.	Video	Interface, File Management & Storage

Sequence	Title	Description	Modality	Prerequisites
2.7.4	Resource Sharing	This video demonstrates how to access the various resources, features, and utilities such as Shared Wikis, Shared Course Resources, and the Resource Repository, how to add and remove resources, and how to add them to courses.	Video	Interface, File Management & Storage
2.7.5	What is Learner Personalization?	This video explains the Learner Personalization Feature, where to find it, and how to use it.	Video	Interface, File Management & Storage
2.7.6	Course Completion Rules and Progress Tracker	This video explains Course Completion Rules and demonstrates how to access the tools within courses and modules. It will also explain the Progress Tracker, where to find it, and how to use it to measure, boost, and ensure user engagement.	Video	Analytics Interface, File Management & Storage

Section III

End User Professional Development Offerings

Sequence	Title	Description	Modality	Prerequisites
3.1	Welcome to Your New LMS	This kickoff workshop would introduce the new LMS, briefly discuss how this platform will support the organization's goals, go over a rollout timeline, and provide simple instructions for accessing the training resources.	Recorded workshop	None
3.2	How to Use Your New LMS	The following videos can be included in an eLearning module that End Users can access as needed. They can be viewed in any order and at any time.	eLearning Module	None
3.2.1	How to Use Group Forums	This video can demonstrate how to utilize the Group Forum feature.	Video	Standalone
3.2.2	Understanding Assessment & Evaluation Feedback	This video can explain where to find and access instructor feedback.	Video	Standalone
3.2.3	How to Participate in Discussions	This video can demonstrate how to write, add links, add attachments, post, and respond in/to group discussions.	Video	Standalone
3.2.4	How to Use Q&A Forums	This video can demonstrate where to find and how to use the search function of Q&A Forums.	Video	Standalone
3.2.5	How to Use, Write, and Post Blogs	This video can demonstrate how to find, use, write, and post using the Blog feature.	Video	Standalone
3.2.6	How to Use the Company Email Feature from the LMS*	This video can demonstrate where to find, how to log in, how to write, and how to send Company Emails through the LMS.*	Video	Standalone

3.2.7	What are Mass Announcements?	This video can explain where to find and the purpose of Mass Announcements.	Video	Standalone
3.2.8	How to Use the Calendar Feature	This short video can demonstrate where to find and how to utilize the Calendar feature.	Video	Standalone
3.2.9	How to Use the Teams/Groups of Learners Feature	This video can explain what the Teams/Groups of Learners feature is, how to participate, how to communicate, and how to track progress.	Video	Standalone
3.2.10	What are Learning Paths?	This video can explain what Learning Paths are and how to track one's own individual progress.	Video	Standalone
3.2.11	What is Gamification?	This short video can explain the features of gamification, such as points, leaderboards, and badges.	Video	Standalone
3.2.12	What is My Circle?*** ***Used only in Cypher LMS	This video can explain the features of My Circle within the Cypher LMS.	Video	Standalone
3.2.13	How to Use the Chat Feature	This short video can explain where to find, how to write, and how to respond using the Chat feature.	Video	Standalone
3.2.14	How to Use Web Conferencing Feature(s)	This video can demonstrate how to create, join, talk, mute, display video, and display screens within the LMS's chosen web conferencing feature.	Video	Standalone