

Administrator Training from LearnSoft

Below are Powerpoint Presentations and Video Training (Vimeo) from LearnSoft that are available on the Resources tab inside KLPM. Most of this training is related to the LMS part of the system. Only Administrators have access too this tab.

*Functionality presented is out-of-the-box and may or may not be available to LMS/TMS Administrators.

*Some organizations do not allow videos to be played on their networks.



LMS = Learning Management System

TMS = Talent (Performance) Management System

-
- [Lesson 1 - Basics, Performance Tab, Advanced View](#)
 - [Lesson 2 - Learning Management Process, Courses](#)
 - [Lesson 3 - Computer Based Training SCORM/AICC](#)
 - [Lesson 4 - Bulk Course Upload, Certifications, Auto-Enrollment](#)
 - [Lesson 5 - Enrollment, Completion, Reports](#)
 - [Lesson 6 - Notifications, Reminders, Tests, Course Evaluations](#)
 - [Lesson 7 - Performance Management Process](#)
 - [Lesson 8 - Security](#)
-

Lesson 1 - Basics, Performance Tab, Advanced View

Topics Covered:

- LMS Basics & Advanced Concepts 1
- Help Resources
- 4 Key Roles
- TMS Performance Tab Quick View
- LMS Advanced Concepts 2
- Admin Advanced View

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 2 - Learning Management Process, Courses

Topics Covered:

- End to End Process - LMS
- Course Creation & Attributes
- Use UI to add/edit Instructor Led Courses
- Use UI to add/edit Computer Based Courses

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 3 - Computer Based Training SCORM/AICC

Topics Covered:

- How to add SCORM Files using SCORM Uploader
- How to add AICC courses
- How to Add NoTrackingURL Courses

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 4 - Bulk Course Upload, Certifications, Auto-Enrollment

Topics Covered:

- How to use Excel Uploader to add courses in Bulk
- How to setup Certifications to Include Expiration/Multiple LOs
- Creating Assignments to Auto-Enroll Users

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 5 - Enrollment, Completion, Reports

Topics Covered:

- Understanding the Enrollment Process
- Completing course sessions requiring manual completion
- Running, Saving, Scheduling LMS Reports

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 6 - Notifications, Reminders, Tests, Course Evaluations

Topics Covered:

- Understanding External Attributes
- Notifications
- Reminders
- Tests
- Evaluations

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 7 - Performance Management Process

Topics Covered:

- Overview of Performance Review Process
- Setting up Performance Review Assignments
- Performance Tab/ Performance Review Flow
- Adjustments to Workflow
- Running Reports

View the Lesson Video & Slide Deck Download at KLPM>Resources Tab

Lesson 8 - Security

Topics Covered:

- Discussion of User Management
- Creating/Editing User Accounts
- Resetting Passwords
- Merging User Accounts
- Creating Delegates

View the Lesson Video & Slide Deck Download at [KLPM>Resources Tab](#)