

DSS eLearning Suite Dashboard

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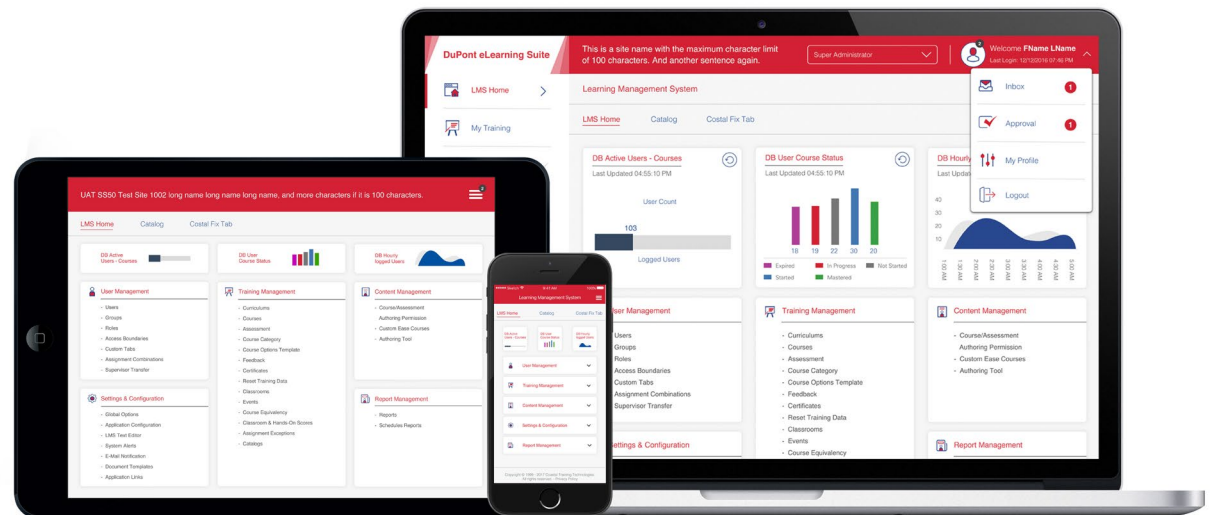
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User Management: Administrative Users can manage and modify users, access and maintain records, as well as set permissions and determine levels of access to the system.

Users: Contains information on all users (ID, password, name, email, time zone, language, etc.) Users can be set up by Division, Job Title, Region, Group, or you can add your own labels or areas. This section can be used to manually make individual edits to users, add new users, and delete users. It is recommended that users initially be added to the Learning Management System (LMS) database using a batch electronic user import.

Groups: Groups are useful when there are certain groups that need specific training requirements. Users can be transferred between groups. Groups can be hidden or displayed.

Roles: Enable users to access the LMS features based on the tasks a user needs to accomplish. Multiple Roles can be assigned to a user and they can have either read only or full access rights. Users who have full access rights can add, edit, and delete user roles. When Multiple Roles are assigned to a user they can toggle between roles by selecting from the My Role drop-down window.

Access Boundaries: Allows users to be assigned to Groups, Curriculum, and Course Options Templates. The users for whom groups have been assigned via Access Boundaries can manage only those groups and the respective users.

Custom Tabs: Display information such as company policy and processes, learning and development overview, checklists, etc. When these tabs are assigned to a role they will be displayed on the learner's dashboard.

Assignment Combinations: Combines multiple groups together to reach a specific target audience. This feature enables Roles, Curriculum, and Catalogs to be assigned to multiple groups from different group types.

Supervisor Transfer: Administrators can change or transfer bulk users from one supervisor to another supervisor.

Settings & Configuration: Super Administrators can specify the basic settings and configurations of the LMS homepage.

Global Options: Provides the opportunity to customize the entire DSS eLearning Suite. The login settings, password complexity, time zone, date format, company logo, name and graphics can be modified per organizational requirements or preferences. Gives the ability to enable or disable email notifications, enable or disable groups and modify existing course settings to make the system meet the specific needs of learners. Customized labels can be created to add to user profiles and courses to enhance reporting.

LMS Text Editor: Allows for the editing of labels, alert messages, welcome messages, help text, and additional information used throughout the LMS.

System Alerts: A message that displays when a user logs into the LMS. System Alerts are global and the same message will appear for all users. Only one alert can be active at a time. Each user may choose to deactivate a message for future logins.

E-mail Notification: Provides instant, auto generated, or scheduled emails to learners. Emails are sent both to the user's email address and to their LMS inbox. You can create your own emails or choose from several emails that are currently available.

Document Templates: Can be created to add drop-in content to email notifications quickly and easily. Some default templates have been provided in the system, and they can be edited.

Training Management: Super Administrators can build learning curriculums and manage courses.

Curriculums: Assign users (or groups of users) to single or multiple courses at once. Define the course completion criteria to help meet company or compliance training requirements. Users may be assigned to more than one curriculum at a time.

Courses: Select courses and assign courses to users (or groups of users) per training needs of each user population. Change the course settings for a user or groups of users.

Course Category: Designates the appropriate category for a course. Some default categories are provided in the system.

Course Options Template: Determine the various course options and settings. All courses are assigned a Course Option Template, you can set a default template to be automatically assigned to all courses. Course options are certification periods, testing options, course mastery, etc.

Feedback: Course feedback surveys can be set up as optional or mandatory. Users must complete the survey as part of the course, prior to receiving their course completion results.

Certificates: Course completion certificates may be generated for users when they have successfully met the course requirements of a course or curriculum. Users may view and print certificates in normal and wallet size. Certificates can be customized and there is no limit to the number of certificates that can be created.

Reset Training Data: Clear training records (certification status, total training time, etc.) that have been recorded in the LMS. Options are available to reset each of the individual records or all the records for a user.

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Classrooms: Classrooms provide users an opportunity to attend a training session based on a scheduled date and time. Classrooms can be designated as instructor-led (physical) or an online course (virtual).

Events: Events are sessions that take place in a classroom on a predefined time and location. An event schedule may be set to repeat daily, weekly or monthly. An instructor will connect with users by sending an invitation and reminder notifications.

Course Equivalency: Allows a course (or group of courses) to satisfy the requirements of another course (or group of courses), eliminating the need for a user to take redundant courses. Courses that should be treated equal should be grouped together within a curriculum. Credit earned in one of the courses will be transferred to the other courses.

Classroom & Hands-On Scores: Provides the option to manually apply completion scores and give credit to users for all courses and course types in the system. If a course has a Hands-On requirement, a Mastered checkbox must be selected.

Assignment Exceptions: Gives the ability to indicate a user (or group of users) in a curriculum that will be scheduled differently. Users may have a different set of required and optional courses even though they are assigned to the same curriculum.

Catalogs: Provide a list of Courses and/or Events for a user to select from and self-register. Catalogs can be assigned to select groups of users based on geographic location or job role. A Catalog can contain courses that are also part of a Curriculum.

Content Management: Administrative Users can edit, customize content, and create new courses.

Course Authoring Permission: Access and customize certain courses based upon the Role/Permission assigned.

CustomEase® Courses: Allows you to make basic customizations and modifications to existing courses.

You can:

- Add storyboards containing site-specific procedures and content anywhere in a course.
- Upload audio, video, text, and graphic files to an existing storyboard.
- Modify or delete content from an existing storyboard.
- Add, edit or delete questions in the course modules, self-checks, pre-tests and post-tests.
- Define remediation paths for the question storyboards.
- Create interactive storyboards (toggle exercises, click and drag, multiple questions, etc.)
- **Note:** Structure of the course menu cannot be modified.

Authoring Tool: Allows you to create and publish customized courses from scratch that have the same look and feel as off-the-shelf courses. You can incorporate different kinds of storyboards, self-tests, and comprehensive tests.

Report Management: Custom report development.

Reports: Administrators can create, edit, and run reports. Reports can be exported into .xls, .xlsx, .pdf, and .csv formats. A variety of report types are available.

Scheduled Reports: Reports can be emailed daily, weekly or monthly in your chosen file format. The weblink to download the report can be delivered inside an email message. Each report weblink is available for 14 days.