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Administrator Manual

2020 plus releases thru 2022

K-Learning Group

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Product Support

If you have purchased a support package and have any questions during the use of K-LMS+ that are not addressed in this guide, please contact us.

Overview

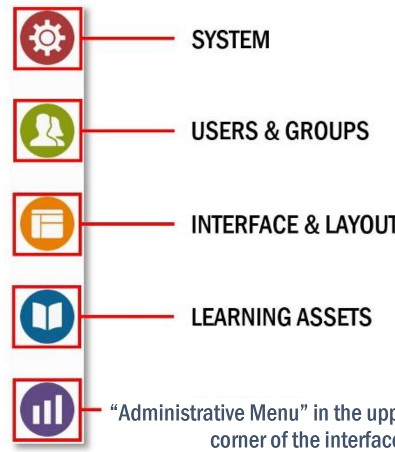
This manual covers all areas in the K-LMS+ Learning Management System related to the abilities of the Administrator (not to be confused with the System Administrator, which is a role that may be granted to a user; the Administrator is not a user, and not a role; the Administrator and the System Administrator user both share similar permissions, but there are differences, as explained in this manual). This is a thorough examination of the functions and features of the K-LMS+ system. This manual reads in the order of how the system's menus are organized.

New Updates and Releases are at the end of his document.

ADMINISTRATIVE MENU

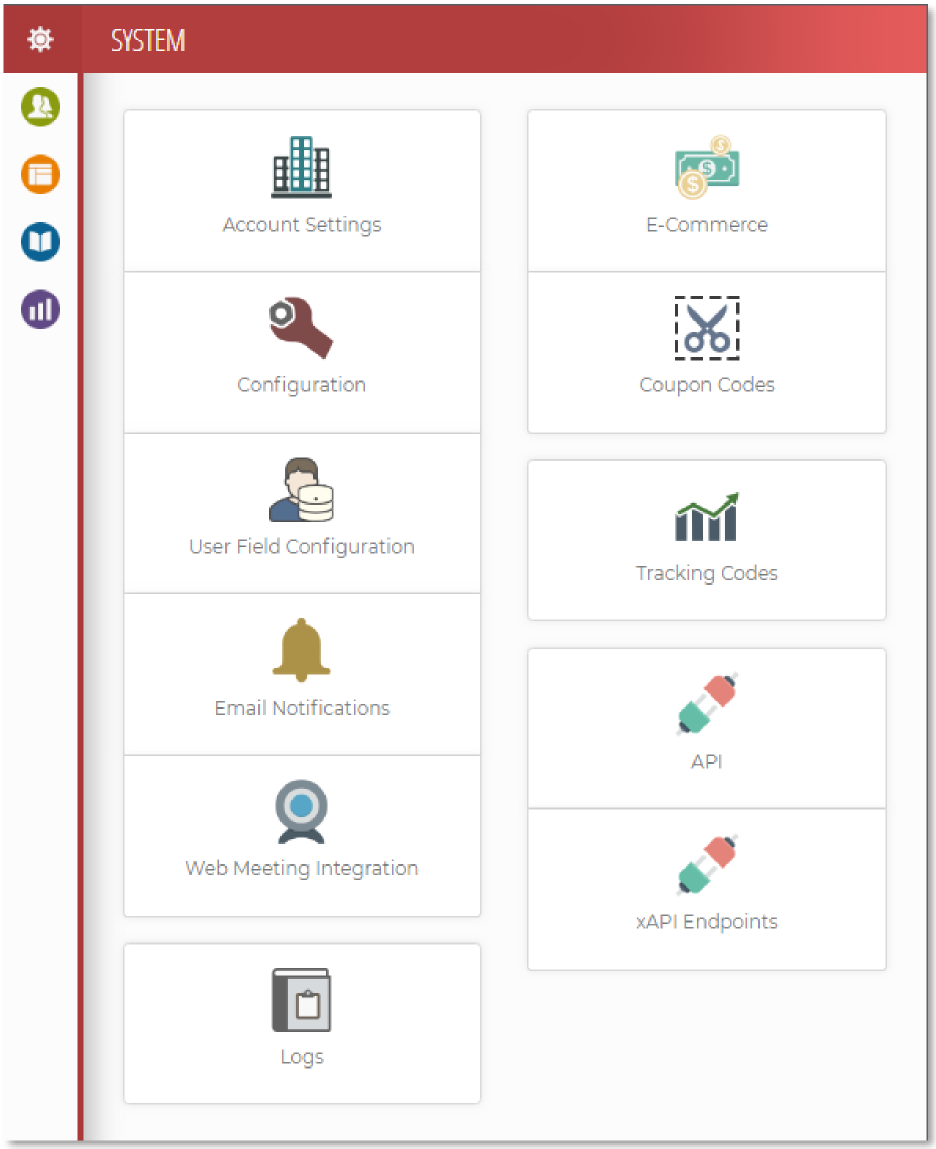
The administrative items on the left side of the interface can be seen by the Administrator. When clicked, each menu item brings up a list of additional menu items.

Users will only be able to see the pages and options within those menu items depending upon the permissions given by their role, set up in the Roles section of the Users & Groups menu, and granted to them in the Roles section of their profile.



“Administrative Menu” in the upper left-hand corner of the interface

SYSTEM



Account Settings

Portal Name – This is the name of your portal, which will appear in the top of the window when your sers navigate to your portal.

Portal Hostname – The subdomain of your portal's URL

<u>Note:</u> The hostname can only be changed by a Kelly support representative. Contact support to change your subdomain.

Default Language and **Default Time Zone** – Users will see this language upon loading your site and all class times will be given in this time-zone's time, unless the time zone is set differently in the learner's profile.

Login and **Password** – Sets the login and password for the Administrator account.

Note: Users assigned an Administrator role are not able to change the password for the Administrator account. Only the Administrator (non-user) can change the password.

Company and **Contact Name** – Information about the Administrator (non-user). A few notes on these parameters:

- This information does not appear to learners or any users in a role without access to the Account Settings section of the System menu.
- Message Center messages from the Administrator (non-user) will appear to recipients as from "Administrator".
- In the body of Email Notifications, when the recipient is the Administrator (non-user), the Recipient placeholders pull "[Administrator]" as the name (both full name and first name).
- To show your users your contact information, use the Footer section of Interface & Layout.

Email – System Administrator email address. This is where all emails directed to the System Administrator are sent (Email Notifications, etc).

Configuration

Login Setup Tab

Self-Registration – When "Allow users to create their own accounts" is checked, creates a "To create an account, register here" link in the login window. You can either use the Instructor Led Training-in user registration page or use your own form on an external URL. If you are using an external form, you must have your page set up to use API to send the user information to the LMS and create a user account. For more information, please refer to our API manual.

When "Require new user registrations to be approved by an administrator" is checked, a Pending User Registrations Widget will be added to the Administrator dashboard. Every time a new user registers, their information will appear in the Widget, and the Administrator will be given the option to either accept the registration and allow the new user account to be created, or reject the registration so that the user may not log in with that username, nor may any other person register with that same username.

Reset Password – When checked, creates an "I forgot my password" link in the login window.

Default Landing Page – The page users will immediately be brought to upon login.

Simultaneous Login – When checked, allows multiple browser sessions/computers/people to log in with the same username at the same time. When unchecked, it enables the Login Priority options below.

Login Priority – When "Simultaneous Login" is unchecked, you have the option to either give login priority to whoever logs in to the username first, or whoever most recently attempts to log in.

Widgets Tab

Checked boxes enable the Widgets that appear on My Dashboard. The Administrator (non-user) has access to different Widgets than users, and users with different roles have access to different Widgets.

Catalog Tab

Control what your users can and cannot see in this section.

Enable Catalog – When checked, users will be able to access your course catalog. When unchecked, the "Catalog" button will not appear in the top menu, and the rest of the options in the Catalog tab will be unchecked and greyed out.

Enable Catalog Search – When checked, a search bar will appear in the Catalog page.

Enable Catalog Event Calendar – When checked, a calendar will appear in the Catalog page with upcoming classes marked in it with a stop-watch icon.

Require Login – When checked, users will not see the "Catalog" button in the top menu until they log in.

List Private Course Catalogs – When checked, users will be able to see the names of private course catalogs, but not be able to open them or access the courses within them.

Hide Course Codes – When checked, anyone not logged in will not be able to see course codes in the catalog, if there are any.

Enable Instructor Led Training Browsing – When checked, Instructor Led Training modules set to allow Standalone Enrollment will be visible in the catalog. When unchecked, they will not appear.

Enable Learning Path Browsing – When checked, published Learning Paths will be visible in the catalog. When unchecked, they will not appear.

Enable Community Browsing – When checked, Groups with the "Self Join" option checked in their Properties will appear in the catalog. When unchecked, no groups will appear in the catalog.

Leaderboards Tab

Determine how the leaderboards are ranked here. Rank the leaderboards according to number of courses completed, course credits earned, certificates earned, or certificate credits earned.

Each box that is checked creates an option in a drop-down in the Leaderboards Widget (if only one box is checked, there will only be one option in the drop-down).

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<u>Note:</u> When all boxes in this section are un-checked, leaderboards are disabled, and the Leaderboards Widget does not appear on [My Dashboard](#).

<u>Ratings Tab</u>

You can allow users to rate your courses, and you have the option to either make the ratings public, or keep them invisible to other users, and only be able to see them in your reports and individual course settings.

A few notes relating to these options:

- When you have ratings enabled here, you can enable or disable ratings within each individual course's Properties section.
- Users may only give a course a rating upon completion of the course.

<u>Privacy Tab</u>

To maintain users' privacy, you can allow users to opt out of email notifications and/or permanently remove users' data from the system once their account has been deleted.

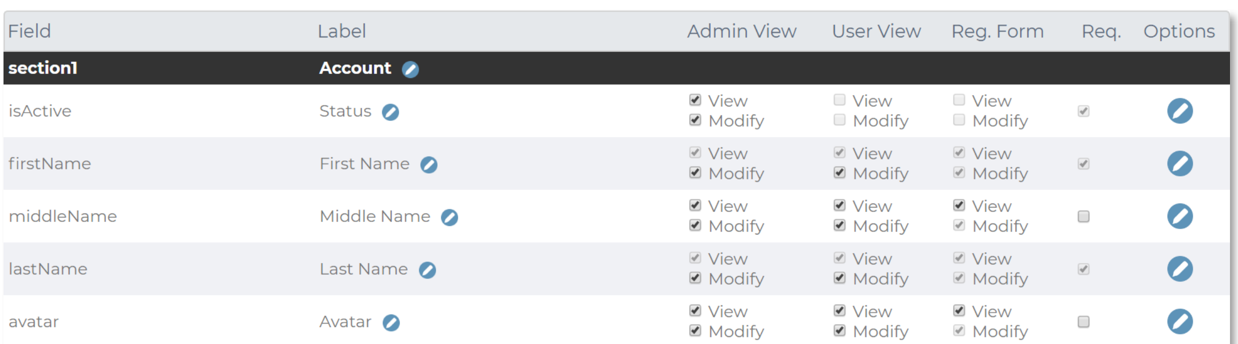
User Field Configuration

<u>Instructions Tab</u>

Use the WYSIWYG text box to set up the instructions above the registration form that your users see when they click the "To create an account, register here" link (if Self-Registration is enabled in the Login Setup tab of the [Configuration](#) menu).

<u>Data Fields Tab</u>

These are the data fields that



Field	Label	Admin View	User View	Reg. Form	Req.	Options
section1	Account					
isActive	Status	View Modify	View Modify	View Modify		
firstName	First Name	View Modify	View Modify	View Modify		
middleName	Middle Name	View Modify	View Modify	View Modify		
lastName	Last Name	View Modify	View Modify	View Modify		
avatar	Avatar	View Modify	View Modify	View Modify		

appear in different user creation sections. You can re-name the fields by clicking the button next to each field in the "Label" column.

The column “Admin View” enables fields in the user’s profile accessible by an administrator with User Creator and/or User Editor role permissions. The column “User View” enables fields in the user’s profile accessible by the user. The column “Reg. Form” enables fields in the user registration form accessible by anyone who has clicked the “To create an account, register here” link. The “Req.” column denotes whether a field is required (checked) or not required (unchecked) to be filled out.

When you click the button in the “Options” column for each field, you can give the field a **Description** to convey to users in more detail the kind of information that field requires and you can limit the kinds of characters and number of characters your users can input in the field using the **Regular Expression** box.

When **User Field Upload** is checked, users will be able to upload files to their User Profile to view at any time.

<u>User Agreement Tab</u>

You can specify terms of an agreement between your organization and your users here, and you can also require that your users agree to the agreement when they register.

<u>Form Previews Tab</u>

Each link opens a window that shows what administrators, users, and registering users see, respectively. The “Administrator View” link shows the user profile viewed as an administrator, the “User View” link shows the user profile viewed as a user, and the “Registration Form” link shows what the new user registration form looks like.

Email Notifications

Create emails that trigger automatically based on events that occur within the K-LMS+.

To create a new email notification, click the “New Email Notification” link at the top of the page. To update the properties of an existing email notification, click on the name of the email notification in the list.

<u>Properties Tab</u>

Name – Serves as a label for the notification. The person who receives the email will not see the name of the notification in the message itself. The name is for administrative tracking purposes only.

Status – Enable or disable the notification by setting it to Active or Inactive, respectively.

Event/Recipient – Indicate the event which triggers the message to send, and to whom the message shall be sent. Note that "System Administrator" includes both the Administrator (non-user) and any users granted specifically the System Administrator role, if any.

From/Reply-To – If you would like for the message to have a from/reply-to email address, you can put one here. If left blank, the from/reply-to on the message will be no-reply@asentialms.com.

Send – Certain events allow the message to be triggered at a specified amount of time before or after the event occurs.

Message Tab

Subject – Will appear as the subject of the email to the recipient.

Priority – You can mark the email as low or high priority, if you wish. Normal gives the message no priority.

Type – You can choose the between plain text and HTML based formatting for the body of your email notification.

Body –The message the user will see in the email. Use Placeholders to have the message auto-fill information regarding the specific course, user, and/or event trigger. For example, in the beginning of the message, you would put, "Hello ##recipient_firstname##," if you want the message to address the email recipient directly.

Web Meeting Integration

Enable and configure properties for online meeting, web conferencing and video webinar services for use within Instructor Led Training sessions. The K-LMS+ system currently supports integration with GoToMeeting, GoToWebinar, GoToTraining and WebEx. In order to use any of these services, you must have an account with that provider. The **Application Key**, **Default Organizer Username**, **Default Organizer Password** and **Plan** are all obtained from the provider. When creating an Instructor Led Training session, an enabled web meeting service can be selected as the session "Type". For more information, please refer to our API manual.

E-Commerce

On this page, you can set up the payment processor to use when customers purchase your courseware through the LMS. The K-LMS+ system currently supports two PCI compliant payment gateways: PayPal – Website Payments Standard, and Authorize.net DPM (Direct Post Method). In order to use either of these gateways, you will need to have a merchant account with the provider.

The PayPal payment processor has your users purchase the courseware outside of the LMS UI. Upon clicking "Buy Now", the user is prompted to input any coupon codes that are available. After this window, the user is prompted to complete the purchase in PayPal within one hour. At this point, the user has not been enrolled in the course(s) yet. If they complete the purchase in their PayPal account within one hour, they will be enrolled in the course(s).

Unlike PayPal, the Authorize.net payment gateway accepts payment within the LMS UI. Once you select the Authorize.net Processing Method from the drop-down menu, the Form Properties tab populates with options. The options that you select in the Form Properties tab will depend on how your Authorize.net account is set up. **API Login, Transaction Key,** and **Public Key** are all found in the Settings of your Authorize.net account, when you click "API Credentials & Keys".

Upon clicking "Add to Cart", the course will be added to the user's cart. The user must then go to their cart to apply any coupon codes, add any more courses they wish to purchase, and finally click the "Checkout" button to complete their purchase(s). Once they click "Submit Order", their purchase will be completed, and they will be enrolled in any courses they had in their cart.

Coupon Codes

Coupon codes are used to give discounts to learners who self-enroll in courses. To create a new coupon code, click the "New Coupon Code" link at the top of the page. To update the properties of an existing coupon code, click on the button for the coupon code in the list.

Note: This section only becomes visible when a payment gateway is implemented in the E-Commerce section of the System menu.

Once you have created a coupon code and given it to your learners, they will go to your catalog, and where there is usually an "Enroll" button, there will be an "Add to Cart" link. Once clicked, they will go to their cart, click the "Coupon Code" icon next to the course they wish to discount, and put the coupon code in the pop-up window. If the coupon code is correct and set to apply to the item, the discount will be applied, and the user will be able to click "Checkout" and purchase the item at a discounted rate.

If the coupon code makes the item free, once the coupon code is applied in the user's shopping cart, the item will be immediately removed from the shopping cart and added to their enrollments. They will not need to click the "Checkout" button.

Tracking Codes

Google Analytics or other web traffic analytics solutions can be used with the K-LMS+ LMS. These tools will give insight into how users navigate through your LMS and what pages are popular. To use these tools, you will first need to set up an account with the solution provider that you prefer (Google Analytics, for instance). These tools will give you tracking codes that can be put in the LMS to enable the analytics tracking to occur.

Once you enter your tracking codes in the box on the Tracking Codes page, K-LMS+ will automatically embed your tracking codes on key pages within your LMS, whose traffic will now be tracked by your solution provider. The LMS pages that will contain the tracking code are the Home Page, Catalog pages, and any E-Commerce Checkout pages.

API

An Application Programming Interface (API) is available for the K-LMS+ LMS. The API allows other software to interact with the K-LMS+ software. Note that only specific functionality is supported by the K-LMS+ API. For more information, please refer to our API manual.

xAPI Endpoints

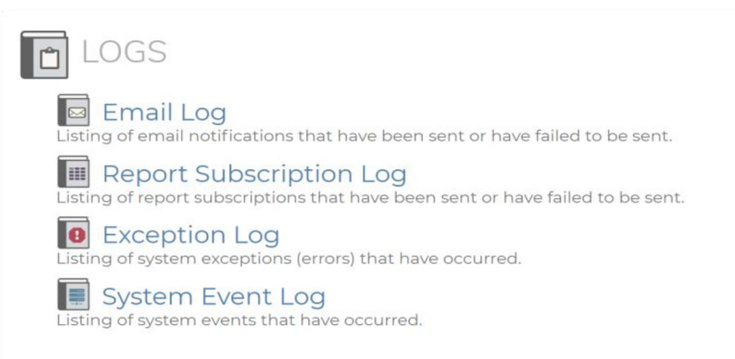
K-LMS+ provides the ability to set up xAPI endpoints to record data to the Learning Record Store (LRS) from content accessed outside of the K-LMS+ LMS. You can generate a key for each piece of your content, or one key for all your content, depending on how many people or sources require permission to record data to the LRS, and how you want that authentication distributed.

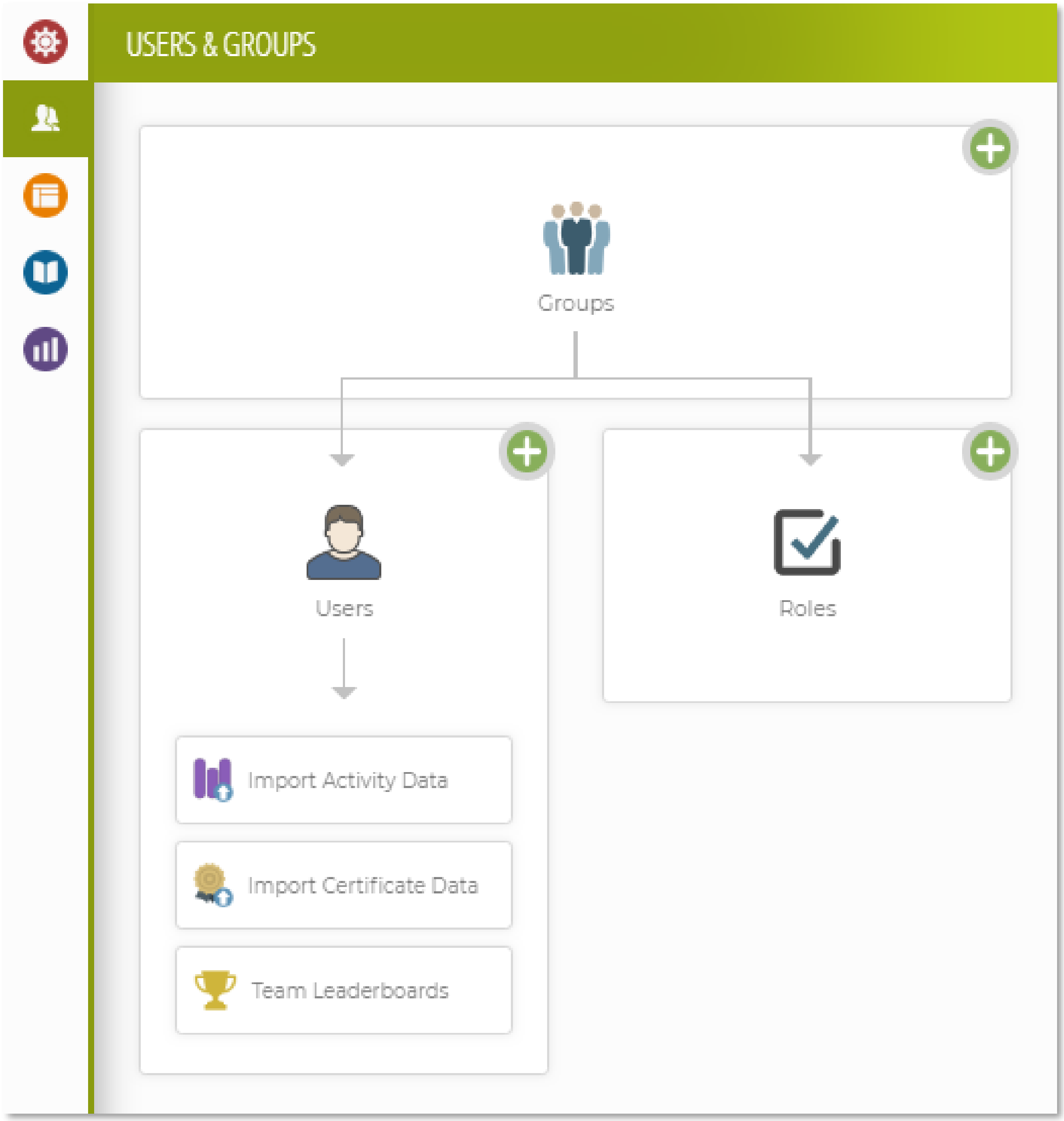
If you only need one authentication key for everyone accessing content outside of the LMS to be recorded to the LRS, you only need to generate one key. If you would prefer that everyone accessing the content have their own authentication key, you would generate keys for everyone.

Click on “Generate Key” to create a new key. To update the label name for the key or deactivate it, click on the button for the key in the list.

Logs

The system records data about certain events that occur are accessible on this page.





USERS & GROUPS

Groups

New Group

Clicking the button on the top right corner of the Groups box in the Users & Groups menu performs the same functionality as clicking "New Group" from the Groups page.

Name – Visible in the "Communities" section of the Catalog (if "Self Join" is checked); not visible in the user's profile if "Publicize Membership" is not checked (must be checked if "Self Join" is checked as well).

Avatar – Visible in the "Communities" section of the Catalog (if "Self Join" is checked).

Self Join – Allows or prevents users to join themselves to the group from the "Communities" section of the Catalog (forces "Publicize Membership" to be checked). If this option is disabled, the group will not show up in the "Communities" section of the Catalog.

Publicize Membership – Shows or hides membership to group in user profiles.

Discussion – Enables or disables a discussion board for the group. If discussion moderation is enabled, when posts are made to the discussion board by group members, they must be approved before they can be displayed (see section below).

Short Description – Plain text only box for a brief description of the group.

Note: This field has a 512-character limit. If you need graphics or need to go into more detail about the group, use the **Description** WYSIWYG box.

Search Tags – Any words you would like associated with the group for users to be able to search for it in the search bar on the Groups page.

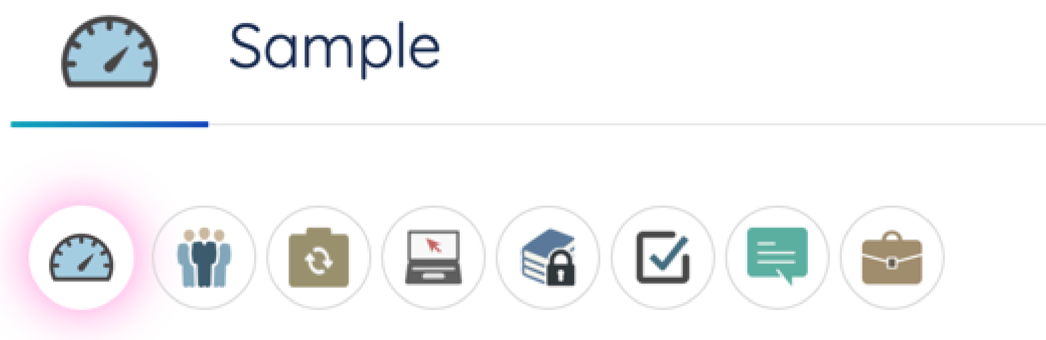
Note: Any part of the Short Description can also be used when searching for a group.

Modify Group

For each group listed in "Groups", there are buttons you can click to modify the group:

- Group Properties – see section below
- Auto-Join Rules – see section below
- Enrollments – see section below
- Documents – see section below

To view more information and modification options for an existing group, click on the name of the group in the list.



Dashboard – View a summary of the group's information and enrollments. You can also add documents or create auto-join rules for the group from the shortcuts listed under "Actions".

Group Properties – All properties from the New Group page, with a Group Members tab, where you can manage the list of members in the group.

Auto-Join Rules – Click "New Ruleset" to set rules that automatically put new users into the group based on the criteria in the ruleset. To update the properties of an existing ruleset, click on the name of the ruleset in the list.

Enrollments – Manage any enrollments assigned to the group. Do not create group enrollments here. Instead, create an enrollment from the Course Modification page, and on the enrollment's page, in the Rulesets tab, create a ruleset that auto-enrolls members of the group. To update the properties of an existing enrollment, click on the name of the enrollment in the list.

Private Catalog Access – Give groups access to private catalogs.

Roles – All members of a group can be assigned a role(s).

Discussion – Group's Message Feed and list of Moderators. If "Discussion Moderation" is enabled in Group Properties, posts must be approved by either the Administrator (non-user), a user in a role with the Group Manager permission for that group, or one of the group's Moderators. Posts not yet approved or denied appear in the Message Feed tab of the Discussion section of the group's Modify page.

Documents – Upload documents accessible only to group members and organize them within document folders. To update the properties of an existing document, click on the name of the document in the list.

Users

All users in your portal are listed here. Use the “User Batch” to import more than one user into the system. Use “New User” to create a singular new user in the system. Use “Merge User Accounts” to merge the properties of two user accounts.

Clicking the ⊕ button on the top right corner of the Users box in the Users & Groups menu performs the same functionality as clicking “User Batch” or “New User” from the Users page.

New User

The fields in this form are dictated by the options you checked under the “Admin View” column in the Data Fields tab of the User Field Configuration settings.

User Batch

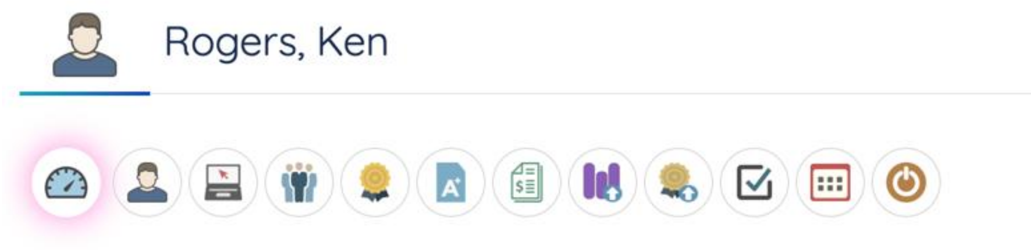
Use the table on this page as a reference to create a spreadsheet with the information about the users you wish to import. You will then export the spreadsheet as a tab-delimited text file (from Excel on a PC), a Windows Formatted Text file (from Excel on a Mac), or a Tab-separated values (.tsv) file, which upon downloading, you will then change the extension to .txt (from Google Sheets on a PC or Mac).

A few things to keep in mind when performing a User Batch:

- If there is data the system cannot read in one or more of the fields (for example, “Must Change Password” field has “True” or “False” rather than the required “1” or “0”), the upload will fail.
- If there is a space, tab, or enter in the tab-delimited file after the very last “END,” the upload will fail.
- If you are updating one or more user accounts rather than creating new ones, the system matches the existing user data based solely on the username. Make sure that the username is correct for users you wish to update through a batch upload.
- When updating existing user data, any fields left blank in the spreadsheet will clear those data fields in the user profile in the system if they were filled out. Be sure to include all needed/relevant profile data in the batch upload, even if that data is already in the user’s profile in the system.

Merge User Accounts

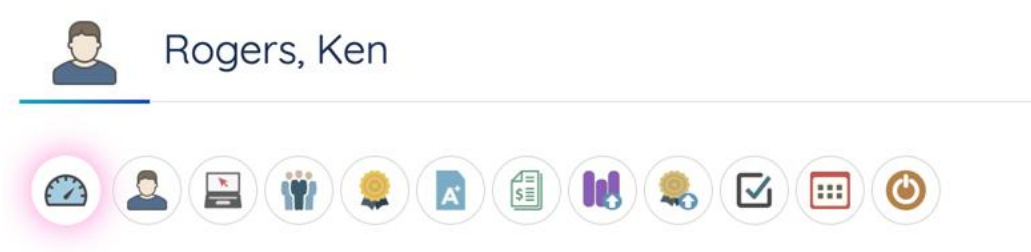
To merge two user accounts, first select the source user account by searching for the user or clicking on the user's name from the list and then select the destination user account. All associated objects and user properties will be copied to the destination user account, and the source user account will be deleted.



Modify User

For each user listed in "Users", there are buttons you can click to modify the user:

- User Profile – see section below
- Impersonate – see section below
- Groups – see section below
- Roles – see section below
- Enrollments – see section below
- To view more information and modification options for an existing user, click on the name of the user in the list.



Dashboard – View a summary of the user's information, enrollments, stats and activity. You can also create new enrollments for the user from the shortcuts listed under "Actions".

User Profile – All properties from the New User page, with a Files tab (if enabled in the User Field Configuration settings) where the user can upload and view their files.

Enrollments – Manage any enrollments assigned to the user. You cannot create recurring enrollments here. Instead, create an enrollment from the Course Modification page, and on the enrollment's page, in the Rulesets tab, create a ruleset that auto-enrolls this user, or users with certain parameters, to the course.

Certifications – Join user to or delete certifications.

Groups – Add or remove the user to or from one or more groups.

Certificates – Award and manage user certificates.

Transcript – History of completed courses, Learning Paths, and Instructor Led Trainings. To print the records in the selected tab or print all records, click the printer symbol.

Import Activity Data – see section below

Import Certificate Data – see section below

Roles – Manage user roles. Use the "Display Effective Permissions" link to see what permissions the user has based on their role(s).

Calendar – Opens a calendar window with icons indicating course and Instructor Led Training sessions.

Impersonate – Logs you in as the user.

Import Activity Data

K-LMS+ allows you to import historic course completion data for users who have taken courses outside of the K-LMS+ LMS. This information can be imported and displayed on user transcripts and in reports.

Use the table on this page as a reference to create a spreadsheet with information about the users you wish to import. You will then export the spreadsheet as a tab-delimited text file (from Excel on a PC), a Windows Formatted Text file (from Excel on a Mac), or a Tab-separated values (.tsv) file, which upon downloading, you will then change the extension to .txt (from Google Sheets on a PC or Mac).

A few things to keep in mind when Importing Activity Data:

- If there is data the system cannot read in one or more of the fields (for example, "Module Success" field has "Pass" or "Fail" rather than the required "Passed" or "Failed"), the upload will fail.
- If there is a space, tab, or enter in the tab-delimited file after the last "END," the upload will fail.
- If the username does not already exist in the system, the upload will fail. The user needs to be in the system before activity data can be imported.

- If there is a course in the system that matches a course code in the activity import document, the user's transcript will reflect that course's information. If the course code in an activity import document matches to one in the system, and the course title is different in the activity import document from that which is already in the system, the system will not import the course title from the document and will instead attribute the user's activity to the course in the system.

Note: There is a link in each individual user profile to Import Activity Data. Both the page here and the link in each user profile serve the same purpose. There is no difference between either and it does not matter on which page you perform the upload. The data will be imported the same way.

Import Certificate Data

K-LMS+ allows you to import historic certificate data for users who have earned certifications outside of the K-LMS+ LMS. This information can be imported and displayed on user transcripts and in reports.

Use the table on this page as a reference to create a spreadsheet with all of the information about the users you wish to import. You will then export the spreadsheet as a tab-delimited text file (from Excel on a PC), a Windows Formatted Text file (from Excel on a Mac), or a Tab-separated values (.tsv) file, which upon downloading, you will then change the extension to .txt (from Google Sheets on a PC or Mac). A few things to keep in mind when Importing Certificate Data:

- If there is data the system cannot read in one or more of the fields (for example, "Certificate Award Date" field is not in the correct Date/Time format specified in the table on the page), the upload will fail.
- If there is a space, tab, or enter in the tab-delimited file after the very last "END," the upload will fail.

Note: There is a link in each individual user profile for Import Certificate Data. Both the page here and the link in each user profile serve the same purpose. There is no difference between either and it does not matter on which page you perform the upload. The data will be imported the same way.

Team Leaderboards

Users' rankings, names, and scores are listed here, in the order specified in the drop-down at the top of the page (each option in the drop-down enabled under the Leaderboards tab in Configuration).

Note: If the boxes in Configuration under the Leaderboards tab are unchecked, the Leaderboards section will not appear under Users & Groups.

Roles

Roles grant certain permissions to users. You can create different roles with different sets of permissions. Users can have more than one role assigned to them.

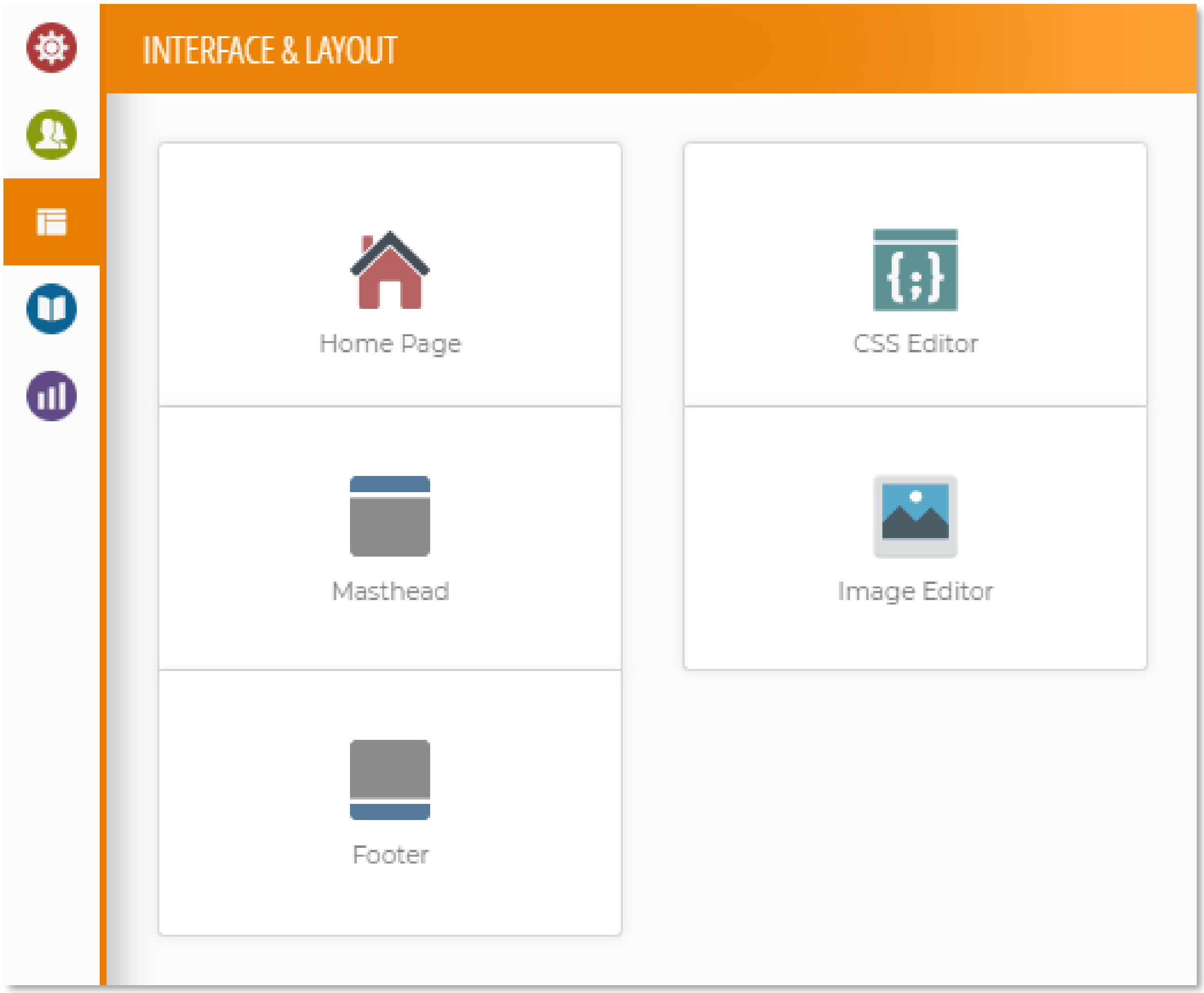
Role permissions are broken up into sections according to the Administrator Widgets that each permission gives the user access to. If a user is assigned a role that has even a single permission checked under that Widget's section, the user will be able to see that Widget on the left side of the LMS. They will only be able to see the section(s) within that Widget that their permissions allow/require. Roles may have as many permissions checked as desired, from any of the different Widget sections. Users may be granted an unlimited number of roles.

The role of System Administrator cannot be deleted, and its permissions cannot be limited nor altered (System Administrator has all permissions). The role can be assigned to any number of users.

Note: The Administrator is not a user, nor a role (not to be confused with the System Administrator). The Administrator's information is found in System > Account Settings. The Administrator does not have access to Learner Widgets, while a user with the System Administrator role does have access to Learner Widgets. Also note that the Administrator cannot create report subscriptions.

Clicking the button on the top right corner of the Roles box in the "Users & Groups" menu performs the same functionality as clicking "New Role" from the Roles page. To view more information and modification options for an existing role, click on the name of the role in the list.

INTERFACE & LAYOUT



Home Page

Use the WYSIWYG editor to modify the home page of your portal.

Masthead

Use this section to upload your own branding images and backgrounds in the Masthead (the very top menu bar with My Dashboard, Message Center, and Catalog in it). The Home Page tab allows you to change the appearance of your Masthead as it appears on a computer screen. The Application tab allows you to change the appearance of your system as it appears on mobile devices.

Footer

List your company name, email, and website here. Any other information or customization you would like to include in the Footer must be managed through the CSS Editor.

CSS Editor

Here you can go even deeper into customizing the LMS look and feel by editing the CSS of the individual LMS pages. Make sure to test your modifications on as many different browser versions as possible, since necessary parts of the page can be inadvertently obscured on one browser but not another. We recommend that only those who are very familiar with CSS use this feature.

To get rid of any and all changes that you have made, click “Revert to Default”.

Image Editor

All images used in the system (buttons, icons, any graphic you see on your pages) can be swapped out for your own images and icons here. Use the file system on the left to search through and find the icon or button that you are looking to change. Click on the icon png, then click “Choose File” to upload the image that you wish to replace the graphic with. Don’t forget to click “Save Changes”.

You can revert to the original graphic any time by clicking the “Revert to Default” link.

The K-Learning Group
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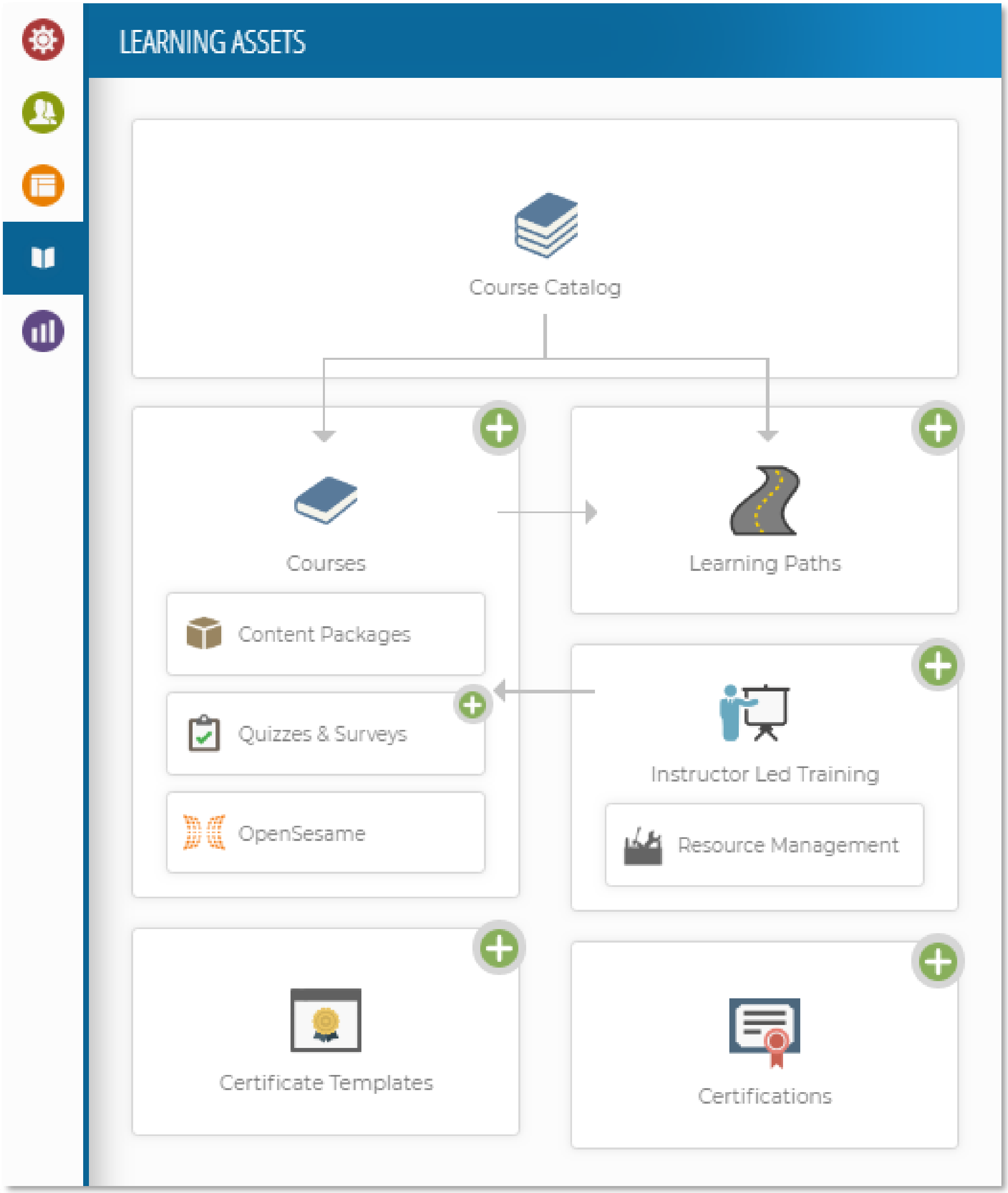


LEARNING ASSETS

The K-LMS+ LMS was designed with the intent to have all course, catalog, and enrollment creation and management occur within this menu.

Course Catalog

Create, delete, and add courses to your catalogs here. You can click and drag your courses and catalogs to change the order in which they are displayed in the Catalog. Catalogs will appear under the "Catalogs" heading, and stand-alone courses not in a specified catalog will be displayed under the "Courses" heading on the main Catalog page.

If you have a course within a catalog selected, and you click "Delete This Catalog", you will delete the catalog that the course resides in. To remove a course from a catalog, select the course and click "Remove Course from Catalog".

If you select "Course Catalog" at the top of the list and click "Delete This Catalog", all catalogs that you have created will be deleted. The main "Course Catalog" cannot be deleted or renamed.

To place a new catalog within another catalog, select the catalog, click "New Catalog", and create the new catalog. It will appear under the "Catalogs" heading above the "Courses" section within the original catalog. Sub-catalogs cannot be moved into another catalog. They must be deleted and re-created within the new catalog.

Courses

Clicking the ⊕ button on the top right corner of the Courses box in the "Learning Assets" menu performs the same functionality as clicking "New Course" from the Courses page.

New Course

Properties Tab

Revision Code – Created upon completion of course creation. For internal tracking purposes only.

Code – Use course codes to simplify course data management, including running reports, as well as importing user activity data.

Title – The title of the course. Users can see this title.

Catalog Shortcode – Giving a course a catalog shortcode generates a unique link to the course as viewed from the Catalog. This link will be in the following format, with {portal name} replaced with your portal hostname and {catalog shortcode} replaced with your chosen shortcode.

https://{portal name}.urlname.com/catalog/?type=course&sc={catalog shortcode}

Credits – Number of credits a learner earns upon completion of the course with a passing score.

Cost – Charge users to self-enroll in the Learning Path if you have a payment gateway set up in E-Commerce.

Avatar – Appears as the background for the course tile in the Catalog, and as an icon next to the course title on the course enrollment page.

Estimated Length – Gives users an idea of how long a course takes to complete. This does not affect any course parameters; it is just meant to be an estimate/guideline for the user.

Short Description – Plain text only box for a brief description of the course. If you need graphics or need to go into more detail about the course, use the **Description** WYSIWYG box, or the **Objectives** WYSIWYG box.

Search Tags – Any words you would like to be associated with the course for your users to be able to search for it in the search bar on the Catalog page. The search bar only pulls search results based on course Code, Title, and Search Tags, so put any keywords from any of the Description boxes that you want your learners to be able to search for in the Search Tags box.

Settings Tab

Rating – Allow users to rate the course (one to five stars).

Discussion – Enable users to post comments on a discussion board linked to the course. Only the Administrator (non-user) and any users in a role with the Course Manager permission for the course may manage posts made to the course's discussion board.

If the box for discussion moderation is checked, the Administrator (non-user) and any users in a role with the Course Manager permission for the course must approve or deny posts to the discussion board. If the box for discussion moderation is not checked, posts will not need approval to be posted.

If the box for allowing users who are not enrolled in the course to view the discussion is checked, any logged-in user will be able to view and post to the discussion board. If the box is not checked, only learners who are enrolled in the course will be able to view and post to the discussion board.

Module Ordering – Determines whether the modules need to be completed in a specific order.

Published – When published, a course is visible and able to be enrolled in by users. Exceptions to this include if the course is put in a private catalog in the Course Catalog section, or if the course is removed from all catalogs entirely in the Course Catalog section. When unpublished, a course is not visible, and users are not able to enroll themselves in the course. The Administrator (non-user) and users with certain privileges may still enroll users into an unpublished course.

Closed – When closed and published, a course is visible to users, but users are unable to enroll in the course, and where the "Enroll" link would be, there is a graphic indicating that the course is closed, and a lock icon appears in the top right corner of the course tile. The Administrator (non-user) and users with certain privileges may still enroll users into a closed course.

Locked – When locked, a course is automatically closed, neither the Administrator (non-user) nor users with privileges may enroll users into the course, any users currently viewing the course will be kicked out, and any users currently enrolled in the course will be unable to launch the course.

Self-Enrollment Due – If users enroll themselves in the course, they have this amount of time to complete the course. If they do not complete the course by the due date, the course will be moved to a section of their enrollments marked "Overdue" (if their access time runs past the due date; see below).

Self-Enrollment Access from Start and **Self-Enrollment Access from First Launch** both control the same parameter. This parameter controls when the user loses access to the course. Whichever date comes the earliest is the date on which the learner loses access to the course.

Note: Due date does not affect course access. If a user completes a course before the due date, they will continue to have access to the course up through the Access from Start or Access from First Launch date (whichever comes first). If a user does not complete a course before the due date, the course will be moved to a section of their enrollments marked "Overdue," and they (cont.) will have access to the course up through the Access from Start or Access from First Launch date (whichever comes first).

Self-Enrollment Approval – If enabled, the enrollments of users who self-enroll in the course must first be approved by an administrator.

Social Media – Add social media links to be displayed when the course is viewed in the Catalog.

Prerequisites – Users will need to complete the prerequisites that you select in order to be able to self-enroll in the course. If you select "Any single course listed below", they will only need to complete one of the courses you select in order to be able to self-enroll in the course. If you select "All courses listed below", they will need to complete the courses you select.

Note: These prerequisites do not apply to users enrolled into this course by admins or users with permissions that allow them to enroll users into the course. Prerequisites for these enrollments are set up in the individual enrollment set up.

Personnel Tab

Experts – Course experts can grade and/or mark complete On-the-Job Training modules and Task modules, if the box allowing them to do so is checked under the content package in the Content tab in the module. Their name and email address will appear under "Experts" on the course's main page.

Enrollment Approvers – Course enrollment approvers can approve or deny enrollment requests made by users who self-enroll in the course. If enabled, course experts and/or user supervisors can be allowed to approve enrollments.

Sample Screens Tab

If you would like to show learners what a course will look like, you can include images of your content, or other images that will represent what your course will be covering.

Modify Course

For each course listed in "Courses", there are buttons you can click to modify the course:

- Publish/Unpublish Course – see section below
- Open/Close Course – see section below
- Course Properties – see section below
- Enrollments – see section below

To view more information and modification options for an existing course, click on the name of the course in the list.

Dashboard – View a summary of the course's information, enrollments and stats. You can also create new modules, course material, certificates, email notifications and enrollments for the course from the shortcuts listed under "Actions".

Course Properties – View and modify course properties, settings, personnel and sample screens set during course creation (see above).

Modules Tab

Create, edit, and delete individual modules within a course. Attach content to new modules under the Content tab, by selecting the kind of content you want the module to display (content package aka SCORM, Instructor Led Training, Task, and/or OJT), and then choosing the content packages to attach to the module. The list of content packages you choose from is pulled from the Content Packages section of the Learning Assets menu, where you would upload your content packages before creating your courses.

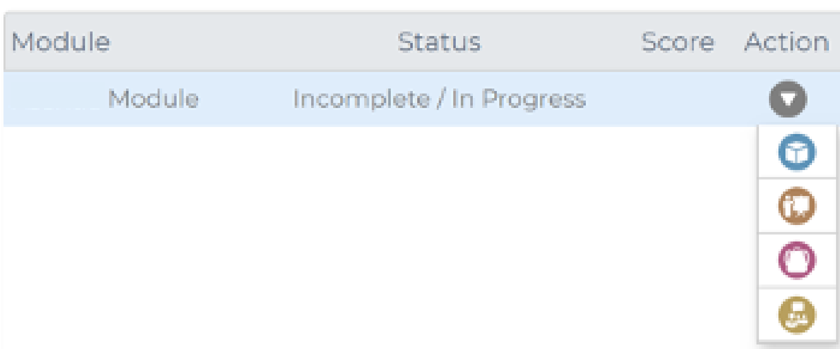
Content Package – Select a SCORM package from the Content Packages section.

Instructor Led Training Module – Select an Instructor Led Training module from the Instructor Led Training section.

Task – Upload a document for users to fill out/follow directions from, and then upload a response to be assessed by the Administrator (non-user), Supervisors (if "Allow learner's supervisors to grade and/or mark this task as completed" is checked) and/or Experts (if "Allow experts for this course to grade and/or mark this task as completed" is checked).

OJT – OJT stands for "On-the-Job Training". This type of module can be used by instructors for training users one-on-one or allowing users to demonstrate their ability to apply the skills that they have learned. This type of module contains content that is completed by the Administrator (non-user), user's Supervisor, or course Expert (depending on whether "Proctor" boxes are checked) rather than the user. OJT modules are completed from the OJT Proctoring Widget on My Dashboard. The Administrator (non-user), Supervisor, or Expert clicks the "View" icon to view the module content and completes the content in order to give the user a "Completed" status.

<u>Note:</u> You can give the learner options of what activity they would like to complete within a module by selecting more than one content type under a module's Content tab. When the learner launches the Course, the module will have a down arrow icon where the action/launch button usually is, and a drop-down will appear with the content types that were selected (see screenshot). The learner will only be able to complete **one** of the activities in order to pass the module.



Course Materials Tab

Course Materials are documents that you can upload for a course, which will be listed on the course enrollment page and able to be downloaded by all users, or only enrolled users, depending on the material's settings. To update the properties of existing course material, click on the name of the course material in the list. Clicking the button for a course material in the list makes it either private or public.

Certificates – Users who complete this course will be awarded any certificates in this section. You can either create a new certificate or build a certificate based on a certificate template, found in the Certificate Templates section of the Learning Assets menu.

New Certificate

Name - The name of the certificate. Recipients can see this name in their account if they receive the certificate.

Issuing Organization – You can include in the certificate data where or which organization the recipient got the certificate from.

Credits – Indicate how many credits this certificate is worth. Note that Course Credits and Certificate Credits are separate, and never totaled together.

Code – Assign the certificate a code for your own internal tracking purposes, as well as for the Import Certificate Data function.

Status – If this box is unchecked, the certificate will not be awarded upon course completion.

Award – Whether or not this box is checked controls how the certificate is awarded if a user re-takes and passes the course again.

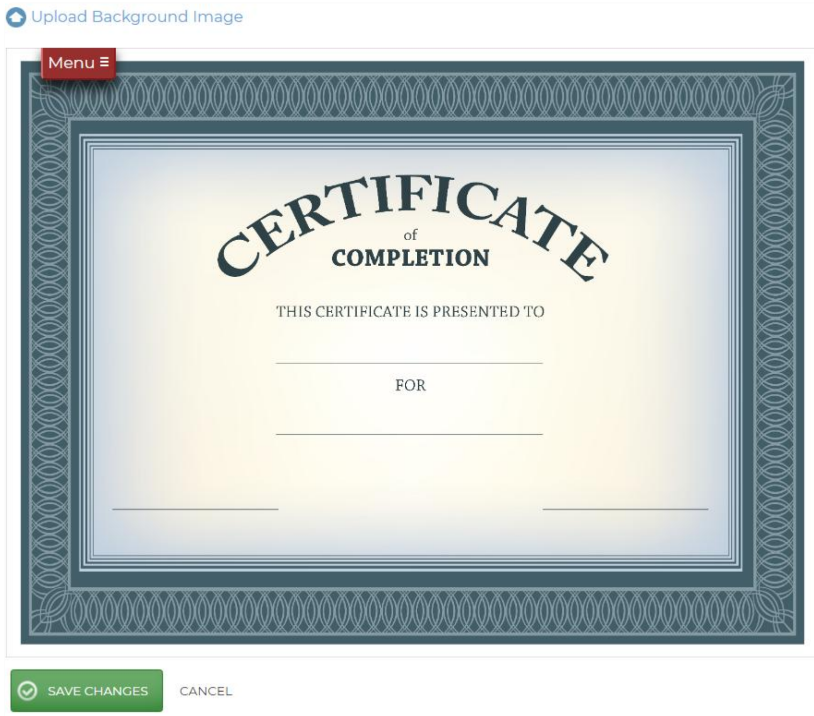
Checked – The certificate's award date will reflect the date that the course was most recently completed and passed.

Un-checked – The award date will reflect the first time that the course was completed and passed before the certificate expired. If the course is re-taken and re-passed before the certificate's expiration date, the award date will be the date upon which the course was first passed. If the course is re-taken and re-passed after the certificate's expiration date, the award date will reflect the date upon which the course was re-taken and re-passed.

Expiration – The certificate will be revoked upon the date of expiration, if there is one.

Description – Use the WYSIWYG box to describe the certificate (its significance, what it means, etc).

In the **Certificate Builder** tab, you can modify the appearance of the certificate.



To change the certificate's image, click "Upload Background Image".

Click the red "Menu" button, and type text into the "Static Label" box, and then click "Add" when you want to put it somewhere on the certificate. Click and drag the "Data Fields" to have data fields pulled from the recipient's profile when they are awarded the certificate.

Email Notifications – Set up email notifications related to events linked to this specific course here. These notifications function just like those found in the Email Notifications section of the System menu, however when created from the course page, the notifications only pertain to events related to the course.

Note: The system prioritizes course email notifications **over** system email notifications. If there is an email notification in the system and one in a course's settings that both trigger upon the same event (i.e. course enrollment, course completion, etc), the system will ONLY send the course email notification.

Enrollments – The LMS is set up in a way that prefers that enrollments be created here, rather than in the user profile, or in a group. Rulesets are used to auto-enroll users during the enrollment Lifespan period (the Rulesets tab appears once the Properties tab for the enrollment is correctly filled out and saved).

New One-Time w/Fixed Dates

Utilize this type of enrollment when you want all enrolled users to take the course once, and within the same date range.

Label – Internal label for the enrollment for internal tracking purposes. Only the Administrator (non-user) and any users with permissions to see and/or create enrollments for the course will see this label. Learners will not see this label; they will only see the course name.

Prerequisites – If checked, users will not be able to launch the course until the courses listed in the Prerequisites tab of the Course Properties section are completed (depending on what is marked in the Prerequisites tab in the course's Course Properties section, learners will either need to complete "Any single course listed" or "All courses listed" in the course's Prerequisites list).

Force Assignment – If this is checked, and the user matches the ruleset criteria during the Lifespan of the enrollment, the user will be auto-enrolled in the course regardless of if they took the course previously in a one-time enrollment. If this is un-checked, users who match ruleset criteria during the Lifespan of the enrollment will not be auto-enrolled in the course if they already took the course previously in a one-time enrollment.

Lifespan Start and **Lifespan End** dictate the timeframe within which users who match enrollment ruleset criteria will be enrolled. Before and/or after that timespan (if the Lifespan Start does not begin immediately, and/or the Lifespan End is not infinite), nobody will be auto-enrolled into the course.

Lifespan Timezone – The time zone within which the course is taking place. The course enrollment times will reflect differently for user profiles set to different time zones, relative to the enrollment's Lifespan Timezone. The default time zone for the enrollment is that which is set in the Account Settings section of the System menu.

Due – This is the date on which the course must be completed by the user. "Access from First Launch" must run past the due date, so the course will still be accessible to the user after the due date; it will appear under the "Overdue" tab of their Enrollments Widget. If they do complete the course past the due date, their completion will be noted as overdue.

Access from First Launch – This parameter controls when the user loses access to the course. The course will be moved to the "Expired" section of the user's Enrollments Widget, the user will not be able to launch it, and it will remain in the "Expired" section for 30 days before it is completely removed.

New One-Time w/Relative Dates

Utilize this type of enrollment when you want all enrolled users to take the course once, but each user's date range within which they can take the course is dependent on when they are enrolled, rather than the same for every user.

Label – Internal label for the enrollment for internal tracking purposes. Only the Administrator (non-user) and any users with permissions to see and/or create enrollments for the course will see this label. Learners will not see this label; they will only see the course name.

Prerequisites – If checked, users will not be able to launch the course until the courses listed in the Prerequisites tab of the Course Properties section are completed (depending on what is marked in the

Prerequisites tab in the course's Course Properties section, learners will either need to complete "Any single course listed" or "All courses listed" in the course's Prerequisites list).

Force Assignment – If this is checked, and the user matches the ruleset criteria during the Lifespan of the enrollment, the user will be auto-enrolled in the course regardless of if they took the course previously in a one-time enrollment. If this is un-checked, users who match ruleset criteria during the Lifespan of the enrollment will not be auto-enrolled in the course if they already took the course previously in a one-time enrollment.

Lifespan Start and **Lifespan End** dictate the timeframe within which users who match enrollment ruleset criteria will be enrolled. Before and/or after that timespan (if the Lifespan Start does not begin immediately, and/or the Lifespan End is not infinite), nobody will be auto-enrolled into the course.

Lifespan Timezone – The time zone within which the course is taking place. The course enrollment times will reflect differently for user profiles set to different time zones, relative to the enrollment's Lifespan Timezone. The default time zone for the enrollment is that which is set in the Account Settings section of the System menu.

Delay – If a user meets the ruleset criteria, they will be enrolled in the course this amount of time after they meet the criteria. If there is no delay, they will be enrolled right when they meet the criteria.

Due – This is the date on which the course must be completed by the user. "Access from First Launch" must run past the due date, so the course will still be accessible to the user after the due date; it will appear under the "Overdue" tab of their Enrollments Widget. If they do complete the course past the due date, their completion will be noted as overdue.

Access from Start and **Access from First Launch** both control the same parameter. This parameter controls when the user loses access to the course. Whichever date comes the earliest is the date on which the learner loses access to the course. The course will be moved to the "Expired" section of the user's Enrollments Widget, the user will not be able to launch it, and it will remain in the "Expired" section for 30 days before it is completely removed.

New Recurring w/Fixed Dates

Utilize this type of enrollment when you want all enrolled users to take the course on a periodic basis, and within the same date range.

Label – Internal label for the enrollment for internal tracking purposes. Only the Administrator (non-user) and any users with permissions to see and/or create enrollments for the course will see this label. Learners will not see this label; they will only see the course name.

Prerequisites – If checked, users will not be able to launch the course until the courses listed in the Prerequisites tab of the Course Properties section are completed (depending on what is marked in the Prerequisites tab in the course's Course Properties section, learners will either need to complete "Any single course listed" or "All courses listed" in the course's Prerequisites list).

Lifespan Start and **Lifespan End** dictate the timeframe within which users who match enrollment ruleset criteria will be enrolled. Before and/or after that timespan (if the Lifespan Start does not begin immediately, and/or the Lifespan End is not infinite), nobody will be auto-enrolled into the course.

Lifespan Timezone – The time zone within which the course is taking place. The course enrollment times will reflect differently for user profiles set to different time zones, relative to the enrollment's Lifespan Timezone. The default time zone for the enrollment is that which is set in the Account Settings section of the System menu.

Due – This is the date on which the course must be completed by the user. "Access from First Launch" must run past the due date, so the course will still be accessible to the user after the due date; it will appear under the "Overdue" tab of their Enrollments Widget. If they do complete the course past the due date, their completion will be noted as overdue.

Recurrence – The user will be re-enrolled in the course as often as dictated here. An end date cannot be set for this parameter. Recurring enrollments recur until the enrollment is deleted.

Access from Start and **Access from First Launch** both control the same parameter. This parameter controls when the user loses access to the course. Whichever date comes the earliest is the date on which the learner loses access to the course. The course will be moved to the "Expired" section of the user's Enrollments Widget, the user will not be able to launch it, and it will remain in the "Expired" section for 30 days before it is completely removed.

New Recurring w/Relative Dates

Utilize this type of enrollment when you want all enrolled users to take the course on a periodic basis, but each user's date range within which they can take the course each period is dependent on when they are enrolled, rather than the same for every user.

Label – Internal label for the enrollment for internal tracking purposes. Only the Administrator (non-user) and any users with permissions to see and/or create enrollments for the course will see this label. Learners will not see this label; they will only see the course name.

Prerequisites – If checked, users will not be able to launch the course until the courses listed in the Prerequisites tab of the Course Properties section are completed (depending on what is marked in the Prerequisites tab in the course's Course Properties section, learners will either need to complete "Any single course listed" or "All courses listed" in the course's Prerequisites list).

Lifespan Start and **Lifespan End** dictate the timeframe within which users who match enrollment ruleset criteria will be enrolled. Before and/or after that timespan (if the Lifespan Start does not begin immediately, and/or the Lifespan End is not infinite), nobody will be auto-enrolled into the course.

Lifespan Timezone – The time zone within which the course is taking place. The course enrollment times will reflect differently for user profiles set to different time zones, relative to the enrollment's Lifespan Timezone. The default time zone for the enrollment is that which is set in the Account Settings section of the System menu.

Delay – If a user meets the ruleset criteria, they will be enrolled in the course this amount of time after they meet the criteria. If there is no delay, they will be enrolled right when they meet the criteria.

Due – This is the date on which the course must be completed by the user. “Access from First Launch” must run past the due date, so the course will still be accessible to the user after the due date; it will appear under the “Overdue” tab of their Enrollments Widget. If they do complete the course past the due date, their completion will be noted as overdue.

Recurrence – The user will be re-enrolled in the course as often as dictated here. An end date cannot be set for this parameter. Recurring enrollments recur until the enrollment is deleted.

Access from Start and **Access from First Launch** both control the same parameter. This parameter controls when the user loses access to the course. Whichever date comes the earliest is the date on which the learner loses access to the course. The course will be moved to the “Expired” section of the user’s Enrollments Widget, the user will not be able to launch it, and it will remain in the “Expired” section for 30 days before it is completely removed.

Modify Enrollment

To update the properties of an existing enrollment, click on the name of the enrollment in the list.

Click “New Ruleset” in the Rulesets tab to set rules that automatically enroll users into the course based on the criteria in the Ruleset. To update the properties of an existing ruleset, click on the name of the ruleset in the list.

Discussion – View the discussion board for the course (if it is enabled in the Course Settings tab).

Content Packages

All course content is uploaded and stored in the Content Packages section, and courses are created from this content. Our content section accepts SCORM packages (through the “Upload Package” function), videos in mp4, ogv, and webm format (through the “Import Video” function), PowerPoint presentations (through the “Import PowerPoint” function), and PDFs (through the “Import PDF” function).

To update the properties of an existing content package, click on the name of the content package in the list. To create a course from a content package, click “Import This Package” at the top of the modification page for that specific content package. This will create a course in the Courses section.

Note: If the package import fails, it is usually either because the package is larger than 2GB (our file size limit), or there is an issue with the manifest file in the SCORM package. Be sure that the name of the package does not have any special characters in it, nor are there any special characters in the <title></title> line of the manifest file.

Quizzes & Surveys

The K-LMS+ system provides a quiz and survey authoring tool for those who wish to create a quick quiz or survey, either as a standalone session to be displayed on the Catalog page, or to be attached to a module within a course.

Clicking the ⊕ button on the top right corner of the Quizzes & Surveys box performs the same functionality as clicking "New Quiz/Survey" from the Quizzes & Surveys page.

The "Identifier" will be the name of the SCORM package as it will appear in the Content Packages section. The "Title" will appear to users when they take the quiz or survey.

Once you fill out the properties for a new quiz or survey, click "Create Quiz/Survey" to save it as a draft, or click "Create and Publish Quiz/Survey" to turn the quiz or survey into a content package and send the package created to the Content Packages section. To turn the Quiz or Survey into a stand-alone course, go to the Content Packages section, click on the name of the content package you created when you published the quiz or survey, and then click the "Import this Package" link at the top of the page. This will create a new course, which will pull its name from the Title of the quiz or survey.

To use the quiz or survey in an already existing course, go to the Courses section, click on a course name and click "Create a new module" under the Actions section. In the "Content" tab, check the box next to "Content Package", then click "Select Content Package". Select the content package that contains the quiz or survey that you created, click "Select Content Package", and then at the bottom of the page, click "Create Module".

Instructor Led Training

New Instructor Led Training Module

Clicking the ⊕ button on the top right corner of the Instructor Led Training box performs the same functionality as clicking "New Instructor Led Training Module" from the Instructor Led Training Modules page.

Title – The name of the module.

Avatar – You can attach an image to the module, which will be set as the background of the course tile in the Catalog (if the module is available as a stand-alone course), as well as in other areas.

Cost – Only charged if the course is available as a stand-alone course, and the user self-enrolls.

Description – Appears on the page for the stand-alone course (if available), as well as the pop-up window when the module is launched in a course.

Search Tags – In the Catalog search bar, when these terms are entered, the course will come up.

Standalone Enrollment – When checked alone, users can see the Instructor Led Training module as an independent module offered in the Instructor Led Training section of the Catalog and are able to enroll in the module on its own, independent of any course it may be a part of.

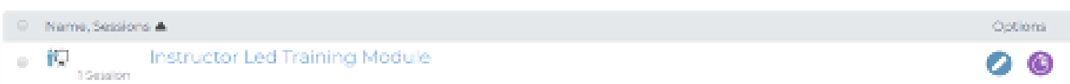
Note: If there are no sessions scheduled within the Instructor Led Training module, the module will be marked as "Closed" on the module's page from the tile in the catalog.

Restricted Enrollment – When checked alone, users cannot see the Instructor Led Training module as an independent module offered in the Instructor Led Training section of the catalog. Only the Administrator (non-user) and users assigned roles that allow them to enroll users can enroll users in the Instructor Led Training as a standalone enrollment.

When **both** Standalone Enrollment **and** Restricted Enrollment are checked, users can see the Instructor Led Training module as an independent module offered in the Instructor Led Training section of the Catalog, but only the Administrator (non-user) and users assigned roles that allow them to enroll users can enroll users in the module.

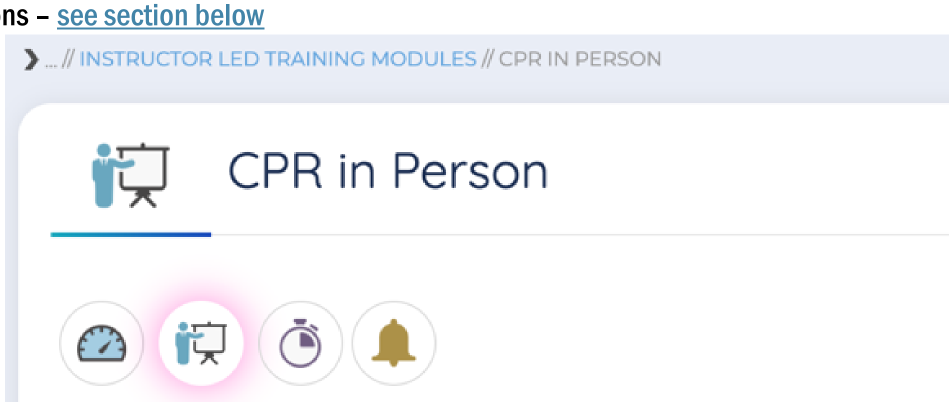
Restricted Drop – When checked, learner can only be dropped from the module by the Administrator (non-user), a user with permissions to manage user enrollments, or an instructor. When unchecked, the learner can drop from the module on their own.

Modify Instructor Led Training Module



For each Instructor Led Training module listed in "Instructor Led Training Modules", there are buttons you can click to modify the module:

- Instructor Led Training Properties – see section below
- Sessions – see section below



- To view more information and modification options for an existing Instructor Led Training module, click on the name of the module in the list.

Dashboard – View a summary of the Instructor Led Training Module's information and sessions. You can also create new sessions and email notifications for the Instructor Led Training Module from the shortcuts listed under "Actions".

Instructor Led Training Properties – All properties from the New Instructor Led Training Module page, with a Group Members tab.

Sessions - When you create and save a new Instructor Led Training module, you need to create sessions within the module. Without any sessions, the module is marked "Closed" when users attempt to enroll from the Catalog (if Standalone Enrollment is checked in Properties), or when the user clicks the module action button if the module is part of a course, the pop-up window will say that there are no available sessions.

New Session

Title – The name/label for the session.

Description – Optional description of the session, such as the subjects that will be covered, or any other details you would like to include.

Type – The session can either be web-based, through an online web meeting site like Join.Me or GoToMeeting, or it can be an in-person on-site session.

- Classroom-based – Give the **City** and **State/Province** in which the session will take place.
- Web-based – Fill our **URL Registration** if the webinar tool you are using requires a registration code. Fill out **URL Attend** with the URL which learners should navigate to in order to attend the session.
- GoToMeeting/GoToTraining/GoToWebinar/WebEx – To use the Default Organizer Username set for the service in the Web Meeting Integration section of the System menu, choose "Default Organizer" and enter the **Password** associated with that account. To use different credentials than those set for that service, choose "Add New" and enter the **Username** and **Password** for the new account you wish to add.

Seats – The maximum number of learners able to sign up for this session.

Waiting Seats – A maximum waitlist count for when the maximum number of learners have successfully signed up for the session.

Location Description – Here you can give website navigation instructions (if web-based), the exact street address of the session (if classroom-based), or any other applicable information regarding how to attend the session, if any.

Timezone – Time zone within which the session will occur (important to session start time). Users in other time zones will see accurate session times as long as their account is set to their own time zone.

Session Meeting Date(s) – A session can consist of several meeting dates/times.

If an instructor is a user in the system, they can be selected in the Instructors Tab. If a session requires the use of a learning space or equipment being tracked by the Resource Management section, those resources can be listed in the Resources Tab, and they will be scheduled as in use during the session's date(s)/time(s) in the Resource Management section.

Modify Session

Once you've created an Instructor Led Training session, click the button for the session in the list to add, drop, and move learners to, from, and between the seating list and the waitlist, and even grant completion status once the session time has come and gone. You can print out your roster of attendees by clicking the "Print Roster" link at the top of the session page. To update the properties of an existing session, click on the name of the session in the list.

Email Notifications – Set up email notifications related to events linked to this specific Instructor Led Training Module here. These notifications function just like those found in the Email Notifications section of the System menu, however when created from the Instructor Led Training page, the notifications only pertain to events related to the Instructor Led Training.

Resource Management

When physical resources (learning spaces, tools, equipment, etc) are limited and their use must be scheduled, you can use the Resource Management section to schedule the use of resources. Only the Administrator (non-user), and users assigned a role with the permission of Resource Manager, can create, manage, and schedule use of resources.

This function is not attached to users. Users cannot see scheduled use or maintenance of resources on their calendars, nor can they see a list of available resources anywhere on their dashboards.

Note: The user or person outside of the system assigned as the resource's owner cannot see, manage or schedule use of the resource either. They are only attached as a point of contact.

After you create a new resource, click the calendar to schedule use or maintenance of the resource. If outside use or maintenance is already on the calendar, another use or maintenance cannot be created during an overlapping time.

Once you schedule a use or maintenance session, a small calendar icon will appear on the calendar on the days that the use or maintenance is scheduled to occur. You can hover over the icon to see whether use or maintenance is scheduled, and exact times.

Learning Paths

New Learning Path

Clicking the button on the top right corner of the Learning Paths box performs the same functionality as clicking "New Learning Path" from the Learning Paths page.

Name – Name of the Learning Path. This can only be seen in the Catalog, and, once the Learning Path is completed, in the Transcript Widget on the user's dashboard, under the Learning Path tab.

Catalog Shortcode – Giving a Learning Path a catalog shortcode generates a unique link to the Learning Path as viewed from the Catalog. This link will be in the following format, with {portal name} replaced with your portal hostname and {catalog shortcode} replaced with your chosen shortcode.

https://{portal name}.asentialms.com/catalog/?type=learningpath&sc={catalog shortcode}

Cost – Charge users to self-enroll in the Learning Path if you have a payment gateway set up in E-Commerce.

Avatar – The image you upload appears as the background for the Learning Path tile in the Catalog, and as an icon next to the Learning Path title on the Learning Path enrollment page.

Published – When published, the Learning Path is visible and able to be enrolled in by users. When unpublished, the Learning Path is not visible and users are not able to enroll themselves. The Administrator (non-user) and users with certain privileges may still enroll users into an unpublished Learning Path.

Closed – When closed and published, a Learning Path is visible to users, but users are unable to enroll in the Learning Path, and where the "Enroll" link would be, there is a graphic indicating that the Learning Path is closed, and a lock icon appears in the top right corner of the Learning Path tile. The Administrator (non-user) and users with certain privileges may still enroll users into a closed Learning Path.

Short Description – Use this plain text only box for a brief description of the Learning Path. If you need graphics or need to go into more detail about the Learning Path, use the **Description** WYSIWYG box.

Search Tags – Put in this plain text only box any words you would like to be associated with the Learning Path for your users to be able to search for it in the search bar on the Catalog page. The search bar only pulls search results based on the Learning Path's Name and Search Tags, so put any keywords from any of the Description boxes that you want your learners to be able to search for in the Search Tags box.

In the **Courses Tab**, select the courses that will be part of the Learning Path. You can arrange courses by clicking and dragging a course name. Checking the option for forcing courses to be completed in order would not allow the user to start any other course in the Learning Path while one of the courses is incomplete. Once the user completes a course, they will only have the option to start the next course in the set order.

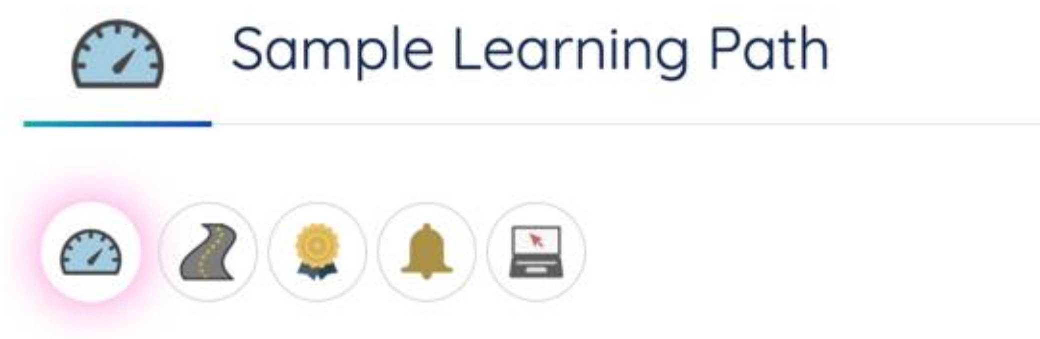
Modify Learning Path

For each Learning Path listed in "Learning Paths", there are buttons you can click to modify the Learning Path:

- Publish/Unpublish Learning Path – see section below
- Open/Close Learning Path – see section below

- Learning Path Properties – see section below
- Enrollments – see section below

To view more information and modification options for an existing Learning Path, click on the name of the Learning Path in the list.



Learning Path Dashboard – View a summary of the Learning Path's information, enrollments and stats. You can also create new Learning Path material, certificates, email notifications and enrollments for the Learning Path from the shortcuts listed under "Actions".

Learning Path Properties – View and modify Learning Path properties and courses set during Learning Path creation.

Documents can be uploaded for a Learning Path in the **Materials Tab**, which will be listed on the Learning Path enrollment page, and be able to be downloaded by all users, or only enrolled users, depending on the material's settings. To update the properties of existing Learning Path material, click on the name of the Learning Path material in the list.

Certificates – Users who complete all courses in the Learning Path will be awarded any certificates in this section. You can either create a new certificate, or you can build a certificate based on a certificate template, found in the Certificate Templates section of Learning Assets.

New Certificate

Name - The name of the certificate. Recipients can see this name in their account if they receive the certificate.

Issuing Organization – You can include in the certificate data where or which organization the recipient got the certificate from.

Credits – Indicate how many credits this certificate is worth. Note that Course Credits and Certificate Credits are separate, and never totaled together.

Code – Assign the certificate a code for your own internal tracking purposes, as well as for the Import Certificate Data function.

Status – If this box is unchecked, the certificate will not be awarded upon completion of all courses in the Learning Path.

Award – Whether or not this box is checked controls how the certificate is awarded if a user re-takes and passes the courses within the Learning Path again.

Checked – The certificate's award date will reflect the date that the Learning Path was most recently completed and passed.

Un-checked – The award date will reflect the first time that the Learning Path was completed and passed before the certificate expired. If the Learning Path is re-taken and re-passed before the certificate's expiration date, the award date will be the date upon which the Learning Path was first passed. If the Learning Path is re-taken and re-passed after the certificate's expiration date, the award date will reflect the date upon which the Learning Path was re-taken and re-passed.

Expiration – The certificate will be revoked upon the date of expiration, if there is one.

Description – Use the WYSIWYG box to describe the certificate (its significance, what it means, etc).

In the **Certificate Builder** tab, you can modify the appearance of the certificate. To change the certificate's image, click "Upload Background Image".

Click the red "Menu" button, and type text into the "Static Label" box, and then click "Add" when you want to put it somewhere on the certificate. Click and drag the "Data Fields" to have data fields pulled from the recipient's profile when they are awarded the certificate.

New Certificate from Template

Select a template created in the Certificate Templates menu to use as the Certificate for this Learning Paths.

Email Notifications – Set up email notifications related to events linked to this specific Learning Path here. These notifications function just like those found in the Email Notifications section of the System menu, however when created from the Learning Path page, the notifications only pertain to events related to the Learning Path.

Note: The system prioritizes Learning Path email notifications **over** System email notifications. If there is an email notification in the system and one in a Learning Path's settings that both trigger upon the same event (i.e. Learning Path enrollment, Learning Path completion, etc), the system will ONLY send the Learning Path email notification.

Do note that if there is an email notification for a course in a Learning Path, as well as an email notification for the Learning Path itself, the user will receive both emails.

Enrollments – Set up a one-time enrollment ruleset for a Learning Path here. A few things to keep in mind…

- When enrolled in a Learning Path, the user will see each course in the Learning Path listed out in their Enrollments Widget. If the courses need to be completed in the order in which they are listed in the Learning Path course list, the user will be able to launch the first course, and the others will be visible but locked.
- Enrollments in Learning Paths cannot recur.
- Users have access to Learning Path courses indefinitely, unless they are already enrolled in a course or courses within the Learning Path. In this case, the amount of time that the learner has access to those courses is dictated by the parameters set in the individual enrollments to those courses.
- If any of the courses in a Learning Path are locked, the user will not be enrolled in the course.

Label – Internal label for the enrollment for internal tracking purposes. Only the Administrator (non-user) and any users with permissions to see and/or create enrollments for the Learning Path will see this label. Learners will not see this label; they will only see the Learning Path name.

Lifespan Start and **Lifespan End** dictate the timeframe within which users who match enrollment ruleset criteria will be enrolled. Before and/or after that timespan (if the Lifespan Start does not begin immediately, and/or the Lifespan End is not infinite), nobody will be auto-enrolled into the Learning Path.

Lifespan Timezone – The time zone within which the Learning Path is taking place. The Learning Path enrollment times will reflect differently for user profiles set to different time zones, relative to the enrollment's Lifespan Timezone. The default time zone for the enrollment is that which is set in the Account Settings section of the System menu.

Delay – If a user meets the ruleset criteria, they will be enrolled in the Learning Path this amount of time after they meet the criteria. If there is no delay, they will be enrolled right when they meet the criteria.

Due – This is the date on which the Learning Path must be completed by the user. If they do complete the Learning Path past the due date, their completion will be noted as overdue.

Access from Start and **Access from First Launch** both control the same parameter. This parameter controls when the user loses access to the Learning Path. Whichever date comes the earliest is the date on which the learner loses access to the Learning Path.

Note: Due date does not affect Learning Path access. If a user completes a Learning Path before the due date, they will continue to have access to the Learning Path up through the Access from Start or Access from First Launch date (whichever comes first). If a user does not complete a Learning Path before the due date, the Learning Path will be moved to a section of their enrollments marked "Overdue", and they will have access to the Learning Path up through the Access from Start or Access from First Launch date (whichever comes first).

To update the properties of existing ruleset enrollment, click on the name of the ruleset enrollment in the list.

Certifications

Users can be awarded certifications for the successful completion of a series of courses and tasks.

New Certification

Title – The name of the certification.

Description – Plain text only box for a brief description of the certification.

Initial Award Expiration – The amount of time until the certification expires after it is initially awarded.

Renewal Expiration – The amount of time until the certification expires after it is renewed.

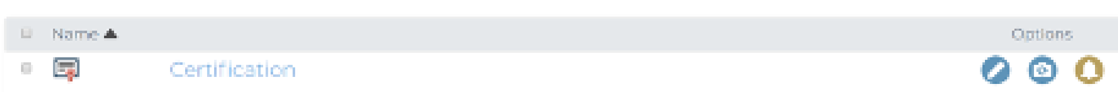
Accrediting Organization – Contact information about the organization issuing the certification.

Search Tags – Any words you would like associated with the certification for users to be able to search for it in the search bar on the Certifications page.

Note: Any part of the Description can also be used when searching for a certification.

Attached Courses – Courses that will be used to fulfill the requirements of the certification. Click "Attach Course(s)" to add courses that can be selected as part of a segment requirement of a unit within the Initial or Renewal tabs.

The **Initial** and **Renewal** tabs are used to set the requirements for the certification. Each certification must contain one or more units, with each unit containing one or more segments. Each segment can have one or more requirements, each relating to the completion of specific course(s), the collection of a certain number of credits or the completion of an external task. When adding several segments to a unit or several units to a certification, you have the option of choosing whether all parts or only one part must be completed by clicking the "AND" or "OR" buttons, respectively. The Initial requirements for a certification can be used for the Renewal requirements when the "Use Initial Requirements" in the Renewal tab is checked. Otherwise, different requirements can be set in the same way the Initial requirements were set.



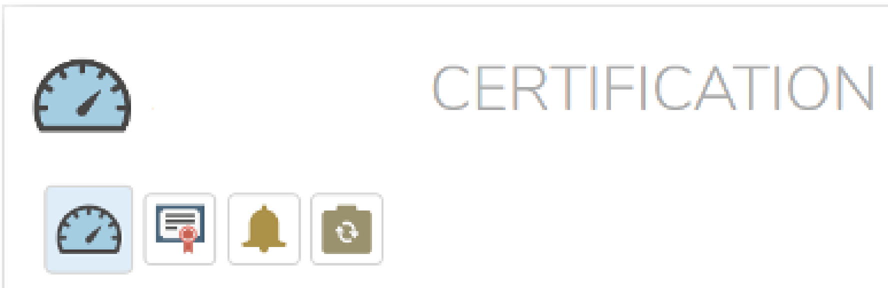
Modify Certification

For each certification listed in "Certifications", there are buttons you can click to modify the certification:

- Certification Properties – see section below

- Auto-Join Rules – see section below
- Email Notifications – see section below

To view more information and modification options for an existing certification, click on the name of the certification in the list.



Certification Dashboard – View a summary of the certification's information and stats. You can also create new email notifications and auto-join rulesets for the certification from the shortcuts listed under "Actions".

Certification Properties – View and modify certification properties, initial and renewal requirements set during certification creation (see above).

Email Notifications – Set up email notifications related to events linked to this specific certification here. These notifications function just like those found in the Email Notifications section of the System menu, however when created from the certification page, the notifications only pertain to events related to the certification.

Note: The system prioritizes certification email notifications **over** system email notifications. If there is an email notification in the system and one in a certification's settings that both trigger upon the same event (i.e. certification enrollment, certification awarding, etc), the system will ONLY send the certification email notification.

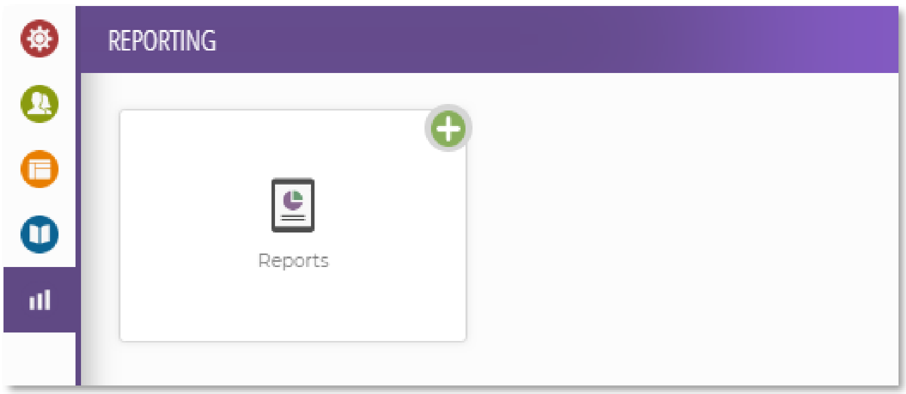
Auto-Join Rules – Click "New Ruleset" to set rules that automatically enrolls new users for the certification based on the criteria in the ruleset. To update the properties of an existing ruleset, click on the name of the ruleset in the list.

Certificate Templates

If you have multiple courses that all use the same certificates, you can create Certificate Templates to pull from when you need to create a new certificate (in the individual course's certificate section) to be granted upon completion of that course.

The process for setting up a Certificate Template is the same as setting up a new certificate in a course's Certificate section.

REPORTING



Reports

Clicking the button on the top right corner of the Reports box performs the same functionality as creating a new report from the Reports page.

New Report

To create a new report, click the green plus icon next to the data set you wish to pull from: User Demographics, User Course Transcripts, User Learning Path Transcripts, User Instructor Led Training Transcripts, User Certification Transcripts, Catalog and Course Information, or Certificates.

Note: If you need data from a combination of two or more data sets, let us know and we will create a custom report for you.

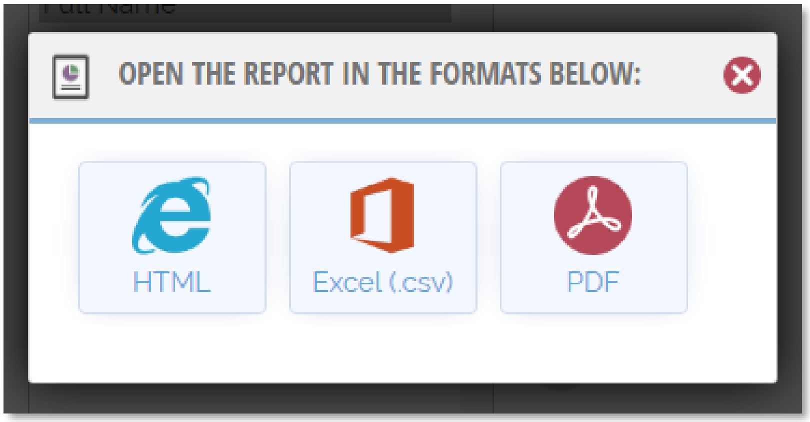
Use the **Columns** tab to select the fields that you would like to appear in the report.

Use the **Filters** tab to limit the amount of and/or specify what data you would like pulled by the report. Note that once you reach three filter criteria, you can edit the Criteria Pattern by clicking the "Change Pattern" link. You can change the order, priority, and way the criteria are applied.

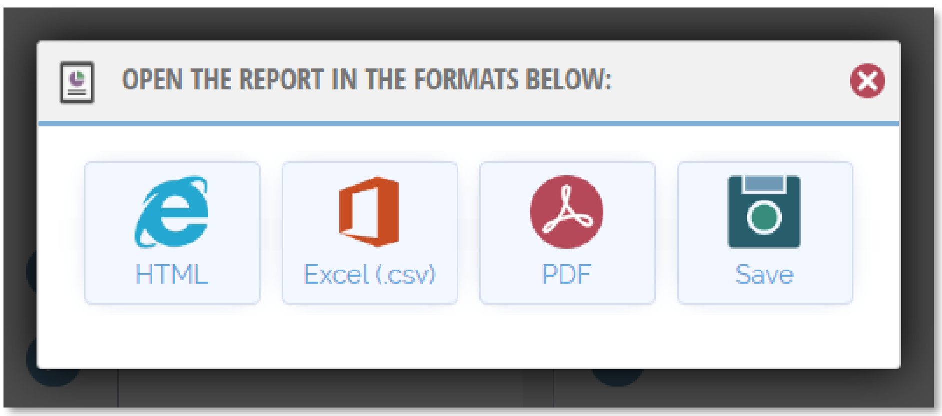
Use the **Order** tab to determine what order the data in the report should be listed in. Click the button to add another field to order the report by (secondary to the first field).

Use the **Properties** tab to give the report a name and set its privacy to public or private. Filling out these properties is required if you would like to save this report for future use.

Click "Run Report" under any of these tabs in order to be given the option to view the report as an HTML page, or to download the report as an Excel spreadsheet or a PDF file.



Click “Create Report” to save the report and be able to run it in the future and/or to be able to create a subscription to a report. Your saved reports will be listed under the “My Saved Reports” tab. Reports that others have created and marked as public will be listed in the “Public Saved Reports” tab.

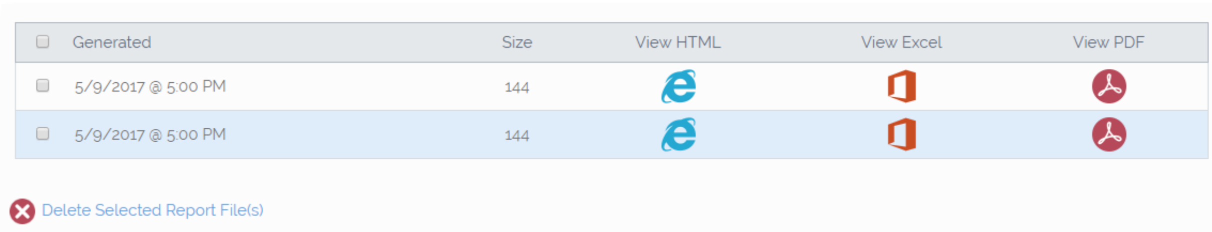


Modify Report

To update the properties of an existing report or run the report, click on the name of the report in the list. Click “Add to Report Shortcut Widget” to have a shortcut to the report’s modification screen appear in the Report Shortcuts Widget on the My Dashboard page.

Save Report

To save a copy of the data pulled in a report from a specific time to the LMS, click "Run Report" after clicking on a report from the list, and then click the "Save" icon. A "Saved Files" tab will appear, and the file will show in a list, where you can see when the report was generated, how big the file is, and you can view the file in HTML, as an Excel file, and/or as a PDF.



	Generated	Size	View HTML	View Excel	View PDF
	5/9/2017 @ 5:00 PM	144			
	5/9/2017 @ 5:00 PM	144			

Delete Selected Report File(s)

Report Subscription

<u>IMPORTANT NOTE:</u> The Administrator (non-user) CANNOT create a report subscription. Only a USER account assigned a role with permissions to run reports can create report subscriptions.

To configure a subscription to a report, log in as a user with reports permissions, navigate to the Reports page and click on the name of a report from the My Saved Reports tab or the Public Saved Reports tab. Click the Subscription tab (again, not available to the Administrator non-user) and set up the parameters of your report subscription.

The **Start Date** is the date and time from which the report will begin collecting data. The data in the report will be pulled from the date range between the Start Date and the date that marks the length of time set in the report **Frequency**.

<u>Note:</u> A report WILL NOT be run upon creation of the subscription. You will need to run the report from the "Run Report" button should you require a report containing current data.

MY DASHBOARD

The Widgets that appear on the dashboard are enabled and disabled from the Widgets tab on the Configuration section under the System menu, as well as in the individual sections of other Administrative Widgets (some dashboard Widgets can be enabled from settings in these sections). Dashboard Widgets can be clicked and dragged into any position relative to other Widgets on the dashboard that the administrator or user desires.

The types of Widgets visible to a user depends on their permissions.

Learner Widgets

Enrollments – Lists user's current, completed, overdue, and expired enrollments (cannot be removed from learner dashboard).

Purchases – Lists purchases made by the users.

Certificates – Lists certificates earned by the user.

Calendar – Shows events in which the user is involved (sessions, courses, etc).

Discussion Feed – Lists messages in discussion boards for courses that the user is enrolled in (only those messages that have been approved, if approval is required by the course's settings).

Transcript – Lists completed courses, Learning Paths, and Instructor Led Training modules.

My Communities – Lists any groups the user is in.

My Learning Paths – Lists any Learning Paths the user is enrolled in.

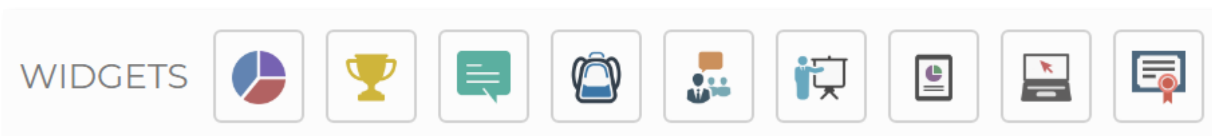
My Leaderboards – Learner users ranked by parameters set in the drop-down menus at the top of the Widget.

My Certifications – Lists any certifications the user is enrolled in.

Documents – Lists any documents available to users within their enrollments.

Instructor Led Training Sessions – Lists any upcoming Instructor Led Training sessions the user is enrolled in.

Administrator Widgets



Enrollment Statistics – Contains data about enrollments in courses and Learning Paths.

Team Leaderboards – Learner users ranked by the parameters set in the drop-downs at the top of the Widget.

Discussion Moderation – Lists discussion posts requiring approval.

Task Proctoring – Lists Task-type modules completed by users that require approval. Click the green arrow in each learner's row to view their submission, mark the task as "Completed", mark the Success Status of the module, and give a Score for the module (if applicable). Once marked "Completed", the Task module will be removed from the Task Proctoring Widget.

For courses with the "Proctors" boxes checked under "Task" in the Content tab of the module, Supervisors and Experts can see this Widget on their dashboards and mark tasks "Completed" and grant status and scores.

OJT Proctoring – Lists requests for OJT-type module completion by the Administrator (non-user), Supervisor, or Expert.

For courses with the "Proctors" boxes checked under "Task" in the Content tab of the module, Supervisors and Experts can see this Widget on their dashboards and mark tasks "Completed" and grant status and scores.

Instructor Led Training Roster Management – Lists upcoming and completed Instructor Led Training sessions for which users have enrolled in. Users can be demoted to the waitlist from the enrolled list, and waitlist users can be manually promoted to the enrolled list if a user is demoted or dropped from the enrolled list. Completion and Course Statuses can also be granted to users in the roster for each session that appears in the Widget.

For Instructor Led Training sessions with Instructors selected, those Instructors can see this Widget, and manage users enrolled in the session and on the waiting list. They can mark user completion status for the session and award scores, as well.

Report Shortcuts – Lists public reports and reports created by the Administrator (non-user) or users with Reporting permissions. Report names can be clicked to go to the report's modification page.

Pending Enrollments – Lists pending enrollment approval requests for courses with "Self-Enrollment Approval" enabled.

Certification Task Proctoring – Lists Certificate External Tasks submitted by users that require approval.

Reporter Widgets

Report Subscriptions – Lists report subscriptions created by the user (only users in a role with Reporting permissions can see this Widget). Subscription names cannot be clicked to go to the report. To add a report to the Report Shortcut Widget, follow these instructions.

MESSAGE CENTER

Send messages to users in the system here. You cannot send messages to email addresses outside of the LMS. This messaging system is for communication within the LMS only. The user will not receive a copy of the message in their regular email inbox; they will only receive the message in their Message Center in the LMS. The Administrator (non-user) cannot be sent messages from users; users can only reply to messages from the Administrator (non-user) and send messages to other users in the system.

The body of the message accepts plain text only. Images, videos, and other media are not accepted by this text box.

CATALOG

The Catalog page is what your users see. This is where your users can see your catalogs, courses, course modules, Learning Paths, Instructor Led Training modules, and groups (called "Communities" on the Catalog page). Only items that learners can self-enroll in or self-join, and those items that are published (if they have "publish" settings) will show in this section.

What users can and cannot see on this page and on the pages of each tile is determined by your settings for each of the courses.

Note that sample screens are visible on course catalog pages, and Learning Paths inherit the sample screens of the courses within them, and those sample screens are in turn visible on the Learning Path's catalog page.

New Releases

K-LMS+ Release Notes December 2020

Table of Contents

Summary

Feature	Description
Learner experience: Enhancements	Single Sign on with ‘Google’
	Single Sign on with ‘Clever’
	Single Sign on with ‘Facebook
	Announcement Widget
Administrator experience: Enhancements	SCORM Manifest Setting: Override Options
	Introduction of ‘Purchase’ Widget on User Profile
	Purchase Report: Addition of Refund Details
	Certification Transcript Report Enhancement
	Catalogue & Course Information Report Enhancement
	Email Notification Enhancement: Addition of Hours Option
	Quiz Module: Question Limit Enhancement
	Instructor Led Training: ‘Add User’ to Waitlist

	Instructor Led Training: Session Type Enhancement
	Instructor Led Training: Private Session Setting
	Custom Data Set: Permission Management
Integration: Content provider integration	ZOOM Web Conference Integration
	GoTo Web Meeting: Authentication Workflow Update

Learner experience: Enhancements

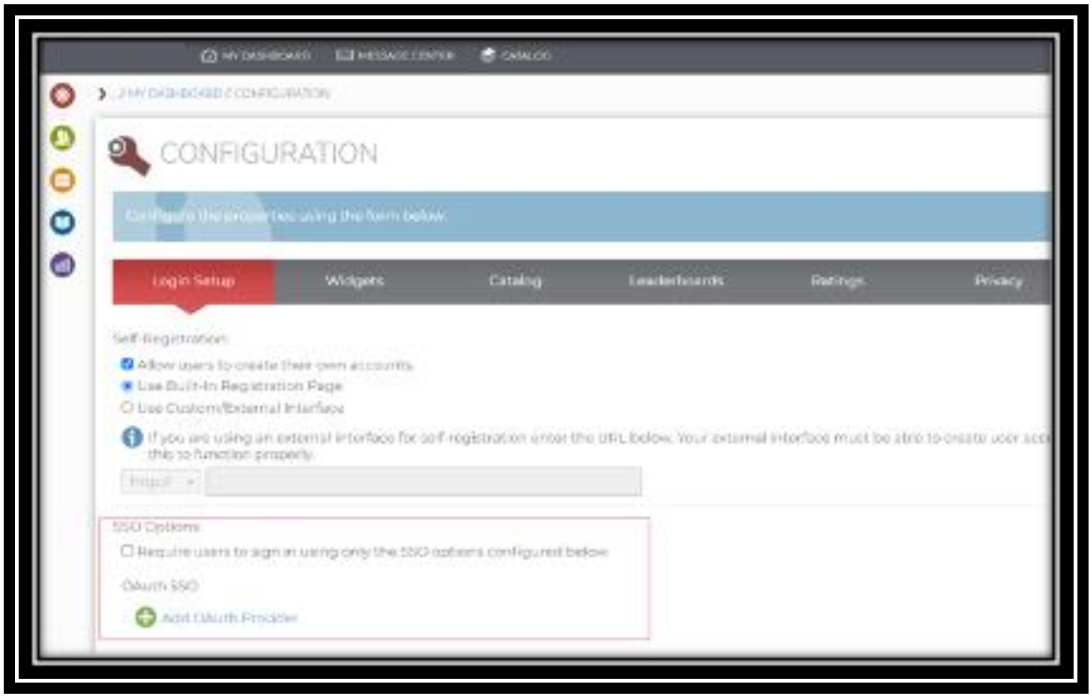
Single Sign on with ‘Google’

Description: We are pleased to announce our new single sign-on with google capability. Learners can now sign-in and register with their google/g-mail account if the setting is turned on for your K-LMS+ LMS portal. By integrating your K-LMS+ learning platform with Google, you can bind your K-LMS+ user profiles with their corresponding Google accounts. This way, every user inside your platform can sign into their K-LMS+ platform without needing to manually enter the credentials. This manual will show you the integration in both your K-LMS+ learning platform as well as from Google side.

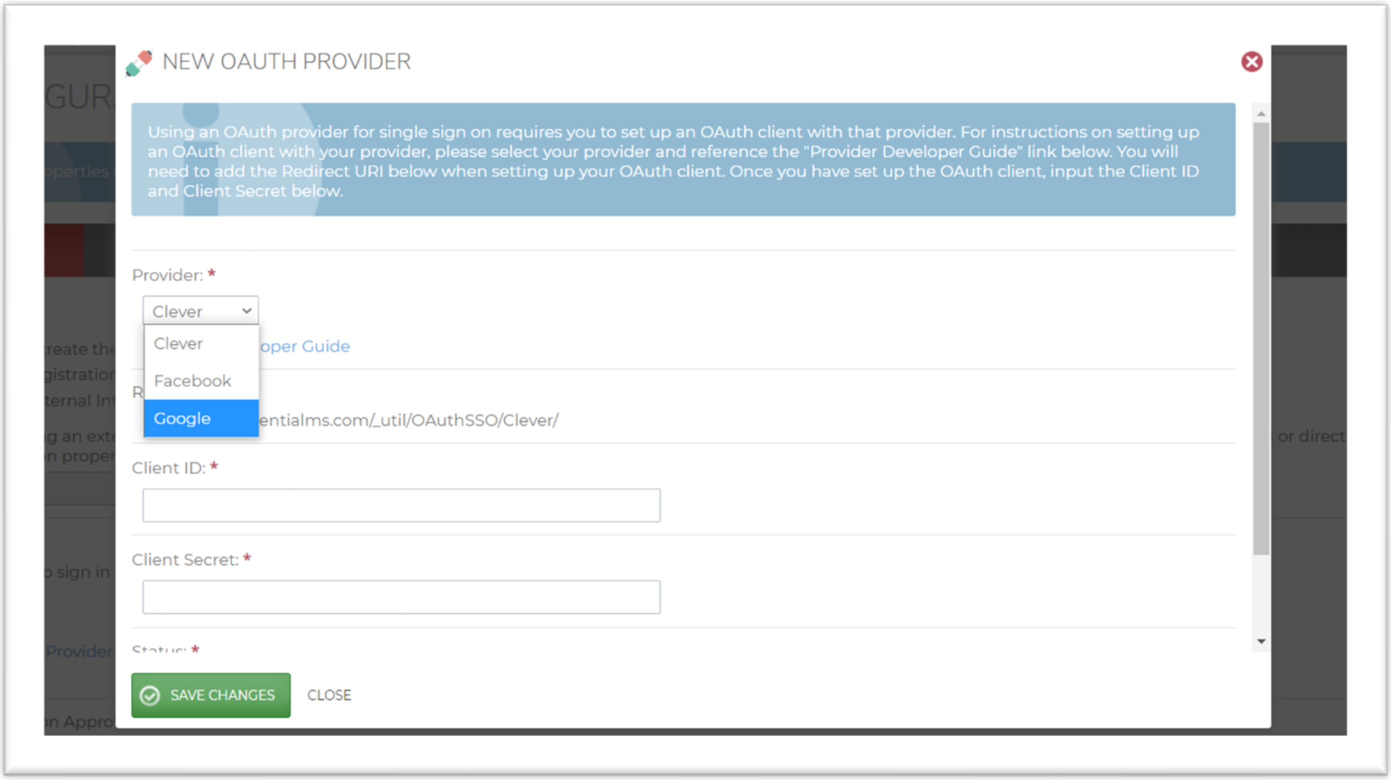
❗ *Please note that K-LMS+ LMS does not own changes made on ‘Google’ end. Please reach out to Google support for any questions on settings on Google/G-mail.*

System & UI Changes:

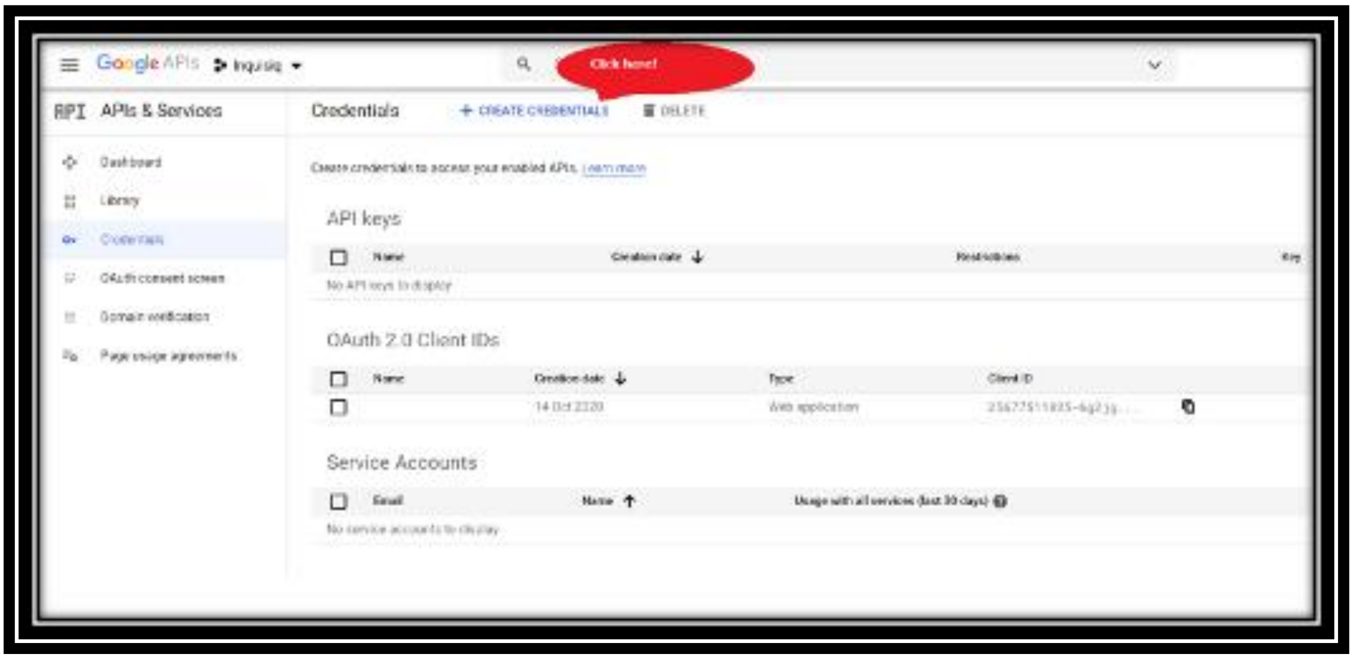
1. Navigate to your K-LMS+ portal -> System -> Configuration -> Login Setup page and you will see the new SSO option.



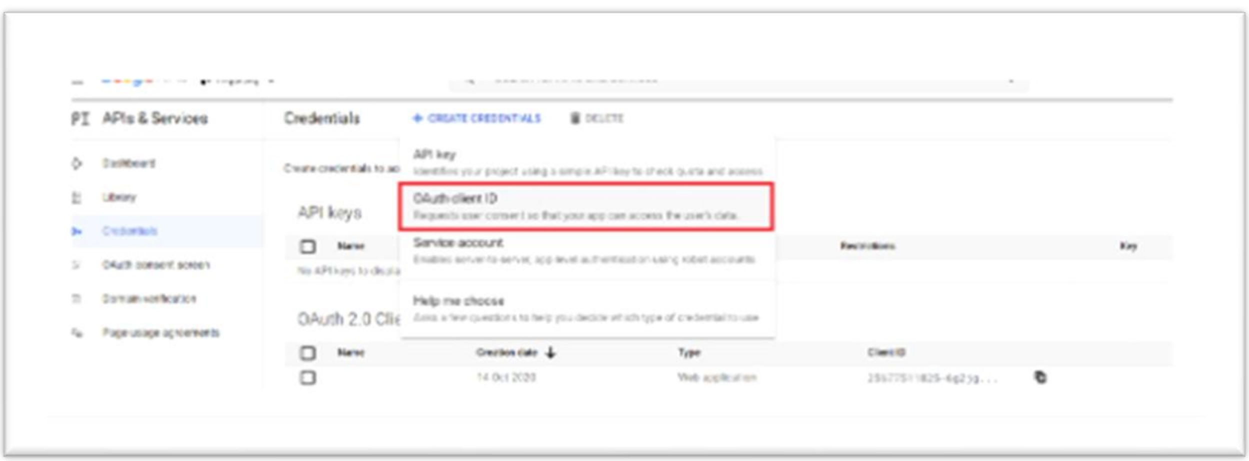
2. When you click on ‘Add OAuth Provider’, the following window will pop-up, where you can choose the provider as google.



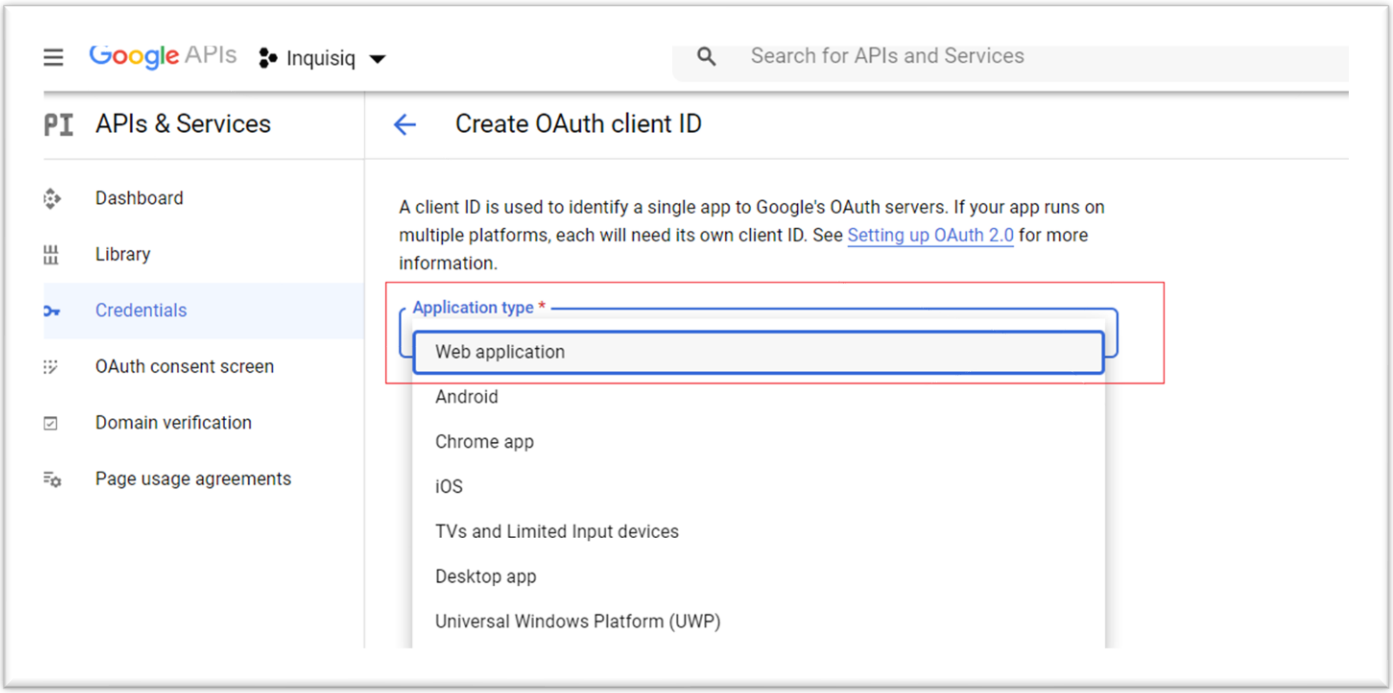
3. After selecting Google as the SSO option, click on ‘Provider Developer Guide’ hyperlink to create an app on google account to activate the integration. When you click the provider developer hyperlink it will take you to the below screen on your g-mail/google account once you have logged in. Click on ‘Create Credential’ link as highlighted below.



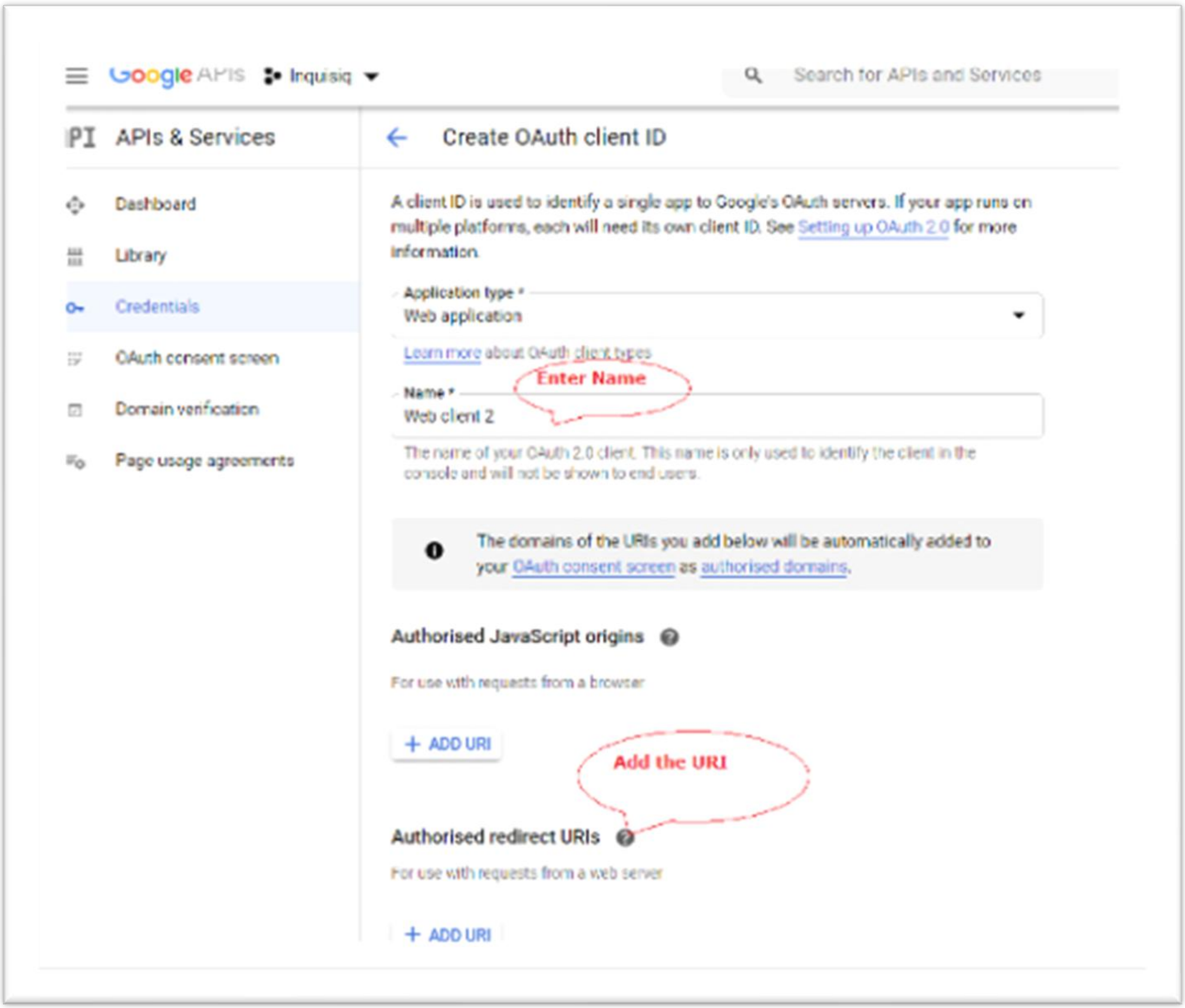
4. Next click on ‘OAuth Client ID



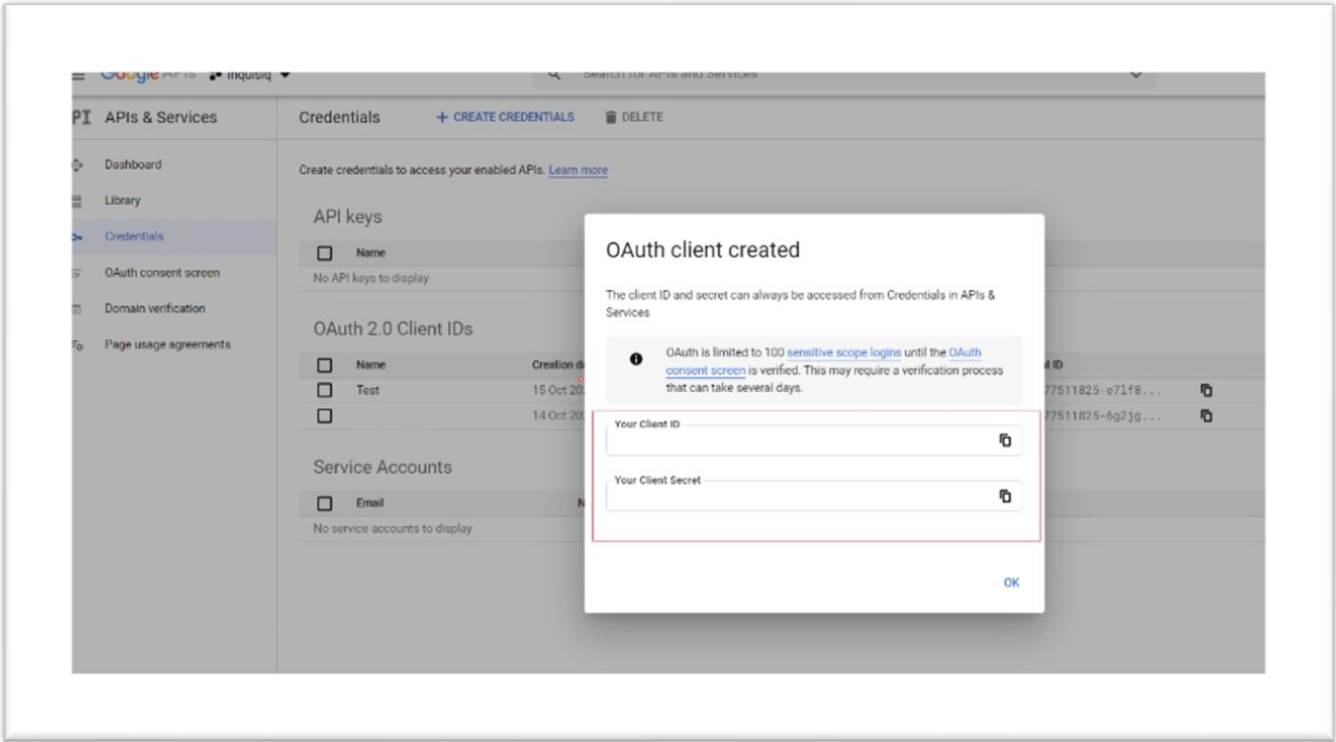
5. In application type field select web application as highlighted below.



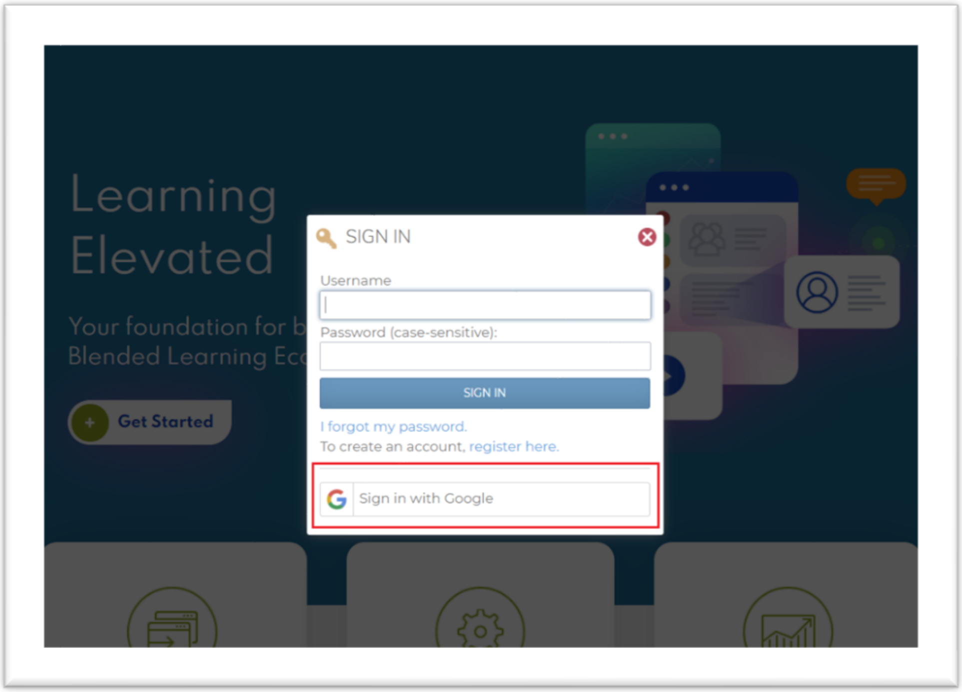
6. Enter an application name of your choice and copy the URI link from K-LMS+.



7. Once you save the above form, you will see the below screen with client ID and secret key. Copy these in the client ID and secret key fields in K-LMS+ where you are configuring SSO with Google.



8. After adding the client ID and secret key save the form and, you are all set to allow users to log into your LMS with their google account. Users will see the below option while signing in.

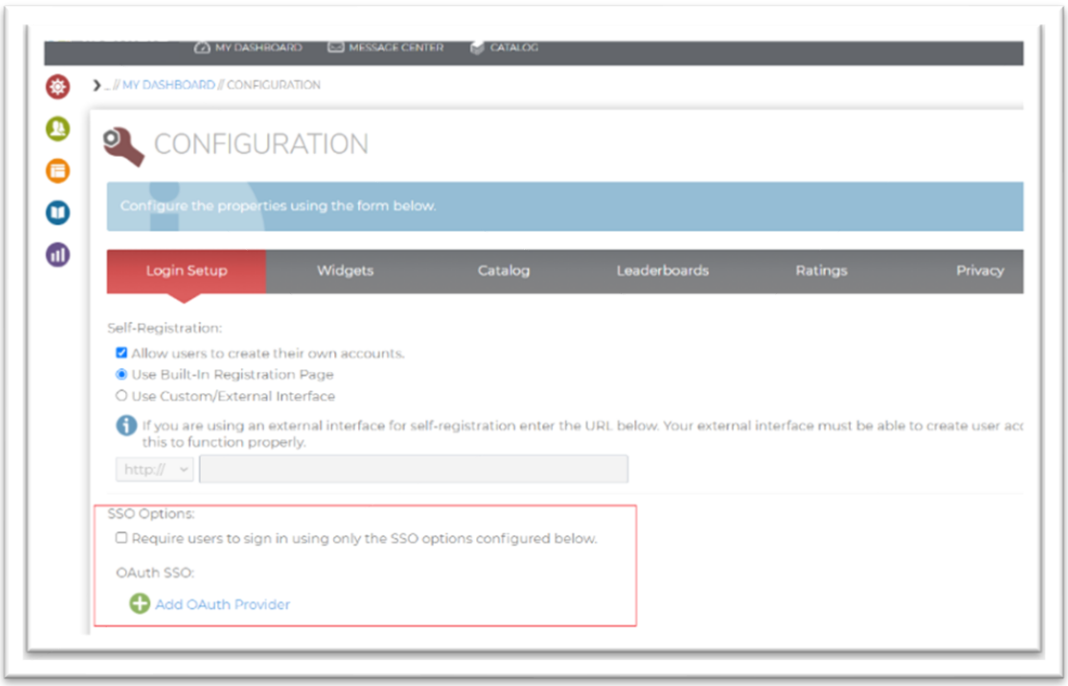


Single Sign on with 'Clever'

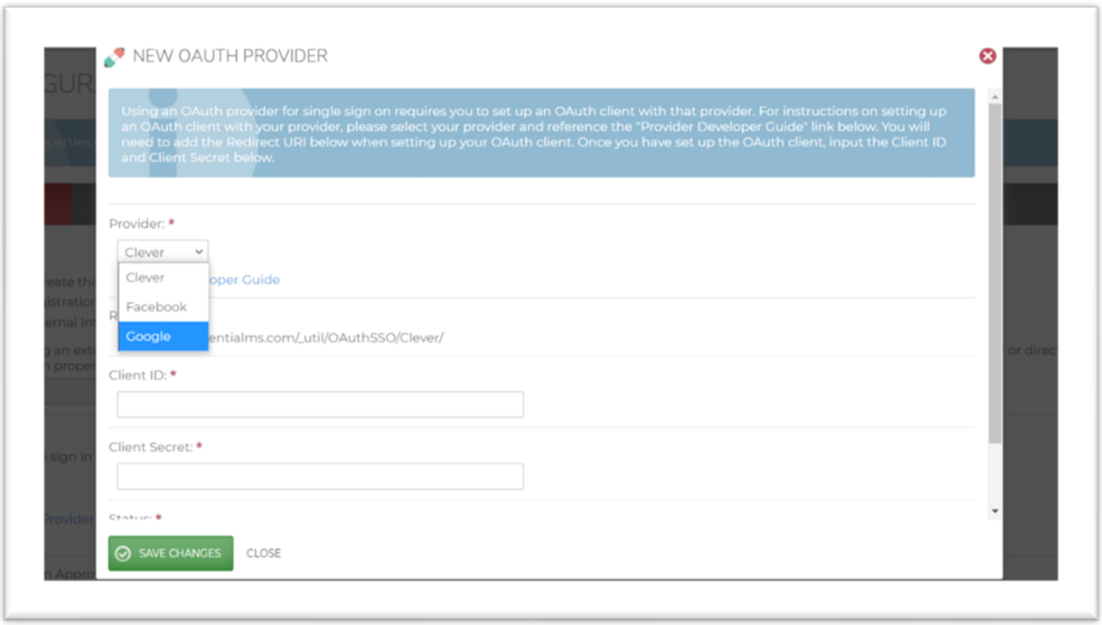
Description: We are pleased to announce our new single sign-on with Clever capability. Learners can now sign-in and register with their Clever account if the setting is turned on for your portal. By integrating your K-LMS+ learning platform with Clever, you can bind your K-LMS+ user profiles with their corresponding Clever accounts. This way, every user inside your platform can sign into their K-LMS+ platform without needing to manually enter the credentials. This manual will show you the integration in both your K-LMS+ learning platform as well as from Clever side.

System & UI Changes:

1. Firstly, navigate to your K-LMS+ portal -> System -> Configuration -> Login Setup page and you will see the new SSO option.

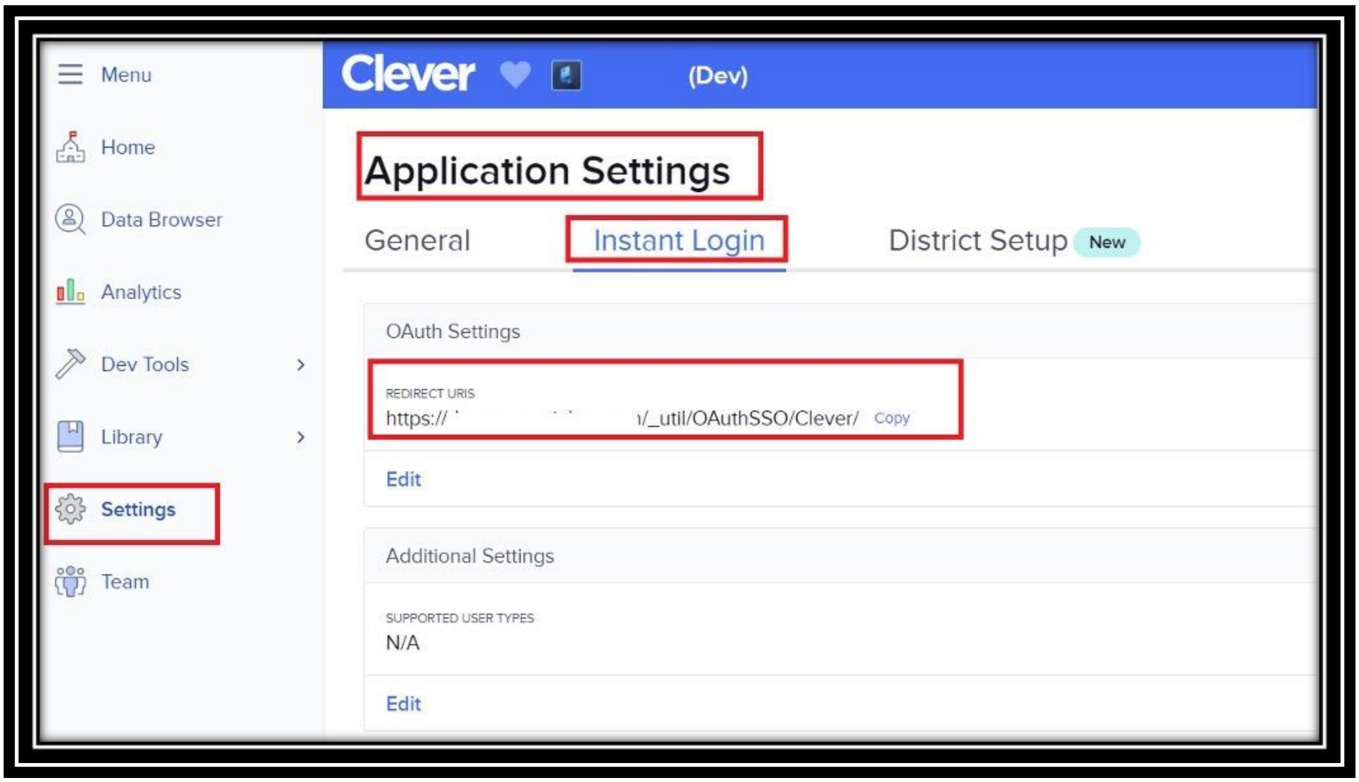

MY DASHBOARD
MESSAGE CENTER
CATALOG
_ // MY DASHBOARD // CONFIGURATION
CONFIGURATION
Configure the properties using the form below.
Login Setup
Widgets
Catalog
Leaderboards
Ratings
Privacy
Self-Registration:
Allow users to create their own accounts.
Use Built-In Registration Page
Use Custom/External Interface
If you are using an external interface for self-registration enter the URL below. Your external interface must be able to create user acc
this to function properly.
http://
SSO Options:
Require users to sign in using only the SSO options configured below.
OAuth SSO:
Add OAuth Provider

2. When you click on 'Add OAuth Provider', the following window will pop-up, where you can choose the provider as Clever.

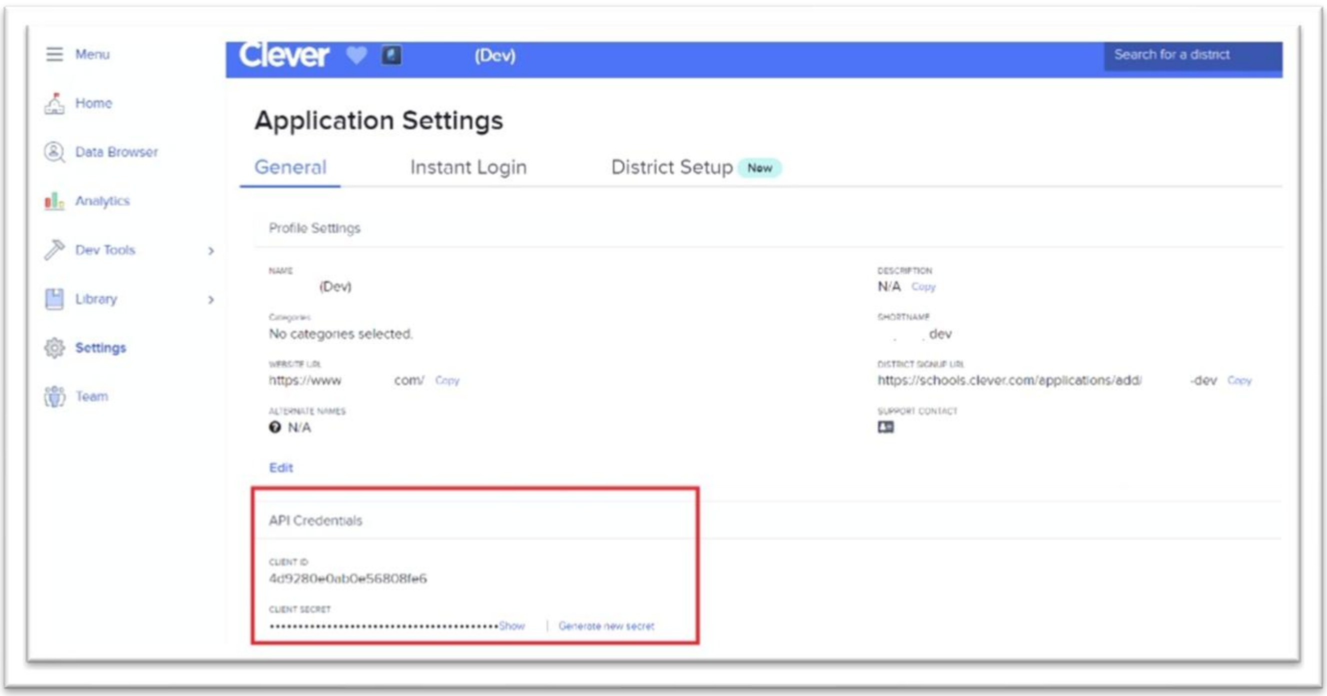


3. After selecting Clever as the SSO option, click on 'Provider Developer Guide' hyperlink to activate the integration. This link explains the steps which need to be followed to activate the SSO set-up. Create a log in or login with an existing id here - https://apps.clever.com/signup

4. Now navigate to Settings -> Application Setting -> Instant Login -> Redirect URIs. Paste the redirect URI from your K-LMS+ portal under the redirect URI.


Menu
Home
Data Browser
Analytics
Dev Tools
Library
Settings
Team
Clever
(Dev)
Application Settings
General
Instant Login
District Setup
New
OAuth Settings
REDIRECT URIS
https://
/_util/OAuthSSO/Clever/
Copy
Edit
Additional Settings
SUPPORTED USER TYPES
N/A
Edit

5. Then, move to the General tab on the same page to copy the client ID and client key which needs to be added into your K-LMS+ portal under Clever SSO set-up.



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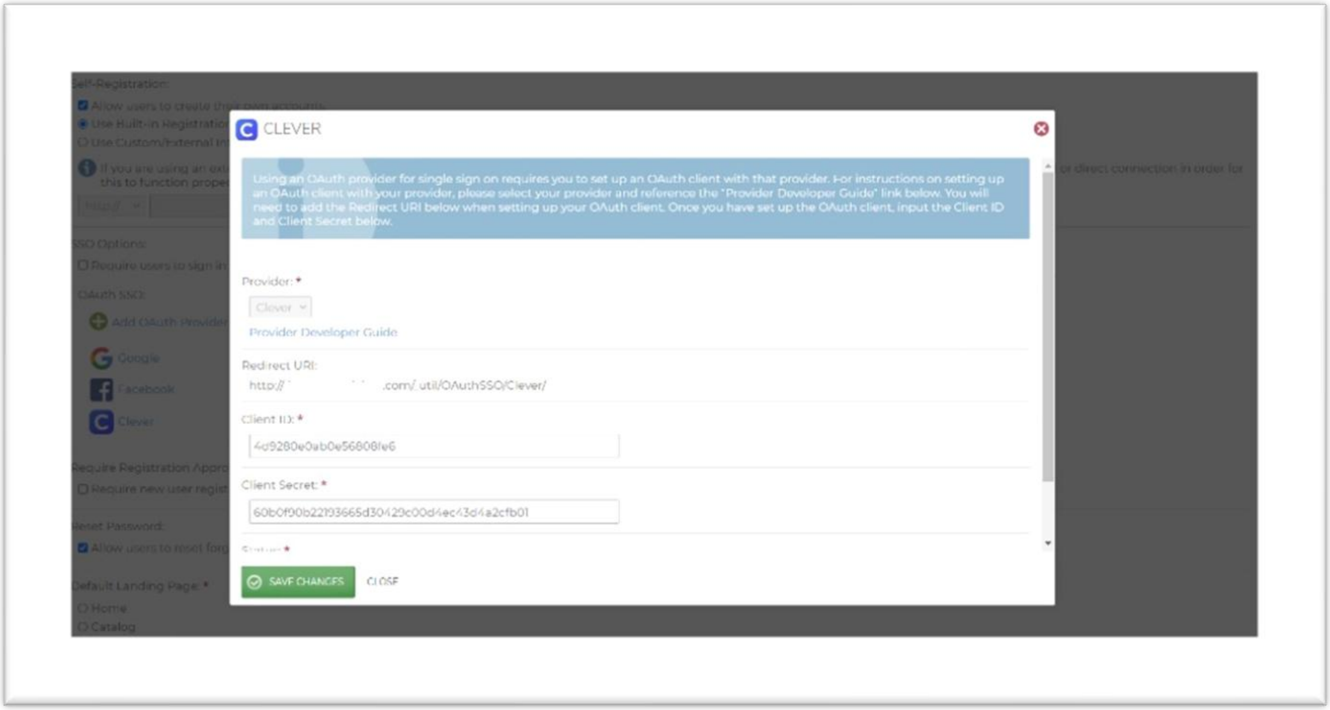
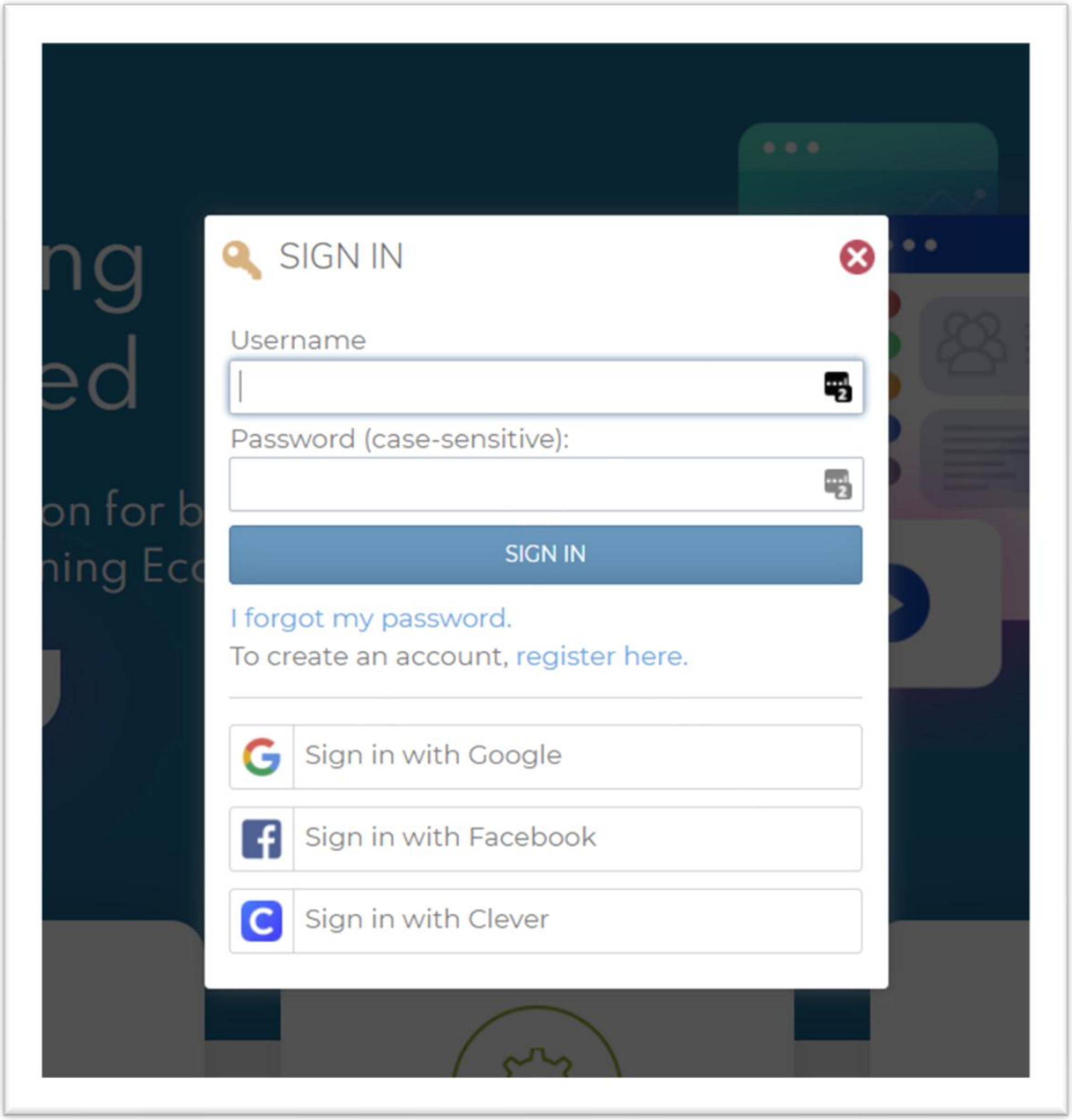


6. Once enabled, the new SSO with Clever option will be available on sign-in/register screen on your K-LMS+.

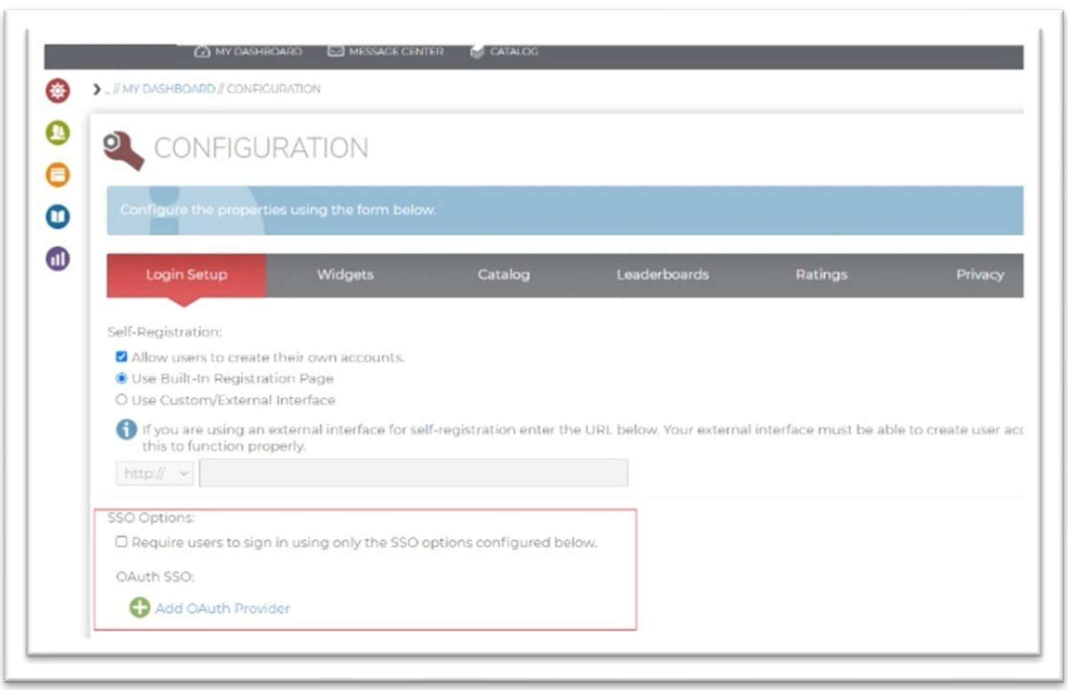


Single Sign on with 'Facebook'

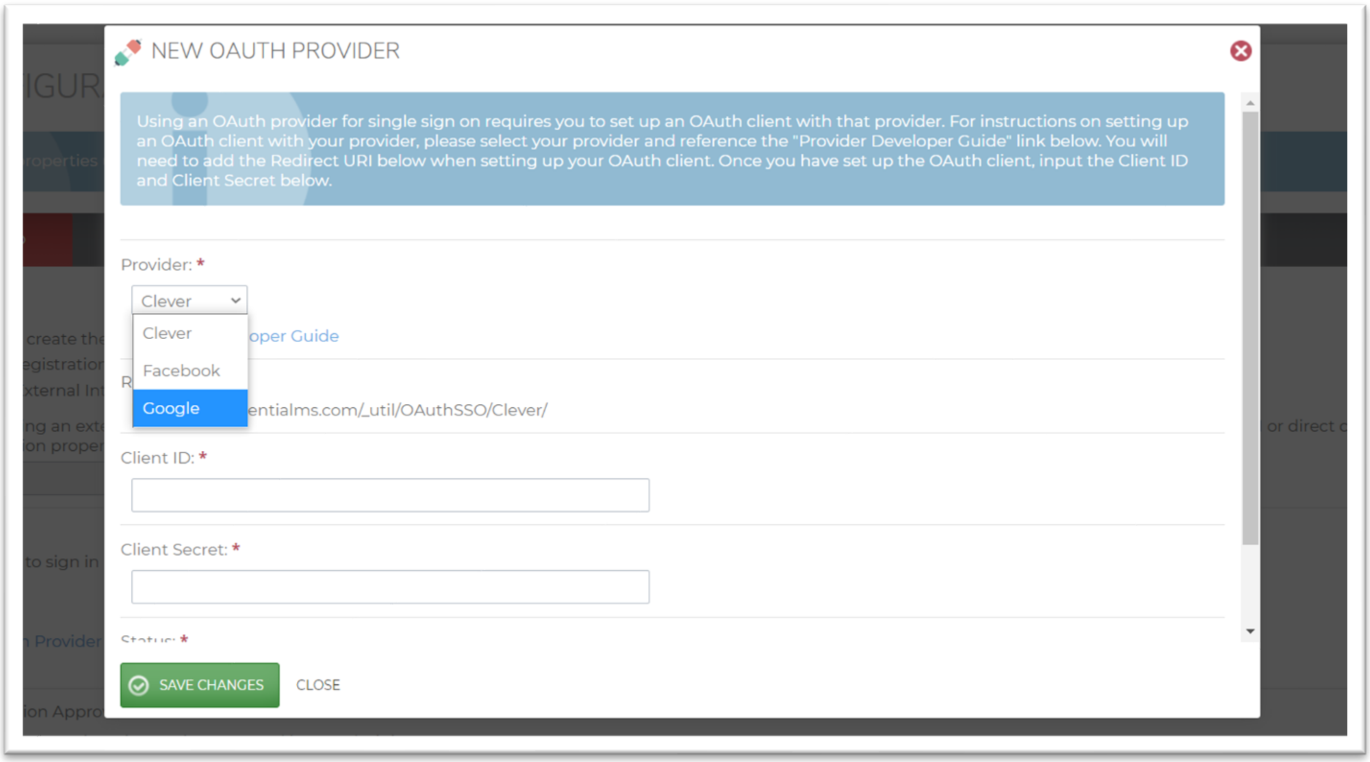
Description: We are pleased to announce our new single sign-on with Facebook capability. Learners can now sign-in and register with their Facebook account if the setting is turned on for your portal. By integrating your K-LMS+ learning platform with Facebook, you can bind your K-LMS+ user profiles with their corresponding Facebook accounts. This way, every user inside your platform can sign into their K-LMS+ platform without needing to manually enter the credentials. This manual will show you the integration in both your K-LMS+ learning platform as well as from Facebook side.

System & UI Changes:

1. Firstly, navigate to your K-LMS+ portal -> System -> Configuration -> Login Setup page and you will see the new SSO option.

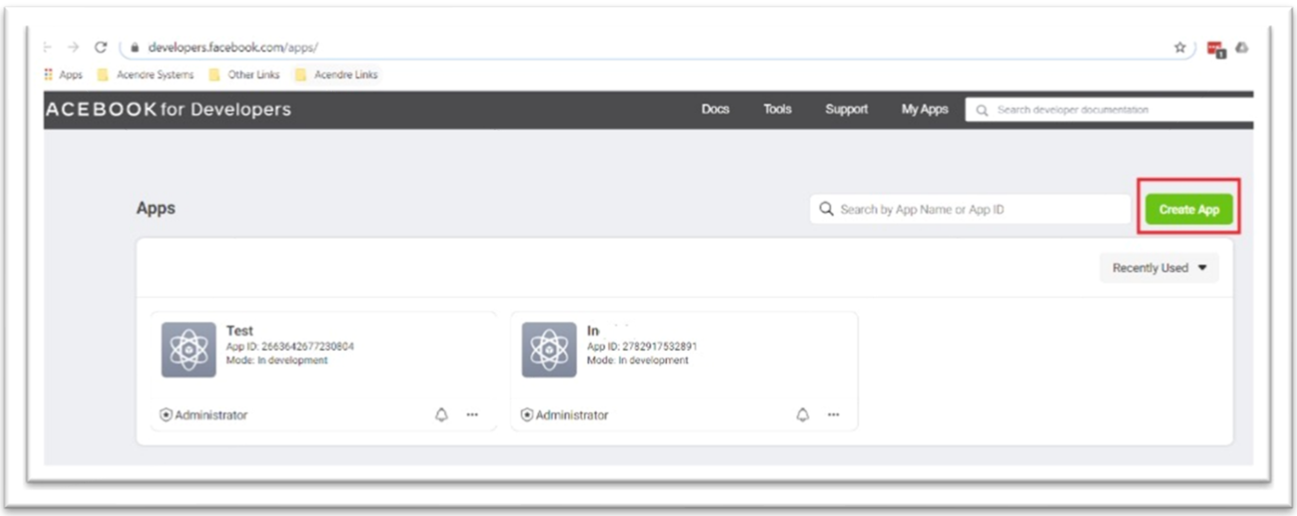


2. When you click on 'Add OAuth Provider', the following window will pop-up, where you can choose the provider as Facebook.

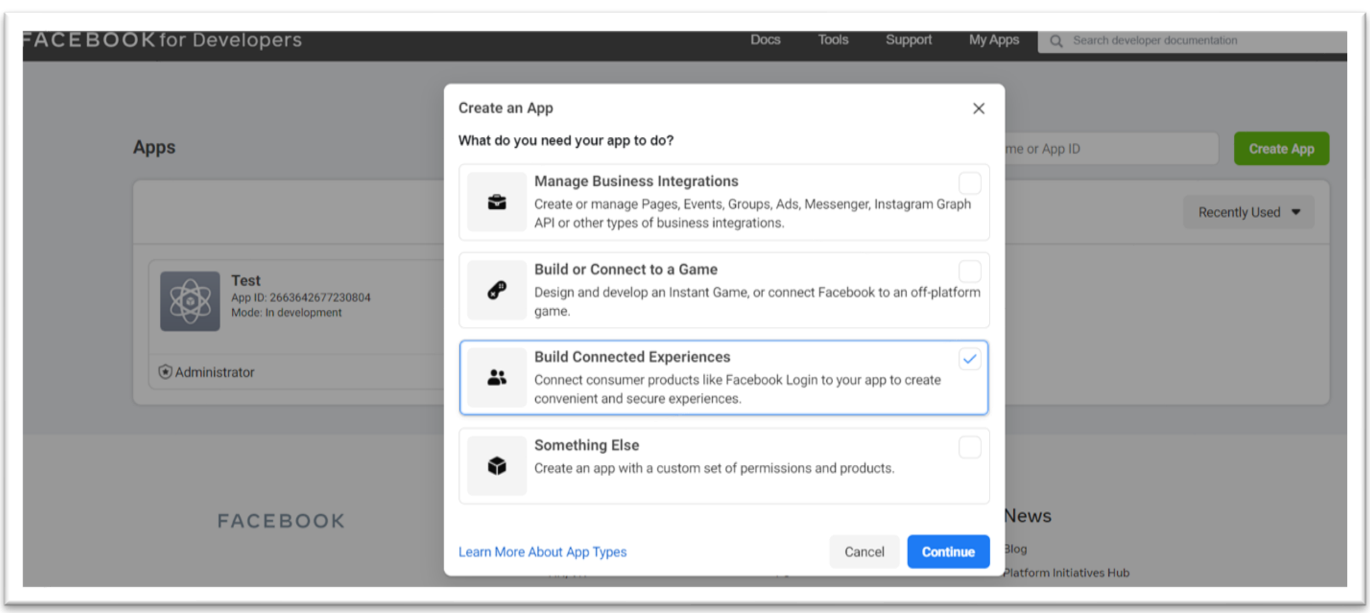


3. After selecting Facebook as the SSO option, click on 'Provider Developer Guide' hyperlink to activate the integration. This link explains the step which need to be followed to activate the SSO.

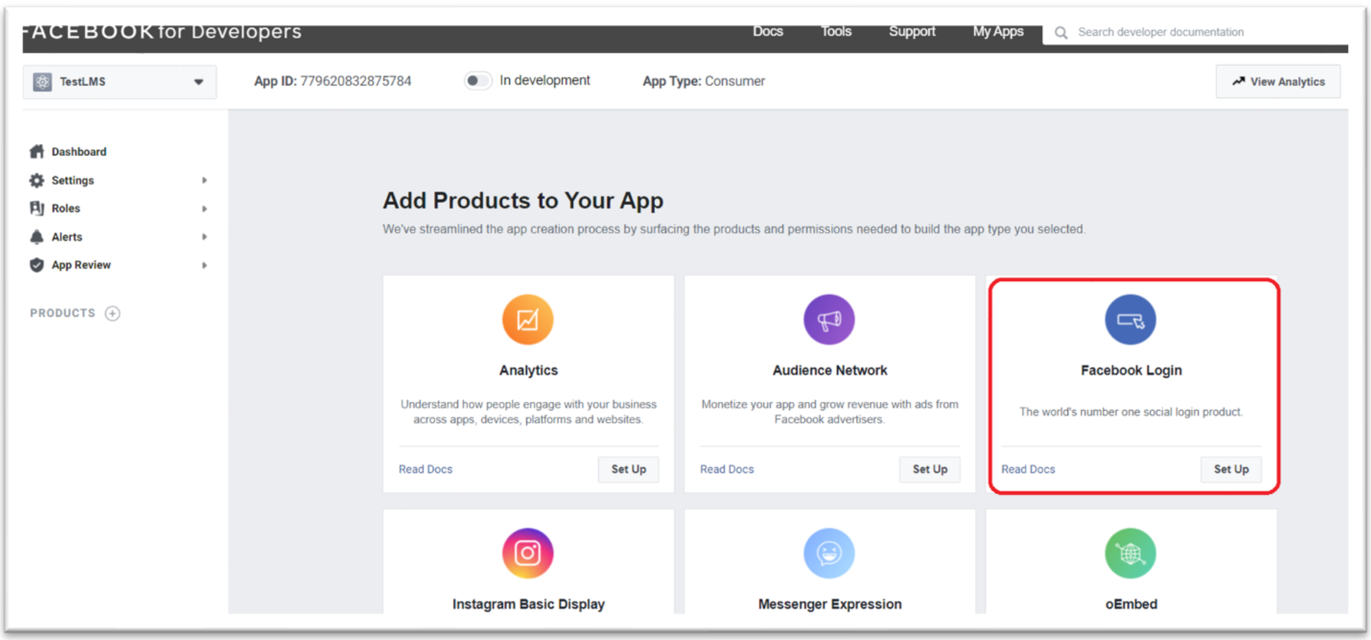
4. The provider developer guide hyperlink will take you to Facebook. After logging into Facebook developer portal click on Create App link as highlighted below.



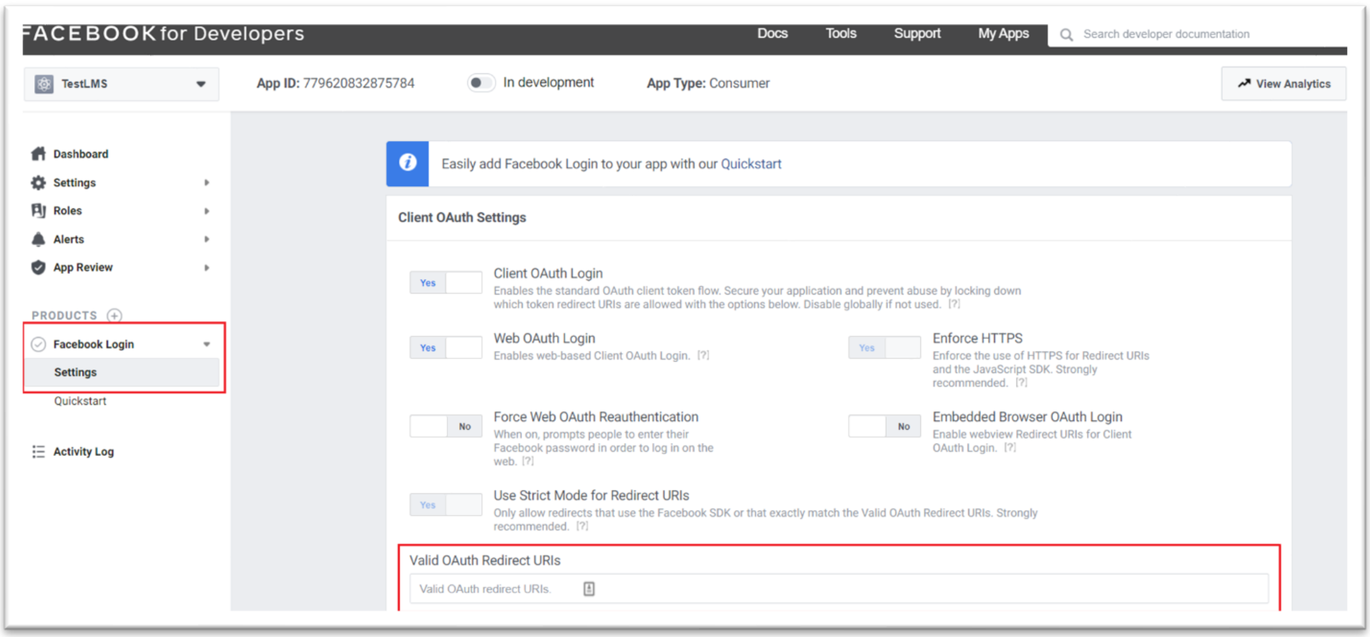
5. Now select the option below and click continue



6. Give the app a name, accept the security check and hit create. Now click on Facebook Login product as highlighted below. Navigate to Facebook Login -> Set Up -> Settings



7. Navigate to Facebook Login -> Set Up -> Settings and enter the redirect URI (from K-LMS+) here in the highlighted 'valid OAuth redirect URI' field below.



8. Now, navigate to Settings -> Basic and copy the highlight app ID and secret key which needs to be pasted on your K-LMS+ SSO Facebook set-up page.

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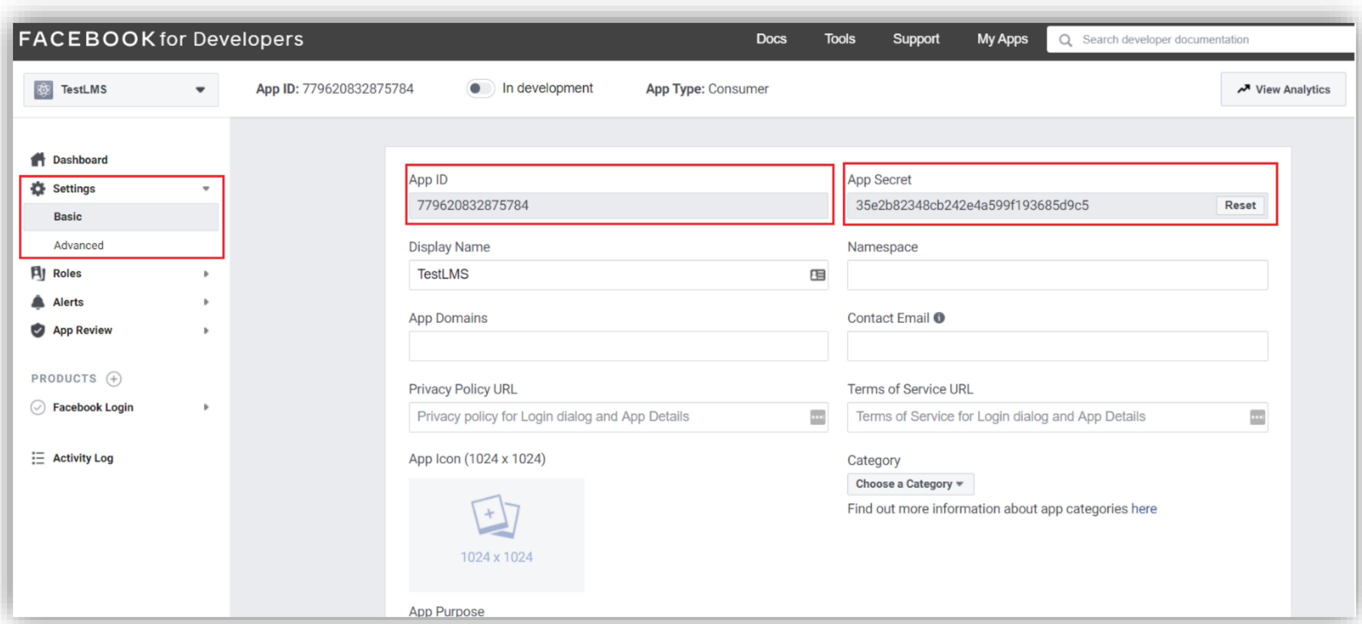
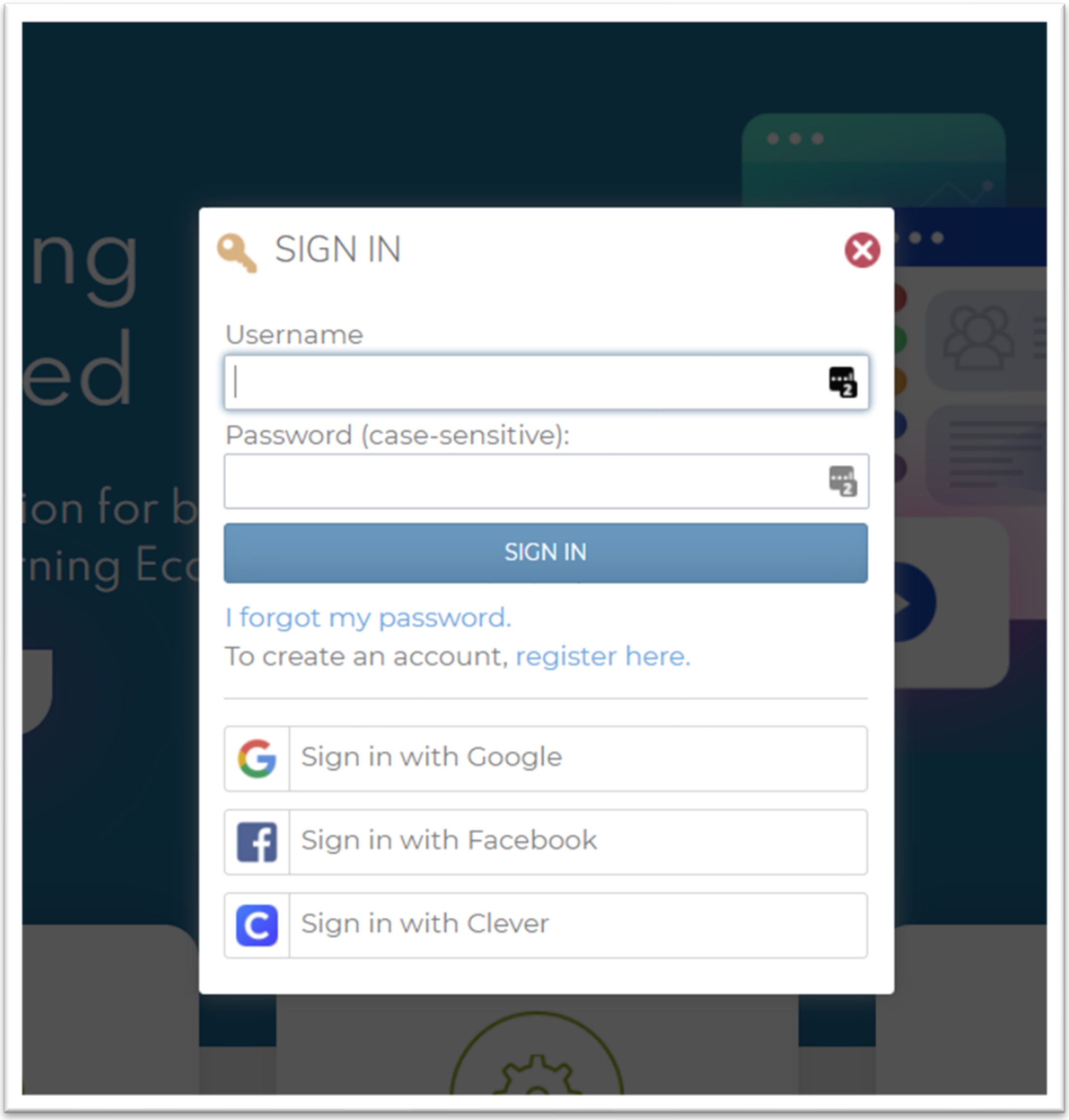


9. Once enabled, the new SSO with Facebook option will be available on sign-in/register screen on your K-LMS+ LMS.

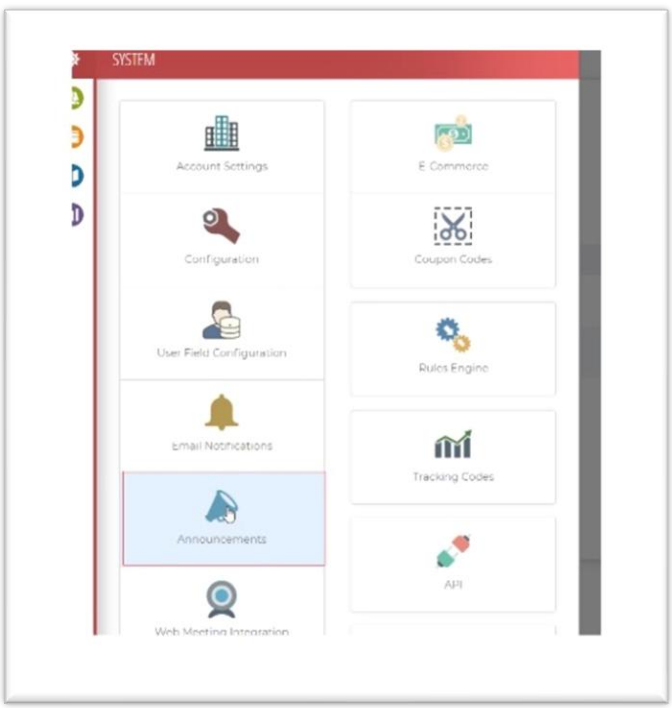

SIGN IN
Username
Password (case-sensitive):
SIGN IN
I forgot my password.
To create an account, register here.
Sign in with Google
Sign in with Facebook
Sign in with Clever

Announcement Widget

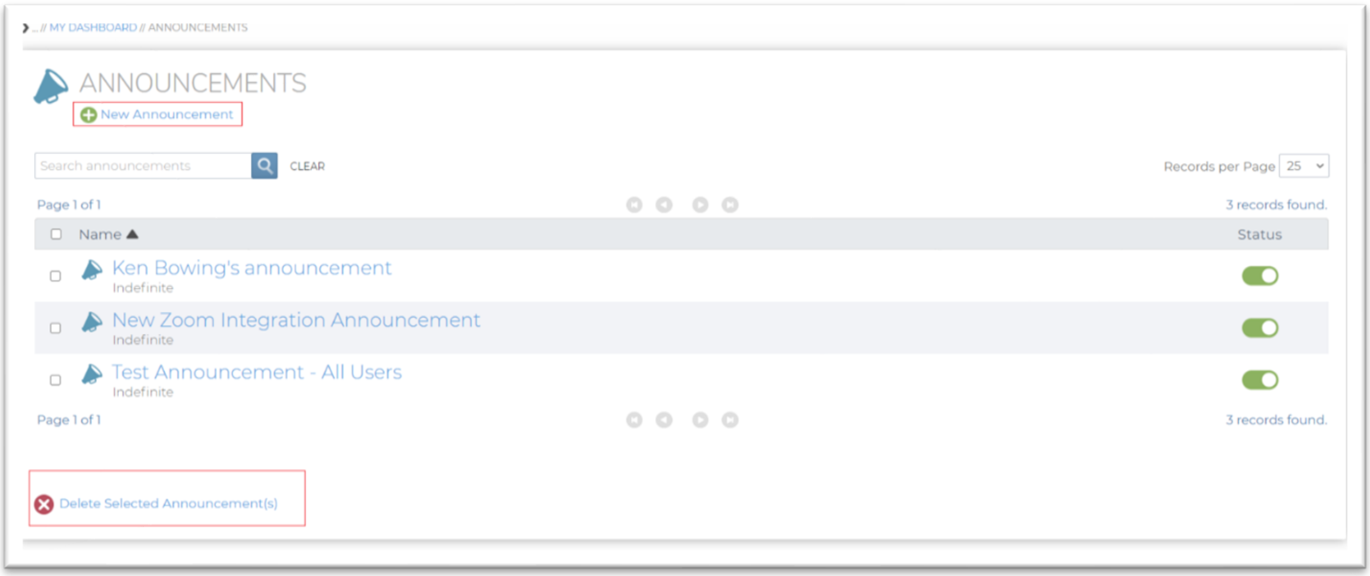
Description: We are excited to introduce the new ‘Announcement Widget’ in this release. Announcement widget will allow communication of announcements, news, events to all users or targeted subsets of users within your organization. Follow the steps below to create new announcements.

System & UI Changes:

1. Navigate to System -> Announcements to create new announcement.



2. Click on ‘New Announcement’ to create new announcement for your organization.



3. Add announcement name, status, validity period, target audience and text under the properties and announcement tab.

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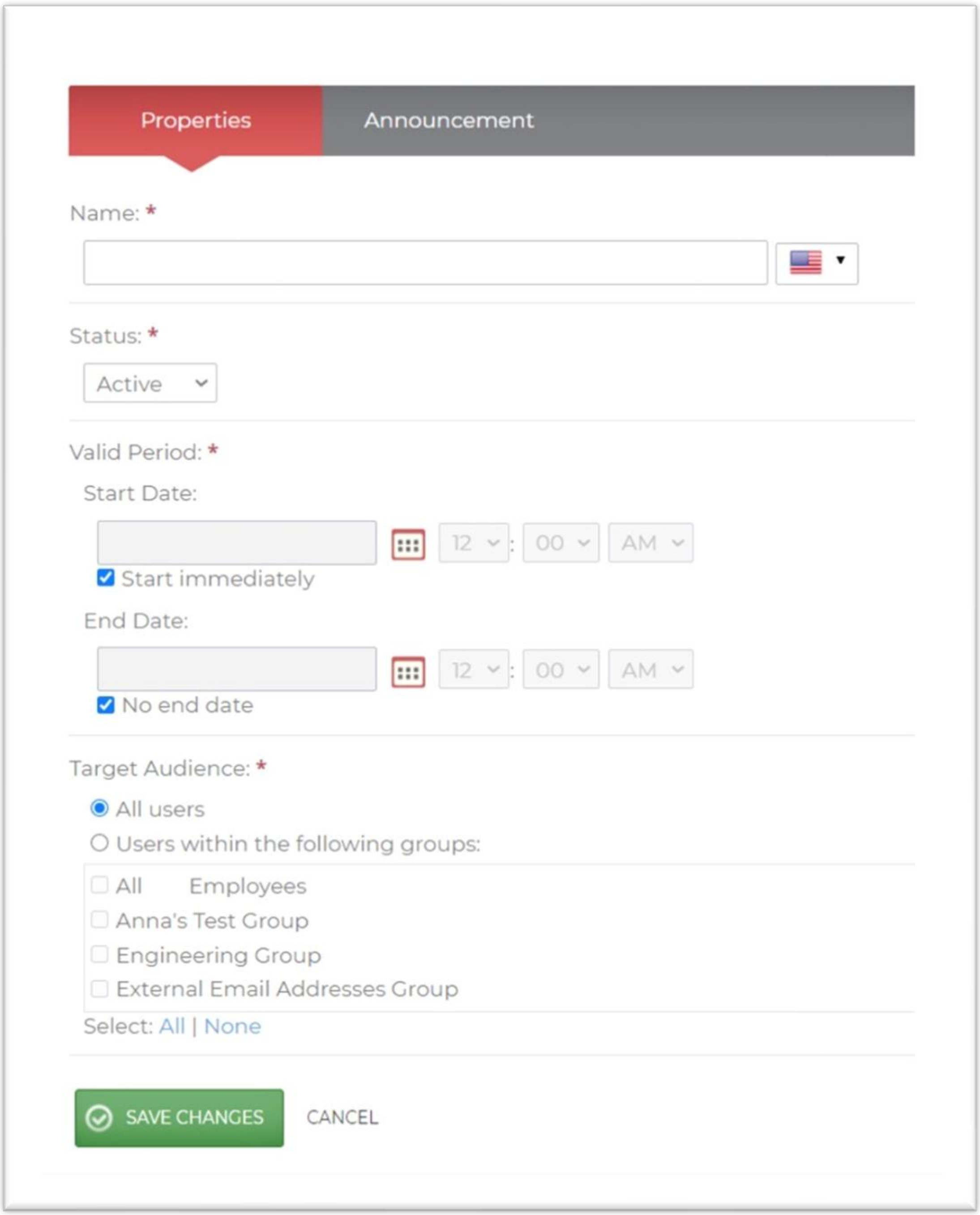
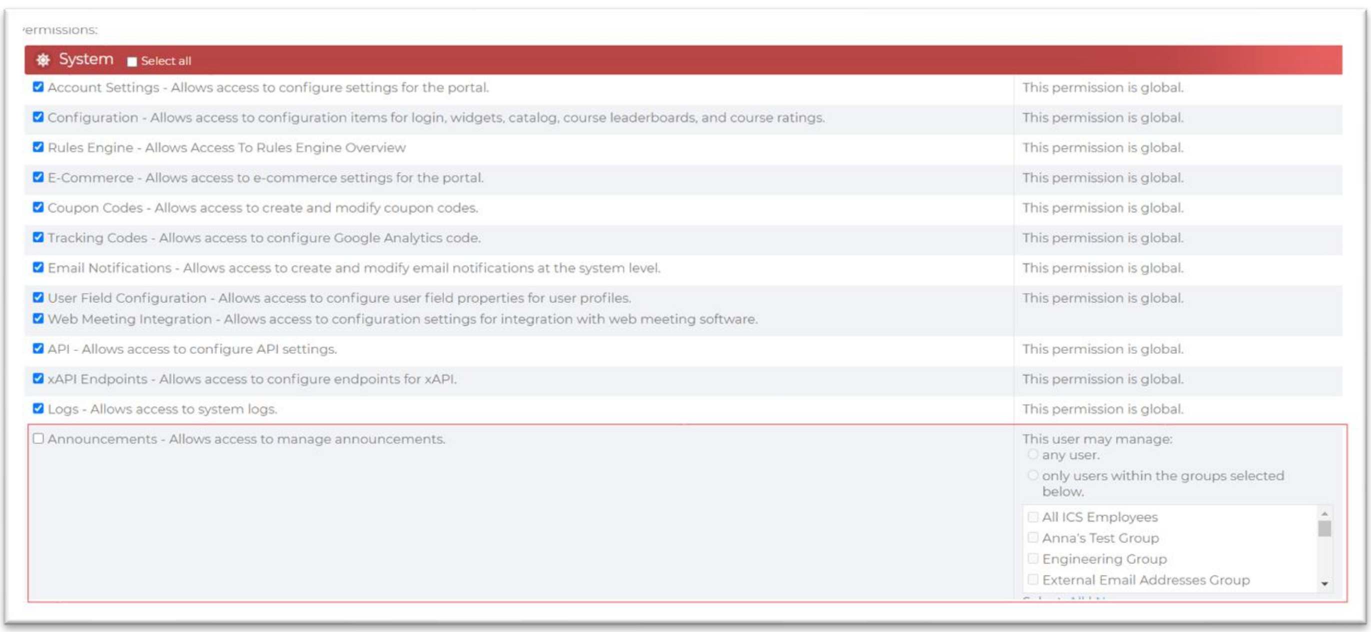
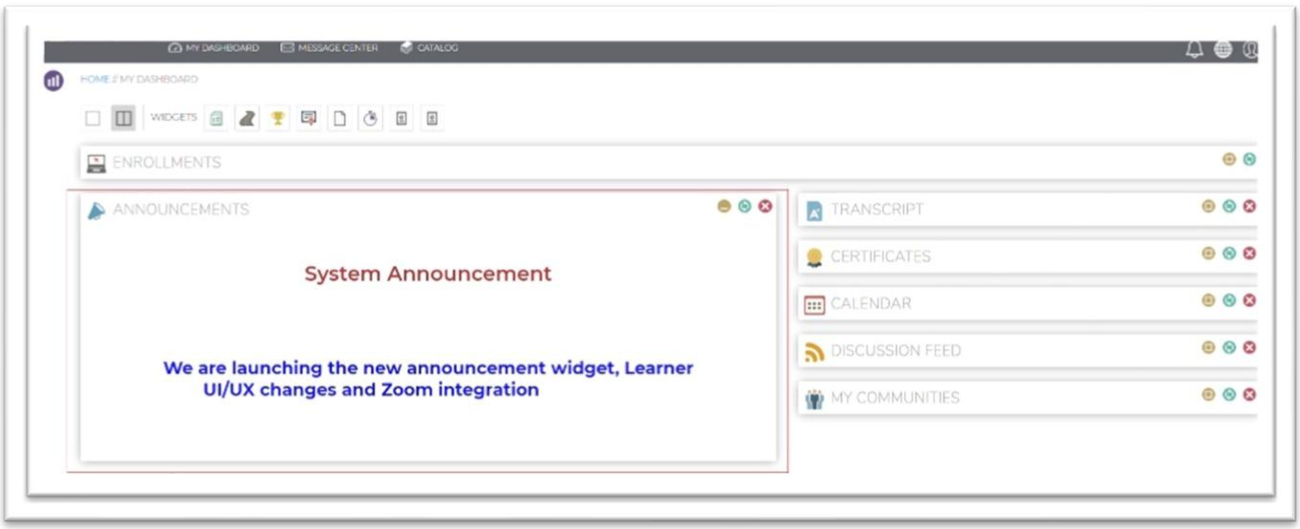


4. The users and groups you see under target audience is driven **by new announcement role** available under roles. This role is introduced to provide the ability for users to create announcement for certain users or groups only. You as an admin can manage this by associating the announcement role to create or edit announcement for users.
    a. The users/groups selected at the role level will dynamically populate 'target audience' field. Users can create announcement for groups per their permission. This does not apply to users on system administrator. System admins can create and edit announcements for all groups.
    b. Users who do not have role permission to manage announcement for a certain group will not be able to edit the announcements created under announcement widget and will see the announcement as read-only under the announcement list.



5. Once an announcement is created and active it will be visible on leaner dashboard.
    a. If there are multiple announcements for users, then they will cycle through in the announcement widget carousel.
    b. By default, announcements will be shown in order of their creation date.

6. Learner view of announcement widget below.



Administrator experience: Enhancements

SCORM Manifest Setting: Override Options

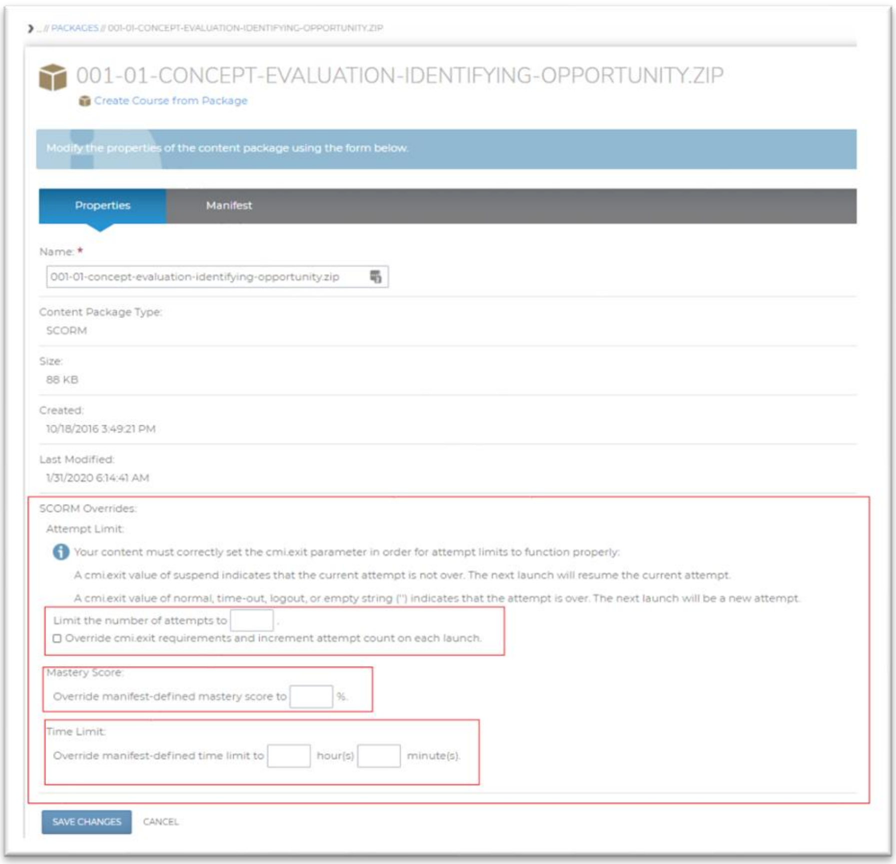
Description: At times, content is created in authoring tools, that do not provide proper SCORM methods to control manifest setting. We are now introducing SCORM override configuration settings which will give administrators the ability to override SCORM manifest settings per their system requirement.

System & UI Changes:

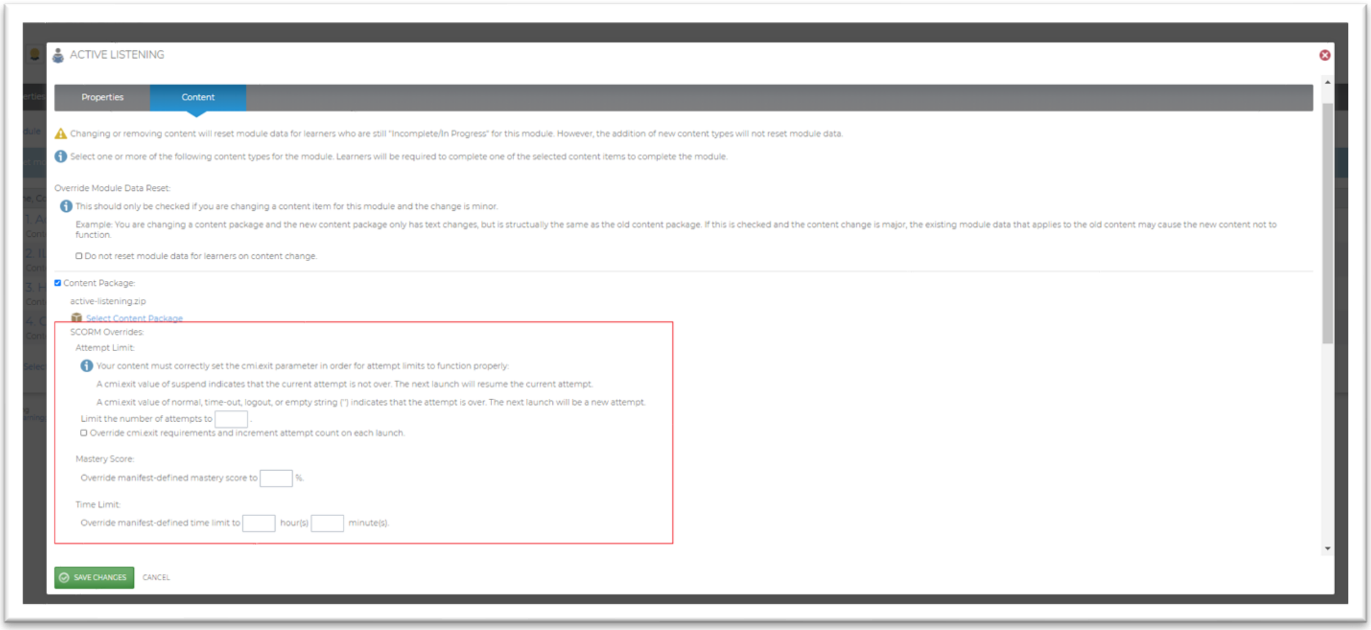
1. The new SCORM override settings are available on both content package and course setting screens.
2. There are 3 setting which are available:
    a. **Attempt limit** – a numeric field, which corresponds to the number of times you can attempt the module.

        i. Checkbox to count increment on every launch is available and override cmi.exit setting ‘Increment attempt count on every launch’
    b. **Mastery score** – a numeric field, to specify score required to pass the module.
    c. **Time limit** – a numeric field, which specifies the duration of the module once launched.
3. If the overrides are set, at run-time the system will check for overrides at the content package level and module level with the module level superseding content package level, **order of precedence is,**
    a. Module overrides
    b. Content package overrides
    c. Standard manifest settings

SCORM override setting at content package



SCORM override setting at course module level

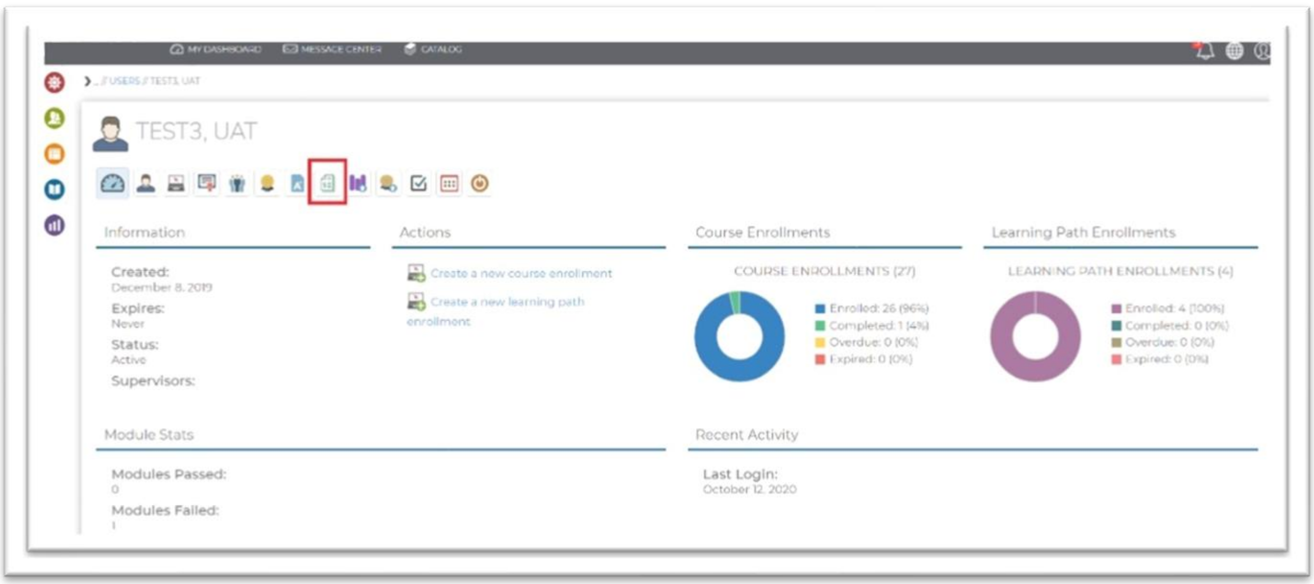


Introduction of 'Purchases' Widget on User Profile

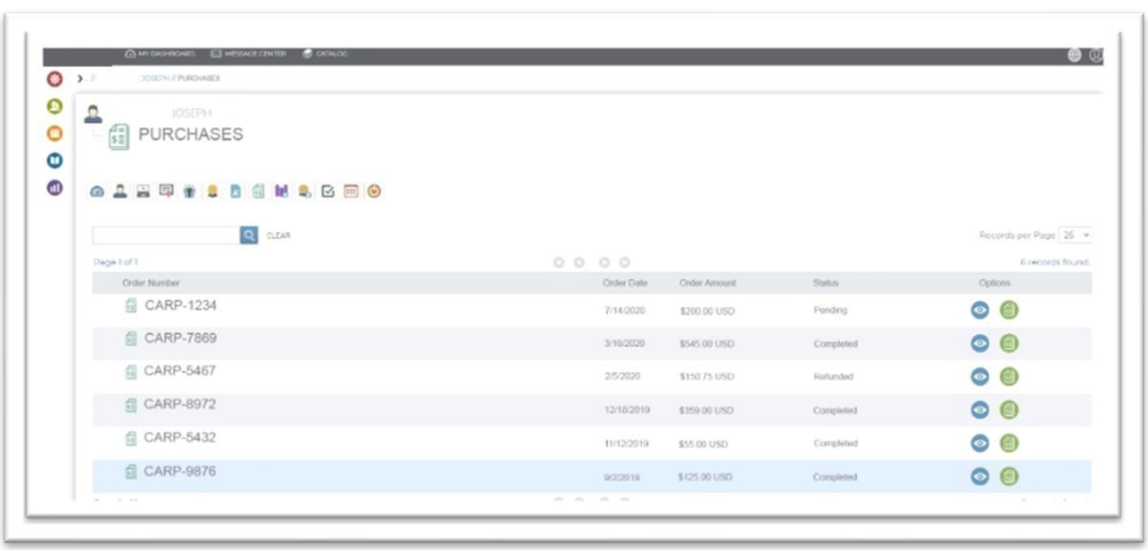
Description: A Purchases widget is currently not available on user profile. With this release we are introducing a purchases widget on user profiles. This widget will give admins visibility into all purchases made by the user. In addition to this, admins will also be able to manually add refund details against individual purchase and report on it.

System & UI Changes:

1. The new purchases widget is visible on user profile only when e-commerce is configured in the portal.



2. On click of purchase widget, the details page would display with information of order number, order date, order amount, status, and options.



3. Each purchase line item has two options-

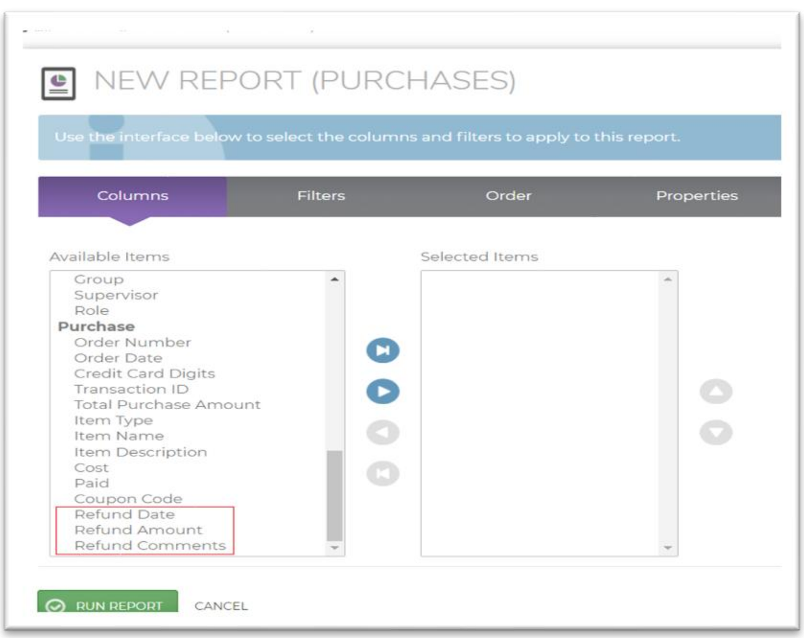
a. Purchase Details – this modal will show information on the individual item ordered.
b. Edit Refund Information – this modal will display a form with fields for 'Refund Amount', 'Refund Date', and 'Refund Comments'. Admin will be able to enter relevant information and click 'Save Changes' to enter refund information for the purchase. Purchase status is set to refunded when refund date is updated manually on the edit refund information form.

Purchase Report: Addition of Refund Details

Description: With the newly added purchase widget in the user profile, refund information is available if entered against a purchase. This refund information is now available in purchase report data set and can be used to link original purchase record to the refund processed.

System & UI Changes:

1. Three new columns related to refund information, highlighted in the screenshot below are available on the purchase report.



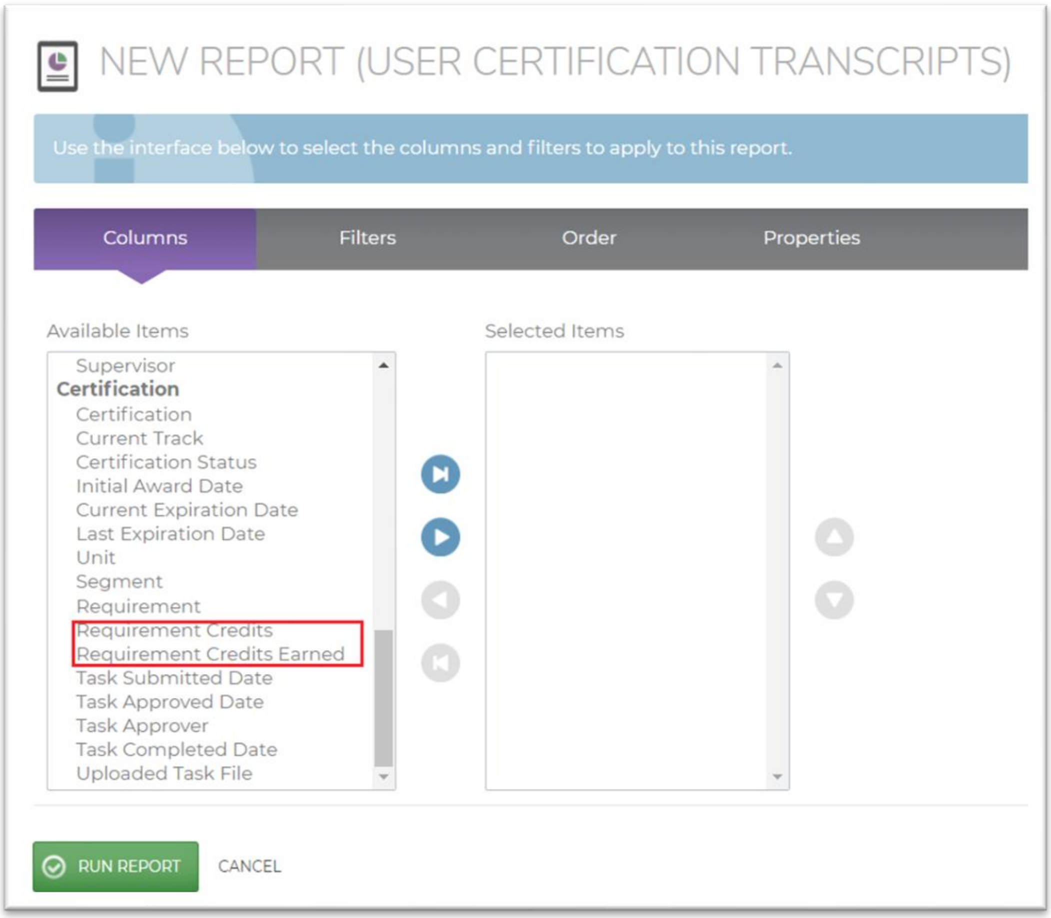
Certification Transcript Report Enhancement

Description: New columns have been added to the certification data set to report on credits earned by learners. This will help with the use case where a manager wants to run a report to see how an employee is doing towards earning their certification.

Existing certification report does provide the status of each requirement (complete/incomplete) but it does not allow them to see how many credits have been earned so far. We have added two new columns – ‘Requirement Credits' and ‘Requirement Credits Earned’ to the list of columns on the user certification transcript report to enable the above use case.

System & UI Changes:

1. Highlighted in the screenshot below are two new columns - ‘Requirement Credits' and ‘Requirement Credits Earned’.

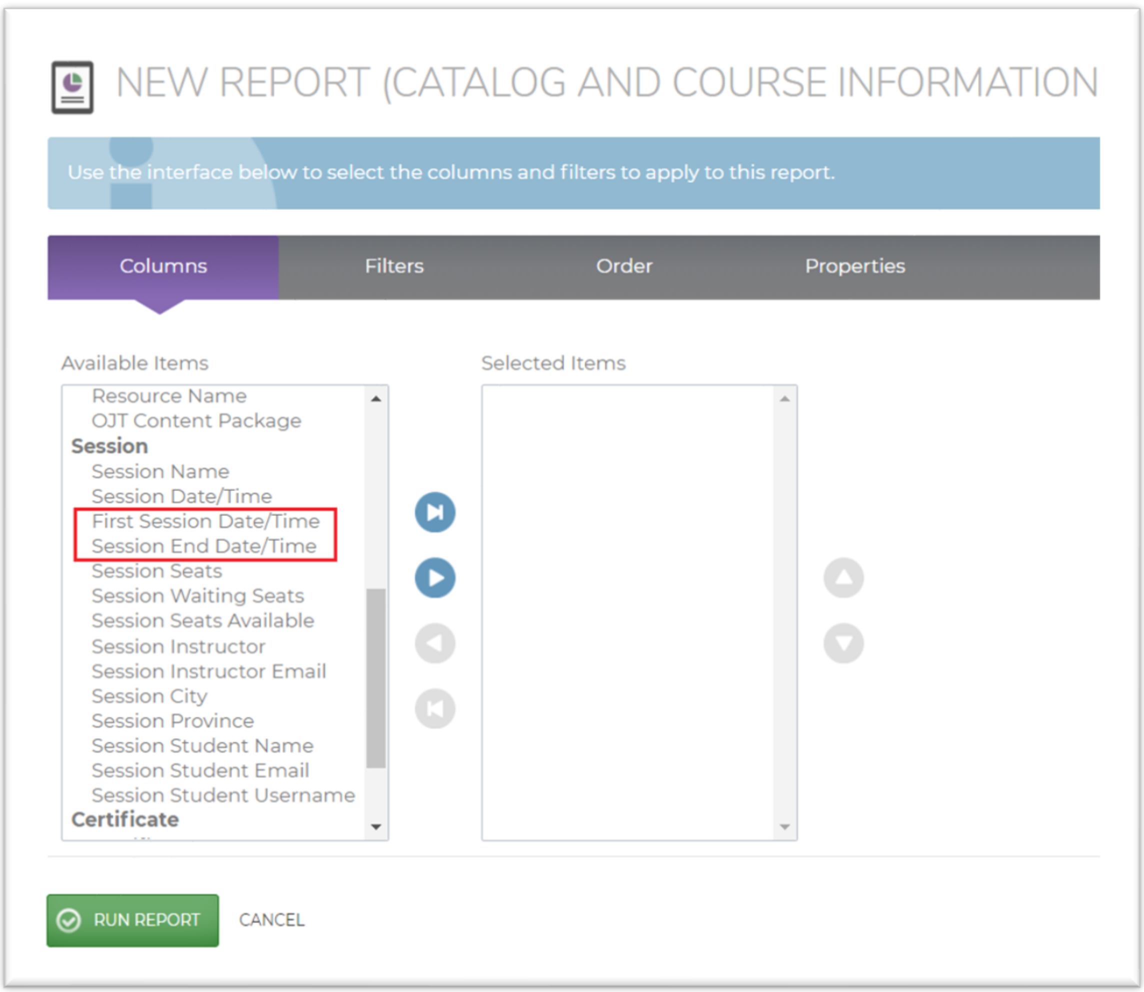


Catalog & Course Information Report Enhancement

Description: Currently, when you report on ILT module sessions, and choose to pick the date/time for the session, the catalog and course information report will display multiple line items for a single session if the session is scheduled of multiple time slots. We have introduced three new columns – session type, first session date/time and session end date/time which will allow you to choose if you want to pull all session time slots or just the first one in your report.

System & UI Changes:

1. Three new columns are available as highlighted below.
    a. First session date/time
    b. Session end date/time
    c. Session type



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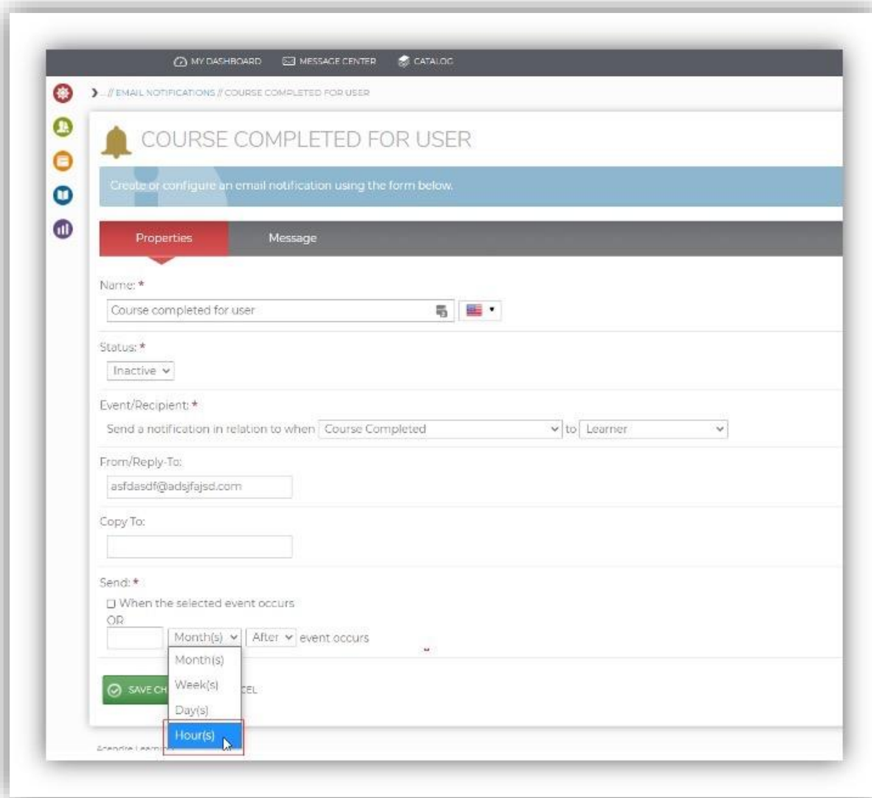
Email Notification Enhancement: Addition of Hours Option

Description: Administrators will now be able to create/update email notification scheduled to be triggered '**hours'** before the event. This new addition will come handy when you want to automate notification to learners about ILT sessions just a couple of hours before the session.

System & UI Changes:

1. A new 'Hour(s)' option is now available under email notification -> properties. You can choose to configure the notification to be send certain hours before or after the session.



Quiz Module: Question Limit Enhancement

Description: Quiz module previously had a limit of 50 questions, which has now been updated to 1000 questions. This will help admins to create quizzes without having to worry about the previous 50 questions limit.

Instructor Led Training: 'Add User' to Waitlist

Description: Administrators can now directly add users to an ILT session's waitlist. In the system today, there is no provision for admin to add users directly to a waiting list other than by adding them to the enrolled list and then demoting them to the waiting list. Additionally, there is no way for admins to add learners to a waiting list once the roster is full other than having to log in to each learner account and enrolling them one by one.

System & UI Changes:

A new 'Add User(s)' button is available under the waitlist. This option is visible to admin's and users with ILT manager role and instructors other than the ones added in limited access instructor section for a session.

Instructor Led Training: Session Type Enhancement

Description: Once an admin creates an ILT session of any type and saves the session, the type field will become non-editable. If you are required to change the type of session, then you can use the existing duplicate session functionality to clone the session and make the required changes.

System & UI Changes:

Instructor Led Training: Private Session Setting

Description: A new configuration setting is introduced at the ILT session which will provide admins with the ability to create 'private' sessions within an ILT module. This setting is introduced keeping in mind the situation where the trainer wants to conduct training sessions for specific audience and not open to everyone.

System & UI Changes:

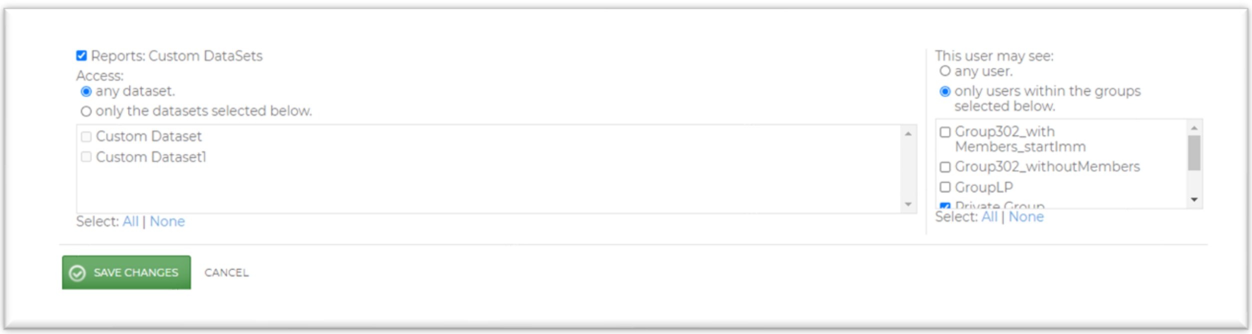
1. A new config setting called 'Private' is available under ILT session -> Properties.
2. The setting has two values – Yes or No, No being the default value.
3. If configured as 'Yes', the ILT session would not be visible under catalog and enrollment to the session can only be managed by users who have access to the session roster.
4. If configured as 'No', the session will function as it does today.
5. ILT module level setting like 'Standalone Enrollment' will overwrite this setting. This means if at the ILT module level, standalone enrollment setting is set to yes and at the ILT session level, private configuration is set to yes then the module level setting will supersede and the session will be available for enrollment under catalog.

Custom Data Set: Permission Management

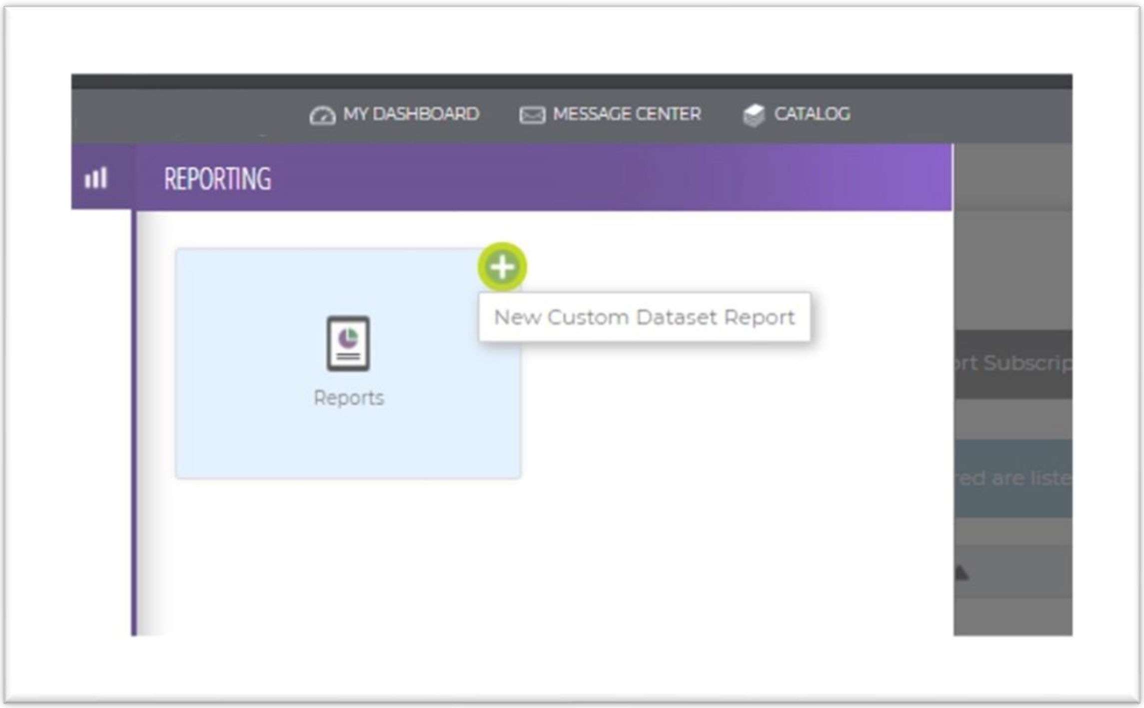
Description: In the system today, if you have ad-hoc custom data sets there is no way to restrict the view of custom reports for certain users or groups. To overcome this issue, we are introducing a new custom reporting permission which will dynamically appear in reporting permissions if you have custom data sets for your portal. Using this permission, you can manage which users have access to these reports.

System & UI Changes:

1. Your K-LMS+ LMS portal will dynamically show the custom report permission if you have custom reports for your organization. You can choose to configure a role's access to custom reports.



2. Once configured users with access to custom report will be able to see the custom report under reporting as shown below.



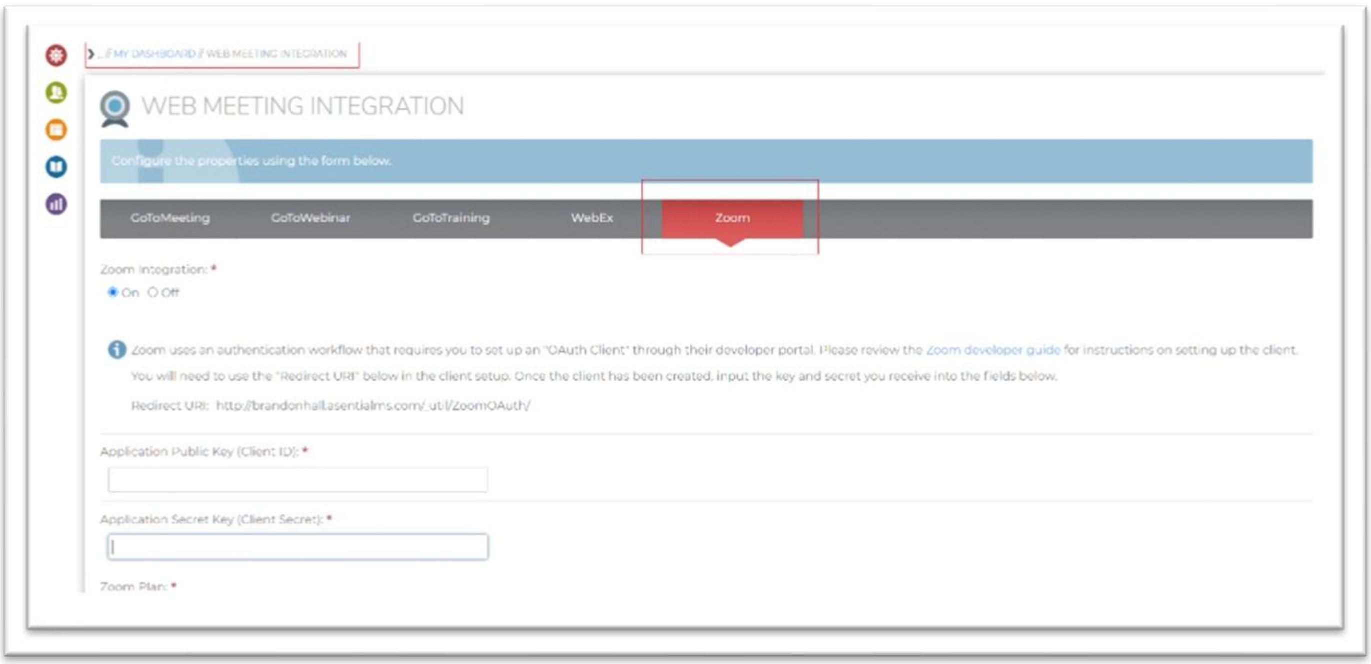
Integrations

ZOOM Web Conference Integration

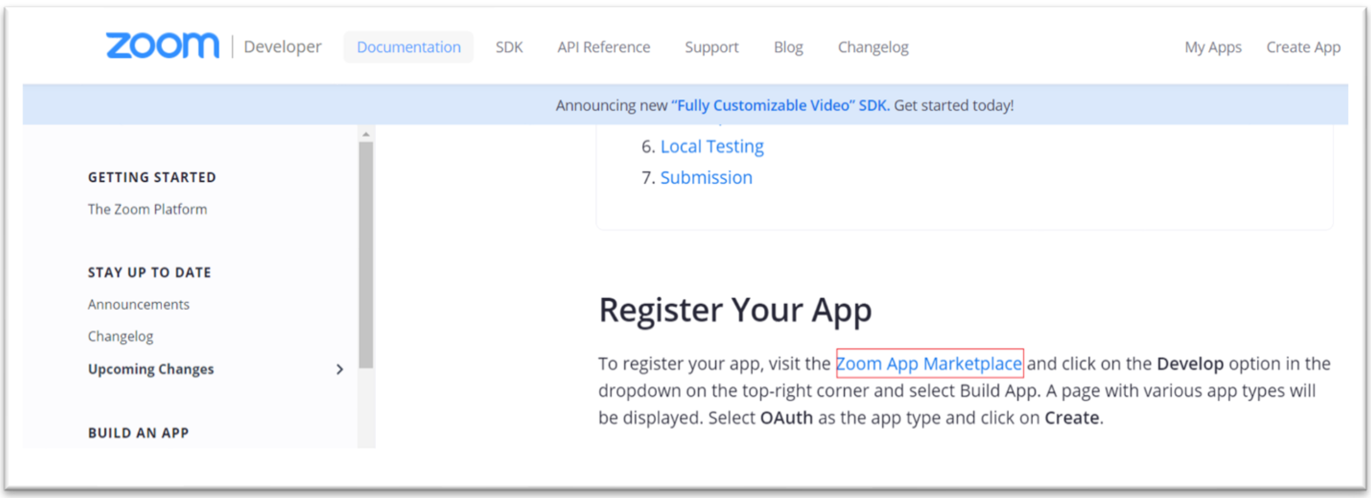
Description: We are excited to announce we have added 'ZOOM' to our existing set of web conference integrations. K-LMS+ today supports web conference meeting via GoToMeeting, GoToWebinar, GoToTraining, WebEx and now ZOOM.

System & UI changes:

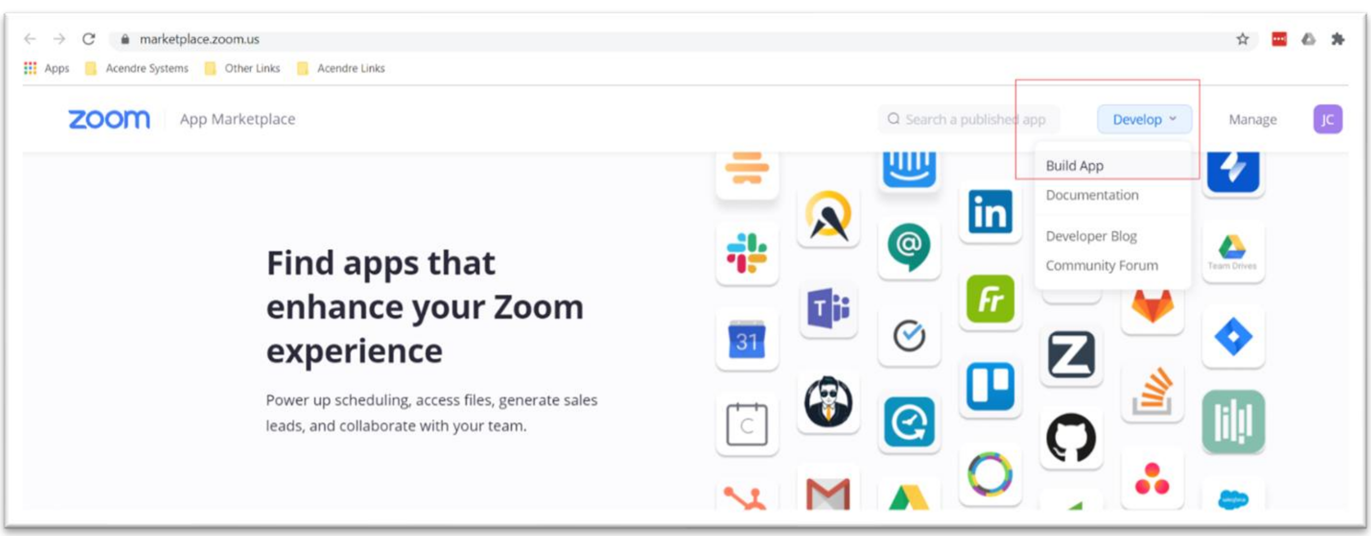
1. The new ZOOM web meeting integration is available under System -> Web Meeting Integrations.



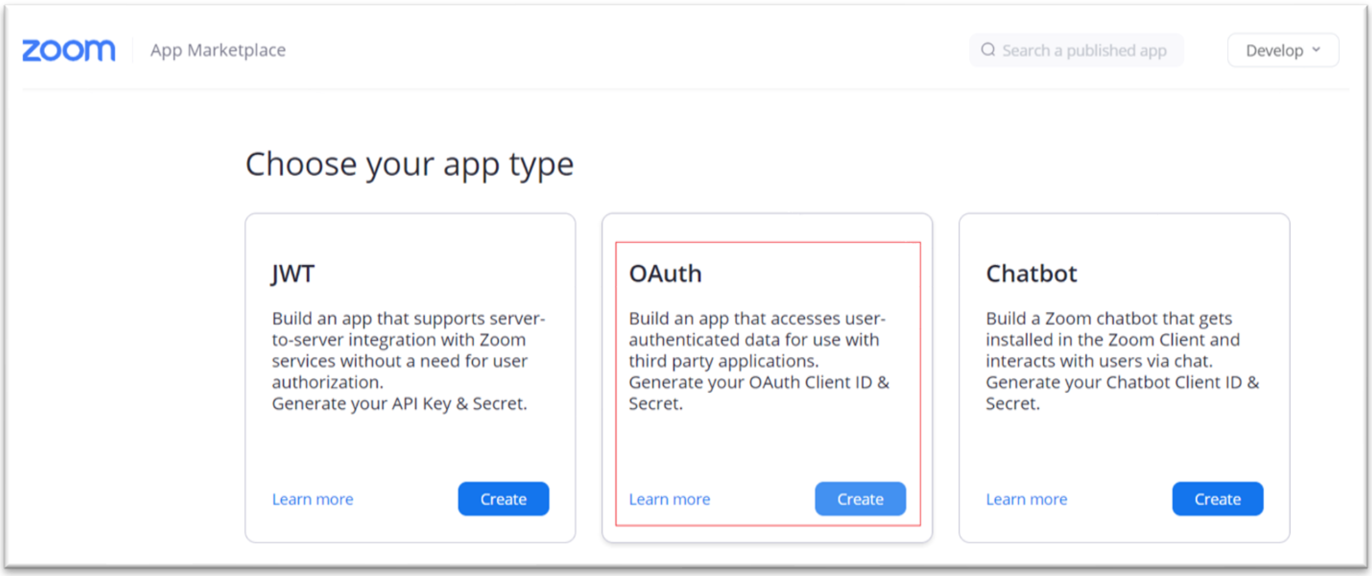
2. Follow the instructions available under ‘info’ bubble to create an application on your zoom account and enter the relevant application public key and secret key in the screen shown above. On click of Zoom develop guide hyperlink you will be taken to Zoom documentation page for single sign on set-up. Click on Zoom app marketplace hyperlink as highlighted in the screen below.



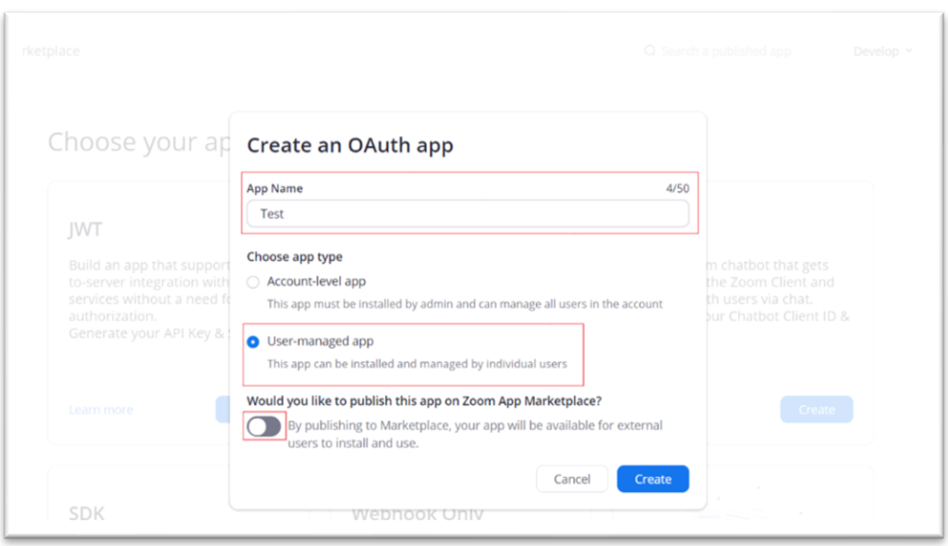
3. Login with your Zoom account and navigate to 'Build App' action as highlighted below.



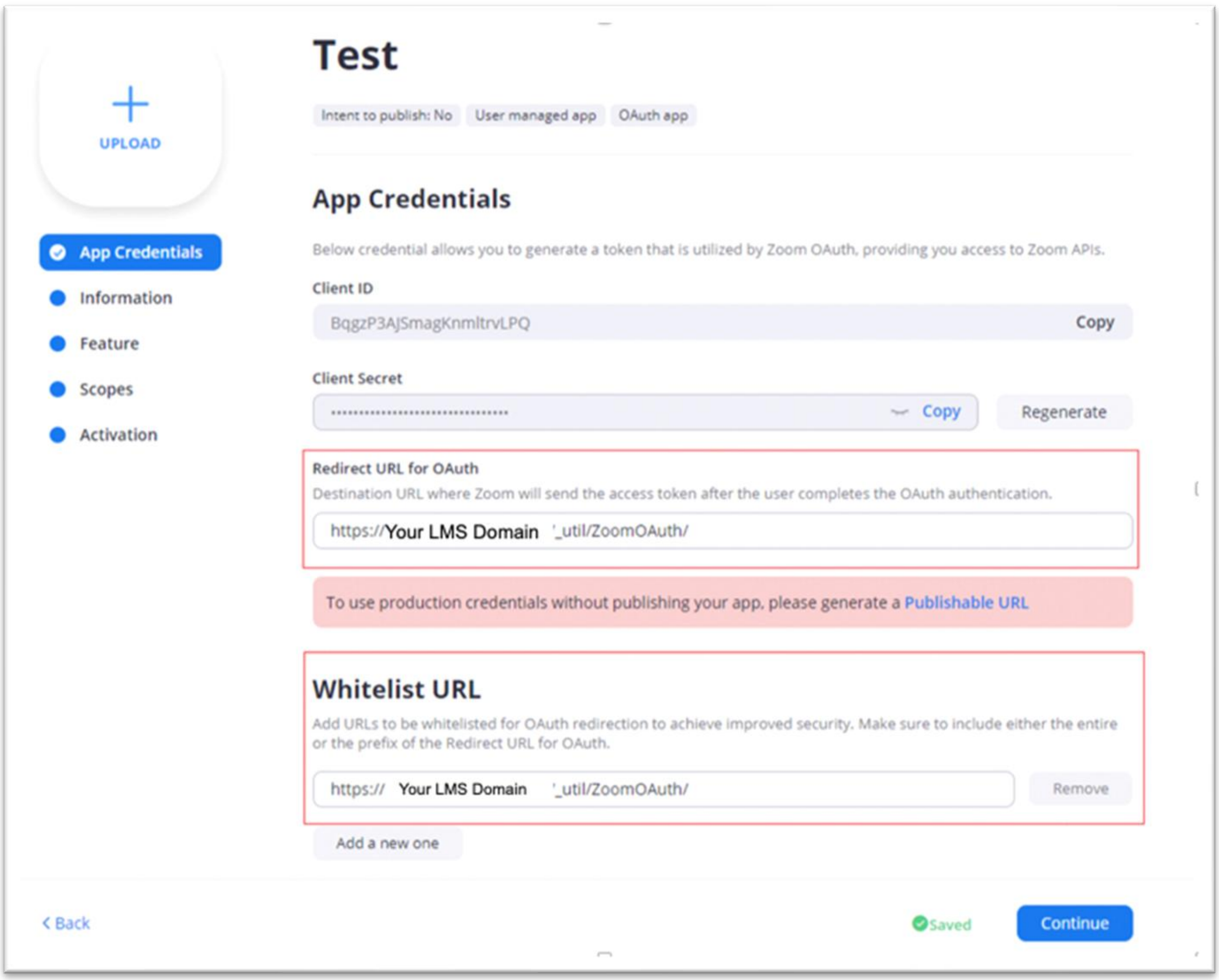
4. Now click on OAuth -> Create



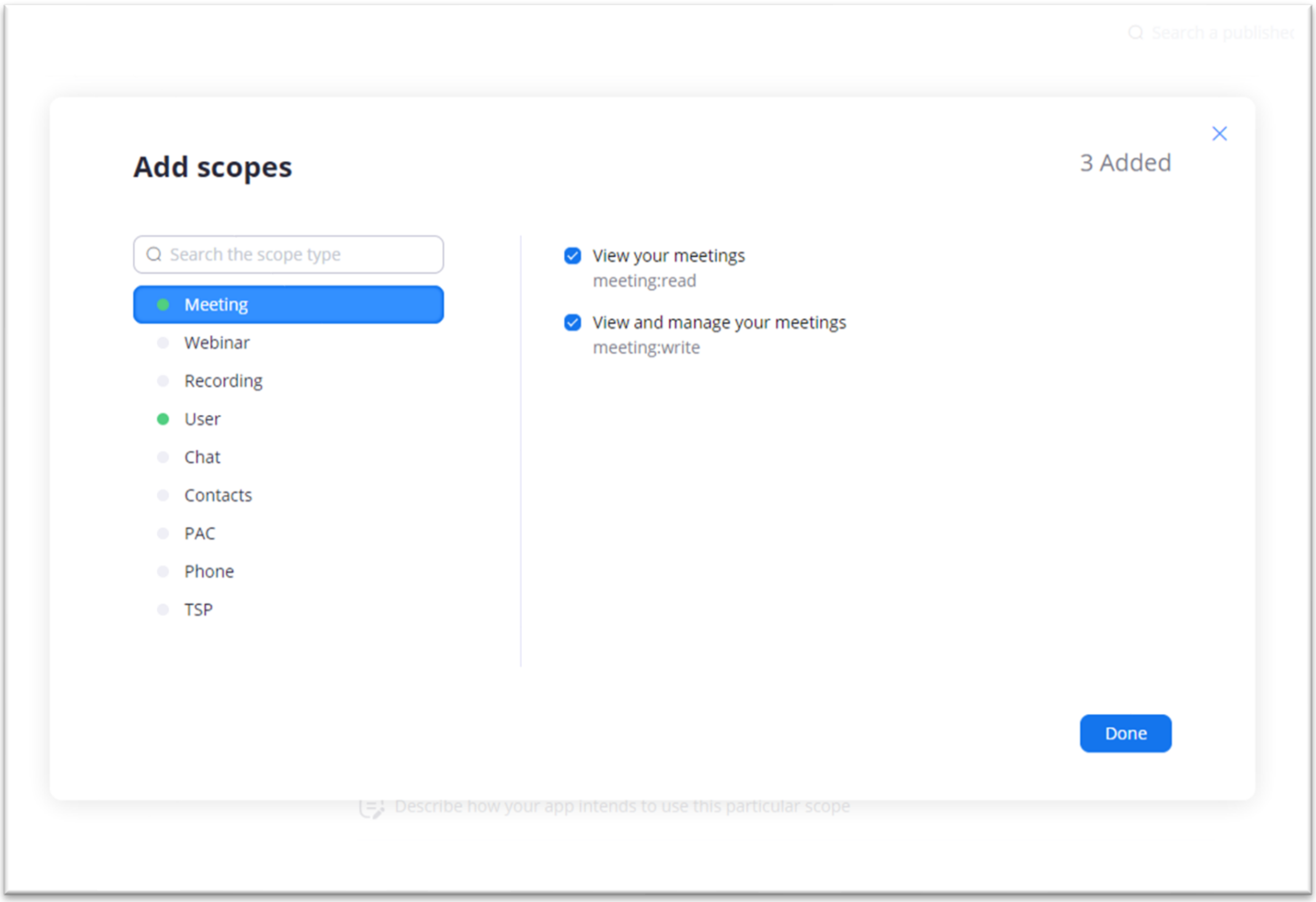
5. Name your app, select ‘user-managed app’ radio button, and uncheck publishing on zoom marketplace.

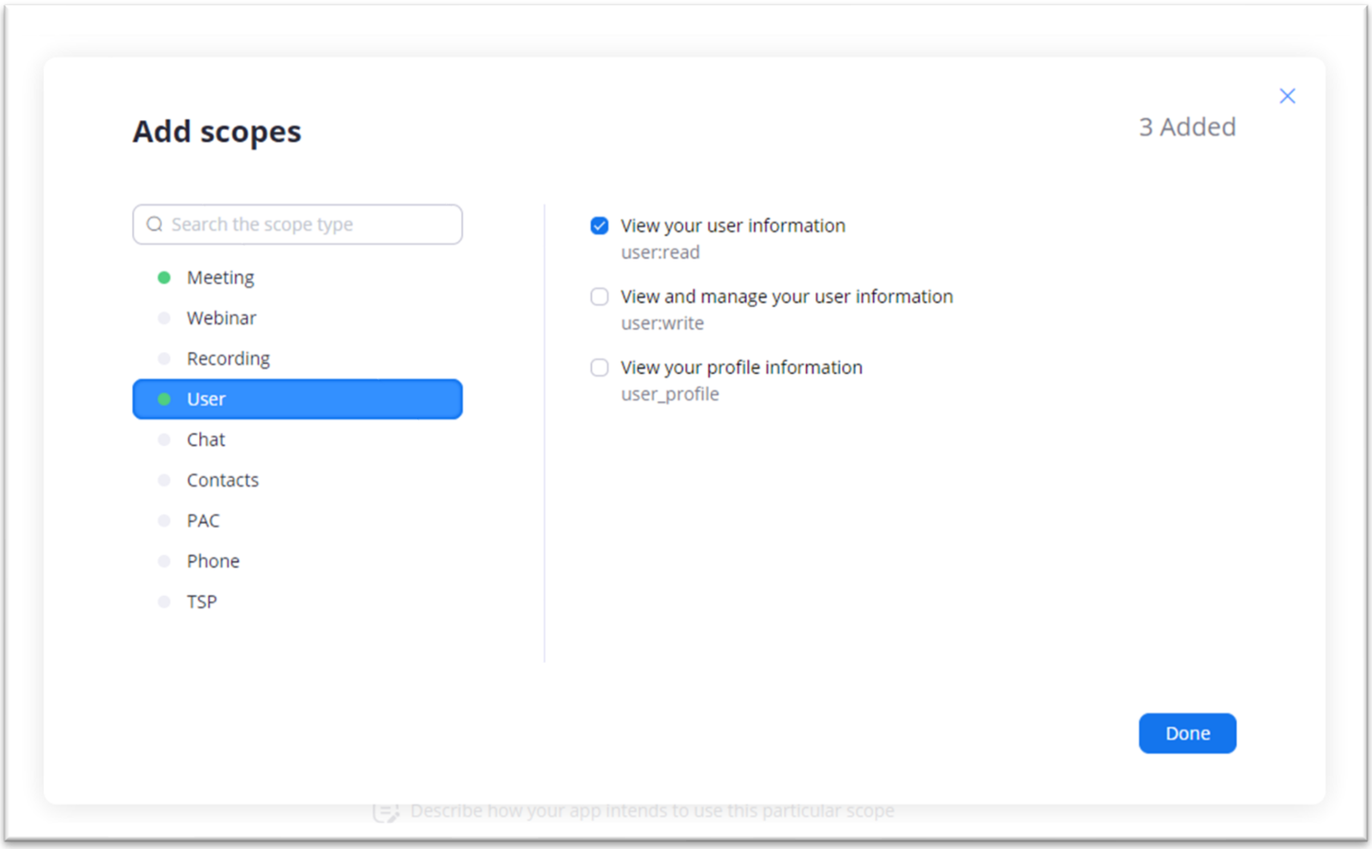


6. Next enter the redirect URI from your K-LMS+ LMS to the screen below.



7. Add details on information tab and move to scope tab and select the highlighted options as shown below.


Add scopes
3 Added
Search the scope type
Meeting
Webinar
Recording
User
Chat
Contacts
PAC
Phone
TSP
View your meetings
meeting:read
View and manage your meetings
meeting:write
Done



8. After this copy the client ID and secret key from app credential tab into K-LMS+ Zoom web meeting set-up.

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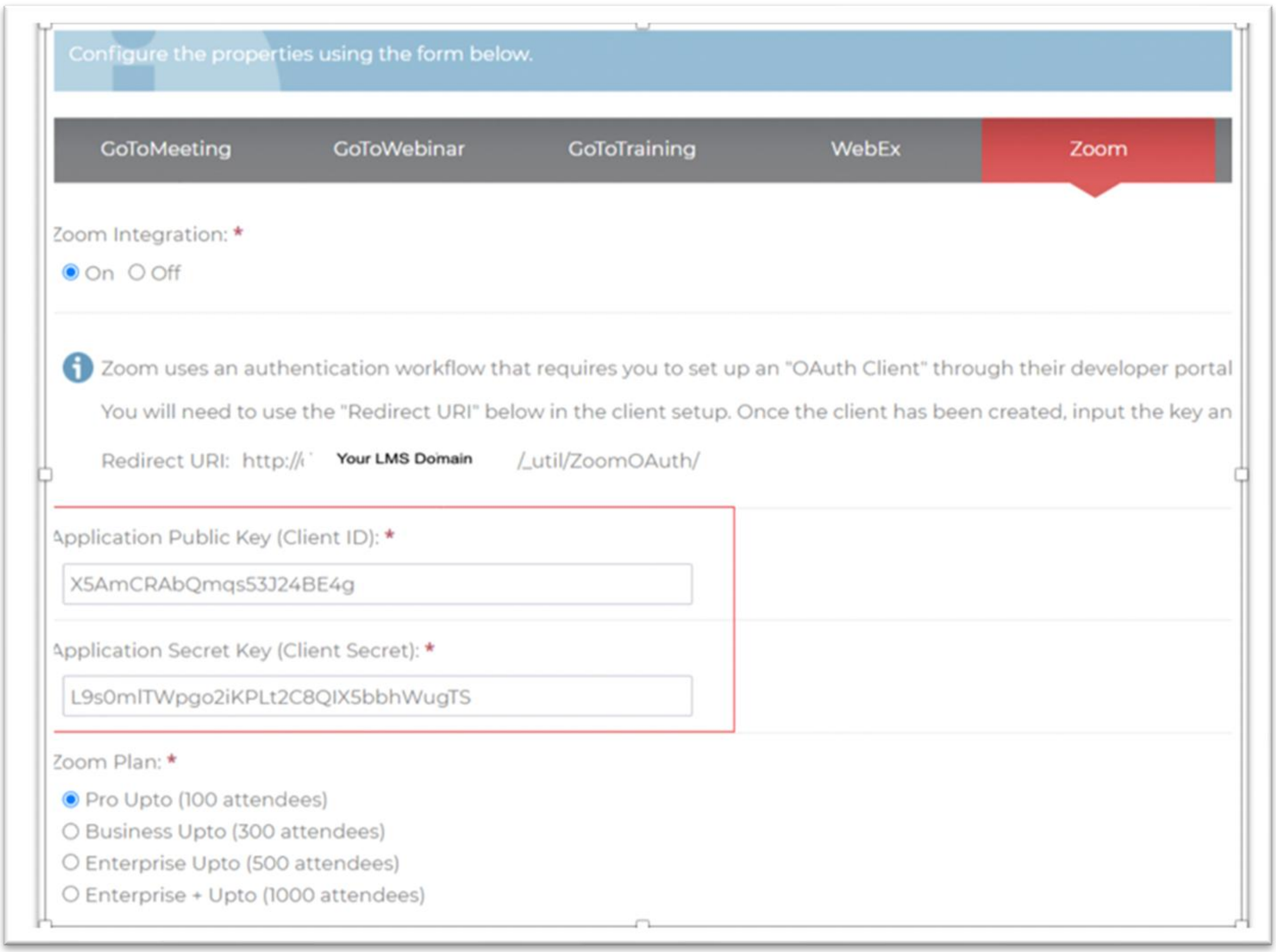
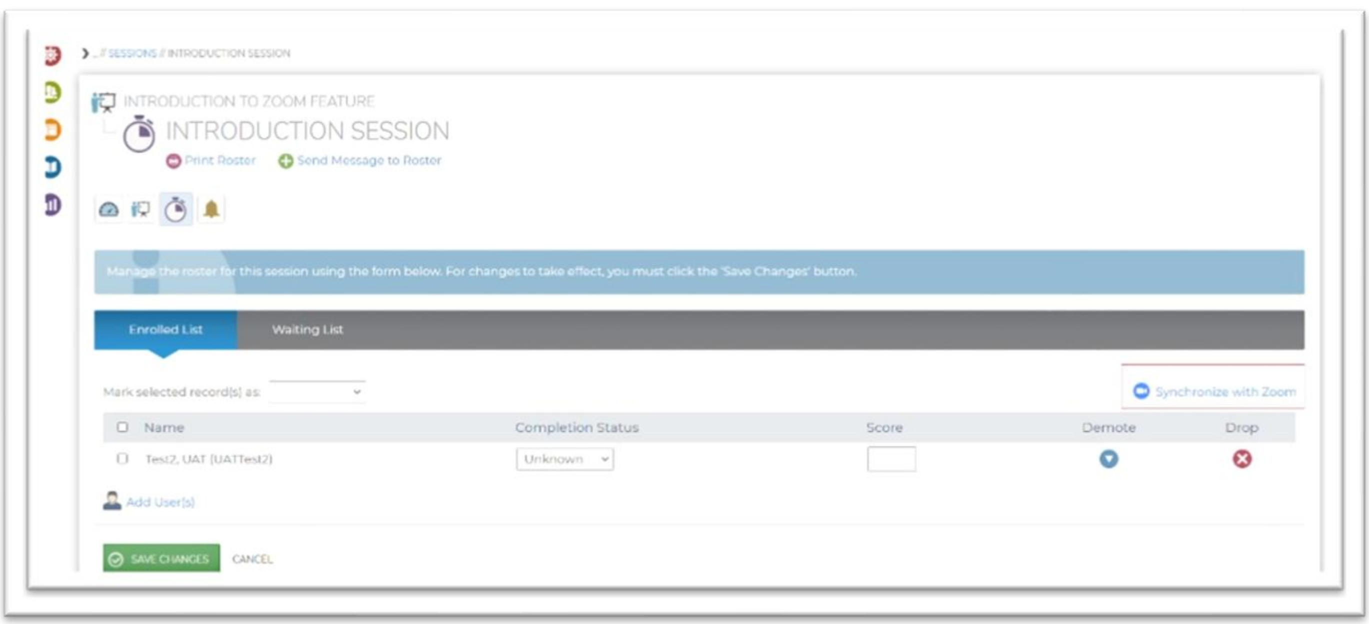
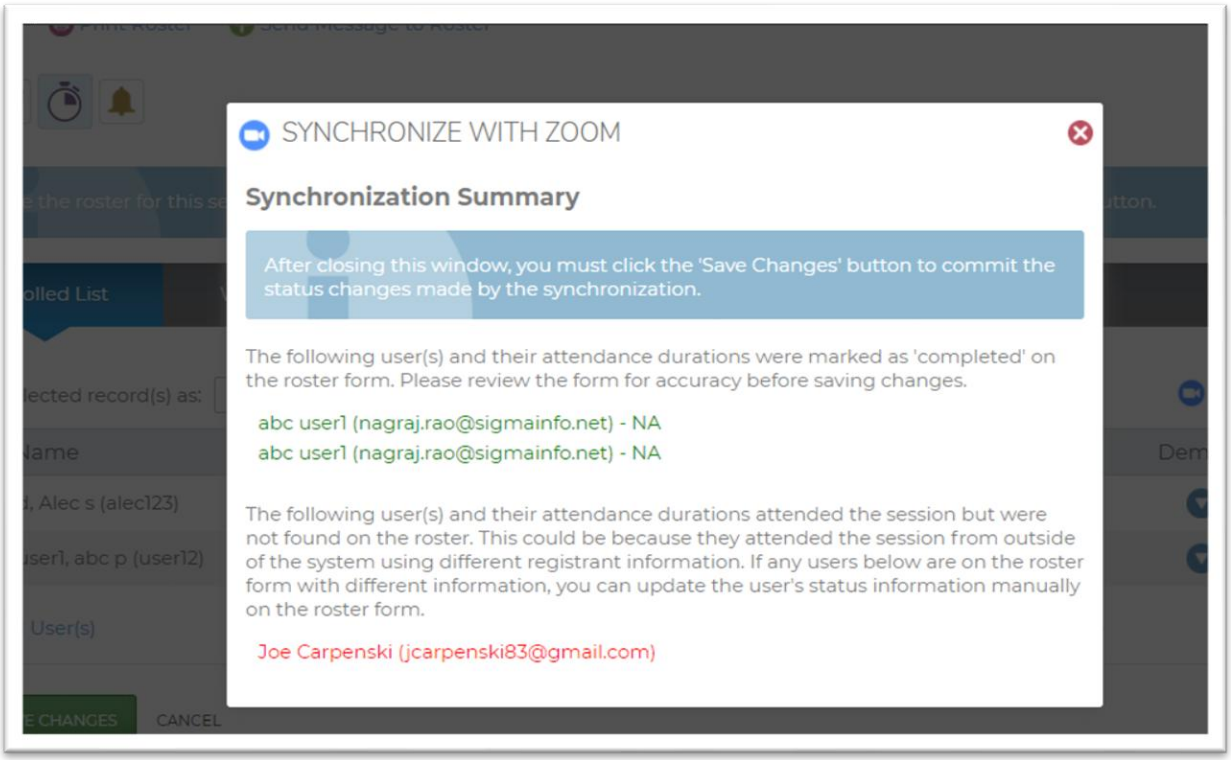


9. Once set-up Zoom will appear as one of the ILT session type while creating an ILT session.
    a. Number of seats for Zoom ILT session type will be populated as your Zoom plan.
    b. Session meeting date setting will only have the provision to add one date/time slot.
    c. Meeting password option is available with Zoom sessions.
    d. URL registration and URL attend fields are disabled for Zoom ILT sessions.

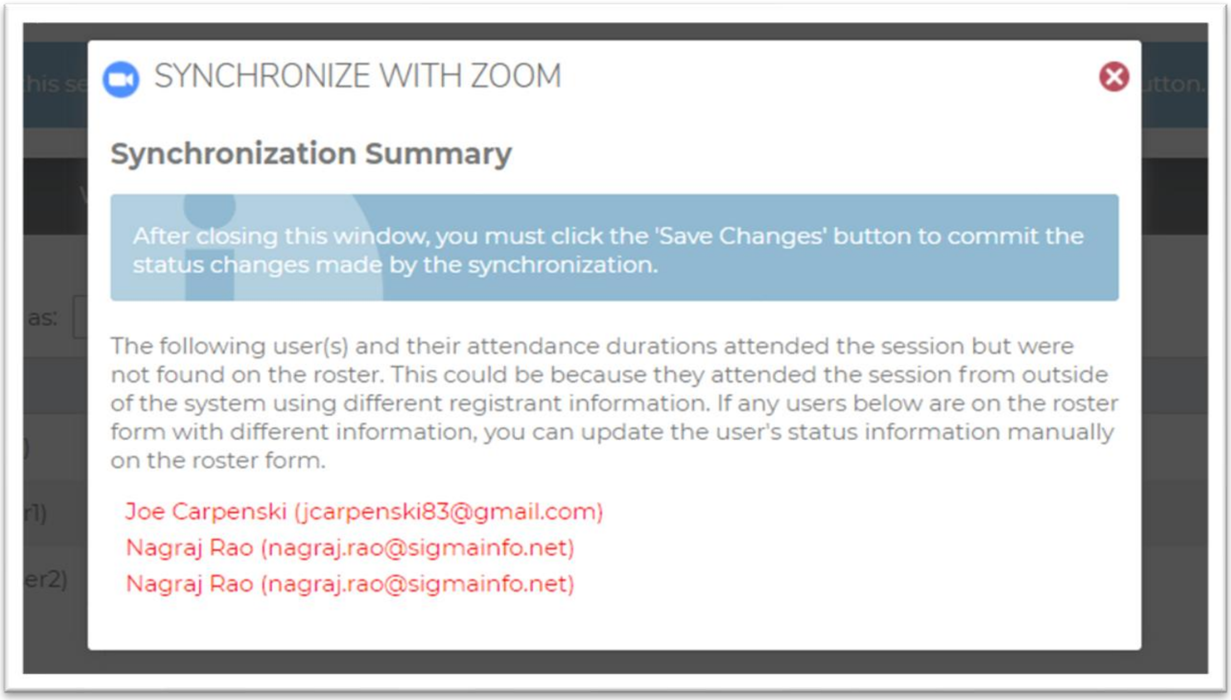
    e. Organizer field is to link your Zoom account details.
10. Once the Zoom ILT session is created, the session will also be available on your Zoom account.
11. Zoom session will display with the Zoom icon below screens.
    a. ILT dashboard
    b. ILT session List
    c. Calendar widget
    d. ILT session enrollment
12. Roster can be automatically managed with the new ‘Synchronize with Zoom’ which will appear for session’s which have taken place and instructors can update the roster on click of ‘Synchronize with Zoom’ link which is available under manage roster -> enrolled list.



    a. After synchronizing, the status of enrolled users will update to ‘Complete’.



b. Any user who were not part of the original roster but had attended the session, the system will notify you about them and you can action their attendance.

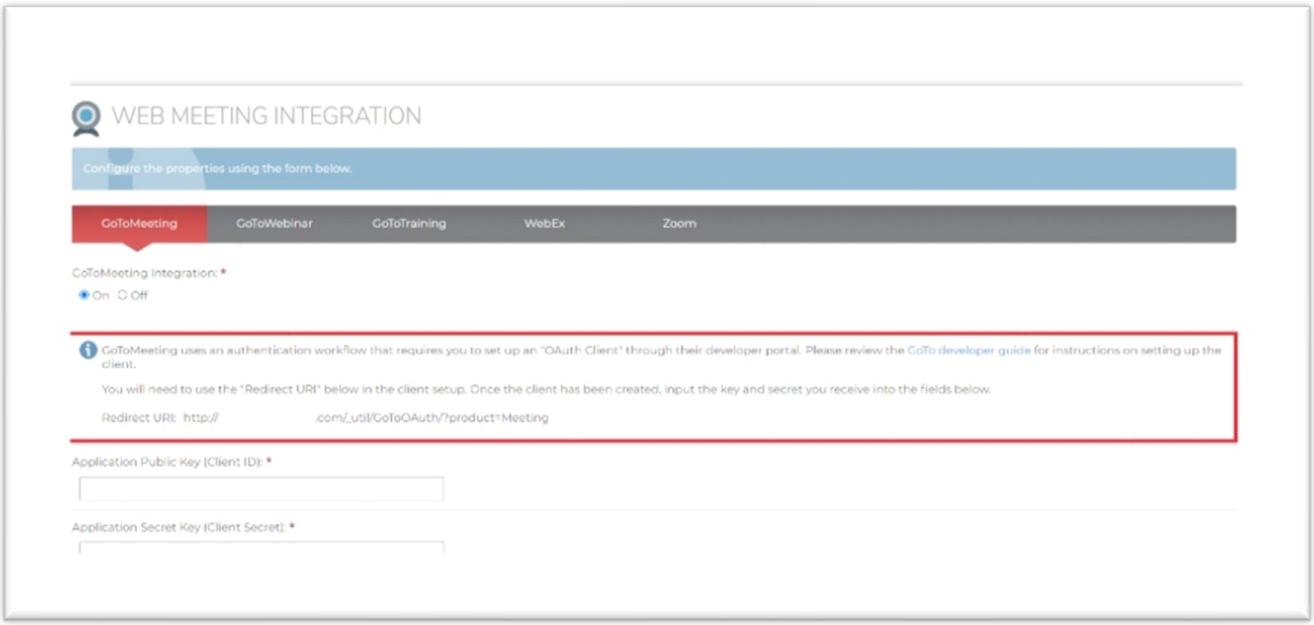


GoTo Web Meeting: Authentication Workflow Update

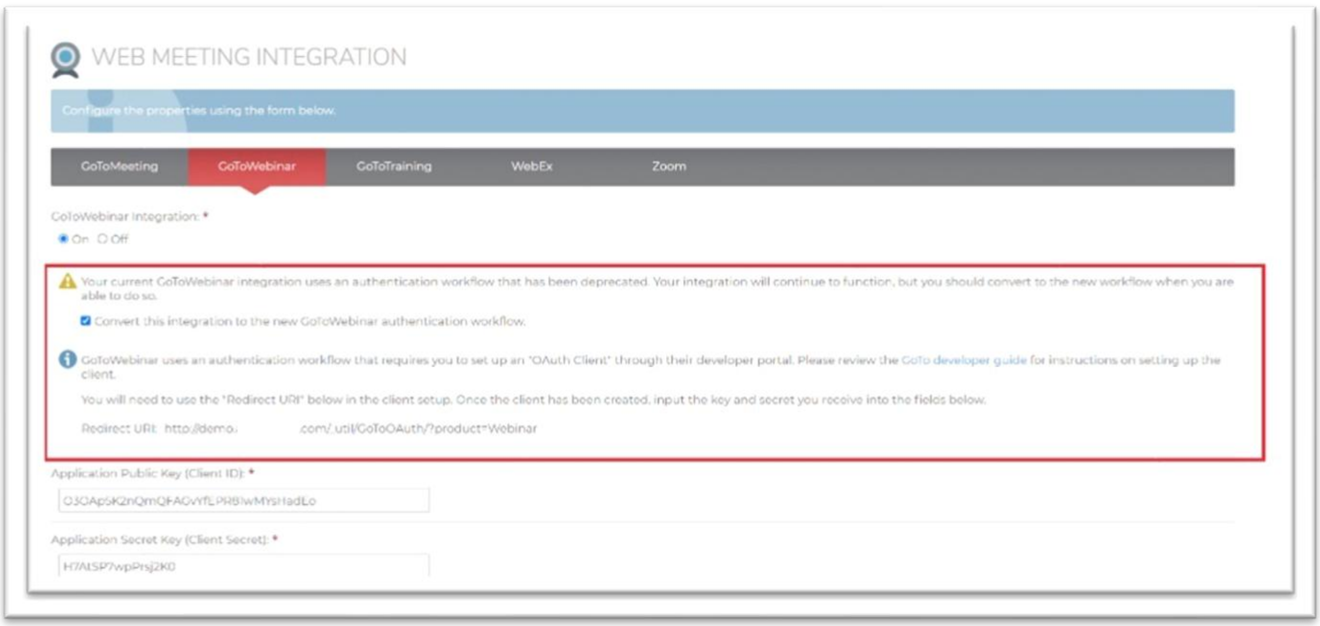
Description: GoToWebinar, GoToMeeting, GoToTraining – all three web meeting integrations uses an authentication workflow that has been deprecated by the provider. To support the new changes, we have made updates to our existing integration and now support OAuth 2.0 authentication flow.

System & UI changes:

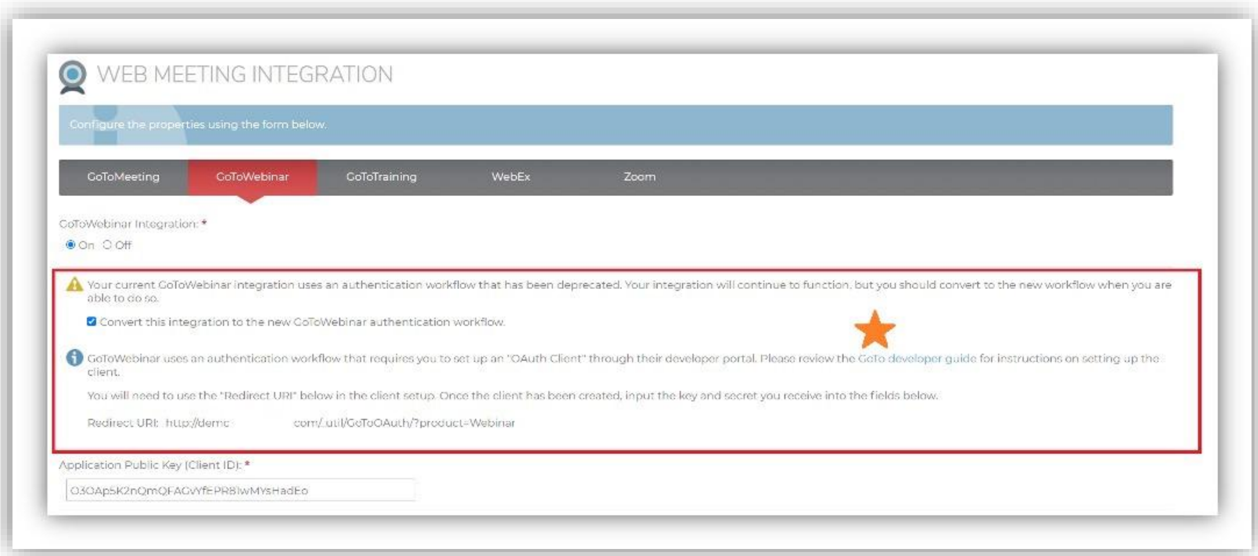
1. If you currently do not have any GoTo web meeting set-up in your portal, you do not have to worry. You will only see the set-up with new authentication, as shown in the screen below.



2. If you have an existing GoTo web meeting set-up you will see the below screen. The highlighted section has instruction to update your existing configuration to the new supported OAuth2.0 authentication mechanism.



3. If you continue to convert your existing set-up with the new supported authentication method, then click on the checkbox – 'Convert this integration to the new GoToTraining authentication workflow.'
4. Once you click on the checkbox the existing two fields – default organizer username and default organizer password fields will disappear, as they are no longer required in the new set-up.
5. Now click on the 'GoTo developer guide' (highlighted with star below) to create an app on GoTo portal. This link has detailed instructions for creating an app. You will receive an application id and secret key which needs to be entered in K-LMS+ web meeting configuration. You will also find your portals redirect URI in the info section highlighted below. The redirect URI needs to be entered in GoTo app creation process.



6. Once configured with the new set-up, you can use GoTo web meeting options as you do today to create ILT sessions. No change in process or interaction there.

K-LMS+ Release Notes

Notes

March 2021

Table of Contents

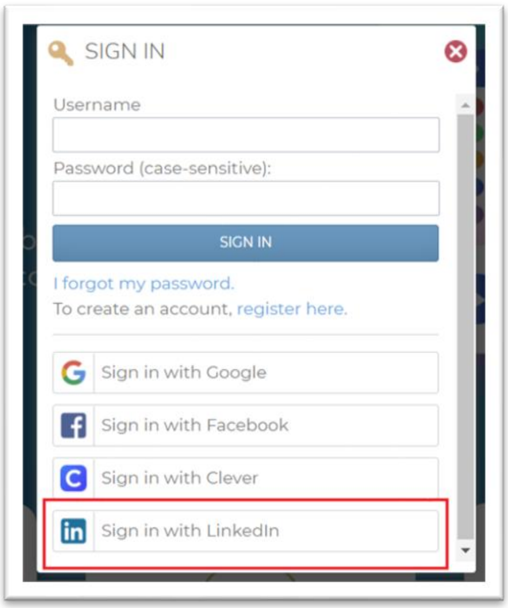
Learner experience: Enhancements

Single Sign on with 'LinkedIn'

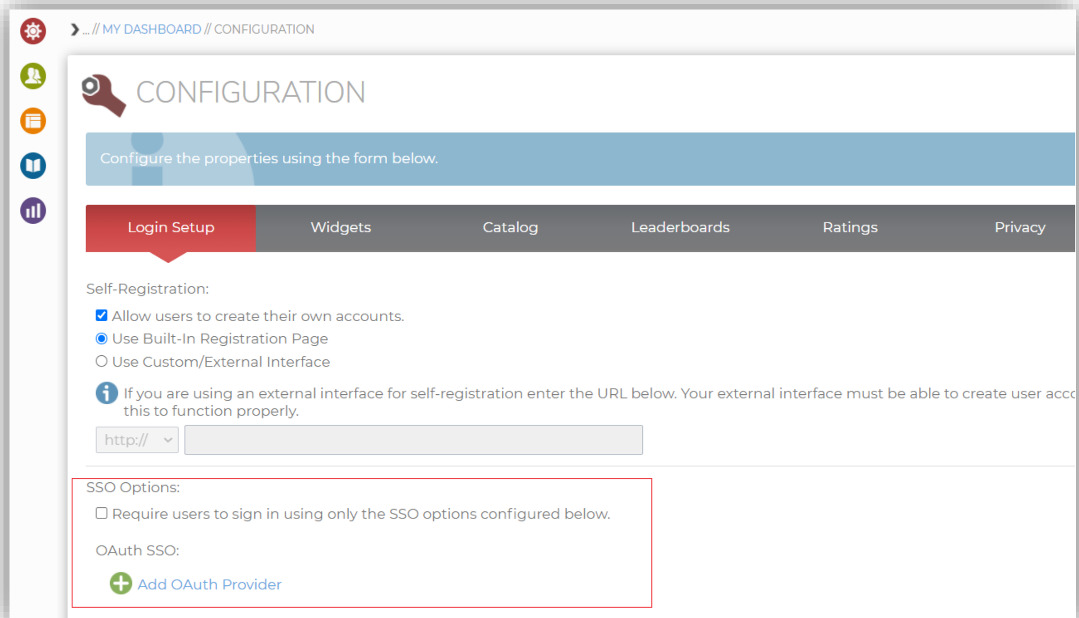
Description: In the last release, we introduced single sign on with Google, Facebook and Clever. We are now extending this feature to 'LinkedIn'. This means by integrating your K-LMS+ learning platform with LinkedIn, you can bind your K-LMS+ user profiles with their corresponding LinkedIn accounts. This way, every user inside your platform can sign into their K-LMS+ platform without needing to manually enter credentials. This manual will show you the integration set-up in both your K-LMS+ learning platform as well as from LinkedIn side.

System & UI Changes:

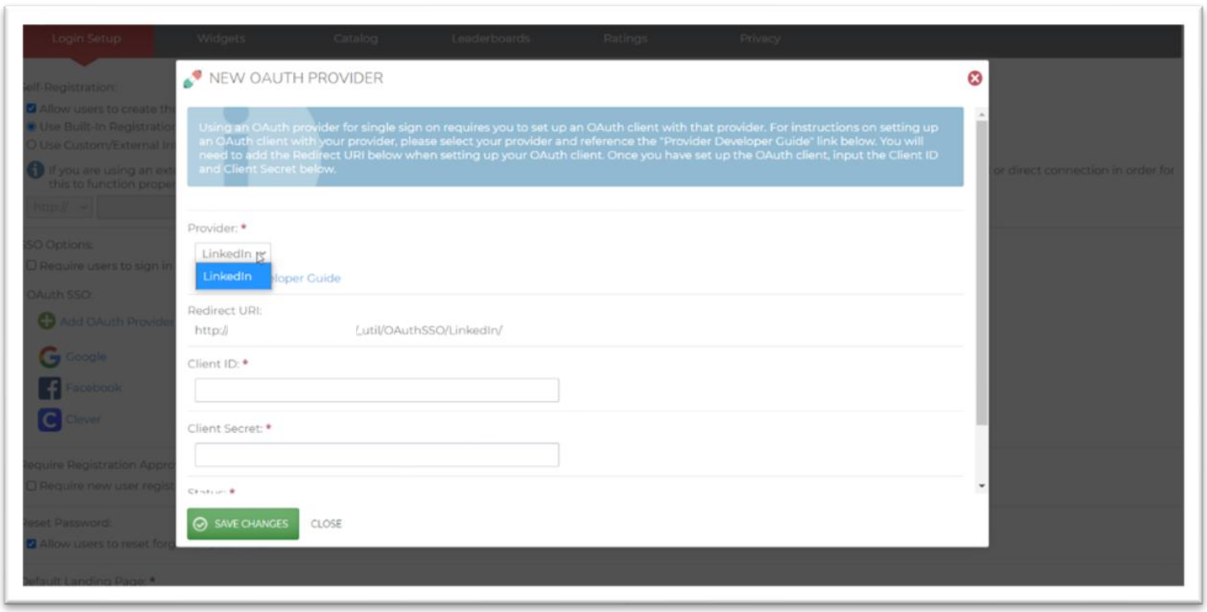
9. When a learner access the sign-in page they will see the new 'Sign-In with LinkedIn' option if you have configured this for your LMS site.



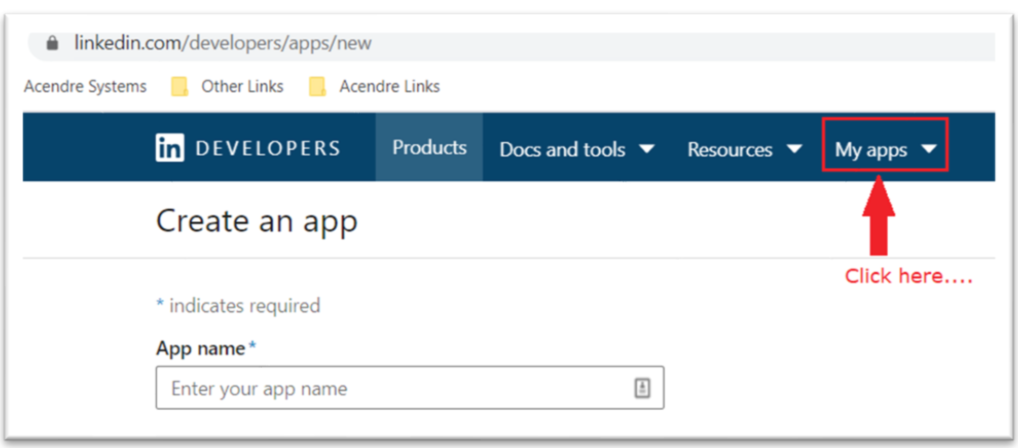
10. To configure this, navigate to your K-LMS+ portal -> System -> Configuration -> Login Setup page and you will see the new SSO option.



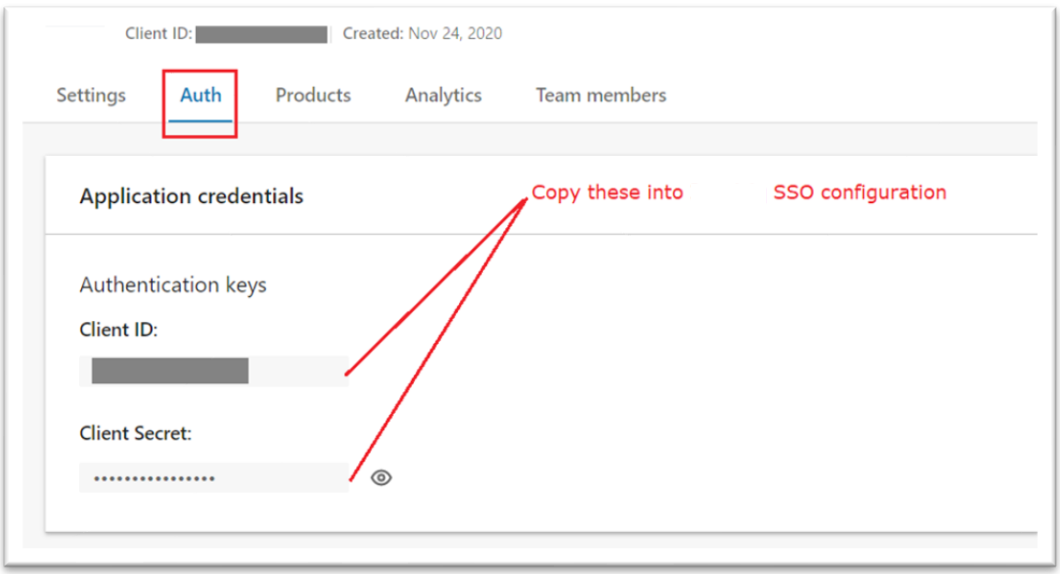
11. When you click on ‘Add OAuth Provider’, the following window will pop-up, where you can choose the provider as LinkedIn.



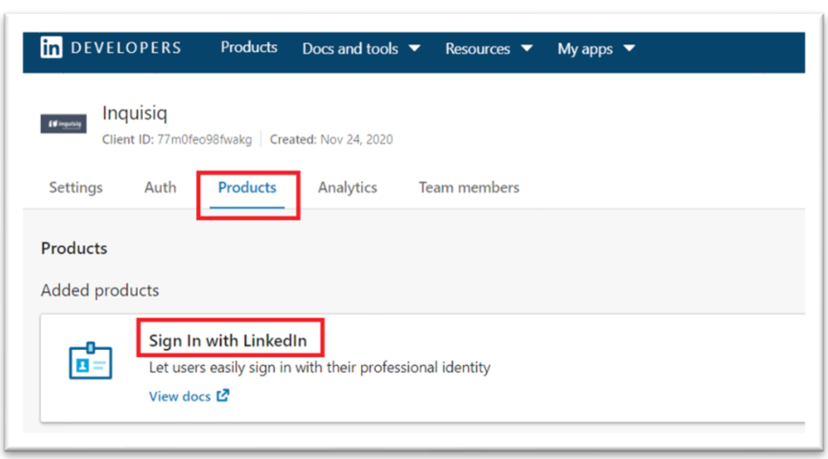
12. After selecting LinkedIn as the SSO option, click on ‘Provider Developer Guide’ hyperlink to create an app on LinkedIn account to activate the integration. When you click the provider developer guide hyperlink, it will take you to the below screen on your LinkedIn account once you have logged in with your LinkedIn credential. Click on ‘My apps’ as highlighted below.



13. Once you create your app, navigate to auth tab, and grab the client ID and client secret



14. Under the Auth – OAuth 2.0 Setting, add the redirect URL from K-LMS+ .
15. Next move onto the Products tab and add 'Sign in with LinkedIn' as a product and you are ready to go.



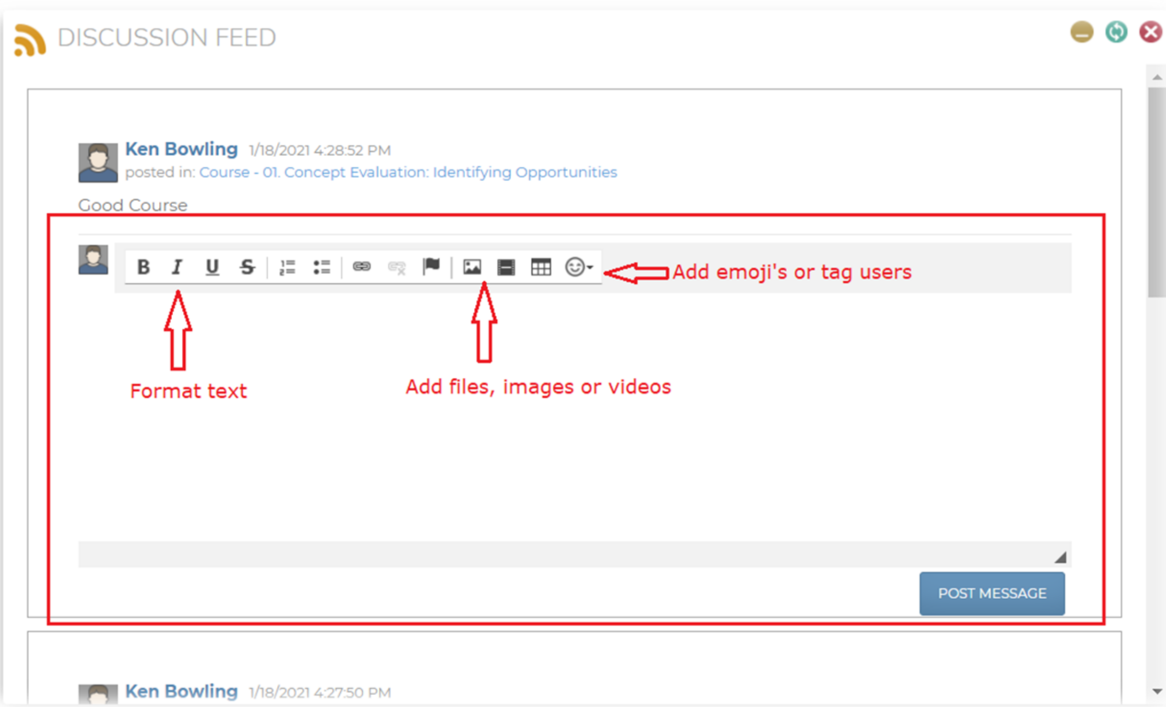
Discussion Board Enhancement

Description: You said it and we hear it! We are excited to announce enhancements to existing discussion board capability based on your feedback. With this release you will be able to do the following in a course or group discussion

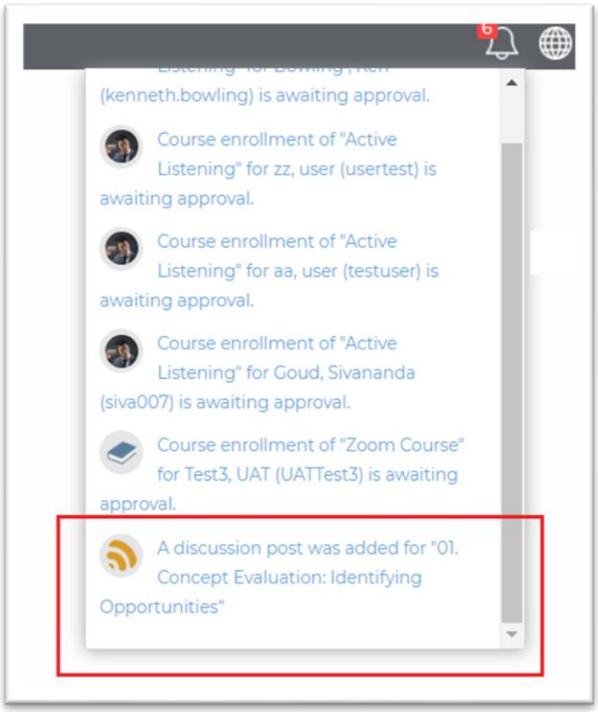
1. Post images and videos
2. Format texts add emoji's and tag users.
3. You will be alerted of new discussions that you are part via the 'alert & notification' icon

System & UI Changes:

1. Screenshot below highlights the UI changes



2. The system also notifies you of new discussion since you last checked your discussions.

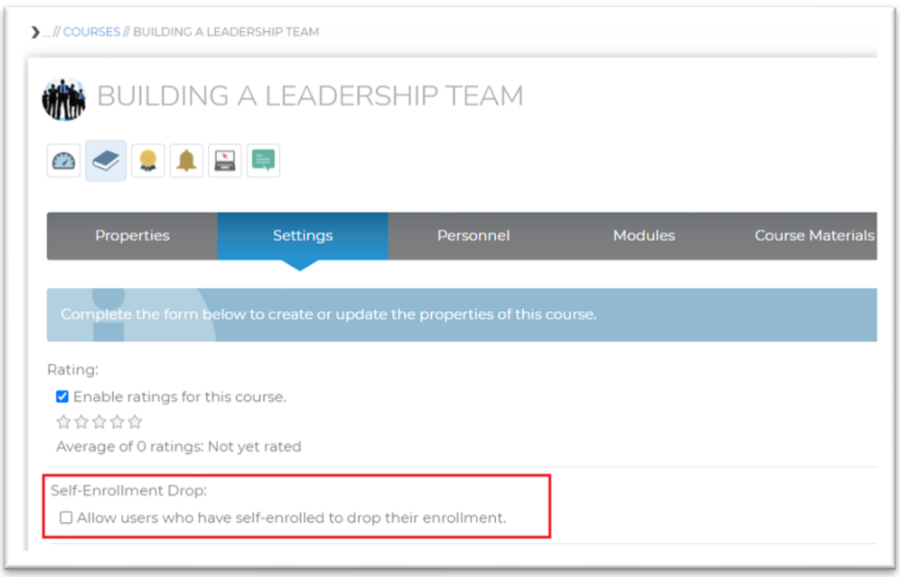


Self-unenroll feature

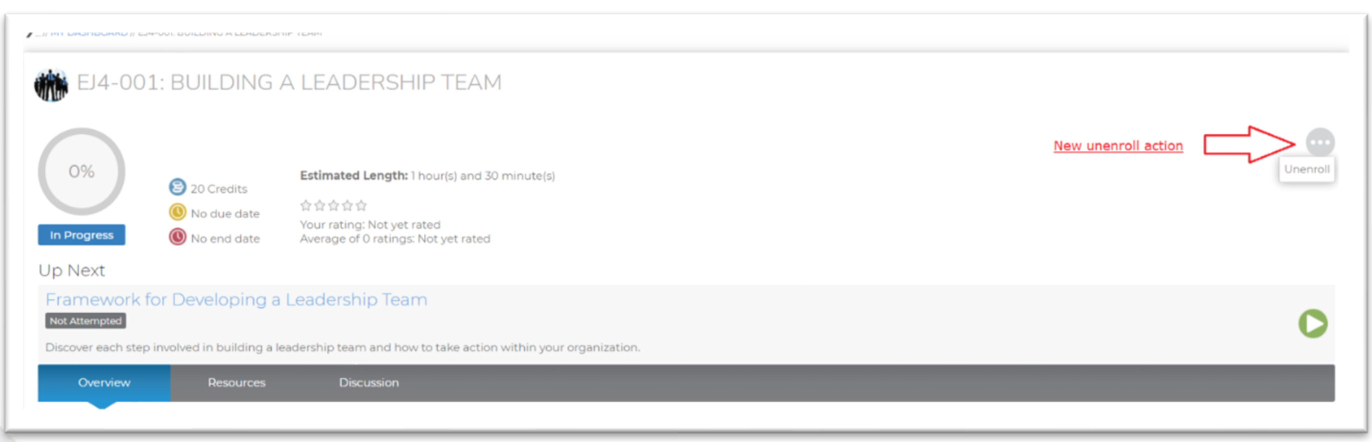
Description: As a learner you at times enroll into courses and learning path that you do not wish you complete later. With the new self-unenroll capability, you will now be able to drop such enrollments.

System & UI changes:

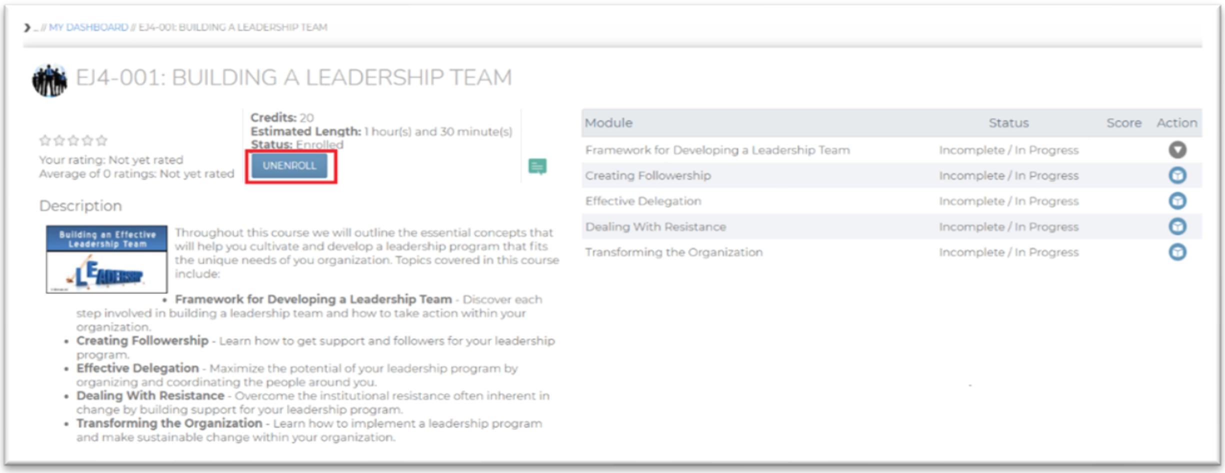
1. Self-unenroll action is driven by a new configuration as shown below, available at course and learning path.



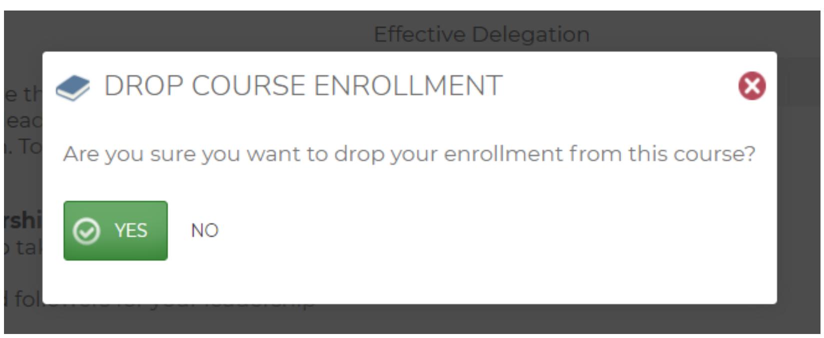
2. If enabled, the learner will see ‘Unenroll’ action under course details page.
    a. New UI



    b. Old UI



3. When the learner clicks on unenroll, a confirmation pop-up appears for the learner to confirm dropping from the enrollment.

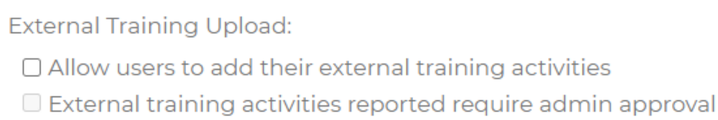


Add external training to your transcripts

Description: Currently, all training done outside the LMS was added into learner transcript record by an admin. This was a cumbersome task. We have heard your feedback and with this release learner can now add external training directly into the system if configured to do so.

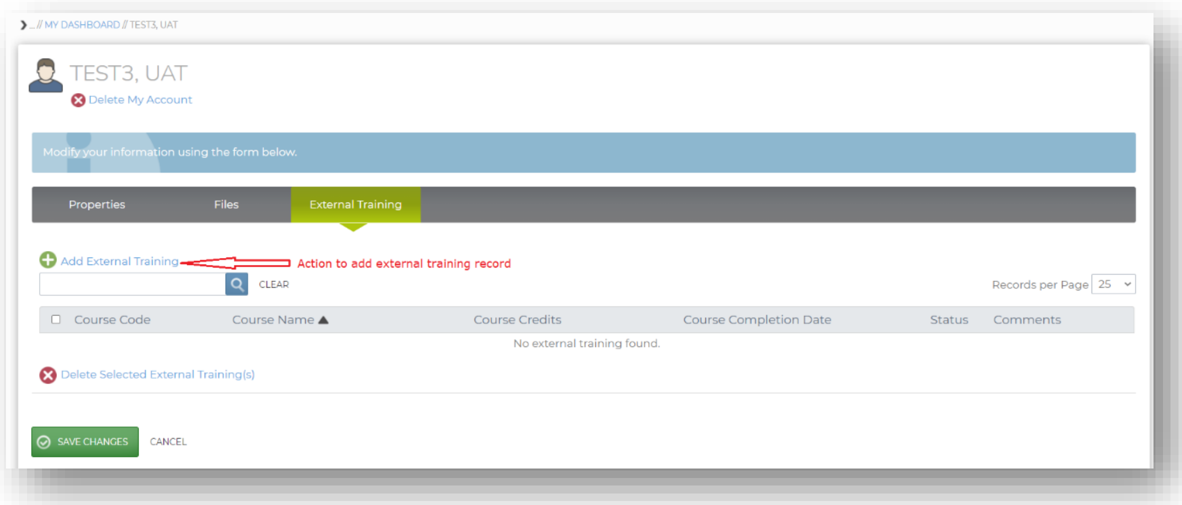
System & UI changes:

1. As an admin you need to enable the external training configuration available under user field configuration -> data fields

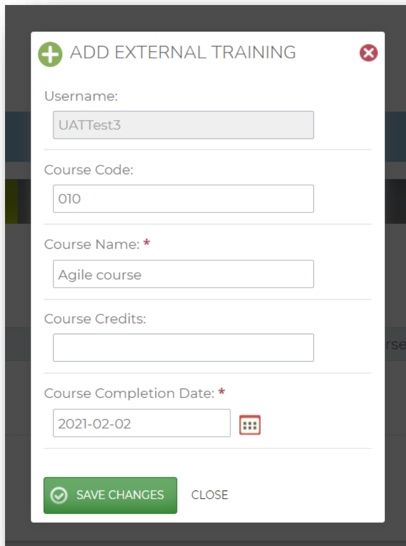


   a. The first setting enables learners to add external training record.
   b. The second setting add the extra configuration, which will allow all uploaded external training task to go via admin approval process.

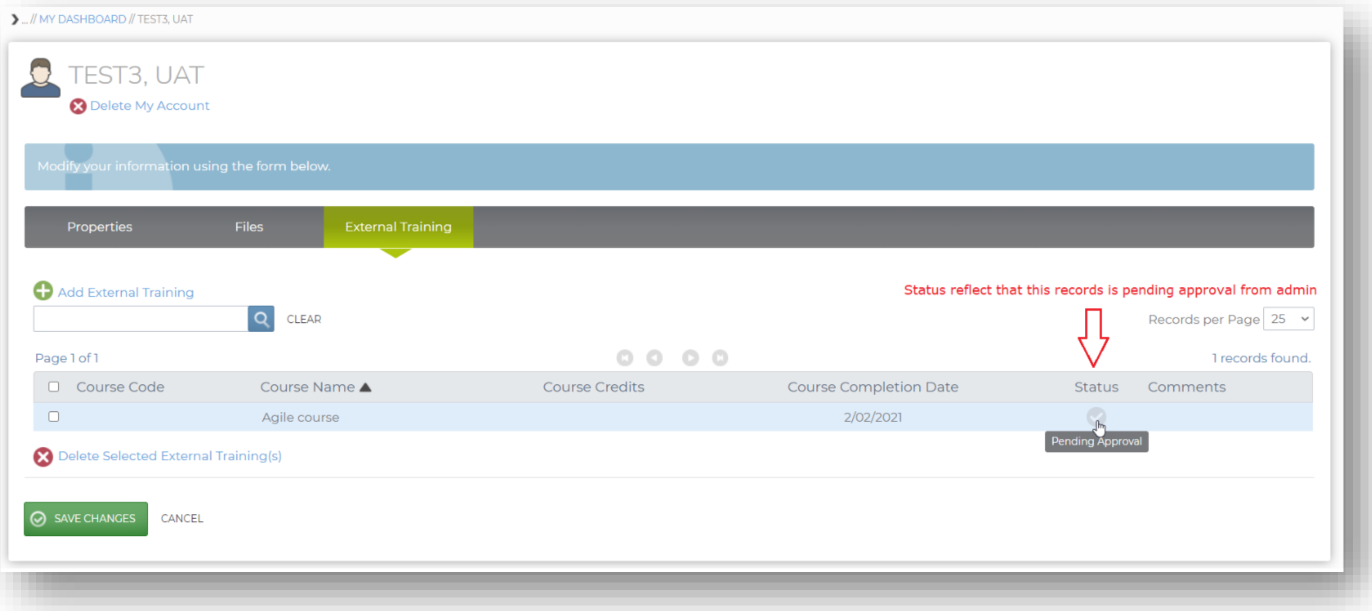
2. Once enabled, the learner will start seeing ‘External Training’ tab under my profile section. Learner will be able to add external training record here.



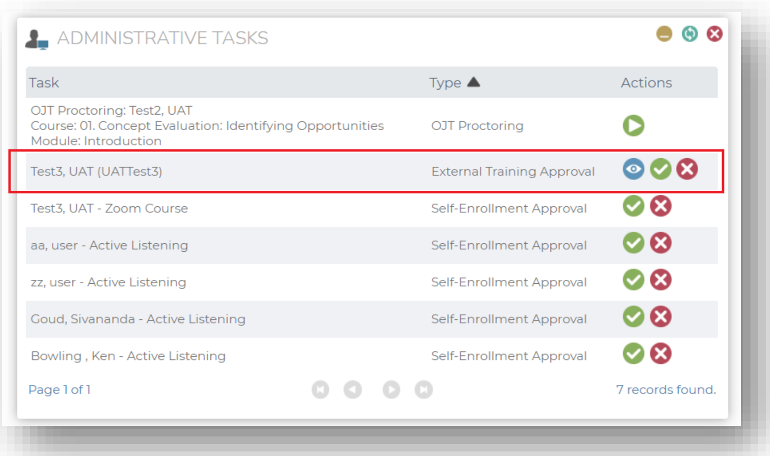
3. On clicking add external training action, learner will see a new window where the external training details can be added.



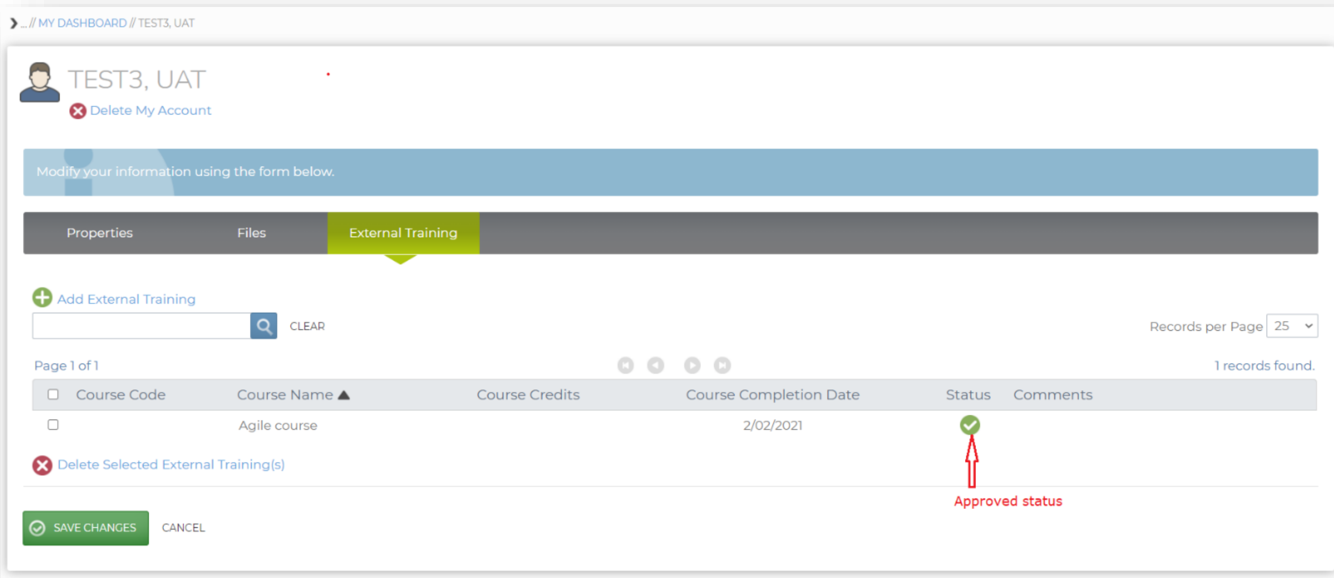
4. If the admin approval configuration is enabled, learner will see that the status of the newly added external training is pending approval.



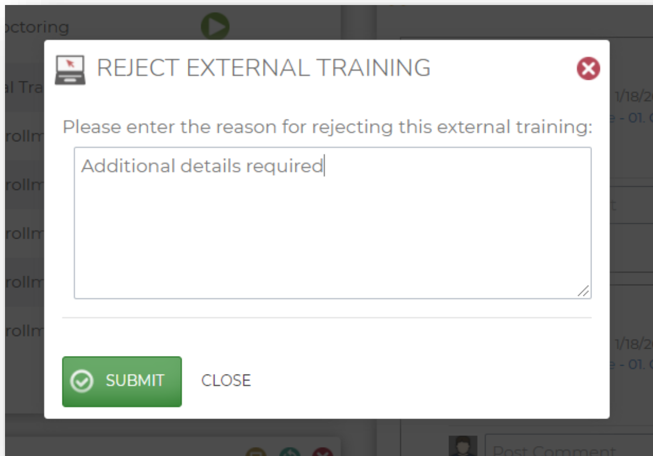
5. Admin will now see a task in administrative widget for the newly added external training. Admin can view the details of the training, approve, or reject the task.



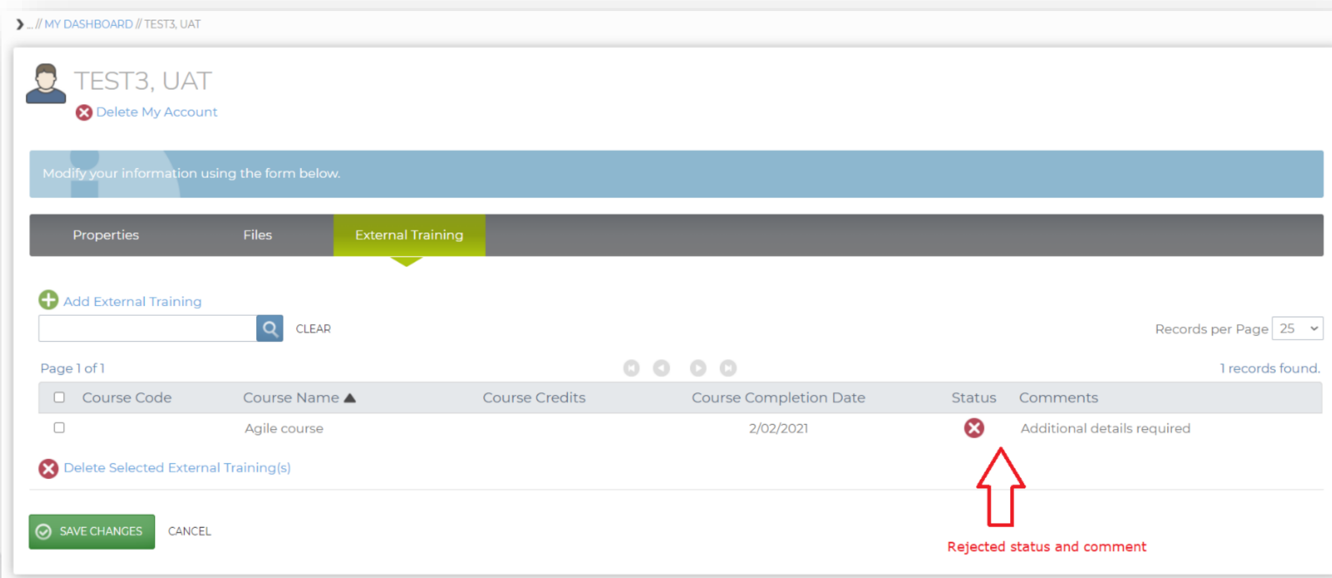
6. If approved, the record will move to learner transcript and training status will show approved in the external training section.



7. If rejected, the admin can choose to give learner a reason for rejection and that will be available for the learner to review in the external training comment field.
    a. Admin rejection reason.



b. Learner view

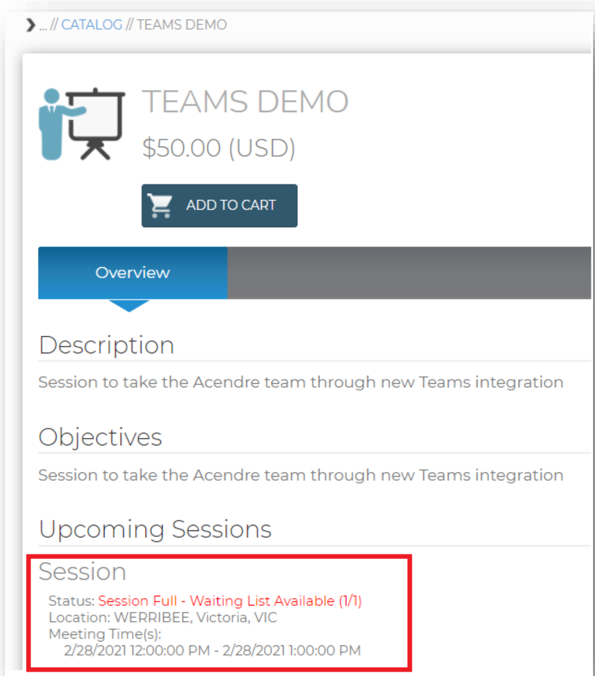


ILT UI enhancement

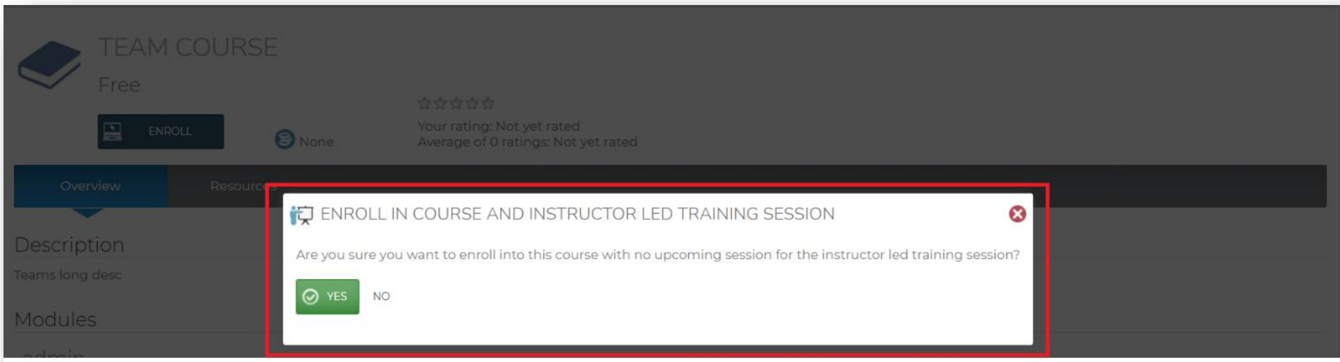
Description: We have enhanced the ILT enrollment with UI changes, to guide learner clearly through the process when they are enrolled into a waitlist and their enrollment is not confirmed.

System & UI changes:

1. When roster is full and only waitlist is available learner will see waitlist availability text in red as shown below.



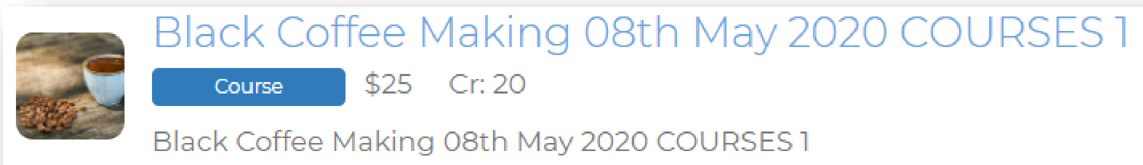
2. When a learner tries to enroll into a course with an ILT module with no upcoming sessions, the learner is asked for confirmation as shown below.



New generation catalog: Credits

Description: Credits were not visible on the new generation catalog view. We have updated this to display credits if the learning asset have any configured both in list and tile view

System & UI changes:

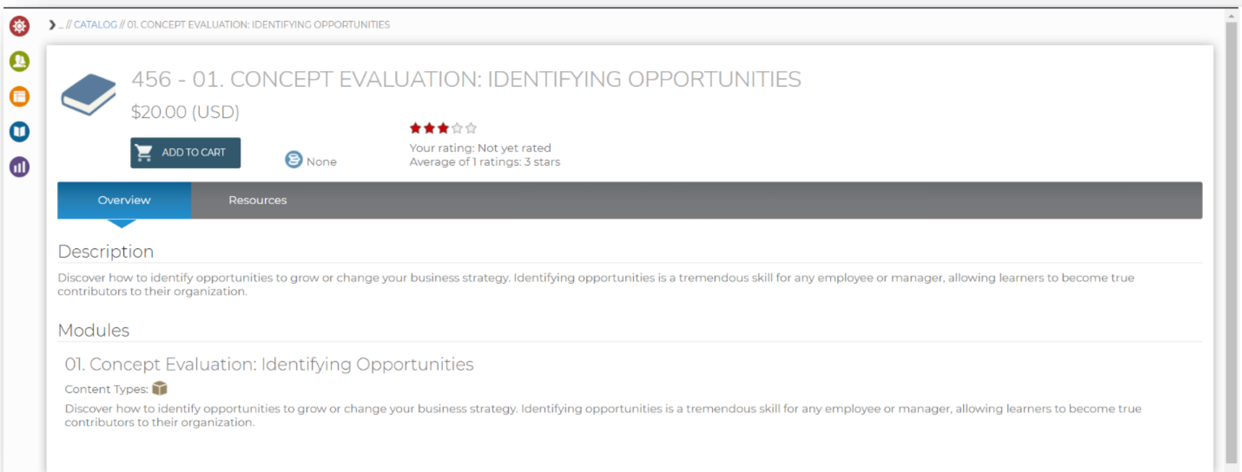


Bulk purchase feature

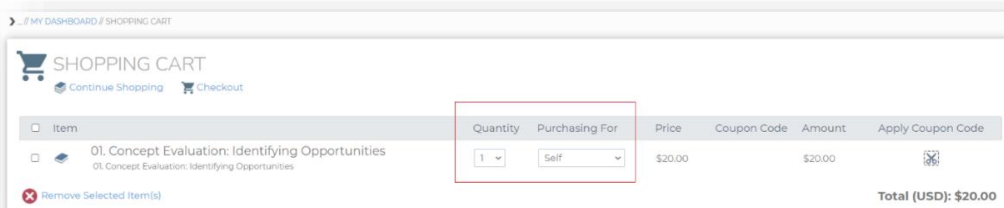
Description: We are excited to introduce the ability to purchase training in bulk and perform user registration on learner's behalf in release 1.20. This will assist users with the right role to manage bulk enrollment in the system.

System & UI changes:

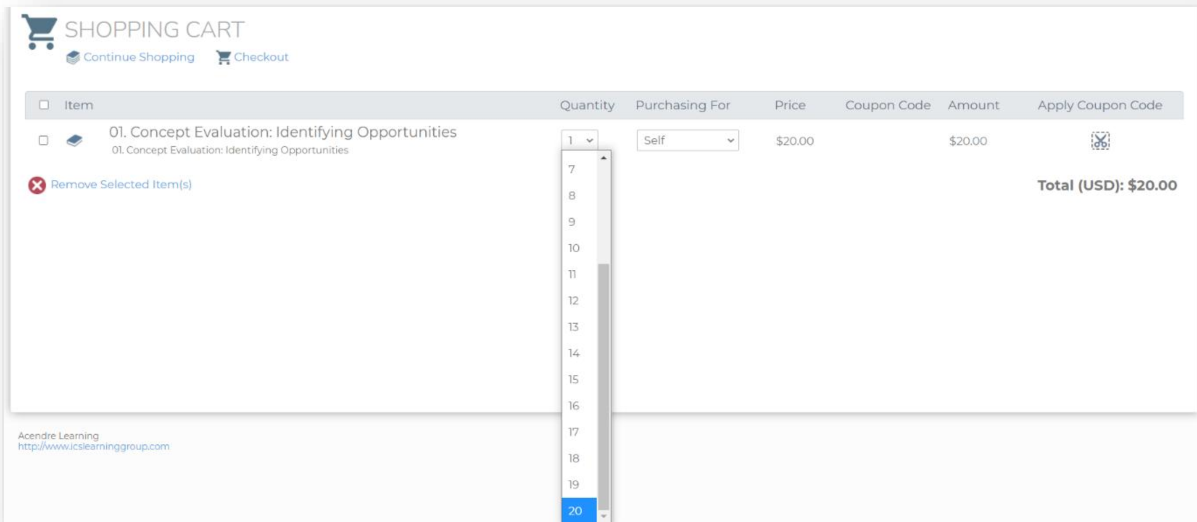
1. User with 'user manager' role will be able to purchase in bulk.
2. Once logged in as a user with 'user manager' role, you will be able to purchase paid course in bulk. On click of 'add to cart' in the below screen, navigate to cart to complete the bulk purchase.



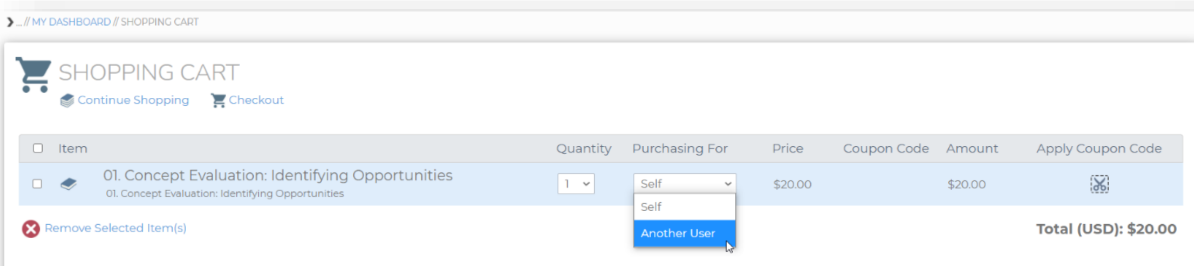
3. Two new fields are now available in the shopping cart.



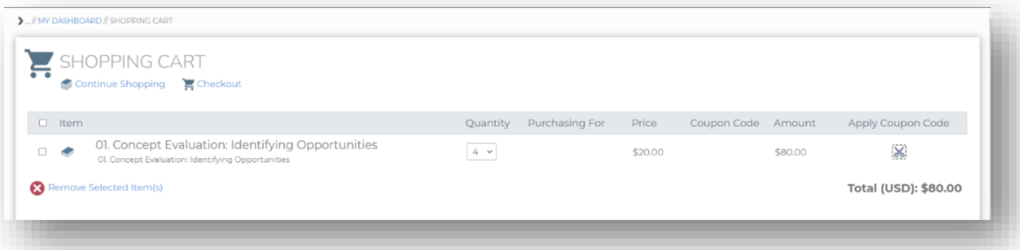
4. Quantity – to select how many units you want to purchase (managed by a course config).



5. Purchasing for – to enable you to purchase a single unit for yourself or another user.

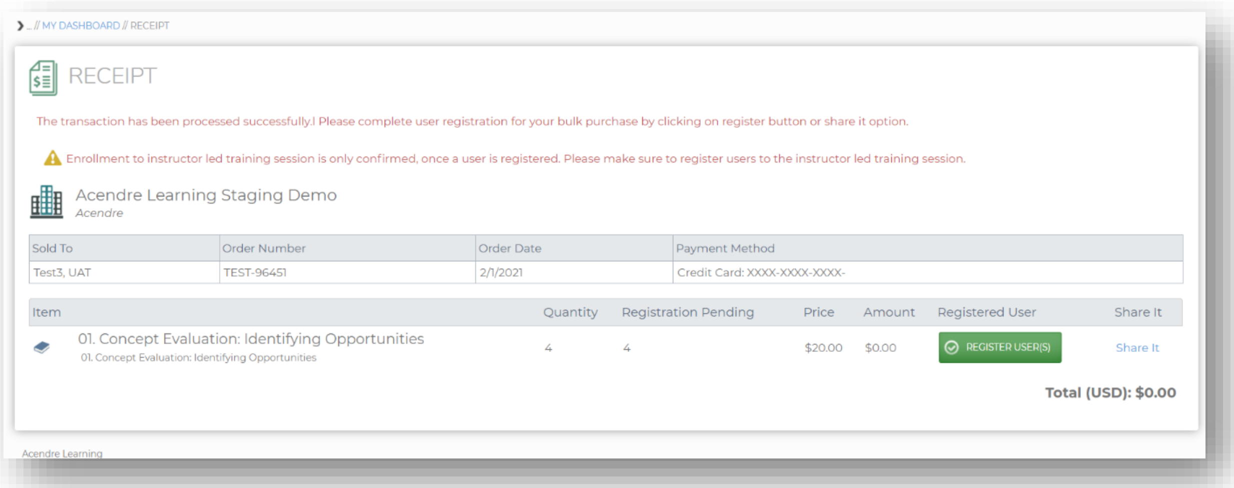


6. Once you have made your selection, the amount gets calculated based on the quantity and

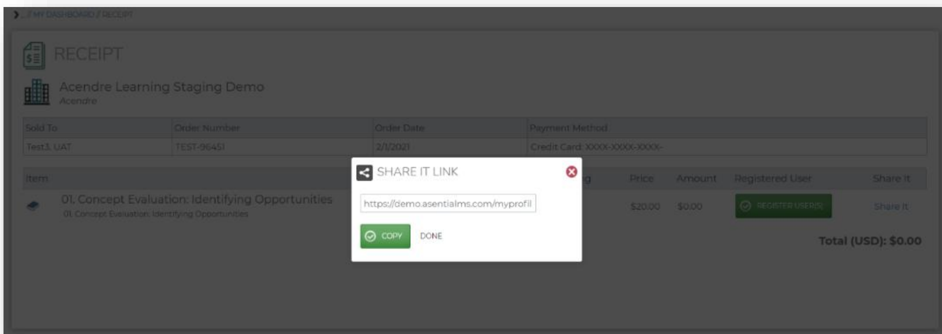


cost.

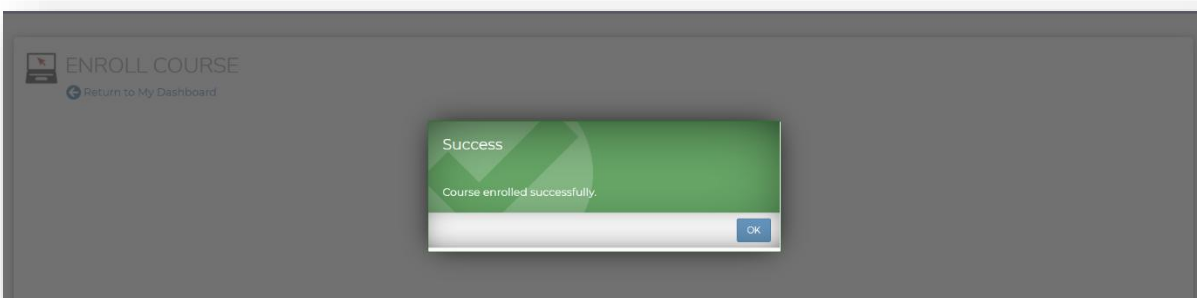
7. On completion of transaction, the user will be notified of the next steps and can register users or share link of the training with learners for whom the bulk purchase was made.



8. Now share the link with users for whom the training was purchased.



9. The share link, when clicked will ask user to sign-in if the user is not logged in and will enroll the user once signed-in.



10. Please note that register and share it link is available when user has bought a training without an ILT module. In case of a course with ILT module only the register action is available. This is to make sure that between the time the purchase was made, and learner clicked on the shared enrollment link the roster does not fill-up completely. The purchaser is also advised to complete enrollment in case of an ILT right away.

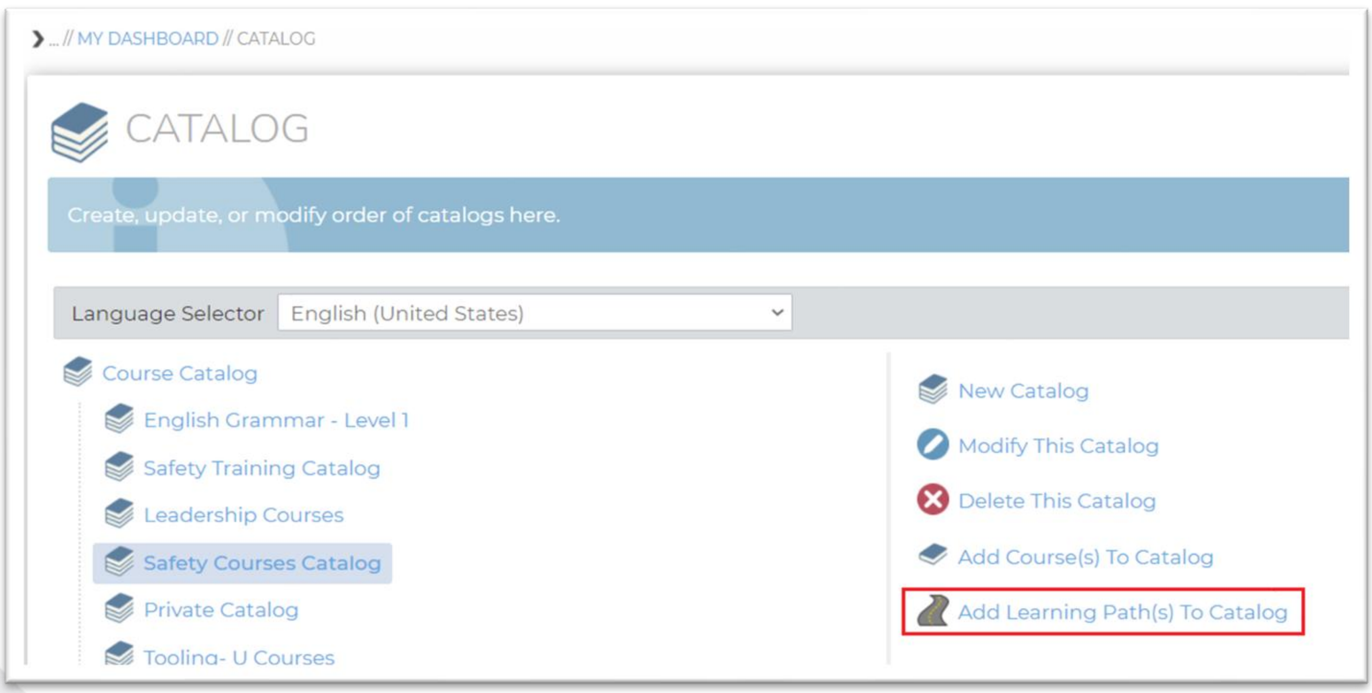
11. Additionally, register and share link are also available under purchase widget – receipts. This will enable users to complete the registration process later.

Addition of learning path to course catalog

Description: As admin you can now add learning paths to course catalog. This new capability will enable you to add learning path into your catalogs you sell, and catalogs marked as private for a focused set of users.

System & UI changes:

1. New 'Add Learning Path(s) To Catalog' action is now available under course catalog.



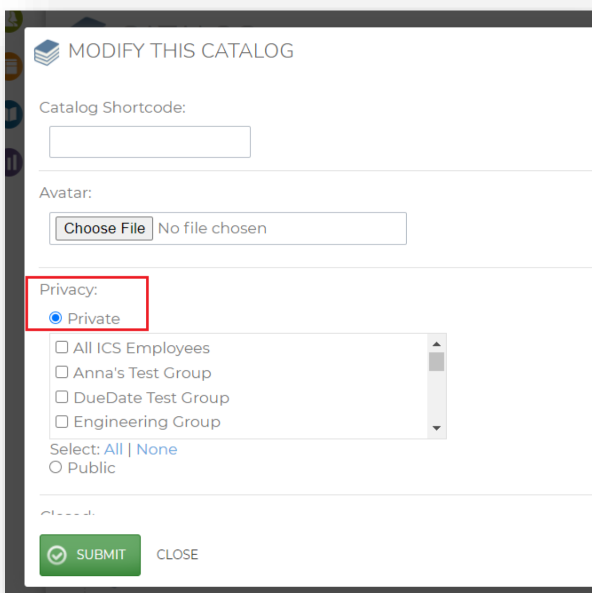
2. On click of this new action, you can add published learning paths to the catalog.
3. Once a learner enrolls into a catalog with learning path in it, enrollment to the learning path is created same as it does for a course in a catalog.

Course catalog UX enhancement: Privacy settings

Description: Currently, if you wish to make a catalog available to a certain group, the catalog is made private and then added into private catalog access section in groups. To enhance the admin user experience and reduce the number of clicks to perform this action we have provided admins a way to link groups to a catalog from within the course catalog with the existing capability still intact at group level as well

System & UI changes:

1. You can now associate groups to a private catalog directly from course catalog.

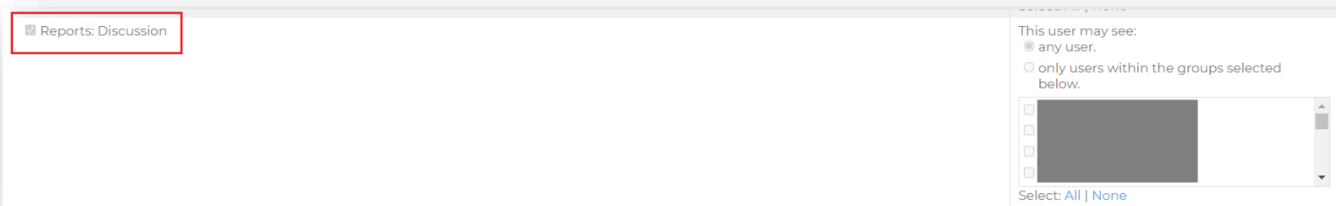


Introduction of ‘Discussions’ report

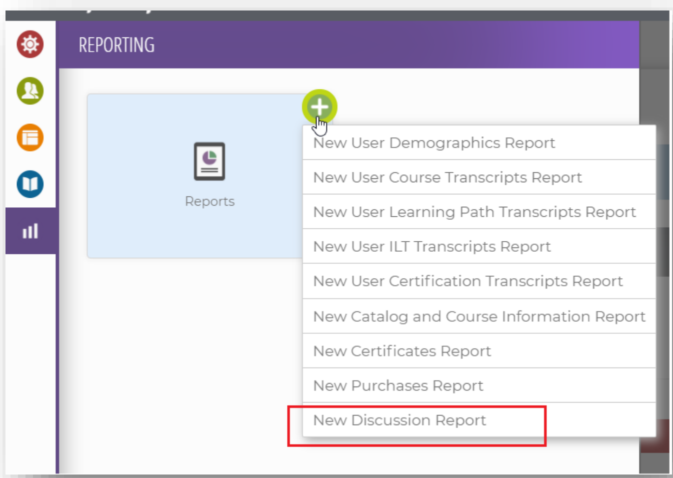
Description: You said it and we heard it. As an admin you will now be able to report on all discussions within your portal.

System & UI changes:

1. Just like other reports within the LMS, the discussion report can be turned on by permissions.



2. Once enabled for a user, the user will be able to report on discussions



3. With the discussion report you can see,
   a. Whether it is a course or group discussion and its name
   b. Message

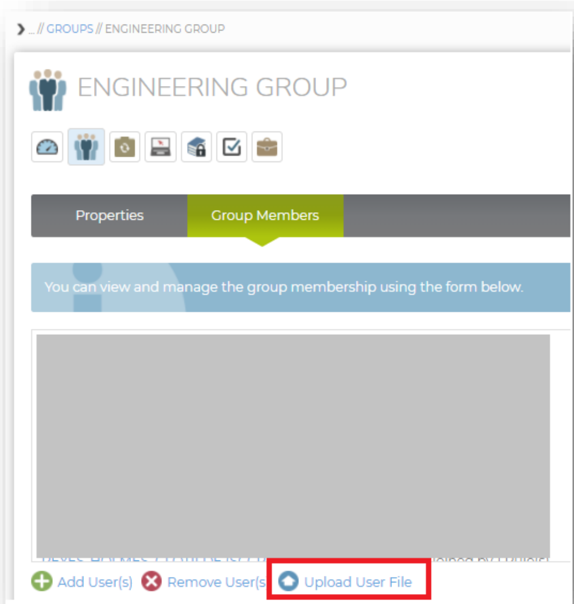
   c. Timestamp
   d. Author of the message
4. Please note, with the enhancements on discussion board users can now add images, files, videos, and formatting to messages, but in reports all the HTML is stripped and only text is pulled from the message.

Bulk upload of users to group

Description: We are introducing bulk upload of users to groups to reduce the number of clicks admin must do to associate users to a group.

System & UI changes:

1. A new action 'Upload User File is available under groups -> group properties -> group members' tab.



2. On click of the action user will be prompted to upload a file with all usernames you would like to associate to the group. Successful upload of the file will upload the users to the group. System will prompt you of all users who were not associated to the group.
    a. Only active and valid users can be associated with a group.

Purchase report enhancement

Description: In the system today, there is no way to report on items which were purchased with a coupon code. With this release we have resolved this issue and any purchase where the amount paid turns to be $0 due to a coupon code applied, will now be visible in the purchase report with amount set as $0 and coupon code field with the name of the coupon code.

System & UI changes:

Purchases

Username	Cost	Total Purchase Amount	Coupon Code	Order Number	Order Date
UATTest3	8	0	Free	TEST-88039	2/3/2021 3:06:35 PM
UATTest3	10	0	Free	TEST-57153	2/1/2021 1:29:21 PM
UATTest3	10	0	freecoupon	TEST-76077	2/1/2021 8:19:05 PM
UATTest3	20	0	Free	TEST-96451	2/1/2021 11:41:10 AM
UATTest3	100	0	Free	TEST-75738	2/21/2021 12:18:16 PM

User course transcript report enhancement

Description: In the system today, the only enrollments that appear in the user course transcript report are current enrollments, and not those set and scheduled for a future date. We have updated this report to pull future enrollments as well.

Alert and notification enhancement

Description: Alert and notification bell icon feature was added in the last release and we have further enhanced this to provide a direct click through from the alert on the bell icon to the section of the LMS where the user needs to go.

System & UI changes:

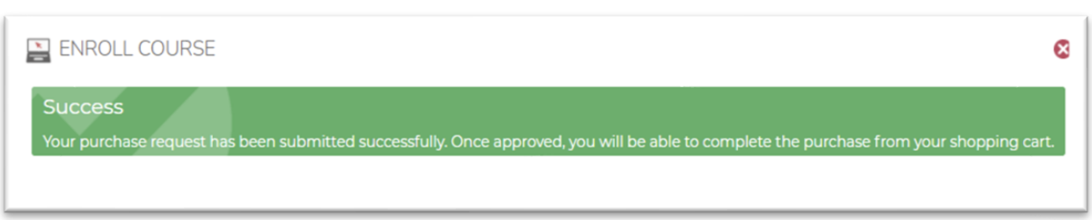
1. When there is a course, learning path or ILT enrollment alert – on click of the alert the user will be taken to the corresponding widget on the dashboard.
2. Alerts for ILT managers/instructors will take them directly to the ILT roster management widgets.
3. Alert for certification will take you the certification widget.
4. All admin tasks take the admin directly to the administrative task's widget.

Introduction of approval process for paid courses

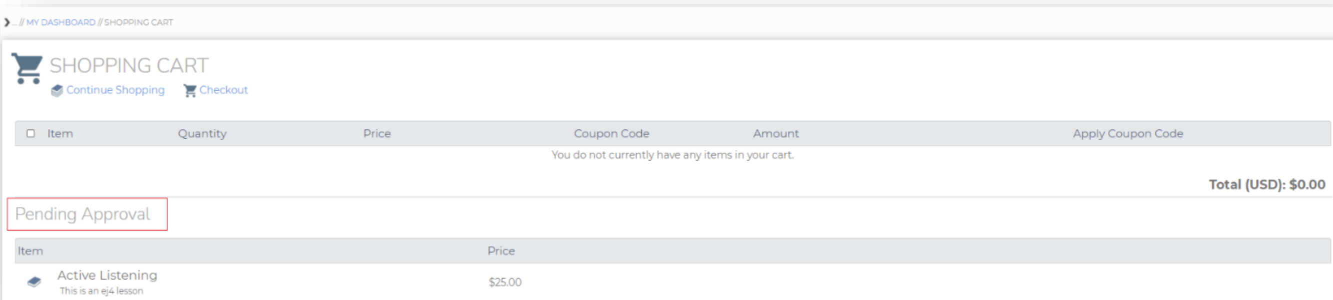
Description: Currently, for a paid course if you have self-enrollment approval configuration set, a learner can continue with the purchase without an admin approval. This has been updated to work the same way the process works for a free course with self-enrollment approval configuration set.

System & UI Changes:

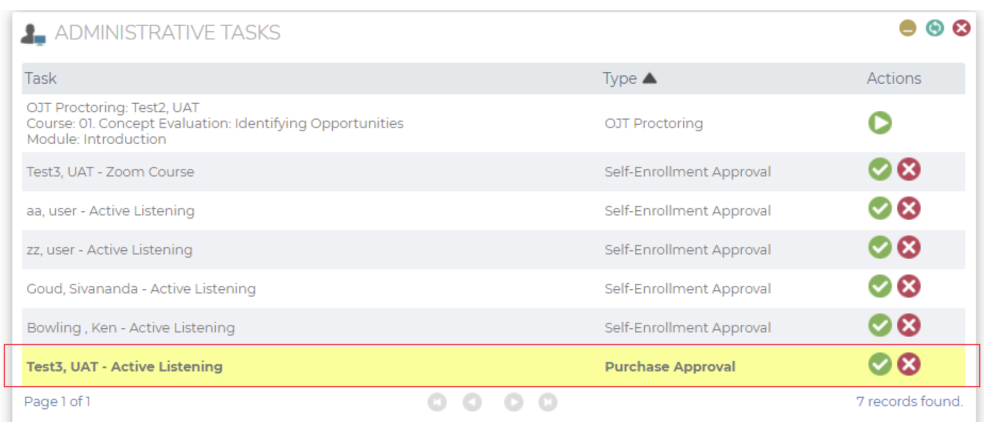
4. For a paid course with self-enrollment approval setting configured, when the learner clicks on add to cart/buy now they will be prompted with this message



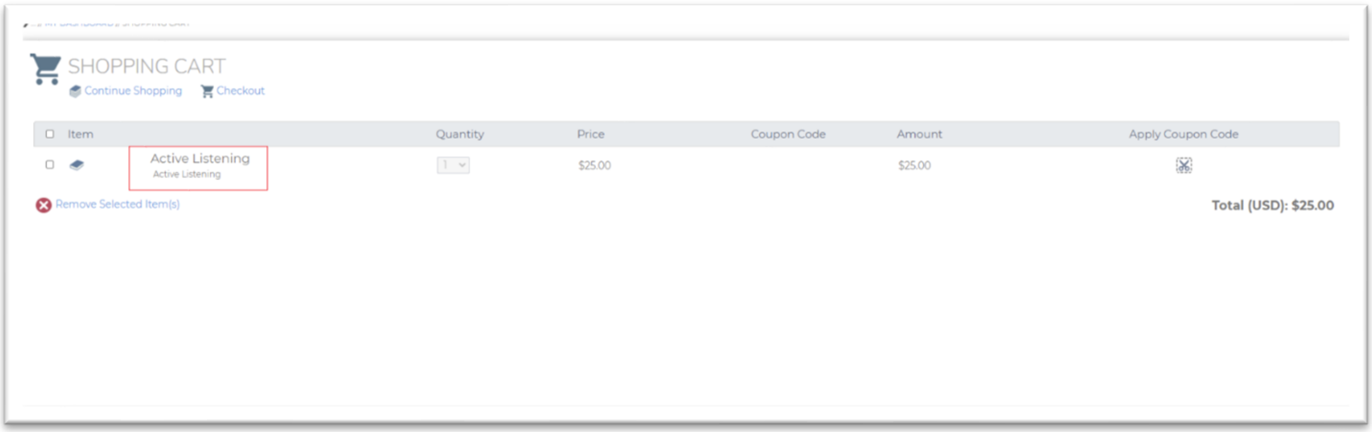
5. The learner will also see a new section called 'Pending Approval' in shopping cart, highlighting that the courses in this section are awaiting approval.



6. Admin will see a task to review and approve/reject purchase request.



7. Once approved the object will be available for purchase in the shopping cart.



User agreement update

Description: We are further enhancing our user agreement acceptance capability to store the user agreement text a user accepts in addition to the existing date of acceptance already stored in the database.

Go1 content provider integration enhancement

Description: When you create a course from Go1 marketplace the title and content are synchronized but the course description is not copied over and had to be manually copied from Go1 content marketplace into K-LMS+ course library. We have updated this to automatically get copied over along with title and content when the admin's click to 'synchronize' or 'synchronize and create course' options.

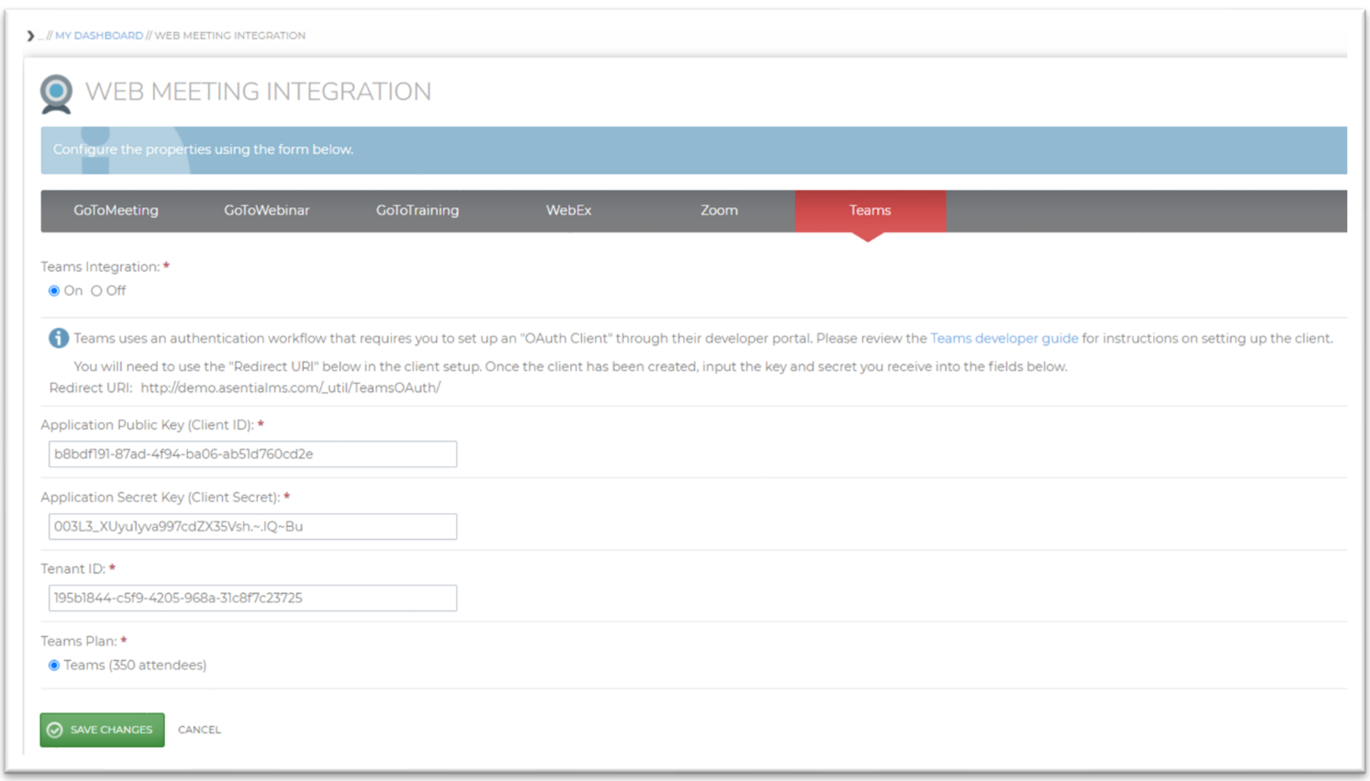
Integrations

Microsoft Teams Web Conference Integration

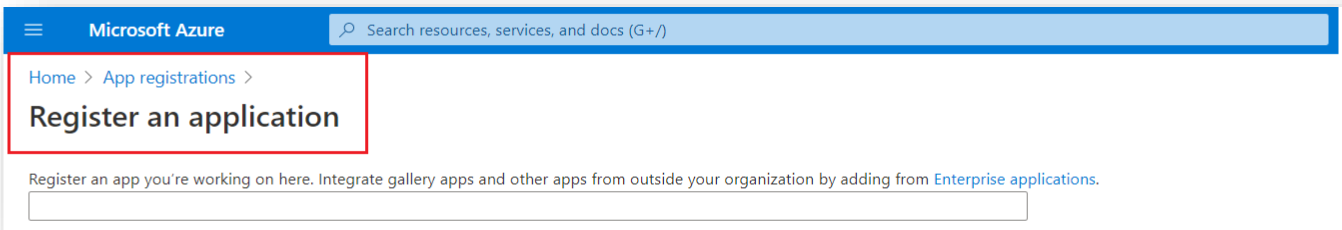
Description: We are excited to announce we have added ‘MS Teams’ to our existing set of web conference integrations. K-LMS+ today supports web conference meeting via GoToMeeting, GoToWebinar, GoToTraining, WebEx, ZOOM and now Teams

System & UI changes:

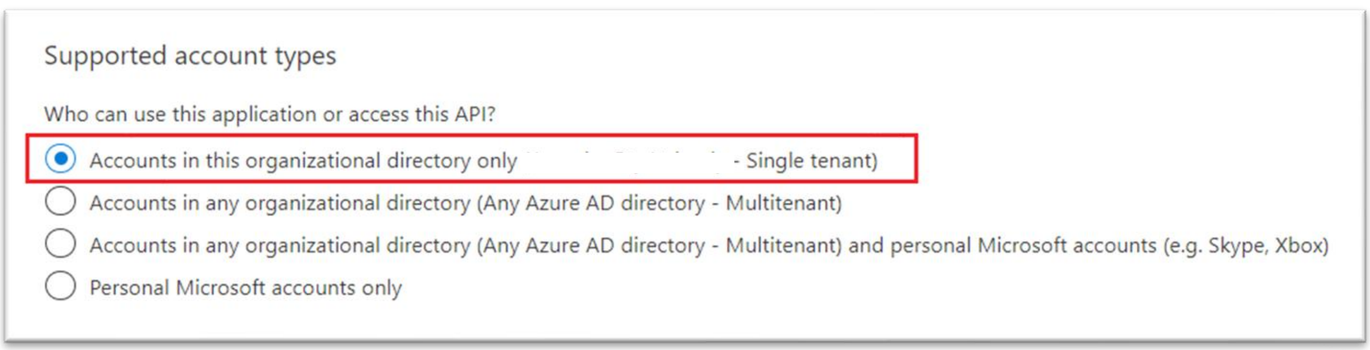
13. The new Teams web meeting integration is available under System -> Web Meeting Integrations.



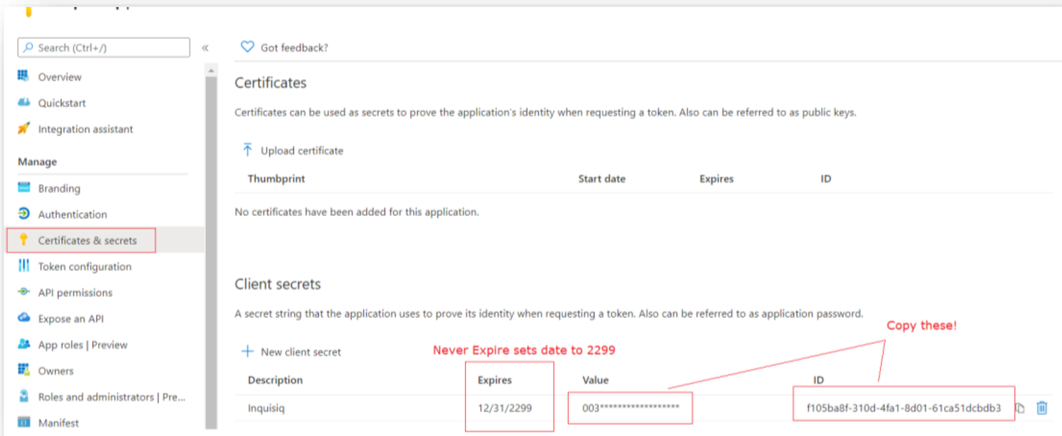
14. To set-up Teams web conference in your LMS, click on the ‘[Teams developer guide’](#) and register your app on Teams by clicking on ‘New registration.



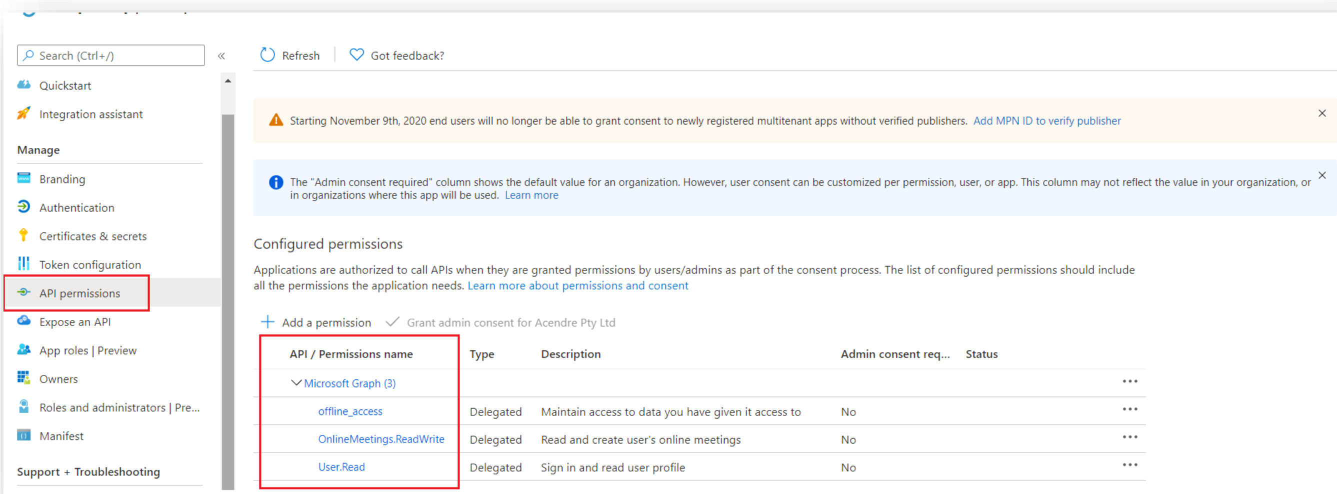
15. Select the highlighted source



16. Add the redirect URL from K-LMS+ to the you are registering on Teams.
17. Now move to the ‘Certificates & secrets’ section, create a new application (client) secret and note it (value and ID both). While creating the secret, select ‘Never Expires’.



18. Next move to ‘API permissions’ section and add the following permissions.



19. This completes your set-up on Teams, and you can now access Teams as one of the ILT web conference options.

Bug Fixes

1. A bug was identified where on trying to purchase a course with an ILT module without upcoming session, the ‘add to cart’ pop-up modal was coming blank. This has now been fixed.
2. A UI bug has been fixed for when there are no upcoming sessions in ILT attached to a course, on click of view upcoming meeting link 'no upcoming session' message in pop-up modal was showing multiple times.
3. A bug was identified where an instructor of an unconnected ILT was being pulled into the ILT. This has been corrected with this release.
4. For ruleset enrollments where the operator is ‘not equals’ or ‘not contains’ and the user field in question is blank for a user, the enrollment rule will not trigger. We have fixed this issue.
5. When bullets are in the description of a course or learning path, the bullet points are not rendering for users on the enrollment page or learning path enrollment page. This has now been corrected.
6. A bug has been fixed where administrative proctoring task was not getting generated for certification -> external task requirement configured as ‘Require Documentation: No’.
7. We have updated the ‘EnrollLearningPath’ API method to pass in ‘true’ for the ‘cascadeCourseEnrollments’ parameter so that course enrollments get cascaded when enrolling a user into a learning path via the API.
8. A bug has been fixed where client was unable to report on scores users earned for failed quizzes. This was happening because module completion was being set to ‘Unknown’ instead of ‘Incomplete’ when a user fails a quiz.

K-LMS+ July 2021 Release Notes

Table of Contents

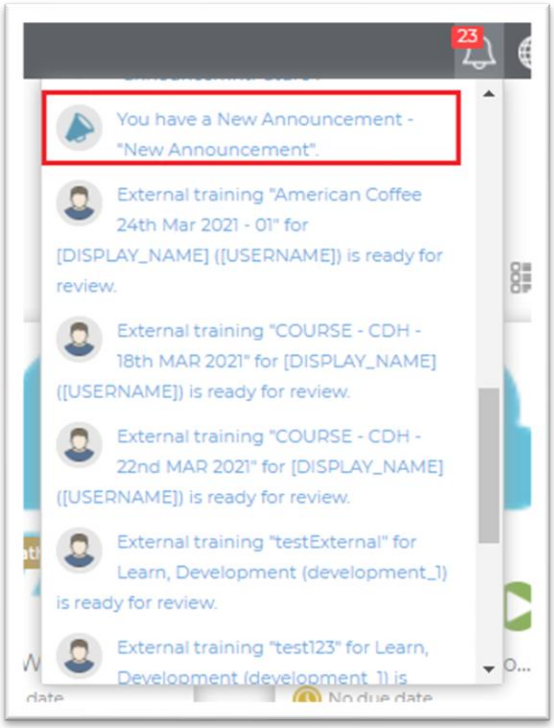
Learner experience: Enhancements

Announcement Widget Enhancement

Description: Based on customers feedback we are enhancing the user experience of the announcement widget to make it more prominent for the learners. The announcement widget's placement on the dashboard can be updated by a learner per their preference. Due to this experience, there was a chance the learner can miss important announcements shared by admins. To manage this, we are introducing a new alert which will generate in the bell icon every time there is a new announcement for the learner. This will act a subtle nudge for the learner to review the new announcement.

System & UI Changes:

1. New announcement highlighted under bell icon. On click of the announcement you will be taken to the announcement widget where you can read the full announcement.



Saving Learner's Preference in Next-Gen Catalog

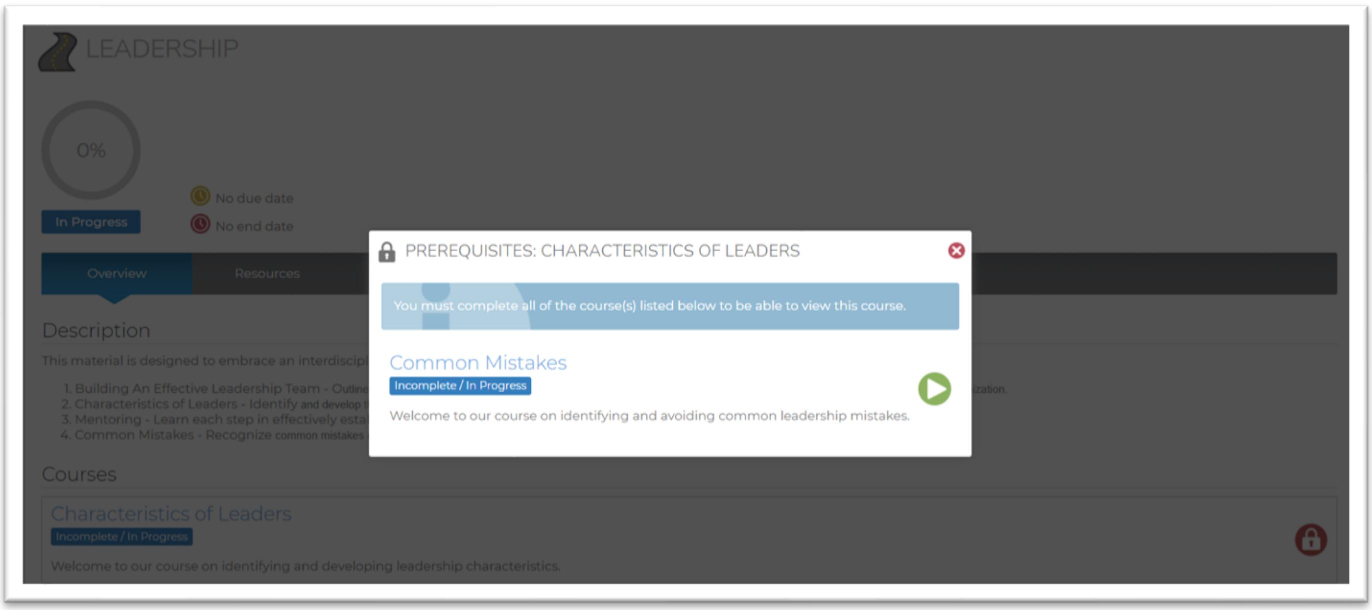
Description: A user's preference for viewing catalog in either tile view or list view and default sort option for the catalog will now be stored. This will help the user to not have to select the options repeatedly on every login.

Launch Course Directly from Catalog

Description: Learner's can now navigate to the course details once enrolled into a course from the catalog. Click 'Enrolled' button on the catalog course detail screen and go to the course without having to navigate to the enrollment widget.

Enrollment Widget Enhancement

Description: The system will provide details, informing user if a course is locked by a perquisite when the user clicks on the lock icon.



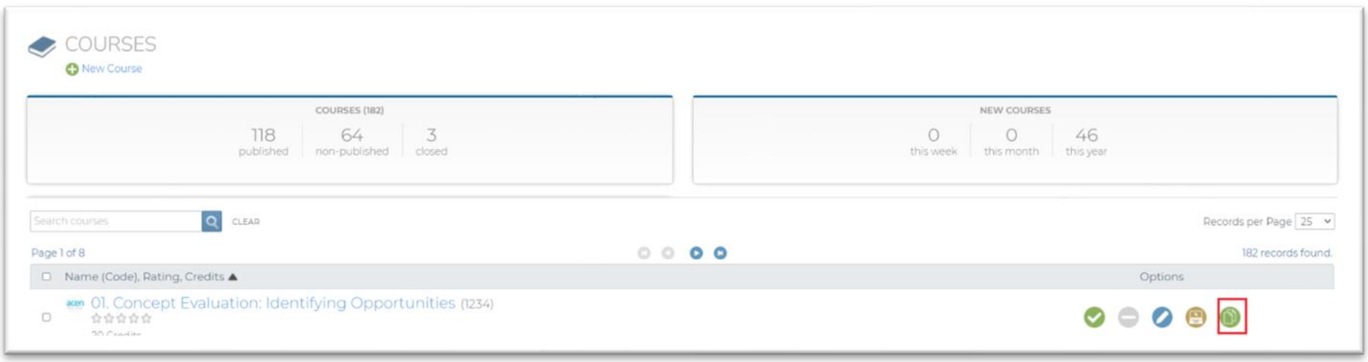
Administrator experience: Enhancements

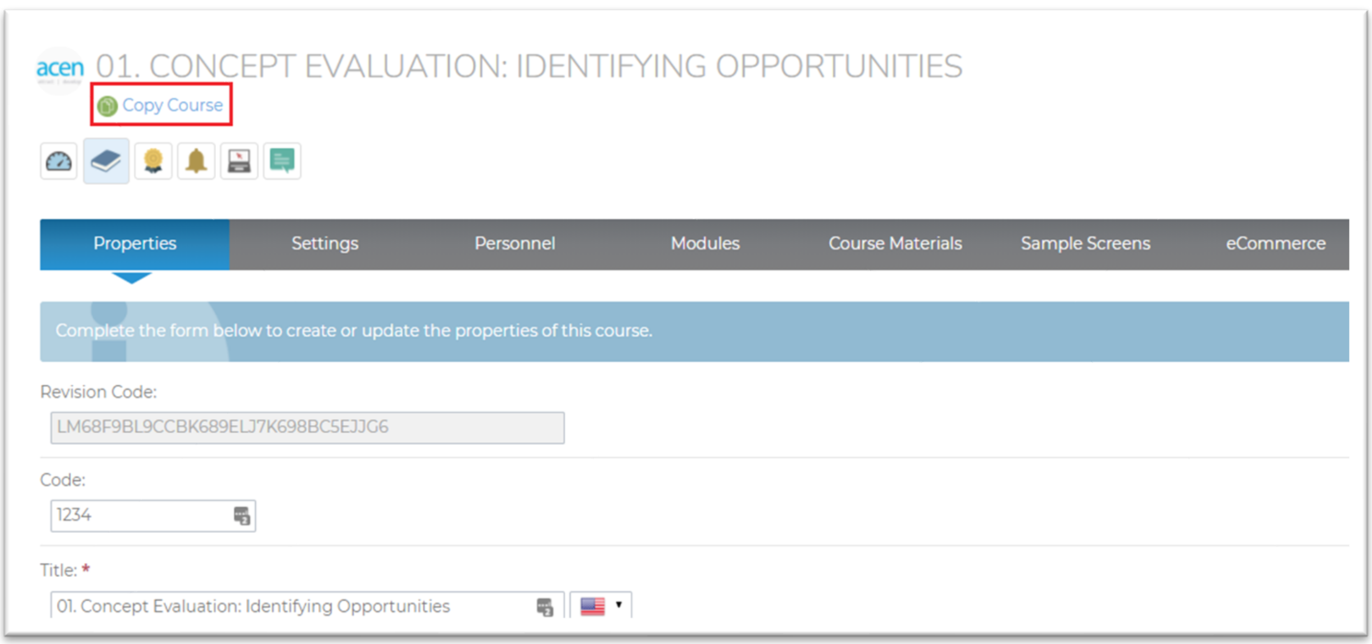
Introduction of ‘Copy Course’ Feature

Description: Admins can now copy any course and save time. This capability is useful in the scenario where two courses have most of the properties similar to each other. Instead of creating a new course, you can click on the new ‘copy’ option and update.

System & UI Changes:

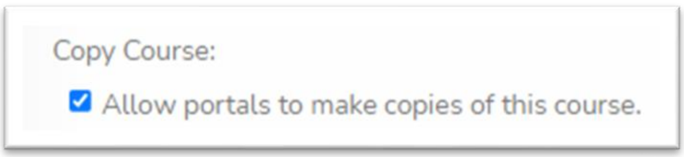
1. A new ‘copy course’ option is available under course options and course properties, as shown in the screenshots below.





2. On click of the new option, a modal window will pop-up. Add a course code and code(non-mandatory) to copy the course. Unique name validation is applicable while creating a copy of the course.
3. Once copied, all the properties will be available on the new course. You can update the properties as required.

4. To allow copy of courses that are shared from content distribution hub, you are required to enable the below config under CDH->course->settings

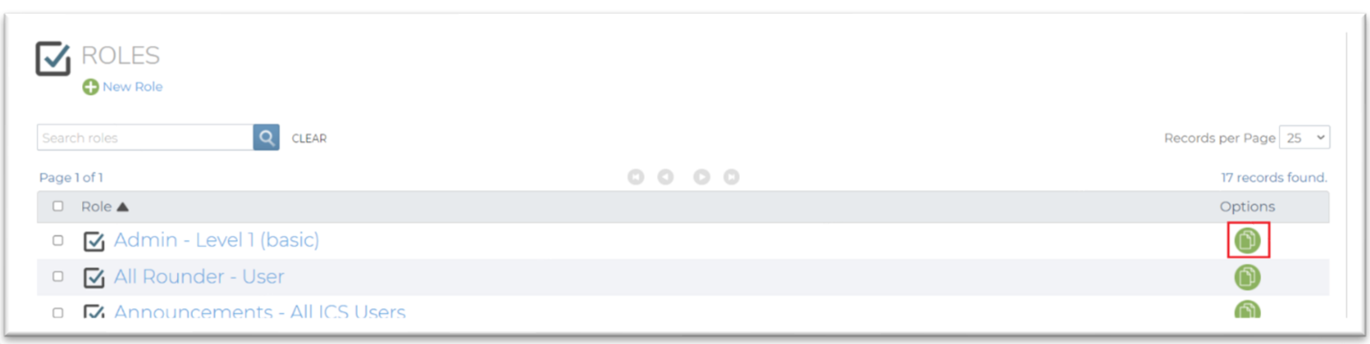


Introduction of ‘Copy Role’ Feature

Description: Admins can now copy roles and save time. If you have two roles with almost similar permissions, no need to create the second role from scratch. You can use the copy role option to copy the role.

System & UI Changes:

1. A new ‘copy role’ option is available under roles.



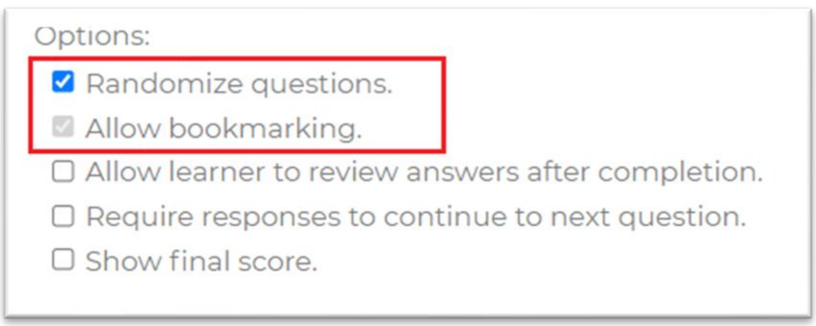
1. This action will copy all the permission but not the name and rules set.
2. Unique name validations apply to roles.
3. Please note default system admin role cannot be copied.

Introduction of 'Quiz randomization' Option

Description: A new option to present quiz questions in a random order is now available in quiz module. This will allow admins to create quizzes with the option to present questions in a random order to the learners.

System & UI Changes:

1. The new 'Randomize questions' option is available under quiz.



2. When this option is selected, allow bookmarking is disabled by default.
3. When this option is enabled, following flows can occur,

    a. Flow 1 - Completion on first launch, followed by review:
        i. Learner launches content for first time, random order is generated - 4,3,1,2
        ii. Order is stored in suspend data
        iii. Learner completes content, and exits
        iv. Learner re-launches content in review mode
        v. Order is read from suspend data and remains 4,3,2,1

    b. Flow 2 - Exit first launch without completing, followed by re-launch:
        i. Learner launches content for first time, random order is generated - 1,4,2,3
        ii. Order is stored in suspend data
        iii. Learner exits in the middle of the content
        iv. Learner re-launches content
        v. Order is read from suspend data and remains 1,4,2,3

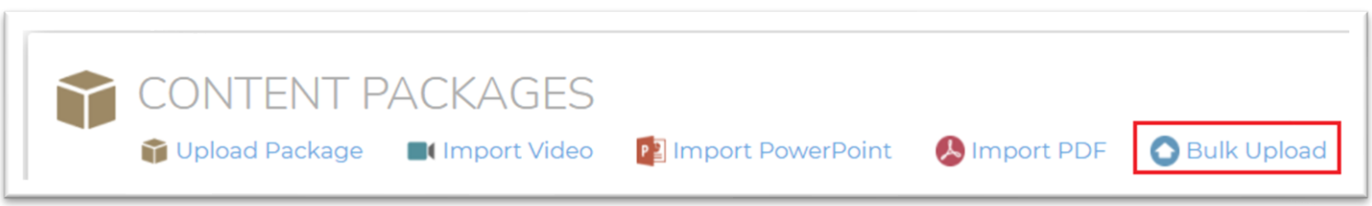
c. Flow 3 - User fails, followed by another attempt
    i. Learner launches content for first time, random order is generated - 3,1,4,2
    ii. Order is stored in suspend data
    iii. Learner fails the content
    iv. Learner re-launches content to attempt again
    v. Random order is generated, 2,1,3,4
    vi. Order is stored in suspend data
    vii. If user completes, launch in review maintains order
    viii. If user exits without completing, next launch maintains order
    ix. If user fails, repeat Flow 3

Introduction of ‘Bulk Upload’ Content Packages

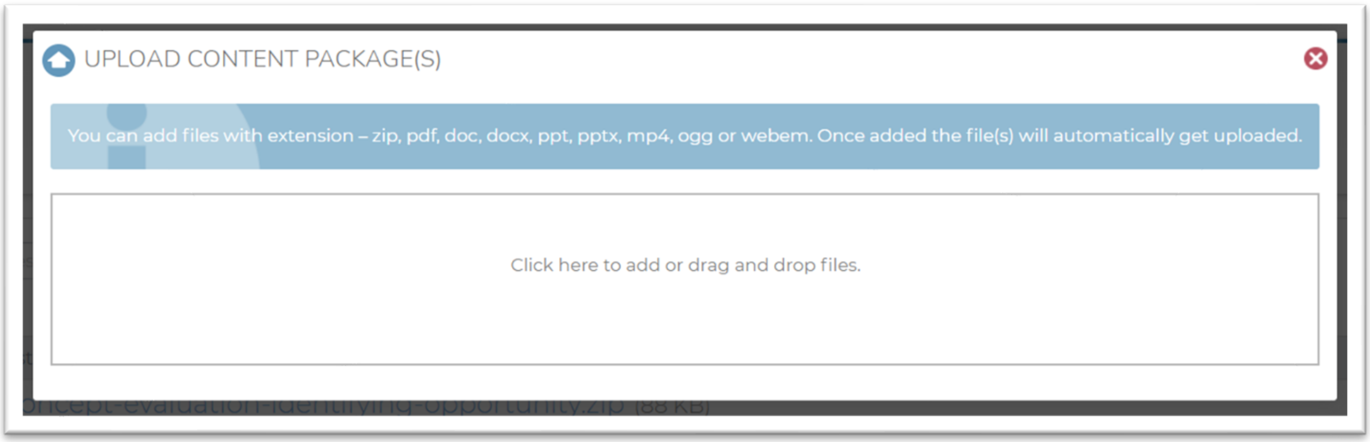
Description: Admins can now bulk upload content packages. The system allows bulk upload of 25 files at once.

System & UI Changes:

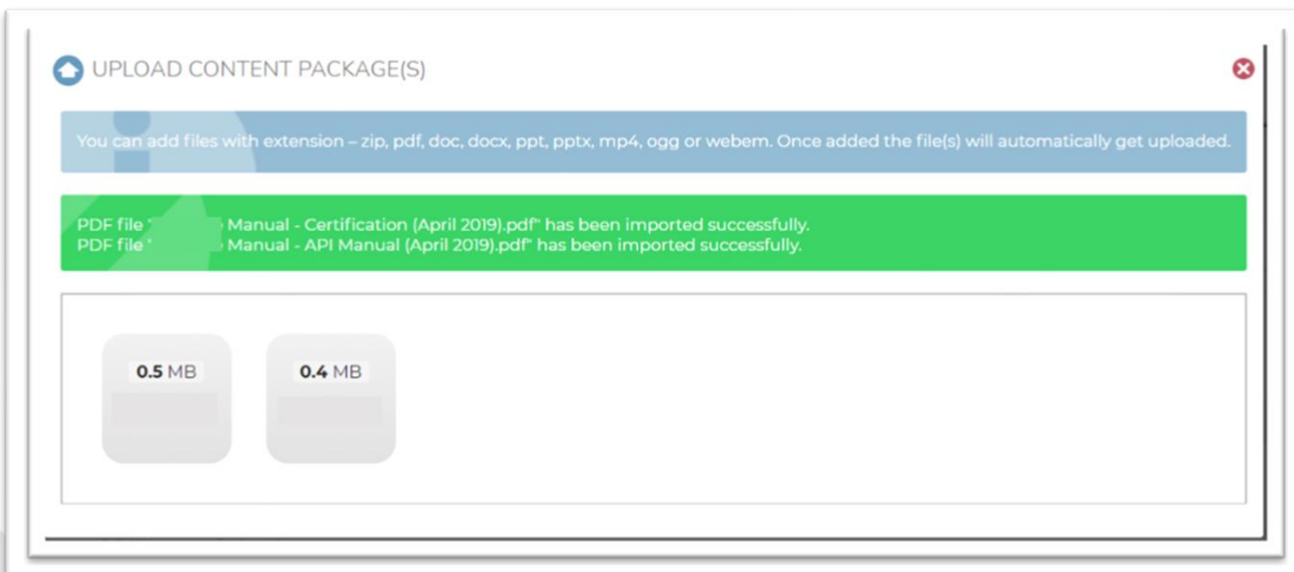
1. A new bulk upload is available under content packages.



2. On click on the option, you will be presented with the below screen to add files.



3. You can select files and they are automatically uploaded. On successful upload system will show the below screen. If there is an error, the system will display the error. Please correct the error and try again. You can upload 25 files in one go.



4. Please note the following in case of bulk upload,
    a. Content package - will be created with file name as content package name.

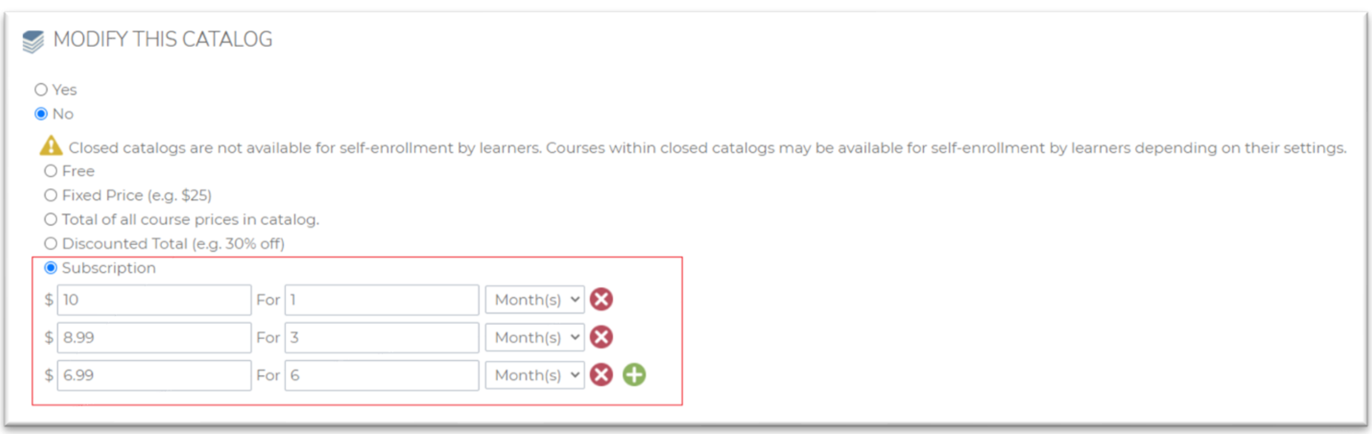
   b. Video - Title will be stored as the name of the file being uploaded and all other setting as default.
   c. PowerPoint, PDF - Title will be stored as the name of the file being uploaded.

Introduction of 'Subscription' Feature

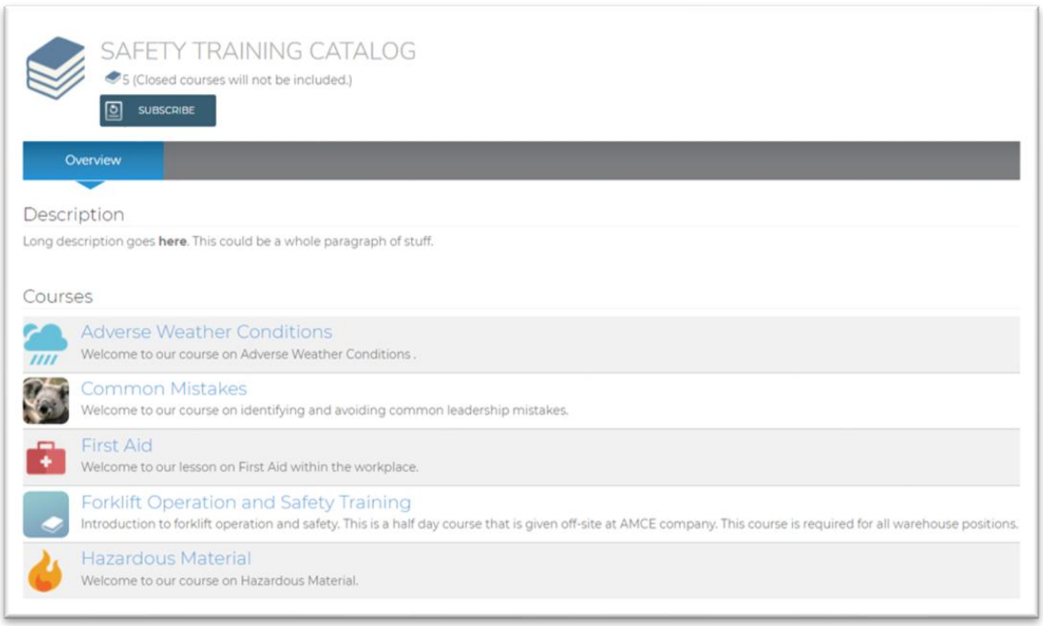
Description: You can now sell subscription to course catalog with the introduction of the subscription feature. Subscription feature is only enabled for Authorize.net payment processor, for now.

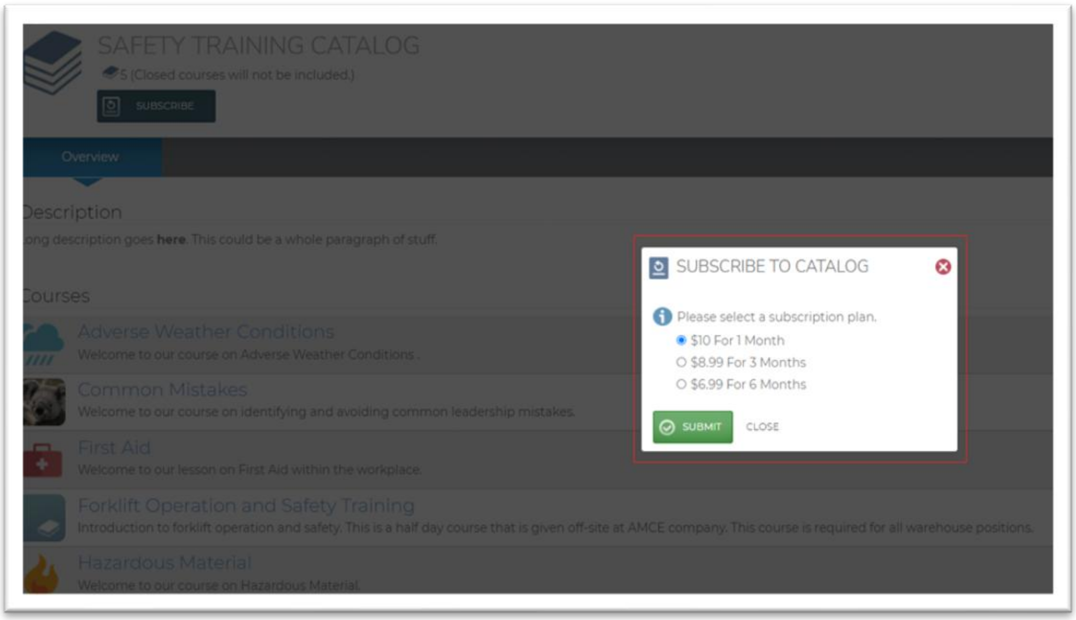
System & UI Changes:

1. A new option to enable subscription is available under course catalog -> modify action. A catalog can be free, fixed price or sold for a recurring fee through subscription plan. You can add multiple subscription plans for the catalog as shown in the screen below.

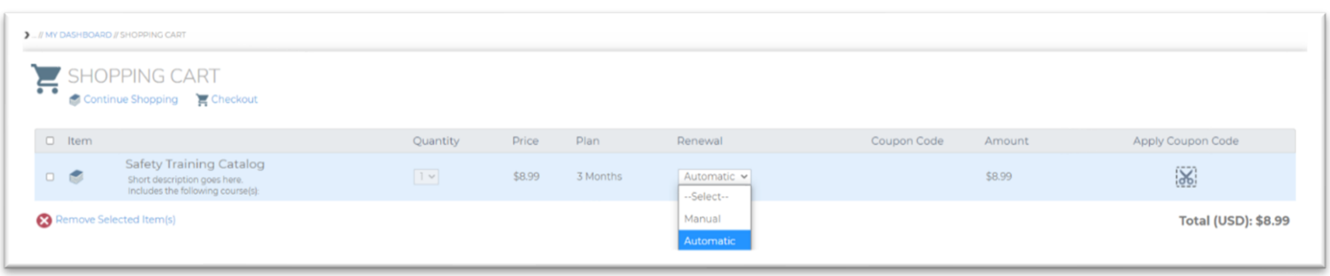


2. Once subscription is enabled for a catalog, users will see 'Subscribe' button on the course catalog. And on click of the button, all the subscription plans would show up.

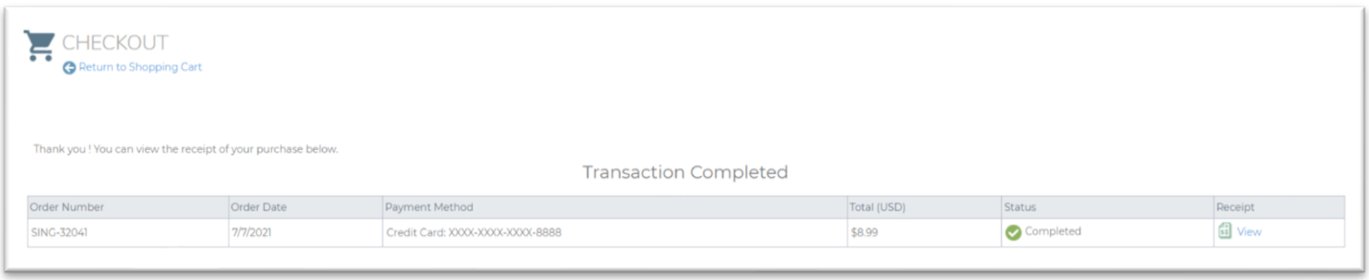

SAFETY TRAINING CATALOG
5 (Closed courses will not be included.)
SUBSCRIBE
Overview
Description
Long description goes here. This could be a whole paragraph of stuff.
Courses
Adverse Weather Conditions
Welcome to our course on Adverse Weather Conditions .
Common Mistakes
Welcome to our course on identifying and avoiding common leadership mistakes.
First Aid
Welcome to our lesson on First Aid within the workplace.
Forklift Operation and Safety Training
Introduction to forklift operation and safety. This is a half day course that is given off-site at AMCE company. This course is required for all warehouse positions.
Hazardous Material
Welcome to our course on Hazardous Material.



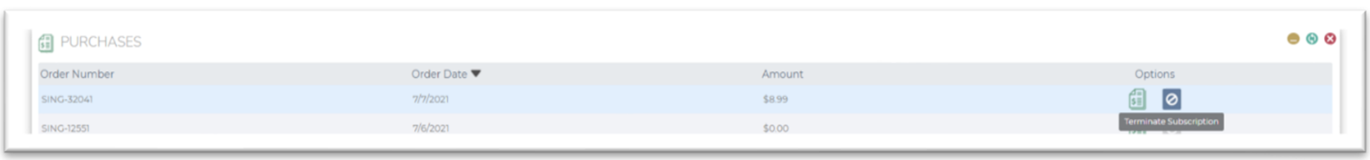
3. After selecting the subscription plan, user needs to select if they want to set-up a manual or an automatic subscription.
    a. Coupon code can only be applied in case of manual subscription



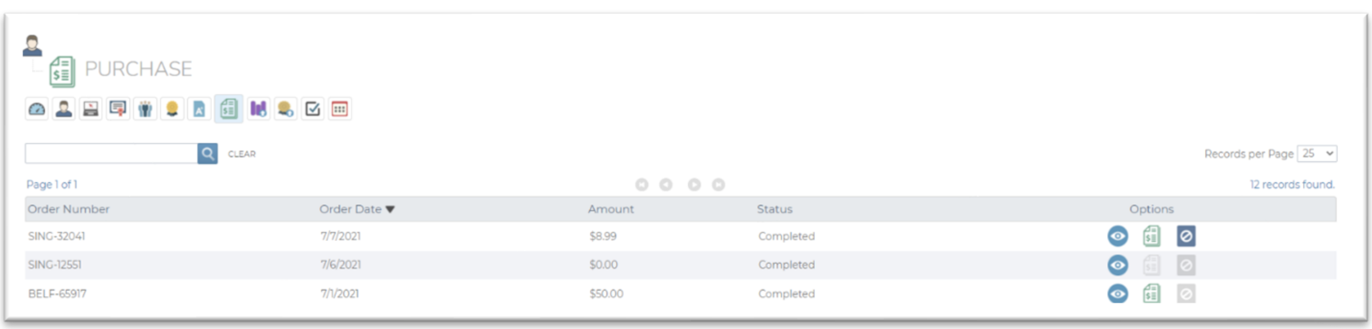
4. Complete payment with you card and you will see the purchase receipt as shown in the screenshot.



5. Once a user subscribes to a catalog of courses and LP, they will see ‘Enroll’ button on the set of courses/LP/catalog which were part of the subscription.
6. User will see new option under purchase for subscription cancellation. If a user cancels his subscription, subscription will be cancelled immediately but the user will be able to access the content for the duration of the subscription.



7. Admin can terminate user’s subscription anytime. If a subscription is terminated by an admin, user loses access to the training under the catalog immediately.



Introduction of New Email Placeholders

Description: Three new email placeholder have been added.

1. Under course enrollment ‘Course Link’ placeholder. This is the link to the course. In case you have SSO set-up, the course link page will direct you to the sign-in page.
2. Under recipient’s placeholder for user address, city, postal code, and country from the user fields section.
3. Under object section portal URL link. This is the URL of the LMS portal.

Introduction of New Fields Under Rules

Description: Three new fields are now available under rules – language, role, and supervisor.

Language – will create rule on user’s default language. For example, if you want to add users to a group based on their language, you can create a rule with this option.

Role – will allow you to create rules based on user’s role in the portal. For example, you can assign courses to users based on their role.

Supervisor - group users by supervisor.

Introduction of New Alerts Under Bell Icon

Description: Three new alerts have been added to be picked up under the bell icon.

1. Alert for admins when an external training record is uploaded by a user and the system is configured to get admin approval for external training.
2. Alert for a learner when an external training record is either approved or rejected.
3. Alert for a user when a purchase request is either approved or rejected by admin

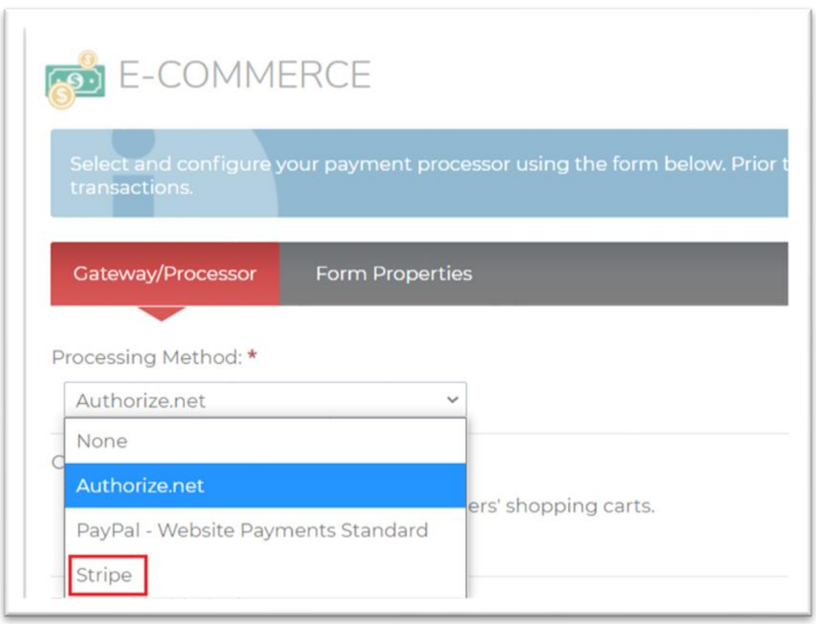
eCommerce

New Payment Processor Integration: Stripe

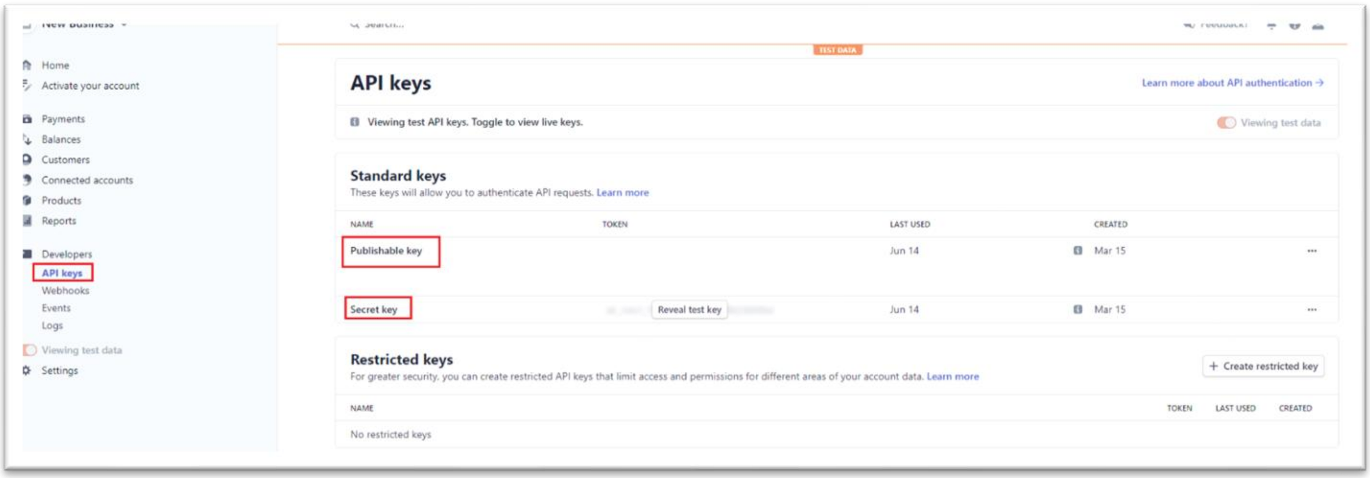
Description: In addition to existing PayPal and Authorize.net eCommerce integrations, the LMS now supports Stripe as a payment processor for your eCommerce set-up.

Set-up Instructions:

1. Stripe is available as an option under eCommerce set-up in your LMS portal.



2. For setting up the integration go to - https://dashboard.stripe.com and sign-in with your account.
3. Now go to the highlighted developer section and grab the publishable and secret key details.



4. Copy the key details from above into your LMS portals Stripe integration set-up and save the details to activate the integration.
5. To enable email triggering, modify the email setting options available on the stipe portal account. As per stripe documentation, email for payment receipts will work only with **live API key.**
6. All payment made on your LMS portal can be viewed in your Stripe account.

Bug Fixes

1. Email notification for task submitted were not going to proctors. This has now been corrected.
2. A bug was reported where the average rating was being displayed on the catalog pages of courses (both old and next gen) when publicize ratings was disabled. This bug has been fixed.
3. When creating a new task module (with a task resource), if “Save Changes” was clicked after clicking “New Module” (without a page refresh in between), the task resource was unlinked on the second save. This is now fixed.
4. User registration approval emails were not being triggered in the system. This issue has been fixed now.
5. Discussion board bugs relating to formatting and moderation have been fixed.

6. Report subscription was failing for user course transcript report when all interaction fields were included. We have now fixed this bug.
7. We have fixed the hiding of users from the grid for users that are not part of permission group scope and the hiding of groups from the grid for groups that are not part of permission scope.
8. A bug was identified where user with group created and editor permission was unable to create groups. This has now been fixed.
9. User upload file was having issues with the following fields – home phone, work phone and fax. The order has been corrected and the upload is working as expected.
10. On completing a learning path with the next-gen enrollment widget enabled, the learner was taken to old learning path view. This has been corrected.
11. Certificates that have credits with decimal places, i.e., 1.5 were not being displayed correctly. This has been fixed.
12. Next-gen learning path detail page was not showing an end date. This is now fixed.
13. User course transcripts report was showing content resource field as blank. This has been corrected.
14. An issue was identified when an admin was deleting course enrollments for a user. The issue has been fixed.
15. Course name on mouse over was not showing properly if special characters were part of the name. This has been fixed.
16. We were getting an error saying coupon code has already been used when trying to checkout after applying a coupon code that is only allowed 1 user per person to an item in the cart. This bug has been corrected.
17. Text overflows out of the label container and onto the border of the certificate when you open the certificate in PDF. This has been now fixed.
18. The listing of ILT events on the Next Gen Catalog calendar was not adjusting for the viewing users time zone. This issue has now been fixed.
19. A proper error description was not showing up when attempting to create a new course with an existing short code. We have now updated the error message.

K-LMS+ December 2021 Release Notes

Table of Contents

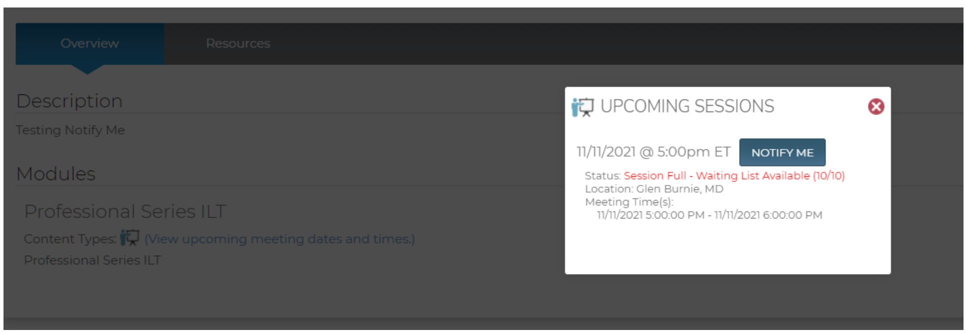
Learner experience: Enhancements

ILT 'Notify Me' Feature

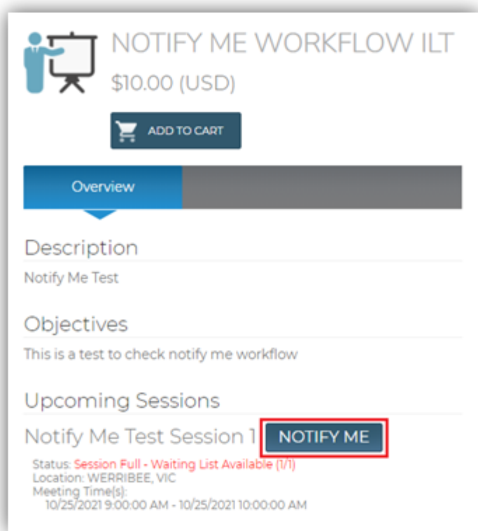
Description: We are introducing a new capability which will allow learners to register their interest in a paid ILT with no seats available at the current moment but has waitlist available. Learners can opt in the new "Notify Me" workflow which will send an email notification to the learner when a seat becomes available. This workflow works on a first come first serve basis. For the "Notify Me" workflow to be enabled, you must set-up an email notification for the event "Session - Available."

System & UI Changes:

1. When a paid course with a single ILT module has no seats available or a paid standalone ILT has no seats available, user will see a new 'Notify me' button per the screen below.

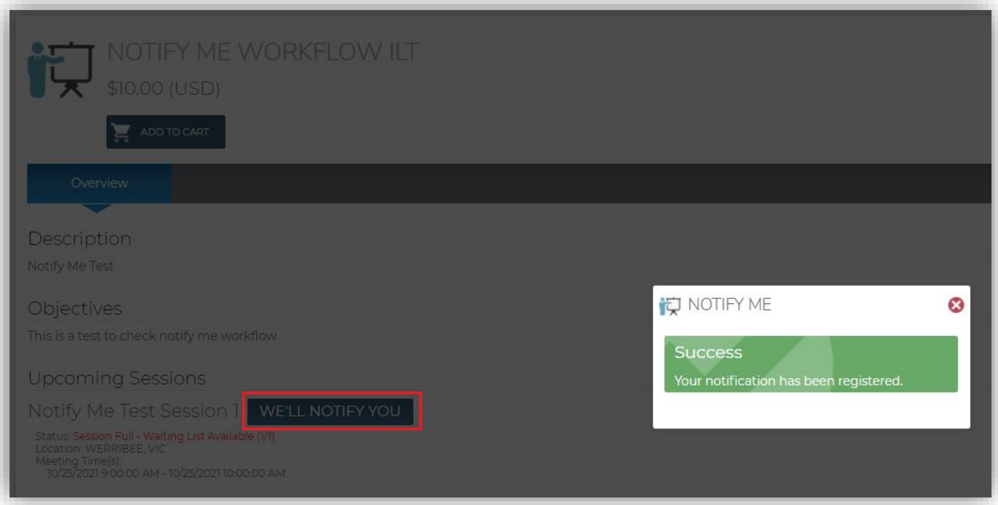


("Notify Me" workflow within paid course - visible after clicking "View upcoming meeting dates and times." for modules containing ILT)



("Notify Me" workflow within paid standalone ILT)

2. Once a learner registers for the ILT session they will see the below confirmation and the button will change to 'We'll notify you' as highlighted in the screen below.



3. When a seat becomes available a system generated email notification will be sent to all users who have opted into the notify me workflow. They can then log-in to their LMS portal to purchase and enroll into the ILT session.

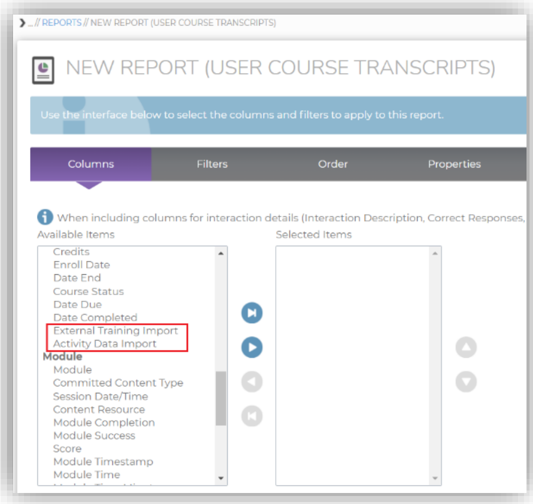
Administrator experience: Enhancements

User course transcript report enhancement

Description: We are adding new columns to the user course transcript report which will enable users with reporting permission to report on courses which were imported as an activity import by administrators or an external training record by learners.

System & UI Changes:

1. Two new columns have been to the user course transcript report –
    a. External Training Import
    b. Activity Data Import
2. Both these columns have a yes/no value which flags a course as either an externally imported record or imported via activity data import.

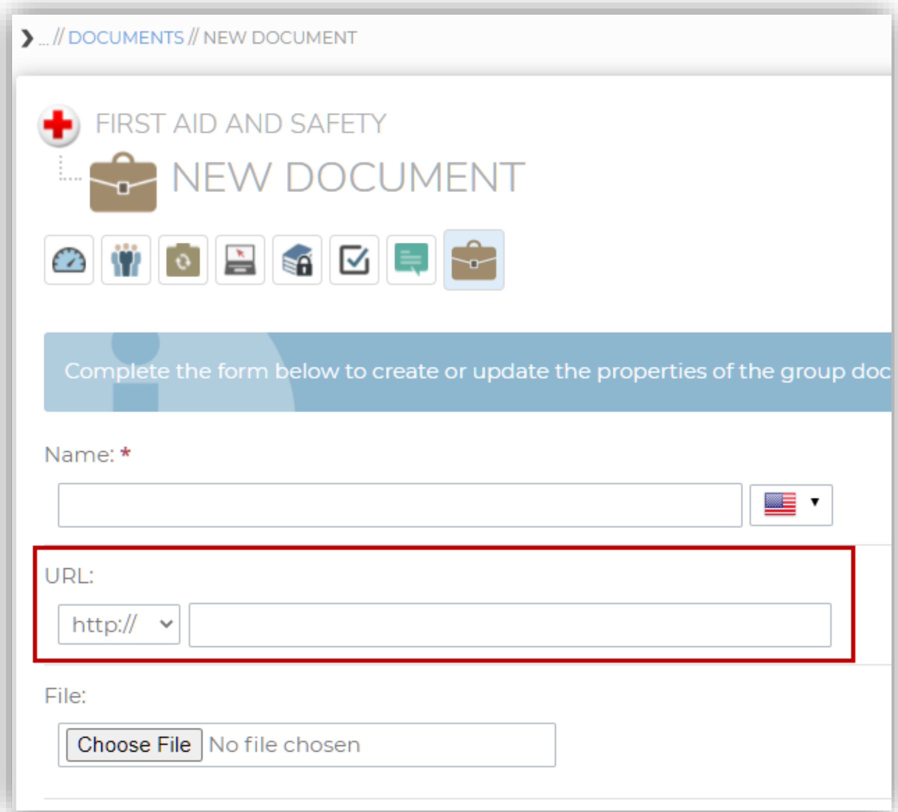


Links as course/learning path materials and group documents

Description: We are adding the ability to specify a link to a URL as course and learning path materials, as well as group documents. This will allow an administrator to specify a link to a web page or document hosted elsewhere, instead of uploading the document into the LMS.

System & UI Changes:

1. A new field has been added to the course and learning path material, and group document creation screens that allows you to specify a URL. If a URL is specified, the document upload will be disabled, and vice-versa. A document can either be a link or an uploaded file.

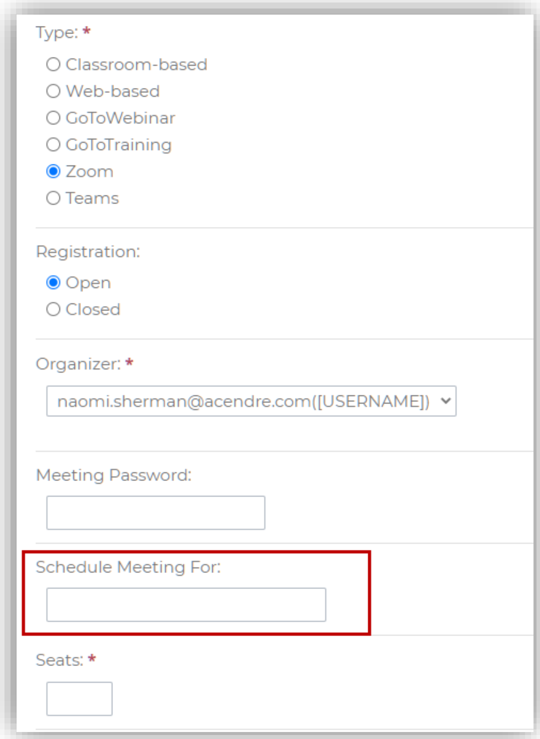


Schedule Zoom meetings on behalf of another organizer

Description: We are adding the ability to schedule Zoom meetings on behalf of another organizer within your Zoom account. This will allow a single Zoom user with privileges to schedule Zoom meetings for other users within the same Zoom account.

System & UI Changes:

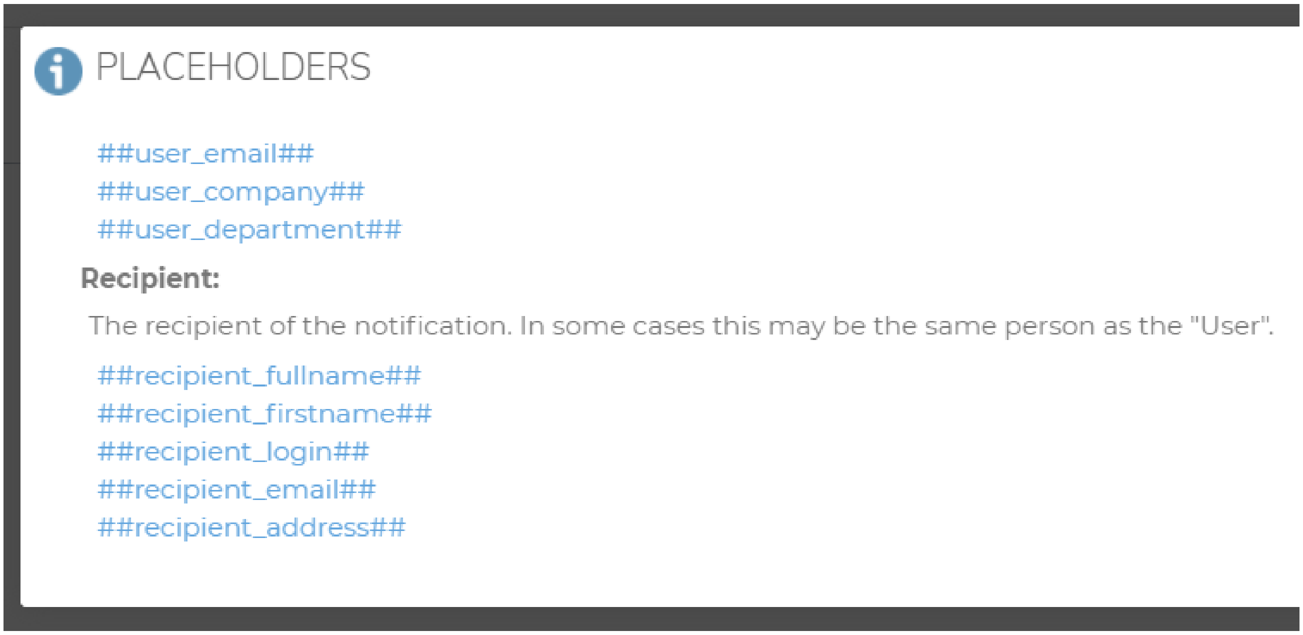
1. A new field has been added to the ILT session modify page when Zoom is selected as the session type. This field allows you to specify the Zoom user that will be the host of the session if that user is someone other than the Organizer. If specified, the value must be a valid Zoom username (email address) that exists within the same account as the Organizer, and the Organizer must have permissions within Zoom to create meetings on behalf of that user.



New placeholders for email notifications

Description: We have added the following placeholders for email notifications:

1. **##user_company##** - When this placeholder is used, the placeholder will be replaced with the value in the user's "company" field. This placeholder is applicable to all email notification event types.
2. **##user_department##** - When this placeholder is used, the placeholder will be replaced with the value in the user's "department" field. This placeholder is applicable to all email notification event types.
3. **##recipient_stateprovince##** - When this placeholder is used, the placeholder will be replaced with the value in the recipient's "state/province" field. This placeholder is applicable to all email notification event types.
4. **##ilt_link##** - When this placeholder is used, the placeholder will be replaced with a link to the catalog object that has an open session. This is used with the "Notify Me" functionality outlined above and is applicable to the "Session – Available" event type.

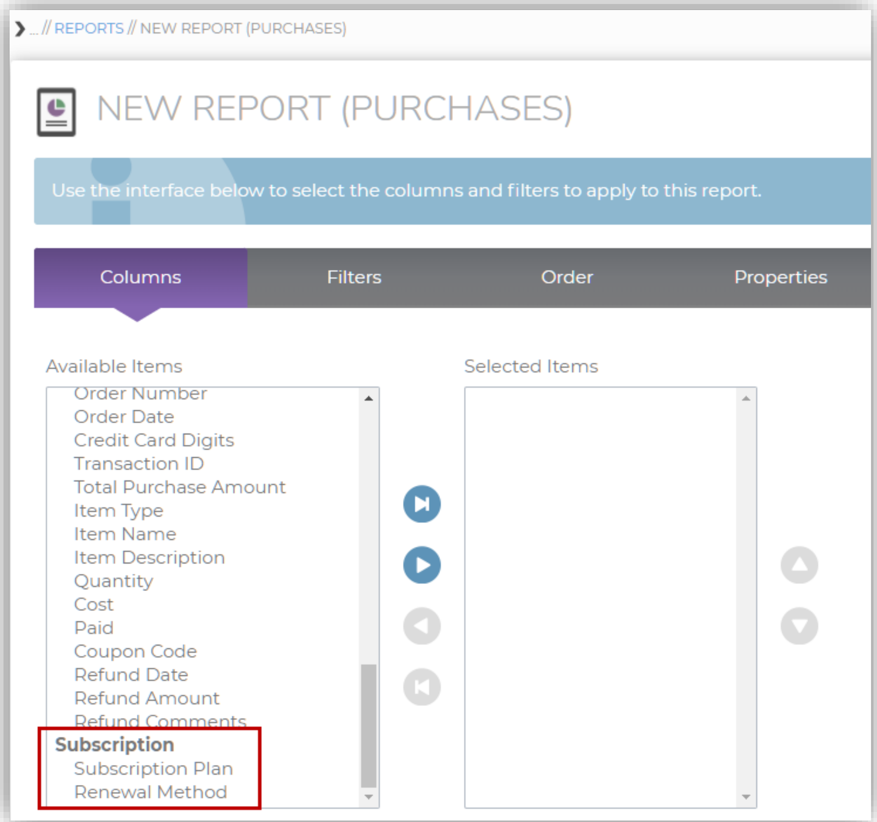


Purchases report enhancement

Description: We are adding new columns to the purchases report which will enable users with reporting permission to report on catalog subscriptions.

System & UI Changes:

1. Two new columns have been to the purchases report –
   a. Subscription Plan
   b. Renewal Method



API and Integrations: Enhancements

User transcript API

Description: We have added a method to the User API that will retrieve the complete transcript of a specified user. For more information, please refer to the documentation for the User API.

Enhancements to course and learning path search API

Description: We have added the ability to search for courses and learning paths that have been modified since a certain date. For more information, please refer to the documentation for the Course and Learning Path APIs.

Enhancements to Zapier triggers

Description: We have added the following triggers to our Zapier integration:

1. New Learning Path Enrollment Created – This event fires when a new learning path enrolment is created for a user in Inquisiq LMS.
2. Learning Path Enrollment Completed – This event fires when a user completes a learning path enrolment in Inquisiq LMS.

Bug Fixes

1. Corrected an issue where the last seat of an ILT could be purchased by two users at the same time.
2. Corrected an issue where the resource associated with a Task module was being removed when saving changes to the Task module.
3. Corrected an issue where users were able to enroll in an ILT session that occurs after the associated course enrollment's expiration date.
4. Corrected an issue with scheduling multiple ILTs that use the same instructor back-to-back falsely indicating an instructor scheduling conflict.
5. Corrected an issue with saved report files being inaccessible.
6. Corrected a typo in the Task type module instructions.
7. Corrected the object name placeholder for Task Proctor email notifications.
8. Corrected an issue causing OJT Submitted and Task Submitted email notification not to fire.
9. Corrected an issue causing the certificate viewer to throw an error when displaying in French.
10. Corrected an issue that allowed users to enroll in a course from a direct catalog link when the user did not have access to the private catalog containing the course.
11. Corrected an issue that allowed administrators to enroll users in locked courses.
12. Corrected an issue with quiz question randomization that prevented users from re-launching quizzes that have randomized questions.
13. Corrected an issue that prevented users from exiting quizzes and surveys built with the Quiz & Survey tool when viewing from an Apple (iOS) device.
14. Corrected an issue that allowed users to enroll in an ILT session that has already passed.
15. Corrected an issue preventing course modules from being re-ordered in Content Distribution Hub.
16. Added quiz question randomization options to the quiz builder in Content Distribution Hub.
17. Modified the way Zoom sessions are created so the time zone in Zoom aligns with the time zone the session is created for in the system.
18. Modified the course modify page in the Content Distribution Hub so that changes to distributed courses do not affect the publish settings of the courses in destination portals.
19. Modified "Attempts" field on User Enrollment Activity page to align the number of attempts reflected in reporting.
20. Modified email log to populate placeholders for recipient address.
21. Modified Activity Import to pull in course code when mapping the import to active courses within the system.

K-LMS+ will be updated on Friday, September 9, 2022 The scheduled downtime will be 8pm to 12am Eastern

The focus of this release will be introducing a new optional user interface (UI) that can update the look and feel of the learner and administrator experience and provides more streamlined workflows for users to interact with the system.

All the current administrator workflows remain the same, with a few enhancements outlined below.

- Upon release, the LMS will remain in the current UI. You will be able to switch to the new UI at your leisure. It is recommended that you apply the new UI to a test portal for testing and evaluation prior to applying the new UI to your production/live portal. We can setup test portals upon request.

- Instructions for applying the new UI are in the section of this document titled "Switching to the new UI." Note that switching to the new UI will have no impact on data, and you may freely switch between the old and new UI.

- The Certifications, ILT Resources, and OpenSesame sections are still a work in progress and will be unavailable in this release of the new UI. They will be available in a future release anticipated for later in 2022.

- The Reports section is available and fully functional but is in the style of the current UI. UI updates to this section will be available in the future release.

- IMPORTANT: If you use SAML SSO to sign into your portal, please consult with support prior to switching to the new UI as some minor updates may be needed for your SAML endpoint.

- This is the first iteration of the new user interface, enhancements and new functionality will continue to be added.

Thank you.

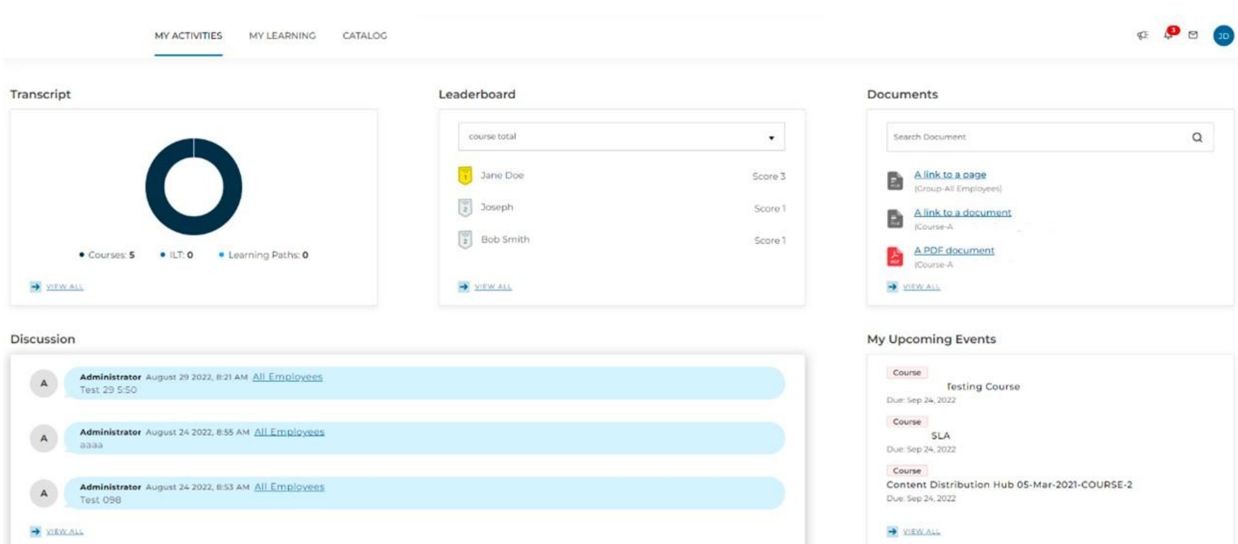
Learner Experience: Enhancements New User Interface

We have introduced a new user interface that updates the look and feel of the learner experience and provides more streamlined workflows for learners to interact with the system.

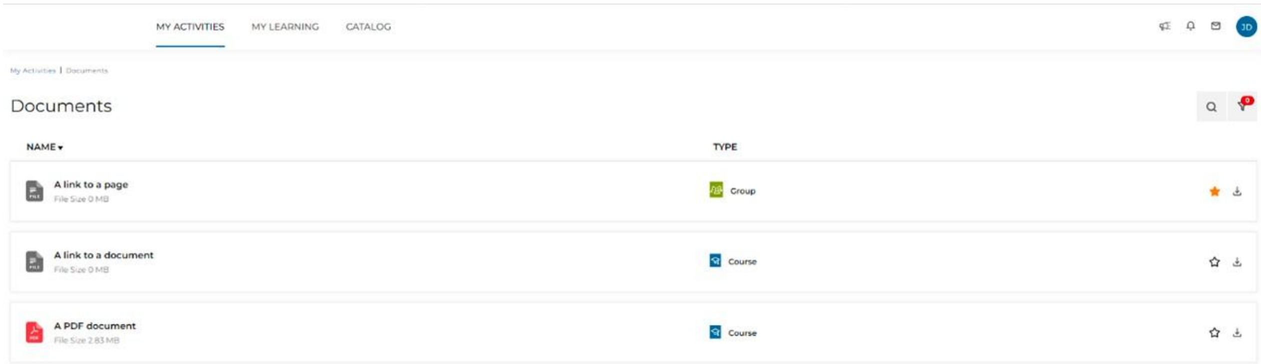
Note: The new UI will not automatically be applied to existing portal. The UI changes will only take effect for users after changing the theme from the administrator menu. See "Administrator experience" below for more information.

System & UI Changes:

- The "Dashboard" area has been changed to "My Activities." This area functions much like the existing dashboard, with a few changes and enhancements. Widgets are now in a fixed layout, and can be expanded to view more information, allowing learners to access more information from one place.

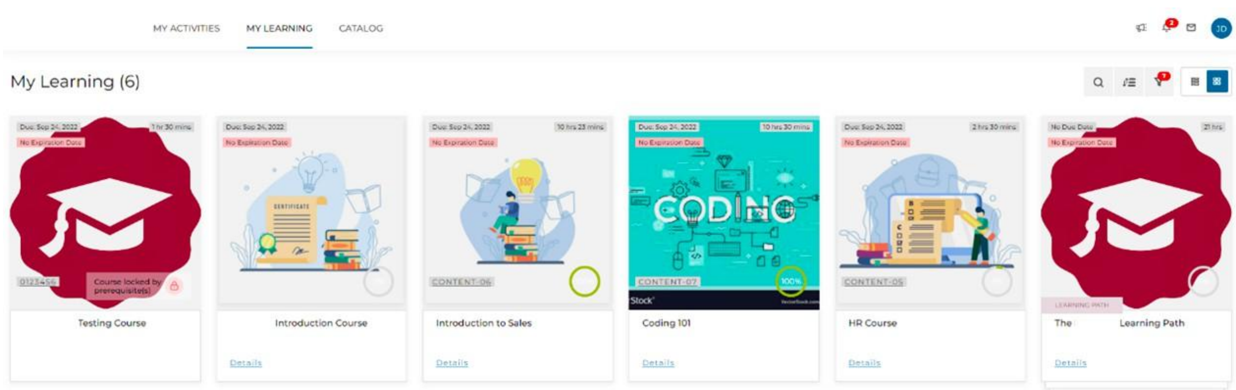


(New My Activities dashboard)



(Expanded view of the Documents widget)

- The "Enrollments" widget has been moved to its own area called "My Learning." This area features all the learner's enrollments and functions the same as the existing "Enrollments" widget.

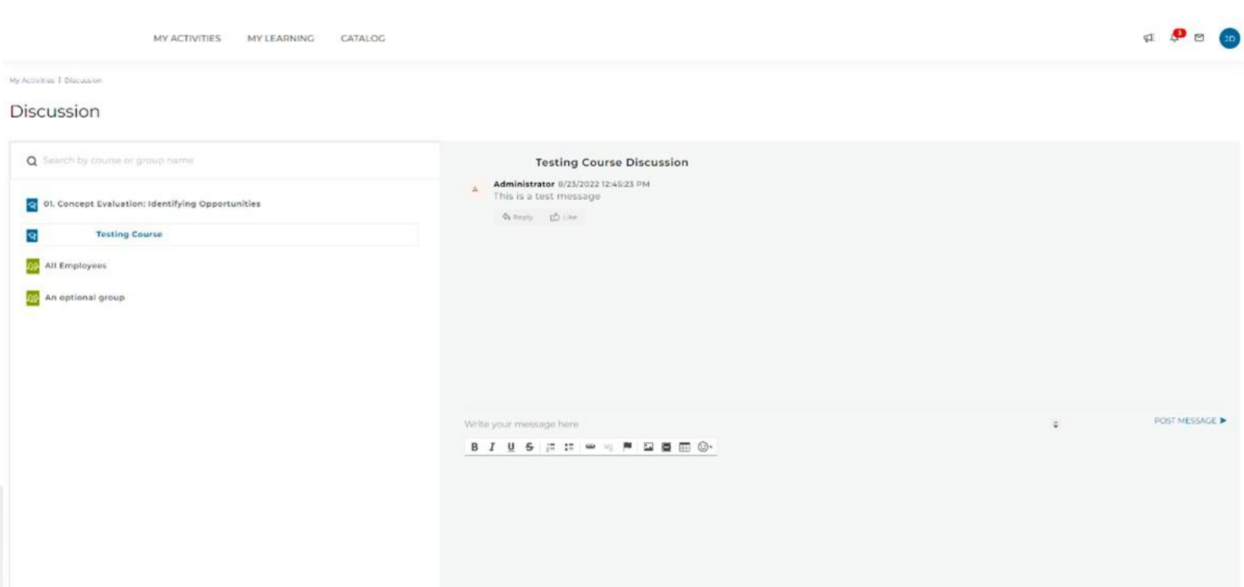


(New My Learning section)

- The "Calendar" widget on "My Activities" has been replaced by "My Upcoming Events". This is a list view of the learner's upcoming events for enrollment due, enrollment expiration, and ILT sessions. This view is expandable to give a complete listing of all the learner's upcoming events.

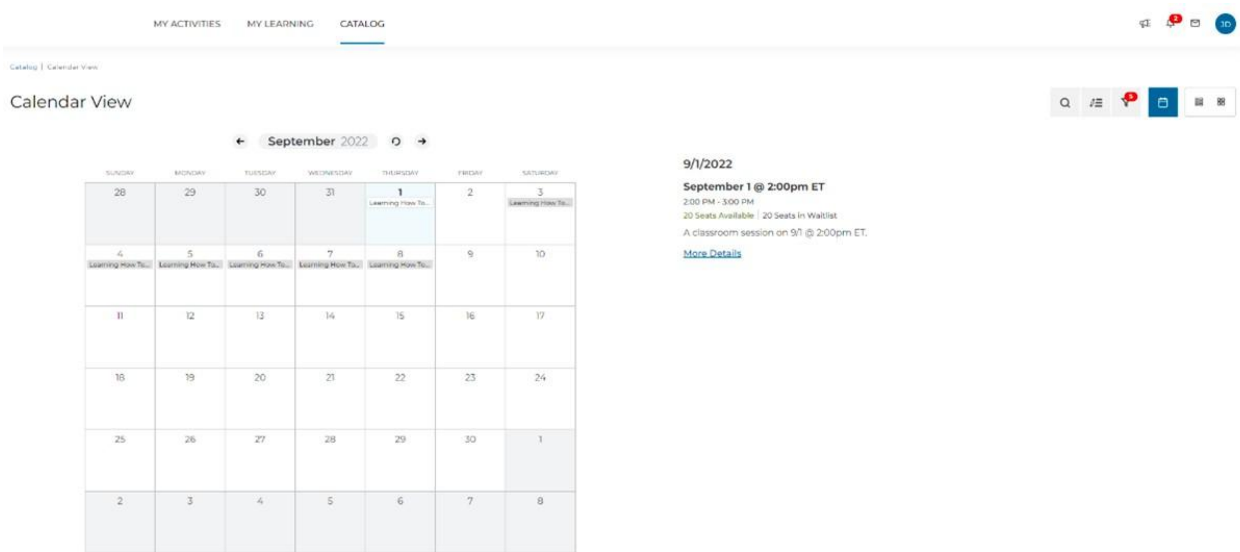
(My Upcoming Events widget)

- The “Discussion” widget on “My Activities” now includes an expanded view that allows the learner to view and contribute to all discussions they are part of from a single location within the system.



(Expanded view of Discussion widget)

- The "Calendar View" of the Catalog has been enhanced to provide a more informative view of ILT sessions.



(Calendar view on Catalog page)

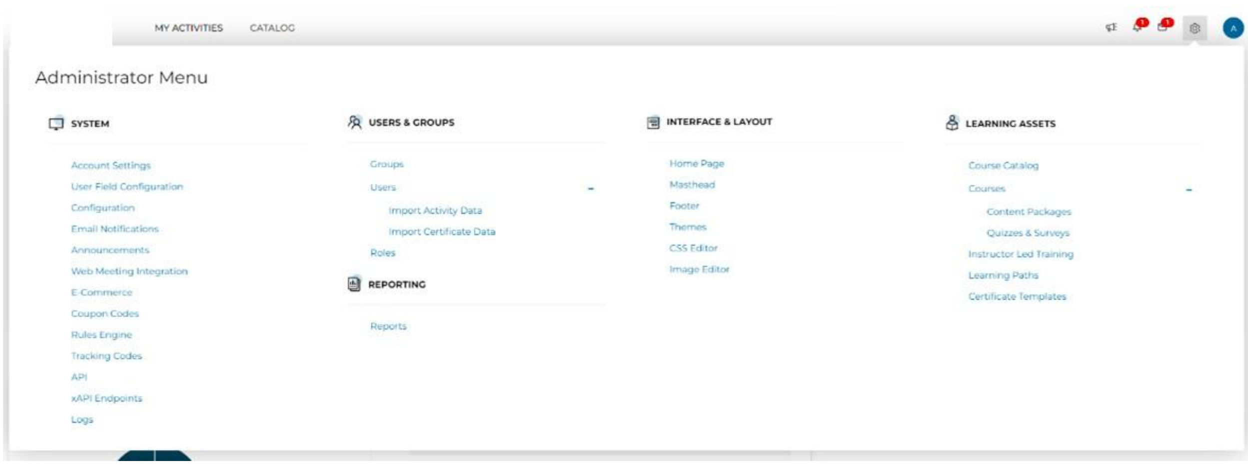
- Alerts and Notifications has been enhanced to provide a pop-up view to the user with the most recent alert on the user's Alerts and Notifications menu item.

(Pop-up view of alerts and notifications)

Administrator Experience: Enhancements

System & UI Changes:

- The “Administrator Menu” has been redesigned and relocated to the top right navigation bar in the system masthead.

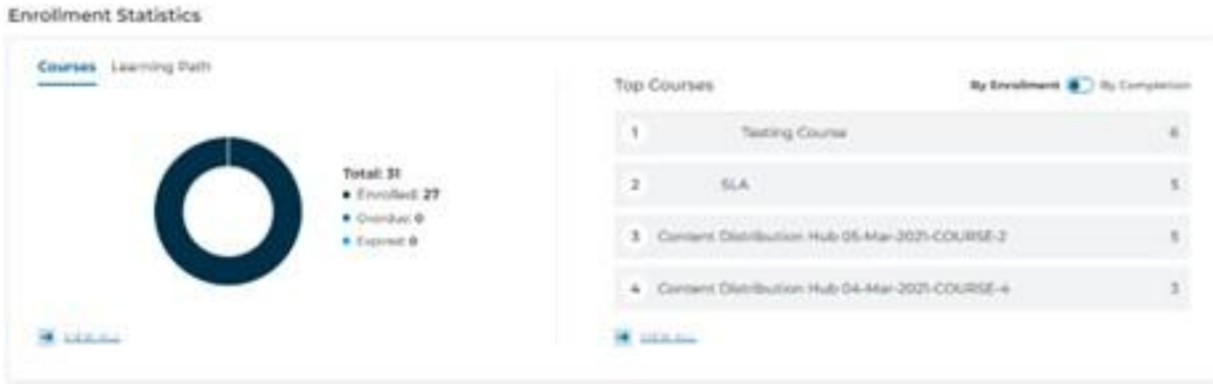


(New Administrator Menu)

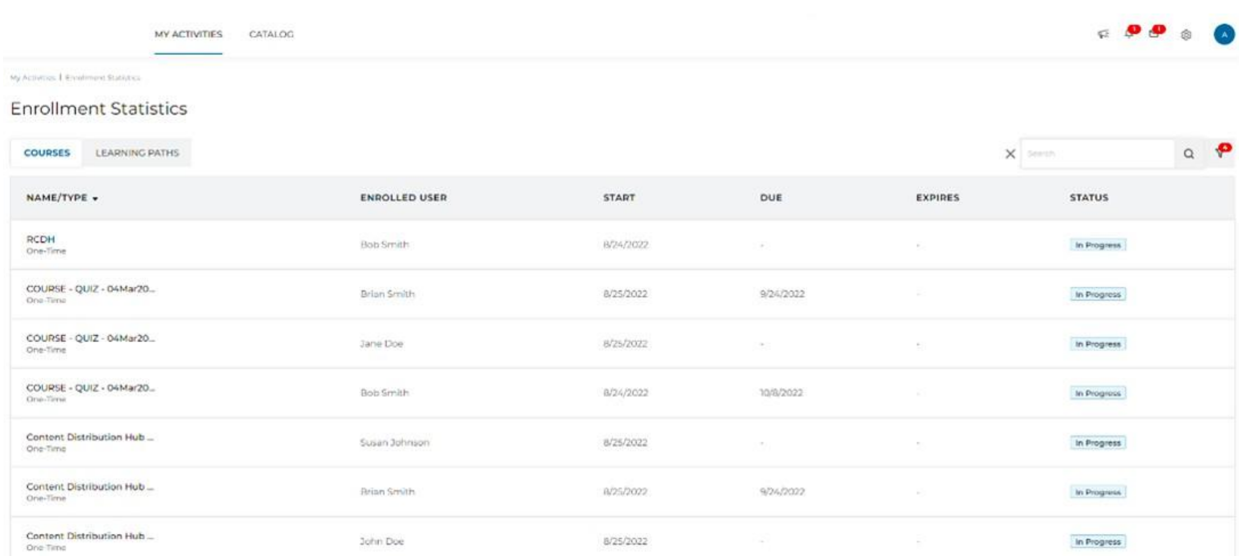
- Widgets on “My Activities” can be expanded to provide more detailed views.

(Expanded view of Discussion Moderation widget)

- The “Enrollment Statistics” widget can be expanded to provide a detailed view of all enrollments for users. This view can be filtered to view enrollments of specific users, timeframes, and statuses.

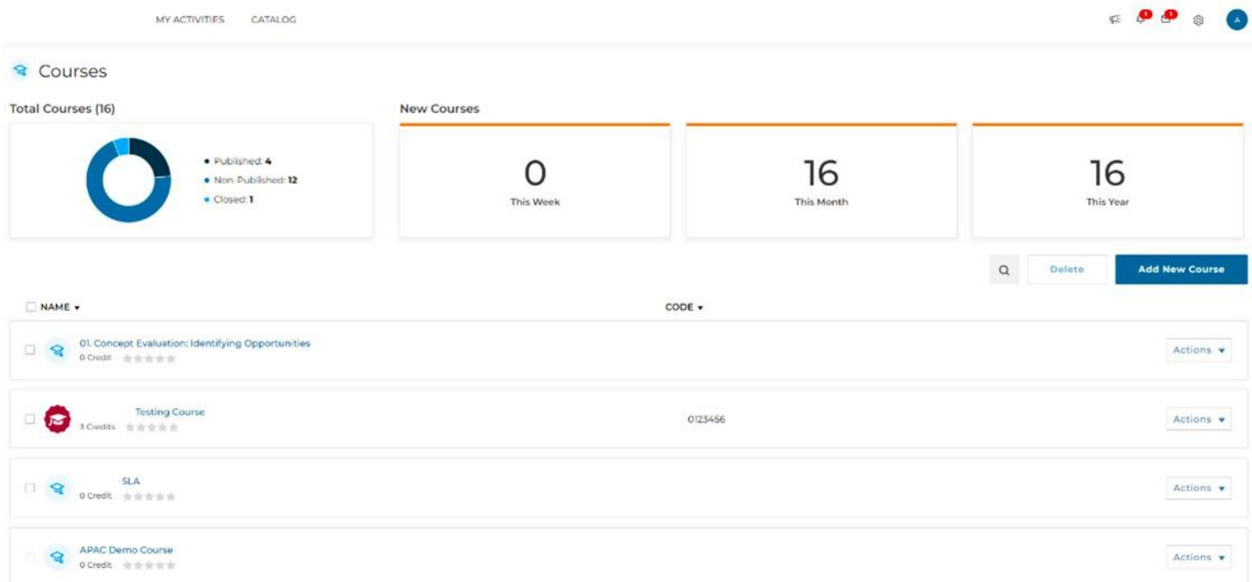


(Enrollment Statistics widget)



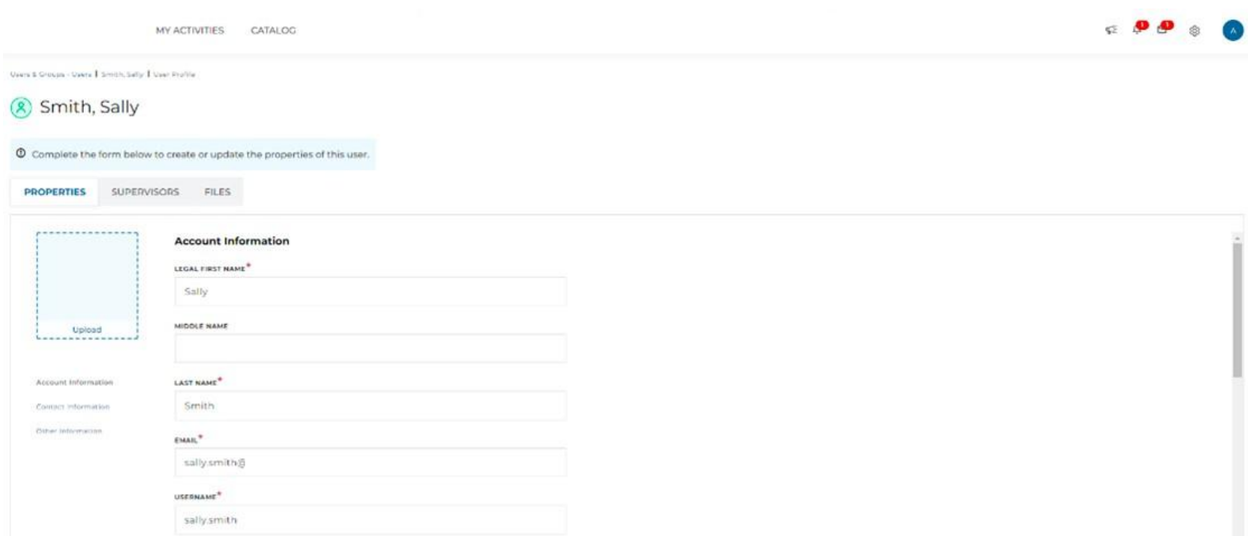
(Enrollment Statistics widget expanded view)

- Listing pages have been enhanced to consolidate menu options and provide an "infinite scroll" through object listings.



(Course listing page)

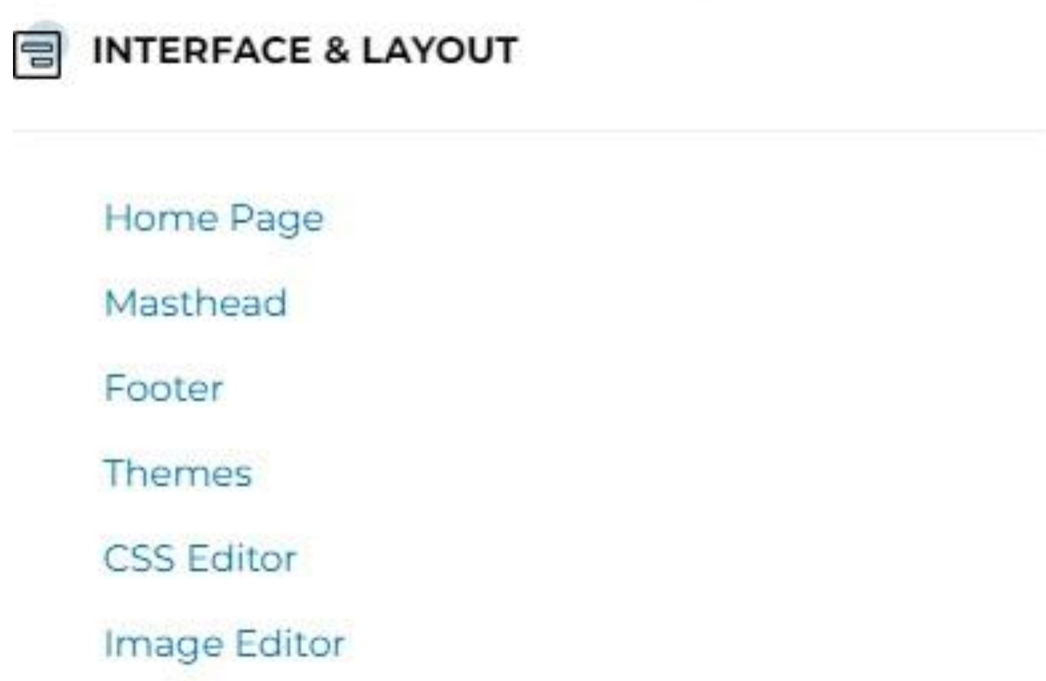
- Administrative functions remain the same in terms of workflow but have been updated with a more modern look and feel.



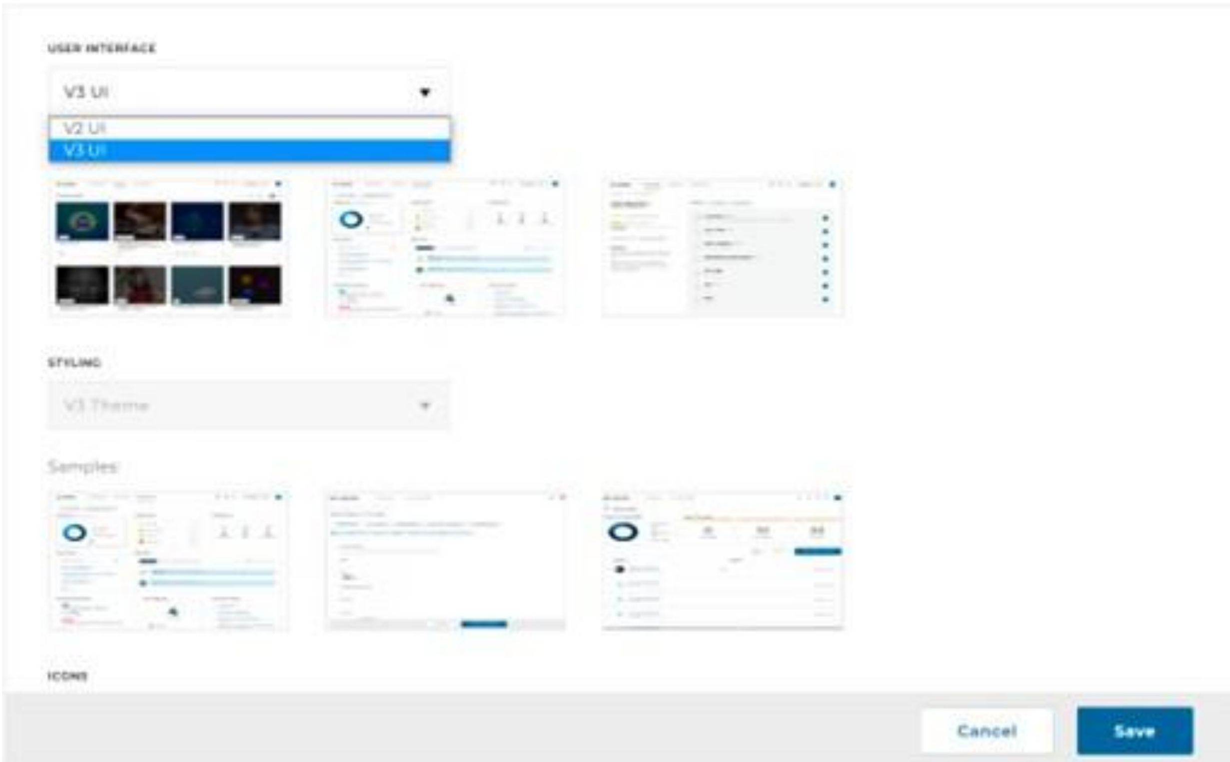
(User modify page)

Switching to the New UI

To switch to the new UI, go to the Administrator Menu > Interface & Layout > Themes section.



Expand the User Interface drop-down, select “V3 UI”, and click “Save”



You may switch back to the old UI at any time by going to the Themes page, selecting "V2 UI", and clicking "Save". Before switching to the new UI, be sure to review the notes under the "Administrator experience: Enhancements" section above.

K-LMS Plus – maintenance release deployed on Sunday, December 9, 2022 contained the enhancements below:

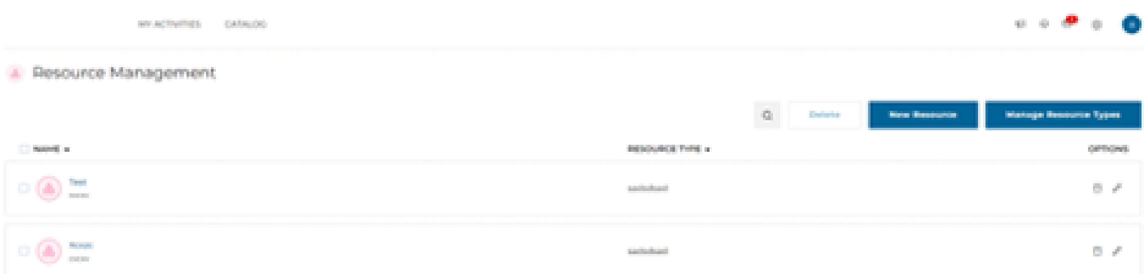
Administrator Experience: Enhancements

ILT Resource Management: Conversion to New UI

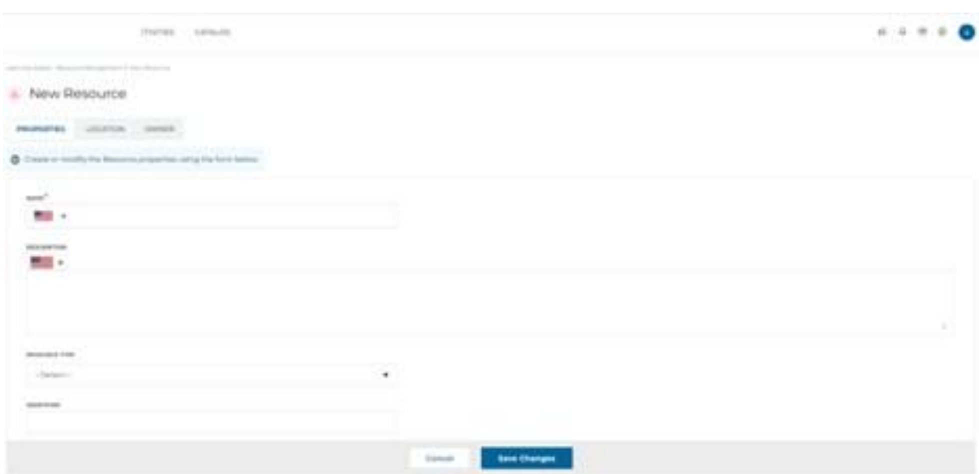
We have converted the ILT Resource Management functionality into the new UI.

System & UI Changes:

- **ILT Resource Management is now available in the new UI.**



(ILT Resource Management screen)



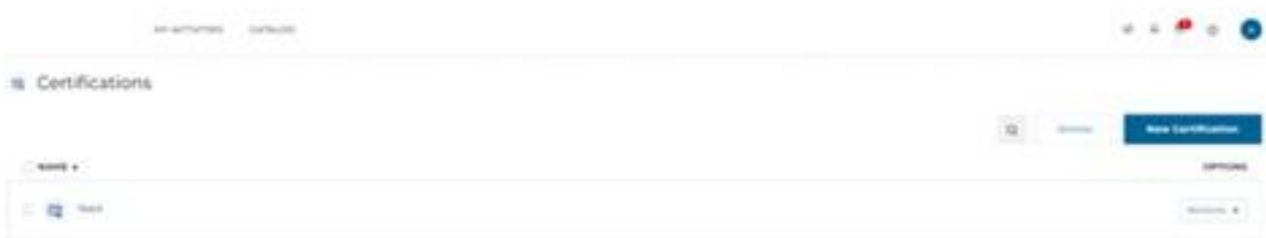
(New ILT Resource screen)

Certifications: Conversion to New UI

We have converted the Certifications functionality into the new UI.

System & UI Changes:

- **Certifications is now available in the new UI.**



(Certifications screen)

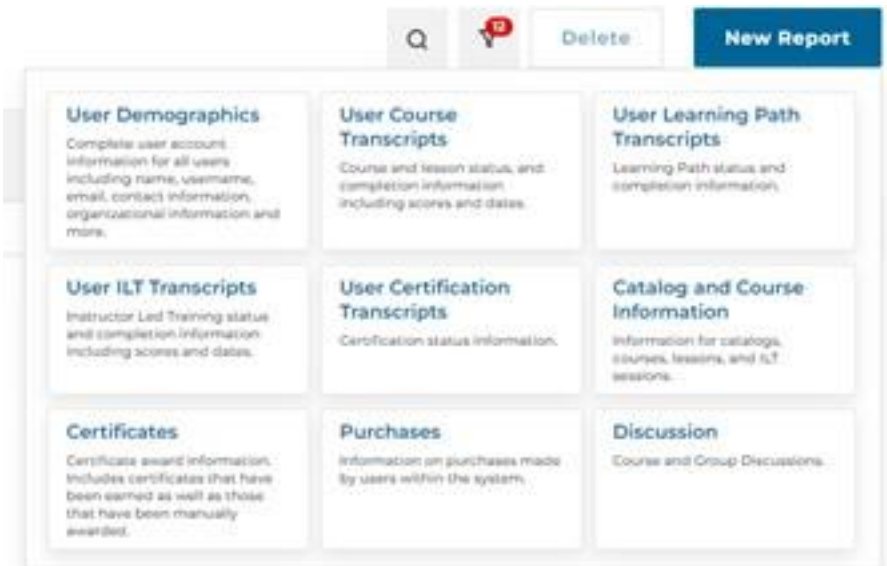
("New Certification" screen)

Reporting: Conversion to New UI

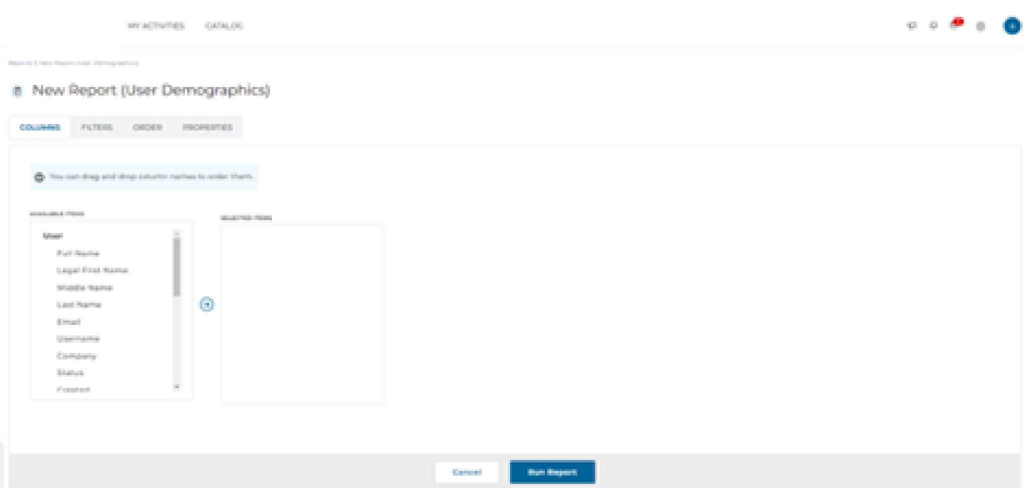
We have converted the Reporting functionality into the new UI.

System & UI Changes:

- **Updated reporting UI is now available in the new UI.**



(New Reporting menu)



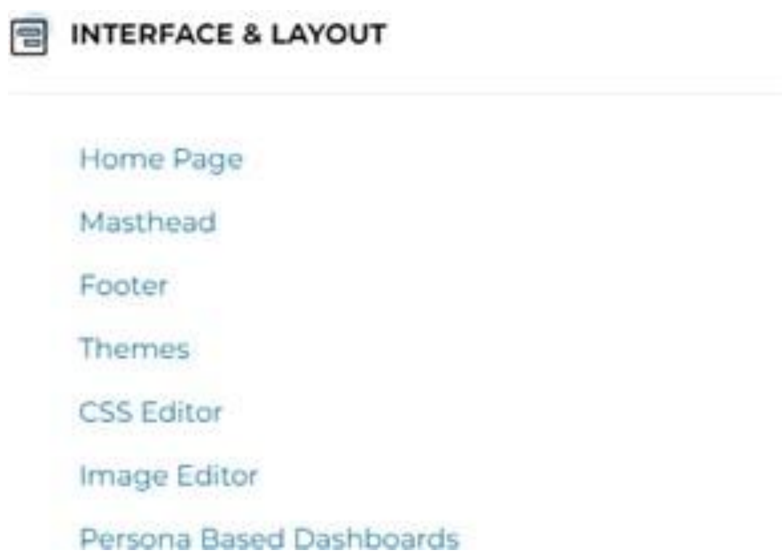
(New Report screen)

Persona Based Dashboards

We have introduced “Persona Based Dashboards” functionality into the new UI that allows you to customize the “My Activities” screen for specific users and groups.

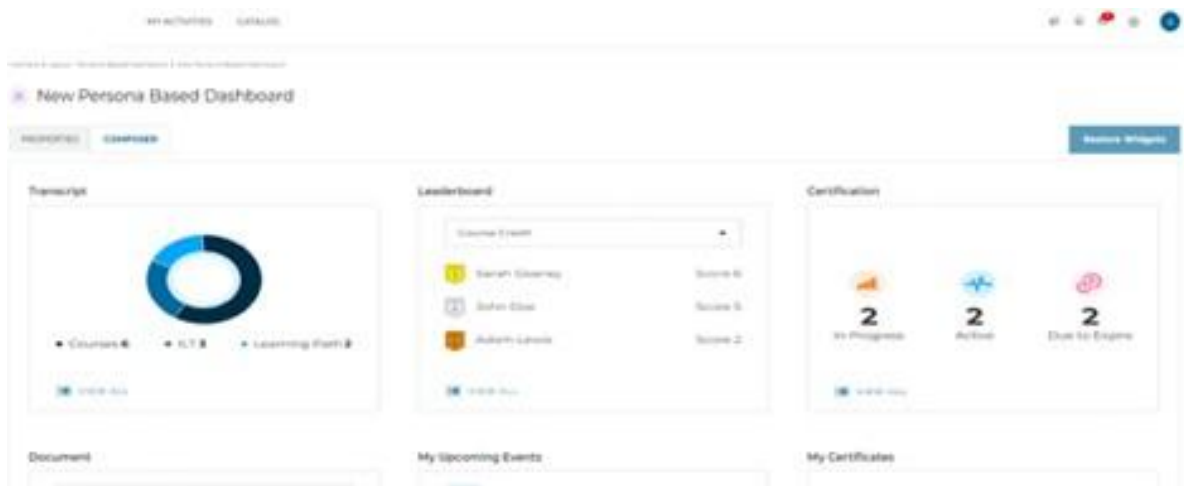
System & UI Changes:

- **A new menu option “Persona Based Dashboards” is available under the “Interface & Layout” section of the administrator menu.**

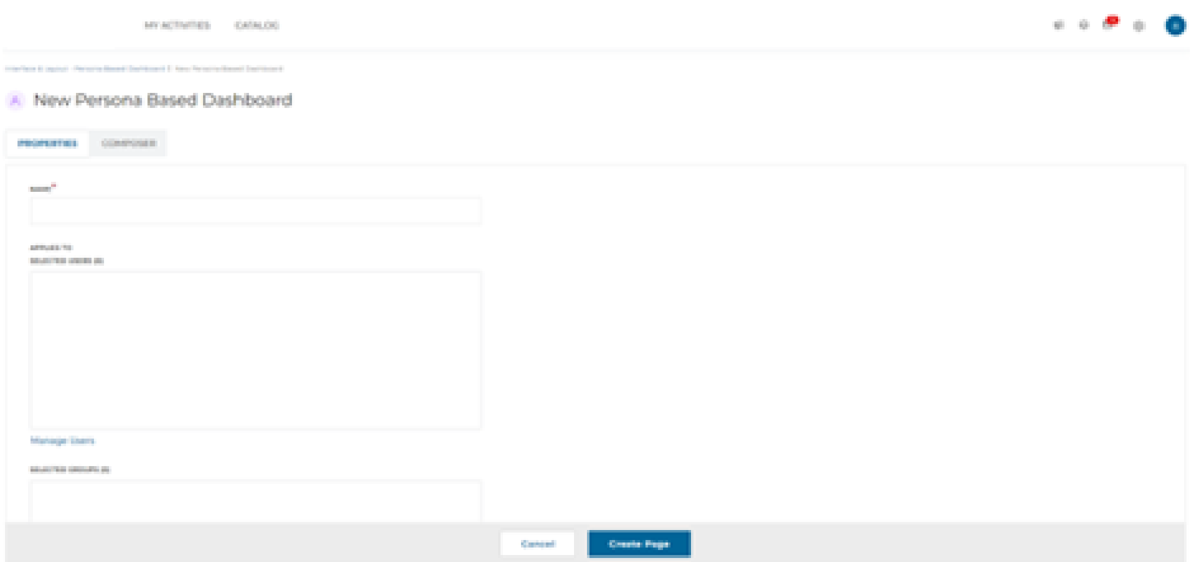


(Interface & Layout menu)

- **You will have the ability to create a customized view of the “My Activities” page and target it to specific users and/or groups. Creating a view will allow you to choose what widgets are shown in the view, and in what order they are shown.**

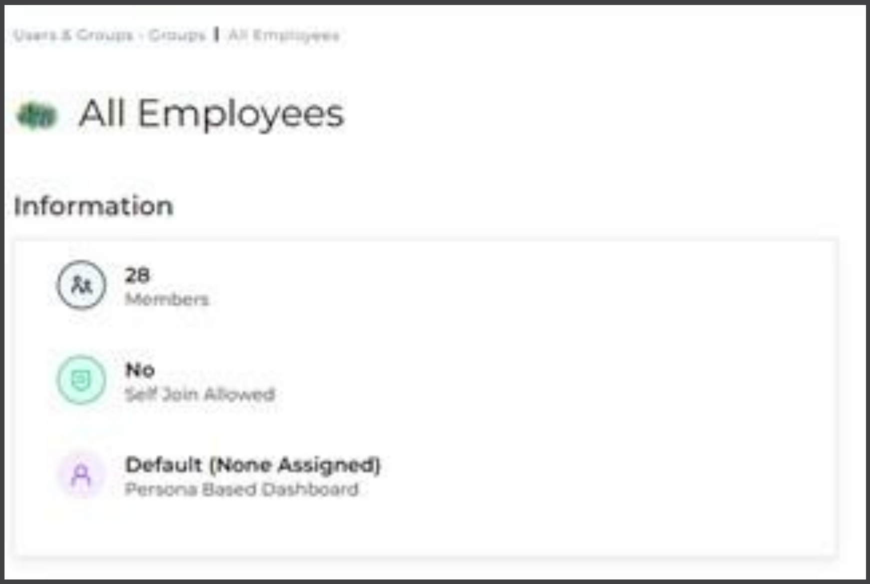


(Persona Based Dashboard composer screen)



(Persona Based Dashboard properties screen)

- You can see what "Persona Based Dashboard" applies to a user or group by viewing that user or group's admin dashboard.



(Group admin dashboard "Information" panel)

Bug Fixes

- Corrected an issue with User Registration Approval permissions.
- Corrected an issue with "Forgot My Username" functionality.
- Corrected an issue with downloading task module files with special characters in the file name.
- Corrected an issue with forced module ordering where the first module is marked as optional.
- Corrected an issue where the "User Batch" and "New User" menu options are displayed when the user does not have "User Creator" permissions.

K-LMS+ maintenance release will be deployed on Friday, November 17, 2023 between 8:00pm - 12:00am EST and contains the enhancements below:

Enhancements

"Group Owner" functionality for groups

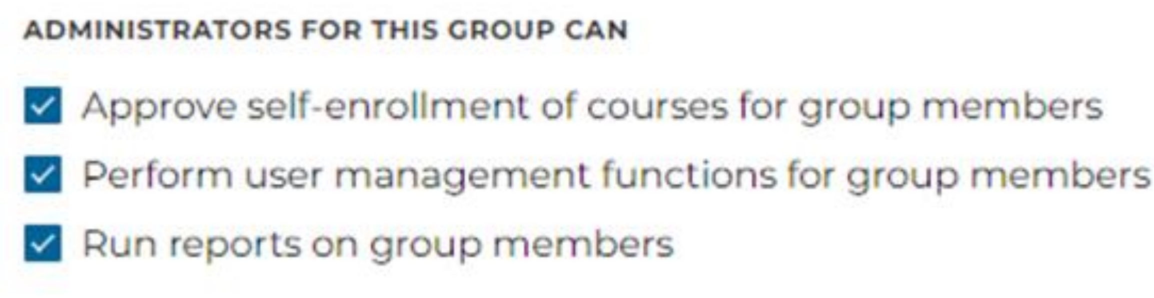
We have added the ability to assign "Group Administrators" to a group. This functionality will allow you to assign system users as an Administrator for a group, and allow you to choose one or more of the following permissions that "Group Administrators" will have over the group:

- Approve self-enrollment of courses for group members
- Perform user management functions for group members (equivalent to User Manager permissions under Roles)
- Run reports on group members

System & UI Changes:

- A new tab "Group Administrators" is available when editing the properties of a group.

(Group Administrators tab)



(Group Administrators permission options)

- You can assign administrators to the group by clicking the Add Administrator(s) button.

(Add Administrator(s) button)

- This functionality applies to both the legacy and new UIs.

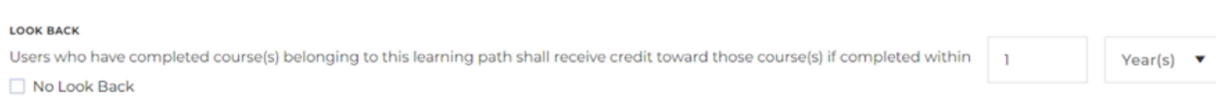
Look back threshold setting for course completions within learning paths

We have added the ability to configure the “look back” period for how completions of a course attached to a learning path are credited toward the learning path when that course was completed prior to enrolling in the learning path.

Previously, the system would look back at course completions within 1 year prior to the learning path enrolment start date to credit course completions toward the learning path. Now, that “look back” period is configurable.

System & UI Changes:

- A new option “Look Back” is available on the learning path properties page.



(Learning Path properties look back setting)

- For existing learning paths in the system, the setting will be defaulted to the current system setting of 1 year.
- For newly created learning paths, this setting will have to be set if a look back period is desired.
- Setting the option of "No Look Back" means that prior course completion history will not be creditable toward courses attached to the learning path.
- This functionality applies to both the legacy and new UIs.

Other minor feature additions

- Modified the login form label for "Username" to reflect the value set for that field in User Field Configuration.
- Modified the ILT Roster Widget in the legacy UI to allow sorting by session start date.
- Added "Active", "Inactive", and "Online" filters to the user listing page. This applies to the new UI only.
- Added the ability for any user with the "System Administrator" role to view all surveys and quizzes, regardless of creator.
- Added a uniquely generated "Certificate Code" to certificate award records.
- Added the field "Session Timezone" to Course and Catalog Dataset for ILT session reporting.
- Added the field "Created Date" to Course and Catalog Dataset for reporting on when objects were created.
- Added the field "Course Estimated Length" to Course and Catalog Dataset for reporting on estimated length of course objects.
- Added the field "Enrollment Type" to Course Transcript and Learning Path Transcript datasets to report on how an enrollment was granted to the user (i.e. "Self-enrolled", "Group-inherited", "Ruleset-inherited")

Bug Fixes

- Corrected an issue where description text areas for certifications were allowing more than the character limit of 512.
- Corrected an issue where the masthead logo was not linking back to the portal's home page.

- Corrected an issue where some email notifications were being sent to disabled user accounts.
- Corrected an issue in the new UI where the percentage complete display for course enrollments listed on “My Learning” was displaying 5% before the user ever launched the enrollment.
- Corrected an issue where Zoom attendee synchronization was only synchronizing the first 30 attendees for an ILT session.
- Corrected an issue where UI text was not being translated in the course launcher.
- Corrected an issue where bulleted lists were being displayed as numerical lists in object descriptions.
- Corrected an issue in the new UI where the “No end date” checkbox was checked for enrollments with a lifespan end date.
- Corrected an issue where the Documents widget was not showing documents attached to Learning Paths.
- Corrected an issue in the new UI where the status of a Learning Path enrollment was not being shown correctly.
- Corrected an issue in the new UI where some auto-join rules could not be deleted.
- Corrected an issue in the new UI where Learning Path documents were not being displayed on the Learning Path details page.
- Corrected an issue with the “Hide Instructors” functionality for ILT not being properly enforced.
- Corrected an issue in the new UI where user additions to an ILT roster were being duplicated if clicking the “Add” button multiple times.
- Corrected an issue where users with permissions to view only certain custom datasets were able to view public reports for custom datasets they did not have permission to view.

K-LMS+ maintenance release will be deployed on Friday, March 29, 2024 between 8:00pm - 12:00am EST and contains the enhancements below:

Enhancements

Multi-factor authentication (MFA) via Authenticator App and/or Email

We have added the ability for clients to enable multi-factor authentication (MFA) for logins to their LMS portal. This feature adds the ability to configure MFA methods for Authenticator App and/or Email, allowing clients to choose which method(s) to make available to users.

Multi-factor Authentication (MFA): FAQ’s

What methods of authentication will be available?

- Via an emailed code
- Via a code provided in an Authenticator App

Is MFA mandatory for all clients and users?

No. MFA will be an opt-in feature that you can enable on your LMS portal. The users in your LMS portal would then have the option to enable MFA for their user account.

Will the user experience be impacted if MFA is enabled on my portal?
The enabling of MFA on your LMS portal introduces an additional step to the login process for users. Clients should consider how this may affect user engagement relative to their security concerns before deciding to enable MFA on their LMS portal.

Do clients have to offer all authentication methods to users?
Not all methods of MFA are required. However, the Authenticator App is the option recommended for LMS portals that have users who exist outside of a single email domain. This option eliminates concerns relating to email delivery that can occur with the variety of email services used by LMS users not belonging to a single email domain.

Do users have to provide a code every time they login?
Yes, if MFA is enabled on a user’s account, they will have to enter an MFA code each time they sign into the LMS portal.

Is there a cost associated with MFA?
There is no cost associated with MFA via email or Authenticator App.

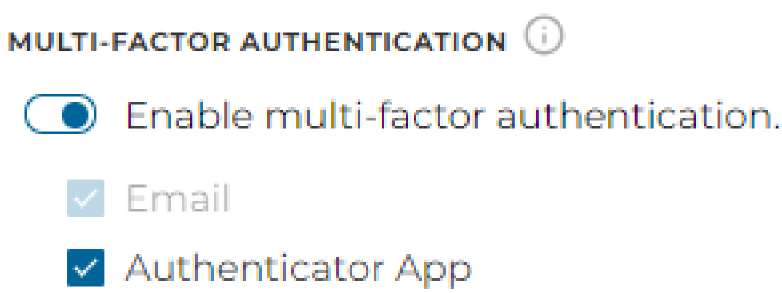
What happens if I don't receive a code?
If you are using email MFA and do not receive a code, please attempt to sign in again to receive a code. If you still are not receiving an MFA code, please contact your LMS administrator.

What if a user gets a new phone?
If the user is utilizing MFA via an Authenticator App and they get a new phone, the Authenticator App will continue to work if their Authenticator App settings have been transferred to the new phone. Otherwise, they will need to have their MFA setting reset by an LMS administrator. Users utilizing email for MFA would be unaffected by a change in phone.

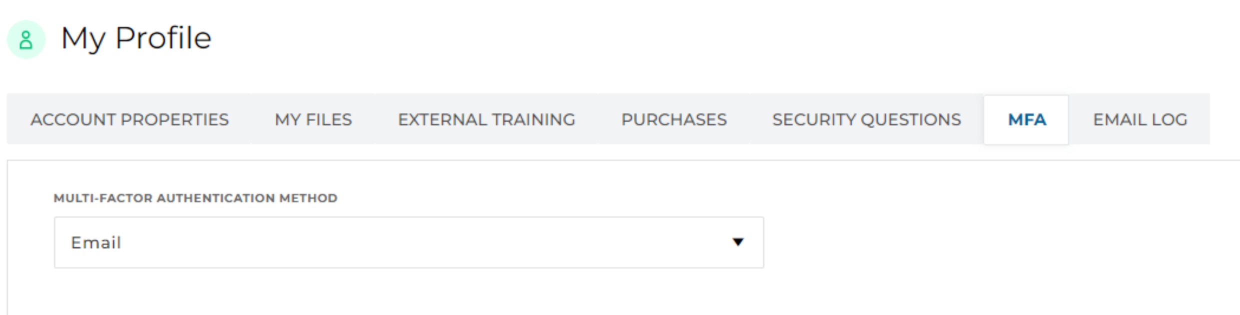
MFA System & UI Changes:

System & UI Changes:

- A group of settings for MFA is available on the "Configuration" page under "Login Setup."



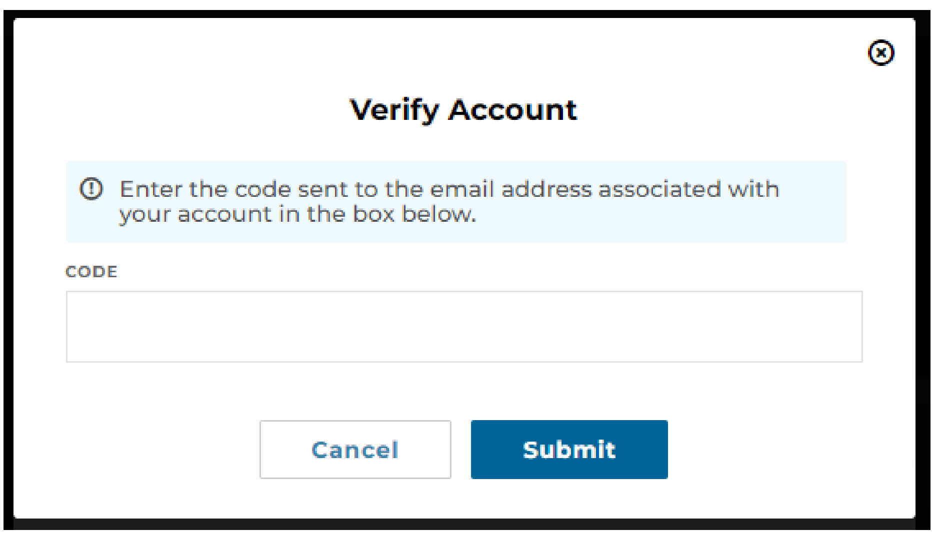
- When MFA is enabled, users will be able to go to their "My Profile" page to edit their MFA settings.



(My profile page with MFA options)

(QR code prompt for Authenticator App configuration)

- When a user signs in with an MFA method configured on their account, they will be presented with a prompt to enter an MFA code. To finish the sign in process, the user will need to enter the code from their Authenticator App or email, depending on their chosen MFA method.



(MFA code prompt - Email MFA)

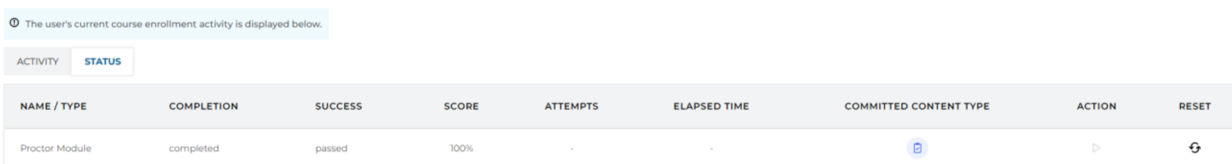
- This functionality applies to both the legacy and new UIs.

View proctored task data after task completion

We have added the ability for administrators to view proctored task data for task modules completed by a learner. This includes reviewing the document uploaded by the learner as part of the task, and any comments or notes placed on the task by the proctor.

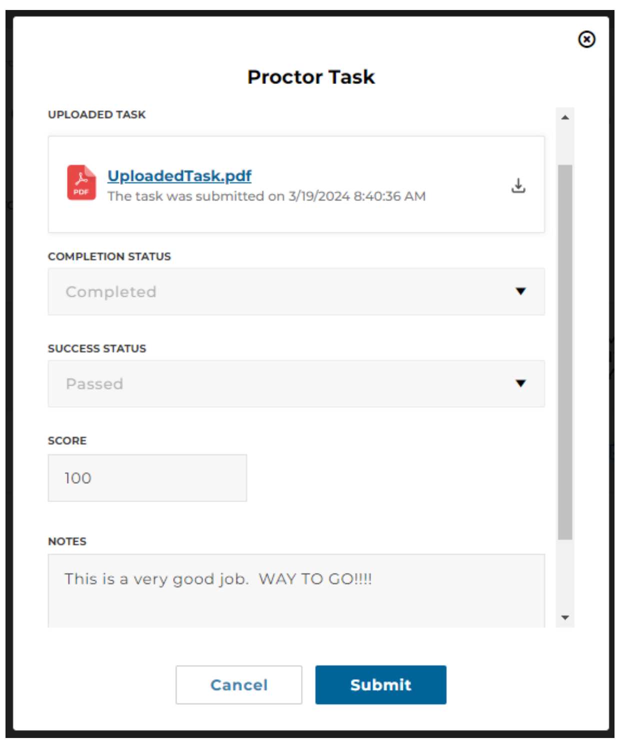
System & UI Changes:

- A new clickable button under "Committed Content Type" is available on the course enrollment activity page for a learner.



(Course enrollment activity page)

- When this button is clicked for a module where the content type is a task, a pop-up will be launched that contains the details of the proctored task module.



(Task proctoring pop-up)

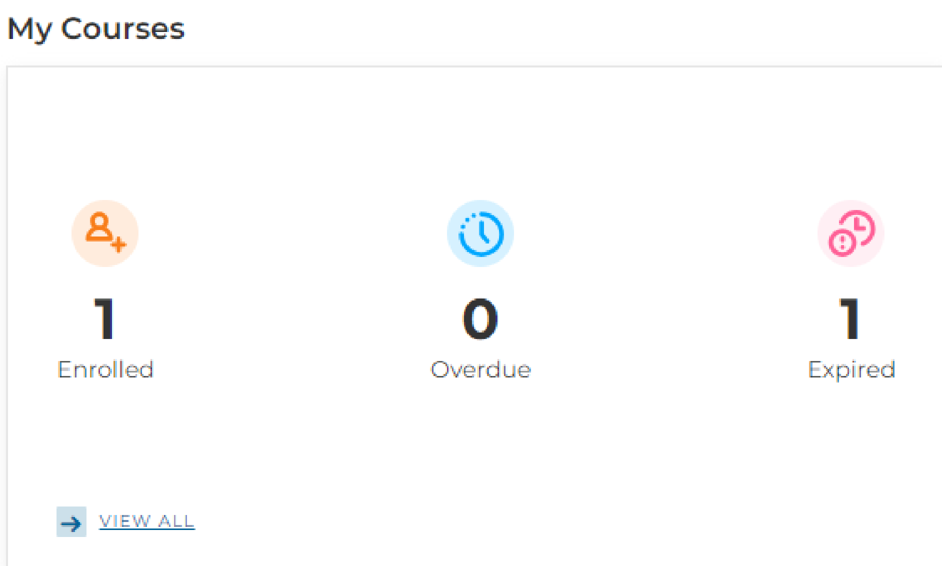
- This functionality applies to both the legacy and new UIs.

New "My Courses" widget

We have added a new "My Courses" widget to the "My Activities" page in the new UI. This widget allows a learner to see an overview of the number of course enrollments they have "In Progress", "Overdue", and "Expired"; and provides a direct link to the learner's "My Learning" page where they can view all their enrollments.

System & UI Changes:

- A new "My Courses" widget is available on the "My Activities" page for learners.



(My Courses widget)

- The "View All" link will take the learner to the "My Learning" page where they can view all their enrollments.

Other minor feature additions

- Added a "Task Proctored" email notification to allow learners, proctors, and/or administrators to be notified when a task has been proctored.
- Added the ability to create notes on a proctored task to provide feedback to users on submitted tasks. These notes can also be included in the "Task Proctored" email notification.
- Added a "User Password Changed" email notification to allow users to be alerted when their password has been changed. Note that this email notification is only triggered when a single user's password has changed, it does not apply to changes made through user batch uploads.

- Added course codes to listings of courses within learning path enrollment pages.
- Added course codes to the Transcript widget.
- Added "Module Order" field to the Course and Catalog Information dataset in reporting.
- Added "ILT Registration URL" and "Attend URL" fields for ILTs to the Course and Catalog Information dataset in reporting.
- Added "Course (Title Only)" field to the User Course Transcript dataset in reporting. This field contains the course title without the enrollment identifier appended to it.
- Added "Enrollment Creation Date" and "First Launch Date" to the User Course Transcript dataset in reporting.
- Added a "BCC" field to email notifications to allow blind copies of an email notification to be sent to a specific email address.
- Modified the masthead button editor to allow the order of buttons to be rearranged.
- Modified the "Merge Users" functionality to allow the merging of roles from source user account to destination user account.
- Modified the "Task Submitted" email notification to allow for Learner as a recipient option.
- Modified the sorting of items in the catalog to be in the configured "default order" when the user has no other sorting option selected.
- Modified the reporting of the "Content Resource" field in the User Course Transcripts dataset so that it is tracked against the content launched by the learner instead of the content currently linked to the module.
- Modified the assignment of supervisors to users in User Batch Upload to no longer be additive. Instead, the list of supervisor(s) provided in the batch will be the effective list of supervisor(s) for the user. This means if a user has "Supervisor A" and "Supervisor B" as their supervisors, and a batch is uploaded that only has "Supervisor A" as the user’s supervisor(s), "Supervisor B" will be removed as one of that user’s supervisor(s).
- Modified the configuration of rulesets to provide more logical validation of combined rules where the selected rule field(s) relate to courses. The following validations apply:
    - If creating a rule for "Course Name," you must also create a rule for "Course Status" and/or "Course Completion Date"
    - Any rules created for "Course Status" and/or "Course Completion Date" must also have a rule for "Course Name."
    - If the ruleset is created for a course enrollment, the "Course Name" field rule cannot be for the same course you are creating the enrollment for.

Bug Fixes

- Corrected an issue where private reports a user was subscribed to were not showing in "My Report Subscriptions."

- Corrected an issue where configured OAuth sign in options are not being displayed on login forms embedded in home pages.
- Corrected an issue where duplicate course enrollments of an already expired course enrollment for a learning path are being created when new courses are added to the learning path.
- Corrected an issue where completion percentage set on a video content package is not being calculated correctly.
- Corrected an issue preventing download of a PDF certificate when the first or last name of a user contains a comma.
- Corrected an issue affecting upload of task resources to a newly created module.