# Knowledge anywhere

# LMS Quick Start Guide

# What This Guide Will Cover

1   Training Assignment Structure

2   Creating groups

3   Creating online, classroom, and self-study courses

4   Creating learning paths

5   Assigning learning paths to groups

6   Adding Learners to the LMS

7   Other things to know as a new learner

# 1. Training Assignment Structure

**User Attributes**

User attributes are characteristics that distinguish users from each other within a company, such as location and job role

**Group**

A group is a set of users that share the same user attributes

**Learning Path**

A learning pathis assigned to a group and comprises a defined curriculum of related training courses that have been added to the LMS

**Courses**

Courses are assigned to learning paths and include online, classroom, and self-study courses that you create and upload to the LMS

**Good to know!**

A user's learning path with assigned training courses is dependent upon which group they are in, and which group they are in is dependent upon the user attributes assigned to that user.

# 2. Creating Groups

A **group** is a set of learners that share the same user attributes, such as country, state, employee status, or job role. During organization setup, you'll create several groups to define the various sets of employees in your company.

# To create a new group



1. Open the Administrative Dashboard
2. From the **Learners** sidetab, select **Groups** in the upper menu
3. On the dropdown that appears, select **Add Group**

# To create a new group



4. On the Manage Groups page that appears, enter group information that applies

5. Select **Save**

# To create a new group

6.The Manage Groups page reappears and displays the new group in the list.

Repeat this process for each group that you want to create.

For more in-depth information about creating groups, check out:

- How is training structured in the LMS?
- How is training assigned in the LMS?
- Managing Learner Groups



| LEARNERS | GROUPS | MANAGE ACCESS | ORGANIZATIONS |
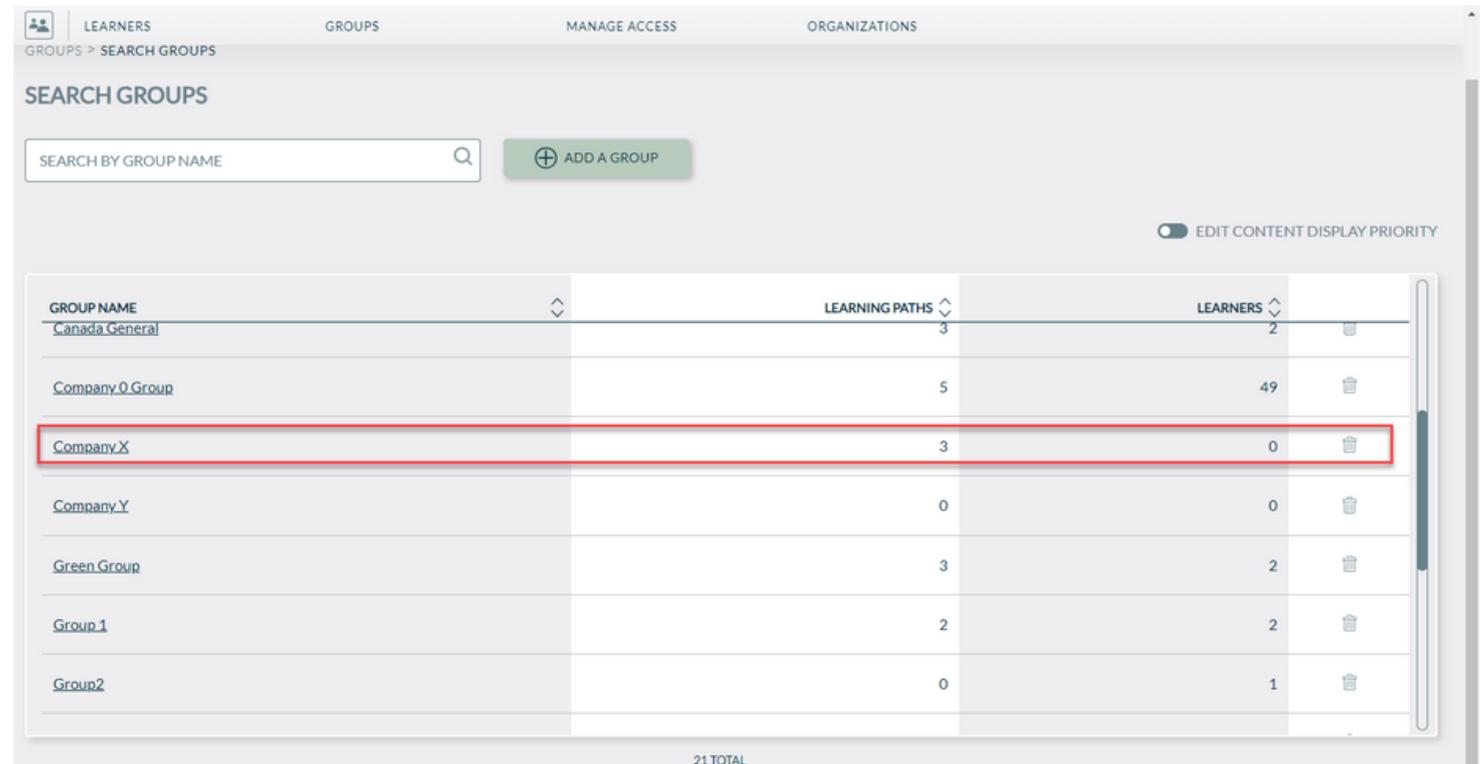
GROUPS > SEARCH GROUPS

## SEARCH GROUPS

SEARCH BY GROUP NAME | ⊕ ADD A GROUP

EDIT CONTENT DISPLAY PRIORITY

| GROUP NAME | LEARNING PATHS | LEARNERS |
|---|---|---|
| Canada General | 3 | 2 |
| Company 0 Group | 5 | 49 |
| Company X | 3 | 0 |
| Company Y | 0 | 0 |
| Green Group | 3 | 2 |
| Group 1 | 2 | 2 |
| Group2 | 0 | 1 |

21 TOTAL

# 3.1 Creating Online Courses

Learn how to create a SCORM-compliant online course for anywhere-anytime learning
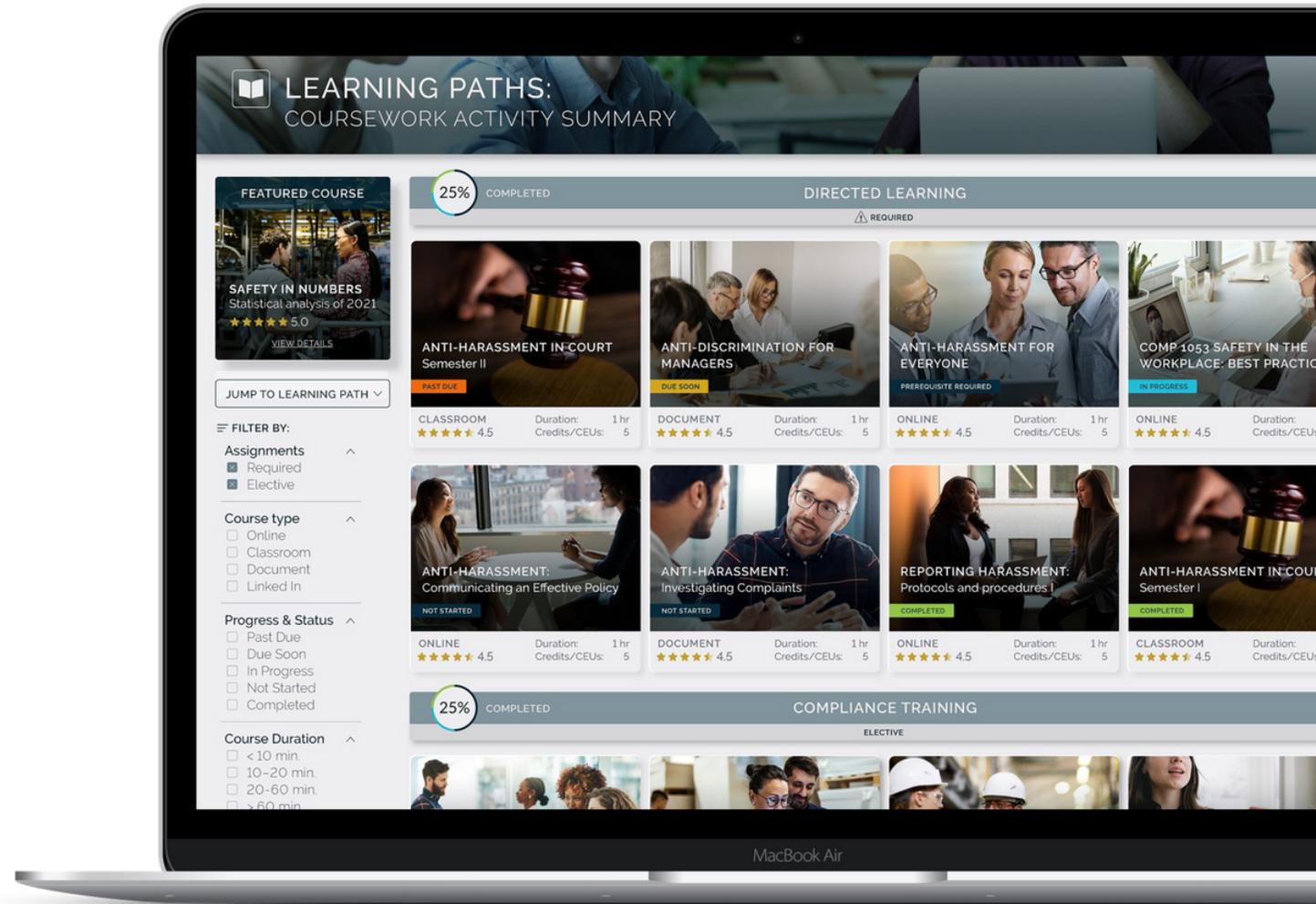
# To create an online course

1. Open the Administrative Dashboard
2. Select **Courses** in the sidebar menu
3. From the Courses page, select **Add Course**
4. Choose the type of course you want to create

# To create an online course

4. Enter all necessary course details, select **Save & Continue.**

# To create an online course

6. On the Upload SCORM Files page that appears, enter SCORM zip file information.

7. Select **Save.**

8. After the LMS successfully uploads the SCORM file, select **Launch** if you'd like to preview the new online course on the Administrative side
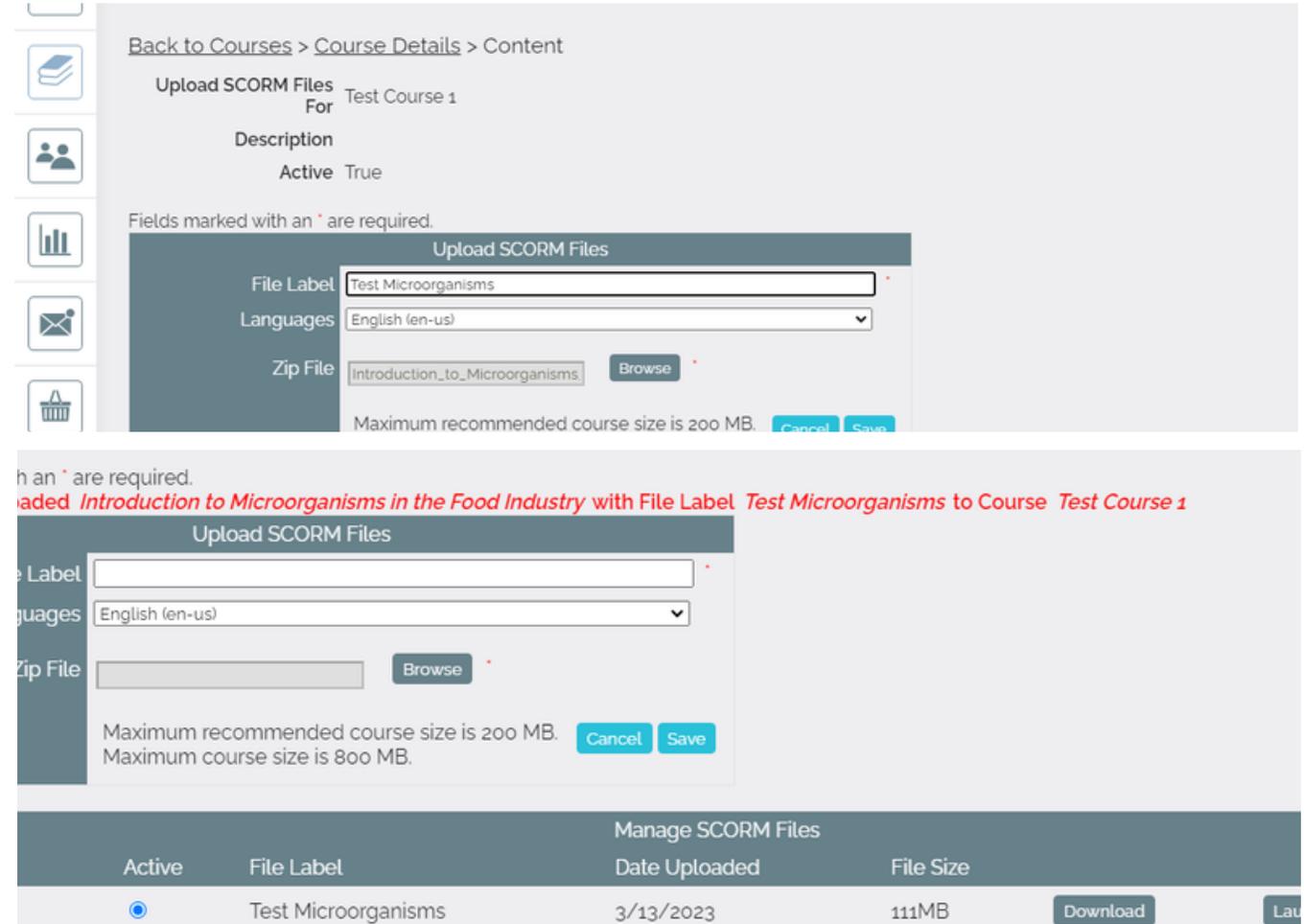
Back to Courses > Course Details > Content

Upload SCORM Files For   Test Course 1

Description

Active   True

Fields marked with an * are required.

**Upload SCORM Files**

File Label   Test Microorganisms

Languages   English (en-us)

Zip File   Introduction_to_Microorganisms   Browse

Maximum recommended course size is 200 MB.   Cancel   Save

h an * are required.

aded *Introduction to Microorganisms in the Food Industry* with File Label *Test Microorganisms* to Course *Test Course 1*

**Upload SCORM Files**

Label

guages   English (en-us)

Zip File   Browse

Maximum recommended course size is 200 MB.   Cancel   Save
Maximum course size is 800 MB.

| | | Manage SCORM Files | | | |
|---|---|---|---|---|---|
| Active | File Label | Date Uploaded | File Size | | |
| ⦿ | Test Microorganisms | 3/13/2023 | 111MB | Download | Lau |

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# To create an online course

9. Preview the new online course by selecting **Launch**.

10. On the Courses page, the new online course that you just created appears in the list.

For more in-depth information about creating an online course, check out:

- How do I create a course?
- What is a SCORM file?
- How many courses can I have on my LMS?
- How do I preview an online course before making it public?

# 3.2 Creating Classroom Courses

Learn how to create a classroom course for in-person instructor-led learning

# To create a classroom course



1. Open the Administrative Dashboard
2. From the **Content** sidetab, select **Courses**
3. From the Courses page, select **Add New**

# To create a classroom course

4. In the upper and lower sections of the Course Details page that appears, enter course details.

5. Select **Save** or **Save & Continue** (If you want to upload documents with the Classroom).

# To create a classroom course

6. The Courses page reappears and displays the new classroom course at the top of the list. To add a course offering to the new classroom course, select **Offerings**.

7. On the Course Offerings page that appears, select **Add New.**
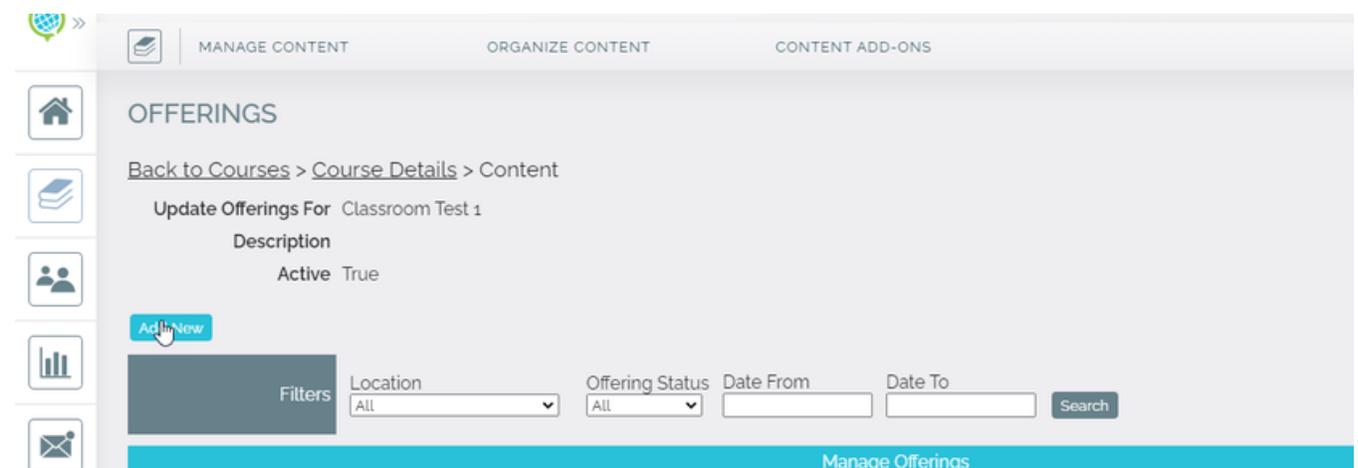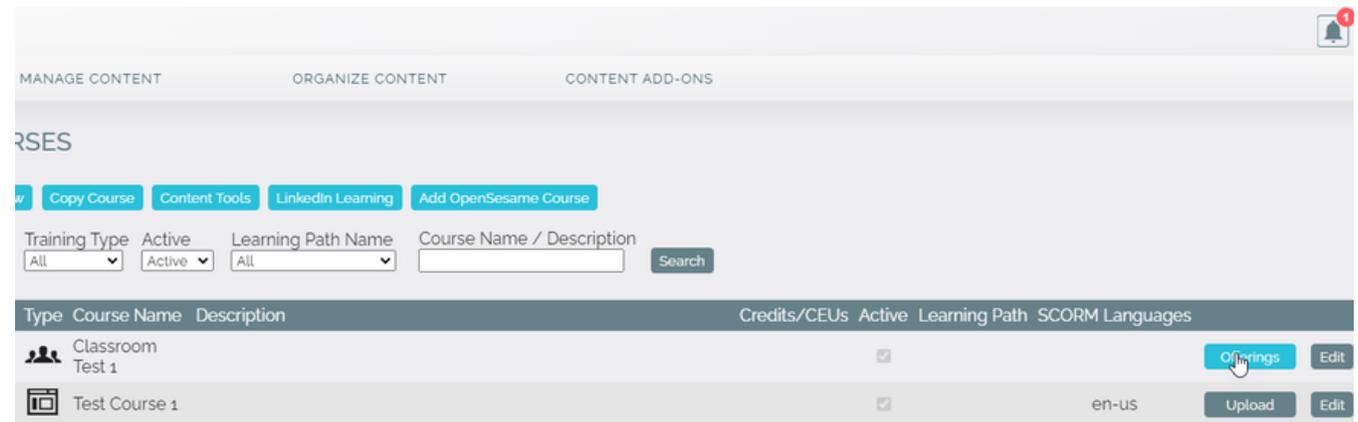
# To create a classroom course

8. On the Add/Update Course Offering page that appears, enter classroom course offering information.

9. Select **Save**. The Course Offerings page reappears with the offering you just added in the list. Select **Add New** to add another course offering, if desired.

# To create a classroom course



10. Back on the Course Details page, note that your new classroom course now indicates that there is a course offering

For more in-depth information about creating a classroom course, check out:

- How do I create a classroom course?
- How do I add locations for classroom courses?
- How do I use an LMS classroom course to host a webinar?

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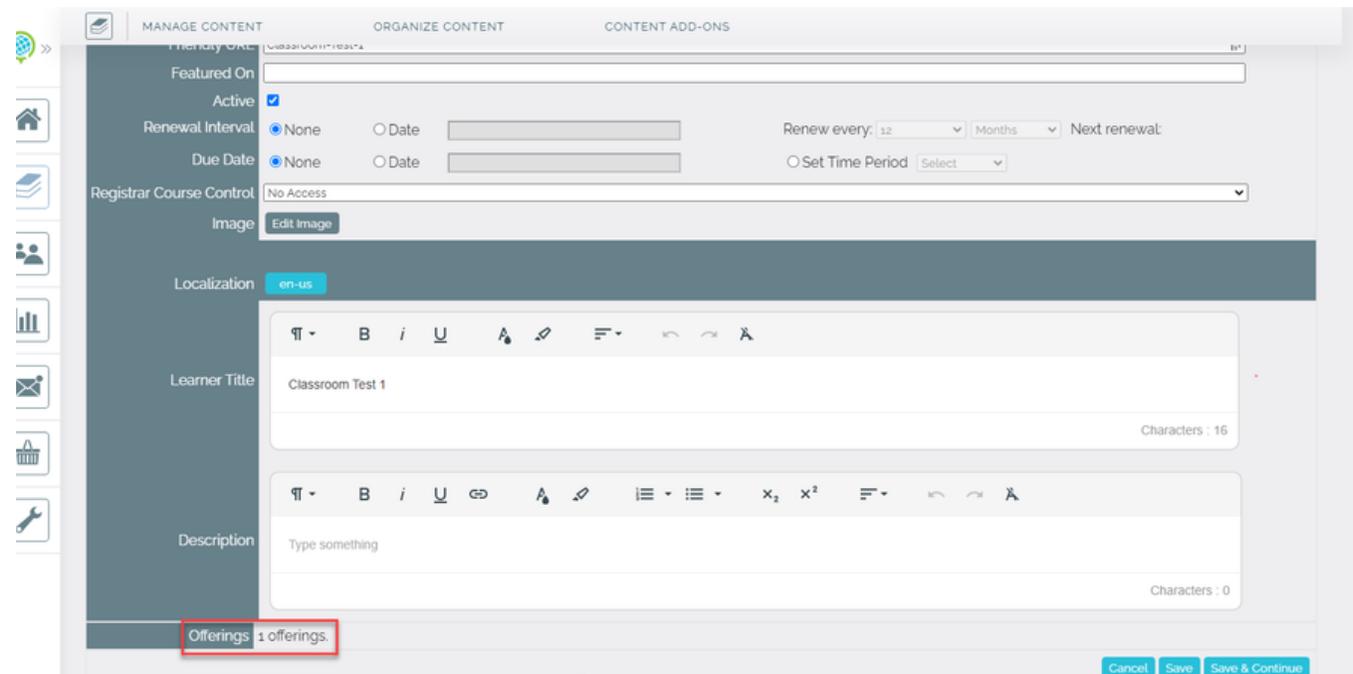
# 3.3 Creating Self-study Courses

Learn how to create a self-study course from documents that you upload to the LMS

# To create a self-study course



**Part 1: Upload self-study documents**

1. Open the Administrative Dashboard
2. From the **Content** tab, Hover over **Manage Content** and select **Documents** in the dropdown menu
3. From the Documents page, select **Upload New Document**
4. On the Upload New Document page that appears, enter a title and file name, and then select **Browse** for file to browse for the document on your computer that you wish to upload
5. Select **Save** to save the document to the LMS. Repeat for all self-study documents that you want to upload.

# To create a self-study course

**Part 2: Create the self-study course**

1. Open the Administrative Dashboard
2. From the **Content** tab, select **Courses** in the sidebar menu
3. From the **Courses** page, select **Add New**

# To create a self-study course

4.In the upper and lower sections of the Course Details page that appears, enter course details.

5. Select **Save**

# To create a self-study course

6. The Courses page reappears with the new self-study course at the top of the list. Select **Documents** next to the new self-study course.

7. On the Add New Documents page that appears, select inside the Documents dropdown box
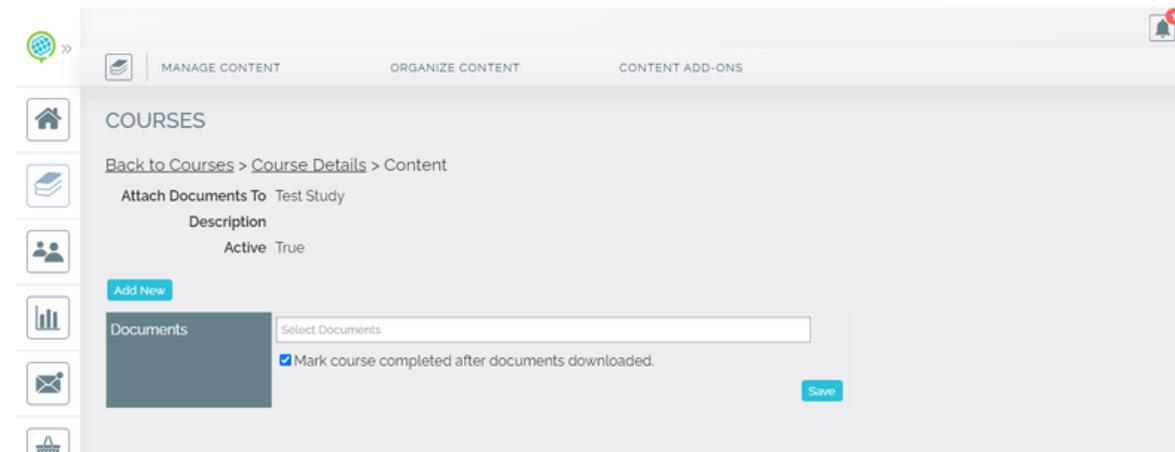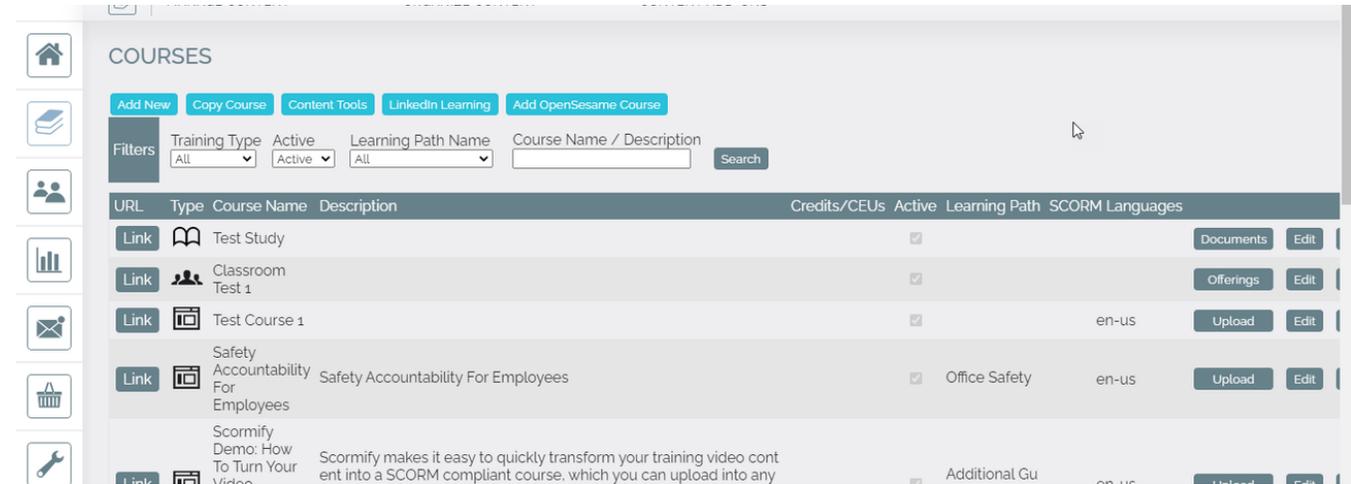
# To create a self-study course

8. A dropdown list of previously uploaded documents appears. Select the document you want to associate with the self-study course.

**Note**: You can select multiple files from the list. You can also select **Add New** to upload a new document.

9. Select **Save**
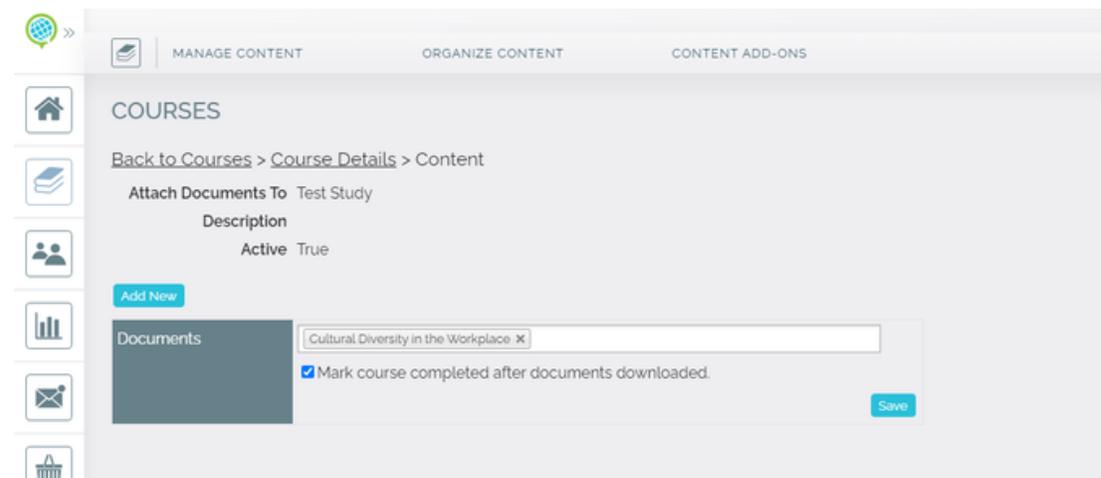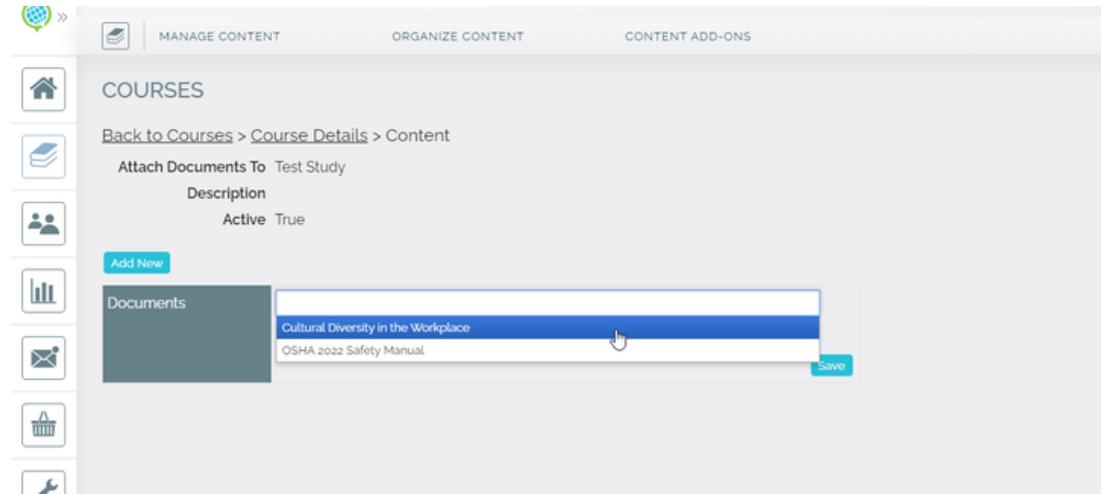
# To create a self-study course

10. The Courses page reappears with the new self-study course at the top of the list

For more in-depth information about creating a self-study course, check out:

How do I create a self study course?

# 4. Creating Learning Paths

A Learning Path is a defined curriculum that contains a set of related training courses that have been added to the LMS

# To create a learning path



1. Open the Administrative Dashboard

2. From the **Content** tab, hover over **Organize Content** in the top menu

3. From the Learning path page, select **Add New**
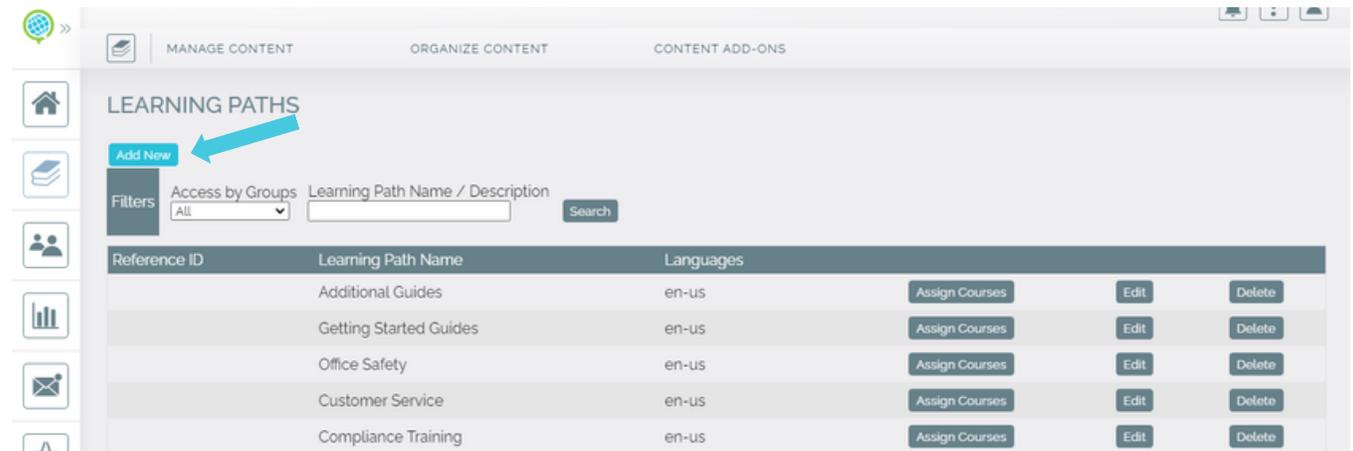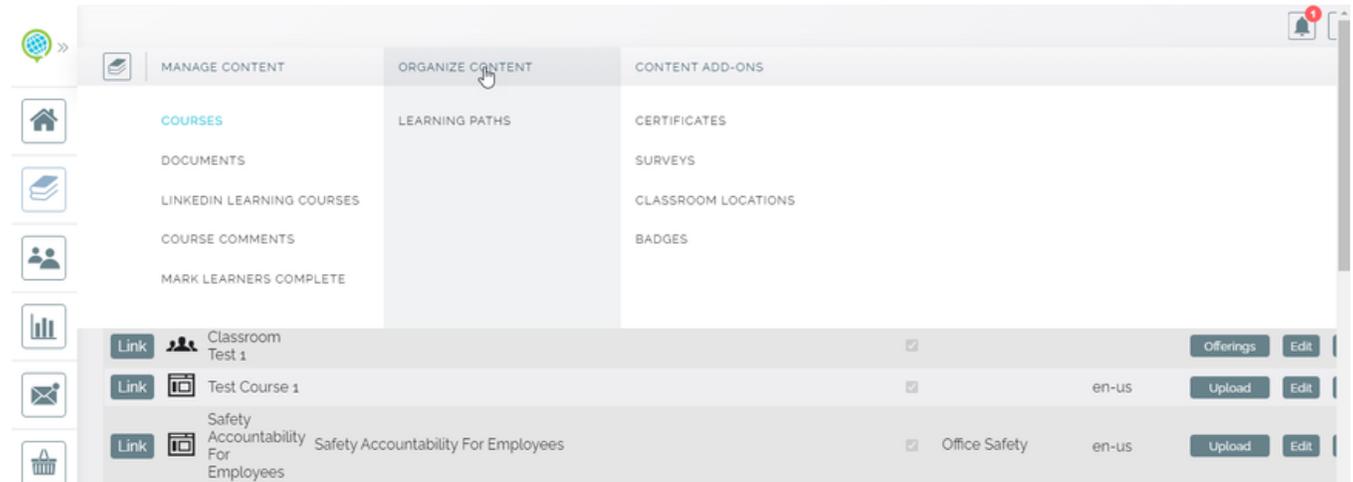
# To create a learning path

4. On the Add/Update Learning path page that appears, enter a learning path name and a
description and then select Save

5. On the Course Set page that reappears, the new learning path appears in the list. To assign courses to the learning path, select **Assign Courses**

6. On the Assign Courses page that appears, select **Add/Remove Courses**

# To create a learning path



7. On the Add/Remove Course Set Courses modal that appears, select the **Choose Course** dropdown arrow, scroll to the course you want to add, and then select the course

8. The selected course appears in the **Course Name** list

# To create a learning path

9. Repeat this process for each course you want to add to the learning path and then select **Save**

10. The Assign Courses page reappears and displays the list of courses added to the new learning path

For more in-depth information about creating a learning path, checkout:

- How do I manage a learning path, and add courses to it?
- Managing Learner Groups and Assigning Learning Paths to Groups
- How do I use the Directed Learning feature to assign a course to an individual learner instead of a learning path?
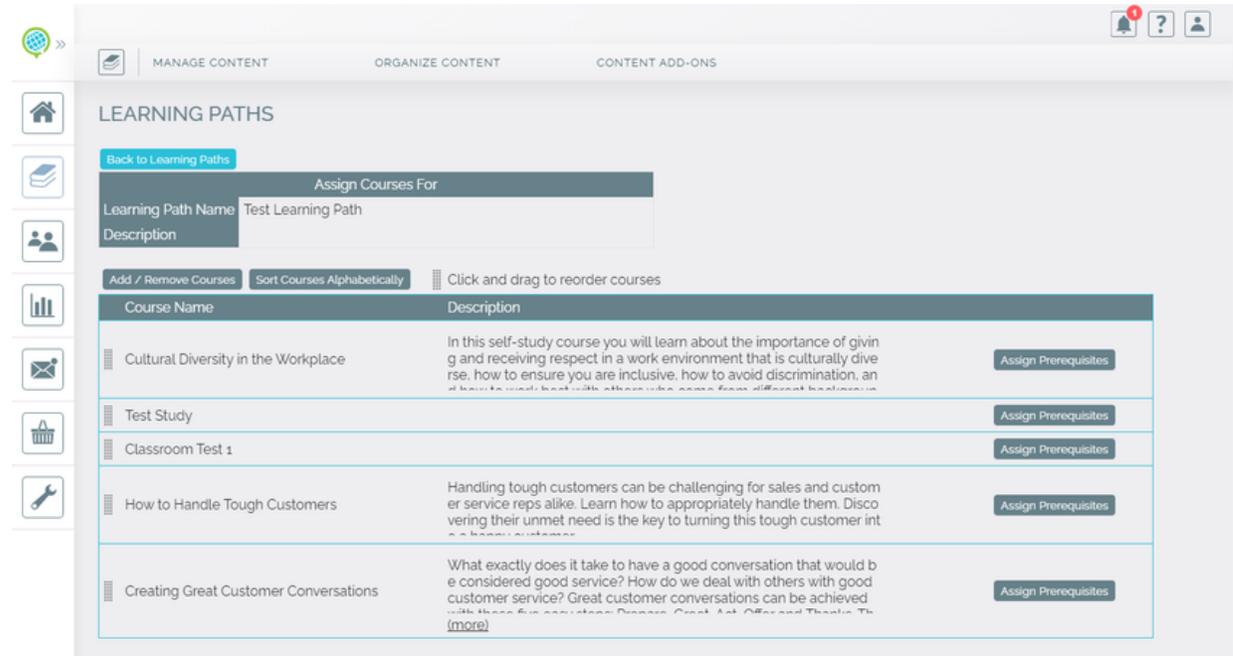
# 5. Assigning Learning Paths to Groups

Learning paths are assigned to groups. This ensures that all members of a group are assigned the same training curriculum they need to master a competency.

# To assign a learning path to a group
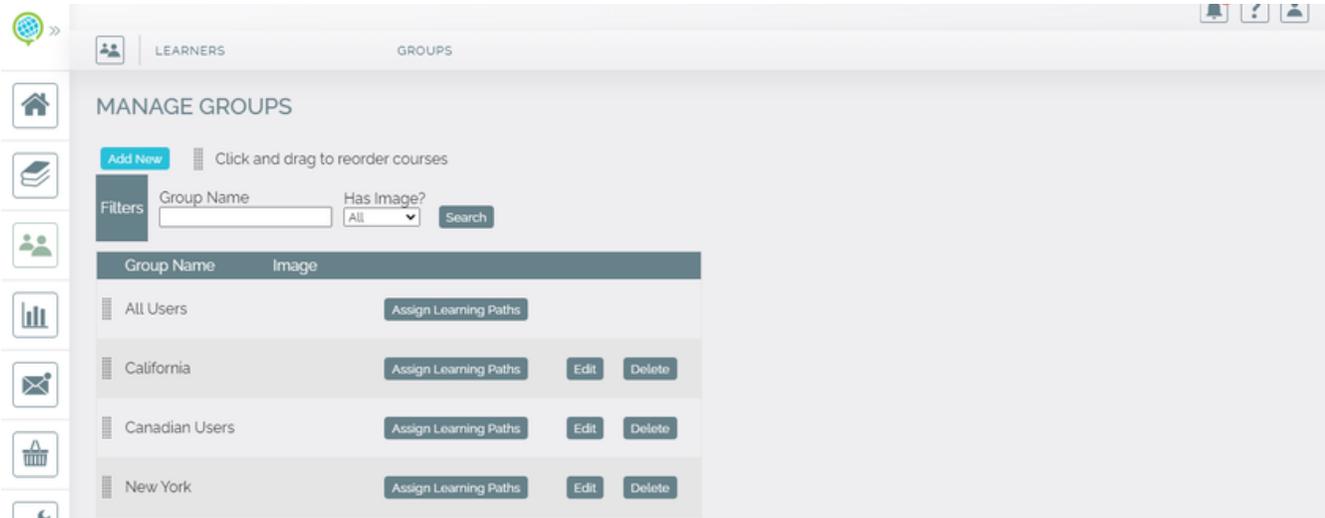


1. Open the Administrative Dashboard
2. From the **Users** section, select **Search Groups** in the top menu under **Groups**
3. From the **Manage Groups** page that appears, enter the name of the group to which you want to assign a learning path, and then select **Search**
4. Next to the selected group that appears, select **Assign Learning Paths**

# To assign a learning path to a group

5. On the Assign Group Course Sets modal that appears, select the **Choose a Course Set** dropdown arrow, scroll to learning path that you want to assign, and then select the learning path

6. The selected learning path now appears in the Course Set Name list
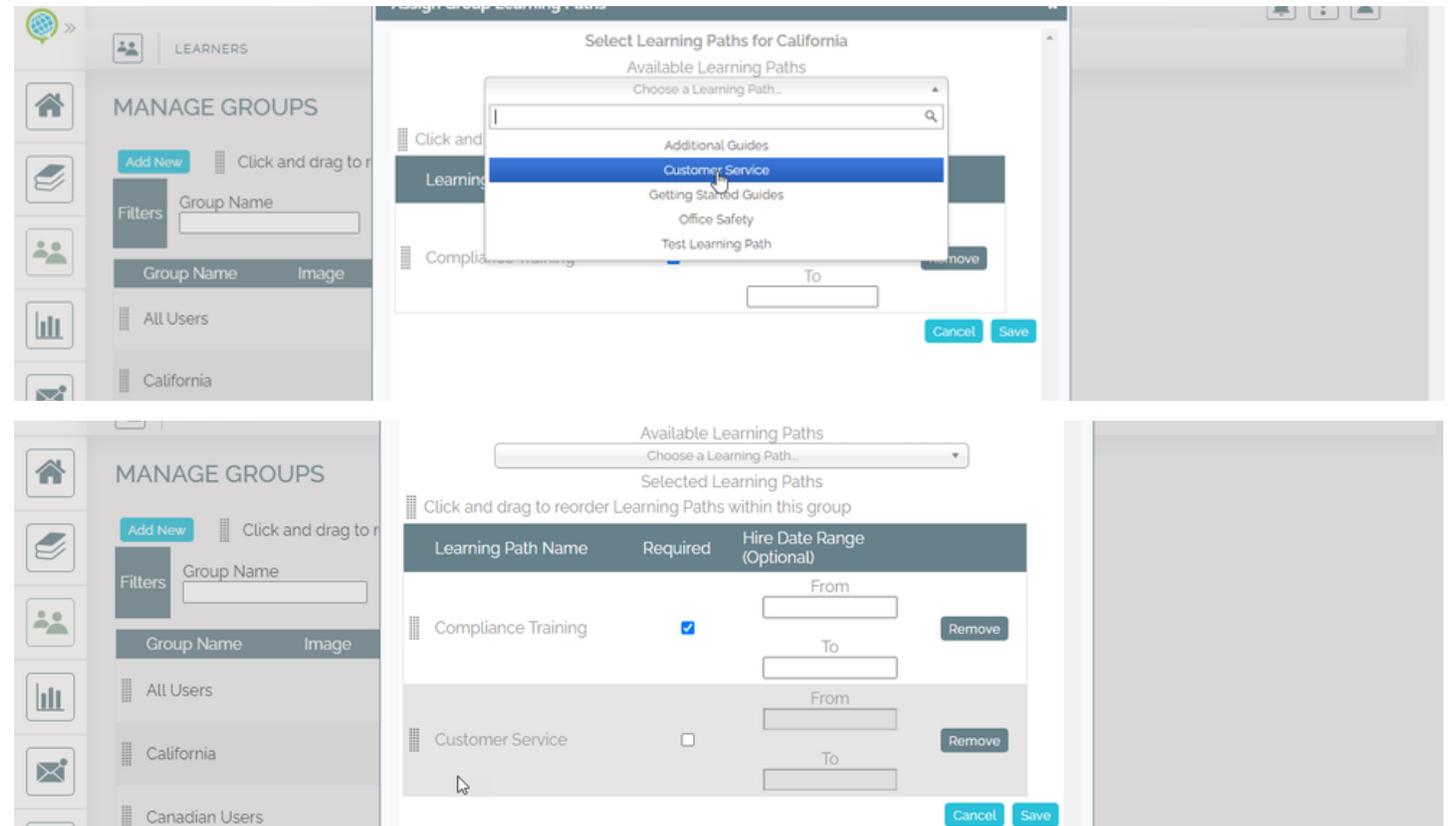
# To assign a learning path to a group



7. To make courses within the learning path required, select the **Required** check box

8. Repeat these steps for all learning paths that you want to assign to the selected group, and then select **Save**

# To assign a learning path to a group

9. All users who are members of the selected group have now been assigned to the learnings paths assigned to this group

For more in-depth information about assigning a learning path to a group, check out:

How do I assign a learning path to a group?
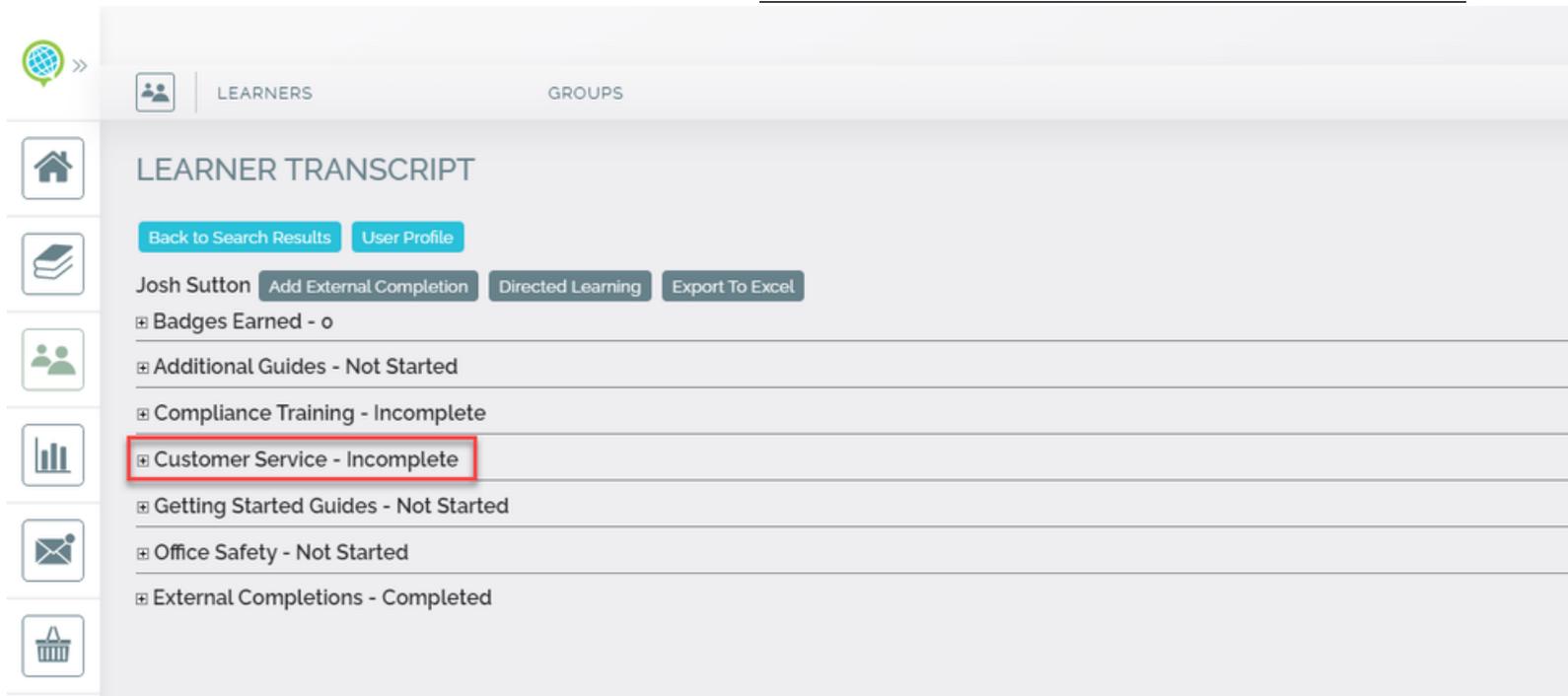
# 6. Adding Categories to Learning Paths

Categories are a subsection of learning paths that can help organize your courses even further

# Adding Categories to learning paths

1. Contact your Knowledge Anywhere Sales Rep or Customer Support to get **Categories** enabled in the Site Personalization settings

2. In the content tab under **Organize Content, s**elect **Categories**

3. Select "add new" and give your category a name and optional description
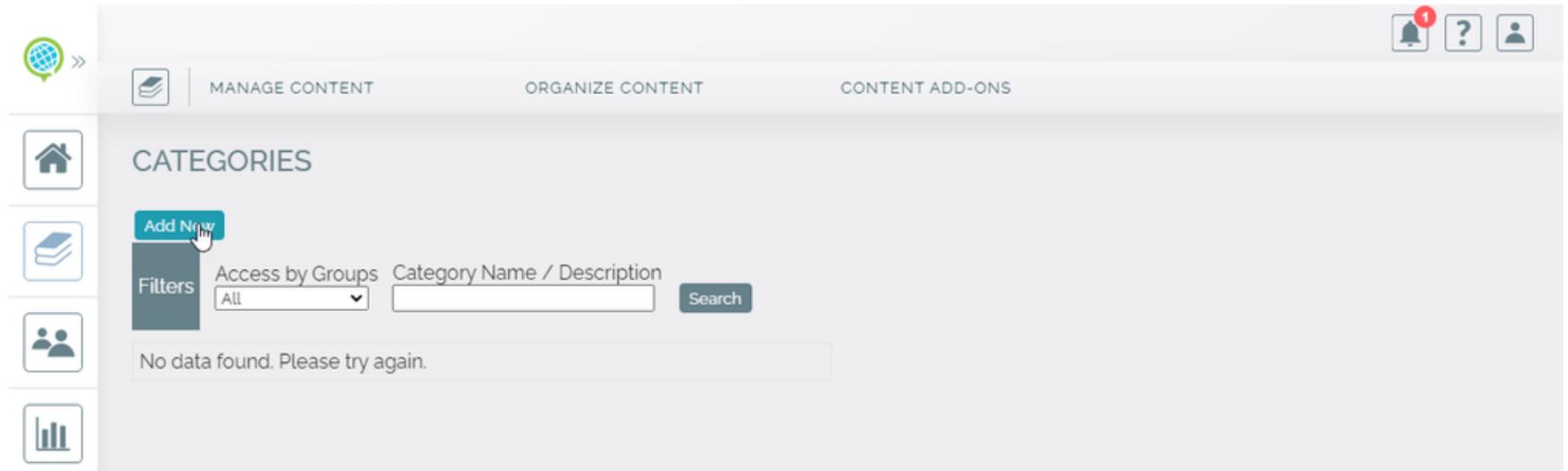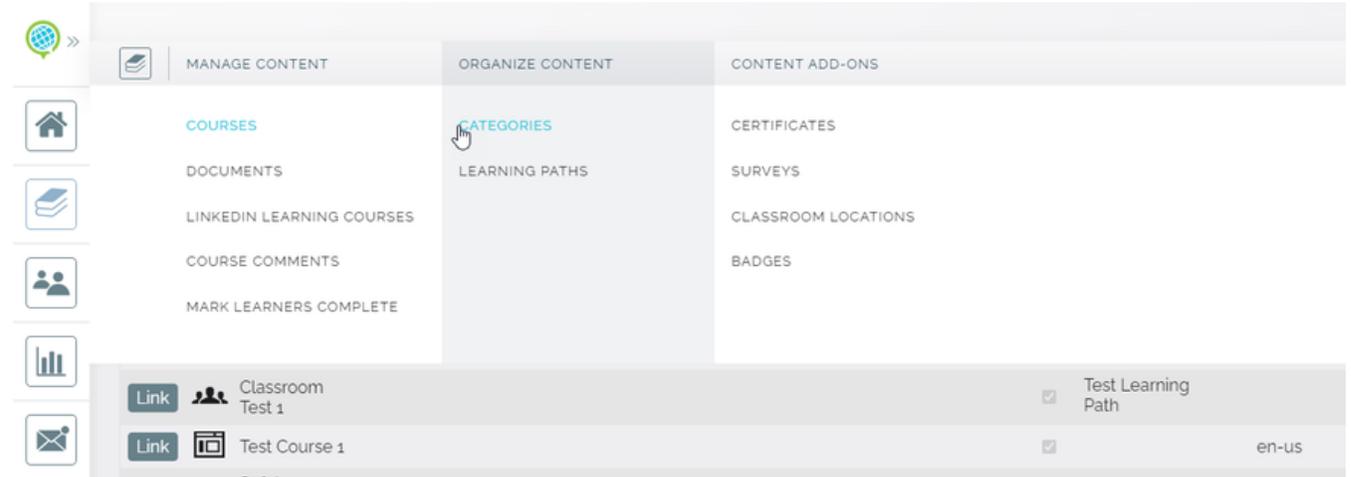
# Adding Categories to learning paths

4. Go back to the **Learning Paths** section and edit the Learning Path you want to set the category for. You'll see a "Category Name" option at the bottom

5. The Category will now be visible to the learner, along with a **Narrow by Category** option being visible.

# Adding Categories to learning paths

6. The Category will now be visible to the learner, along with a **Narrow by Category** option being visible. Your learners can now further parse down to the courses they'd want to take.

# 7. Adding Users to the LMS

When users are added to the LMS, they are automatically assigned to a group based on the user attributes that are entered on the user's profile page

# To add a new user
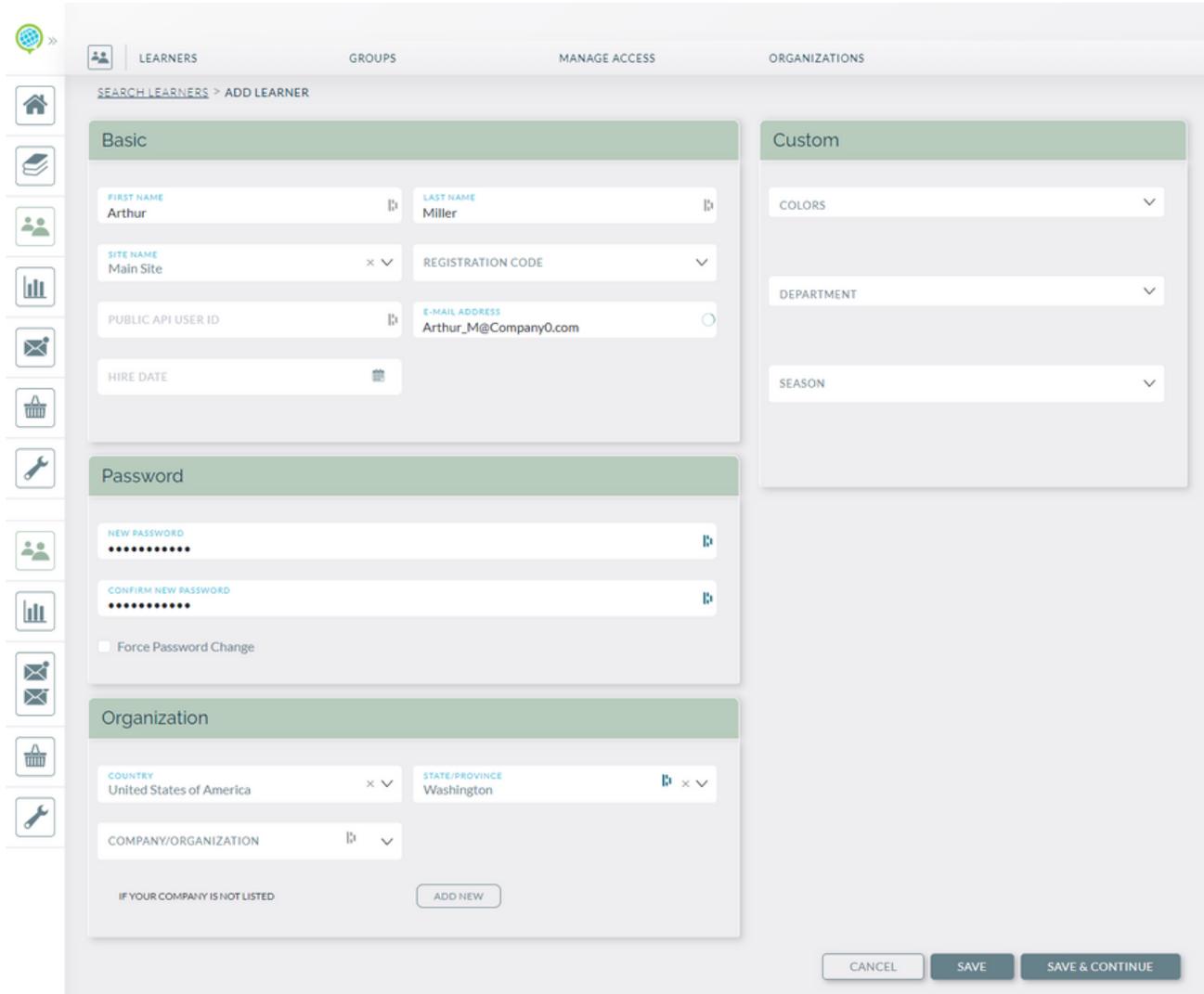


1. Open the Administrative Dashboard From the **Learners** tab, select **Add Learner** to the right the search section
2. On the User Profile page that appears, enter user data and attributes.
3. Select **Save**

# 7. Things to Know as New User

Helpful tips and resources as you get started with your LMS
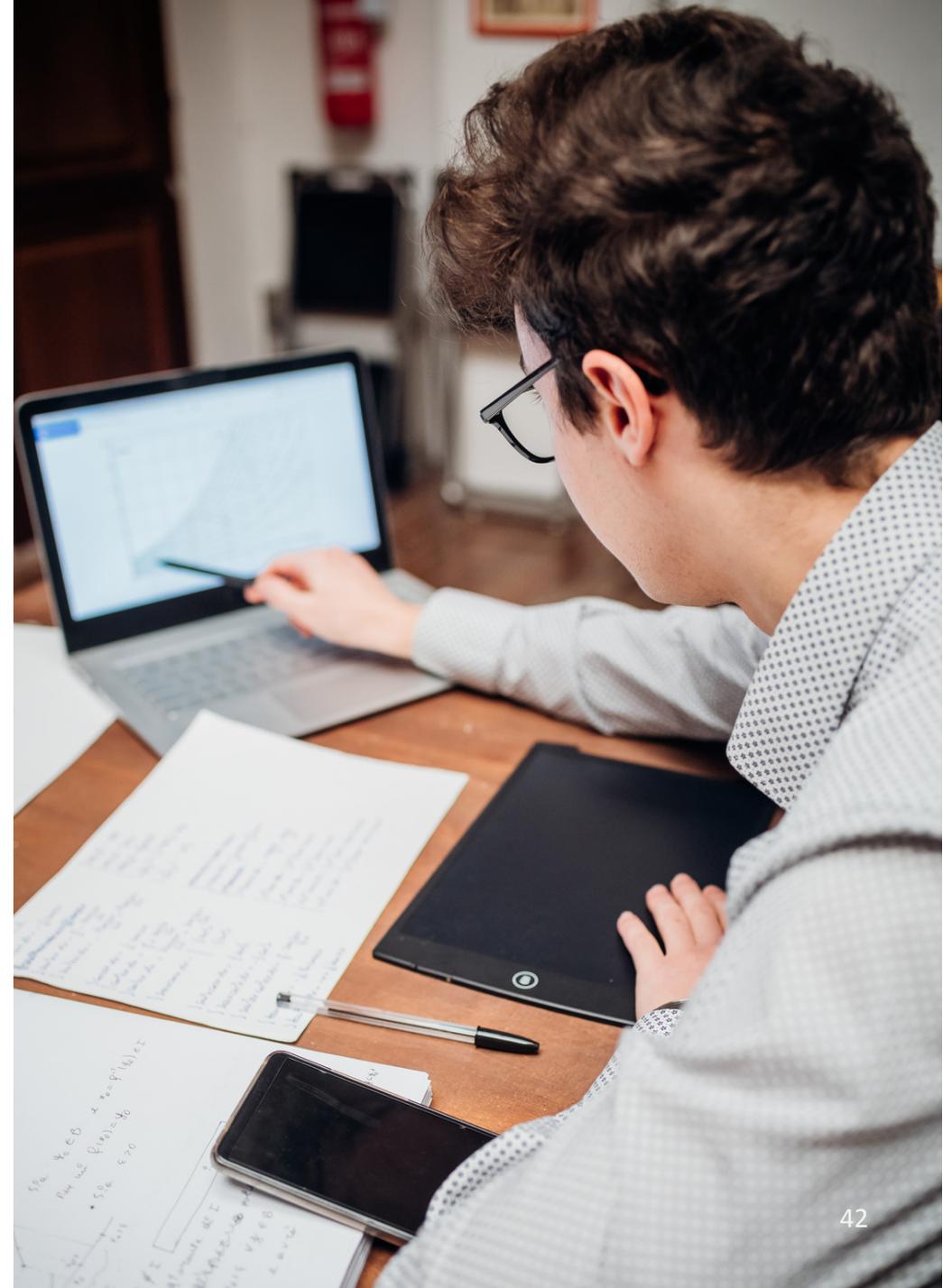
# Helpful Tips



- Administrators have two views of the LMS: an **Administrative** view and a **Learner** view. The Admin view is accessed by entering the domain of your LMS and adding /admin (e.g.www.yourcompany.knowledgeanywhere.com/admin)
- From Admin view, administrators can create courses, learning paths, surveys, and group messages; add users; view and download reports; and more.
- Learners do not have access to Admin view. In Learner view, learners can preview courses, take and register for courses, view transcripts and certificates earned, and more.
- Administrators are eligible for first-tier support through our Help Center. To submit a support request, select **Support Center** in the footer of any LMS page while in Admin view.
- Select the Forgot your password? link on the login page if you need to reset your password.

# Helpful Resources

**Video Tutorials**

http://www.knowledgeanywhere.com/resources/videos

**Help Center**

https://help.knowledgeanywhere.com/

**Articles + Guides**

http://www.knowledgeanywhere.com/resources