LITMOS LMS MANUAL

180 SKILLS IS AN ONLINE CAREER AND TECHNICAL EDUCATION EXPERIENCE THAT FILLS THE SKILLS GAP AND GETS THE JOB. DONE.
Version 1.0
Released May 2017
Copyright 2017© 180 Skills, LLC All Rights Reserved

This document and its content is copyright of 180 Skills LLC© 2017. All rights reserved. Any redistribution or reproduction of part or all of the contents in any form is prohibited other than the following:

- This guide is intended for corporate and academic partner use only.
- You may print or download extracts to a local hard disk for your personal and noncommercial use only.
- You may copy the content to individual third parties for their personal use, but only if you acknowledge the owner as the source of the material.
- You may not, except with our express written permission, distribute or commercially exploit the content.
CONTENTS

Litmos Learning Management System.................................................................................................................................. 7
Login Page ........................................................................................................................................................................... 8
Login............................................................................................................................................................................... 8
Reset Password ............................................................................................................................................................... 8
Get Support.................................................................................................................................................................... 8
Screen Layout .................................................................................................................................................................. 9
Header ............................................................................................................................................................................. 10
   Company Logo .......................................................................................................................................................... 10
   User Profile Menu ................................................................................................................................................... 10
Main Menu .................................................................................................................................................................... 12
   Menu Options .......................................................................................................................................................... 13
   Support Site ........................................................................................................................................................... 14
Body ................................................................................................................................................................................ 15
Common Screen features .................................................................................................................................................. 16
   Tabs ............................................................................................................................................................................. 16
   Graphs ...................................................................................................................................................................... 16
   Quick Actions List .................................................................................................................................................. 17
   Recently Viewed List .............................................................................................................................................. 17
   Search and Filter .................................................................................................................................................... 17
Dashboard ....................................................................................................................................................................... 19
   Go to the Dashboard ................................................................................................................................................ 19
   Activity Tab ............................................................................................................................................................. 20
      User Activity ...................................................................................................................................................... 20
      Right and Left Buttons .................................................................................................................................... 20
      View All Activities ....................................................................................................................................... 20
   News Tab ................................................................................................................................................................. 21
      Show all News .................................................................................................................................................... 21
      Create a News Item ......................................................................................................................................... 21
      Results from a Learner’s Perspective .............................................................................................................. 22
Team View ............................................................................................................................................... 22
Change Team ...................................................................................................................................... 22
Courses ........................................................................................................................................................ 23
Go to the Courses Page ........................................................................................................................... 23
Create a Course ....................................................................................................................................... 24
Add Course Content ................................................................................................................................ 25
Upload Course Content ....................................................................................................................... 26
Create Course Content ........................................................................................................................ 27
Browse to Add Content ........................................................................................................................ 28
Manage Course Content ......................................................................................................................... 29
Edit Course Content ............................................................................................................................ 29
Reorder Course Content ........................................................................................................................ 29
Delete Course Content ........................................................................................................................ 29
Manage Courses ...................................................................................................................................... 30
Edit a Course ....................................................................................................................................... 30
Delete a Course ................................................................................................................................... 31
Learning Paths ............................................................................................................................................. 32
Go to the Learning Paths Tab .................................................................................................................. 32
Caution .................................................................................................................................................... 32
Create a Learning Path ............................................................................................................................ 33
Add Courses to a Learning Path .............................................................................................................. 34
Manage Courses in a Learning Path ........................................................................................................ 36
Reorder Courses in a Learning Path .................................................................................................... 36
Delete Courses in a Learning Path ...................................................................................................... 36
Delete a Learning Path ............................................................................................................................ 37
People ......................................................................................................................................................... 38
Roles ........................................................................................................................................................ 38
Learner ................................................................................................................................................ 38
Team Leader ...................................................................................................................................... 38
Administrator ...................................................................................................................................... 38
Go to the People Page ............................................................................................................................ 38
Create A Person .........................................................................................................................39
Import People ..............................................................................................................................41
  Download the Template and Create the Data File .................................................................41
  Import Data .............................................................................................................................42
Manage People .............................................................................................................................44
  Edit Contact Information .......................................................................................................44
  Reset Password .......................................................................................................................45
  Send Login Email ...................................................................................................................45
  Send Login Email to Multiple People ....................................................................................46
  Deactivate or Reactivate a User Account .................................................................................46
Teams ..............................................................................................................................................47
Cautions .........................................................................................................................................47
Go to the teams page.....................................................................................................................48
Create a parent team ....................................................................................................................49
Create a Child Team ....................................................................................................................50
Manage Teams .............................................................................................................................51
  Select the Team .......................................................................................................................51
  Add a New Person to the Team ...............................................................................................51
  Assign People to a Team ..........................................................................................................51
  Remove People from a Team .................................................................................................52
  Delete a Team ..........................................................................................................................53
Manage Team Leaders ...............................................................................................................54
  Promote a User to Team Leader .............................................................................................54
  Remove the Team Leader Role ...............................................................................................54
Manage a Team’s Required Courses ..........................................................................................55
  Go to the Courses Tab .............................................................................................................55
  Assign Required Courses ........................................................................................................55
  Delete Required Courses ........................................................................................................56
Manage a Team’s Required Learning Paths .................................................................................57
  Go to the Learning Paths Tab ..................................................................................................57
Assign Required Learning Paths .......................................................................................................... 57
Delete Required Learning Paths ........................................................................................................... 58
Manage a Team’s Optional Courses ....................................................................................................... 59
  Go to the Team Library Tab ................................................................................................................ 59
  Assign Optional Courses .................................................................................................................... 59
  Delete Optional Courses .................................................................................................................... 60
Chart View of a Team .............................................................................................................................. 61
  Go to the Chart View Tab .................................................................................................................... 61
Administer Reports ..................................................................................................................................... 62
Glossary ....................................................................................................................................................... 63
LITMOS LEARNING MANAGEMENT SYSTEM

The Litmos learning management system (LMS) delivers online education to people.

180 Skills online education consists of the following elements:

- Module: A single unit of competency-based online education
- Assessment: Multiple questions that assess a person’s knowledge of a module
- Course: One or more modules and assessments arranged in a specific order
- Learning path: Multiple courses arranged in a specific order

Litmos refers to all users of the LMS as people. An individual user is called a user, learner, or a person. Each person receives a user account, which contains his or her name and contact information. As a person takes and completes his or her online education, the LMS stores the progress. The progress is associated to each person and his or her online education.

Each person is assigned a role. Each of the following roles has different permissions. These permissions allow a person in the role to perform specific tasks:

- Learner: A learner logs into the LMS to access online education.
- Team leader: Each team is assigned a team leader who manages tasks for his or her team and its child teams. The team leader can switch to a learner role to access his or her online education.
- Administrator: An administrator performs administrative tasks for the entire LMS. Administrators can perform all team leader tasks. The administrator can switch to a learner role to access his or her online education.

Teams are groups of people that take specific online education. Each team has required courses and/or learning paths. Optional courses may also be assigned to the team.

Team leaders or administrators generate reports to track progress.
LOGIN PAGE

The Login page enables users to access the LMS. Go to https://180skills.litmos.com to log into the 180 Skills Litmos LMS.

LOGIN
Type your user credentials and click the Login button to access the LMS.

RESET PASSWORD
If you’re having trouble logging into the LMS, try to reset your password. The LMS will send a reset password email to your email account. You then do the following:

1. Click the link in the email message. The Litmos Password Recovery dialog box appears.
2. Type a new password.
3. Log into the LMS.

GET SUPPORT
If you’re still encountering problems, you should go to the support site where you can review articles that answer frequently asked questions (FAQ) or submit a request for support.
SCREEN LAYOUT

After you successfully log into the LMS, the Dashboard appears. The screens in the LMS are divided into three main areas:

- **Header**
- **Main menu**
- **Body**
**HEADER**

The Header appears at the top of every page on the LMS. The header includes the

- Company logo
- User profile menu

---

**Company Logo**

The company logo is found throughout the LMS.

**User Profile Menu**

The User profile menu allows you to do the following:

- Manage your profile settings
- Change views
- Sign out of the LMS
**User Profile Picture**
Displays a picture of the person who is currently logged in. If you haven’t uploaded a user profile picture, the system displays a gray silhouette.

You can click the user profile picture to display the User profile menu.

**Username**
Displays the username of the person who is currently logged in.

**Switch View**
Administrators can perform multiple roles. When using the LMS to administer courses, people, teams, or other information, you are performing the role of an administrator. When using the LMS to take a course and learn new information, you are performing the role of a learner. The Switch views option enables you to switch between roles. The wording on the menu changes depending on the current role:

- To change to learner view, click Switch to learner view.
- To change to administrator view, click Switch to admin view.

**My Profile & Settings**
Click the My Profile & Settings option to manage your profile. This option enables you to do the following:

- Review your profile
- Reset all tips and help messages
- Edit your profile
- Upload a profile picture

**Sign-Out**
Click Sign-Out to sign out of the LMS.
MAIN MENU
The main menu allows users to navigate to different pages in the LMS. It appears on the left side of every page of the LMS.

Each role sees a different list of menu options. The last two menu options (Collapse Menu and Help) are the same for all roles.
Menu Options
The menu options on the Administrator menu allow team leaders or administrators to access the pages on the LMS so that they can perform different tasks.

Dashboard
The Dashboard is the landing page, or the first page you see, after successfully logging into the LMS. The Dashboard gives you an overview of current statistics about the courses and users on the LMS, activity that has recently taken place, and the ability to read or send news items.

Courses
The Courses page allows administrators to create and manage courses and learning paths.

People
The People page allows team leaders and administrators to create and manage users.

Teams
The Teams page allows team leaders and administrators to create and manage teams.

Reports
The Reports page allows team leaders and administrators to generate reports.

Messages
The Messages option has been disabled for learners and is visible only to team leaders and administrators. The Messages option is not intended for general use.

Help (with the information icon/letter i)
Two Help options are available on the menu. The first Help option has been disabled for learners and is visible only to team leaders and administrators. This Help option accesses technical information about the learning management system and is not intended for general use. Please use the last Help option to get 180 Skills technical support.

Collapse Menu
The Collapse Menu option reduces the width of the menu, which makes the body area of the screen larger. When you collapse the menu, the labels next to the icons are hidden. You can use this option to toggle back and forth between collapsed and expanded menus.

- Click Collapse Menu to hide the menu labels and show only the icons.
- Click Collapse Menu again to show the menu labels.

Help (with question mark icon)
Click Help to access the 180 Skills support site.
Support Site
To access the support site, select Help (with the question mark) from the menu.

The support site is a web page that offers multiple options for requesting assistance with the LMS and looking up helpful information.

FAQ
Frequently asked questions (FAQs) are articles that provide general information about the LMS and explain the solutions to popular questions.

Search
The Search option enables you to search the support site for articles to help answer your questions.

Submit a Request
You can use the support site to submit a support request. A support request is recorded on a support ticket.
BODY
The body of the screen appears below the header and to the right of the main menu. The body is the main work area of the screen.

The information shown in the body of the screen changes based on the menu option you select because each page in the LMS focuses on different data.

The LMS uses several screen features repeatedly.
COMMON SCREEN FEATURES
The following features appear throughout LMS.

Tabs
Sometimes, the information in the body of the screen is divided into subcategories. The information is organized using named tabs. The current tab appears in a darker gray than the other tabs and includes an arrow that points down.

Graphs
The following graphs are examples of the types of graphs that are used throughout the LMS:
Quick Actions List
Many of the pages in the LMS include lists of Quick Actions. The actions vary depending on the current page. Quick Actions are a convenient way for team leaders and administrators to start common tasks. The following is a sample of a Quick Actions list:

![Quick Actions List](image)

Recently Viewed List
Many of the pages in the LMS have a Recently Viewed list. The elements in the Recently Viewed list vary depending on the current page. The Recently Viewed list is a convenient reminder to team leaders and administrators of recent changes performed on the LMS. The following is a sample of a Recently Viewed list:

![Recently Viewed List](image)

Search and Filter
Many of the pages in the LMS that display a list of elements, such as a list of names, will also have a search field. Team leaders and administrators can type alphanumeric characters in the search field to adjust the list on that page. The following is a sample of a Search field:

![Search and Filter](image)
Some of the search fields may have an Add Filter option. Team leaders and administrators may use the this option to adjust the list by other set values. The following is a sample of a Filter dialog box:
DASHBOARD

The Dashboard is sometimes called the landing page. When you log into the LMS, it is the first screen that appears.

GO TO THE DASHBOARD

To go to the Dashboard, click the Dashboard tab.
ACTIVITY TAB
From the Dashboard, click the Activity tab. The Activity tab displays recent user activities performed on the LMS.

User Activity
Activities are listed for different users. Click the user activity to see further details.

Right and Left Buttons
If available, click on the right and left buttons to show other activities.

View All Activities
Click the Show all Activity button to view a list of all recent activities.
NEWS TAB
From the Dashboard, click the News tab. Administrators can create a message to inform users of important information. For example, an administrator may need to inform users that the LMS will not be available this weekend due to scheduled maintenance.

Show all News
Click the Show all News button to manage news.

Create a News Item
Use the following steps to create a message:

1. On the News tab, click the Show all News button.
2. Type the message in the message area.
3. Apply text formatting options as needed.
4. Click the Save button.
Results from a Learner’s Perspective
When a learner logs into the LMS, he or she sees the News message on the Dashboard. Team leaders and administrators may also view the News message from the Dashboard.

TEAM VIEW
A team leader may be assigned to one or more teams. Team leaders assigned to multiple teams may use the Team view drop-down list to select another team.

You are viewing the team:
ACME

Change Team
To change which team you’re viewing, click the Team view drop-down list and select a different team. The LMS displays data and tasks associated with the selected team.
COURSES

A course is a container that shows similar competency-based content. Administrators can create and manage courses.

GO TO THE COURSES PAGE

The Courses page allows you to create and manage courses. To access the Courses page, from the main menu, click the Courses option. The Courses tab appears.

Create a new Course

Manage courses
CREATE A COURSE
To create a course, follow these steps:

1. **On the Courses page, click the Create a new Course button. The LMS displays the Create a New Course dialog box.**

2. **Type the course title. It is best practice to use a structured naming format, which will organize the courses. For example, the course title AER-601 Aircraft Familiarization - The History of Aviation uses the following naming format: course number, course name, and then module name.**

3. **Type the description. The description field allows the use of many standard HTML tags, such as `<ul>` and `<li>` tags to create bulleted lists.**

4. **Type the reference code. For example, AER-601.**

5. **Select the Active check box to make the course available to users.**

6. **Upload an image. The course image is displayed in the course tile and the header area of the course. The learner clicks on the course tile to launch the course.**

7. **Click the Save button. The LMS creates the course and then displays the Content tab.**
ADD COURSE CONTENT
After a course is created, you can add content. The course may consist of one or more items arranged in
a set order. 180 Skills course content normally consist of a module and its assessment. The Litmos LMS
allows you to create courses in many ways and with many different forms of content.

Litmos provides three options for adding course content:

- Upload: Upload content in a variety of accepted file types
- Create: Create content with available tools
- Browse: Add content from other existing courses
Upload Course Content
You can upload course content in a variety of file types, including

- Videos
- PowerPoint files
- PDF files
- Audio files
- Word documents
- Flash files

Follow these steps to upload a file:

1. Drag and drop the file onto the circle in the Upload dialog box, or choose a file. Follow all prompts accordingly.
Create Course Content
You can create the following content types with tools available in Litmos:

- Assessment
- Survey
- Page of information
- Live session or ILT
  - Live session or ILT is for instructor lead courses and is not intended for use.
- User Checklist
- Link to another website
- Learner Upload

To create content, follow these steps:

1. Click the Create button.
2. Click a content tool to create that type of content.
3. Follow the on-screen prompts to create the content.
Browse to Add Content

You can add content from existing courses on the LMS to the new course using these steps:

1. Click the Browse button.

2. Type the name of the content in the search box at the top of the dialog box and press the Enter key. A list of content that matches your search criteria appears.

3. To select content from the list, click the check box to the left of the module name.

4. Click the Add Modules button. Litmos displays the Add Modules dialog box.

5. In the Add Modules dialog box, click Copy, Link, or Mirror.
   - Copy modules duplicates the module into this course.
   - Link modules creates a reference to an existing module. Updating either module will reflect changes in the other module. Reporting will be consolidated across courses.
   - Mirror modules links content with an existing module, but reporting will be tracked individually.
MANAGE COURSE CONTENT

After you’ve added content to a course, you can manage it by clicking the Content tab. You can edit, reorder, or delete course content.

**Edit Course Content**
Click on the content name or pencil to edit the content.

**Reorder Course Content**
Drag and drop the content up or down to change its position in the list.

**Delete Course Content**
To delete course content:

1. Click the X to the right of the content title.
2. Click the OK button to confirm the deletion.
MANAGE COURSES
After a course has been created, you can manage it.

Edit a Course
From the Courses tab, click the course name to edit the course settings and content.
Delete a Course

To delete a course:

1. Click the course name.
2. Click the Settings tab.
3. Click the Delete this Course button.
4. Click the Delete button to confirm. The LMS deletes the course.
LEARNING PATHS

A learning path is a group of courses arranged in specific order. Learning paths are a convenient way to track a learner’s online education.

GO TO THE LEARNING PATHS TAB
1. On the main menu, click the Courses option.
2. Click the Learning Paths tab.

CAUTION
Learning paths have a limit of 50 courses.
CREATE A LEARNING PATH
Before adding courses to a learning path, you must create the learning path.

1. On the Learning Paths tab, click the Create a new Learning Path button.

2. Type the learning path name. It is best practice to start the name with the customer’s name followed by a descriptive name for the learning path — for example, ACME - Production Technician. This naming convention will organize learning paths by customer.

3. Type a description. The description field allows you to use many standard HTML tags, such as <ul><li> tags to create bulleted lists.

4. Select the Active check box to make this learning path available to learners.

5. Select or deselect the Take Courses in Any Order check box. When selected, this option allows learners to complete the courses in any order. When deselected, this option forces learners to complete each course in order.

6. Upload an image. The learning path image is displayed in the learning path tile and the header area of the learning path. The learner clicks on the learning path tile to launch the learning path.

7. Click the Save button. The LMS creates the learning path and displays the Content tab.
ADD COURSES TO A LEARNING PATH

Learning paths consist of multiple courses arranged in a specific order. After creating the learning path, you can select the courses to add to the learning path.

1. Click the Add Courses button.

2. In the search field, type the name of the course. The LMS displays a list of courses that match the search criteria.

3. Select one or more courses from the list by clicking the check box next to the course name.
4. Click the Add button.
5. If you need to add more courses to the learning path, repeat Steps 2 through 4 until you’ve added all courses.
6. After the last course has been added to the learning path you are done. You may go to any other page in the LMS.
MANAGE COURSES IN A LEARNING PATH
After you’ve added courses to a learning path, you can reorder or delete them in the Content tab.

Reorder Courses in a Learning Path
You can reorder courses in a learning path by following these steps:

1. Click Reorder Courses to allow courses to be reordered.
2. Drag and drop the courses to change their positions in the list.
3. Click Done reordering Courses.

Delete Courses in a Learning Path
To delete courses in a learning path:

1. Click the X to the right of the course title.
2. A confirmation dialog appears, click the OK button.
DELETE A LEARNING PATH

To delete a learning path, follow these steps:

1. On the Learning Paths tab, click the name of the learning path. The LMS shows the Content tab for the learning path.

2. Click the Settings tab.

3. Click the Delete this Learning Path button.

4. Click the Delete button to confirm the deletion. The learning path is deleted from the LMS.
PEOPLE

The People page allows team leaders and administrators to create and manage users. Each person has his or her own account.

ROLES

All user accounts are assigned to one of the following roles.

Learner

A learner is a basic user account that views online education.

Team Leader

A team leader is assigned to a team and manages tasks for that team and its child teams. The team leader can switch to a learner role to view his or her online education.

Team leaders can do the following for their teams

- Create and manage people
- Assign courses
- Create and manage teams
- Generate reports

Administrator

An administrator performs administrative tasks for the entire LMS. The administrator can switch to a learner role to view his or her online education.

An administrator can do everything a team leader can, as well as the following tasks:

- Create and manage courses
- Create and manage learning paths

GO TO THE PEOPLE PAGE

On the main menu, click the People option.
CREATE A PERSON

1. On the People page, click the Add a new person button.

2. In the Add a New Person dialog box that appears, type the learner’s first name, last name, and username in the appropriate fields. For the username, use the learner’s email address.
3. Select the check box next to Send an email to this person with a link to login, if you want the LMS to automatically send a login email to the learner.
4. From the Access Level drop-down list, choose Learner.
5. Check that the value in the Email field matches the value in the Username field. If a valid email address was typed in the Username field, the LMS automatically copies it to the Email field.
6. Input the name of the company in the Company field.
7. Scroll to the bottom of the page and then click the Add person button. The LMS creates the person and then displays the Recent activity tab.
IMPORT PEOPLE
You can create and manage multiple user accounts using the Import people in bulk feature. The import file must be in comma-separated values (.CSV) file format. The .CSV file type is sometimes called a comma delimited file. Microsoft Excel is a common application used to create and manage CSV files.

Download the Template and Create the Data File
Before you can import people, you need to download the template and create the data file:

1. On the People page, click Import people in bulk.
2. To download the template CSV file, click the Use this template to get started. The file will download to your computer.
3. Open the template file.
4. Add the learner’s data to the template file and then save it with a new name. When saving, make sure that the file type is still set to .CSV.
Import Data
You’re now ready to import data:

1. On the People page, click Import people in bulk.
2. Click the Choose File button.

3. The open dialog appears, select the .CSV file created previously and click Open.
4. Select The first row of my file contains column titles.
5. Click the Next button.
6. For the following fields, match the LMS field to the field in the data file. Use the drop-down list to select the name of the column in the .CSV data file.
   a. First name
   b. Last name
   c. Username
   d. Email
   e. Company
7. Scroll to the bottom of the page.
8. Select Send login emails.
9. Click the Import button. The People page is displayed. The CSV file is added to the recent imports list. It may take several minutes for the data to be imported.
MANAGE PEOPLE
After you create users, you may need to change their contact information, reset passwords, send login emails, or make them active or inactive. You can do these tasks by clicking a username to edit from the the People page. The LMS will display the Recent activity tab.

Edit Contact Information
If a user’s contact information changes, you can edit it.

1. On the Recent activity tab, click the Edit [FIRST NAME]. For example, click Edit John.
2. Type changes to the contact information in the fields.
3. Scroll down to the bottom of the page.
4. Click the Save button.

Reset Password
To reset a password, follow these steps:

1. On the Recent activity tab, click Reset password.
2. Type the new password in the Password field.
3. Type the new password again in the Confirm password field.
4. Click the Save button.

Send Login Email
To send a login email, follow these steps:

1. Click the Send button. The LMS will send a login email to the user’s email.
Send Login Email to Multiple People

If several users have never logged into the LMS, you can resend a new login email.

1. On the People page, click Send login emails.

2. Click the Send button.

Deactivate or Reactivate a User Account

A user with an active account can log into the LMS. A user whose account has been deactivated cannot log into the LMS. When an account is deactivated, the status changes from active to inactive.

A best practice is to only deactivate accounts and not to delete them. For example, when an employee leaves a company, you would deactivate his or her account. If you delete an account, you lose the education history for the user. You may need the education history for future reports. Also, if a former employee returns to the company, you can reactivate his or her account.

You can set multiple people to an active or inactive status at the same time.

1. On the People page, select learners by clicking the check boxes next to their names.
2. From the Perform a bulk action on selected people drop-down list, select Deactivate Users or Reactivate Users.

3. A confirmation dialog appears, click the OK button.
TEAMS

Teams are used to enroll groups of people into a set of learning paths and/or courses. A team can be classified as a parent or child.

A parent team is a team at the root level (highest level) of the LMS. 180 Skills refers to this type of team as a customer team. Only administrators can create a parent team.

A child team is a team that is created below a parent team or below another child team. Child teams can be placed only in existing teams. Team leaders and administrators can create child teams.

Teams can have multiple layers. For example, the LMS might have the following team structure:

CAUTIONS

- After you create a team, you can’t move it to another team. If you create a team in the wrong place in the structure, you must delete the incorrect team and recreate it in the proper location.
- The Teams page shows a feature called Import teams in bulk. This feature is intended for importing multiple teams into an existing team. 180 Skills recommends that you do not use this feature.
GO TO THE TEAMS PAGE
You can create and manage teams from the Teams page. To access this page, go to the main menu and click the Teams option.
CREATE A PARENT TEAM
Before you can create a child team, you first must create a parent team.

1. On the Teams page, click the Add a New Team button.

2. Type a name in the Team Name field. It is best practice to use the customer’s name so that teams are organized by customer. For example, if the company name is ACME Manufacturing, use ACME Manufacturing as the team name. If the customer’s name is very long, consider abbreviating it.
3. Type a description in the Description field.
4. Click the Add Team button. The parent team is added to the root level of the LMS.
CREATE A CHILD TEAM
After you create the parent team, you can create the child team.

1. On the Teams page, click the name of the parent team.
2. Click the link labeled + Add a new team under this team.

3. Type the name in the Team Name field. It is best practice to start the team name with the customer’s name followed by a descriptive name for the online education — for example, ACME - Production Technician This naming convention will organize teams by customer name.
4. Type a description in the Description field. Include specific details about the team — for example, Intended for entry-level production technicians.
5. Click the Add Team button. The child team is added to the LMS under the parent team.
MANAGE TEAMS

You can manage multiple team settings.

Select the Team

To select a team, go to the Teams page and then click the team name.

Add a New Person to the Team

Adding a new person to a team enables you to create a new user account and then add it to the team.

1. On the People tab, click the Add a new person to this team button.
2. Follow the steps for creating a new person. See the “Create a Person” section, earlier in this document, for details.
3. Click Save.

When the new user account is saved, it is automatically added to the team.

Assign People to a Team

Assigning people to a team enables you to add one or more existing user accounts to a team.

1. On the People tab, click the Assign people to this team button.
2. Select users from the list by clicking the check box to the left of their names. You can use the search field at the top of the dialog box to search for specific users.
3. Deselect the Send email/text notifications for messages option.
4. Click the Assign button. The users are assigned to the team.
Remove People from a Team
When you remove a user from one team, the user is not removed from any other teams he or she is currently on. To remove a user from a team:

1. On the People tab, locate the user to be deleted.
2. Click the X to the right of the user’s name.
3. Click the OK button to confirm the deletion. The user is removed from this team.
Delete a Team

When you delete a team all the users that were assigned to that team will no longer have access to the online education that was assigned to that team.

**Caution**

Be very careful, if you delete a team that has child teams the child teams will be automatically deleted. Deleted teams can’t be recovered.

To delete a team:

1. Select the team and then click the Settings tab.
2. Click the Delete this team button. The LMS displays a confirmation page.

3. Click the Delete this team button again to confirm the deletion.
MANAGE TEAM LEADERS

A team leader can manage people and generate reports for all people on a team and all its child teams. You can promote one or move people to the team leader position.

Promote a User to Team Leader

To promote a user to a team leader, follow these steps:

1. On the People tab, locate the appropriate user.
2. Click the Promote button to the right of the user’s name. The LMS displays a list of options.
3. Select the Team Leader option from the list. The user is promoted to team leader.

Remove the Team Leader Role

To remove a user from the role of team leader, follow these steps:

1. On the People tab, locate the list of team leaders.
2. In the list of team leaders, locate the team leader you want to remove.
3. Click the X to the right of the team leader’s name. The team leader role is removed from the user.
MANAGE A TEAM’S REQUIRED COURSES

You can add courses to the Courses tab. Users in the team will be required to complete the courses. The courses will be displayed to the user in alphanumerical order.

Go to the Courses Tab

1. From the main menu, select the Teams option.
2. Click the Courses tab.

Assign Required Courses

To assign courses to the team:

1. Click the Assign Courses to [TEAM_NAME] button. For example, Assign Courses to ACME.

   1. Select one or more courses from the list of courses that appears. You can use the search field to help you find a specific course.
   2. Deselect the Also assign to sub teams check box.
3. Deselect the Send email/text notifications for messages option.
4. Click the Assign button.
5. If you need to add more courses, repeat Steps 1 through 4. The required courses are added to the team.
6. After the final course has been added to the team you are done. You may go to any other page in the LMS.

Delete Required Courses
1. On the Courses tab, click the X to the right of the course name.
2. Click the OK button to confirm the deletion. The required course is deleted from the team.
MANAGE A TEAM’S REQUIRED LEARNING PATHS
You can add learning paths to a team from the Learning Paths tab. Users in the team will be required to complete the learning paths. The learning paths appear in alphanumeric order.

Go to the Learning Paths Tab
1. From the main menu, select the Teams option.
2. Click the Learning Paths tab.

Assign Required Learning Paths
1. Click the Assign Learning Paths to [TEAM_NAME] button. A list of learning paths appears.
2. Select one or more learning paths from list. You can use the search field to help you find a specific learning path.
3. Deselect the Send email/text notifications for messages option.
4. Click the Assign button.
5. If you need to add more learning paths, repeat Steps 1 through 4. The required learning paths are added to the team.
6. After the final learning path has been added to the team you are done. You may go to any other page in the LMS.

Delete Required Learning Paths
To delete required learning paths, follow these steps:

1. Click the X to the right of the learning path.
2. Click the OK button to confirm the deletion. The required learning path is deleted from the team.
MANAGE A TEAM’S OPTIONAL COURSES
You can add optional courses to the Team Library tab. Courses are displayed to users in alphanumeric order on the user’s course library. If the user starts an optional course, he or she is enrolled in the course and is required to complete it.

Go to the Team Library Tab
To go to the Team Library tab:

1. From the main menu, select the Teams option.
2. Click the Team Library tab.

Assign Optional Courses
To assign optional courses:

1. Click the Add Courses To Library button.
2. Select one or more courses from list. You can use the search field to help you find a specific course.
3. Click the Add button. The optional courses are added to the team library.
4. If you need to add more courses, repeat Steps 1 through 3.

Delete Optional Courses
To delete optional courses, follow these steps:

1. Click the X to the right of the course name.
2. Click the OK button to confirm the deletion. The course is deleted from the team.
CHART VIEW OF A TEAM
You can use the Chart View tab to see all teams on the LMS in a flowchart. The chart view makes it easy to see the parent and child relationship between the teams.

Go to the Chart View Tab

To go to the Chart View tab:

1. From the main menu, click Teams.
2. Click the Chart View tab.
ADMINISTER REPORTS

You can generate many different types of reports. Refer to the Reports instruction manual for details.
GLOSSARY

Achievements
A listing of all course completions and awarded certificates of completion.

Administrator
The person who performs administrative tasks for the entire LMS. Can switch to a learner to view his or her online education.

Assessment
Multiple questions that assess a user’s knowledge of a module.

Course
One or more modules and assessments arranged in a specific order.

Course Library
A listing of all enrolled and optional online education arranged in an alphanumeric order.

Dashboard
The landing page after a team leader or administrator successfully performs a login to the LMS.

Export
To extract data to a digital file for further analysis.

Filter
A setting that narrows the results of a report.

Home/Dashboard
The landing page after a learner successfully performs a login to the LMS. In Litmos, the home page is called the Dashboard.

Learner
A user that logs into the LMS to access his or her online education.

Learning Path
Multiple courses arranged in a specific order.

Litmos Learning Management System
A Learning Management System (LMS) available on the Internet.
Login Page
A page that allows a user to gain access to the LMS.

Menu
An area of a page that allows a user to navigate throughout the LMS.

Module
A single unit of competency-based online education.

Online Education
Content delivered to learners on the LMS.

People
Multiple users on the LMS.

Report
Organized user progress data.

Roles
In the Litmos LMS, either a learner, team leader, or administrator. Each role has different sets of permissions to allow that user to perform specific tasks.

Team
A group of users enrolled into specific courses and/or learning paths.

Team Leader
A person assigned to a team to manage tasks for that team and its child teams. Can switch to a learner to view their online education.

UserProfile
User contact information and settings stored on the LMS.