LMS Success:
Simple Steps to Implement & Manage Your Learning Management System

With Katrina Baker, Resources of Fun Learning
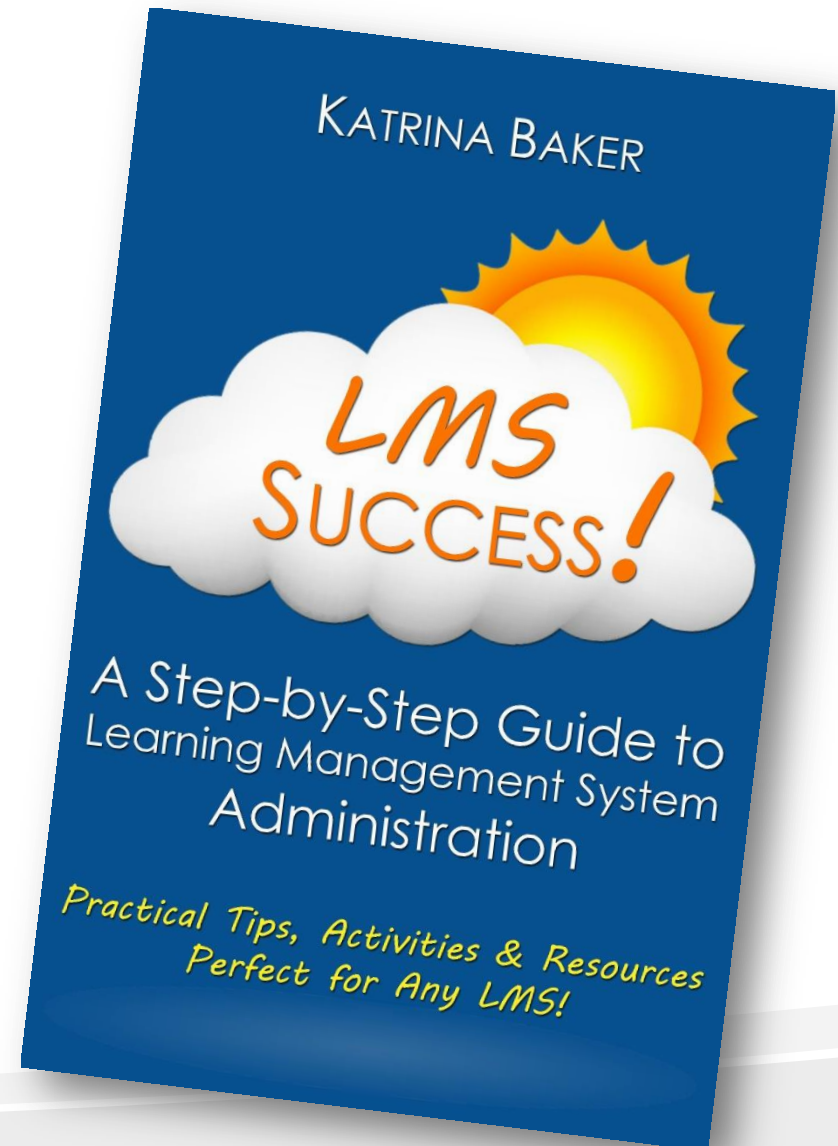
Based on book *LMS Success!*

Available on [Amazon](#).

"It's an informative (and amusing) guide to selecting, implementing and administering an LMS."

"This book should be given to all employees who are involved in the LMS decision making process, even in the midst of the implementation."

Excerpts from [Amazon.com Reviews](#)

KATRINA BAKER

LMS SUCCESS!

A Step-by-Step Guide to Learning Management System Administration

Practical Tips, Activities & Resources Perfect for Any LMS!

Our Class Agenda

Selecting and Implementing Your LMS

Assembling Your Administrator Team

Maintaining the System and Handling Technical Issues

Realize the Value of Your LMS

Selecting Your LMS

Take stock of your company's current and future needs.

- What are leadership's goals for the LMS?
- How many employees or students do you have? What is your projected growth?
- Will all of your employees have access to the LMS?
- Will your company be delivering most classes through an online format?

Research Learning Management System companies.

- Are they successful, offering other products, have a good reputation?
- Walk through the "standard user experience."
- Is the LMS company willing to customize your system? In what ways?
- How long will it take to build your system and make it available to employees?
- How easily can you transfer existing training data into the new LMS?

Security & Network Considerations

Security

- Is your level of security appropriate for the content that will be stored in the LMS?
- Are you going to maintain the LMS on your own server, or use the LMS company's server?

Network

- Do all of your employees have e-mail addresses or ID numbers?
- Do you want employees to access this content from home, or only on the company network?
- How will your LMS interact or link to existing company systems?

Selecting & Implementing: Common Concerns

Where am I going to find administrators, content designers, and programmers?

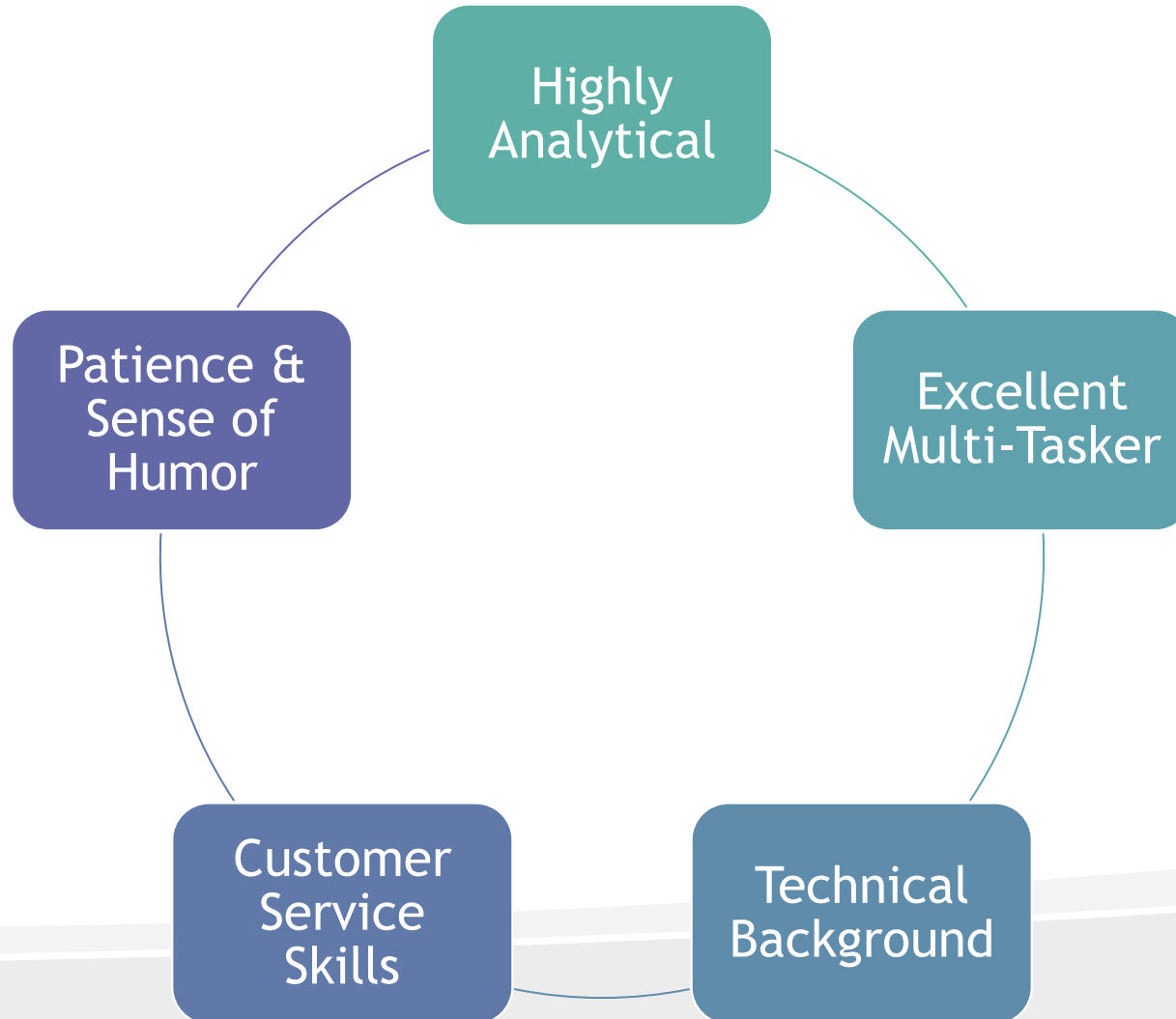How do I "market" the LMS to employees so they accept the system?

How do I use the LMS home page to effectively market company training programs?

More info at: ROFL411.com

Assembling Your Administrator Team

Traits of an Ideal Administrator

Highly Analytical

Excellent Multi-Tasker

Technical Background

Customer Service Skills

Patience & Sense of Humor

More info at: ROFL411.com

Determining Admin Team Structure

Recruit a Lead Super Administrator and Back-Up

Define how many levels of admins are needed

Define the tasks associated with each role

How will you train your admins?

Tips for Communicating with the Admin Team

Create a list of tasks performed on an ongoing basis

Create a list of development projects

Check-in procedure for remote admins

Create a list of responsibilities and deadlines for each high-level admin

More info at: ROFL411.com

Admin Team: Common Concerns

I don't have employees who fit the bill of an "ideal admin."

I'm not sure what tasks to give my admins, or how to lead them effectively.

Who can I hire to train my admins?

How do I get supervisors on board with training and the LMS?

How can I minimize the amount of time spent maintaining the LMS?

More info at: ROFL411.com

Maintaining the System & Handling Technical Issues

Regular Maintenance

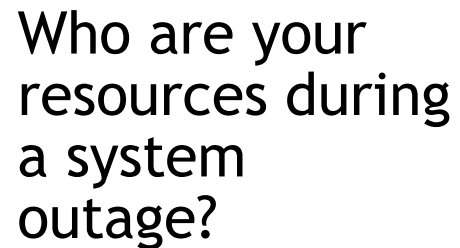Set course creation guidelines

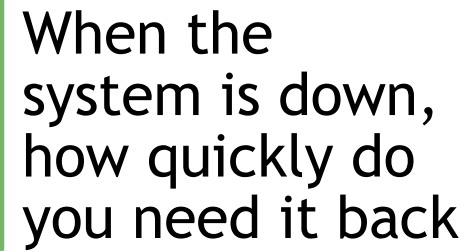Set data entry procedure

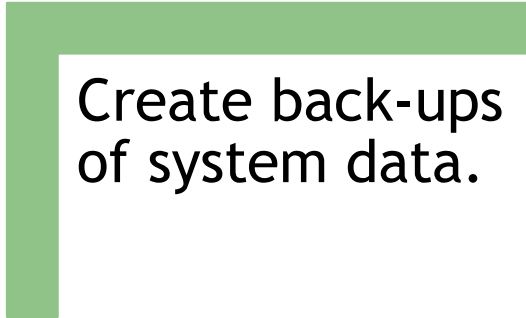Enter data in a timely manner

Training data audits

Planning for System Failures

Who are your resources during a system outage?

When the system is down, how quickly do you need it back up?

Create back-ups of system data.

Create a "paper version" of course content.

More info at: ROFL411.com

Technical Issues: Common Concerns

How do I help my technology-challenged employees adjust to a computer-based training environment?

I wish I could have help in performing training data audits.

What are some ways I can decrease the number of questions about common technical issues?

More info at: ROFL411.com

Realize the Value of Your LMS

Five Clever Ways to Use Your LMS

Deliver classes to a broad base of employees. Keep up with company growth.

Ensure compliance courses, such as harassment trainings, are automatically assigned and completed on time.

Make it easier for employees to find and register for upcoming instructor-led classes.

Auto-assign a curriculum for new employees so they can start learning immediately.

Create competition by releasing training stats by team every quarter.

More info at: ROFL411.com

Make Your LMS an Important Company Tool

Determine what "training success" looks like in relation to your LMS.

Incorporate transcripts into job evaluations.

Link promotions to completion of certain courses.

Provide a list of electives that employees can take when there is down time.

More info at: ROFL411.com

Utilize LMS Features

Automatic/recurring reports to track progress of your training initiatives

Courses and assessments that "reassign" until employees accomplish a certain grade

Auto-assigned curricula

A catalog of increasingly challenging courses on a variety of subjects

Scorecards that advertise your employees' training accomplishments to leadership

Thank you for attending!

Questions? Please e-mail the instructor directly at katrina.baker@yahoo.com. Thanks for your feedback!