

A Administrative Options

For Administrators, Customizable for Managers and Supervisors



Highlights:

AI-powered e-learning creation (SCORM and xAPI), AI powered course recommendations for learner. Customize LMS site look and feel (add unique brand for each entity and proper branding displays upon learner login). Learning Analytics and Reporting, Dedicated Rep, Virtual & Instructor-Led module (ILT, vILT), Gamification, Learning Recommendations to user - based on Machine Learning/ Artificial Intelligence. Automate many tasks including enrollment. Webinar Integration, SSO enabled, Multiple site languages - up to 60 languages available. Transferable user licenses - deactivate a user, and license is then available to use for a new user, Service Level Agreement, White Labeling, HRIS Integration, Data Migration & Administrator Support Included.

Administrative Options

Site Setup and Preferences

Included

Customize Site Preferences	✓
Customize Catalog Display	✓
Manage Job Titles	✓
Customize Colors/ Fonts	✓
Learning Certificates	✓
Build Custom Pages Module	✓
Training Badges Module	✓
Training Item Rating and Recommend to Others	✓
Assign Locations to Regions	✓
eCommerce Module	✓
Competency / Certification Tracker	✓
Enable Single Sign On (SSO)	✓

LMS Interface available in over 60 languages - Users select language during login

Administrative Options

User Management

Included

Add Users	✓
Manage Users	✓
Manage Users By Hierarchy/Dept/Org	✓
Manage By Custom Role Admin	✓
Create Custom Admin / Manager Roles	✓
Instructor Module for ILT and vILT	✓
Legacy Data Import Module	✓
Dev Plan Module	✓
Batch Load Users Module	✓
Supervisor Location Assignment Module	✓

Catalog Management

Included

AI Powered elearning Creation Tool - SCORM or xApi	✓
Manage eProducts Module	✓
Custom Catalog Categories Module	✓
Course Auto-Enroll Module	✓
Course Prerequisite Module	✓
Survey Module	✓
Course Key Module	✓
Restrict Courses Module	✓
eBooks Module	✓
ILT and vILT Events (Classroom and Virtual Sessions)	✓
Compliance Management - Skills and Certification	✓

Administrative Options

Reporting and Analytics

Included

Administrator Analytics Dashboard	✓
Report Subscriptions	✓
Ready Reports Module	✓
Custom Report Builder	✓

Communications

Included

Social Learning Discussion Groups	✓
Post Announcement Module	✓
Post Calendar Items Module	✓
Email Users	✓
Automated Email Notifications	✓
Zoom Webconference intergration	✓

L Learning Options



Student Options

Learning Dashboard

Included

Mobile and Touchscreen Enabled – Any Device
Navigation - Tiled site navigation for mobile and touchscreen
Customizable Learning Dashboard
AI Powered Course Recommendations
Group Message Center
Secure File Cabinet – Document Distribution
Skills and Certification Achievement Display



Catalog

Included

Courses and Events

Browse for courses and events
Search for courses and events
View courses and events descriptions
Self-registration



Student Options

My Learning

Included

Courses and Events Registered For

- Launch courses
- View course status – not started, in progress
- User ability to rate learning items 1-5 star rating
- User ability to recommend learning items to others
- View event information and documents ILT and vILT
- View virtual event information and launch webinar
- View and launch eBooks



Transcripts and Certificates

- View and print transcript
- View and print certificates



My Training Calendar

Included

Training Calendar

- Notifications of courses ready to expire
- Notifications of upcoming events
- Notifications of calendar items added by manager
- User can also add items of any type



Student Options

My Account

Included

Users Account

- View account information ✓
- Modify account information ✓
- View course registration history ✓

Support

Included

Site Support

- View site requirements ✓
 - Test Browser settings ✓
 - View site FAQs ✓
 - Contact support for assistance ✓
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Frequently Asked Questions - FAQs

1. Is MLP customizable?

MLP is customizable from colors to buttons, site text and so forth. You have full access to many customization options.

2. Does WestNet's name appear on my version of the LMS site?

NO, it is your site. WestNet is not seen as we are your background partner.

3. What sign-in options will I have for user authentication?

There are two (2) basic forms of authentication available.

- Standard sign-in using username and password.
- Single sign-on: this is auto-authentication linking across from your website where the user has already signed in.

4. Do you have various billing options for the LMS fee?

Yes, the largest discounts come with annual pre-payment.

5. Is eCommerce included or can I add my own?

The eCommerce module allows you to set your own payment gateway. Should you not have a payment gateway, you can utilize WestNet's gateway for a nominal fee per transaction.

6. Can I load 3rd party content?

Absolutely -- you can license any of the 2500 off-the-shelf eCourses from WestNet's catalog **OR** you can license eCourses from **ANY** supplier you wish -- no restrictions.

7. Are there additional charges for bandwidth and storage?

NO, all fees for bandwidth and storage are included in the LMS fee.

8. What happens to the user's history when I deactivate that user?

All learning history is secure and saved. Users are deactivated but NOT deleted. So you may reactivate a user at any time and their history is preserved.

9. Are we charged for deactivated users?

NO, user fees are assessed **ONLY** for active users, deactivated user licenses can be reused for other additional users.

10. Can MLP sync with our HRIS system, i.e. PeopleSoft, Sales Force?

Absolutely -- this process is accomplished with scheduled sync to keep your systems up-to-date. You set the schedule.

A Administrative Options

For administrators, managers and supervisors



Administrative Options

Site Setup and Preferences

- ❖ **Customize Site Preferences**
 - Site Preferences include; icons selection, user dashboard, auto options, mail settings eBook approval, learning leader board configuration etc.
- ❖ **Customize Catalog Display**
 - Customize the columns to display on the users catalog view for entire site and by Dept/Location.
- ❖ **Manage Job Titles**
 - Set Job titles for entire site or by Dept/location for registration and reporting.
- ❖ **Learning Certificates**
 - Select certificates for site and or by Dept/Location for users to print upon successful completion of learning items.
- ❖ **Build Custom Pages Module**
 - Customize site home page and build other additional pages as needed. Also set custom wording for catalog, support and FAQ pages.
- ❖ **eCommerce Module**
 - Add eCommerce to your site for credit card processing of sales.
- ❖ **Customize Colors/Fonts**
 - Set site colors and fonts for the site, in addition you can set them differently for specific orgs, depts and locations.



Administrative Options

Site Setup and Preferences - continued

❖ Competency Tracker Module

- Build Competency/Certification tracks for reporting. This is a great feature for managers to view who has done the best for promotion.

❖ Assign locations to Regions

- Associate locations to regions/franchises for various reporting features.

❖ Enable Single Sign On (SSO)

- Enable single sign on from your intranet, or employee portal. This will utilize users username and password from that site to login to LMS.

❖ Add Logo/Banner for Multiple Orgs

- Add logos and or banner for site, in addition you can add them for specific orgs, depts and locations - multi branding in a single LMS.

❖ Enable HRIS Sync

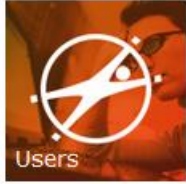
- Enable scheduled sync of required data from your HRIS system to LMS and from LMS to HRIS system. ie: User info, training completion etc.

❖ Training Badges Module

- This is a user dashboard display item that displays the Training Badges obtained by the trainee through the successful completion of training, also displays who the TOP training badge holders are for the site.

❖ Training Item Rating and Recommend to Others

- This is an option that allows users to add a rating for eCourses, videos, bundles and events. A one to five star rating. In addition, users can send a message recommending specific training items to other users in their group.
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Administrative Options

User Management

- ❖ **Add Users**
 - Add individual users and manage their profile and organization assignment.
- ❖ **Manage Users**
 - Assign courses and events, view users transcript, deactivate users, modify users profile.
- ❖ **Manage By Custom Role Admin**
 - Ability to sort users based on their administrative permissions role and manage users and permissions.
- ❖ **Batch Load Users Module**
 - Add multiple users via template load and assign to organization department/location.
- ❖ **Supervisor Location Assignment Module**
 - Ability to assign Managers and Supervisors to locations so that they can pull reports and manage users for those locations ONLY.
- ❖ **Legacy Data Import Module**
 - Import prior learning data from other systems or outside training sessions via template.
- ❖ **Dev Plan Module**
 - Build Development Plans based on any criteria such as job duties, certification, or annual review and assign to users based departments, locations or individual users.
- ❖ **Manage Users By Hierarchy/Dept/Org**
 - Ability to view users and modify/move and manage based on their department/location.
- ❖ **Create Custom Admin / Manager Roles**
 - Create custom Manager / Supervisor roles with specific administrative permissions related to their duties.
- ❖ **Instructor Module**
 - Ability to add/delete or change instructors assigned to instruct eCourses, ILT or vILT sessions.
 - Instructors can manage classroom courses, enter grades, comments, and communicate with users .



Administrative Options

Catalog and Course Management

❖ **AI Powered eCourse Creation, eBooks, Curriculum Bundles**

- Transform your documents into engaging e-learning or create company-tailored courses from scratch in minutes with our AI course creator. Even add your eBooks to the LMS. Create curriculum bundles (guided learning) with ecourses, eBooks, quizzes, ILT, vILT based on certification, compliance, job roles, or any other criteria.

❖ **Course Auto-Enroll Module**

- Ability to preset automatic enrollment in courses and bundles for users based on date, location and job title.

❖ **Manage eProducts Module**

- Ability to replace courses with new versions, change any attributes. As well as assign courses to users and groups.

❖ **ILT and vILT Events (Classroom and Virtual Sessions)**

- Ability to create Classroom sessions and Virtual sessions for users to register for which includes automatic wait listing, and instructor access to manage the roster and scores/completions.

❖ **Custom Catalog Categories Module**

- Build and manage the catalog categories to place ecourses and events to display to users in catalog view for self-registration.

❖ **Course Prerequisite Module**

- Ability to require that courses are taken in a specific sequence for all users or users based on department and location.

❖ **Survey Module**

- Build and manage surveys that can be stand alone or added to courses and ILT/vILT.

❖ **eBooks Module**

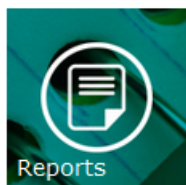
- Ability to offer eBooks to users via the catalog for registration.

❖ **Course Key Module**

- Ability to create course keys to be distributed based on bulk purchasing of courses. Normally used when charging for courses.

❖ **Restrict Courses Module**

- Ability to restrict courses to specific departments and locations, only to be available in the catalog by those specific departments and locations.



Administrative Options

Reporting and Analytics

❖ Ready Reports Module

- Access to a variety of prebuild reports to pull analytics for users, courses, surveys, and more.

❖ Custom Reports

- Ability to create unlimited custom reports based on your configuration of the data fields available.

❖ Analytics Dashboard

- Access to a graphical dashboard view of site stats and course registrations and completions based on the courses you choose to track, includes drill down capability to view underlying data.

Sample Location Training Report

Name	Job Title	New Team Member Orientation / Orientación do Nuevos Integrantes (ONI)	Pizza Topping	Delivery Driver Master Bundle	Delivery Moolah
000060					
Brindley, Joel	DR30-Driver	●	--	--	●
Con Jr, Eddy	IN20-In-Store	●	●	--	●
con, eddy	DR30-Driver	●	●	--	●
Cordell, Tyler	DR30-Driver	●	--	●	●
Davis, Devin	AS12-Hourly Shift Leader	●	●	--	--
DeStefano, Deanyah	DR30-Driver	●	●	--	●
dunivin, brooke	IN20-In-Store	●	--	--	N/A
Harris, Xavier	MG11-Mgr Designate	●	●	●	●
meyers, johnathan	DR30-Driver	●	●	●	●
Montgomery, Nick	DR30-Driver	●	--	--	●
Riley, Ashley	IN20-In-Store	●	○	--	N/A
Riley, Kay	DR30-Driver	●	--	--	○
Sanders, John	DR30-Driver	●	--	--	●
Spurlock, Paul	DR30-Driver	●	--	--	●
tadlock, terry	DR30-Driver	●	●	--	●
wallace, lee	DR30-Driver	●	--	--	●
Ward, Ron	DR30-Driver	●	●	●	●
Workman, Gina	AS12-Hourly Shift Leader	●	●	●	●
% Store Team Members w/ Complete		100%	44%	17%	92%
% Total Team Members w/ Complete		100%	44%	17%	92%

Click [here](#) to view report in excel.

Save to Print Format

Select Another Report



Administrative Options

Communications

❖ Social Learning Discussion Groups

- Add and manage unlimited discussion groups for your users and site. Includes ability for users to view, post and be automatically notified of new posts to boards the user is interested in.

❖ Document Distribution -- Secure File Cabinet Module

- Ability to upload documents and restrict them to departments, locations and job titles for accurate distribution. This is also available for Managers and Supervisors to distribute documents to ONLY their departments' users.

❖ Video Locker / Video Library Module

- **Upload any type of video file and it will automatically be re-encoded for desktop, tablet and mobile device playback. Add videos to the video locker and set video viewing options by organization, departments, locations and job titles for accurate distribution via the video library .** This is also available for Managers and Supervisors to distribute **videos** to ONLY their departments' users **video libraries**.

❖ Post Announcement Module

- Ability to post and manage date driven announcements. Announcements can be added for the entire site or restricted to specific departments and locations. Managers and Supervisors can also add announcements that are ONLY seen by their locations users.

❖ Post Calendar Items Module

- Ability to post calendar items to users training calendar based on department location and job title. Managers and Supervisors can also do this ONLY for their departments and users.

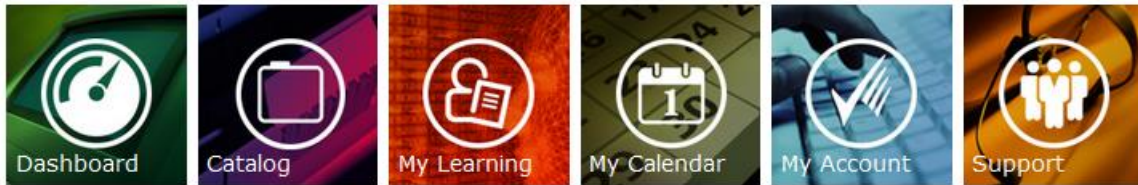
❖ Email Users

- Ability to email individual users and or groups of users directly from the LMS.

❖ Automated Email Notifications

- Manage and edit automatic emails to users based on course registrations, site registration, ILT/vILT enrollment or un-enrollment.

L Learning Options



Learning Options

Dashboard and Navigation

- ❖ **Mobile and Touchscreen Enabled – Any Device**
 - Tiled landing pages with auto notifications of announcements, calendar items, courses added by supervisors. **System is both desktop and mobile friendly.**
- ❖ **Navigation**
 - Tiled site navigation for mobile and touchscreen, user can choose from tab or dropdown sub navigation.
- ❖ **Learning Dashboard**
 - Quick access to the most used features by students. **View announcements, launch courses, view social learning discussion groups, access personal learning plans, access personal training calendar.**
 - User drag and drop of custom placement of dashboard sections with save.
 - **Add a Public Profile** with learning badges and personal information, for other to view via the “Community Discussion Forums” .
 - **Group Messages** - Manage messages received from other learning group members.
- ❖ **Learning Leaders**
 - Display of users course competition points and display of the top 3 users with the highest course completion.
- ❖ **Secure File Cabinet – Document Distribution**
 - User can view documents shared with the user by admin and manager.



Learning Options

Catalog

❖ Courses and Events

- Browse for courses and events.
 - Search for courses and events.
 - View courses and events descriptions.
 - Self-registration.
-



Learning Options

My Learning

❖ Courses and Events Registered For

- Launch courses.
- View course status – not started, in progress.
- View event information and documents related to events.
- View virtual event information and launch webinar.
- User ability to rate learning items 1-5 star rating.
- User ability to recommend learning items to other group members.

❖ Transcripts and Certificates

- View and print transcript.
- View and print certificates for completed learning items.
- View and launch eBooks.



Learning Options

My Calendar

❖ Training Calendar

- Notifications of courses ready to expire.
 - Notifications of upcoming events.
 - Notifications of calendar items added by manager.
 - User can also add items of any type.
-



Learning Options

My Account

❖ Users Account

- View account information.
 - Modify account information – change password, update name, email address and physical address.
 - View course registration history.
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Learning Options

Support

❖ Site Support

- View site requirements.
- Test Browser settings.
- View site FAQs.
- Contact support for assistance.



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