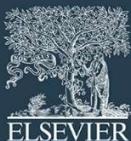


Tools available in our learning management system (LMS):

- **Create unlimited Backup Admins** – help assist in day to day activities
- **Custom module builder** – tailor learning modules at the lesson level with pre- and post-testing with each lesson.
- **Assign custom modules** at the individual, department or job code level
- **Reporting tool** – Access to approximately 50 different reports with various filters to pull data on completions, credits earned, past due, currently due, etc.
- **Announcements** – customizable company-wide/individual announcements
- **Acknowledgements** – track company-wide notifications you send out and who reads them. Useful for policies and procedure acknowledgement sign-offs.
- **Custom In-Lesson Annotations** – add specific wording and/or links to websites and documents directly into our lesson pages. If a lesson needs to be more specific to how you operate, you can add the wording you need to make the lesson tailored to your agency
- **Add your own content** and link to outside content
- **Assessment creator** – create your own multiple choice and true/false questions to attach to your uploaded content or use as a standalone assessment.
- **Create multiple facilities and departments** - various levels of hierarchy that can be custom created for learner placement, reporting and assigning purposes. Increased versatility in how you configure your various locations, services, business units, departments, learners, etc.
- **Group management** –assign modules to custom groups comprised of learners across your Departments and Facilities
- **Transcripts & credit earned** – learner and admin can view these on their own.

- **In-person class & events** – create course descriptions, schedule, assign and track attendance and completions
- **Track and report outside licenses & certifications** (i.e., Outside training completions, Driver's License, Insurance, CPR, etc.)
- **Automated HR download** – auto creates learners and demographics and auto deactivates learners
- **Rules Manager** - auto assign modules based on set parameters (i.e., job type, new hire, department, group, tenure, etc.)
- **Assessments with remediation** – create your own online assessments and learners will be auto assigned lessons that match the topic of the questions they missed
- **Online discussions** – create, assign and moderate discussions as part of your training plan
- **Knowledge Manager (competencies)** - checklist creator with online grading
- **Self-Enrollment** - options to set up for learners to self-enroll in classes or online lessons



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