

Professional Services

Mass Import of Courses / Content Packages / Historical Completion Records

Service Overview:

This billable Professional Service Offering is for clients wanting to import content packages (SCORM / AICC), mass create courses, course shells, and historical completions. Each import varies from client to client based on requirements, complexity, data volume and interdependencies. A good understanding of LMS365 and its features and accurate data for the import is required to guarantee a successful delivery.

LMS365 Definitions

- ▶ **A Course** is a site used to host course information and learning content. Learning content within a course can include videos, PowerPoints, quizzes, other items and Content Packages (SCORM/AICC).
- ▶ **Content Packages (SCORM / AICC)** are an e-learning industry standard. Content packages can be created in-house by the client or purchased from a content provider like Go1, LinkedIn Learning, Clip Training, Law Pilots, and others. Content packages are added to the LMS365 Content Package library during import.

A Content Package (SCORM / AICC) on its own does not represent a course and must be associated with a course.

- ▶ **A Historical Completion Record** is historical learner data that validates specific training that was completed in the past. A completion record must include the learner's name, training title, actual completion date and if necessary, an expiration date. A record can be associated to an existing LMS365 course or can be imported as an external training record if the course does not exist in LMS365.

- **External Training record** refers to training that took place outside of LMS365.

Once historical records are imported, learners can view their entire learning transcript by accessing the My Training Dashboard page. Managers can also access the historical completion records through the manager dashboard page.

Accurate and complete Data Files must be provided by the client and used for mass import / creation. Approved templates for datafiles are provided by LMS365.



Import Process

Import Preparation:

Different use cases, required client and system preparation, possible data interdependencies, data quality, timelines and expectations are important factors for any import. Please fill out our import scoping form so we can estimate the service hours needed. **Please click here.**

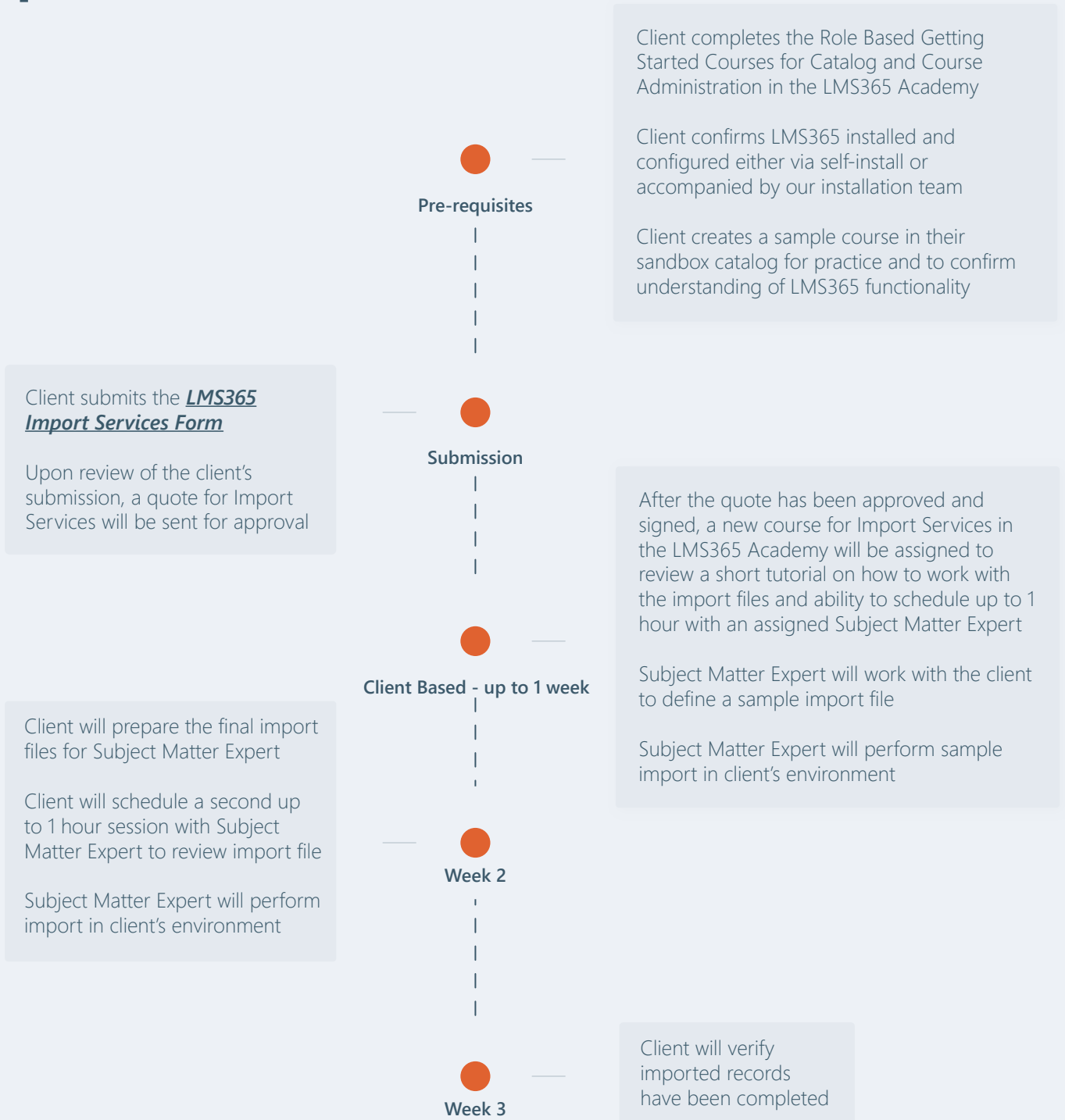
Required Course to be taken:

To ensure the success of the project, and to optimize the interaction between you and our Professional Services team a course will be assigned to you explaining the data preparation, etc. This course is required to be completed at the start of the project.

Frequently Asked Questions

- ▶ **What is the estimated effort on the client's side?**
Hard to say, but it is of utmost importance that a client provide full and accurate data for the successful import. LMS365 requires simple, but accurate MS Excel based data files for the import (approved, easy to use templates are provided). The client is responsible for the extraction of data and preparation of these import files. The effort ranges typically between 4 and 8 hours.
- ▶ **Will I be able to talk / work with a Subject Matter Expert from your team?**
Yes, a Subject Matter Expert will be assigned to you during the entire import process, discussing and answering all import questions.
- ▶ **Will you need access to our environment?**
Yes, an assigned LMS365 Subject Matter Expert will need Catalog Administrator permissions in your environment in order to complete and successfully import your content.
- ▶ **Are there any import limitations?**
The Import Service cannot import CEU's or competencies without an associated course in LMS365. Other limitations are explained in detail as part of our mandatory import course.
- ▶ **What are typical timelines from start to finish?**
Based on past projects we see a typical project duration of 2-4 weeks based on data collection, preparation and resources availability.
- ▶ **Will you extract data for us from our old LMS?**
No, The LMS365 team is not able to extract data from your current LMS, as they all differ and frequently change the extraction method. Data for the import must be provided by the client in approved format.
- ▶ **Do I really have to complete the assigned Import course provided by LMS365?**
Yes, the course we provide is essential for guaranteeing success of the project.
- ▶ **I just want to import Content Packages as courses. How is that handled?**
Content Packages (SCORM / AICC) must be associated with a course, otherwise they will only be imported into the Content Package library.

Import Timeline



* Please note that the timeline above is only an estimated reference and actual import time will vary based on availability and seasonality

Pricing

Clients can purchase standardized buckets of either 10, 25 or 50 hours for Import Services. An estimation of hours needed is made based on the LMS365 Import Services Form. The hours will be used by the assigned LMS365 Subject Matter Expert as stated above in the timeline. Unused hours can be used for any additional engagement needs you have and are valid for 12 month from the start of the project.

Type	Hourly price	Total price
10 hours	200 USD	2,000 USD
15 hours	190 USD	4,750 USD
50 hours	185 USD	9,250 USD

Hourly prices may vary by country and are adjusted based on your location / currency. Quotes will be provided in local currency.