

## LEARNING MANAGEMENT SYSTEM (LMS)

## LMS CONTENT ADMINISTRATOR TRAINING

The LMS Content Administrator role is for those who need to upload online content for courses or develop tests and questionnaires in the LMS.

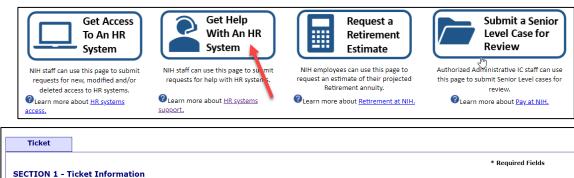
Functions of a Content Administrator include:

- Managing the development of course content, to include consideration of:
  - SCORM standards
  - Section 508 compliance
  - Courseware development process
- Importing content into the LMS and making it available for learners
- Creating assessment question groups
- Creating tests and questionnaires

**NOTE:** Even though a Content Administrator may upload course content, the Learning Administrator role is needed to make that content available to learners by attaching it to a course and offering. The <u>LMS Learning Administrator</u> training is a required prerequisite for the LMS Content Administrator training.

## To become a LMS Content Administrator:

- 1) Register for and complete the self-paced online LMS Content Administrator training.
- 2) Submit a request for LMS Content Administrator privileges and LMS Staging Environment access by selecting <u>Get Help with an HR System</u>.



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