

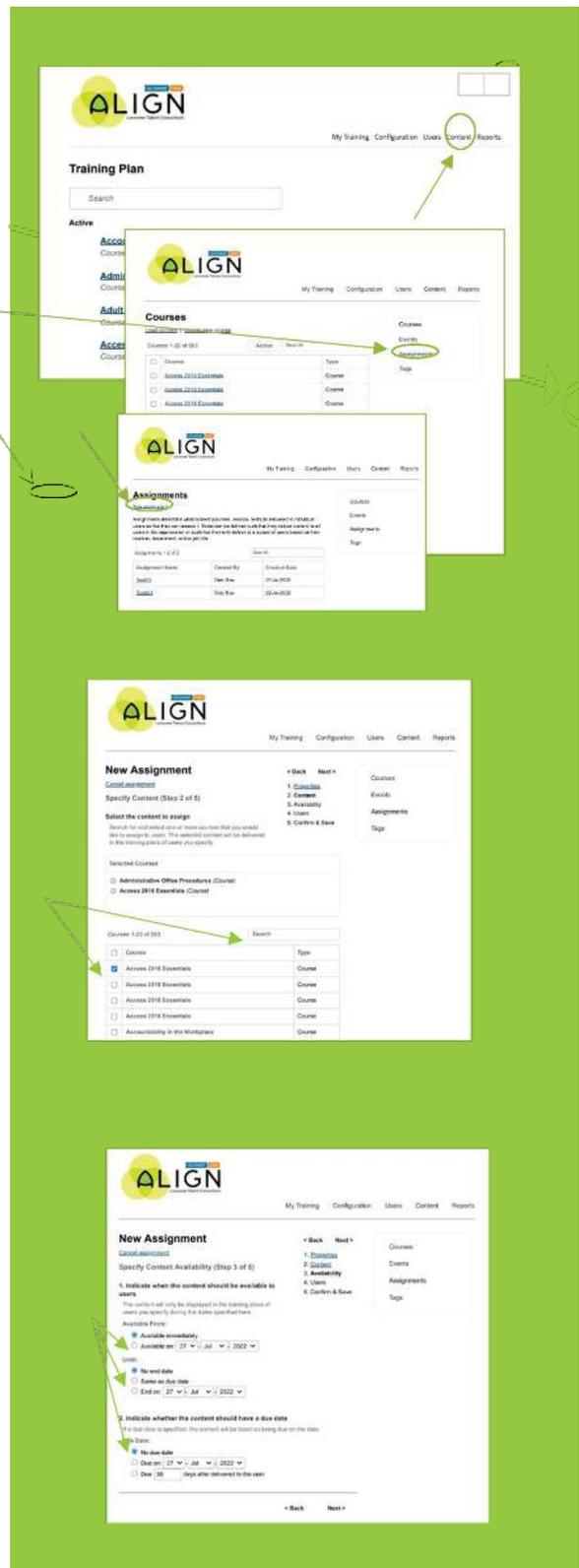
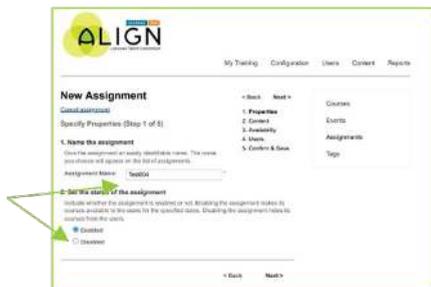


ALIGN Lenawee Talent Consortium Setting up the Align LMS

To set up this course work:

1. Login to your account Click on “Content” after you have selected content go to your right of your screen, in the grey column, click “Assignments.”

2. You will see “New Assignments” underneath the “Assignments” heading. Click “New Assignments.”- Give the assignment/training courses a name. Make sure the status of the assignment is set at “Enabled.” After you have completed this section, click “Next.”



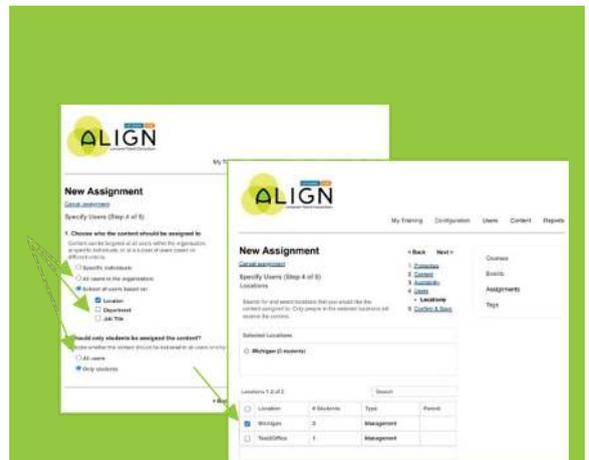
3. In this section the courses may show as double/triple, however these are the same courses. To select every course that’s offered simply check the course box. By doing so you will make every course available for your staff/student. Note: it may be best to select the courses that you require your staff/student to complete. There is a search option to help you narrow down the options so that you can select the appropriate courses for your staff/student. Simply click “next” once done with this section.

4. The next screen will allow you to set start make the changes. There is an option to make a due date if that works best for your organization. The screen will allow you to assign the course(s) you selected to individuals, all users or locations (departments, job titles) within your organization.

All users make the courses available to anyone that has access to the training program. Only Students – make the trainings available to the ones that are put in the system as students.

Once this section is complete simply click “next.”

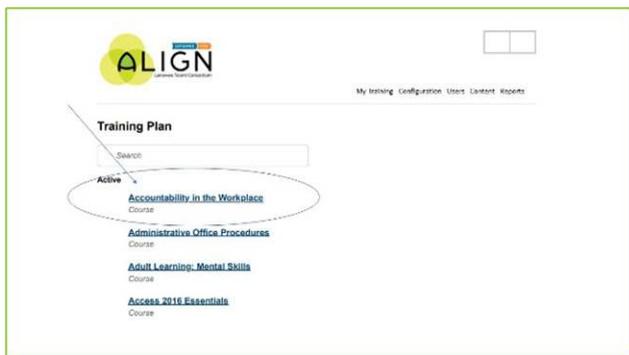
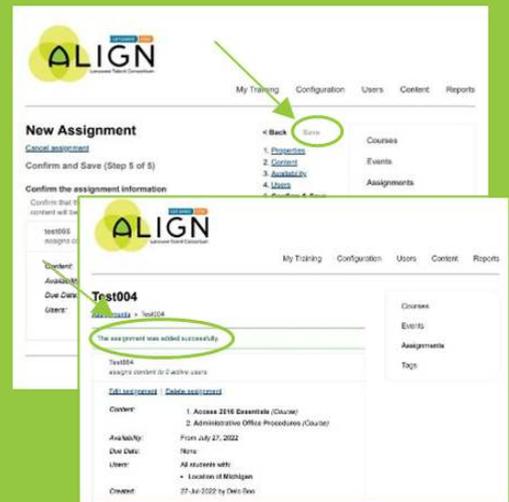
5. If you selected a location, department or job title, the options will be made available on this page. Make your selection and click “next”



6. If you are satisfied with the courses, students and set up; then simply click “Save Assignment” and you are all done.

If you click on “My training” and you will see your new assignment in this category.

You are always free to cancel assignment at any point if you desire to see something different.



Training Plan – LMS – Creating a Course Library for Students

This sheet will give your staff/ student access to courses. It will allow the staff/ student member to select the courses they desire to complete. This works well with the previous set up. You can create courses that are required under the previous process located on page one; and then create this course library to give your staff/student other education opportunities.

To set up Course Library:

To set up a course library that will give your staff/ students access to

all the courses you would like to provide please follows the instructions below:

Login to your account

1. Click on “Content” once you have selected content you will see numerous courses listed. You must do this one-by-one for every course you desire to see in the Course Library.

2. Click on the course you desire to add to the Course Library. The next screen click the “edit” link which will be listed below the name of the course selected. Next you will see a drop-down

box (edit will be worded next to the drop-down box).



3. Click the drop-down box and select "Self-Registration." You will then be able to select a date to open registration or select open immediately. You are also able to select an end date, but only if you desire to have a close date. Under the heading "Self-Registration," which will be located to the left

of the screen you can choose to allow students/ staff to self-register. If you allow students to self-register, then staff/students will have to ability to select courses they desire to complete. Once these decisions are made click "save changes." This next page will allow you to add participants, see who the participants are and under "more actions" you can delete the course if you no longer want it in the course library To verify that the course is in the course library click on "My Training" then click "Course Library" which is in the grey section to your right of the screen. You will see your added course(s) in the Course Library.

Repeat this process to add more desired courses to the Course Library.

