

AT-LEARNING E-LEARNING ADMINISTRATION TRAINING

Designed specifically for e-learning Leads and e-learning Administrators

Workshop Overview

This one day workshop has been designed to give e-learning Administrators and e-learning Leads an in-depth understanding of the administrative functions required to set up and manage e-learning activities within AT-Learning. The workshop has been designed to be a highly interactive 'hands on' training day with each delegate having access to their own PC.

Workshop Prerequisites

This workshop is designed for people with existing knowledge of e-learning. It is ideal if individuals have previously attended AT-Learning administrators training but need a refresher on the additional functionality available on the tool relating to e-learning. Individuals accessing this training must have been granted BDA level access by the organisation's internal AT-Learning Lead.

Workshop Programme

The workshop is structured into the following core sections:

Section	What you will learn
Welcome and introductions	
Administration of AT-Learning	
Overview	<ul style="list-style-type: none"> • Overview of AT-Learning functionality and tool navigation.
Creating Course Evaluation Questionnaires	<ul style="list-style-type: none"> • How to create a Course Evaluation Questionnaire (CEQ) – from scratch and by customising existing forms.
Creating e-learning activities	<ul style="list-style-type: none"> • How to upload zipped SCORM files. • How to add: <ul style="list-style-type: none"> ○ general information ○ detailed information, including links to KSF & NOS ○ pre-requisite & progression activities ○ target audience information and populating PDPs ○ schedule information for classroom based e-learning. ○ a CEQ • How to preview e-learning activities. • How to publish e-learning activities.
Creating external e-learning activities	<ul style="list-style-type: none"> • To understand the differences between external and internal e-learning activities. • How to link to external e-learning activities using base URLs (e.g. link to CLU content) and complete supporting information (as above).
Accessing and managing National e-learning library activities	<ul style="list-style-type: none"> • How to search or browse the national e-learning library content on AT-Learning. • How to preview content, purchase licences and link national e-learning content to a Training Provider.

Section	What you will learn
Creating blended learning activities within AT-Learning	<ul style="list-style-type: none"> How to use umbrella activities to create blended learning activities.
Browsing and searching e-learning activities	<ul style="list-style-type: none"> How to browse and search e-learning activities. How to edit / update existing e-learning activities and publish dates.
e-learning within AT-Learning – The Staff User Perspective	
Linking e-learning to an individual's PDP	<ul style="list-style-type: none"> How to browse and / or search e-learning activities & link back to an individual's PDP.
Booking e-learning	<ul style="list-style-type: none"> How individual staff members book on e-learning activities.
Authorisation process – Manager and BDA	<ul style="list-style-type: none"> How to use practice accounts. To demonstrate how a manager authorises e-learning activities. How BDAs can view pending authorisations and override as / if required.
Launching internal e-learning activities from the PDP	<ul style="list-style-type: none"> How an individual staff member launches e-learning activities in AT-Learning.
Launching external e-learning activities	<ul style="list-style-type: none"> How an individual staff member opens and launches external e-learning activities. How BDAs mark e-learning completion i.e. attendance.
e-learning reports	<ul style="list-style-type: none"> How to create and interpret e-learning reports (including searching and filtering results).
Questions and Answers and Close	

Who will run the workshop?

The group will be facilitated by a trainer from the AT-Learning Account Management team, meaning that you will benefit from learning first hand from the tool experts.

What will the workshops cost?

The workshop can be run in-house for up to 10 delegates for **£950 +VAT** (plus reasonable travel expenses). For further information on running this workshop in-house please contact us at info@think-associates.co.uk or contact your AT-Learning Account Manager.