Updated LMS Administrator Training calendar for April and May 2011 with Profile Maintenance sessions added.

Note: All times are listed in Eastern Time.

1. Identify which sessions you need to attend depending on your LMS Administrator Role (s):
2. Please plan to attend sessions in order (even if not in the same week)
3. See chart of LMS Administrator roles and the training components at the bottom of this document to determine which sessions to attend.
4. Weekly LMS Calls on Thursdays are available every week for any one to attend.

Please arrive 10 minutes prior to the start of class

Live- Session #1- Basic LMS Admin Functions (Select one)	Live—Session #2-Creating and Managing Scheduled Offerings in VA LMS (Select one)	Live—Session #3-Making Assignments and Recording Learning Completions-(Select one)	Profile Maintenance Trng—This lesson is for those who will be using the Profile Maintenance utility.	National LMS call/ Q&A—Help on all LMS training questions (Attend all if possible)
11 am – 1:00 pm ET	**11 am – 1:00 pm ET**	**11 am – 1:00 pm ET**	**2:00 pm – 3:20 pm**	**12:00 noon –1:20 pm ET**
Monday, March 28, 2011	Tuesday, March 29, 2011	Wednesday, March 30, 2011		Thursday, March 31, 2011
NO CLASS, April 4, 2011	NO CLASS, April 5, 2011	NO CLASS, April 6, 2011		Thursday, April 7, 2011*
Monday, April 11, 2011	Tuesday, April 12, 2011	Wednesday, April 13, 2011	Monday, April 11, 2011	Thursday April 14, 2011
NO CLASS, April 18, 2011	NO CLASS, April 19, 2011	NO CLASS, April 20, 2011		Thursday, April 21, 2011
Monday, April 25, 2011	Tuesday, April 26, 2011	Wednesday, April 27, 2011		Thursday, April 28, 2011
NO CLASS, May 2, 2011	NO CLASS, May 3, 2011	NO CLASS, May 4, 211		Thursday, May 5, 2011
Monday, May 9, 2011	Tuesday, May 10, 2011	Wednesday, May 11, 2011	Monday, May 9, 2011	Thursday, May 12, 2011
NO CLASS, May 16, 2011	NO CLASS, May 17, 2011	NO CLASS, May 18, 2011		Thursday, May 19, 2011
*Plan pending	*Plan pending	*Plan pending		*Plan pending

*Plan pending due to release of new 6.3 version of the LMS/TMS.

Live meeting Link for all training and the Thursday call:

Lerner, Judy A. has invited you to attend an online meeting using Microsoft® Office Communications Server.

Join the meeting

Phone #/ Code: 1-800-767-1750 code: 35793#

Find your LMS Role (s) and attend the Training Sessions that are indicated:

Role	New Sessions #1 (overview of admin functions/menus, roles, searching, reports)	New Sessions #2 (Items, scheduled offerings, and all that jazz)	New Session #3 (record learning, edit learning completions, make assignments)	Others
Help Desk	**Yes**	No	No	
Registration Mgr	**Yes**	Yes	Yes	
Schedule Mgr	**Yes**	Yes	No	
Assignment Mgr	**Yes**	No (optional)	Yes	

Here is more information about each VA LMS Role. If you have more than one role, then you can combine the tasks/ privileges from each role into a bigger role!

VA LMS Roles and Functions

LMS Tasks/ Functions	LMS Role	
Help Desk Manager	Unlock/reset passwords Run Reports	
Assignment Manager	Record Learning Completions (grant credit) Make assignments	
Registration Manager	Record Learning Completions (grant credit) Edit Recorded Completions of Learning Events Create and Manage Scheduled Offerings Enroll users in scheduled offering registrations Send notifications to registered users in a scheduled offering	Manage slots for Scheduled Offerings Close/Cancel Scheduled Offerings Create and Delete Classes Schedule Curriculum Can preview LMS documents but not add any
Schedule Manager	Same as Registration Manager, except: Schedule Manager can NOT record completions Schedule Manager can NOT edit events Schedule Manager CAN add instructors, locations, and so forth for scheduled offerings	
Item Manager	Create new LMS items and add scheduled offerings	
All Roles	Run LMS reports	Note: the number and type of reports is slightly different for each role.