

General Information

- There are now 2 levels of admin access: Primary Admin and Sub-Admin. Any Admins from the previous LMS will now default to having sub-admin access when they sign into the new LMS. The Primary Admin will need to sign in with the User ID “administrator” and the default password that has been emailed to the main contact on record for your company. The Primary Admin login info should only be shared with necessary individuals within the customer’s organization (preferably, only one person per site should be using the primary admin login).
- **If you need further assistance with this please contact your reseller or support@marcomltd.com or 800 654 2448.**

Dashboard

- Navigation is now done through the menu (burger) button in the top right of the page.
- Quick Links offers quick access to the most heavily used pages.
- License Status displays current license information.
- Training Status displays the status of enrolled courses.
- Training Deadline Summary shows the number of overdue courses, courses that will be due in the next 7 days, and the number of courses that have been completed over the last 90 days.
- Daily Training Activity shows the number of Completed and In Progress courses over the past 7 days.

Enrollment

- The functionality of this page is almost entirely the same. The main changes are to the User Interface.
- All filters and sorting are now available on the left side of the page.
- The users and courses are now viewable in an accordion structure instead of a tree.

Administration

- The majority of the functionality on this page is only accessible to the Primary Admin.
- The functionality (reset passwords, deactivate users, delete users, allow admin capabilities, etc.) is also largely unchanged from the previous LMS.
- Sub-Admins can only use this page to reset user passwords and view their license usage.
- This page now includes a License Usage section so you can see at a glance how many accesses or enterprise logins remain in your license as well as the expiration/renewal date.

Registration

- The functionality of this page is almost entirely the same.
- Sub-Admins cannot create or delete custom registration fields or add/remove values within the custom registration fields. This can only be done by the Primary Admin.
- However, once the Primary Admin creates registration fields and assigns values to it, Sub-Admins can select those values when creating/editing user profiles.

Scheduler

- The functionality of this page is almost entirely the same. The Sub-Admin is only able to schedule training availability per user, whereas the Primary Admin can assign training per user, course availability to all users, and user login access to the LMS.

Import User Demographics

- This is a new page, and it is only accessible to the Primary Admin.
- Importing user data was previously done under the Administration page on the old LMS.
- Admins will still upload a .txt file to import users, but now the columns get matched up by using the up/down arrows.

Message Center

- This is a new page, accessible to the Primary Admin and Sub-Admins.
- Admins can send sitewide “announcements” (megaphone icon) that are visible to all users on the site.
- They can also send messages (speech bubble icon) to individual users, or groups of users.

Course Configuration

- The functionality of this page is almost entirely the same.
- This page is now only accessible by the Primary Admin.
- Sub-Admins cannot access this page or change the settings of any courses.

Curricula Configuration

- The functionality of this page is almost entirely the same. This page is fully accessible to the Primary Admin and Sub-Admins.

Analytics and Reporting Page

- This page is fully accessible to the Primary Admin and Sub-Admins.
- Reports now have customizable columns. Select the report fields you want to see, and they will be in the report when you generate it.
- When viewing the report in the LMS (without exporting) you can now search each column.
- Reports are now exported as .csv files, instead of .txt files.

Certificate Configuration

- This is a new page, accessible to the Primary Admin and Sub-Admins.
- Admins can upload an image to replace the default MARCOM logo.
- Admins can now choose from different border options for the certificate.

Print Certificates

- This is a new page, accessible to the Primary Admin and Sub-Admins.
- Selecting a user from the user list will show all available certificates for that user.
- Clicking the “Print Certificates” button downloads a PDF of the certificate.
- May need to change scaling settings in your printer dialog box to ensure the certificate conforms to the margins. (i.e. “Fit to Printable Area” or “Fit to Page”).

Classroom Training

- The functionality of this page is almost entirely the same.
- This page is fully accessible to the Primary Admin and Sub-Admins.
- Admins can create Classroom courses to track offline, in-person training.
- Once a user has been enrolled in a Classroom course, the admin can manually enter their training data (time, score, dates trained, and completion status).