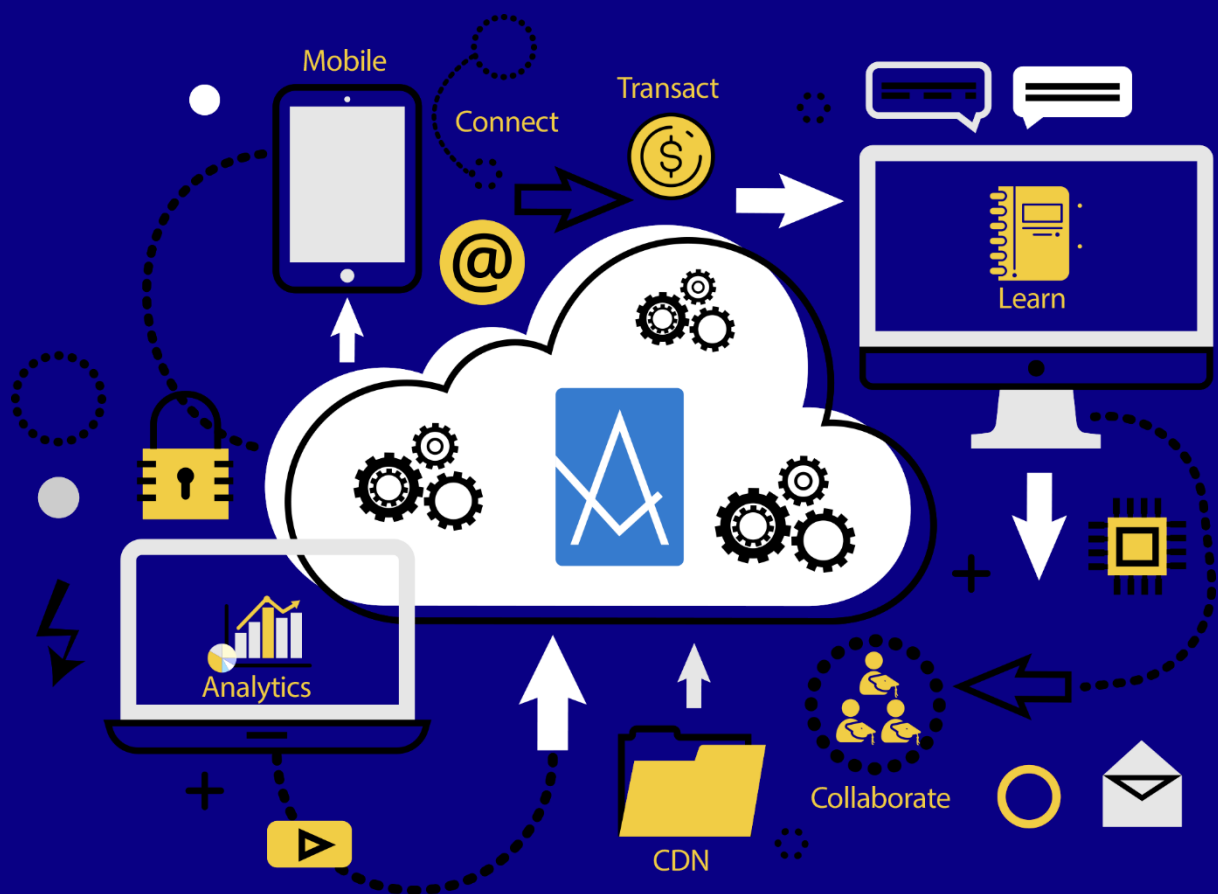


ActiveLearning LCMS

Datasheet version 2.6





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What is ActiveLearning LCMS?

Brief

ActiveLearning LCMS is a Cloud-based Learning Content Management System, works with clients to develop and implement technology that improves every aspect of education. It enables clients to engage more students in exciting new ways, reaching them on their terms and devices and connecting more effectively, keeping students informed, involved, and collaborating.

“Designed with you in mind, the ActiveLearning LMS sparks student interaction while easing the burden on your time and resources.”

Introduction and Core Modules

“When everyone else’s life is more comfortable, so is yours”

Designed with you in mind, the ActiveLearning LCMS sparks student interaction while easing the burden on your time and resources. It’s a more straightforward, more powerful LMS.

Dashboards for Students, Teachers, Parents, Counselors, Instructional designers, Mini Admins, and Admins give access to all the features of LMS in one place.

Students can access Gradebook Manager to see their grades at any moment. They are connected with teachers, administrative staff, classmates, and they are part of all the conversations taking place in courses via messages and collaboration manager. It makes it easier for students to learn, engage, and focus on what’s important.

Educators spark student interaction and engagement with less burden on their time and resources too. It helps them to connect with their students, ensure that not one test question is wasted, and it collects all the information about student learning, through tools that are integrated and included within the LMS.

Parents are always up-to-date about the progress of their children, and administrators can see their institution evolve and excel through feedback collected within the LMS.

ActiveLearn

The ActiveLearn platform helps bring together the right set of tools to deliver a more effective learning experience. Opening up the technology and removing barriers so you can focus on the fundamentals, manage outcomes, and improve performance in real-time. Dashboard views allow for effective management of the experience by all stakeholders.



ActiveCollaborate

Offer a more collaborative, interactive learning experience that constantly evolves, and you'll keep everyone engaged. The ActiveLearning LCMS Collaborate platform helps you create virtual classrooms, offices, and meeting spaces that open more possibilities to more students. Offering exciting new approaches to peer-to-peer learning and instructor-led help while involving each student on an individual level.

ActiveConnect

Being able to reach your community, anytime, anywhere, can bring your world infinitely closer. That's what the ActiveLearning LCMS Connect service is all about. Helping you put everyone on the same page in an instant. Sharing time-sensitive information easily. Engaging with anyone, however, they prefer—voice, text, email, and even social media.

ActiveTransact

Make life on campus safer and more convenient, and everyone will prosper. ActiveLearning LCMS Transact technology gives you the security and convenience of a true cashless campus, facilitating the delivery of financial aid and offering students a secure and easy way to make purchases on and off-campus using just their ID card or other payment methods.

ActiveAnalytics

Transforming data into actionable information and enabling informed decision making and improved performance; that's what the ActiveLearning LCMS Analytics platform is all about. Making sure campus leaders have easy, self-service access to data that matters. Helping you reap the benefits of data warehousing, reporting, and analytics while avoiding technical pitfalls found in other solutions.

ActiveMobile

Give your learners, educators, and community access to all aspects of the educational experience on their mobile devices, and they'll be able to go anywhere and continue learning. That's what ActiveLearning LCMS Mobile solutions are all about to give you the power to engage everyone on their terms and devices. Offering instant access to the information they need. Encouraging the interaction they crave.

ActiveCDN

ActiveCDN turns instantly any server (on-premise, NAS, cloud IaaS or PaaS) into a file-sharing platform for your company. It is an alternative to SaaS Boxes and Drives, with more control, safety and privacy, and favorable TCOs. As easy to use as great consumer software,



ActiveCDN is designed to provide enterprise-grade security and control. Unbelievably easy to install for System Administrators, ActiveCDN connects instantly to your existing employee directories.

ActiveLearning LCMS as a Research Product

“Active learning is an antonym of passive or traditional learning, describes a process whereby students take greater responsibility for their education, seek out information and are more motivated. Moreover active learning includes intelligent systems for quizzing, assessment, and evaluation” Imran Aziz, Lead Researcher and Developer of ActiveLearning LCMS

ActiveLearning LCMS team, together with its partners and associates, has developed state of the art LCMS named “*ActiveLearning LCMS*” based on research and educational strategies to deliver quality education online. LCMS is the combination of two products called CMS (Content Management System) and LMS (Learning Management System). It could be seen as one equation $LCMS = LMS + CMS$ [RLOs], where RLOs (Reusable Learning Objects) are making it fully object-oriented.

Research Forum LCMS is a system that is used to author, approve, publish, and manage learning content (more accurately referred to as learning objects).

LCMS combines the administrative and management dimensions of a traditional LMS with the content creation and personalized assembly dimensions of a CMS.

- Instructional designers would create either new RLOs targeting specific performance goals or new courses by assembling already created RLOs
- Editors (senior instructional designers/ learning officers) would view the submitted RLO/course, and either approve or reject it. If approved, the RLO/course would be made available to all to use; otherwise, it would be sent back for revision
- Personalization rules would set in, targeting the new RLOs/courses to those who fit (or, have subscribed to) its profile
- RLOs and courses that have outlived their usefulness would either be backed up and archived or just deleted from the repository

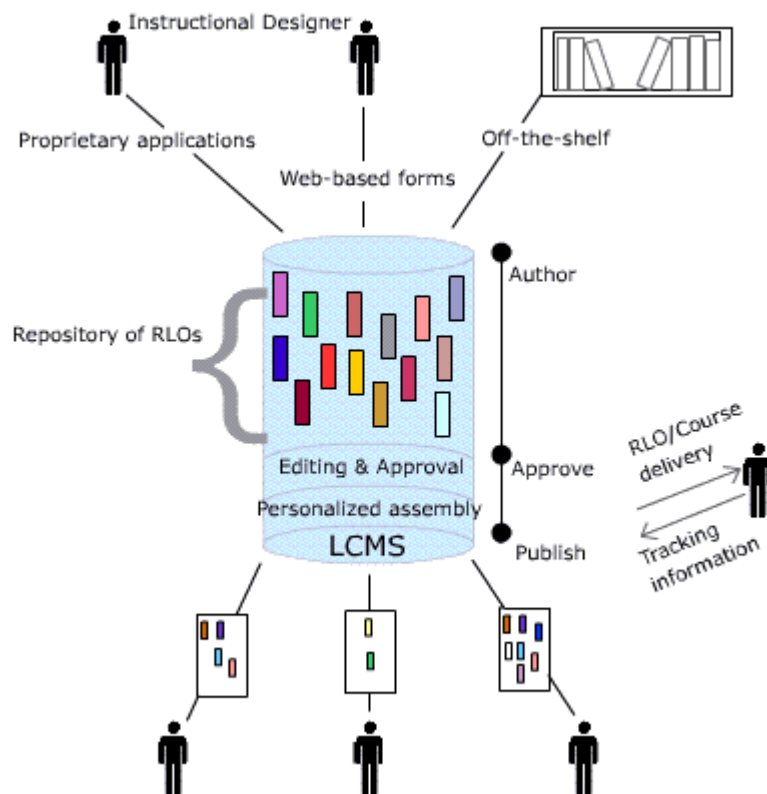


Figure: LCMS

ActiveLearning LCMS, like WebCT and Blackboard, has also been evolved through educational practice and experiments done to integrate technology with teaching and learning. Initial prototypes have been deployed with quizzing technology named Intelligent Quizzing. As the name of the product shows, it is based on Active Learning theory. It focuses on the use of technology as a cognitive tool in the social constructivist learning environment.

Initially, the primary purpose of following the theoretical framework for ActiveLearning LCMS was to realize a model, and here the challenge was keeping pedagogy ahead of technology. We believe that online education to transform knowledge to target audiences must follow a collaborative learning environment where every user is a critical component of educational practice. This evolves from the constructivist conceptions of learning that assume that knowledge is individually constructed and socially co-constructed by learners based on their interpretation of experiences in the world. The goal of the learner in such a system is to interpret and solve the problem or complete the project. Knowledge chunks in the form of related cases, cognitive tools, conversation/ collaboration tools, social/contextual support systems are of importance.

ActiveLearning LCMS team believes that the most prevalent theoretical perspectives in research on online learning are those related to constructivism, particularly social constructivism and social constructionism. These epistemological positions privilege a focus on collaborative discourse (Amundsen, 1993; Bonk & Cunningham, 1998; Jonassen et al.,



1999) and the individual development of meaning through construction and sharing of texts and other social artifacts (Ernest, 1995; Gergen, 1995; Papert, 1991). From these perspectives, learners are apprenticed into "communities of practice," which embody certain beliefs and behaviors (Lave & Wenger, 1991).

New constructivist learning environments are technology-based in which learners are engaged in meaningful interactions. Emphasis is on learners who interpret and construct meaning based on their own experiences and interactions. Therefore, if educators are to adopt a constructivist approach, they are now challenged to adapt and change instructional design strategies to actively engage learners in meaningful projects and activities that promote exploration, experimentation, construction, collaboration, and reflection of what these learners are studying.

The concept of constructivism emphasizes the student as being the "active learner", playing a central role in mediating and controlling learning (Jonassen, 1999). Emphasis needs to be on student-centered learning that promotes ownership of the learning experience. Greening (1998) suggests, "where ownership occurs, active learning and regard for students' prior constructions follow quite naturally" (p. 25). The Internet, World Wide Web, and hypermedia application programs, all hypertext-based environments, are very quickly transforming how information is stored and retrieved and how learners collectively communicate, access, contribute and create information and resources. Forsyth (1993) indicates that the growing demand and use of cognitive tools in education is "placing students and technology, rather than instructors and curriculum at the center of educational practice", and that "learners will increasingly demand that the technology relate to their real-world needs"

ActiveLearning LCMS for K12 Schools

Nobody knows the unique needs of your teachers and learners, as well as you. The *ActiveLearning LCMS* platform helps you create a custom K–12 learning environment to scale student achievement equitably. Whatever the learning initiative, *ActiveLearning LCMS* is there to support and connect it—from the scaled curriculum and formative assessment to showcased learning and teacher development

For All Levels of Learning

From learning to read to reading to learn, *ActiveLearning LCMS* supports teachers in improving student achievement for everyone, from the littlest learners to college-bound seniors and beyond. *ActiveLearning LCMS* provides familiar, consistent learning tools during the entire student experience—no learning management system has a greater K–12 impact than the *ActiveLearning LCMS*. *ActiveLearning LCMS* is committed to providing the right learning environment at the right time, offering a virtual classroom that grows and adapts along with each school.



Meet Every Challenge with a Focused Solution

You've set your sights on student achievement. Now make sure you tackle it with the right approach. The *ActiveLearning LCMS* platform helps schools and districts address the unique challenges facing their students' development.

Scaled Curriculum & Instruction

Every child deserves access to high-quality content and teaching. *ActiveLearning LCMS* makes it easy for districts to identify their highest-performing classrooms, take what works, and scale it across classes and schools district-wide.

Formative & Interim Assessment

Accurate, actionable data is the key to identifying levels of student understanding and adjusting teaching and learning accordingly. With *ActiveLearning LCMS*, it's easy to quickly gather the data via in-class and benchmark assessments so teachers and admins can get to the important part: using it.

Showcased Learning & Pathways

As the variety of teaching and learning styles expand, so does the need for assessing, certifying, and showcasing authentic learning artifacts. *ActiveLearning LCMS* helps students create unique learning paths and digital learning portfolios that reflect their learning journeys, from K–12 to career.

Teacher & Professional Development

When it comes to improving student achievement, nothing in your school matters more than great teachers. And great teachers require PD. *ActiveLearning LCMS* makes it easy to provide engaging, relevant professional development that teachers can access any time, from anywhere that fits their schedules.

Whole-Child Development

If educators expect students to bring their whole selves to the classroom, they need to provide education that addresses the whole child. Based on the science of learning and development, *ActiveLearning LCMS* understands the role ed-tech can play in meeting the social and emotional needs of each student, and it's committed to supporting the whole learning experience.



ActiveLearning LCMS for Higher Education

ActiveLearning LCMS allows universities to personalize learning by putting curriculum resources, instructional strategies, objective-based lesson plans, and assessments, all in one easy-to-access central location. The platform provides countless ways for lecturers to create engaging lessons and resources, makes teacher collaboration and sharing of materials easy, and automates routine tasks. Hence, lecturers have more time to focus on their activities. In short, everything you need in one login.

ActiveLearning is a cloud-based LMS that connects people with passions, ideas, and most importantly, each other.

Transform your organization with Learning Analytics

ActiveLearning LCMS integrates learning analytics tools that are flexible, interoperable, and customizable to the needs of your institution. These powerful tools allow universities to:

- Download data including, login and session details, individual user activity, course visits, and other
- Visualize data on high-end reports with ad-hoc reports generator
- Get standard and tailor-made reports for administrators, instructors, and students
- Use your business intelligence tools to access the ActiveLearning LCMS data warehouse following OData standards

By using the learning analytics tools in ActiveLearning LCMS, users have several options to promote success at your institution, such as to monitor student progress, choose the best course content, predict student dropouts, and more.

Our vision is to bring cutting edge technology to each student's learning table, augmented by media-rich content delivered by professionals who value honesty, trust and excellence.

ActiveLearning LCMS for Organizations

Our flexible and scalable LMS is ideal for organizations of all sizes, regardless of the complexity of your compliance training program. Often the small and mid-sized organizations appreciate the simplicity and user-friendly accessibility of the tool. More enormous, multi-national organizations tend to benefit from the tool's advanced features, such as the ability to segregate training data by region, division, and group structures and create enhanced reporting for program administrators.



Features

Core Features

- Dashboards
 - Super Administrator
 - Mini-Administrator
 - Teacher / Trainer
 - Teaching Assistant
 - Counsellor
 - Instructional Designer
 - Student / Learner
 - Parent / Guardian
- Profile
 - 360 view
 - Account Settings
 - Change Password
 - Profile Picture
 - Documents
 - Address book
- Mail
 - Inbox
 - Compose
 - Statistics
 - Switch Inbox
- Contacts
- Documents
- Calendar
- Attendance
- Resources
- Gradebook
 - Gradebook Manager
 - Fix Grades
 - Un-Graded Statistics
 - Un-Graded Assignments
 - Un-Graded Interactive Tools
 - Un-Graded Tests
- Improvements
 - Pending Improvement Requests
 - Declined Improvement Requests
 - Accepted Improvement Requests
- Courses



- Course Manager
 - Add New Course
 - Course Categories
 - Assign Student to Courses
 - Assign Teacher to Courses
 - Assign Teacher to Student
 - Replace Teacher in Course
 - Student Roster
 - Teacher Roster
 - Course Roster
- RLOs (Reusable Learning Objects)
 - RLOs Manager
 - RLOs Categories
 - Add Item
 - Add Assignment
 - Add Discussion
 - Add Blog
 - Add Journal
 - Add Wiki
 - Add Test
 - Add Lesson
 - Add SCORM Package
 - Attach RLOs to Course
- Questions
 - Questions Manager
 - Questions Categories
 - Add Descriptive Question
 - Add Essay Question
 - Add Matching Question
 - Add Multichoice Question
 - Multiple Choice Single Correct
 - Multiple Choice Multiple Correct
 - Add Short Answer Question
 - Add Numerical Question
 - Add True / False Question
- Configuration
 - Sites
 - Manage States / Provinces
 - Calculated Columns
 - Mass Find / Replace
 - Shared Sites Management
 - Standards Management



- Users
 - Users
 - Add User
- Reports
 - Daily Attendance
 - Monthly Attendance
 - Yearly Attendance
 - Attendance Performance
 - Courses Performance
 - Student Progress Report
 - Student Attendance
 - Overall Monthly Attendance
 - Overall Monthly Attendance by Course
 - Overall Monthly Performance by Course
 - Overall Yearly Performance by Course
 - Short Attendance by Days
 - Monthly Grade Trend by Course
 - Yearly Grade Trend by Course
 - Course Map & Standards
 - Course Item Statistics by Month
 - Course Item Statistics by Year
 - Course Grade Comparison
 - Course Section Averages
 - Course Failing Grades
 - Course Enrolments by Month
 - Course Enrolments by Year
 - Full Roster
 - Registrations History by Year and Grade
 - Registrations History by Country and Grade

Learning Environment

- Search functionality allowing learners to find specific courses and materials based on keywords, title, delivery format, and other tagged identifiers.
- Describe Individual learning plan and course catalog both seen on the same screen
- Courses have standard attributes regardless of delivery mechanism including:
 - Title
 - Description
 - Length/duration
 - Prerequisites (if applicable)
- Additional resources (syllabus documents, course preview videos, etc.) can be attached to course and curriculum content



- Personalized learning available due to convenient course navigation and multiple content types (videos, texts, slides, PPT presentations, pictures, quizzes, and tests)
- Learners can enroll or request enrollment on a course or cancel their enrollment
- Enrollment cancellation deadline for sessions
- Learners can review their learning history/completed work
- Transcripts (viewable and printable by learners)
- Individual content items can be assigned to individuals and/or groups
- Individual content items can be treated as standalone items or additionally included in curricula
- Content can be included as a single or multiple curricula
- Curricula can optionally include different types of learning material and assessments with Admin control over which elements are mandatory and which are optional
- Learner home dashboard (when the learner enters the system, they see a home dashboard that contains high-level information, including their current courses)
- Learner progress bar or similar
- Admin can permit Learners to view the entire catalog and select their courses
- The catalog can be partitioned to restrict certain content to certain user groups
- Learners can be assigned materials, videos, etc.
- Ability to schedule events such as webinars, with queueing and approval workflow
- Ability to set up an automated spaced learning schedule for a learner or group of learners based on absolute dates
- Ability to set up an automated spaced learning schedule for a learner or group of learners based on relative dates (i.e. dependent on completion of other events in the system)
- Ability to restrict content availability to specific date ranges
- *ActiveLearning LCMS* for educational institutes allows you to add/remove/edit courses, giving a unique look to your course page. Choose from various activities to make your courses interactive and useful. The *ActiveLearning LCMS* also houses wiki, chat, forums, quizzes, surveys, assignments, etc.
- Ability to review completed courses
- Continued access to training resources (e.g., online resource guides)
- Translated welcome screens and notifications
- Create learning plans by structuring a specific sequence of courses
- Designed for multitasking faculty and on-the-go students, ActiveLearning LCMS's course management system works responsively on phones, tablets, and desktop browsers.
- Boost efficiency with Gradebook shortcut keys, bulk comments, and rubrics
- Maximize student productivity with the Assignment Center
- Innovate with interactive assignments—including online submissions, assessments, and discussions—empowering faculty to assess students in multiple ways



Extended Enterprise (multi-domain)

- This functionality allows you to enable and train your organization's clients, partners and members: set-up multiple organizations in different nodes, assign different secured URLs, allow your user base to access the system via multiple authentication modalities (manual login or SAML, OKTA, ADFS) and use distinctive and templated branding policies, including white-labeling for each of your clients.

White-labeling

- Unlock white-labeling options and totally rebrand your Learning Management System!

User Interface

- Fully responsive learner interface enabling learners to access system from PCs, laptops, tablets and smartphones
- Support for all modern browsers
- Easy to use
- Visually Clean (Modern)
- Fully brandable to support customer's own logo, fonts, images and look and feel
- Announcements / News feed
- Widgets (internal LMS links and external links)
- Configurable by Admin staff to include or exclude selected items / widgets

Content Supported

- Upload eLearning and microlearning content produced by 3rd party authoring tools (e.g. Articulate Storyline, Captivate, dominKnow, Rise, etc.)
- Accepts videos as a standalone
- Accepts podcasts as a standalone
- Integrates with secure 3rd party video platforms (e.g. Vimeo)
- Content from external sites (Pluralsight, Skillsoft, LinkedIn Learning, etc.) can be integrated and included alongside LMS resident content
- Can upload and track usage of other types of content in addition to eLearning, e.g. slides, podcasts, PDFs, spreadsheets. List examples of those supported

eLearning Standards Supported

- SCORM 1.2
- SCORM 2004
- AICC



Curation

- Learner can add image, via file (upload) to their Profile page or some other page in the LMS
- Learners can leave comments, make suggestions, rank/rate (if available) any content (regardless of format or delivery)
- Learners can use their mobile device and/or a digital camera or digital camcorder to upload their own videos or photos into the LMS
- Administrator can accept or decline various curation capabilities
- Ability to add points to curation in conjunction with Gamification

Social and Q&A

- Learner can post questions on any topic in a social area or environment or designated area on within profiles or social wall or some other section
- Other learners can respond to the questions (for any topic)
- Learners can add media, content or other deliverables to their responses
- Learner can share responses to question or questions with other learner or learners or groups, etc.
- Other learners can rank / rate the response
- Learner profile includes options such as job title, org/dept., contact info, social media connections
- Profile can list their skills and/or skillsets
- Comes with Profanity/Inappropriate language filter (used by administrator) to remove or extract words, phrases in any comments, topics, etc.
- API integration to other social media sites
- Learners rank / rate content
- Learner comments (comment on content, etc.)
- Create communities tied to groups
- Embed YouTube videos
- Embed videos from other sites such as Vimeo
- Learners can upload their own videos
- Learners can upload their own files (inc. pdf, doc., audio)
- RSS feeds
- Real time chat room / Forum / Discussion board
- Discussions can be automatically expletive filtered
- Discussions can be moderated by Admin staff
- Real time Chat room

Gamification

- Leaderboard which can be deployed or not at customer's option
- Great learning gamification for making the K12 education incredibly engaging: game-based learning and practical tasks, gamified tests, and much, much more.
- Per group leaderboards



- Incentive / Reward Points
- Learners can acquire Badges
- Leaderboard appears on home page of learner
- Compare learner to another learner or learners
- Ability to share badges online (e.g. OpenBadges)
- Ability to host and manage content items which are themselves game based

Classroom / Event Management

- Facilities management, including resources
- Capture resources (instructors, rooms, materials, etc.)
- Calendar
- Calendar viewable on learner home page
- Defined capacity, minimum and maximum availability
- Waitlist that learners can be added to if session full
- Waitlist: Learner drop out, next learner is auto registered and notified via e-mail
- When learners register for an event it can be downloaded for inclusion via iCal in Outlook, Gmail and other Internet e-mail platforms
- Learners can click on the in-LMS calendar and see seminars/webinars/etc.
- Learners can click on the in-LMS calendar, see event and register directly

Virtual Classroom

- Comes with web conferencing integration (Example: WebEx, Zoom, GoToMeeting, etc.). Industry refers to it as "virtual classroom".

Compliance and Regulatory

- Workflow features
- Tracking of On-The-Job, Continuing Professional Development (CPD) and other informal training activities
- CPD points tracking
- Auditable compliance reports
- Attempt support for course and curriculum tracking and scoring
- Enrollment rules to auto assign content/courses to learners at individual or group level
- Diagnostic tools to identify compliance and competence gaps and recommend or assign appropriate learning

Continuing Professional Education CPD (CEU)

- Ability to centrally allocate CPD credits to LMS catalogue items such as eLearning, PDFs, events, so that completion automatically updates the learner's CPD history
- CPD data capture with flexible schema for different data capture requirements
- Configurable terminology e.g. 'credits' vs 'points' vs 'CEUs' etc



- Manual credits/points data capture
- Automated credits/points calculation including category specific caps
- Evidence file management enabling learners to upload evidence of their CPD (eg certificates, essays, photos, etc.)
- Type and sub type organization
- Draft vs complete record management
- Data export option for learners
- PDF CPD reports for learners
- Visual real time progress tracking against defined targets
- Configurable CPD journal periods, e.g. by rolling or fixed membership years
- System managed CPD review and audit processes
- Random user selection for audit cohort generation
- Efficient auditor, user communications with notification
- API for CRM (and other) systems integration
- Personal CPD planning tool
- Ability to share CPD for peer or mentor review
- Mobile enabled CPD record management
- Automated emails for CPD reminders
- Reports to identify people ahead/behind CPD targets
- Create a competency framework
- Map organizational roles to competencies
- Map job positions to competencies
- Map learning content to competencies
- Skill gap analysis assessment and capture capability
- Ability to report of skills across organizational units
- Ability to display learner competencies graphically for each learner and their manager

Performance Management

- Appraisal forms, goals and objectives
- Goals and objectives
- 360 feedback assessment questionnaires
- Company objectives linked to groups and roles
- Setting and viewing personal goals

Certificates

- Certificate Templates completed with individual learner's results (minimum: name, pass mark, date)
- Ability to assign a certificate to a piece of content or curriculum and link it to completion an achievement of a set passmark
- Ability for Admin to edit Certificate(s)
- Manage system generated certificates AND externally generated certificates
- Ability to upload externally generated Certificate(s) that a learner has earned



- Ability to e-mail certificates to learners
- Automated recertification email reminders
- Automated certification renewal process

Mentoring and Support (70:20:10 Model for Learning)

- Ability for Admins to direct learner to perform practical tasks external to the system with automated workflow
- Learner can upload evidence in multiple difference file formats (e.g. video, text, photo) to support completion of external learning activities for approval by mentor
- Mentor can coach via a private communication channel with learner about the external learning activity
- Mentor can approve or fail a learner's external learning activity submission
- Learners can log their own independent learning activities in the system

Team Communication Management

- Teachers and administrators appreciate the ability to create, collaborate, and convey messages all in one place - freeing up more of their time for educational priorities. Combined with ActiveLearning LCMS's Student Information Management System, school personnel has a 360-degree view of student data.
- Increase engagement with a mobile-friendly application that allows staff and faculty to communicate and collaborate anywhere, anytime
- Boost efficiency with automated grading and streamlined communication tools
- Elevate student outcomes with dynamic learning resources and interactive assignments

ActiveLearning LCMS's Pricing Philosophy

ActiveLearning LCMS uses a Pricing Philosophy, which is,

- Fair and consistent: *everyone pays the same*
- Economical: *consistently less than competitors for like solutions*
- Predictable: *multi-year contracts with nominal annual increases*
- Simple: *one product with all the features you need at one price*

Components of ActiveLearning LCMS Pricing Proposal

- ActiveLearning LCMS Learning Content Management System (LCMS) License
- Minimum Implementation Package
- Recommended Training Workshop



ActiveLearning LCMS Software License

ActiveLearning LCMS offers two types of licenses, one is an unlimited user model, and the other is based on a specified maximum number of users. Both options are included in the pricing table, a description of each is below.

Unlimited User Site License

The *Unlimited User Site License* (UUSL) permits *ActiveLearning LCMS* access to all of the client's students (credit and non-credit), faculty, administrators, and staff engaged in the client's mission. Therefore, the number of users is not an ongoing factor in providing necessary access for an expanding user base. The UUSL is *ActiveLearning LCMS's* most flexible license and gives the client organization the ability to grow and expand usage during the term of the contract.

User Account License

The User Account License number indicates the maximum number of "active" accounts you can have in *ActiveLearning LCMS* (students, staff, and faculty). If accounts are deactivated, the information is retained, but they don't count against your license. Managing user accounts is a simple process that can be accommodated in a variety of ways.

All LCMS Licenses Include:

- All product documentation
- All product updates, upgrades and monthly service releases
- Technical Support
- It is also important to note that *ActiveLearning LCMS's* pricing includes essential capabilities that other systems often consider extras or only make available in "enterprise" versions. All features are included in every licensing model.

ActiveLearning LCMS's Standard Administrator Support

ActiveLearning LCMS Learning looks at customer support not only as a way to provide responsive services but also as a means of capturing "the voice of the customer." This feedback drives our product development innovations.

As a critical element of *ActiveLearning LCMS Learning's* strategy, responsive Technical Support is a central consideration for the Company. The core service, Help Desk for the *ActiveLearning LCMS Administrator*, is available standard to all *ActiveLearning LCMS* licensee institutions. Support is provided for the primary *ActiveLearning LCMS Administrator* and one backup via a specialized support website, email, and telephone. The support website is



available 24x7. Turnaround time on all forms of request is commonly less than one business day.

ActiveLearning LCMS System Administrators Standard Technical Support includes:

- Access to our service experts live 8am- 7pm, Mon to Fri
- Access to the *ActiveLearning LCMS* Service Portal 24 x 7 from any location
 - Search or browse an *ActiveLearning LCMS* Knowledge Base at your convenience
 - Download the latest *ActiveLearning LCMS* documentation
 - View your personal or your institution's service request history
 - Support for updates and upgrades

Because administrator support is viewed within the *ActiveLearning LCMS* Learning culture as a significant differentiator that sets us apart from other vendors, resolution time – and ultimately, product quality – is always a focal point of organizational objectives.

ActiveLearning LCMS Minimum LCMS Implementation Package

ActiveLearning LCMS Implementation Services

(20 hours of support included in start-up implementation package):

ActiveLearning LCMS program and project managers utilize the *ActiveLearning LCMS* Implementation Framework to guide all *ActiveLearning LCMS* implementations.

Our approach serves as a framework with significant latitude for adjustment based upon various factors such as available timeframes, capacity, resource skill levels, and economic pressures. This framework is based on the Microsoft Solutions Framework (a best practices guide to planning, building and deploying projects) and the results of our experience and input from the *ActiveLearning LCMS* community. This facilitative process assists our customers on building consensus throughout the project.

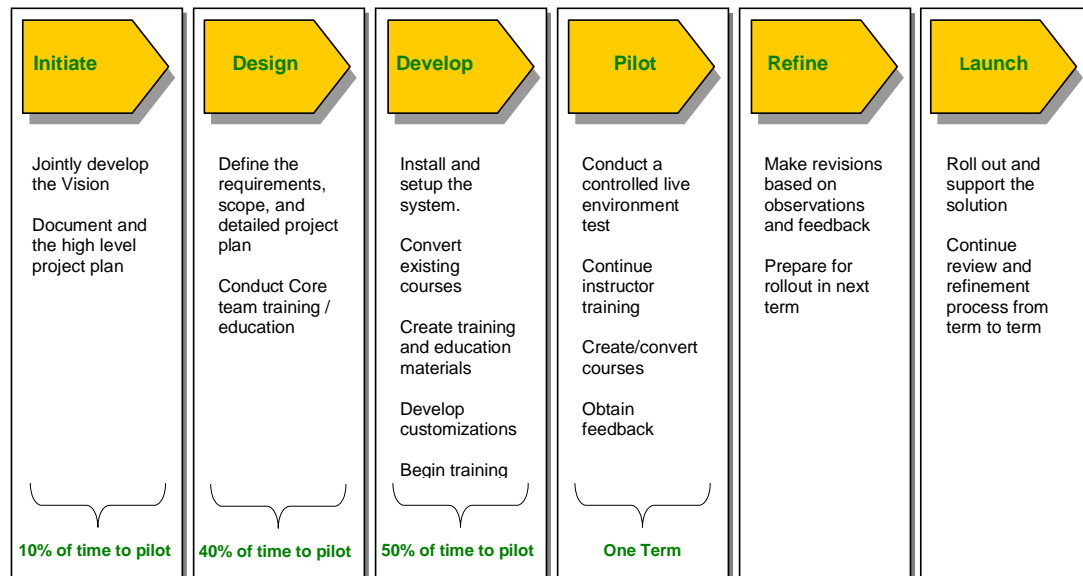
The following phases provide major milestones for the implementation team. They can be scaled to meet the time pressures of the project and can be performed iteratively to build on prior aspects of the implementation. Throughout, there should be frequent and regular communication and there is (and should be) a healthy tension among scope, delivery date, and quality.

-Project Activities-

- Initiate – Project preparation, kick-off



- Design – Facilitated sessions on the process, options and tools necessary to perform the configuration, course conversion, integration and installation activities
- Development - Topics driven by the needs of the institution with the purpose of identifying and addressing challenges that arise during the implementation process.
- Pilot - Opportunity to discuss and work through remaining topics and issues prior to the beginning of the pilot term. Topics are determined based on the needs of the institution and may include more detailed or advanced topics.



Although the implementation will be customized to meet the needs of Tacoma, below is a list of the typical series of meetings which will be facilitated by the implementation project manager during the implementation. Depending on scheduling and availability of College resources, it typically will take 6-8 weeks to work through the following steps. A good way to pace these sessions is to conduct the *Transition and Planning Meeting* and the *Kickoff Meeting* during the first week. The following meetings would then be scheduled to occur at the rate of about one per week. This works well as it gives time to complete the meeting preparation and follow-up work that is required with most of these sessions:

LCMS Implementation Meetings

- Transition & Planning Meeting (1.5 hours)
 - Introduce *ActiveLearning LCMS* Implementation Services and schedule implementation meetings.
 - Understand customer's implementation goals and milestones
 - Explain training, implementation, and support services
 - Schedule key implementation meetings
- Implementation Kickoff Meeting (2 hours)
 - Define Project Charter and coordinate customer and *ActiveLearning LCMS* timelines.



- Introduce extended project team, explain *ActiveLearning LCMS* implementation framework
 - Define project charter and timeline
 - Confirm any unscheduled meetings and training
- Installation Overview (2 hours)
 - Understand *ActiveLearning LCMS* infrastructure requirements and installation procedure.
 - Define *ActiveLearning LCMS* architecture
 - Identify system requirements & confirm customer infrastructure meets minimum requirements
 - Review Installation procedure
- Configuration Design (4 hours)
 - Enable customer with the knowledge and ability to configure the *ActiveLearning LCMS* environment to best suit their institutional organization.
 - Introduce the *ActiveLearning LCMS* Portal Framework
 - Define customer's organizational structure/hierarchy
 - Define organization codes/titles as they relate to *ActiveLearning LCMS* Classification Codes
 - Define Account Groups and domain settings
 - Establish system configuration policies (time permitting)
 - Establish a term rollover policy (time permitting)
- Content Development/Conversion (2 hours)
 - Enable customer with the knowledge and ability to convert/import existing content and create new content for their *ActiveLearning LCMS* site.
 - Understand customer's course conversion issues
 - Propose solutions and strategies for content conversion/ creation
 - Demonstrate use of the Batch Import utility
- Data Integration and Term Administration (2 hours)
 - Enable customer with the knowledge and ability to effectively administer their *ActiveLearning LCMS* site.
 - Demonstrate the Batch Account Create and Enroll processes
 - Demonstrate the Batch Course Archival process
 - Present site administration best practices strategies
 - Schedule status call(s) related to project milestones (pilot, production, school terms)
- Configuration Design Review (1.5 hours)
 - Enable customer with the knowledge and ability to identify changes needed and make adjustments to their *ActiveLearning LCMS* site.
 - Validate system usability from student and faculty perspective
 - Make adjustments as necessary
- Pre/Post Pilot Status (1 hour)
 - Address outstanding customer concerns and/or issues.
 - Understand customer concerns and/or issues
 - Propose strategies/solutions to address concerns and/or issues
 - Schedule additional calls as needed



- Post Launch Status (1 hour)
 - Gather post launch feedback from customer Understand customer's implementation goals and milestones
 - Dialog with customer after official launch to gather feedback
 - Explore training options to increase breadth and depth of *ActiveLearning LCMS* adoption

The hours provided in the standard LCMS implementation package are typically adequate to provide necessary support for the implementation process. However, even after those hours are exhausted, the Client's *ActiveLearning LCMS* Administrator's still have access to all of *ActiveLearning LCMS*'s standard support resources. Unique implementation needs, such as LCMS customization requests, etc. may require purchase of additional technical consulting services.

Online ActiveLearning LCMS Administrator Fundamentals Course (2 seats included in start-up package)

The online *ActiveLearning LCMS* Administrator Fundamentals course provides the administrator with an in-depth to the administrative tools used to support an *ActiveLearning LCMS* implementation. The course is asynchronous - similar to the format of our online *ActiveLearning LCMS* Instructor training course – and allows the administrator to precede through the activities at his/her own pace. Each lesson contains multiple hands-on activities and a checkpoint assessment to familiarize the administrator with common administrative tasks. The course presents detailed concepts in a "walkthrough" format, generally discussing tools by category and in the order they are presented in the Administrator's Menu.

Online Instructor Fundamentals Course (2 seats included in start-up package)

The online Instructor Training Fundamentals course provides a practical focus on key aspects of *ActiveLearning LCMS* for instructors and instructional designers. The course is moderated and typically requires 8-16 hours to complete. Topics include: Course creation, Effective utilization of assessment and collaboration tools, and advanced course design. This course is often a good way to jump-start a train-the-trainer approach.

ActiveLearning LCMS comparison

Assessments / Assignments / Gradebook

Feature	ActiveLearning LCMS	Other LMS
Ability of LMS to allow browser lockdown techniques to ensure assessment security.	✓	



Ability of LMS to allow proctor passwords to ensure assessment security.	✓	
Ability of LMS to allow IP restrictions to ensure assessment can only be taken in certain locations (campus lab).	✓	
Ability of testing tool to randomize quiz question answers.	✓	
Ability of testing tool to randomize quiz questions.	✓	
Ability to create anonymous surveys	✓	
Ability to embed videos into assessments.	✓	
Ability to accept student Web pages and collaborative projects with multimedia.	✓	
Ability to integrate course content with rubrics.	✓	
Ability to provide feedback per question and per exam.	✓	
Ability to send grades from LMS to eStaff.	via open API	
Ability to set conditions (i.e., hide/show, dates) for multiple assessments at the same time.	✓	
Ability to use rubrics to grade essay questions within an online assessment.	✓	
Ability to copy rubrics from semester to semester	✓	
Ability to use one rubric in multiple courses sections	✓	
Assignment Submissions: PDF	✓	
Assignment Submissions: Video	✓	



Assignment Submissions: Web Page	✓	
Assignment Submissions: Word Doc	✓	
Assignment Submissions: Zip File	✓	
Peer review tools are available.	✓	
Quiz Question Type: Algorithmic	✓	
Quiz Question Type: Fill in the Blank/Short Answer	✓	
Quiz Question Type: Long Answer/Paragraph	✓	
Quiz Question Type: Matching	✓	
Quiz Question Type: Multiple Choice	✓	
Quiz Question Type: True or False	✓	
Quiz Question Type: Word Scramble	✓	
Ability to create graded pre and post-test surveys	✓	
Group management features available for creating group assignments	✓	
Ability to create a group discussion topic or assignment and then assign it to all groups at once	✓	
Ability to provide detailed tracking of when students select an answer (i.e. time stamp of answer choice) within the Assessment tool	custom report	
Ability to re-grade assessments	✓	



Ability to grade objective quizzes automatically and reveal results to students.	✓	
Ability to dock points for late submissions.	✓	
Ability to selectively release assessments based on date.	✓	
Ability to selectively release assessments based on time.	✓	
Ability to selectively release assessments based on student ID.	manually	
Ability to selectively release assessments based on grade book criteria.	✓	
Ability to selectively release assessments based on multiple criteria.	✓	
Ability for students to submit papers online and allow instructors to grade and give feedback without downloading the assignment.	✓	
Ability to see student submission dates for an assignment in the grade book.	✓	
Ability for students to see their grades (MyGrades Area).	✓	
Ability to track attendance in the Grade Book (example: last login date).	✓	
Ability to notify/alert at-risk students.	✓	
Ability to export and import from Excel into the Grade Book.	✓	
Ability to include or support the use of portfolios to document student learning.	✓	
Ability of system to support statistical analysis of assessment results.	✓	



Self-assessments are available.	✓	
Ability to change the file size limit on files that can be submitted to the Assignment Tool.	partially	
Ability of testing tool to allow the use of mathematical symbols.	✓	
Ability of testing tool to allow the use of images.	✓	
Ability of assessments be exported to another course.	✓	
Ability to map learning outcomes to assessments in a way that achievement of specific outcomes can be evaluated.	✓	

Announcements

Feature	ActiveLearning LCMS	Other LMS
Ability for students to receive announcements outside the LMS for emergency notifications.	partially	
Ability for students to view announcements within the LMS.	✓	
Ability to copy announcements to new courses.	✓	
Ability for System Admins can edit active (system) announcements.	✓	
Ability for System Admins to edit/delete any role's institution announcements.	✓	
Ability for Instructors to edit active announcements.	✓	

Blogs

Feature	ActiveLearning LCMS	Other LMS
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LMS has a Blog tool.	✓	
Ability to use the WYSIWIG or HTML editor within the Blog tool.	✓	

Bookmarks

Feature	ActiveLearning LCMS	Other LMS
Ability for instructors to bookmark areas within the course.	in browser	
Ability for students to bookmark areas within the course.	in browser	

Calendar

Feature	ActiveLearning LCMS	Other LMS
Ability to set start and stop time for calendar events.	✓	
Ability to create reoccurring calendar entries	✓	
Ability to import calendars from .csv and .xlsx files	✓	
Ability to provide an RSS feed for students to subscribe	✓	
Ability for users to subscribe to an external calendar	✓	
Ability for calendar events to be added automatically from any tool that has a due date	✓	
Ability to automatically update calendars semester to semester, including half terms from full terms and vice versa.	✓	



Copying Content

Feature	ActiveLearning LCMS	Other LMS
Ability for instructors to easily copy (clone) from an existing section to a blank section.	✓	
Ability for instructors to select specific items they would like to copy into a new course	✓	
Ability to share content between courses.	✓	
Ability to easily package a course to import into other LMS platforms or repositories.	✓	

Chat / Whiteboard

Feature	ActiveLearning LCMS	Other LMS
LMS has a live chat feature.	✓	
LMS has a live whiteboard feature.	✓	
Ability to log/save chat transcripts.	✓	
Ability of whiteboard to access/use an equation editor.	requires 3rd party integration	
Ability to save whiteboard sessions	✓	

Community Networking

Feature	ActiveLearning LCMS	Other LMS
Ability to use RSS to send notifications of updated content to students.	✓	



Ability to include social media integration.	✓	
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Course Templates

Feature	ActiveLearning LCMS	Other LMS
Ability to create course templates	✓	
Ability to assign ownership of course templates to a selected group of users	✓	
Ability to assign course templates via the SIS integration	✓	

Discussion Forums

Feature	ActiveLearning LCMS	Other LMS
Threaded discussions are allowed.	✓	
Ability to grade discussion postings	✓	
Ability for students to attach documents in discussion forums.	✓	
Ability for students to embed links in discussion forums.	✓	
Ability to allow group creation in discussion forums.	✓	
Ability to have anonymous postings.	X	
Ability to set release conditions (i.e., hide/show, dates) for multiple discussions at the same time.	✓	
Ability to search Discussions	✓	
Ability to moderate discussion forums	✓	



Ability for students to have private discussions that cannot be viewed by the teacher.	✓	
Ability to use rubrics to grade discussion forums.	✓	
Ability to use the WYSIWIG or HTML editor in the discussion forums.	✓	
Ability to use foreign language characters in the discussion forums.	✓	
Ability to use mathematical symbols in the discussion forums.	✓	
Ability to embed audio/video into discussion forums	✓	

IM Enabled

Feature	ActiveLearning LCMS	Other LMS
Ability for students and faculty see who is logged into courses.	✓	
Ability for IM to permit file sharing.	partially	
Ability for IM to permit two-way video.	partially	
Built-in instant messaging capability.	partially	
Ability for students and faculty to use IM to communicate.	partially	
Ability for user to hide his/her presence in the IM tool.	partially	

Internal Email

Feature	ActiveLearning LCMS	Other LMS
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Email tool provides "spell checking" ability for narrative fields.	browser based	
Ability to set up rules within the email tool.	X	
Ability to administratively set students' LMS email address to a campus standard system for all students in all courses.	✓	
Ability to forward internal email to an external account.	✓	
Ability to use the WYSIWIG or HTML editor in the internal email tool.	X	
Ability to use foreign language characters in the internal email tool.	✓	
Ability to use mathematical symbols in the internal email tool.	✓	
Ability to archive incoming and outgoing emails communications throughout the course.	✓	
Ability to use search capabilities in the internal email.	✓	
Ability to create folders for filing/sorting emails within the email tool.	✓	

Mashups

Feature	ActiveLearning LCMS	Other LMS
Ability to enable learner and instructor mashups.	✓	

Mobility

Feature	ActiveLearning LCMS	Other LMS
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Ability to use mobile devices to access course content.	✓	
All course tools are available in the mobile client	✓	
Access to the LMS's mobile client is standard	✓	
There is a pricing plan for mobile client access to the LMS	✓	
Access to the mobile client/apps is free for students	✓	
Available tools in the mobile client have the same functionality as the web version.	✓	
The LMS is mobile-ready when using the web version through smart phones.	✓	
The LMS is mobile-ready when using the web version through tablets.	✓	

Online Journal

Feature	ActiveLearning LCMS	Other LMS
LMS has a journal tool.	✓	
Ability to use the WYSIWIG or HTML editor in the journal tool.	✓	
Ability to use foreign language characters in the journal tool.	✓	
Ability to use mathematical symbols in the journal tool.	✓	

Online Marking Tools/Notes

Feature	ActiveLearning LCMS	Other LMS
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Ability for students to make notations within the course.	partially	
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Search Functionality

Feature	ActiveLearning LCMS	Other LMS
Ability to use search within a course to find course content.	✓	

SMS Messaging

Feature	ActiveLearning LCMS	Other LMS
Ability of LMS to send text message alerts.	✓	

Social Media Integration

Feature	ActiveLearning LCMS	Other LMS
Ability to enable students to create social connections.	✓	
Ability to integrate with Facebook.	✓	
Ability to integrate with Twitter.	✓	
Ability to integrate with YouTube.	✓	

Student Portfolios

Feature	ActiveLearning LCMS	Other LMS
Ability to access leading portfolio solutions through single sign-on	✓	



LMS has a built-in portfolio solution	✓	
Ability for students to access e-portfolios after graduation	✓	
Ability to provide access to e-portfolios to students after graduation for free	✓	
The portfolio remains active for a reasonable period of time	✓	
Ability to view discrete parts of the portfolio publicly	✓	
What is the storage limitation per student and how flexible is the system for expansion?	college decides	

Student Tracking

Feature	ActiveLearning LCMS	Other LMS
Is detailed student system tracking available (log in, log out, last accessed, IP)	✓	
Is detailed student tracking available for each course tool (How many discussion posts were read, how long did they spend on each quiz question)	✓	
Can the tracking schedule be changed by System Admins	X	
Can tracking jobs be monitored from a GUI interface	✓	

Third Party Test Management

Feature	ActiveLearning LCMS	Other LMS
Does your LMS support browser lockdown applications, like Respondus Lockdown Browser?	✓	



Ability to import and export items in QTI (IMS Question and Test Interoperability).	✓	
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Wikis

Feature	ActiveLearning LCMS	Other LMS
LMS has a Wiki tool.	✓	
How does an instructor create wikis within the course?	RLO > Create Wiki	
Is there an HTML editor in the Wiki tool?	✓	

WYSIWYG Editing

Feature	ActiveLearning LCMS	Other LMS
LMS has a built in fully functional WYSISYG or HTML editor that is available for students and faculty.	✓	
LMS provides a fully functional equation editor.	✓	
LMS allows for foreign language character support.	✓	
WYSISYG or HTML editor can modify HTML pages created outside of the LMS.	✓	
The WYSIWIG allows you to apply formatting styles (e.g., heading styles, bulleted/numbered lists)	✓	
Does your LMS provide a drag and drop, customizable environment (for example, utilizes technologies such as AJAX)?	✓	
Can your LMS accommodate custom banners and icons on course homepage, header, footers, etc.	✓	



Accessibility

Feature	ActiveLearning LCMS	Other LMS
ADA/Section 508 compliance requirements are followed.	✓	
Ability to support the use of screen readers (example: JAWS).	✓	
Ability to set different assessment time frames for individual students (e.g., students with disabilities who need more time)	✓	
Ability to provide a variety of feedback types (e.g., text, audio, video) for assignments, discussions, other student activities	✓	
Ability to add audio/video components to quizzes or exams.	✓	
Ability to add captions to assessments	✓	

Authentication at Industry Standards

Feature	ActiveLearning LCMS	Other LMS
Ability to support SSO from eSantaFe.	✓	
Ability to support authentication using LDAP.	✓	
Ability to support external and internal authentication.	✓	
SSO SAML (Security Assertion Markup Language) is compliant.	✓	

Branding Flexibility

Feature	ActiveLearning LCMS	Other LMS
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Ability to brand as SF Open Campus	✓	
Ability to use an institutional color template	✓	

Combine Sections

Feature	ActiveLearning LCMS	Other LMS
Ability for faculty to combine sections	✓	
Ability for System Admins to un-combine sections via the GUI	✓	

Concurrent Users

Feature	ActiveLearning LCMS	Other LMS
Concurrent user capabilities	✓	
Ability to scale the implementation for increased usage.	✓	
Faculty can create users on the fly	✓	

Course Cloning and Archive Restoration

Feature	ActiveLearning LCMS	Other LMS
Ability to handle backup and retrieval options at the system administrator level.	✓	
Ability to use command line to create backups in batch.	X	



Ability for ANGEL .zip archives to be restored in the LMS with student.	X	
Ability for ANGEL .zip archives to be restored in the LMS without student.	✓	
Ability to restore student artifacts in a course if a formerly withdrawn student re-enrolls.	✓	
What time limitations can the support staff provide for restoring a single section? For example, if a course is erroneously deleted could it be restored to a state no older than 24 hours?	courses are not hard-deleted	
Ability to create archives in a locked/proprietary format.	X	
Ability to create archives in an open format.	✓	

Hosting

Feature	ActiveLearning LCMS	Other LMS
Complete cloud hosting service is available	✓	

Institutional Reporting Tools

Feature	ActiveLearning LCMS	Other LMS
Is there a range of reporting options in the LMS?	✓	
Does the LMS reporting allow drilling down to individual and program level activity?	✓	
Is add-on functionality a requirement for effective analysis of LMS data?	X	



Browsers Compliance and JAVA

Feature	ActiveLearning LCMS	Other LMS
The LMS supports Internet Explorer	✓	
The LMS supports Firefox	✓	
The LMS supports Chrome	✓	
The LMS supports Safari	✓	
The LMS supports Opera	✓	
JAVA is required to access multiple aspects of LMS.	✗	

Learning Context Hierarchy/Multi-Institution

Feature	ActiveLearning LCMS	Other LMS
Ability to create a hierarchy	✓	
Ability to create multiple institutions	✓	
Ability to brand various institutions	✓	
Ability to turn on/off system settings a various level in the hierarchy (Piloting a tool for a certain department)	✓	

Roles

Feature	ActiveLearning LCMS	Other LMS
Ability to assign privileges to system roles (various admin level)	✓	



Ability to assign privileges to course roles (various instructor levels)	✓	
Ability to assign admins to a selected group of courses	✓	

Training and Client Support

Feature	ActiveLearning LCMS	Other LMS
LMS will assign a client representative to work with the SF account.	✓	
Training is offered for our support staff	✓	
Training would occur on SF campus	✓	
Training materials and documentation are available that SF can use to train faculty and students	✓	
Training material available at no extra cost	✓	
SF would be allowed to modify the documentation to use our own branding	✓	
The LMS provides prerecorded online training materials	✓	
Topic sensitive help screens are provided	✓	

Third Party Integrations

Feature	ActiveLearning LCMS	Other LMS
Ability to integrate the LMS portal solution with eStaff	partially	
Ability to import/export grades from the LMS using APIs	✓	



Ability to integrate publisher content via e-packs, cartridges, or packages with the LMS	✓	
Ability to integrate Respondus with the LMS	✓	
Ability to integrate Turnitin with the LMS	✓	
Ability to integrate our library systems with the LMS interface	professional services	
Ability to integrate elnstruction with the LMS	partially	
Ability to integrate McGraw-Hill Course Connector and Connect with the LMS	partially	
Ability to integrate MyLab Suites with the LMS	partially	
Ability to share grades between integrated tool and the LMS.	✓	
Ability to integrate LockDown Browser with the LMS	✓	
Ability to integrate ThomsonNOW with the LMS	partially	
Ability to integrate with student response systems (clickers)	partially	
Ability to integrate with MERLOT	partially	
Ability to integrate with GradesFirst	partially	
Ability to integrate with Starfish	partially	