

LEARNING MANAGEMENT SYSTEM (LMS)

LMS CONTENT ADMINISTRATOR TRAINING

The LMS Content Administrator role is for those who need to upload online content for courses or develop tests and questionnaires in the LMS.

Functions of a Content Administrator include:

- Managing the development of course content, to include consideration of:
 - SCORM standards
 - Section 508 compliance
 - Courseware development process
- Importing content into the LMS and making it available for learners
- Creating assessment question groups
- Creating tests and questionnaires

NOTE: Even though a Content Administrator may upload course content, the Learning Administrator role is needed to make that content available to learners by attaching it to a course and offering. The [LMS Learning Administrator](#) training is a required prerequisite for the LMS Content Administrator training.

To become a LMS Content Administrator:

- 1) Register for and complete the self-paced online [LMS Content Administrator](#) training.
- 2) Submit a request for LMS Content Administrator privileges and LMS Staging Environment access by selecting [Get Help with an HR System](#).

Ticket

* Required Fields

SECTION 1 - Ticket Information

Ticket #	<input type="text"/>	Date Initiated	<input type="text" value="04/11/2023 03:05 PM"/>
Status*	<input type="text" value="Pending"/>	Priority Code*	<input type="text" value="Moderate"/>
Full Name of User* <small>(NED, Lookuu)</small>	<input type="text"/>	User Email*	<input type="text"/>
User Phone# <small>(no dashes)</small>	<input type="text" value="3010000000"/>	Organization*	<input type="text" value="IC User"/>
Total Number of Users Affected	<input type="text" value="1"/>	IC*	<input type="text"/>
System* <small>(Request History)</small>	<input type="text" value="LMS"/>	Issue Category*	<input type="text" value="LMS - Staging Access Request (Internal user)"/>

Description of Issue or Request
 I have completed the LMS Content Administrator training. I am requesting LMS Content Administrator privileges and access to the LMS Staging Environment.

Note: Do NOT enter SSN in this area. Documents containing such information may be attached. ?