

Frequently Asked Questions - Learning Management System

What is a Learning Management System (LMS)?

The new LMS streamlines the enrollment process for PDS courses. Employees will have a single account with access to a user profile of training history, courses, certificates, current enrollment, and a listing of any outstanding required training. The LMS also provides training materials and testing to ensure the course subject matter is understood.

What are the benefits of the LMS?

For employees, the LMS will:

- Make it easier to track and view training history.
- Facilitate class sign up and assist with documenting supervisory approval.

For managers and supervisors it will:

- Provide reporting and tracking of PDS courses by:
 - Quickly gathering data regarding employees' training history.
 - Tracking learners' progress through the certification series or other courses required by an agency. For example, new hires can be assigned the online *Preventing Sexual Harassment Training* with a deadline to complete it. The manager is then able to easily track their progress.
 - Updating employee information on a regular basis through an HRIS interface.
- Allow for approval of all courses for which your employees register.

What happens to the data in the current system?

DAS will work with OCIO to transition employee training history into the new LMS.

How will training work?

Staff will need to log into the LMS to participate in training. Your agency Training Liaison, PDS staff, and LearnSoft will be available to assist with learning the new system.

How is the training utility fee calculated?

The training utility fee for an agency is based upon the average number of filled permanent positions within the agency in a rolling five quarters. The number of filled permanent positions is then multiplied by \$19.57 which determines the total cost per year.

Our agency is currently part of the training utility fee. How will the new LMS impact our cost?

If an agency is currently participating in the Training Utility, there will be no impact on the rate through Fiscal Year 2021. After June 30, 2020, the utility rate will be reviewed on a yearly basis.

To learn more about the LMS and PDS courses included in the Training Utility fee, please contact PDS at 515-401-9542.

What if our agency does not belong to the utility?

If an agency does not participate in the Training Utility rate, it will have access to the mandatory *Preventing Sexual Harassment* training in LMS, including course tracking.

What is the cost for individuals accessing the system who are not considered in our agencies FTEs?

PDS will work with LearnSoft to determine the cost for users who are not a part of the average number of filled permanent positions within an agency in a rolling five quarters.

Will the LMS cost always be a part of our Training Utility Fee?

Yes. Moving forward, the Training Utility will include utilization of the LMS.

Will agencies have the ability to build upon the basic LMS Learn Soft is providing to DAS/PDS to meet expanded agency needs?

Yes, the system makes it possible for agencies to load specific training for their employees. These offerings may be separate from the standard PDS classes. If an agency chooses to load specific training, it will only be accessible to PDS and agency staff.

Who do agencies contact if there is an issue with the LMS system?

Training Liaisons, now known as Site Administrators, will be trained on the system and will be the single point of contact for system questions. If they are unable to troubleshoot the issue, the PDS team will assist in finding a solution.