



Learning Management System Functions/Features

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Student/Employee Functions
Browse course and test catalogs (full text search) and access to course and test descriptions and all relevant course information including start dates, end dates, start/end time, training methods, status, course-class numbers, etc.
View Required Training Courses assignments based on job code
Enroll in courses (classroom, CBT, online, webcast, etc.)
Withdraw from courses and cite a reason (sick, conflict, etc.)
Ability to complete online training courses (SCORM & Non-SCORM compliant)
Ability to complete an Individual Development Plan (IDP) using Training Schedules
View Training History / Transcripts
Complete skills tests
View skills test assignments, test scores and completed skills test reports
Access 360 module to complete assigned rating forms and access individual feedback reports
Access and complete performance evaluations
Change login and password
Receive automated email reminders upon enrolling in courses, missing training & testing deadlines
Manager Functions
All Student/Employee Functions listed above
Approval Queue used to approve or deny courses for direct reports
Develop and Individual Development Plan (IDP) for a direct report
Can assign courses to direct reports
Can exempt direct reports from required courses
Can assign tests to direct reports
Can exempt direct reports from required tests
Student search capability - can search direct reports by name, organization, cost center, institute, etc.
Can review comprehensive transcripts by direct report
Administrative Functions
All Student/Employee Functions listed above
All manager functions listed above (as applicable)
Organization: Set-up multiple organizations (parent-child relationships)
Locations: Set-up Divisions, Districts, Company Locations,
People: API integration with HRIS system; Set-up multiple audiences,
Institutes: Create multiple institutes
Job Codes: Create job codes for course and test assignment

Cost Centers: Create cost centers for expense tracking
Training: Create training types, methods, training provider types, vendors, locations, instructors
Courses: Create Institutes, Course Categories, Courses and Classes,
Assign courses to job codes
Create required and recommended courses by job code
Create-prerequisites for courses
Create Individual Development Plans using Training Schedules for job codes or individual employees
Assign skills tests by job code or course
Assign surveys
Impersonate/Alias any student for technical support purposes
Access to reporting tools to generate reports
LMS Query-Based Reporting
Web-based reporting interface
Standard reports included & up to 10 custom reports included with implementation
Custom query and reporting tools to generate reports
Reports generated in multiple formats (Online, .PDF, Word, Excel)
Access to reports determined by user's access level
LMS Dashboard Reporting
Web-based reporting interface
Customizable reporting "widgets" that can be configured and arranged on the dashboard
Track skills gaps and competencies
Ability to track LMS metrics and HRIS metrics including training and testing completion
Turnover tracking
Talent Profile pages for every employee with comprehensive transcripts
Customizable succession planning reports to track employees using training, testing and performance criteria as well as subjective grading
Skills Test Administration & Authoring
Access to Reliant's library of 200+ skills tests
Ability to author custom test questions and create custom tests
Assign tests to job code or course
Integrated test scoring and reporting within LMS
Performance Evaluations & 360's
Ability to generate performance appraisals or 360 developmental feedback rating forms using ZipSurvey
Create a performance management project
Assign multiple rating forms to a project
Specify rater relationships (self, supervisor, subordinate, peer, customer)
Email notifications with custom fields
Access to 360 module within LMS

Deliver of individual feedback reports
Branding
Will modify the user interface with client logo's, color schemes
Training Content
SCORM compliant LMS: launches and tracks SCORM compliant courses
Interoperability with 3 rd -party SCORM and non-SCORM compliant training content
Ability to run courses developed internally by client
Linking to other training sites or resources
Hosting & Support
Web-hosted solution
Scalable platform, capable of supporting thousands of employees
SSL encryption available (additional implementation cost)
Technical support provided by Reliant to LMS administrators
Tech support via Toll-Free number, email and trouble ticket system for resolution tracking
Training guides and movies provided to client staff
On-site training available to client staff and administrators
API available for integration with client HRIS, ATS, Onboarding systems
E-Commerce
E-commerce integration available for payment of 3rd party courses, classes or events (additional implementation cost)
Cost-center tracking for internal costs and charge-backs
Communication & Collaboration
Notification Emails: Automated email notifications associated with all phases of training and testing enrollment, deadlines and completion.

Contact us for more information

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