



Virtual Open Lab Exercise

Record Learning in eLMS

Objective: To provide hands-on experience recording learning in the 6.3 environment of eLMS.

This self paced exercise is not graded. There is no answer key as each Admin will have different responses. You are observing the results you receive and practicing techniques.

1. **Log in as an Administrator.**
2. **What is the very first thing you must do when you record learning?**
3. **After you verify that it is necessary to record learning what are some details you should know?**
4. **What data can be recorded in a learning event?**
 - a) *Completion date and status*
 - b) *User Information*
 - c) *Item Information*
 - d) *All of the above*
5. **Knowledge Check - True or false: Admins cannot record learning events for users who were not originally registered in the Scheduled Offering.**
6. **Now try recording a learning event for a user who was not originally registered in a Scheduled Offering. What were your results? How did you perform the action?**

- 7. Time to practice; find a Scheduled Offering and record learning for yourself.**

- 8. Does this show up as expected in your Completed Work? How did you find your Completed Work?**

- 9. Remove the information that you just added.**

- 10. How did you remove the information you had added?**

- 11. Knowledge Check, what are slots? How are they used?**

- 12. Process check, who records learning for most Academy courses?**