

Welcome to the

Commonwealth of Virginia

Learning Management System

What is an LMS?

At its core, it is a program that manages the administration of training.

More specifically ...

- ✦ A learning management system (LMS) is a Web-based technology used to plan, implement, and assess a specific learning process.
- ✦ It includes functionality for course catalogs and assessments.
- ✦ It provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.
- ✦ It provides students with the ability to register on-line for or launch courses, track progress, use interactive features such as threaded discussions, video conferencing, and discussion forums.

The LMS benefits to the department basically can be summed up into two words -

Speed

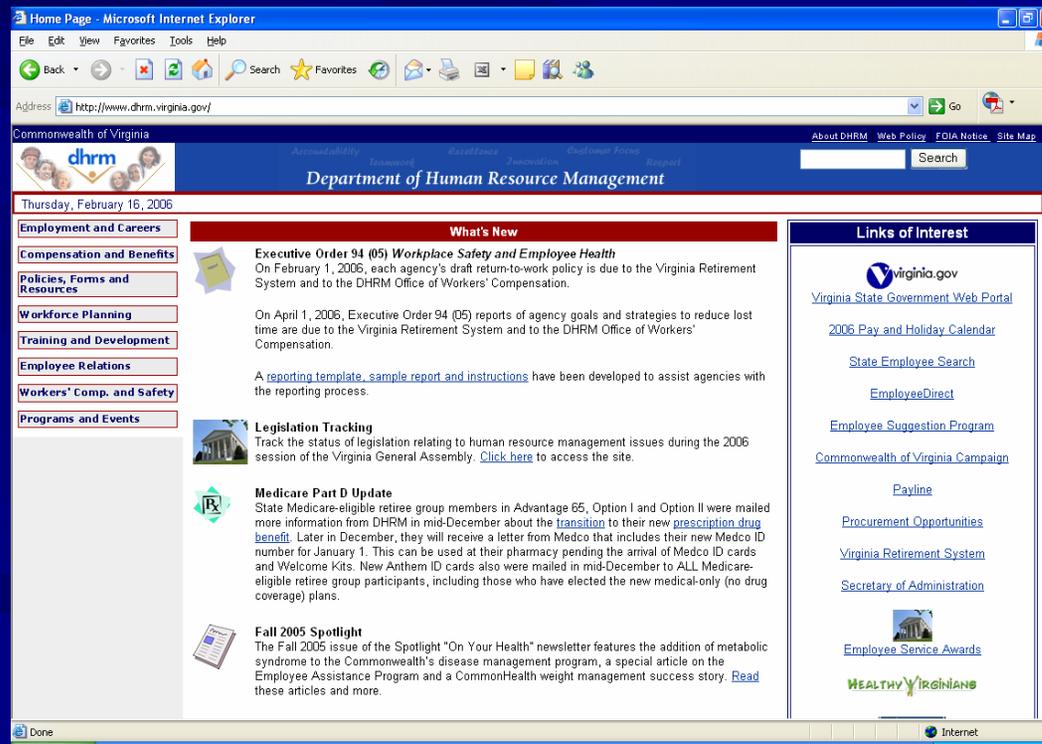
Efficiency

The administration of training will be accomplished faster and more efficiently.

For the user this means:

- ✱ Faster registrations
- ✱ Immediate enrollment into a class or notification of a class being full
- ✱ Instant transcript review
- ✱ Improved user ability to manage their training
- ✱ Improved supervisor's ability to manage the training needs and accomplishments of their staff

- Additionally, the LMS program is Web based and access is via the Internet.
- This means you can access it at work or at home using your web browser.



When entering the LMS for the first time, you will be asked to Register or you may choose to take a Tour of the system. If you have already registered, you would now Log-In to the system.

There are 8 main parts of the LMS campus.

Administration

Career Center

Student Lounge

Conference Center

Learning Center

Lecture Hall

Library

Team Center

Administration



The Administration Building is the location for training-related functions that are administrative in nature.

It provides access to student records, transcripts, faculty rosters, and training facility maps. It is also the location of site administration and content input.

There are 5 primary functions under this section.

Administration Functions



Facilities

Facilities provides information on training centers, including addresses, directions, maps, equipment, and contact information.

Administration Functions

2 Faculty Lounge

The Faculty Lounge requires special access and is where domain and content administrators manage courses, administer classroom course sections, review survey statistics, and manage site content.

3 Reports Console

The Reports Console enables users to access all of the standard reports and search links from a central location.

4 Student Records

Student Records provides a user access to their personnel and training information. From here, a user can update their profile, review their training record (transcript), add additional learning events to their transcript, change their site login or password, and change their organization.

 **Key Feature of LMS**

Administration Functions

5 User Directory

The User Directory is a list of all users registered with the site who have selected to make their contact information available. Users type in part of a last name and select either users or faculty as an option to search.

CAREER CENTER



The Career Center is dedicated to professional development. It features: searchable employment opportunities, online resume posting, professional development tutorials, and career enhancement information.

CAREER CENTER

Associations & Organizations

Industry-specific associations and organizations.

Career Books

Recommended career-related publications.

Career Corner - Employer

Enables selected managers to post/update position openings and team building opportunities.

CAREER CENTER

Career Corner – Individual

Allows registered users to search and respond to advertised position openings and team building opportunities.

Career Sites

Recent articles and web sites addressing job-related topics.

Tutorials

Short lessons on professional and office related subjects, covering topics such as career, communication, and software. Unlike courses, they are for information only, and completion of them is not a part of a user's transcript.

STUDENT LOUNGE



The Student Lounge is an information sharing and collaboration area for professionals. It includes a BBS for posting and responding to questions, links to professional newsletters, and an online business card feature for finding needed expertise.

STUDENT LOUNGE

Books

Recommended industry-specific publications.

Bulletin Board

A discussion area, organized by forums, where users post, read, and reply to messages.

Hot Topics

A running discussion about a single posted topic.

STUDENT LOUNGE

Newsletters

A list of recent publications on industry events.

PeerNet

A searchable repository of users who have chosen to make their expertise available to other users. An individual's listing contains contact and professional information, highlighting skills and expertise. From here users can search for other individuals using a general keyword or expanded search.

CONFERENCE CENTER



The Conference Center is a virtual Exposition. It features a virtual exhibit hall, technology presentations, technical papers, and product and services overviews.

CONFERENCE CENTER

Buyer's Guide

A list of product and service providers.

Demonstrations

Presentations focused on recent industry technology and advances.

Exhibit Hall

Links to virtual booths of supporting organizations. The booth provides organization information as well as a link to the web site and an online form to request additional information.

Technical Papers

Industry-related publications, presentations, and articles.

LEARNING CENTER



The Learning Center is the location for all course information and access. It includes: courseware catalogue, schedule of currently available classroom sessions, student enrollment capabilities, access to on-line courses, and links to course notes and assignments.

LEARNING CENTER

Course Bookmarks

A central location where a user can access bookmarks they have created for all learning object courses.

Course Information & Enrollment

A searchable repository of all courses in the site. Both online and classroom courses are grouped into categories. In addition to reading the course description and other key information, users can launch an online course directly from the list or enroll in a section of a classroom course. If a section is full, the user can select to be on the waitlist for that course. Should space become available, the user will automatically be enrolled and informed via email.

 **Key Feature of LMS**

LEARNING CENTER

Curriculums

A curriculum is a series of courses grouped together and presented to you as a single entity. When you have completed all courses in a curriculum, you are given credit for that curriculum.

Notes & Assignments

Information posted by the instructor for a classroom course. It includes scheduling information, assignments, additional references and resources, and instructor notes. Links to course surveys, once available, are also found here.

Software & Plug-ins

Information about and links to browser enhancing software that enable multi-media elements and other high-end functions to play on your computer.

LECTURE HALL



The Lecture Hall houses audio, video, and collaboration opportunities including multimedia presentations and chat rooms.

LECTURE HALL

Audio & Video Presentations

Live and/or archived audio and video materials.

Collaborative Areas

Provide peer-to-peer and instructor-to-student interaction. Through the use of chat rooms, users can communicate with others in real time.

Chat

Virtual spaces for users to communicate real-time. Organized into subjects, users select a chat topic and join an in-progress dialogue of other users currently in that Chat Room.

LIBRARY



The Library is the location for references, research materials, and links to information and learning resources. It also includes industry frequently asked questions and policy information.

LIBRARY

FAQs

Frequently Asked Questions (FAQs) is a compilation of common industry issues in the form of questions and responses.

Periodicals

Online magazines, newsletters, and newspapers.

Quick Sites

Shortcuts to key industry sites. Information includes a summary and a link to the site.

LIBRARY

References

Industry-specific files of various media that include articles, surveys, reports, etc. References are organized by topics, and include source, file type, and media type information and a link to the site.

Regulations & Policies

Industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

Resources

Pre-selected sources for online research. They are grouped by category and have summary information and a link to the web site.

TEAMING CENTER



Team Room Management

Team Room Management is where Team Rooms are created and Team Room Owners can manage and maintain the rooms that they have created.

Team Rooms

- Collaborative areas for groups of people;
- Public (all can attend and contribute);
- Moderated (all can attend, selected users can contribute);
- Private (selected users can attend and contribute).

Go to the Internet screen and in the Address Bar enter:
<https://covkc.virginia.gov>

First-time users will need to register by choosing the Register link and proceed accordingly



The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the Commonwealth of Virginia Knowledge Center. The address bar shows the URL https://covkc.virginia.gov/kc/login/login.asp?kc_id=kc0001. The page title is "Commonwealth of Virginia Knowledge Center" and the navigation menu includes "Register", "Login", and "Tour".

Welcome to the Commonwealth of Virginia Knowledge Center! This web site is specifically intended for State Employees. When registering for the first time, please enter your real birth date and your name as it appears on your pay stub. If you have any questions, comments, suggestions or problems please email the [CoVA Knowledge Center Administrator](#).

If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.

 Commonwealth of Virginia
Knowledge Center

Login ID:
Password:

[Forgot Login?](#) | [Forgot Password?](#)

The page also features a decorative image on the right side showing a computer keyboard, a mouse, and a pen on a desk.

For more information about agency implementation, contact:

Belchior Mira, via email at:

covkadmin@dhrm.virginia.gov