

Knowledge Base Document

➤ Title : eLearning

➤ Overview:

GyrusAim's eLearning feature enables organizations to deliver digital training through an intuitive Learning Management System (LMS). The purpose of this guide is to help administrators and trainers effectively set up eLearning training, ensuring that it aligns with organizational goals and compliance requirements. The scope covers training creation, configuration, learner interaction, and best practices to optimize the learning experience.

When the employee launches the eLearning it will open in a new window. The format of the content depends on who created the content. If you are creating the content in-house with a content authoring tool, then you have a lot of control over how things will look. eLearning courses can be launched in a separate window, allowing learners to engage with interactive modules while tracking progress seamlessly.

If you are purchasing content, make sure to get a preview of the content before you purchase. It supports various content formats, including SCORM, AICC, and TinCan(xAPI). GyrusAim currently uses SCORM Engine by Rustici Software to process eLearning content.

▪ Support Content Types:

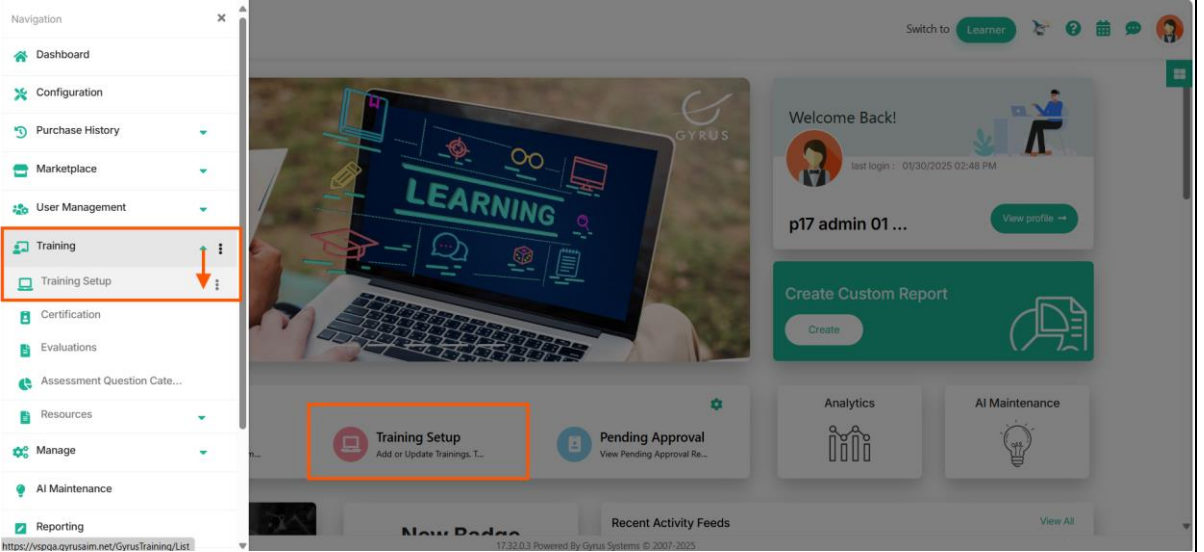
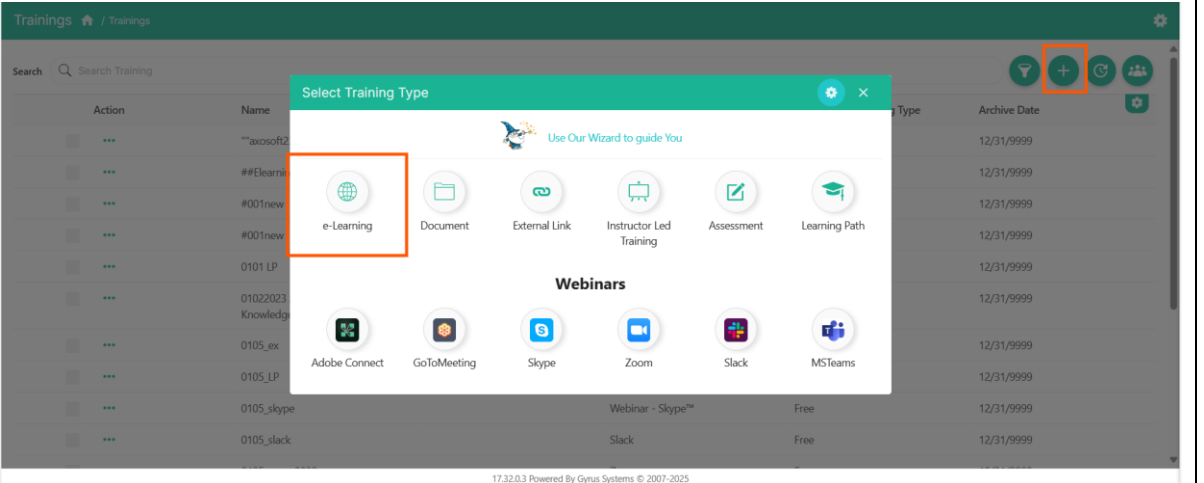
Content Type	Description
SCORM 1.2 /2004	A widely adopted eLearning content standard that ensures compatibility and tracking across Learning Management Systems (LMS). It supports interactive multimedia, quizzes, and tracking learner progress.
AICC	An older standard for eLearning, supported for legacy compatibility with specific training content. It allows for communication between courses and LMS, mainly used in aviation and compliance training.
TinCan/xAPI	A modern eLearning standard allowing for advanced tracking and reporting of learner experiences, both online and offline. It provides detailed insights into how learners interact with training materials beyond traditional LMS tracking.
Supported File Formats	GyrusAim supports various file formats for eLearning, including MP3 (audio files), MP4 (video files), and PDF (documents), ensuring a flexible and rich multimedia learning experience.

➤ Key Features:

- **Flexibility and Multimedia Integration:** The ability to upload multiple content formats such as SCORM, ZIP, MP3, and MP4 provides greater flexibility in designing a variety of learning experiences. Combining text-based lessons with video and audio content can create a more engaging, multimodal learning environment.
- **User Roles:** Administrator has full control over the platform, including uploading and configuring content, managing user roles. Learner can access eLearning content, track progress, and complete courses.
- **Configuration:** In GyrusAim, the administrator has the ability to configure eLearning modules by adding key details such as the title of the training, the file (SCORM, MP3, MP4, or PDF), and specifying which job roles will benefit from the training. The administrator can also assign the training to specific employees, ensuring relevant individuals receive the training. Administrator can configure requires approval for training so employee can access a training.
- **Efficient Content Management:** Uploading content in ZIP archives helps manage multiple files together, reducing the risk of broken links or missed files.
- **Certificate:** In GyrusAim, once a training module is completed, a certificate can be automatically generated and provided to the user. The system tracks the learner's progress and, upon successful completion of the training (including passing any assessments). This certificate typically includes the learner's name, the training title, completion date, and any relevant details, such as the organization's logo. The certificate can be downloaded or printed by the learner, providing them with a tangible proof of their achievement.

➤ Step-by-Step Guide:

■ Admin Side:

Step	Action
1	<p>Navigate to eLearning Creation: Go to the Navigation Panel > Training > Training Setup. Quick Link from the Admin Dashboard.</p>  <p>Then saw all the created Trainings List.</p>
2	<p>From your Training list page, go to the Add (+) button to open the popup for the display all types of Trainings and select eLearning.</p> 
3	<p>Select eLearning then open the popup for select training type – Paid or Free. If selected one option then click OK. Paid - Add an amount of training. Learner can pay for the training then access it. Free – Training available free for the learner.</p>

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Add Training Info: The eLearning creation window will launch where you can enter the applicable information. See below for additional fields that display on the Training Info page is Retake eLearning Test .

Training Setup / Trainings / eLearning Add New

Search any keyword

Information

Name: Golf eLearning101

Code: GE101

Training Group: Select Training Group

URL: Google link, Map link

File Name: Golf_SCORM_2_2-20241219070612.zip

Training Hours: 40

Requires Approval: ☐

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Additional options include adding Virtual Resources or training pre-requisites, and managing catalog display. You can also customize email selections for this individual training. You can also add Homework for training.

Training Setup / Trainings / eLearning Add New

Requires Approval: ☐

Archive Date: 10/20/2027

Certificate Template: Default Template

Retake eLearning Test: ☐

SHOW MORE

Would you like to add Virtual Resources (electronic files) to this training?

Would you like to add pre-requisite to this training?

Would you like to display this training in the Course Catalog?

Would you like to check your eMail notification?

Would you like to add Homework?

EXIT SAVE & EXIT SAVE & NEXT

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Then click on Save & Next.

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Training Objective: Define the Objective and Evaluation - Determine if the training will use a pass/fail or scored proficiency. Be sure to enter minimum score that matches scoring built in to your content-based package.

Training Setup / Trainings / eLearning / Golf eLearning101

Objective

Competence: Golf eLearning101

Requirement for evaluating training

Training Achievement Criteria: Scored

Rating System: 07122023 single level

Rating Level: Level Name Minimum Score Target Rating Level

1st 6

REMOVE ASSESSMENT ADD ASSESSMENT

- 7 **Add Assessment:** This page also allows the option to associate an assessment (i.e. one or more question categories), but Assessments are rarely needed for this module, as most SCORM-type packages have built-in assessments.

Training Setup / Trainings / eLearning / Golf eLearning101

Assessment

Assessment Type: Knowledge

Search: Science

Note: Choose Show Selected to the right in order to edit selected Question Categories under Action column.

Action	Question Category	Number of Questions	Points per question	Total Questions	Knowledge Question	Exhibited Question
✓ ...	Science Training Question-Answer	4	3	4	4	0

View 1 - 1 of 1

Count Down Time: 40 Minutes

Single Question Per Page: ☒

Allow Partial Save: ☐

REMOVE ASSESSMENT ADD ASSESSMENT

Then click on Save.

- 8 **Evaluation:** Attach a previously created evaluation to this training, so when the user completes the training they will have to complete an evaluation as well.

Training Setup / Trainings / eLearning / Golf eLearning101

Would you like to add evaluation for this training?

Evaluation

Search: Vivek

Name	Archive Date	Sequence Number
✓ Vivek Evaluation	05/26/2026	

1 - 1 of 1 records

CANCEL SELECT

SAVE

Then select evaluation and click select. so the evaluation is add and click on Save and click on Next.

- 9 Training Assignment:** Training to be Assigned determines when the assignment goes to the employee IDP. Note, to use training assigned 'By Hire Date', the Hire Date field on the employee profile must be pre-populated before the assignment. In Requirement for Recurring Training Timeline to Acquire Training provides the due period. Add day to the access a training to the learner after this periods training will be expire.

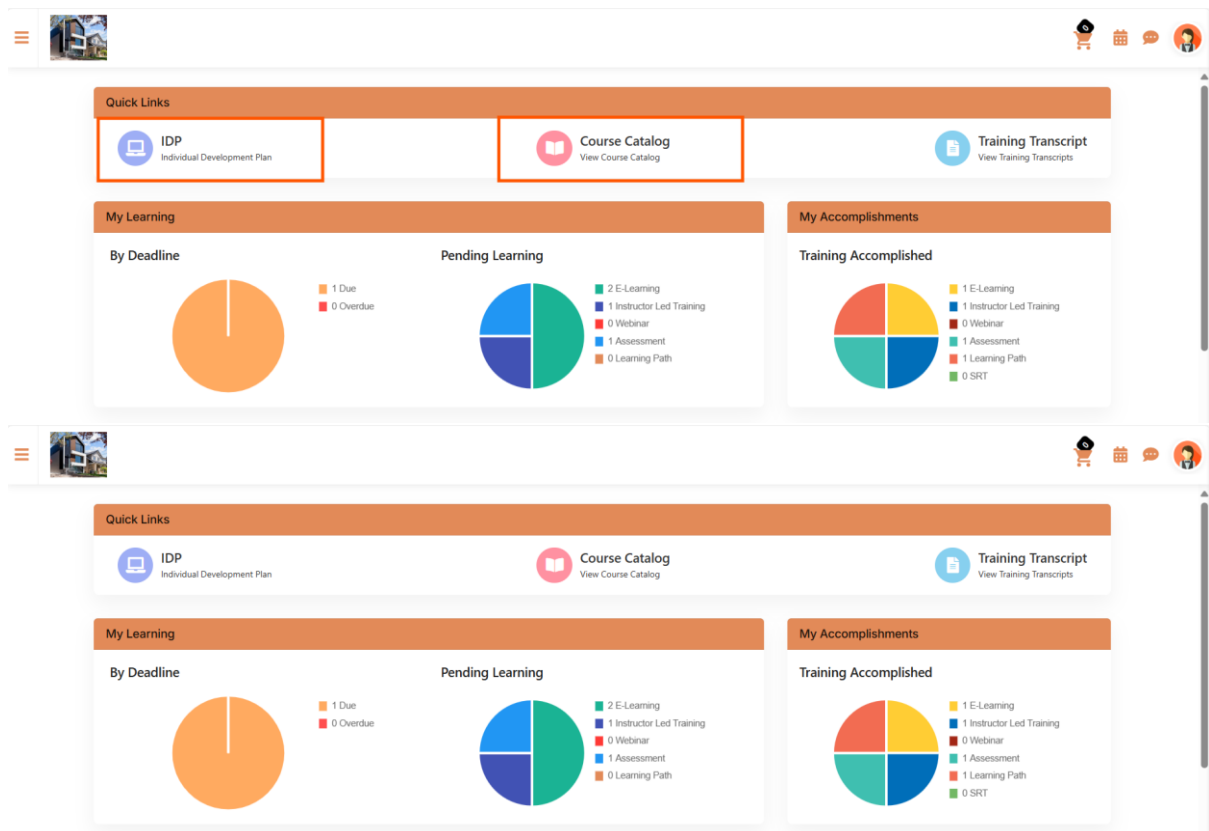
- 10** You can then assign the training requirement by job, organization or directly to an employee. If this is an optional training no assignment is necessary. There is also an Employees Obtained Training panel at the bottom of the page to grant credit for prior training acquired by other means.

Name	Employee Number	Recommended by	Due Date	Type
Hina Patel	HP123			Required

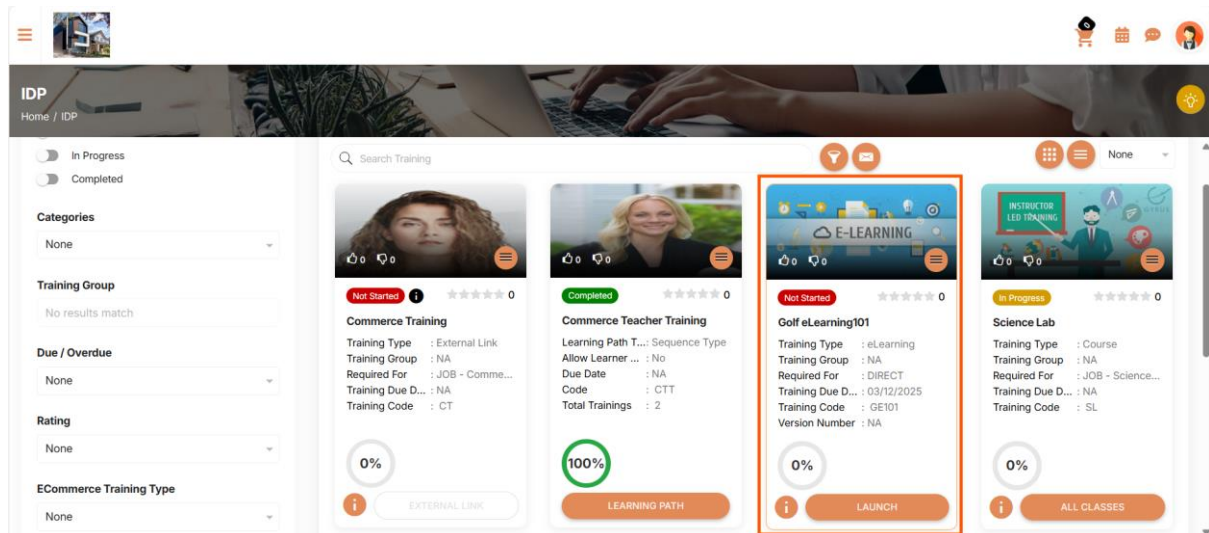
Then click on Save & Exit.

■ Learner side:

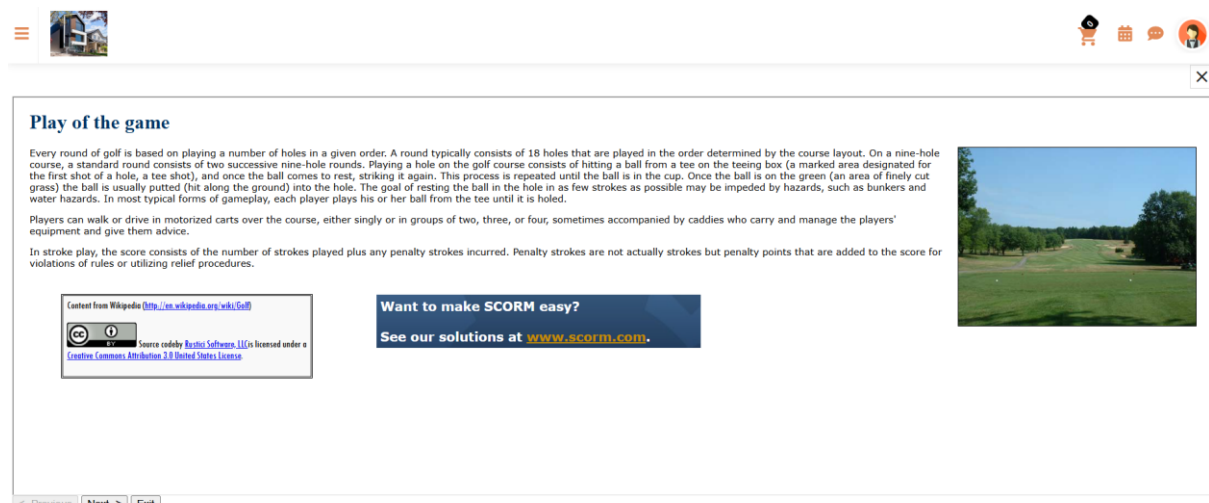
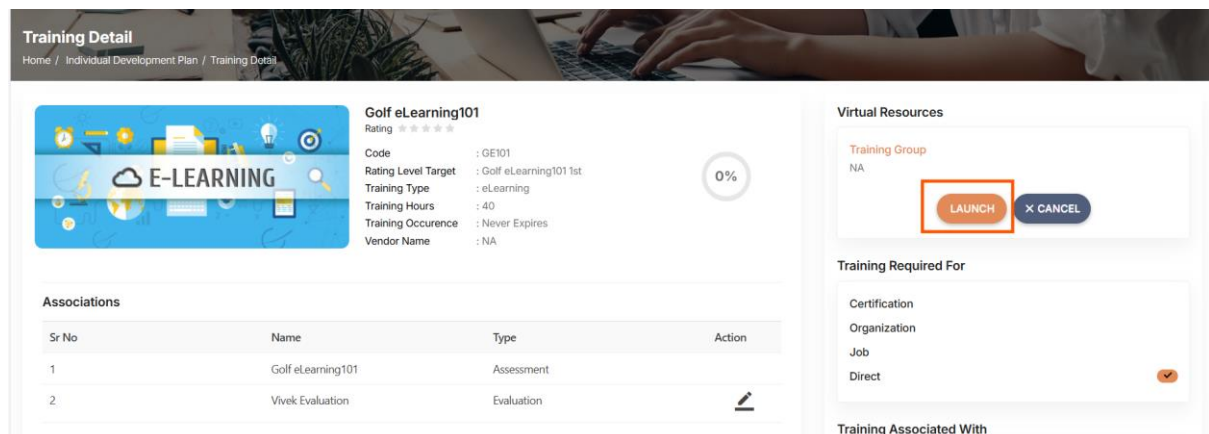
- At Learner side, Navigate to Training: Go to Dashboard > IDP or Navigation > My Learning > IDP. This launches the List of assigned trainings with its requisite details.
- In Course Catalog display the list of all trainings across your LMS and also display the assigned trainings.



- In Learner's IDP display the eLearning training, which can assigned by admin.
- When click on (i) this icon then display the details of training includes training type, training code, training hours, training occurrence.

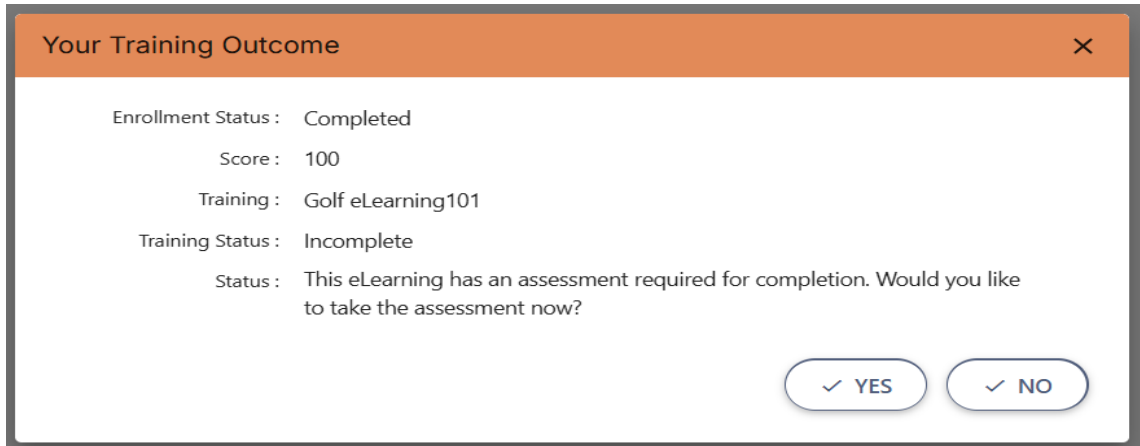


- Also display the details of assessment, evaluation, certificate and badges.
- If Admin can assigned a timeline for training then learner can saw a training due date. After this date training will be expire.
- When click on Lunch button redirect to the eLearning training page and the training will be start.

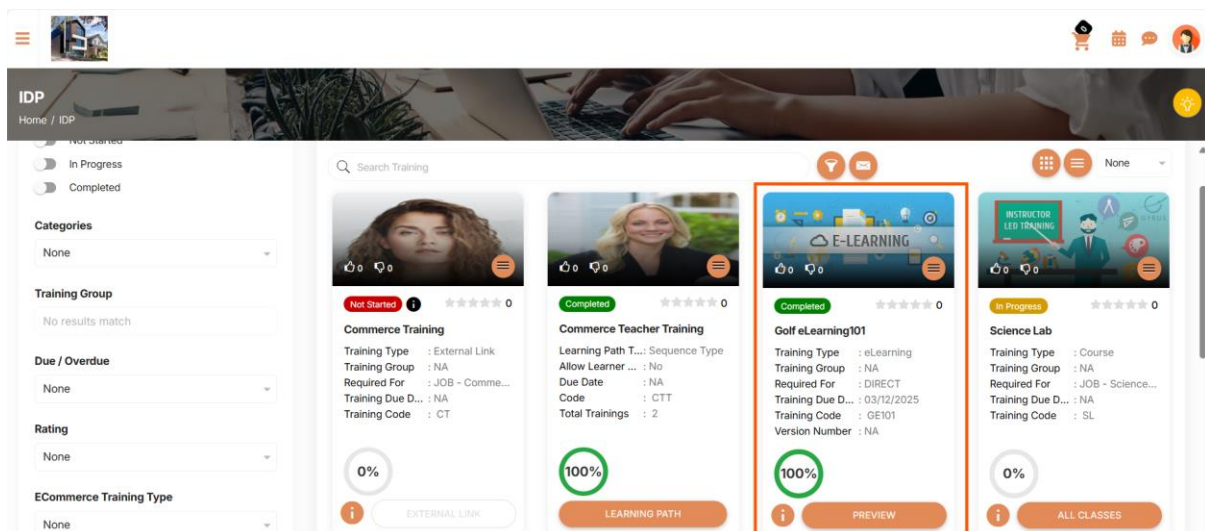


eLearning Training Document

- After the completion of eLearning training then saw the popup for assessment. If admin has add assessment so the learner can require completion of assessment.
- If learner don't have complete assessment so the training status is incomplete.



- Here, Learner can click on yes then redirect the Take Assessment page > Start Assessment. So the assessment will be started, In this show the count down time after this time is over assessment will be automatically completed. Before the time completion learner can completed the assessment.
- Admin can add minimum scored for this assessment. If learner can give this scored so the learner can pass otherwise failed, then learner can again give assessment.



- If learner can complete the assessment so the In IDP display the eLearning training status is completed.

➤ **eLearning Object Field Definitions:**

The following table provides definitions for the fields encountered during the creation of an eLearning learning object in GyrusAim. These fields appear sequentially through the wizard as part of the setup process.

Field	Definition
Wizard – Information Step	
Name	The name of the learning object being added or edited.
Code	A unique code used to identify the learning object. It can be used in various filters and helps maintain organization within the learning object lists.
Training Group	A categorization tool for group training types. Used in reports and filters for better organization.
URL	A field for an external URL, which can be displayed on the course catalog.
File Name	The name of the physical file associated with eLearning. Supported Content Types: - SCORM 1.2 / 2004 - AICC - TinCan / xAPI
Training Hours	The number of training hours awarded upon completion of the training. Defined by the user creating the training.
Requires Approval	If selected, eLearning will require approval from a manager before it can be viewed or accessed.
Archive Date	Defines when the learning object will be archived. After the archive date, the learning object will be removed from the available list and will no longer be accessible, making it unavailable after the set date.
Certificate Template	The certificate template is uploaded by the admin and selected in the desired format for certification upon completion. The certificate is generated in a pre-defined format selected by the admin, which can include Learner's Name, Training Completion Date, Course Name.
Retake eLearning Test	If enabled, learners can retake the training after completion. This allows them to review the course materials and improve their test scores if necessary.
Vendor	An optional field to display the vendor providing the eLearning content.
Completion Hours	The actual time spent completing the training. This may differ from the training hours awarded for credit.

Goal	Summary	Notes
		Text fields available to add additional information about eLearning. These fields can be viewed in various areas within the application.
	Virtual Resource	Assigning a virtual resource to eLearning will allow employees to download the resource after enrollment.
	Prerequisites	Allows you to set prerequisites for eLearning. The employee must complete these prerequisites before enrolling in eLearning. If a employee has the override permission, they will be able to override enrollment into the eLearning.
	Course Catalog	This is checked by default to display the item in the course catalog, and can be unchecked. A customized image for the item can be uploaded to display as well. Image uploads in the course catalog can be JPG, PNG, or JPEG and max 1024x118px / 120KB total. You can designate a specific organization or sub-organization for which to restrict the display.
	Email Notifications	<p>Enrollment - Email sent when the student is enrolled in the scheduled learning object.</p> <p>Completion - Email sent when the instructor marks the learning object as complete.</p> <p>Enrollment Cancellation - Email sent when the student's enrollment is cancelled.</p> <p>Reminder - Email sent as a reminder of the student's enrollment.</p> <p>Number of Days Before Reminder - Specifies how many days before the training deadline the learner should receive an email notification.</p> <p>Reminder Frequency in a Day - Defines how many times per day the reminder email should be sent.</p>
	Homework	Associates a homework assignment with the eLearning object. Admins can require homework submission before course completion, set a due date lock, and configure email notifications for student submissions to supervisors and supervisor feedback to students. Audio/video recording can also be enabled, with a defined maximum recording duration.
	Assessment	Allows adding an existing assessment or removing a previously selected one. Admin can choose the assessment type (Exhibited, Knowledge) and select the appropriate assessment. Additionally, a countdown timer can be set for the assessment duration. A setting is also available to display one question per page during the test.

Evaluations	Evaluations that are attached to eLearning will be available after completion. These evaluations will be available on the dashboard or under the training transcript.
Training to be Assigned	Defines when the training should be assigned to the learner. Options include: -Immediate: The training is assigned as soon as it is created. -By Specific Date: The training is scheduled to be assigned on a specified date. -By Hire Date: The training is assigned based on the learner's hire date.
Requirement for Recurring Training	Specifies whether the training should be repeated and under what conditions. Options include: -One Time Only: The training is assigned once and does not repeat. -Repeat: The training recurs based on a predefined schedule. -Never Expires: The training remains available indefinitely without an expiration. -Course Version Change: Requires learners to retake training if the course content is updated.
Timeline to Acquire Training	Defines the number of days within which the learner must complete the training. After this days training will be expire.

➤ **Best Practices for eLearning:**

1. Keep Course Files Lightweight:

- SCORM packages often involve large media files (e.g., video, audio, graphics). Admins should compress files and optimize them to prevent slow loading times, especially in regions with bandwidth limitations.
- Test file sizes to ensure that they do not exceed SCORM limits or affect performance.

2. Use SCORM Features for Learner Tracking:

- SCORM allows you to track detailed learner progress. Utilize features like:
 - **Tracking completion:** SCORM reports whether a learner has completed a course.
 - **Tracking score:** Capture quiz results and other assessments.
 - **Bookmarking:** SCORM allows learners to pick up where they left off, making it easier for them to continue their course over multiple sessions.

3. Use SCORM Reports for Learner Tracking:

- SCORM provides detailed tracking data, including the learner's completion status, score, time spent, and other interactions. Admins should regularly monitor these reports to gauge learner performance and adjust content if needed.
- Create custom reports based on SCORM data to track overall progress and identify areas of improvement for both the learners and the course material.

4. Optimize Content for SCORM Delivery:

- SCORM packages can sometimes become bloated with large media files, causing slow load times or performance issues. Compress videos, images, and other large media files to optimize SCORM performance.
- Ensure the course content is lightweight, with efficient file sizes, to enhance performance without compromising quality.

5. Provide Learners with Clear Instructions:

- SCORM-based courses may have specific navigation rules (e.g., completing one module before proceeding to the next). Admins should provide learners with clear instructions on how to use the course, especially if it has specific SCORM features like bookmarking, progress tracking, or assessments.

➤ Common Mistakes to Avoid in eLearning

▪ Admin Side:

1. Overloading SCORM with Large Media:

- SCORM courses with large video or image files can result in long loading times, poor performance, and a suboptimal learner experience. Compress media to improve performance.
- Keep the course files optimized while ensuring content quality.

2. Ignoring SCORM Reporting:

- SCORM provides valuable data, and neglecting to analyse this data regularly means missing out on opportunities to improve course content and learner outcomes.
- Admins should use SCORM reports to identify trends and address any areas where learners are struggling.

3. Incorrect SCORM Packaging

- Improperly packaging SCORM courses (e.g., missing manifest files or incorrect folder structures) can cause content to fail when uploaded to an LMS.
- Always verify SCORM compliance using testing tools like SCORM Cloud before deploying courses.

▪ Learner Side:

1. Skipping Lessons or Content:

- In SCORM-based courses, skipping lessons or content modules may prevent learners from progressing correctly, leading to incomplete tracking.
- Learners should follow the course as designed, without skipping or rushing through material.

2. Failing to Resume Courses Properly:

- Learners should take advantage of the SCORM bookmarking feature to resume from where they left off. Starting from scratch can cause issues with tracking and progress.

3. Ignoring Assessments:

- SCORM-based courses often have assessments or quizzes that must be completed for course completion. Ignoring these or not attempting them can affect progress tracking and completion status.

4. Not Reviewing Course Feedback or Assessment Results

- Many learners complete quizzes but don't review their answers or feedback, missing key learning opportunities.