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## 1. OVERVIEW:

The objective of the project is to customize IPIX Learning Management incorporating the latest trends and focusing more to the core services, where the site visitors should be able to get more and detailed information regarding the featured courses for Incrivel Technologies private Limited. It also helps to manage the overall learning & development activity to enhance user learning experience and push relevant training content to train employees and associates.

- The LMS web Application will have a different styled and interactive interface that gives a neat professional outlook.
- The LMS will have a collaborative model and it makes the user to surf the information they want and go through details.
- To provide the LMS web Application with English language with full responsive providing an accessible to all kinds of users on both desktop.

## 2. INCRIVEL TECHNOLOGIES - LMS FEATURES

## **Home Page**

The home page of the LMS will be designed as a parallax design. This design provides a scrolling effect, which involves the background moving at a slower rate to the foreground, creating a 3D effect as you scroll down the page. A fully functional navigation menu is available to navigate between pages. It can provide a nice, subtle element of depth. The elements that can be included on the page can be:-

## > Logo

The logo of the INCRIVEL TECHNOLOGIES PRIVATE LIMITED platform will be highlighted and placed on the home page such that the presentation will be given in a unique fashion.

## Attractive banner with sliding images and videos

INCRIVEL TECHNOLOGIES PRIVATE LIMITED can provide multiple images and videos scrolling in the banner that conveys the exquisite and professional look and feel of the web portal. It will be customized banners. Admin can change the contents and images as required.

### > About Us

The section will display about details of the organization.

## **Courses**

The section will display all the list of courses available in the portal.

The main navigation bar will have the following items

- Home
  - Banners
  - About Us
  - Courses
    - Enroll
  - o Footer
- Courses
- Login
- Register
- Footer

A footer section will be displayed on all pages of the, containing the following links:

- About
- Contact us
- Latest courses

Logo Home About Contact Login Register

# The Online Learning Management System that fits your organization



#### About

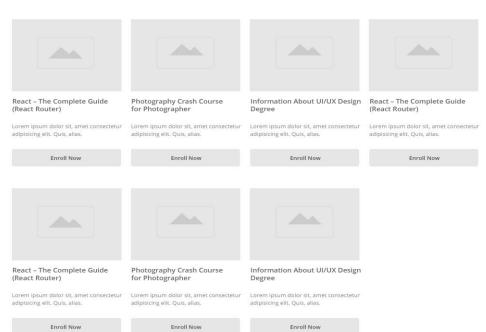
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#### Courses





#### 2.1 LOGIN

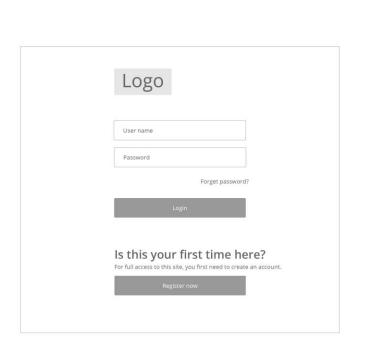
The section will provide option for the user to login to the system with registered username and password. Once the user login he/she is taken to the respective dashboard. The password and user ID determine secure authentication. Users will be validated on entering wrong details.

The user will have to provide the following edtails to login to the platform:

- Username
- Password
  - Password will have character limits and other characteristics that are configured by the admin.

The user will have a forget password option in case the user forgets the password and wishes to reset.

The page will also have the registration option to register to the platform for those who do not have an account in the LMS.



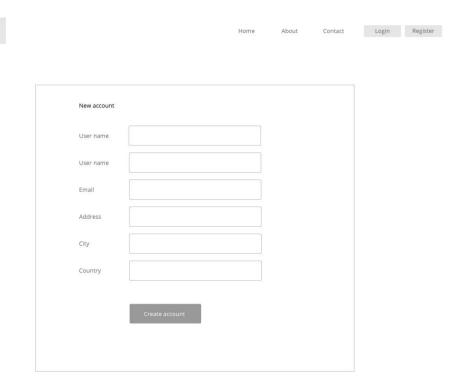
Login Register

#### 2.2 REGISTER

The section will provide option for the user to register to the system by providing the required data. Once the account is created he/she will have to verify the email provided. The user will receive an email in the registered email for verification.

The user will have to provide the following edtails to register to the platform:

- Username
- Fmail
- Password
  - Password will have character limits and other characteristics that are configured by the admin.
- Confirm password
- The system will be able to manage a registration request queue (approve/deny).
  - o Admin will receive the registered user notifications and the admin will have to approve the account for users to access.
  - Admin will also be able to deny the user.
- The system will allow enroll and cancel registrations for learning activities.
- The system will be able to register users with/without manager approval.
- User will be able to change username after registration with proper mail approval.
- User role will be approved by admin. The user will be given provision to choose the role.
- Each role of user will have their respective dashboards.



#### 2.2.1 USER CREATION

Logo

- Admin user will be able to create user from the admin panel
- Admin user will be able to edit existing user profile and delete the users
- Admin user will be able to active and inactive users
- Admin user will be able to create user groups. Each user can belong to multiple user groups.
- Admin user will be able to configure the user role for each user.

### 2.3 COURSE

- The system will have support for online training, instructor-led training, and informal learning objects (such as on-the-job training) to be assigned and tracked by the LMS.
- The system will displaye all available courses under each categories.
- Users will be able to select the enroll option to enroll into each course.
- Once user is enrolled to the course he/she will be able to view and participate in the
  activities of the course. Access the study materials for the course.

- User will be able to submit assignments online.
  - The assignment can be of word/pdf formats
- Users will be able to enroll and also cancel the course enrolled.
- User will be able to request for course completion certificate.
- User will be bale to manage the gradebook by marking the completion status.
- Once the user gets the completion certificate the user will be able to print the certificate using a printer.
- The user will be able to track the certificate status.
- The user will have the ability to set prerequisites for courses.
- The user will have the ability to waive a prerequisite.
- The user will have to complete the courses in a defined order.
- The user will have to require passing score on test to complete the course.

#### 2.3.1 COURSE CREATION

- The system will allow administrators / intructors the rights to add course to the LMS.
- Admin will be able to filter based on learning plan and training type.
- The admin user will be able to create/edit and delete courses.
- Admin user will be able to craete learning plan templates.
- Admin user will have the ability to manually assign users to a learning plan.
- The admin will be able to manage course properties (duration, test required, etc.).
- The admin will be capable of disabling a course without removing it from the LMS.
- The admin will be able to set duration of course accessibility based on registration date (setting an expiration period).
- The system will allow administrator to select option for learner to mark a user defined training object as complete.
- The admin will have the ability to integrate with thousands of courses from any vendor or custom content built by a client that follow Sharable Content Object Reference Model (SCORM) standards.

- The will have the capability for mass registration for multiple learners to one course.
- The system will allow administrator to assign multiple instructors to a class and/or session.
- The system will allow administrator and trainee to review/print a completion certificate.
- The admin will be able to allow grouping of Courses into curriculum and topic areas in the catalogue.
- The admin will be able to request/reserve (block out) rooms, equipment and other ILT resources.
- The system will be able to automatically assign learning plans using defined criteria (including user groups or custom user fields)
- The admin will be able to edit a learning plan template (and auto-update for assigned users).
- The admin will be able to edit the contents of a learning plan for all users.
- The admin will be able to set due dates for entire plan completion (i.e. certification deadline).
- The system will allow admin to update due dates for plan completion for multiple Users en mass.
- The admin will be able to configure learning plan completion requirements based on either number of learning objects completed (all or specified subset) or based on number courses completed
- Manage event communications by enabling or disabling as well as recipients easily through user interface.

#### 2.3.2 COURSE MANAGEMENT

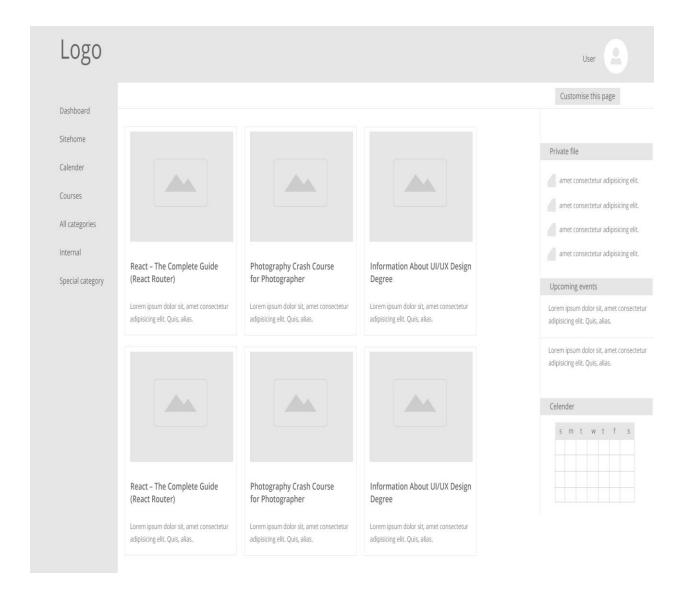
- The admin will be able to set auto-reminder email for assigned Users / instructors / managers /administrators regarding due date for entire learning plan
- The admin user will define courses which would require to be completed in a defined order.
- The system will be capable to automatically set recurrence for courses based on rules.

- The system will be able to set auto-reminders for recurrences using rules.
- The system will be able to assign learning activity due dates for employees.
- The system will be able to automatically renew courses on periodic basis (i.e. for annual certification).
- The system will have a built-in testing and survey creation tool.
- The admin will be be able to assign tests and surveys and should have the capability of reusing the learning objects.
- The admin will be able to set passing scores for tests.
- Users under the score will be marked as failed
- The admin will be able to set how many times a test can be attempted.
- The admin will be able to select duration of test or make it unlimited.
- The system will auto-grade the tests based upon the scores.
- The system will allow the trainee to use web-based User notes feature (per course).
- The system will be able to set/select general business rules for how users will access the catalogue and enrol in courses.
- The system will be able to manage terms / time frames when courses are available in the catalogue for learner enrolment.
- The system should be able to manage which user groups have access to areas of the catalogue through catalogue access codes.
- The system will allow users a searchable course catalogue.
- The system will allow searching of course catalogue based on filters i.e. course properties, location, instructor, etc.
- The system will allow hyperlinks in catalogue course descriptions.

## 2.4 USER DASHBOARD

- The user will have a dashboard once login to the system.
- Each user will have option to customise his/her dashboard.
- The user will have list of categories he/she has enrolled to along with the courses.
- The user will be able to view the coirses and activies of the course.

- User will have the option to attend the activities of the courses and submit assignments to the course.
- Users will be able to select the enroll option to enroll into each course.
- Once user is enrolled to the course he/she will be able to view and participate in the activities of the course. Access the study materials for the course.
- User will be able to submit assignments online.
  - The assignment can be of word/pdf formats
- Users will be able to enroll and also cancel the course enrolled.
- User will be able to request for course completion certificate.
- User will be bale to manage the gradebook by marking the completion status.
- Once the user gets the completion certificate the user will be able to print the certificate using a printer.
- The user will be able to track the certificate status.
- The user will have the ability to set prerequisites for courses.
- The user will have the calender view to show events.
- The user will have notes adding option.
- The user will be able to view online users of other courses.
- User will have filteration options for the enrolled courses.
- The user will receive automated reminder notices via email
- Online access to course materials (e.g. supplemental material)



## 2.5 ADMIN FEATURES

- Admin user will be able to create user from the admin panel
- Admin user will be able to edit existing user profile and delete the users
- Admin user will be able to active and inactive users
- Admin user will be able to create user groups. Each user can belong to multiple user groups.
- Admin user will be able to configure the user role for each user.
- The admin will be able to set auto-reminder email for assigned Users / instructors / managers /administrators regarding due date for entire learning plan

- The admin user will define courses which would require to be completed in a defined order.
- The admin will be be able to assign tests and surveys and should have the capability of reusing the learning objects.
- The admin will be able to set passing scores for tests.
- The admin will be able to set how many times a test can be attempted.
- The admin will be able to select duration of test or make it unlimited.
- Admin will be able to filter based on learning plan and training type.
- The admin user will be able to create/edit and delete courses.
- Admin user will be able to craete learning plan templates.
- Admin user will have the ability to manually assign users to a learning plan.
- The admin will be able to manage course properties (duration, test required, etc.).
- The admin will be capable of disabling a course without removing it from the LMS.
- The admin will be able to set duration of course accessibility based on registration date (setting an expiration period).
- The admin will have the ability to integrate with thousands of courses from any vendor or custom content built by a client that follow Sharable Content Object Reference Model (SCORM) standards.
- The admin will be able to allow grouping of Courses into curriculum and topic areas in the catalogue.
- The admin will be able to request/reserve (block out) rooms, equipment and other ILT resources.
- The admin will be able to edit a learning plan template (and auto-update for assigned users).
- The admin will be able to edit the contents of a learning plan for all users.
- The admin will be able to edit the contents of a learning plan for specific individuals.
- The admin will be able to set due dates for entire plan completion (i.e. certification deadline).

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- The admin will be able to configure learning plan completion requirements based on either number of learning objects completed (all or specified subset) or based on number courses completed
- Manage event communications by enabling or disabling as well as recipients easily through user interface
- Edit and manage content of notification message
- Ability to turn on or off notification events
- Fully integrated live webcasting and virtual meeting capabilities
- Web-based calendaring and scheduling (integration with Outlook)
- Ability to send emails to user's email address listed in their profile
- Automatic register/de-register notification via email
- Ability to send emails to selected users
- Admin user will be able to generate various reports.

#### 2.6 REPORTS:

- The admin will be able to generate real-time reports
- Admin will be able to generate web-based reporting interface with results appearing in application workspace
- Report can be printed from application workspace without having to export
- The system will provide standard "out-of-the-box" reports
- Option to use filters for reports instead of having to create a new report
- The system will provide custom reporting capabilities.
- Wizard-driven report creation (for custom reports)
- Ability to export report data
- Report formats (browser view, .xls, .csv, .doc, etc.)
- Dashboard reporting and analytics
- Report as individual business units, learning audiences, or direct reports
- Report is filterable by user-groups
- Custom user fields are used in any report with user profile data

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- Sort a report by fields (i.e. alphabetically or chronological)
- Ability to drill down to question level to evaluate test questions (item analysis)
- Pull reports for subordinates (but access is governed / flexible)
- Ability to build a new report and share with other users
- User transcripts (viewable and printable)