
Learning Portal Product Summary

AEC Daily Tech

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This product summary is intended as an introduction to the AEC Daily Learning Portal for customers and anyone interested in Learning Management Systems.

The AEC Daily Learning Portal is a Learning Management System (LMS) that is well-suited for a wide range of uses. Its unique Association management and reporting features make the Learning Portal especially effective for professional development requirements.

1 Typical Use Cases

A Learning Portal is especially well-suited when your education program is aimed at a specific audience, such as architects, installers, employees, or end-users of a particular product family.

- Employee Training - Provide and track internal employee training programs, for compliance or general training purposes.
- Product or Process Training - Provide subject-matter training to anyone who may specify or determine product use in new projects.
- Installer or Partner Training - Provide an effective training program to the people that install or service your products.

2 Learning Portal Introduction

A Learning Portal is a customized, branded LMS, managed and hosted on a dedicated web URL by AEC Daily. Site content can be developed by the site sponsor, AEC Daily, or can be sourced from existing course developers.

A Learning Portal provides many features, which allow a site to be quickly and efficiently deployed (and maintained) to meet a sponsor's specific needs.

AEC Daily maintains a demonstration Learning Portal, with sample content and courses, that you are invited to explore. Visit <https://demo-uni.aecdaily.com>

3 Learning Portal Features

The Learning Portal product contains many features and wide-ranging functionality, to meet a variety of site needs.

Some the features are included in base Learning Portal product, some are addition components which can be purchased and activated.

Learning Portal features include:

3.1 AEC Daily Content Component

The AEC Content component allows the LP client to display their AEC Daily hosted courses in the LP. Courses are grouped into a separate catalog, which includes a details page for each course. Hyperlinks to AEC Daily are provided, aecdaily.com is where all course operations occur.

3.2 Certificate Authorities Component

Certificate Authorities (CAs) are external organizations that provide approval or registration opportunities for the Learning Portal courses. The CA component helps to manage CAs and their related information.

The American Institute of Architects (AIA) is an example of a CA for the Architecture industry. This organization accepts course registrations and allows educators to offer recognized continuing education credit for design professionals.

3.3 Content Bases Feature

The Content Base component allows the LP administrator to group courses together for presentation purposes, aimed at specific user segments. When adding or editing a course, the administrator will choose the Content Base(s) that the course will appear in.

For example, a LP will display 2 (or more) Content Bases to a user who is not logged in. These Content Bases may be 'for contractors' and 'for architects'. When the user creates their user account on the LP, they are asked which of those 2 is their interest. The user can also select more than one Content Base. From then on, when the user logs in, the LP will show them courses from the Content Base(s) they selected. This choice can be changed via the user profile page.

3.4 Prerequisites Feature

LP courses can have Prerequisites set by the administrator when adding or editing a course.

Prerequisites create an order to the courses, forcing a learner to complete the prerequisite course prior to gaining access to the course where the prerequisite requirement was set.

3.5 Education Tracks Component

The Education Track component allows a LP administrator to group two or more courses together in order to create a multi course “track”. Education tracks, once complete, provide the Learner with an umbrella-type certificate of completion.

The certificate of completion for an Education Track lists the courses that are included and were completed along with the total number of hours the education represents. Often this is used as a “certification program” where the Learner becomes “certified” after completing the required courses. (i.e. take these 5 courses, and the learner is certified. Take only 4 of the courses, no umbrella certificate is issued.)

Users can still take courses that are within a track and receive a certificate for the individual courses. The umbrella certificate is only made available when all courses within the track are complete. Progress is tracked on the user’s transcript.

3.6 Event Files Component (CRM Integration)

When some important events occur in the LP (examples: a quiz attempt, a course completion) the system can record critical information related to the event in a discreet “event file”.

Event Files are then collected and can be delivered externally in a variety of formats (examples: XML, JSON, Text) using a variety of transport protocols (examples: Curl, SFTP, email).

Event Files can then be used by the LP organization as CRM data, Marketing insight, or any other business purpose of the LP client’s choice.

3.7 Live Learning Component

The Live Learning component allows LP administrators to manage live, face-to-face, and webinar education events.

LP’s that use the Live Learning Module will also use the “Instructor” user role.

Administrators add Live Courses to the catalog and Instructor-role (or “higher”) users can schedule “sessions” (instances of the live course).

These sessions are managed through the Live Session Dashboard - an easy-to-use interface with at-a-glance capabilities.

Live Learning courses are displayed on the LP along with any online courses the client may have. They are visually distinguishable to the user.

3.7.1 Attendee Registration/Completion Feature

Sessions allow for attendee registration, and session completion tracking.

The system will provide the session owner with registration links.

Attendees (Learners) marked as complete are automatically notified via email of the credit being awarded and their transcript being updated. If required, a LP user account is created to allow access.

PDF certificates of completion are automatically generated and stored within the Learner's transcript.

Certificates of completion and notification emails are/can be custom branded for the LP client.

Reporting on Live Sessions is available via the admin menu, the admin can generate a report that contains users and their current status in one or more course live sessions and allows the admin to download certificates of completion for the users, download user information such as contact info, as well as edit user profiles. This report is downloadable (.csv) .

3.7.2 Webinar Support Component

The Webinar Support Component includes:

- ability to differentiate between face-to-face and webinar when creating a new session
- fields to input the additional webinar information
- specialized email notifications and confirmations
- webinar icons for users to easily see which courses are face-to-face and which are webinar
- differentiation on user transcript and in certificate addendums
- differentiation in admin menus and reports

3.7.3 Live Course Catalog Feature

Live courses are visually distinguishable from online courses in the course catalog. They also indicate whether there are upcoming sessions scheduled, how many, and via which presentation method (in person / webinar)

Live courses can be marked as "private" by the administrator, allowing for "private" F2F sessions to be scheduled by an administrator or instructor. Example: F2F Session in XYK Architecture Firm should be a "private" session. Private sessions' registration links need to be shared by the event admin / organizer to the intended learners.

"Private" live courses can only have "private" sessions scheduled. "Public" live courses can have "public" or "private" sessions scheduled.

3.7.4 Live Course Reporting Feature

The Live Learning component includes the "Live Session Report" (on users). It is accessible via the admin menu.

The downloadable .csv report includes user contact information, as well as their session status and activity.

Additionally, the Reporting Feature includes the “Session Code Report” (on sessions) to allow LP administrators and instructors to manage session code requirements for live events. It shows administrators and instructors which sessions are missing required session codes, so they can add them.

3.8 Online Course Component

The Online Course component allows Learning Portal (LP) administrators to manage all aspects of on-demand, online training.

This refers to the traditional concept of online training where course materials are typically dedicated files such as PDF documents, video files, or SCORM packages.

This component uses the features below.

3.8.1 Quiz Feature

The online course component includes quiz creation and management for courses which require external testing.

Quizzes at this time are standard multiple choice format. Quiz content and configuration is controlled by LP administrators, including the passing threshold.

Create T/F questions by creating a multiple choice question with only 2 answers, True and False.

Note

Quizzes and courses can share a 1:n relationship.

3.8.2 Course Catalog Feature

Online courses with “active” status are displayed in the catalog on the LP landing/home page and can be optionally organized using content bases.

All courses have a dedicated details pages where registered users will their current progress with a given courses. Certificates of completion for registered users can also be accessed from the course details pages.

3.8.3 Prerequisites Feature

Courses can be “linked” together via one or more prerequisites.

Via prerequisites, it is possible to force a progression of courses on the Learner. I.E. In the case of Courses “A”, “B” and “C”:

- One prerequisite: The learner could be required to complete “Course A” before they are able to start “Course B”. “Course C” could require the completion of “Course B”, and so on. $A \Rightarrow B \Rightarrow C$.

- More than one prerequisite: The learner could be required to complete "Course A" before they are able to start "Course B" or "Course C". $A \Rightarrow B, C$

3.9 SCORM Support Component

Learning Portals SCORM Support component includes support for the following standards: SCORM 1.2 and SCORM 2004.

Full support is offered for all features included in the SCORM standard. The LP does NOT include authoring tools.

The SCORM Support component is not required but is highly recommended. SCORM-based courses offer a more dynamic (and customized, if desired) learning environment, as opposed to static files such as PDFs and video files.

3.10 Search Component

ElasticSearch is available on Learning Portals.

It's a search function for looking up courses within the course listing, includes search-as-you-type as well as a list of search results, should the user desire.

3.11 Single Sign On Component

Several SSO options are available including Microsoft, Google, and LinkedIn

If the credentials are not recognized by the Learning Portal, the user is redirected to a "Create an Account" page. Users are "locked" to this page until they complete the user account creation process.

3.12 Skins (Multi-Brand)

A "skin" is a feature that adds an additional, alternate look to a unistd1 site.

A skin does not affect the content or operation of the site in any way. The list of courses, the list of users, everything will be the same except for the look of the site. I.E. add a course to the LP, it will appear on all skins.

A skin might include the following variations from the default:

- Alternate color palette
- Alternate logo (though likely should not vary in dimension)
- Alternate favicon

This feature is accessed via "hostname". Example: <https://bobcat.solomon.com>

4 Learning Portal Deployment

Depending on requirements, and whether new course content needs to be developed, a new Learning Portal can be deployed in under one month.

The deployment process involves AEC Daily interacting with sponsor staff, to ensure that the Learning Portal design is consistent with any company design guidelines, and has the features enabled to meet the sponsor's needs.

5 Ongoing Development and New Features

Learning Portal development and features are guided by the needs of our customers, and we are regularly adding new functionality and upgrades.

Please contact your AEC Daily representative if you are interested in our product development roadmap or in specific new features.

6 About AEC Daily

AEC Daily has been developing and delivering online education for over two decades, aimed primarily at the building products industry, and serving architects, designers, and construction professionals for the professional development needs. This deep understanding of, and experience in, the ongoing educational needs of professionals has resulted in the Learning Portal product being uniquely well-suited to delivering effective (and cost-effective) education to specific audiences.