

Agylia Learning Management System
Feature Summary



Agylia Learning Management System

 Available

 Not Yet Available

 Optional

Online / offline support

Users can access content in a combination of ways.

Online	Online access to content via browser (desktop or device).	
Offline	Content is downloaded and accessed and consumed offline with tracking data silently passed back to the central server when next connected.	

Authentication

Customer specific Agylia instances can be configured for any of the following modes of authentication.

Forms Mode	Users log on with a username and password validated directly against the LMS user store. Password complexity rules and max number of login attempts before account lockout can be configured according to customer requirements.	
AD/SSO Mode	Users logon by using their corporate Active Directory credentials in a seamless fashion i.e. single sign-on with no prompt for credentials.	
Other forms of federated authentication	User logon using a federated identity, authenticated by a third party provider such as a third party LDAP directory, Windows Live, Open ID, social provider such as Facebook, Twitter, Google or any SAML enabled identity store.	
2-factor authentication	Access to the Administration Portal can have the added security of 2-factor authentication. When enabled, administrators are required to use an external application (such as Google Authenticator) or SMS messages to their mobile device, to provide a passcode, in addition to their existing password.	

Session timeout	Configurable session timeout with warning message (with "stay signed in" option) displayed 2 minutes before session timeout. Notification message to inform users when they have been automatically logged out following a defined period of inactivity.	
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Authorisation

User roles provide different levels of permissions within the system.

Learners	Members of the learners' role can access and launch targeted content.	
Global administrators	Members of the Global administrators role can upload, target and manage content, manage user history, manage users, run reports, configure settings and more.	
Reporters	Members of the Reporters role can run reports and access dashboards across a specified set of user groups.	
Password administrators	Members of the Password administrators role can reset and manage passwords across the users in a nominated set of user groups.	
User administrators	Members of the User administrators role can perform user administration tasks across a specified set of user groups.	
Content administrators	Members of the Content administrators role can perform content administration tasks in relation to a specified set of user groups.	
Group administrators	Members of the Group administrators role can perform group administration tasks in relation to a specified set of user groups.	
Notifiers	Members of the Notifier role can send notifications a specified set of user groups.	
Team Leaders	Members of the Team leaders role can access the team leader dashboard, providing a real time view of their team members' current training status. They will subsequently be able to manage training content and task assignments and assign these to members of their team.	

Customisation

Web learner portal and mobile App interfaces can be branded and configured to suit the needs of a given organisation and to match corporate branding standards.

Server address (URL)	Each customer gets their own unique URLs to their Agylia learner and administration portals. By default, it is of the form <code>https://customername.portal-agylia.com</code> for the Learner Portal and <code>https://customername.admin-agylia.com</code> for the Administration Portal. Customers can also use custom URLs by using CNAMEs and DNS mapping. For example, the Contoso customer might choose <code>https://lms.contoso.com</code> as the address of their learner portal.	●
User interface	The colours, fonts, logo, etc. of the Web learner portal and App interfaces are defined by a theme, which is completely configurable.	●
Emails	Emails are template driven and the following can also be configured: From address Email subject line Email body Email signature Email style/fonts	●
System name and support email addresses	Both can be configured based on the needs of the specific customer.	●

User Management (Forms mode)

In forms mode, user accounts, passwords and other details are maintained within a custom user store database.

Self-Registration	If self-registration is enabled, users can create their own accounts.	●
Domain restrictions to self-registration	Administrators can restrict self-registration and require that users register with an email address from one or more specified domains (e.g. @contoso.com, @fabrikam.com). Email restriction for self-registration can also be defined by using regular expressions. This enables more sophisticated restriction rules to be applied. For example, restrictions can include "any subdomain of the contoso.com domain". This would support for example users fred@abc.contoso.com and bill@def.contoso.com.	●

Administrator account creation	Administrators can create new user accounts and optionally send user invite emails.	●
Account activation	User accounts can be preloaded and set to require activation. On first time use of the account, an email workflow is triggered and the user is required to click an activation link in the email in order to establish their passwords on first system access (non-SSO installations only).	●
Bulk user upload	Administrators can bulk upload a CSV file containing user account details. The system provides a downloadable template CSV to help with this. Administrators can include group membership details within the CSV file. Bulk processing can also be used to streamline account activation and deactivation. The upload process can be performed on a regular basis, to add new accounts and to update existing user account details.	●
Account creation via an API	A secured, REST-based Web API enables external systems to programmatically create new user accounts within Agylia.	●
Self-service password recovery	Users can recover forgotten passwords (with email verification for security).	●
Self-service password change	Users can change their own passwords at any time	●
Administrator password reset	Administrators can reset other users' passwords for them.	●
Account lock out	Accounts are automatically locked out after 'n' failed login attempts. The number of login attempts is configurable. The user and the administrator are notified by email when this happens. Administrators must re-enable the user's account in this scenario.	●
Configurable password expiry periods	Configurable password expiry periods with automatic reminders are coming soon (non-SSO installations only).	○

User Management (AD/SSO Mode)

The use of Microsoft Active Directory Federation Services (ADFS) provides single sign for employees who are in an organisation who use Windows Active Directory.

Account Creation	Accounts can be created manually, via bulk CSV upload or API.	●
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Bulk user upload	Administrators can still use the bulk user upload feature to preload accounts (for example those exported from AD). This is required to enable admins to map content to users and for reporting purposes.	●
Password management	In AD SSO mode, password management is all handled in the corporate AD. The advantage is that corporate password policies (minimum lengths, complexity rules, expiry rules etc.) are automatically enforced.	●
Role Mapping	During SSO configuration, ADFS rules must be established to determine which AD groups correspond to which of the system roles (Administrators, Learners, Reporters, etc.).	●

User Management (all modes)

User export	The user database (or subsets based on applied filters) can be exported to CSV.	●
Active / Inactive accounts	User accounts can be marked as active or inactive. Batch processing via a CSV export, import workflow can be used to make bulk changes to account activation status.	●
Search	Fast user search across any defined user profile property item.	●

Curricula

Content can be added to curricula i.e. collections of learning resources. Curricula can be nested to create compound structures.

Curricula definition	Curricula are defined by an administrator who supplies a curriculum name and description.	●
Adding courses and files to a curriculum	The administrator adds content to a curriculum.	●
Course and file sequencing	The administrator can define the sequence with which content must be consumed – or no sequencing rules need be applied. In this latter scenario, learners can launch the materials in any order.	●

Mandatory courses	The administrator can define specific courses within the curriculum as mandatory leaving others as optional. All mandatory courses must be completed by the learner before the curriculum can reach the completed state.	●
Must complete vs must pass courses	The administrator can define whether specific courses must be completed or passed in order to count towards the overall curriculum completion. Pass scores can be defined by the Agylia administrator but the default pass value is obtained from the mastery score in the course manifest (if it has been defined by the course author).	●
Course pre-requisites	The administrator can define pre-requisite rules for courses within a curriculum. For example, they might define that courses A and B must be completed before course C can be attempted. Another example might state that the learner must complete one from courses A, B and C before course D can be attempted.	●
Overall curriculum pass score	The administrator can define an overall pass score for the curriculum. If defined, the learner's score is computed as the average of scores achieved across all courses in the curriculum that contain assessments.	●
Files	The administrator can add files to curricula in addition to courses. Must complete and pass score settings are not available for files.	●
Curricula scheduling	Curricula can be scheduled, for example to be available only between specified date ranges or from a set date after a learner's first registration date.	●
Nested curriculum	Curriculum can contain other nested curriculum enabling nested hierarchies of content to be established.	●
Completion emails	Completion emails can be configured. These are sent to users on completion of a curriculum and can include summary information and scores.	●

Courses

Both platforms support SCORM and Experience API packages.

Course upload	Courses (SCORM ZIP files or Experience API packages) can be uploaded by an administrator.	●
Course launch (test mode)	Administrators can launch to test a course directly from the admin portal.	●

Course search	Users can search for courses by using a keyword search. This searches across course title, description and keyword tags.	●
Course categories	Courses can be associated with categories. These can be any string such as "HR", "Induction", "Sales Courses", etc. The catalogue view enables users to filter the course view by category.	●
Course inline replace function	Courses can be replaced "inline" without changing the course launch link. This is useful for applying course bug fixes after the course launch link has been distributed.	●
Course package download	Administrators can download the course package zip file from the Catalogue tab. This makes it easy for them to examine and use the course locally as and when needed, for example for diagnostic reasons.	●
Course mastery score	<p>The mastery score is an optional SCORM element found in the IMS Manifest file (a mandatory file for all SCORM course packages). If a mastery score has been defined by the course author, the system stores this value and uses it to set "passed" and "failed" status codes.</p> <p>When a course completes and a raw score logged, the raw score is compared with the mastery score (if defined). If the logged score equals or exceeds the mastery score, the "completed" status is changed to "passed". If the logged score is less than the mastery score, the "completed" status is changed to "failed".</p> <p>On uploading a SCORM package the mastery score is read from the manifest and stored as the content pass score. The administrator can override this value within the LMS if required.</p>	●
Pass score for Experience API content	The notion of a SCORM mastery score has been extended and applied to Experience API content	●

Gamification and leaderboards (optional)

The platforms support content and Apps that generate points and achievement awards. Via the Reports tab, administrators can access a global leaderboard that lists all users, their respective points total and their associated achievements (medals, badges and trophies).

Leaderboard	The leader board lists users in order of their accumulated points total. In addition, a record of each users' awards is also maintained and displayed.	●
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Points allocations	A user's points total can be viewed and their points total can be changed by the administrator. For example in some scenarios, points might need to be allocated based on some external learning activities i.e. learning undertaken outside the LMS or App.	●
Awards (medals, badges and trophies)	A user's set of awards can be viewed and maintained. For example, in some scenarios, additional awards might need to be allocated based on some external learning activities i.e. learning undertaken outside the LMS or App.	●

External Learning Activities

The platform supports tracking and reporting on external learning activities i.e. activities that occurred outside the boundaries of the LMS. Examples might include watching a YouTube video, attending an external class, reading a blog, conducting or attending a mentoring or coaching session and more.

Admin external learning activity management	Admins can assign external learning activities to users. Admins can also review, edit and delete external learning activities self-assigned by users.	●
User self-assignment	Users can register external learning activities via the web learner portal.	●
External learning activity reporting	External learning activities are included on content activity and user activity reports.	●
Evidence uploads with approval workflow	Users are able to upload evidence files (scans or photos of course completion certificates for example) to prove that their external learning activity is valid. The external learning activity can then be approved (or rejected) by nominated approvers prior to it being added to the user's learning record.	●

Action Based Learning (Tasks)

The platform allows an administrator to define tasks that must be completed by learners. Tasks can be standalone items or included in curricula. Users complete a task by performing some action, e.g. writing an essay, creating a video of themselves completing a function, etc. and uploading this as evidence or by referencing previously completed external learning activities. Once the user has completed the task, they can mark it as complete or optionally, submit the task for approval.

Admin task management	Admins can assign tasks to users. Admins can also review, edit and approve tasks (and the associated evidence) which users have submitted.	●
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User driven completion	Users can add evidence (files and referenced external learning) via the web learner portal, and then submit for approval (if required).	●
Task reporting	Tasks are included on content activity and user activity reports.	●
Optional approval workflow	Tasks can be configured to use an approval workflow, where nominated approvers review the task and associated evidence prior to it being added to the user's learning record. Approval can be configured to use either the learners assigned approver, an approver specific to the task or a general admin.	●
Emails	Appropriate emails are sent to approvers and learners as tasks are submitted for approval, approved, rejected, etc.	●

Multiple File Type Support

The platforms support the upload and delivery of multiple different types of files in addition to courses.

File upload	<p>Admins can upload and deliver files to the learner audience. The following file types are supported via a defined whitelist. This whitelist can be easily extended by CM Group for specific customers should the need arise and should we deem the requested file type as "safe".</p> <p>Excel (.xls, .xlsx) PDF (.pdf) PowerPoint (.ppt, .pptx) Video (.mp4, .flv, .f4v) Word (.doc, .docx) Zip (.zip)</p> <p>Note that if a zip file (not containing a SCORM or Experience API manifest) is uploaded it is not extracted. This enables collections of resources packaged within the zip to be uploaded and subsequently referenced – for example by a course.</p>	●
File references	URLs to uploaded files can be retrieved and used (for example) to link to the files from courses.	●
File targeting	Targeting works for files as it does for courses and curricula, i.e. you can associate any file with an individual user or group of users. If a file is not targeted, no one will see it.	●
File availability	Availability settings can be applied to files as they can to courses and curricula. Availability settings include Always available, Never available, and Available from <date> to <date>.	●

Files within curricula	Files can be added to curricula, in addition to courses. Within curricula sequencing rules can be applied.	●
File replace	Files can be replaced with other files of the same name without changing the file's URL. This is useful when a typo or bug is discovered in the file's content and it needs to be replaced without breaking the file links. Files can also be replaced with files of a different type e.g. replacing a Word doc with a PDF doc.	●
Multi-file drag and drop uploader	Administrators can drag and drop multiple files into an upload window and have the file set uploaded concurrently	●
Web links	As an alternative to hosting files on the LMS, content administrators can create web links to point to any external resource (via a web address). This could refer to a resource on the Internet or Intranet. Users simply click the link to access the resource. Launch links are tracked by using Experience API statements.	●
File attachments	Administrators can add attachments to courses, curricula and files, so that learners can view these in addition to the content item. This is useful where you may want to associate a reference file or a syllabus with a course.	●

Curricula, Course and File User Assignment – Content Targeting

Until a curriculum, course or file has been assigned to a user or user group it remains invisible to the user.

Associate with user	Administrators can assign content to individual users	●
Associate with user group	Administrators can assign content to groups of users	●

Events and sessions

Events are used to model webinars, online events or classroom based training events. Sessions are specific instances of an event running at a given location (maybe online) on a given date. Users can self-enrol onto sessions (with optional approval) or the administrator can enrol users onto sessions.

Event creation	Administrators can create events to model online or classroom based training or similar.	●
Session creation	Zero, one or more sessions can be associated with an event. Joining instructions, locations, dates, times and cancellation deadlines can be specified.	●
Seat capacity	Seat capacities can be specified per session.	●
Enrolment	Enrolment can be configured to require or not require approval by either the learners assigned approver, an approver specific to the event or a general admin.	●
Invitations	Admins can send invites to users inviting them to attend sessions.	●
Waiting list	Event level waiting lists.	●
Confirmation emails	Approval request, approval and rejection emails are sent to appropriate user during the enrolment process. Following successful enrolment, the user receives an email with an attached .ics calendar file for Outlook calendar (or similar) integration.	●
Register interest	Users have a register interest option to express interest in a future session if none of the currently advertised sessions are suitable.	●
Calendar and calendar downloads	Users have access to a calendar showing their booked sessions and also upcoming sessions. They can download calendar files for specific sessions or they can download all sessions on the calendar – into their Outlook or equivalent calendar.	●
Event / Session exports	Admins can export the enrolment / attendance information in CSV format. This is useful, for example, when class attendance information needs to be provided to an external lecturer or organisation.	●

Profile Data

Profile data is configurable per LMS instance. Any item of user profile data can be captured. Profile data configuration includes on screen field labels, field sequencing (when presented on self-registration and profile forms), field data types, field validation and the mandatory or optional status of the field.

Fully configurable profile data	Fully customisable sets of user profile data can be established, with both optional and mandatory items.	●
Flexible data type support	Multiple field data types are supported. These range from basic string input fields to date fields, and single-select and multi-select fields that provide sets of selectable options.	●
Self-registration	Users can self-register on the system and be automatically forced to enter any missing mandatory profile information.	
User rules	Rules can be defined to automatically assign users to groups based on their profile data. In this way when a new user is presented to the system (via the API, CSV batch import process or manually via self-registration), the user is automatically placed in the right groups – for example based on their job title, department, location, region or any other item of profile data. This ensures they immediately see only relevant content to them.	●

Content Launching

Every content item has a unique course launch link which doesn't change once the item has been uploaded.

Unique launch links	Every content item, e.g. an eLearning course, has a unique launch link (which doesn't change). This can be emailed out to users and is contained within the system generated invite emails for example.	●
Home page launch	Users can launch items with one click from their home page. The home page displays a list of courses to which they've been assigned.	●
Re-launch configuration	The administrator can configure whether or not a user can re-launch a course once they have completed it.	●
Course completion emails	The administrator can configure whether or not a completion email (containing name, date, item title, score, etc.) should be sent to user on completing an item.	●

Content sequencing	Admins can control the precise order in which content is displayed in any view via sequencing.	●
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Availability

By default, curricula, courses and files are always available once uploaded and once they have been associated with one or more users. However, availability rules can also be defined.

Availability	Curricula, courses and files are available to targeted users and user groups by default, but they can be marked as unavailable for example if they need to be taken offline for a period of time.	●
Availability date ranges	Curricula, courses and files can be configured to be available between two specified dates (a from date and a to date).	●
Scheduled availability	<p>Curricula, courses and files can be configured to be available 'N' days, weeks, or months after a learner's start date (either their first LMS login or their first access of the current course or content item).</p> <p>This is very useful for induction scenarios where you want to deliver content according to a specified scheduled after a new employee starts work.</p> <p>For example, you can define a programme of learning for month1, month2, month3 and so on after the new employee starts.</p>	●
Curriculum overrides	<p>If availability dates are configured for a curriculum AND for any courses or files contained in that curriculum, the curriculum settings override the individual settings.</p> <p>For example, if a curriculum is available based on its configured date ranges, the contained files or courses will show within that curriculum, regardless of any individual availability settings that may be defined for them.</p>	●

Scheduling

Dates can be specified for when content should be completed.

Completion	<p>The administrator can specify a date by which time users must have completed an item.</p> <p>The administrator can specify that a given item must be completed with 'n' days of initial access (useful for induction type scenarios).</p>	●
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	The administrator can optionally prevent users from launching an item once the completion date and or completion period has been reached.	
Complete by reminders	The administrator can choose to configure the system to send reminders at a particular point before the complete by date is reached. Reminders can be sent at regular intervals and the reminder email body can be customised.	●

User History

Tracking data	A history of course interaction is maintained by using either the SCORM or Experience API protocol. This shows when an individual launched a course, completed a course, how long they spent in a course, responses to questions, overall scores and so on.	●
User status updates	Administrators can view and edit the status of content items for users. This allows the admin to reset a user's state so that they can, for example take a course again, or mark a user as completed with a score.	●
Sandbox	Administrators can view courses in the current state the user is seeing the course. This is useful for diagnosing user or course issues.	●
Learner history	Users can view a journal which shows a record of all training they have completed. The journal can be filtered by completed or in progress, and can be printed for reference purposes.	●
Deleting tracking data	Administrators can selectively delete user history (tracking data) for a given user. They may wish to do this (for example) to clear data from a group of test users who have been beta testing a new course. By deleting the history, this unwanted tracking data will not show up on reports. Administrators may also need to clear learner history in order to enable a user to retry a course that has limited attempts.	●

Reporting

Agylia supports a range of standard reports, all of which can be viewed both online or downloaded as CSV spreadsheets.

Customisable	Administrators can configure what information to include in the reports based on the date range, users, groups, catalogue items and the required profile data to be included.	●
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Content activity report	The Learner Portal is a fully responsive application that supports all modern browsers.	●
Non-completion report	Shows the learners who haven't completed one or more content items, filtered by group membership.	●
User activity report	Shows all learner activity, filtered by date and group membership.	●
Content status report	Shows learner status for a single content item, filtered by date, and learners and/or group membership.	●
Learner journey report	Shows a learner's journey through one or more content items (courses) - showing individual page completions, question responses and course completion data, filtered by date, and learners and/or group membership.	●
Assessment summary report	Shows a summary for a single content item, detailing how many learners have answered each question, the number of responses per answer and how many learners got each question correct.	●
Assessment details report	Shows responses for a single content item for one or more users, filtered by date.	●

Social Features and Discussion Forum

A modern, fully responsive mobile enabled social discussion forum. This is a fully integrated solution that works equally well on desktops and devices based on <http://discourse.org>.

Themable skin	Customisable, themeable interface.	●
Threaded discussions	Multiple, threaded discussions.	●
Authentication	Integrated, SSO.	●
File attachments	Include arbitrary file attachments of any allowed file type or file size in your posts.	●
Powerful search	To quickly find relevant topics.	●
Moderation	Community moderation or admin moderation.	●

Post approval	For sites with sensitive content, enable approval to have admins approve all posts by new users in a handy queue.	●
Likes	Express agreement, support, and highlight interesting posts with the prominent ♥ button on every post.	●
Optimised for reading	To keep reading, just keep scrolling. When you reach the bottom, suggested topics keep you reading.	●
Real time notifications	Know when someone replies to you, quotes you, mentions your @name, sends you a private message, links to your post, edits your post, or recategorises your topic.	●
Summarise topics	Use the Summarize button to condense long topics to just the most interesting and popular posts.	●
Automatic URL embedding	URLs to popular websites like Wikipedia and YouTube will include an inline summary. Fully supports OpenGraph and oEmbed.	●
Polls	Create quick poll topics for the community to vote on.	●
Flexible formatting	Mix and match Markdown, BBCode, and HTML formatting in posts.	●
Email replies	Reply to email notifications to post without visiting the website.	●
Private messaging	Send private messages to a single user or to groups of users.	●
Wiki posts	Mark posts as collaboratively editable by any trusted member of the community.	●
Link tracking	External links are shown with a visible click counter. Incoming and outgoing links to other topics are displayed next to each post.	●
Advanced image handling	Add images through upload, drag and drop, or copy and paste. Large images automatically thumbnailed and lightboxed.	●
Star rating of content	Star rating can be enabled allowing users to provide a 5 star rating of content.	●

Content summary exports	A CSV export can be generated showing average star ratings and total access counts for all content in the catalogue.	●
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Content Delivery Network

A content delivery network providing true cloud content delivery and scalability.

Global content delivery	Deploy multiple content delivery nodes (CDNs). Cloud content routers (CCRs) ensure that the nearest node to the client location is used to deliver content, ensuring minimised network latency and improved performance. Deploy CDNs for performance (to minimise latency) and for data sovereignty (to ensure that content is hosted in specific regions).	●
Scalability	Content served directly from cloud storage providing scalability. Additional CDNs can be brought online to accommodate very large user numbers (hundreds of thousands+).	●

Web Learner Portal

A fully responsive, mobile ready web learner portal.

Localisable interface	Supports localisation. Multiple languages coming soon.	●
Responsive interface	Fully responsive interface equally at home on smart phones, tablets and desktops.	●
Multi portal support	Multiple, independently themed portals can be connected to a single LMS instance.	●
Catalogue	Supports full catalogue access with powerful filtering and searching.	●
My learning	Displays the user's mandatory training in a separated area, making it clear for users to understand which training they need to complete.	●
Achievements	Optional leader board and personalised achievements display.	●
Password reset	Self-service password reset (where forms authentication is used).	●
Password recovery	Self-service password recovery (via email) in the event of a learner forgetting their password	●

Profile page	Support user profile viewing and editing (subject to configuration)	●
Learning history	Learning history page showing a printable record of completed and in progress learning.	●
Calendar	Calendar highlighting content completion dates and sessions.	●
Branding	Supports custom themes, enabling customer branding to be applied.	●

Dashboard

A graphical dashboard that gives administrators a snapshot view of system activity.

Activity charts	<p>These include:</p> <ul style="list-style-type: none"> - A summary chart that shows the relative weighting of completed, incomplete and not attempted courses on the system - Most completed courses - Most incompleted courses - Most attempted courses - Most not attempted courses 	●
Package charts	<p>These include:</p> <ul style="list-style-type: none"> - Largest packages. This shows the relative weighting of uploaded package sizes on the system so you can easily see which courses are consuming the most storage. - Smallest packages 	●
Traffic charts	These charts show system activity by month together with browser usage data. This is particularly useful because many organisations do not know what browser their content consumers use. This chart provides that information.	●