



COVID-19 Courses

Torch LMS Legacy System



COVID-19 Courses

Purpose

Absorb wants to make sure that you and your learners are prepared and understand the facts regarding COVID-19. As part of this initiative, we are offering two free courses to all our clients to provide to your learners within the Torch LMS Legacy System. The course will cover:

- COVID-19: Protecting Yourself and Others - What you need to know and where to find information for you and your family
- COVID-19 and Your Workplace - Important information on how the COVID-19 Pandemic may affect your workplace

Along with this content, you may also choose to provide company policies and procedures that you have created to ensure your learners understand important company protocols. We are providing this guide to help you in using these courses in the LMS to facilitate a quick dissemination of information regarding the virus and your specific workplace needs.

Instructions

Step	Instructions
1.	Please visit the Absorb Knowledge Base to select your SCORM package version. Note: A copy of this file may already be available within your Media Library after 03/19/2020.
2.	Log in to your Torch LMS environment as an Admin who has permission to create Activities.
3.	Navigate to System Management.
4.	Go to Learning Management > Activities. a. Click the Add Activity button b. Select SCORM/AICC from the pop-up menu.
5.	In Step 1 of 5) Upload Activity > Add New Activity: SCORM/AICC, upload the zipped SCORM file using the drag-and-drop tool.
6.	In Step 2 of 5) Activity Info: a. Enter the Activity Title b. Enter or generate an Activity ID# c. You can configure other settings in this step as needed.
7.	In Step 3 of 5) Permissions adjust the Permission sets to grant access to Groups and/or individual Users as needed.

8.	In Step 4 of 5) Optional Items you have the choice to: <ol style="list-style-type: none"> a. Add Objectives of the training b. Attach additional company documentation, such as your company policy and procedures.
9.	In Step 5 of 5) Review check the activity's configurations and click the Submit button.

Notify your Learners

Use the **Announcements** tool to broadcast information to your learners.

- Follow the in-app guide by selecting the **chat bubble icon**.

Build a **Requirement** to establish completion due dates and target specific populations

- You can customize automatic notifications directly from the Requirement settings.

Receive confirmation and acknowledgment from your learners by creating a **Quiz**.

- You will be able to quickly view responses using the **Report Results** tool.
- Quizzes can be bundled with activities as a Grouped Activity, or as an element of a Requirement.

Additional guidance on how to build Activities, Requirements, Quizzes and other elements can be found in the Torch LMS In-App Tool.