Return to the Workplace Course
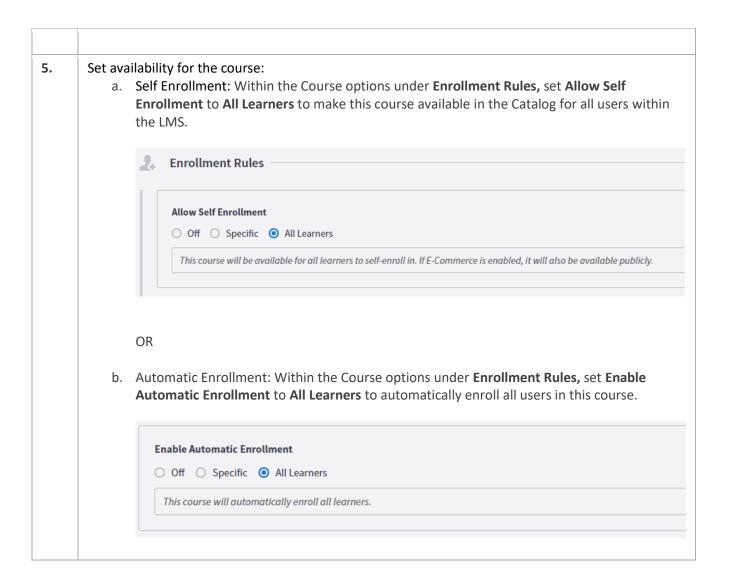
Return to the Workplace Course

Purpose

To support our valued clients during the next phase of the pandemic recovery process, we're offering a free course that addresses some recommended considerations and employee guidelines for safely returning to the workplace.

The instructions below explain how to upload the free course to the LMS, and include directions for adding other company policies and procedures alongside this course if applicable. This may help ensure learners understand important protocols specific to your organization and assist with communicating information around a safe return to the workplace.

5 Simple Steps

* The following instructions were written for the Admin Refresh version of the admin interface. Haven't switched yet? Contact support@absorblms.com or your CSM for more details.
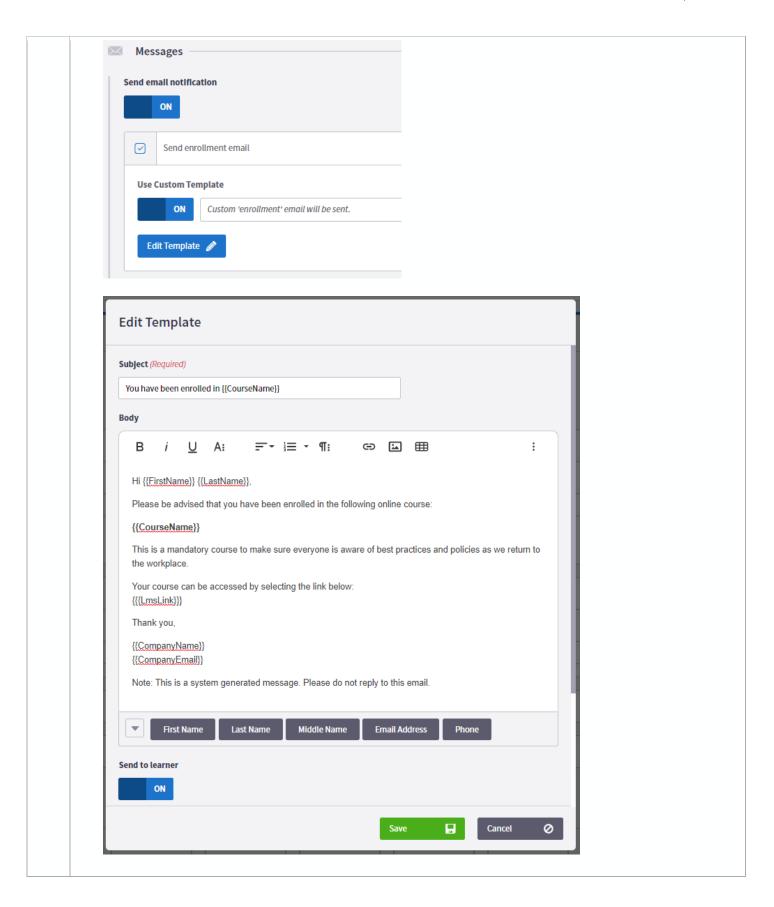
Step	Instructions
1.	Please visit the Absorb Knowledge Base to select and download the SCORM package.

2.	Within the LMS admin portal, import the course from the **Courses Report** by clicking **Import Course** and choosing to import in **SCORM 1.2** format.
	    a. Check and adjust the Name, Description and Category if necessary or desired.
	    b. More information is available here.

3.	Add any additional documentation such as your company policy and procedures by adding an **Object** lesson to the course. This might be a PDF that you upload or a link to your internal documentation. More information is available here. a. Adding your individual company policies to the program enables you to provide additional information specific to your company, physical workspace, or local recommendations or regulations.

4.	Add an E-Signature lesson to create an accepted confirmation that your learners have read and understood the information provided.
	    a. Add **E-Signature** lesson and enter a name and description.
	    b. Add **Electronic Signature Agreement** e.g. *"By accepting below you are acknowledging the information, policies and procedures outlined within this Course."*
	    c. Set **Method** based on your preference and learner login method. If your users login via SSO then PIN is the recommended option.
	    d. More information on E-Signatures is available here.
	
	* E-Signatures are only available in the Admin Refresh. Consider using an Assessment lesson with a single acknowledgement question if you don't yet have access to E-Signatures.

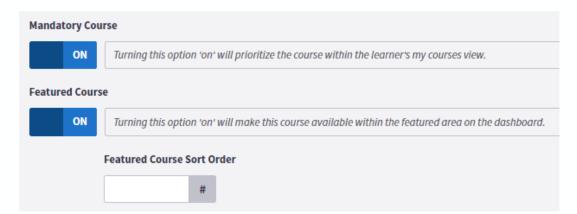|	

5.	Set availability for the course:
	
	   a. Self Enrollment: Within the Course options under **Enrollment Rules,** set **Allow Self Enrollment** to **All Learners** to make this course available in the Catalog for all users within the LMS.
	
	      OR
	
	   b. Automatic Enrollment: Within the Course options under **Enrollment Rules,** set **Enable Automatic Enrollment** to **All Learners** to automatically enroll all users in this course.

Notifying Your Learners

Ensuring that information is provided to your learners in a timely and efficient manner is an integral step for the safety of your teams. Outlined below are a few best practices that will ensure information is shared with your teams appropriately.
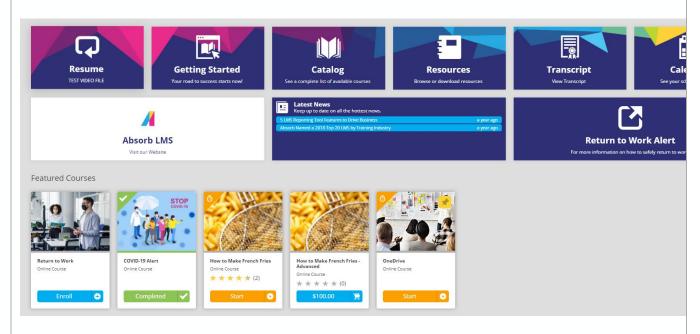
Step	Instructions
1.	Update the Enrollment Message template with specific messaging: a. Within the course options under **Messages,** enable **Use Custom Template,** click **Edit Template** and customize the message sent to your learners once enrolled in this course.

✉ **Messages**

Send email notification

`ON`

☑ Send enrollment email

Use Custom Template

`ON`   *Custom 'enrollment' email will be sent.*

Edit Template ✏

Edit Template

Subject *(Required)*

You have been enrolled in {{CourseName}}

Body

B   *i*   U̲   A⠇   ☰▾   ☰▾   ¶⠇   🔗   🖼   ▦   ⋮

Hi {{FirstName}} {{LastName}},

Please be advised that you have been enrolled in the following online course:

{{CourseName}}

This is a mandatory course to make sure everyone is aware of best practices and policies as we return to the workplace.

Your course can be accessed by selecting the link below:
{{{LmsLink}}}

Thank you,

{{CompanyName}}
{{CompanyEmail}}

Note: This is a system generated message. Please do not reply to this email.

▼ | **First Name** | **Last Name** | **Middle Name** | **Email Address** | **Phone** |

Send to learner

`ON`

Save 💾   **Cancel** ⊘

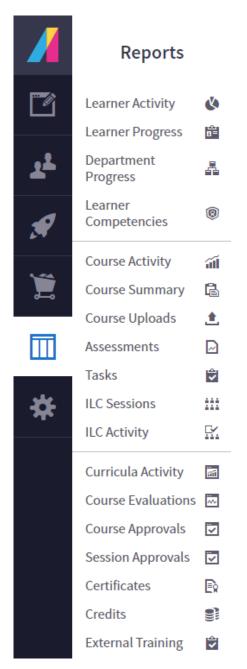| 2.	Set the course as Featured or Mandatory to prioritize this course in your course listings and/or enhance the learner's view. a. Within the Course options under **Catalog Visibility,** toggle Mandatory and/or Featured to **ON.** **Mandatory Course** **ON** _Turning this option 'on' will prioritize the course within the learner's my courses view._ **Featured Course** **ON** _Turning this option 'on' will make this course available within the featured area on the dashboard._ **Featured Course Sort Order** #
	Example:
3.	Create a Custom Tile (example below) or Billboard (Engage module only) by adding a Deep Link URL to the Course.

a. Use the following format to create the deeplink to your new course by editing the highlighted areas.
https://yourdomain.myabsorb.com/#/online-courses/courseid
The course id can be found in the Courses Report in the admin interface by adding "id" to the report or by navigating to the course from the learner side and copying the URL.

b. Add a Hyperlink Tile to your dashboard and customize it to stand out, more information is available here.

c. Create a Billboard to add to your dashboard, more information is available here.

Reporting

Reports

Learner Activity

Learner Progress

Department Progress

Learner Competencies

Course Activity

Course Summary

Course Uploads

Assessments

Tasks

ILC Sessions

ILC Activity

Curricula Activity

Course Evaluations

Course Approvals

Session Approvals

Certificates

Credits

External Training

Confirming that your teams have completed the training is equally important. You can view which learners have completed the course you can review activity through the **Course Activity** report.

Additionally, save this this report or have it scheduled to be automatically sent to appropriate team members on a regular basis.