

LMS Integration Guide

I. Introduction

EVERFI offers an LMS integration that allows the customer to assign and launch training through their own preferred Learning Management System.

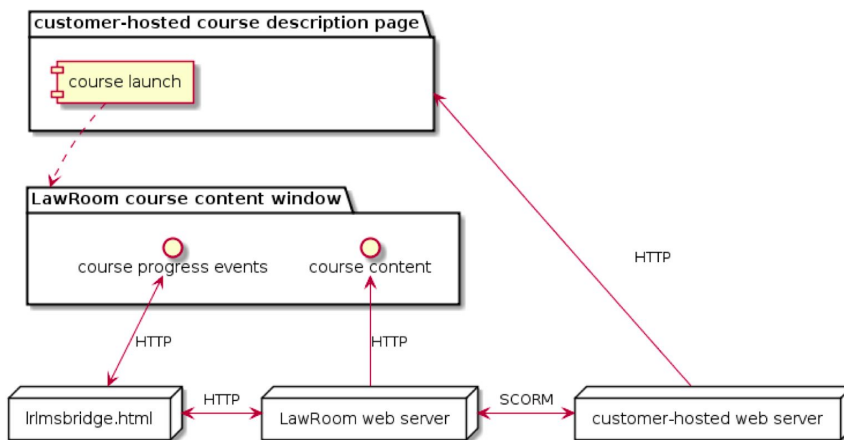
This document will provide you more information to help you determine if this solution is right for you, the steps to implement it smoothly, and how to test.

II. What is a LMS Integration and how do you know if you need it?

What Is It?

Learning Management Systems (LMS) integrations allow the customer to host the courses externally within their LMS to create a seamless process for the end user. This also allows the course data to be tracked within the in house LMS. The integration consists of an AICC/SCORM 'Dispatch' package.

How Does It Work?



How Does A Dispatch Package Work?

This means that, though a course exists on the Customers LMS, the actual course content can reside on another server, even one outside their own network. With cross-domain courses, the EVERFI Systems can host the content on our server and the LMS can call that content when users launch the course.



Our courseware is compliance-related and compliance requirements change all the time, we host the course content on our local servers at EVERFI so that we can push changes to the customer when there are changes in the law. Further, this ensures that a new course package does not need to be loaded by the customer every time there is a change in the laws.

What is AICC?

Aviation Industry CBT [Computer-Based Training] Committee (AICC) - is a set of standards applied to the development, delivery, and evaluation of training courses that are delivered via technology. If a learning platform, such as an LMS, is built to accept AICC-compliant eLearning content, then it will be able to host and deliver any content which complies with the AICC Guidelines and Recommendations. AICC communicates with the LMS by sending HTTP messages and then interpreting responses from the LMS.

What is SCORM?

Sharable Content Object Reference Model (SCORM) - is a set of specifications that, when applied to course content, produces small, reusable e-Learning objects. SCORM defines a specific way of constructing Learning Management Systems and training content so that they work well with other SCORM conformant systems. Basically, the different versions of SCORM all govern the same two things: packaging content and exchanging data at run-time. SCORM communicates with an LMS by calling methods of a JavaScript object called the API adapter. There are several versions of SCORM, however, the most widely used is SCORM 1.2.

III. How Do You Do An LMS Integration

Typical engagement for an LMS integration takes anywhere from 2-6 weeks depending upon complexity and which LMS you are using. The process is as follows:

New Customer Implementation

1. EVERFI will send you a test course (AICC or SCORM) to load into your LMS which will help test communication and recording.
2. EVERFI will package each requested course (AICC or SCORM) for your LMS and send them to you.
3. You will assign each course to a small test audience (1-3 people) to make sure they are functioning correctly within your LMS. We will also check that the test users course records are appearing in the reporting section of the EVERFI LMS to ensure that the LMS's are syncing up correctly.

Existing Customer Implementation

1. EVERFI will send you a test course (AICC or SCORM) to load into your LMS which will help test communication and recording. Since your company is an existing customer and have done training previously, you have users loaded into our system already which requires us to look up their unique ID during testing.
2. Upon reviewing the results of your test course, we will identify what unique identifier your LMS passes to ours. The UniqueID is something we look up on our end, which is why we needed the user info. The UniqueID is something that your LMS passes to us as authentication for the user when they take training in your LMS. Our LMS reads this ID and then knows who the user is taking the training and where to save the training records, as we keep backup records for all training in case you ever have a compliance issue or complaint that you need records for.

Once you have identified its meaning you will need to download all existing training records from our system and update them with their corresponding UniqueID so that when your LMS communicates to us we know who the record is associated with. We will then update all records in our system. This is a one time data clean up. After this is done, all new users will be created through your LMS and will create a new profile in the EVERFI database and will already have the UniqueID attached to their record.

3. EVERFI will have you retake the test course to make sure all updates from step 2 are working correctly and linking to your account.
4. You will address all open coursework (if applicable) to make sure that everyone either finishes any pending courses or has the course unassigned until integration is complete.
5. EVERFI will package each requested course for your LMS in AICC or SCORM and send them to you.
6. You will assign each course to a small test audience (1-3 people) to make sure they are functioning correctly within your LMS. Once verified, integration is complete.