



e-Skills Matrix – Learning Management System

Definition/Description

A Learning Management System (LMS) is a software application which is used to facilitate learning in an online environment. This platform can, typically, be used in a variety of ways to administer training, to provide learning content, monitor learner participation and progress and assess learner outcomes. An LMS can be used to support face-to-face facilitation of learning through fully online, non-supported course delivery. Webinars and virtual class rooms can be incorporated into an LMS to provide supported, synchronous learning opportunities.

There are many ways Learning Management Systems can be used to facilitate learning. The scenarios below illustrate two methods.

Further information:

National VET eLearning Strategy <http://flexiblelearning.net.au/plan-and-deliver/design-e-learning/gallery/learning-management-systems-lms/>

Teacher

In addition to the skills described in e-Skills Matrix - Web in the Classroom, teachers will need the following skills to facilitate training in the following scenarios utilising a Learning Management System.

Scenario 1

The Learning Management System is administered by a third party. The course has been purchased and uploaded to the Learning Management System. The course is delivered in modules which contain a variety of learning activities including discussions forums and assignments. The teacher's role is to provide support through feedback on assignments/learning activities, answering queries and moderating discussion forums.

To facilitate learning in this scenario, a teacher will need the following skills:

- Knowledge and skills in the following functions of the LMS
 - Sign in procedures
 - Ability to navigate the LMS environment
 - Ability to create, add to or change personal profile
 - Ability to upload content such as images, documents and other course content
 - Ability to use a text editor including basic HTML editor For Example:
To embed a Youtube video
 - Understand and use communication tools linked to LMS
 - Ability to moderate discussion forums

- Management of assignments and provision of online feedback
- Browser interoperability with LMS to upload files and support students with browser issues
- Know who and how to contact for support with the LMS. For Example: to troubleshoot problems with learning content such as broken links

Examples of LMS which deliver courses as in this scenario

Gippsland Learn and Connect Moodle <http://gippslandlearnlocal.trainingvc.com.au/>

Resources/equipment

Access to:

- Computer
- Email account
- Reliable internet connection
- Access to LMS
- Printer to print hard copies of assignments - optional and dependent on organisational policy and procedure

Scenario 2

The Learning Management System is administered by a third party. Teachers create course content and upload to a Learning Management System. As in the first scenario, they support learning through discussion forums, addressing queries and assessing course outcomes.

In addition to Web-in-Class skill set and the skills described above, teachers need the following skills to create and upload a course to an LMS:

- Sound knowledge of LMS functionality – up-loading files, creating quizzes, creating forums, adding a student resource bank, adding learning activities, adding assignments, accessing assignments and providing feedback through the features of the LMS.
- Review learning materials for accessibility options, content, currency and suitability in context of the online learning environment
- Create course content using content authoring tools such as iSpring Presenter, Adobe Captivate, Screenr
- Create and set-up certificates or badges

Resources/equipment

Access to:

- Computer

- Email account
- Reliable internet connection
- Access to LMS
- Access to content authoring software
- Access to word processing, spread sheet and slide show creation software
- Printer to print hard copies of assignments - optional and dependent on organisational policy and procedure

Example of a LMS which delivers courses as in this scenario

Gippsland Learn and Connect Moodle <http://gippslandlearnlocal.trainingvc.com.au/>

Facilities/requirements

- A hosted and supported Learning Management System
- Learning content For example: Toolboxes, courses purchased from developers, VET Commons
<https://nationalvetcontent.edu.au/share/page/user/guest/dashboard>
- Training in Learning Management Systems and e-skills for teachers and learners
- Electronic policy and procedure available to teachers and learners For Example: organisational policies for Netiquette, Work Health and Safety and Assessment
- Electronic 'How to Guides' For Example: Introduction to the Learning Management System
- Provision of access to computer and internet when applicable

Pre-requisite skills to learn in this environment:

- Login procedures
- Ability to navigate Learning Management System
- Ability to create, add to or change personal profile
- Basic word processing skills to document research activities and learning activities such as worksheets (dependant on course content)
- Familiarity with Learning Management System functions such as downloading and uploading files and text editing (discussion forums)
- Basic file management including basic understanding of common file types such as Portable Document Files (PDF), image files and documents
- Online communication skills such as writing effective emails, posting in forums (variable depending on delivery method)
- Know who and how to contact when requiring assistance

Resources/equipment

- Access to computers, internet and an email account
- Headsets for listening to videos in a classroom (optional and dependent on delivery method)
- External storage hardware such as flash drives

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